

**BARBOUR COUNTY SCHOOLS  
PHILIPPI WV 26416**

**MEMORANDUM -**

**TO: BOARD MEMBERS**

Doward Matlick  
Joanne McConnell  
Eric Ruf  
Dana Stemple  
Bob Wilkins

**FROM: JOE SUPER, SUPERINTENDENT**

**DATE: January 8, 2014**

**RE: BOARD MEETING AGENDA**

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, January 13, 2014**, at the **Board of Education Office, 105 South Railroad Street, Philippi, WV 26416.**

**Call to Order**

**Pledge to Flag**

**Invocation**

**Work Session –**

Meat Room at Philip Barbour High School Complex

**Recognition (s) –**

**Minutes -**

Approve Minutes of the December 16, 2013 and December 17, 2013 meetings. – Enclosure A

**Delegation(s) –**

**Reports –**

Calendar Changes  
Chinese Program Update  
Online WesTest Tech Readiness on January 28th  
Monthly Attendance – Enrollment Report for Month Ending December 12, 2013 – Enclosure B  
Facilities Report

**AGENDA**  
**January 13, 2014**

**Superintendents Recommendations –**

**Attendance –**

**Business & Finance –**

1. Recommendation: Approve payment of bills for the period of December 11, 2013 through January 8, 2014 at a total expenditure of \$156,785.69. – Enclosure C
2. Recommendation: Authorize the January 15, 2014 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)
3. Recommendation: Authorize the payment of utility bills due before next board meeting not to exceed \$25,000.00. (Refer to Enclosure C)
4. Recommendation: Approve the final total of the December 27, 2013 payroll check and federal withholdings in the amount of \$559,325.75. – Enclosure D
5. Recommendation: Approve final total of utility bills in the amount of \$61,091.56. – Enclosure E
6. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure F

Junior Elementary School (Office) – projected revenue - \$200.00  
Philippi Middle School (PE Dept.) – projected revenue - \$500.00

**Curriculum & Instruction –**

7. Recommendation: Approve/Confirm curricular trips. – Enclosure G  

Philip Barbour High School (Career Exploration Students) – to WV Junior College and United Technical Center on January 24, 2014  
Volga-Century Elementary School (All Students) – to Barbour Lanes on January 16, 2014
8. Recommendation: Approve educational leave request for a student at Mt. Vernon Elementary School. – Enclosure H
9. Recommendation: Approve educational leave request for a student at Philippi Middle School. – Enclosure I
10. Recommendation: Approve graduation exercises for the Class of 2014. – Enclosure J  

Commencement Exercises – Saturday, May 31, 12:00 p.m. at the Barbour County Fairgrounds

**Facilities & Maintenance –**

**AGENDA**  
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**Food Service –**

**Policies –**

11. Recommendation: Adopt revised Policy 6710, Employment of Retired Teachers as Substitute Teachers in Areas of Critical Need and Shortage, on first reading. – Enclosure K
12. Recommendation: Review new Policy 8430, Student Random Drug Testing Policy For Students Involved In The Simulated Workplace and “Opt-In Participants”, for fourth reading. – Enclosure L

**Student Support –**

**Transportation –**

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

**Travel –**

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

**Vocational –**

**Personnel –**

15. Recommendation: Approve medical leave of absence (maternity) of Brittany Scarberry beginning approximately January 2, 2014 for approximately six weeks. – Enclosure O
16. Recommendation: Allow Markita Prieto a student at Davis & Elkins College complete her student teaching at Junior Elementary School beginning January 30, 2014 through March 21, 2014. - Enclosure P
17. Recommendation: Allow students (Reading in the Content Methods class) from Alderson Broaddus University to work with teachers and students at Philip Barbour High School and Belington Middle School during the 2<sup>nd</sup> semester of the 2013/2014 school year. – Enclosure Q
18. Recommendation: Accept resignation/retirement of Kathleen Chitester as a special education teacher at Belington Elementary School effective June 15, 2014. – Enclosure R
19. Recommendation: Accept resignation/retirement of Janna Duckworth as an aide at Belington Elementary School effective June 30, 2014. – Enclosure S
20. Recommendation: Accept resignation of Lora McElroy as the extra-curricular cook for Philippi Elementary School’s fresh fruit program effective December 10, 2013. – Enclosure T
21. Recommendation: Accept resignation of Lora McElroy as a substitute cook effective December 10, 2013. – (Refer to Enclosure T)

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22. Recommendation: Rescind the transfer of Angel McCullough to the 5<sup>th</sup> grade teaching position at Junior Elementary School for the 2014/2015 school year, allowing her remain in her current position at Philippi Elementary School. – Enclosure U

23. Recommendation: Employ the following personnel for the 2013-2014 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 V

_____	Long Term Substitute 3rd Grade Teacher	PES
	Beginning Approximately January 27-March 7, 2014 or until employee returns	
_____	Long Term Substitute Kindergarten Aide/Supervisory Aide/Transportation Aide	JES
	Beginning January 13 to Approximately February 24, 2014 or until employee returns	
_____	Long Term Substitute Title I Reading/Math Teacher	PES
	Fulfilling the remainder of the 2013/14 contract	
	Or when a regular highly qualified employee is hired	

24. Recommendation: Employ the following personnel for the 2013-2014 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 W

_____	Substitute Teacher
_____	Substitute Teacher
Morgan Elmore	Substitute Teacher
_____	Substitute Cook

25. Recommendation: Employ the following personnel for the 2013-2014 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 X

Danny Bennett, Substitute Bus Driver

26. Recommendation: Employ the following personnel for the 2013-2014 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 Y

Extra-Curricular Assignments

Nicholas Mayle	Assistant Boys Basketball Coach	PMS
_____	Volunteer Assistant Boys Basketball Coach	PMS

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27. Recommendation: Employ the following personnel for the 2013-2014 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 Z

_____	Itinerant Special Education Aide/Pre-K Special Needs	
_____	Aide/Supervisory Aide/Transportation Aide	PES
_____	Mathematics/Social Studies Teacher	PMS

28. Recommendation: Employ the following personnel for the 2013-2014 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 AA

Extra-Curricular Assignments

Raquel Freeman	Math/Reading Tutor	MTVES
	1 day a week for 4 hours for approximately a total of 59 hours or until grant funds are expended	

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

1. Administrative Attendance Transfers – Enclosure BB
2. School Newsletters – Enclosure CC
3. Superintendents contract review of goals – Enclosure DD
4. Other

Next board meetings:

January 27, 2014 at 6:00 p.m. at Board of Education Office

**Adjournment**