

**BARBOUR COUNTY SCHOOLS  
PHILIPPI WV 26416**

**MEMORANDUM -**

**TO: BOARD MEMBERS**

Martin Durst  
David Everson  
Joanne McConnell  
Adam Starks  
Ron Phillips

**FROM: EDDIE VINCENT, SUPERINTENDENT**

**DATE: August 20, 2024**

**RE: BOARD MEETING AGENDA**

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, August 26, 2024**, at the **Board of Education Office, 45 School Street, Philippi, WV 26416.**

**Call to Order**

**Pledge to Flag**

**Invocation**

**Minutes –**

Approve the minutes of the August 12, 2024 board meeting. – Enclosure A

**Recognitions –**

**Discussion –**

**School performance, student outcomes, academics –**

**Delegation(s) –**

**Reports –**

July 2024 Financial Report – Enclosure B

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**Superintendents Recommendations –**

**Attendance –**

1. Recommendation: In compliance with Attendance Policy 8200, approve requests for out-of-zone attendance for the school year 2024/2025 contingent upon compliance with pupil-teacher ratio. – Enclosure C

**Business & Finance**

2. Recommendation: Approve regular payroll in the amount of \$\_\_\_\_\_. – Enclosure D
3. Recommendation: Approve payment of bills in the amount of \$267,567.33. – Enclosure E
4. Recommendation: Approve payment of bills in the amount of \$29,494.05. – Enclosure F
5. Recommendation: Approve payment of bills in the amount of \$10,378.92. – Enclosure G
6. Recommendation: Approve the final total of travel reimbursement check run in the amount of \$3,317.43. – Enclosure H
7. Recommendation: Approve payment of utility/copier bills in the amount of \$32,479.80. – Enclosure I
8. Recommendation: Approve/Confirm fundraising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure J

**A. Kasson Elementary/Middle School**

1. (Schoolwide) - \$550.00
2. (Schoolwide) - \$1,300.00
3. (Schoolwide) - \$1,000.00
4. (PTO) - \$500.00
5. (PTO) - \$250.00
6. (PTO) - \$150.00
7. (PTO) - \$100.00
8. (Volleyball) - \$200.00
9. (8<sup>th</sup> Grade) - \$1,000.00
10. (8<sup>th</sup> Grade) - \$1,000.00

**B. Philip Barbour High School**

1. (Band) - \$2,000.00
2. (Band) - \$2,000.00
3. (Band) - \$1,500.00
4. (Band) - \$1,000.00
5. (Boys Basketball) - \$1,000.00
6. (FFA) - \$1,000.00
7. (Girls Soccer) - \$500.00
8. (Schoolwide) - \$1,000.00
9. (Schoolwide) - \$1,000.00

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- 10. (Volleyball) - \$300.00
- C. Philippi Middle School
  - 1. (Athletics) - \$1,500.00

**Curriculum & Instruction –**

- 9. Recommendation: Approve/Confirm curricular trips. – Enclosure K
  - A. Belington Elementary School
    - 1. (3rd Grade) – to Barbour County Fairgrounds on August 28, 2024
  - B. Junior Elementary School
    - 1. (3rd Grade) – to Barbour County Fairgrounds on August 28, 2024
  - C. Kasson Elementary/Middle School
    - 1. (3<sup>rd</sup> Grade) – to Barbour County Fairgrounds on August 28, 2024
  - D. Philip Barbour High School
    - 1. (Volleyball) – to Virginia Beach/Colonial Williamsburg on September 12-14, 2024
  - E. Philippi Elementary School
    - 1. (3<sup>rd</sup> Grade) – to Barbour County Fairgrounds on August 28, 2024

**Facilities & Maintenance –**

- 10. Recommendation: Approve the contract conveying the BC Bank Park to the Barbour County Board of Education from the Promise Foundation. – Enclosure L
- 11. Recommendation: Approve contract with Sutter Roofing and Metal Company for the construction work on the Philippi Elementary School Roof Project. – Enclosure M
- 12. Recommendation: Approve contract with Scott Preston to be the Clerk of the Works for the Philippi Elementary School Roof Project. – Enclosure N
- 13. Recommendation: Approve/Confirm the use of buildings and/or grounds. – Enclosure O
  - A. Philippi Middle School
    - 1. On August 18, 2024 – requested by Carla Boylen for a Birthday Party
    - 2. On September 9, 2024 – requested by Carla Boylen for a Wedding Shower
- 14. Recommendation: Approve building/ground modifications. – Enclosure P
  - A. Kasson Elementary/Middle School
    - 1. (Playground) – install 2 gaga pits

**Food Service –**

**Policies –**

**Student Support –**

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**Transportation –**

**Travel –**

15. Recommendation: Approve/Confirm requests for professional leave. – Enclosure Q

**Vocational –**

**Personnel –**

16. Recommendation: Accept the resignation of Christina Sterck as a Science Instructor at Belington Elementary School effective August 9, 2024. – Enclosure R
17. Recommendation: Accept the resignation of Justin Carter as a Long Term Substitute Science Instructor at Philippi Middle School effective August 11, 2024. – Enclosure S
18. Recommendation: Accept the resignation of Shaylen Chenoweth as a Long Term Substitute Music Instructor at Junior Elementary School effective at the end of the day on August 21, 2024. – Enclosure T
19. Recommendation: Accept the resignation of Trina Alt as Head Cheerleading Coach at Kasson Elementary/Middle School effective August 12, 2024. – Enclosure U
20. Recommendation: Accept the resignation of Tonia Wolfe as an LPN/Special Needs Aide at Kasson Elementary School effective August 14, 2024. – Enclosure V
21. Recommendation: Accept the resignation of Courtney Murphy as a Counselor at Philippi Middle School effective August 12, 2024. – Enclosure W
22. Recommendation: Approve medical leave of absence for a professional employee assigned to Philip Barbour High School through approximately October 15, 2024. – Enclosure X
23. Recommendation: Approve medical leave of absence for a service employee assigned to the Bus Garage beginning August 15, 2024, through approximately October 1, 2024. – Enclosure Y
24. Recommendation: Approve medical leave of absence for a service employee assigned to Philippi Elementary School beginning August 12, 2024, through approximately August 30, 2024. – Enclosure Z
25. Recommendation: Approve the following list of new positions to be created for the 2024-2025 school year to allow the school system to meet the needs of students and fluctuations in funding and student populations. – Enclosure AA

<b>Position</b>	<b>Location</b>	<b>Funding Source</b>	<b>FTE</b>
Communities in Schools Coordinator	½ at Belington Elementary School & ½ at Belington Middle School	Community in Schools Grant	1

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26. Recommendation: Employ the following personnel for the 2024/2025 school year. **Employment is contingent upon certification and clearance of criminal convictions as defined in WV Codes §18-5-15c(d) and §15-2-24(d) - Enclosure BB**

<b>Regular Employee Assignments 2024-25 (FY25)</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
	Philippi Middle School	JobID: 28372 Elementary Education Instructor (5 <sup>th</sup> Grade)
	Philippi Elementary School	JobID: 28373 Itinerant Multi-Categorical w/Autism Instructor
Sheila Zickefoose	Barbour Board Office	JobID: 29547 Bus Operator Route 31
	Kasson Elementary/Middle School	JobID: 29551 Itinerant LPN/Special Needs Aide/Supervisory Aide/Transportation Aide
	Belington Middle School	JobID: 29580 Science Instructor
	Belington Elementary School	JobID: 29581 PreK/PreK Special Needs Instructor
Samantha Fultineer	Belington Elementary School	JobID: 29583 ECCAT/PreK-PreK Special Needs Aide/Supervisory Aide/Transportation Aide

<b>Substitute Employee Assignments 2024-25 (FY25)</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
	Barbour Board Office	JobID: 24651 Substitute Custodian(s)
	Barbour Board Office	JobID: 24652 Substitute LPN/Aide(s)
	Barbour Board Office	JobID: 24653 Substitute School Nurse RN(s)
	Barbour Board Office	JobID: 24655 Substitute Cook(s)
	Barbour Board Office	JobID: 24657 Restricted Short-Term Substitute Teacher(s)
	Barbour Board Office	JobID: 24658 Substitute Bus Operator(s)
Randa Lawson	Barbour Board Office	JobID: 27288 Substitute Teacher(s)
	Barbour Board Office	JobID: 26787 Substitute Custodian(s)
	Barbour Board Office	JobID: 26789 Substitute LPN/Aide(s)
	Barbour Board Office	JobID: 26790 Substitute School Nurse RN(s)
Kasey Hinkle	Barbour Board Office	JobID: 26791 Substitute Cook(s)

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	Barbour Board Office	JobID: 26792 Restricted Short-Term Substitute Teacher(s)
	Barbour Board Office	JobID: 26793 Substitute Bus Operator(s)
	Barbour Board Office	JobID: 26795 Substitute Teacher(s)
	Barbour Board Office	JobID: 27289 Substitute Secretary(s)
	Junior Elementary School	JobID: 28371 Long Term Substitute Elementary Education Instructor (4 <sup>th</sup> Grade)
	Philippi Middle School	JobID: 29550 Long Term Substitute Science Instructor

Extra-Curricular Employee Assignments 2024-25 (FY25)		
Name of Person	Location	Job ID: Position
	Kasson Elementary/ Middle School	JobID: 29555 Head Cheerleading Coach
Cindy Sigley, Felicia Fordyce	Barbour Board Office	JobID: 29556 (1-2) Mentor Principal(s)
	Philip Barbour High School	JobID: 29603 Assistant Boys Soccer Coach
Thomas Lott	Philippi Middle School	JobID: 29632 Head Cross Country Coach
	Philippi Middle School	JobID: 29673 Volunteer Assistant Football Coach

27. Recommendation: Approve listed persons to enter the bus operator training program for Barbour County Schools. – (Refer to Enclosure BB)

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Items For Discussion, Consideration, and/or Possible Action –

1. Executive Session
2. Other

Next board meetings:

September 9, 2024, at 6:00 p.m. at the Board of Education Office (Regular Session)

**Adjournment**