

Minutes

The Barbour County Board of Education met in regular session at 6:00 p.m. on Monday, July 22, 2024, at the Board of Education Office, 45 School Street, Philippi, WV 26416.

Adam Starks, Ron Phillips, Martin Durst, and Joanne McConnell, Members, and Christopher Derico, Acting as Secretary, were present. David Everson, Member, was absent. Also in attendance were: Michelle Fleming, Gabrielle Rhodes, Mary B. Hovatter, and Julie Bibey.

Mrs. McConnell called the meeting to order at 6:00 p.m.

Mrs. McConnell led the pledge to the flag.

Invocation by Mrs. McConnell

A motion was made by Mr. Phillips to approve the minutes of the July 8, 2024 board meeting. The motion was seconded by Mr. Starks. After discussion, the motion passed four (4) to zero (0).

The board recognized the following:

FBLA Team
Christopher Derico – SNA President

Superintendents Recommendations –

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.
 2. Recommendation: Approve regular payroll in the amount of \$50,584.43.
 3. Recommendation: Approve payment of bills in the amount of \$1,030,936.26.
 4. Recommendation: Approve payment of bills in the amount of \$26,940.88.
 5. Recommendation: Approve payment of bills in the amount of \$33,867.22.
 6. Recommendation: Approve payment of bills in the amount of \$2,492.77.
 7. Recommendation: Approve the final total of utility/copier bills in the amount of \$47,546.59.
 8. Recommendation: Approve the final total of travel reimbursement check run in the amount of \$3,262.56.
 9. Recommendation: Approve an agreement with Dynamic Literacy LLC to provide School improvement work, and staff development for BCS Schools during the 2024/2025 school year.
 10. Recommendation: Approve/Confirm curricular trips.
 - A. Philip Barbour High School
 1. (Girls Soccer) – to Barbour County 4H Camp on August 6-9, 2024
 11. Recommendation: Approve the Memorandum of Understanding's concerning the School Crisis Plans.
 12. Recommendation: Review policy 7200: Student Grading System.
- 1.0 Purpose.** The purpose of the student grading system policy is to communicate student progress in meeting the West Virginia College and Career Readiness Standards (WVCCRS) & Barbour County Schools' College and Career Readiness Standards
- 1.1 Barbour County Schools expects each student to perform to the best of his/her ability. Each staff member will develop and maintain a climate that encourages and supports rigorous academic achievement and high standards of behavior.
 - 1.2 Barbour County Schools will provide all students with highly rigorous instructional programs, assignments, tests, projects, and other instructional activities designed to promote individual learning and measure individual student performance.
- 2.0 Responsibility.** The West Virginia Department of Education along with Barbour County Schools will determine standards that relate to the essential elements for grade level subjects and courses.
- 2.1 The standards will address skills needed for successful performance in the next grade or next course in a sequence of courses.
 - 2.2 On-site administrators and school personnel are directed to provide for and monitor an educational climate that encourages and supports individual academic achievement and high standards of behavior.

- 3.0 Procedures.** The Superintendent is directed to establish procedures for the purposes of promoting and ensuring fair and equitable grading practices in all Barbour County schools.
- 3.1 The Superintendent is directed to take the Student Grading System Procedures before the Barbour County Board of Education for annual review prior to August 15 of each school year.
- 3.2 A synopsis of the Student Grading System Procedures shall be published, along with this policy, in all student and faculty handbooks.

STUDENT GRADING SYSTEM PROCEDURES

1. There will be a consistent grade reporting system throughout Barbour County.
2. Grades Pre-K – K will use the ELRS reporting system.

Pre-K – K

Emerging – Partial Mastery in K

Developing – Partial Mastery in PK; progressing above partial mastery in K

At Standard – Mastery

Above Standard – Above Mastery

Grades 1-12

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 0 - 59

3. Certain courses at the high school level will be weighted given their formidable academic rigor.

Percentage	Letter	Regular Points	Weighted Honor Points	Weighted AP/DC Points
90 – 100%	A	4.0	4.5	5.0
80 – 89%	B	3.0	3.5	4.0
70 – 79%	C	2.0	2.5	3.0
60 – 69%	D	1.0	1.5	2.0
0 – 59%	F	0.0	0.0	0.0
	I Incomplete	0.0	0.0	0.0

- 3.1 A Weighted Course List will be reviewed, revised and adopted in the following manner:
 - 3.1.1 The Curriculum Committee will meet in January to review the current Weighted Course List. If determined appropriate, the department chairs will revise the Weighted Course List.
 - 3.1.2 The Curriculum Committee will then submit the current or revised Weighted Course List to the faculty senate for their review no later than January 31.
 - 3.1.3 The faculty senate will review the list as submitted or revise the list. The Weighted Course List will then be recommended to the principal for review.
 - 3.1.4 The principal may recommend the submitted list to the superintendent or may edit the list given his/her administrative authority. The principal then will submit the recommendation to the superintendent no later than February 28.
 - 3.1.5 The superintendent will review the recommendation and either approve/authorize its implementation for the following school year or revise/edit as per his/her administrative authority, then authorize its implementation for the following school year no later than March 15.
 - 3.1.6 The superintendent will provide a copy to the BOE for review.
 - 3.1.7 The Weighted Course List will be attached to the synopsis of these procedures and be published in the student and faculty handbooks.

4. High school students will not be allowed to repeat a course once a passing grade has been attained with two exceptions. Students who receive a final semester grade of D (60%-69%) in the introductory math course or the entry level course of a foreign language program may repeat the course for mastery with the principal's approval.
 - 4.1. The student **will** receive a semester grade but **will not** receive credit on his/her transcript.
 - 4.2. Repeating the course **will not** expunge the grade of D earned in the same class taken previously.
 - 4.3. Credit Recovery - high school students who have failed a course may repeat the course as necessary to attain a passing grade and earn credit for the course. Uniform Grading Policy as prescribed in Policy 2510 must be followed.

5. Students who have been absent from school have the right to make up, without penalty, all work missed during their absence.
 - 5.1 It is the student's responsibility* to request all makeup work within two instructional days of returning to school.

- 5.2 The teacher is required to provide a list of all makeup work due within two instructional days of the student's request. The teacher must also ensure, either verbally or in writing, that the student knows the date certain the makeup work must be completed and turned in.
- 5.3 Once the teacher provides the student with a list of makeup work, the student must complete all assignments and turn them in to the teacher within a period equal to the number of days missed.
- 5.4 If this timeline is not met, the teacher may record a zero (0) in the grade book for that/those assignment(s) not turned in; no further extension to complete the work needs to be provided.
- * (This does not apply to Pre-K – 2 and identified students with special needs on an alternate curriculum.)
6. Teachers shall issue a grade of I (*Incomplete*) to any student who has not completed their assigned work on the day grades are due to be turned into the office.
- 6.1 All incomplete grades (except under unusual circumstances as determined by the principal) must be changed to a regular grade within five (5) instructional days after the end of the grading period.
- 6.2 It is the responsibility of the classroom teacher to make this change.
7. Students may apply to audit a Core or Foreign Language Class prior to the start of each semester. Approval must be obtained from the teacher of the requested audited course and the principal. Parent approval for the request to audit a class must be submitted in writing to the principal. Credit will not be awarded for audited classes.
- 7.1 Any grade earned in a high school credit-generating course taken prior to grade 9 in a student's educational program shall be recorded on the student's high school transcript with the grade and credit earned.
- 7.1.1 This grade will be included in the student's high school Cumulative GPA.
- 7.1.2 The statement above is to be clearly visible on all course registration materials for middle school students and disseminated to middle school teachers of such courses.
8. Students participating in online or virtual learning courses are responsible for securing and viewing all lessons and for the completion of all assignments.
9. Students will be released to attend college with parent permission given the procedure outlined below:
- 9.1 Students may not be released from high school to take courses at another institution that are already being offered at their high school;
- 9.2 Students will receive dual credit for college coursework if the college course meets both the specified course content standards for secondary offerings and the college course requirements. Students must apply to, and receive permission from, the principal and Superintendent or designee prior to the student taking the college course for dual credit;
- 9.3 Students earn .5 credit per 3-hour semester college course;
- 9.4 Students must supply an official college transcript to have the course entered on his/her high school transcript;
- 9.5 College grades WILL NOT BE WEIGHTED unless the course was previously approved by the Barbour County Board of Education to be an Honors Course: A = 4.0; B = 3.0; C = 2.0; D = 1.0. College Courses approved by the Board to be an Honors Course will be weighted according to section 3.1.
- 9.6 The college grade will be reflected in the student's high school transcript if it meets the definition for a dual credit course as defined in 9.1.2 with the credit as applied:
- 1 hour college credit course in a given semester = No high school credit
 2 hours college credit course in a given semester = No high school credit
 3 hours college credit course in a given semester = .5 high school credit
 4 hours college credit course in a given semester = .5 high school credit
 5 hours college credit course in a given semester = .5 high school credit
 6 hours college credit course in a given semester – 1.0 high school credit
- 9.6.1 Seniors must have a cumulative GPA of 3.0 or better and less than 5 unexcused absences at the end of the fifth semester in their junior year to be eligible for college release. Failure of any college courses in the first semester will result in a return to Philip Barbour High with a full schedule.
- 9.6.2 Juniors must have a cumulative GPA of 3.5 or better and less than 5 unexcused absences at the end of the third semester in their sophomore year to be eligible for college release during their junior year. Failure of any college courses will result in a return to Philip Barbour with a full schedule.
10. Citizenship/Comment sections of the report card or progress report will reflect behaviors such as: regard for school and individual classroom rules, punctuality, care of property, courtesy, etc. It is of prime importance that citizenship marks and academic grades be calculate and maintained as different entities.
11. After a review of first semester grades, the parents of seniors who cannot earn sufficient credits to graduate shall be notified by certified mail within ten days after the end of the first semester. Based on a review of second semester grades, the parents of seniors who are not eligible to graduate at the scheduled graduation shall be notified by telephone. A letter shall be sent to the parents/student affirming the telephone conference about the student's non-eligibility to graduate.

- 11.1 parents of juniors whose transcript reflects that they will be unable to earn the requisite credits to graduate at the end of their senior year shall be notified by certified mail no later than June 15.
- 12 An Honor Roll will be maintained at each middle and high school:
 - 12.1 Students earning a 3.0 – 3.59 average shall be listed on the school Honor Roll for publication or posting.
 - 12.2 Those students earning a 3.60 – 3.99 average shall be listed on the school’s High Honor Roll for publication or posting.
 - 12.3 Those students earning a 4.0 or higher shall be listed on the Principal’s Honor Roll for publication or posting.
 - 12.4 No student may be considered for honor status in any grading period in which he/she earns an F or I.
13. Teachers will meet at minimum in Professional Learning Communities (PLCs) during presidential election years to review each report card and make recommendations to the superintendent regarding revisions, if needed, to ensure each report card meets current standards as set by WVDE and Barbour County Board of Education and follows best practices.
 - 13.1 These recommendations must be forwarded to the superintendent no later than May 1 of that same school year.
 - 13.2 The superintendent or his/her designee will revise these procedures regarding reporting methodology, if appropriate, and submit to the Barbour County BOE for their review prior to August 15th of the next school year.
 - 13.3 The superintendent or his/her designee will update all grading systems per the revised procedures and recommendations from the PLCs and administrative staff prior to the first grading period.
14. Evaluation of student progress is a primary responsibility of the teacher. Achievement, on the part of the student at the highest level of his/her ability, is a common goal of both school and home. While communication of student progress to parent(s) or guardian(s) will be a primary goal of the school, it is the student’s basic responsibility, as determined by their ability and effort, to successfully complete all subject and/or course requirements.
 - 14.1 Report cards will be issued within ten instructional days of the last day of each grading period.
 - 14.2 Kindergarten ELRS assessment reports will be issued four times per school year (at the end of each quarter). Pre-K assessment reports will be issued three times per school year according to the state schedule.
 - 14.3 The reporting dates will be determined annually and placed on the school calendar.
 - 14.4 The school calendar will be published annually in student and faculty handbooks prior to the start of each school year.
 - 14.5 In addition to the quarterly report cards, a mid-term progress report shall be sent home during the fifth week of the nine weeks period in the event that a student is experiencing academic difficulty in one or more subject areas.
 - 14.6 Academic difficulty is defined as student progress of less than a “C” or “Novice” in any course, or student behavior deemed not satisfactory in any class or as determined by the principal.
 - 14.7 Each school will send progress reports home for all students regardless of whether the student is experiencing academic difficulty.
 - 14.8 All teachers are required to send progress reports for all students.
15. If the parents of a child are separated or divorced, both parents have the right to be informed of their child’s progress in school unless there is a court order to the contrary.
 - 15.1 Written reports and conferences on student progress will be made available to non-custodial parents on request unless forbidden by a court order on file in the principal’s office.
 - 15.2 To receive written reports and notification of conferences, a non-custodial parent will make such request in writing through the principal’s office (Must be completed annually; it is the parents responsibility to notify the school of any address change.).
16. The classroom teacher shall maintain a written and/or electronic record of student grades.
 - 16.1 Final grade entries must be in the form of percentages.
 - 16.2 Teachers will turn in to the principal or his/her designee written or electronic student grades for each subject/course taught at the end of the school year.
 - 16.3 These records will be maintained by the school for the duration of the next school year.
 - 16.4 After that time, the grade book shall be returned to the teacher.
13. Recommendation: Approve/Confirm requests for professional leave.
14. Recommendation: Accept the resignation of Alicia Tinney as Principal (half-time)/Teacher (half-time) at Junior Elementary School effective July 16, 2024.
15. Recommendation: Approve an agreement with Glenville State University for student teachers for the 2024/2025 school year.

16. 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)**

Regular Employee Assignments 2024-25 (FY25)		
Name of Person	Location	Job ID: Position
Christian Heater	Kasson Elementary & Middle School	JobID: 24628 Itinerant Multi-Categorical w/Autism Instructor
	Junior Elementary School	JobID: 24630 Music Instructor (half-time)
	Philippi Middle School	JobID: 24635 Mathematics Instructor
	Philippi Middle School	JobID: 24642 Mathematics Instructor
	Philip Barbour High School	JobID: 24646 Counselor
Thomas Lott	Philippi Middle School	JobID: 25119 Language Arts Instructor
	Junior Elementary School	JobID: 25652 Elementary Education Instructor (4 th Grade)
Tyke Foster	Philippi Middle School	JobID: 25655 Assistant Principal
Jessica Moss	Junior Elementary School	JobID: 25657 Secretary/Media Aide/Supervisory Aide
Julie Wise	Junior Elementary School	JobID: 25662 2 nd Grade Instructional Aide/Supervisory Aide
	Philip Barbour High School	JobID: 25664 Mathematics Instructor
Miranda Smith	Philip Barbour High School	JobID: 26755 General Science/Biology Instructor
	Philippi Elementary School	JobID: 26763 Communities In Schools Coordinator
	Philippi Middle School	JobID: 26767 Science/Social Studies - STAR Academy Instructor
Delane McDaniel	Barbour Board Office	JobID: 26770 Bus Operator, Route 31
	Belington Middle School	JobID: 26772 Language Arts Instructor
	Philip Barbour High School	JobID: 26797 Counselor
	Kasson Elementary & Middle School	JobID: 27003 Itinerant LPN/Special Needs Aide/Supervisory Aide/Transportation Aide

Substitute Employee Assignments 2024-25 (FY25)		
Name of Person	Location	Job ID: Position
	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)
	Barbour Board Office	JobID: 24662 Substitute Teacher(s)
Cheryl Hawkins	Kasson Elementary & Middle School	JobID: 26774 Long Term Substitute Preschool/Preschool Special Needs Instructor
Carla Boylen	Philippi Middle School	JobID: 26776 Long Term Substitute Itinerant Multi-Categorical w/Autism

		Instructor
Rebecca Brenwalt	Philippi Middle School	JobID: 26778 Long Term Substitute Itinerant Multi-Categorical w/Autism Instructor
Trenten Schubert	Philip Barbour High School	JobID: 26781 Long Term Substitute Mathematics Instructor
Lisa Hamilton	Philippi Middle School	JobID: 26784 Long Term Substitute Mathematics Instructor
Shannon Goshert	Philippi Middle School	JobID: 26786 Long Term Substitute Mathematics Instructor
	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)
	Barbour Board Office	JobID: 26791 Substitute Cook(s)
	Barbour Board Office	JobID: 26792 Restricted Short-Term Substitute Teacher(s)
	Barbour Board Office	JobID: 26793 Substitute Bus Operator(s)
Rebecca Brenwalt	Barbour Board Office	JobID: 26795 Substitute Teacher(s)
Amanda McDaniel	Philip Barbour High School	JobID: 26799 Long Term Substitute Mathematics Instructor
Lisa Heinbaugh	Kasson Elementary & Middle School	JobID: 26801 Long Term Substitute Mathematics/Social Studies Instructor
	Philippi Middle School	JobID: 27002 Long Term Substitute Itinerant Multi-Categorical w/Autism Instructor

Extra-Curricular Employee Assignments 2024-25 (FY25)		
Name of Person	Location	Job ID: Position
Julia Feather	Belington Middle School	JobID: 24632 Volunteer Assistant Cross Country Coach
	Philip Barbour High School	JobID: 24794 Athletic Trainer (Winter Sports)
	Philip Barbour High School	JobID: 26779 Volunteer Assistant Boys Soccer Coach

17. Recommendation: Approve listed persons to enter the bus operator training program for Barbour County Schools.

18. Recommendation: Accept the resignation of Greg Hoskins as a Science Teacher at Philip Barbour High School effective July 10, 2024.

19. Recommendation: Approve up to five additional days of supplemental employment for David Williams to be used between July 23, 2024 and August 7, 2024.

20. Recommendation: Accept the resignation of Courtney White as Head Boys Soccer Coach at Philip Barbour High School effective July 17, 2024.

A motion was made by Mr. Phillips to approve agenda items 1-11 as recommended. The motion was seconded by Mr. Starks. After discussion, the motion passed four (4) to zero (0).

A motion was made by Mr. Starks to approve agenda item 12 as recommended. The motion was seconded by Mr. Phillips. After discussion, the motion passed four (4) to zero (0).

A motion was made by Mr. Starks to approve agenda item 13 as recommended. The motion was seconded by Mr. Durst. After discussion, the motion passed four (4) to zero (0).

Mrs. McConnell made a motion to adjourn into executive session at 6:26 p.m. to discuss personnel. The motion was seconded by Mr. Phillips and passed four (4) to zero (0).

The board returned to open session at 6:47 p.m. (No votes or decisions were made in executive session).

A motion was made by Mr. Starks to approve agenda items 14-20 as recommended. The motion was seconded by Mr. Phillips. After discussion, the motion passed four (4) to zero (0).

Next board meetings:

August 12, 2024, at 6:00 p.m. at the Board of Education Office (Regular Session)

The meeting adjourned at 7:14 p.m.

President

Secretary