

**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 9, 2013

RE: BOARD MEETING AGENDA

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, January 14, 2013**, at the **Board of Education Office, 105 South Railroad Street, Philippi, WV 26416.**

Call to Order

Pledge to Flag

Invocation

Work Session –

Minutes -

Approve Minutes of the November 29, 2012, December 4, 2012, December 10, 2012 and December 17, 2012 meetings. – Enclosure A

Delegation(s) –

Ruston Seamon – New Vision Project

Recognition (s) –

Reports –

Status of Chinese Language Initiative/Bridge Delegation Confucius Classroom Grant
Kasson Elementary/Middle School's State Board Policy waiver request – Enclosure B
Facilities Report

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Superintendents Recommendations –

Attendance –

1. Recommendation: In compliance with Attendance Policy 8200, approve requests for out-of-zone attendance for school year 2012-2013 contingent upon compliance with pupil-teacher ratio. – Enclosure C

Business & Finance –

2. Recommendation: Approve payment of bills for the period of December 12, 2012 through January 8, 2013 at a total expenditure of \$298,148.20. – Enclosure D
3. Recommendation: Authorize the January 15, 2013 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 D)
4. Recommendation: Authorize the payment of utility bills due before next board meeting not to exceed \$25,000.00. (Refer to Enclosure D)
5. Recommendation: Approve the final total of the December 28, 2012 payroll check and federal withholdings in the amount of \$575,173.60. – Enclosure E
6. Recommendation: Approve final total of utility bills in the amount of \$22,119.13. - Enclosure F
7. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours) – Enclosure G

Belington Elementary School (PTA) – projected revenue - \$100.00
Belington Middle School (Office) – projected revenue - \$2,500.00
Junior Elementary School (PTA) – projected revenue - \$50.00
Philip Barbour High School (Band) – projected revenue - \$3,000.00

Curriculum & Instruction –

8. Recommendation: Approve/Confirm curricular trips. – Enclosure H

Philip Barbour High School (FFA) – to Cedar Lakes on January 11-12, 2013; (Students Earning Incentive) – to Elkins on February 1, 2013
9. Recommendation: Accept Confucius Classroom Grant. – Enclosure I

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Facilities –

10. Recommendation: Approve building/ground modifications. – Enclosure J
- Belington Elementary School (Ms. Bolton's room) – install whiteboard and remove chalkboard; (Music room) – install whiteboard and remove chalkboard
 - Philip Barbour High School (New Gym) – Install 2012 Girls state champ Cross Country picture; (CTC – New Tech Room) – Install dry erase boards and cork boards
11. Recommendation: Approve/Confirm use of buildings and/or grounds. – Enclosure K
- Belington Middle School on March 4, 11, 18, 25 and April 1, 8, 2013 – requested by Belington Clinic for P.A.N.I.C. Now not Later exercise program
 - Junior Elementary School on January 26, 2013 – requested by Jennifer Swift for Birthday Party
 - Philip Barbour High School on February 12, 2013 – requested by Glenville State College and Philip Barbour High School for Community Gathering/Pizza Party; on April 19-20, 2013 – requested by Victor Iapalucci for Region 8 Band Ratings; on January 27, 2013 – requested by Curtis Bodkins for Birthday Party; on Sundays in January through April 2013 – requested by Karen Jones for Basketball; on February 21, 2013 – requested by Stephanie Hickman for Young Writer's Celebration; on February 5, 2013 – requested by Tonya Ferguson for Families with children with hearing loss support group meeting
 - Philippi Elementary School on February 8, 9, 2013 or February 1 or 2, 2013 – requested by Adam Carpenter for Philippi Cub Scout Pinewood Derby

Food Service –

Policies –

Student Support –

12. Recommendation: Approve contract with Best Life Therapy to provide speech therapy services from January 2013 through June 30, 2013. – Enclosure L

Transportation –

Travel –

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

Vocational –

Personnel –

14. Recommendation: Approve Memorandum of Understanding with West Virginia University for Student Pre-service and/or student teachers placements for the 2012/13 school year. – Enclosure N

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15. Recommendation: Approve the following student teachers from West Virginia University during the Spring 2013 semester. – Enclosure O
16. Recommendation: Approve for Christy Weese to complete her Preschool Special Needs practicum in her own classroom from January – May, 2013. – Enclosure P
17. Recommendation: Approve for Stephanie Moss to complete her Preschool Special Needs practicum in her own classroom from January – May, 2013. – Enclosure Q
18. Recommendation: Approve a medical leave of absence for Chad Sinsel beginning December 21, 2012 through approximately January 25, 2013.– Enclosure R
19. Recommendation: Approve a medical leave of absence for Gina Layhew beginning January 2, 2013 through January 16, 2013. – Enclosure S
20. Recommendation: Approve a medical leave of absence for Susan Anglin beginning January 21, 2013 for approximately three weeks. – Enclosure T
21. Recommendation: Accept resignation/retirement of Carol Hovatter as Cook/Cafeteria Manager at Kasson Elementary/Middle School effective at the end of June 2013. – Enclosure U
22. Recommendation: Accept resignation/retirement of Carol Edge as Cook/Cafeteria Manager at Junior Elementary School effective at the end of the day on January 21, 2013. – Enclosure V
23. Recommendation: Accept resignation/retirement of Janis Zambelli as Secretary at Kasson Elementary/Middle School effective at the end of the 2012-2013 school year. – Enclosure W
24. Recommendation: Accept resignation/retirement of Nancy Burner-Ware as a Third/Fourth/Fifth Grade Teacher at Volga-Century Elementary School effective June 30, 2013. – Enclosure X
25. Recommendation: Accept resignation/retirement of Judith McDaniel as a Teacher at Belington Elementary School effective at the end of the 2012-2013 school year. – Enclosure Y
26. Recommendation: Approve trained volunteers as per Board of Education policy. **Contingent upon clearance of criminal convictions.** – Enclosure Z

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27. Recommendation: Approve mutual agreements of reassignment of professional/service personnel for school year 2013/2014. – Enclosure AA

Laura Frey to 3rd Grade Teacher, assigned to Belington Elementary School
Ellen Gould to 2nd Grade/3rd Grade Teacher, assigned to Mt. Vernon Elementary School
Rita Streets to 1st Grade/2nd Grade Teacher, assigned to Volga-Century Elementary School
Melody Faulkner to 4th Grade/5th Grade Teacher (1/2 time) and Title I Reading (1/2 time), assigned to Mt. Vernon Elementary School
Tammy Tucker to 4th Grade/5th Grade Teacher and Principal, assigned to Mt. Vernon Elementary School
Rachel Blackburn to Paraprofessional/Aide/Transportation Aide, assigned to 1st Grade/2nd Grade at Volga-Century Elementary School

28. Recommendation: Employ the following substitute personnel for the 2012-2013 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

William Aleshire, Substitute Teacher
Charles Allen Shaver, Substitute Custodian

29. Recommendation: Approve listed persons to enter the bus operator training program provided by Barbour County Schools. – Enclosure CC

Daniel Howard
Robert Wolfe

30. 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 DD

Sharon Allen, Secretary, Kasson Elementary/Middle School (205 days)
Stephanie Hickman, Instructor, Belington Elementary School (200 days)
Stephanie Short, Title I Reading/Math Instructor, Philippi, Elementary School (200 days)

31. Recommendation: Approve unpaid leave for Jennifer Wolfe on February 7-8, 2013. – Enclosure EE

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32. Recommendation: Employ the following personnel for the 2012-2013 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 FF

Extra Curricular Assignments

_____, Science Fair Coordinator, Belington Middle School
_____, Science Fair Coordinator, Philippi Middle School
_____, Science Fair Coordinator, Kasson Elem/Middle School
_____, Math Field Day Coach, Belington Elementary School
_____, Math Field Day Coach, Mt. Vernon Elementary School
_____, Math Field Day Coach, Kasson Middle School
_____, Math Field Day Coordinator
James Seaton, Head Boy's Track Coach, Philip Barbour High School
_____, Assistant Girls Basketball Coach, Belington Middle School
Racquel Freeman, Math/Reading Tutor, Mt. Vernon Elementary School (Beginning January 16-May 10, 2013 as grant funds are available: 4 hours each week)

33. Recommendation: Employ the following personnel for the 2012-2013 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 GG

Julie Ware, Cafeteria Manager/Cook, Junior Elementary School beginning January 22, 2013
JoAnna Cragun, Itinerant Hearing Impaired/Multi-Categorical Instructor, home based at Belington Elementary School beginning January 22, 2013
Donald Ware, Bus Operator, Route 3 beginning January 15, 2013
Betty McVicker, Itinerant Cafeteria Manager/Cook home based at Philippi Middle School beginning January 16, 2013
Shannon Goshert, Long Term Substitute 4th Grade Teacher at Philippi Elementary School beginning approximately January 28, 2013 and continuing 6 weeks or until employee returns
_____, Long Term Substitute Bus Operator, Route 20 beginning January 16, 2013 and continuing until employee returns

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Items For Discussion, Consideration and/or Possible Action –

1. School Newsletters – Enclosure HH
2. Superintendent's Contract
3. Other

Next board meeting regular session on January 28, 2013 – 6:00 p.m. at Board of Education Office

Adjournment

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ADDENDUM

Attendance –

34. Recommendation: In compliance with Attendance Policy 8200, approve requests for out-of-county attendance for school year 2012-2013. – Enclosure #1

Facilities –

35. Recommendation: Approve building/ground modifications. – Enclosure #2

Belington Elementary School (Mrs. Collier's Room) – hang projection screen from ceiling
Philippi Elementary School (Room 101) – Install map above dry-erase/chalkboard