

**BARBOUR COUNTY SCHOOLS
PHILIPPI WV 26416**

MEMORANDUM -

TO: BOARD MEMBERS

David Everson
Joanne McConnell
Eric Ruf
Dana Stemple
Ron Phillips

FROM: JEFF WOOFER, SUPERINTENDENT

DATE: January 5, 2016

RE: BOARD MEETING AGENDA

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, January 11, 2016**, at the **Board of Education Office, 45 School Street, Philippi, WV 26416.**

Call to Order

Pledge to Flag

Invocation

Minutes -

Approve minutes of December 14, 2015 and December 21, 2015 meetings. – Enclosure A

Delegation(s) –

Andy Cocina/Nathan Travis – Needs project presentation

Reports –

Attendance Report
Facilities Report

Superintendents Recommendations –

Attendance –

1. Recommendation: In compliance with Attendance Policy 8200, approve requests for out-of-county to in-county attendance for school year 2015-2016 contingent upon compliance with pupil-teacher ratio. – Enclosure B

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Business & Finance –

2. Recommendation: Approve payment of bills for the period of December 15, 2015 through January 5, 2016 at a total expenditure of \$128,203.73. – Enclosure C
3. Recommendation: Authorize the January 15, 2016 payroll and federal withholdings not to exceed the amount of \$1,000,000.00 to be released in accordance with Federal Law. – (Refer to Enclosure C)
4. Recommendation: Authorize the payment of utility bills and copier bills due before next board meeting not to exceed \$150,000.00. (Refer to Enclosure C)
5. Recommendation: Approve the final total of the December 28, 2015 payroll check and federal withholdings in the amount of \$539,176.62. – Enclosure D
6. Recommendation: Approve final total of utility/copier bills in the amount of \$21,674.02. – Enclosure E
7. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure F

Belington Middle School (All Class Accounts) – projected revenue \$4,000.00; (Band) - \$1,000.00
Kasson Elementary/Middle School (PTO) – projected revenue \$0.00
Philip Barbour High School (Cheerleading) - projected revenue - \$1,000.00, \$500.00
Philippi Middle School (8th Grade) – projected revenue - \$1,000.00; (Band) - \$200.00, \$600.00

Curriculum & Instruction –

8. Recommendation: Approve educational leave request for a student at Philippi Middle School. – Enclosure G

Facilities & Maintenance –

9. Recommendation: Approve/Confirm use of buildings and/or grounds. – Enclosure H
Belington Middle School on January 29, 2016 – requested by D.J. Stout for Lock-In; on February 19, 2016 – requested by Sarah Harris for school dance
Philip Barbour High School beginning January 2016 through the summer of 2016 – requested by William King for Youth Baseball and Softball; on January 2016 through June 30, 2016 – requested by Robert J. Simon for Barbour County Softball

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10. Recommendation: Approve building/ground modifications. – Enclosure I

Kasson Elementary/Middle School (fence and benches in front of school) – remove fence and benches
Philippi Middle School (Gymnasium) – remove the bleachers that are on the left side

Food Service –

Policies –

11. Recommendation: Review revised policy 3390 (Also: 6620), Transportation Travel Allowance, for second reading. – Enclosure J
12. Recommendation: Adopt revised policy 6710, Employment of Retired Teachers as Substitute Teachers in Areas of Critical Need and Shortage Policy, on second reading. – Enclosure K

Student Support –

Transportation –

13. Recommendation: Approve transportation travel requests. – Enclosure L

Travel –

14. Recommendation: Approve/Confirm requests for professional leave. – Enclosure M

Vocational –

Personnel –

15. Recommendation: Rescind the employment of Carl Kent Phillips as Bus Operator – Special Needs (Extra-Curricular) Job 923 which took place at the November 16, 2015 board meeting.
16. Recommendation: Employ Thomas Scott Kittle as Bus Operator – Special Needs (Extra-Curricular) Job 923.
17. Recommendation: Accept resignation of Melissa Kaiser as an assistant Cross Country Coach at Philip Barbour High School effective January 5, 2016. – Enclosure N
18. Recommendation: Accept resignation/retirement of Patricia Cleavenger as a kindergarten teacher at Belington Elementary School effective at the end of the 2015-2016 school year. – Enclosure O
19. Recommendation: Accept resignation/retirement of Rita Streets as a teacher at Volga-Century Elementary School effective January 31, 2016. – Enclosure P
20. Recommendation: Employ Rita Streets as a substitute teacher for the 2015-2016 school year beginning February 1, 2016. – Enclosure Q

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- 21. Recommendation: Approve leave of absence for Sarah Harris (Maternity) beginning approximately April 11, 2016 through the end of the 2015-2016 school year. – Enclosure R
- 22. Recommendation: Employ the following personnel for the 2015-2016 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 S

Regular Employee Assignments:		
Name	School/Location	Position
	Itinerant home based at Kasson Elementary/Middle School	932-Gifted/Multi-Categorical .5 time (closes 1-5-16)
	Philippi Elementary School	933-Multi-Categorical with Autism (closes 1-5-16)
	Philippi Elementary School	934-Multi-Categorical with Autism and Severely Profoundly Impaired Instructor (closes 1-5-16)
	Philip Barbour High School Complex	935-Health Instructor (closes 1-5-16)
	Philippi Middle School	937-Music Instructor .5 (closes 1-5-16)
	Itinerant home based at Philippi Elementary School	938-Multi-Categorical Instructor with Autism (closes 1-5-16)
	Philip Barbour High School Complex	939-Multi-Categorical with Autism Instructor (closes 1-5-16)
	Philip Barbour High School Complex	941-Multi-Categorical/Severely Profoundly Impaired Instructor with Autism (closes 1-5-16)
	Belington Middle School	942-Multi-Categorical/Severe Profound Instructor with Autism (closes 1-5-16)
	Philippi Elementary School	948-Multi-Categorical with Autism Instructor (closes 1-5-16)
Darla Streets	Philippi Middle School	949-Elementary Education Instructor (closes 1-5-16)
	Itinerant home based at Belington Middle School	951-Educational Interpreter/Sign Language Specialist/Aide/Transportation Aide (closes 1-5-16)
	Belington Middle School	954-Title 1 Instructor (closes 1-5-16)
	Itinerant home based at Belington Elementary School	955-Multi-Categorical with Autism Instructor (closes 1-5-16)

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	Belington Elementary School	956-Multi-Categorical with Autism Instructor (closes 1-5-16)
Aaron Grose	Kasson Elementary Middle School	960-Media Aide/Supervisory Aide/Transportation Aide .5 time (closes 1-7-16)
	Philip Barbour High School Complex	961-Language Arts Instructor (closes 1-8-16)
Sharon Nuzum	Volga-Century Elementary School	975-Elementary Instructor (closes January 11, 2016)

23. Recommendation: Employ the following personnel for the 2015-2016 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)** – (Refer to Enclosure S)

Substitute Assignments:		
Name	School/Location	Position
	Philip Barbour High School Complex	940-Long-term Substitute Multi-Categorical with Autism (closes 1-5-16)
	Itinerant home based at Belington Middle School	944-Long-term Substitute Hearing Impaired/Multi-Categorical Instructor (closes 1-5-16)
	Itinerant home based at Kasson Elementary/Middle School	945-Long-term Substitute Gifted/Multi-Categorical Instructor .5 time (closes 1-5-16)
	Philippi Middle School	947-Long-term Substitute Music Instructor .5 time (closes 1-5-16)
	Philip Barbour High School Complex	952-Long-term Substitute Multi-Categorical with Autism and Severely Profoundly Instructor (closes 1-5-16)
	Belington Middle School	953-Long-term Substitute Multi-Categorical/Severely and Profoundly Instructor with Autism (closes 1-5-16)
	Philippi Elementary School	958-Long-term Substitute Multi-Categorical with Autism and Severely Profoundly Impaired Instructor (closes 1-5-16)
	Itinerant home based at Belington Elementary School	971-Long-term Substitute Multi-Categorical with Autism Instructor (closes 1-8-16)
	Belington Elementary School	972-Long-term Substitute Multi-Categorical with Autism Instructor (closes 1-8-16)
	County	973-Substitute Teacher (closes 1-8-16)

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	County	974-Substitute Custodian (closes 1-8-16)
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24. Recommendation: Employ the following personnel for the 2015-2016 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)** – (Refer to Enclosure S)

Extra-Curricular Assignments:		
Name	School/Location	Position
Matt Edge	Itinerant	959-Sanitation Plant Operator (closes 1-7-16)
	Mount Vernon Elementary School	976-Head Teacher
Anna Davis	Volga-Century Elementary School	977-Head Teacher

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

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Items For Discussion, Consideration and/or Possible Action –

1. School Newsletters - Enclosure T
2. Other

Next board meeting:

January 25, 2016 meeting at 6:00 p.m. at Board of Education Office (Regular Session)

Adjournment

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ADDENDUM

Facilities & Maintenance –

26. Recommendation: Approve Project Development Agreement with Wendel Energy for the Energy Conservation Project pending board attorney approval. – Enclosure #1