

**BARBOUR COUNTY SCHOOLS  
PHILIPPI WV 26416**

**MEMORANDUM -**

**TO: BOARD MEMBERS**

David Everson  
Doward Matlick  
Joanne McConnell  
David Strait  
Bob Wilkins

**FROM: JEFF KITTLE, ACTING SUPERINTENDENT**

**DATE: JANUARY 20, 2011**

**RE: BOARD MEETING AGENDA**

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, January 24, 2011**, at the **Mt. Vernon Elementary School, Brownton, WV.**

**Call to Order**

**Pledge to Flag**

**Invocation**

**Minutes -**

Approve Minutes of the January 10, 2011 and January 17, 2011 meetings. – Enclosure A

**Delegation(s) –**

**Reports –**

Mt. Vernon Elementary School LSIC Report  
Attendance Report – Enrollment Report for month ending January 14, 2011 – Enclosure B  
Facilities Report

**Attendance –**

**Business & Finance –**

1. Recommendation: Approve budget adjustments. – Enclosure C
2. Recommendation: Approve payment of bills for the period of January 6, 2011 through January 14, 2011 at a total expenditure of \$209,186.59. - Enclosure D

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3. Recommendation: Authorize the January 28, 2011 payroll and federal withholdings not to exceed the amount of \$1,100,000.00 to be released in accordance with Federal Law. – (Refer to Enclosure D)
4. Recommendation: Authorize the payment of utility, travel and rent bills due before next board meeting not to exceed \$35,000.00. – (Refer to Enclosure D)
5. Recommendation: Approve the final total of the January 14, 2011 payroll check and federal withholdings in the amount of \$781,797.89. – 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 (PTO) – projected revenue - \$50.00

Philip Barbour High School (PB Athletic Boosters) projected revenue - \$1,000.00

7. Recommendation: Approve/Confirm use of buildings and/or grounds. – Enclosure G

Belington Middle School on January 15, 2011 – requested by Terry Currence for Birthday party

Mt. Vernon Elementary School on January 28, 2011 – requested by Brenda McCallster for Birthday party

**Curriculum & Instruction –**

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

Kasson Elementary/Middle School (Responsible Students) – to Alderson-Broadus College on February 3, 2011

Philip Barbour High School (Hi-Y) – to Marietta, Ohio on March 4-6, 2011; (Hi-Y) – to Charleston, WV on April 15-17, 2011

**Facilities –**

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

Philippi Elementary School (Rooms 121, 122, 123 and 117) – install pull down screens; (Gym/Cafeteria) – replace current wall padding and add additional wall padding.

**Food Service –**

**Policies –**

**Student Support –**

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**Transportation –**

10. Recommendation: Approve transportation travel requests. – Enclosure J

**Travel –**

11. Recommendation: Approve/Confirm requests for professional leave. – Enclosure K

**Vocational –**

**Personnel –**

12. Recommendation: Allow Michelle Enz a student at Alderson-Broaddus College to complete 45 clinical hours at Philippi Elementary School. – Enclosure L
13. Recommendation: Accept resignation of Rochelle Barrett as an Itinerant Supervisory Special Education Aide/Transportation Aide home based at Junior Elementary School effective January 19, 2011. – Enclosure M
14. Recommendation: Accept resignation of Ellen Gould as Boys Track coach at Philip Barbour High School effective January 6, 2011. – Enclosure N
15. Recommendation: Employ John Reed as Music Instructor half at Philip Barbour High School/half at Philippi Middle School (Remainder of 200 day contract). – Enclosure O
16. Recommendation: Employ Joseph Leo Roe as Art Teacher half at Philippi Middle School/half at Belington Middle School for the 2011/2012 school year (200 days). – Enclosure P
17. Recommendation: Employ Kayla White as a half time Language Arts Teacher at Belington Middle School (Remainder of 200 day contract) **Position will terminate at the end of the 2010/2011 school year. Employment is contingent upon certification and clearance of criminal conviction as defined in WV Codes §18-5-15c(d) and §15-2-24(d).** – Enclosure Q
18. Recommendation: Employ the following personnel for the 2010/2011 school year. **Employment is contingent upon certification and clearance of criminal conviction as defined in WV Codes §18-5-15c(d) and §15-2-24(d).** – Enclosure R

Extra Curricular Assignments

Angela McDaniel, Science Fair Coordinator at Kasson Middle School  
Vratpal Gogikar, Math Field Day Coach at Kasson Elementary School  
Laura Shelton, Math Field Day Coach at Junior Elementary School  
Marjorie George, Alternative School Bus Run  
Terry Baughman, Assistant Baseball Coach at Philip Barbour High School

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19. Recommendation: Employ the following substitute personnel for the 2010/2011 school year. **Employment is contingent upon certification and clearance of criminal conviction as defined in WV Codes §18-5-15c(d) and §15-2-24(d).** – Enclosure S

Kayla White, Teacher  
Elizabeth Henry, Teacher  
William Trollinger, Teacher  
Rochelle Barrett, Aide  
Roconda Daugherty, Aide

20. Recommendation: Approve trained volunteers as per Board of Education policy. **Contingent upon clearance of criminal convictions.** – Enclosure T
21. Recommendation: Accept and approve the administrative transfer and subsequent assignment list for professional and service employees for the 2011/2012 school year. – Enclosure U
22. Recommendation: Pursuant to provisions of West Virginia Codes §18A-2-8A, §18A-2-6 and §18A-4-7A, reduce the work force and terminate listed employees for lack of need and/or funding with the termination becoming effective June 30, 2011. – Enclosure V
23. Recommendation: Pursuant to West Virginia Code §18-9A-2, adjusted enrollment allocations, eliminate the following personnel **positions** effective June 30, 2011. – Enclosure W

.5 DCT Instructor - Career Technical Center  
1 Technology Integration Specialist – Philippi Middle School  
.5 Language Arts Instructor – Belington Middle School  
1 Language Arts Instructor – Philip Barbour High School  
.5 Media/Technology Integration Specialist – Philip Barbour High School  
1 Science Instructor – Philip Barbour High School  
1 Technology Integration Specialist (Title I) – Philippi Elementary School  
1 Itinerant Supervisory Pre K/Pre K Special Needs Aide/Transportation Aide - Philippi Elementary School  
1 Supervisory Special Education Aide/Transportation Aide – Philippi Elementary School  
1 Itinerant Supervisory Special Education Aide/Transportation Aide – Junior Elementary School  
1 Itinerant Pre K Special Needs Aide/Special Education Aide/Transportation Aide – Belington Elementary School  
1 Itinerant LPN/Special Needs Aide/Transportation Aide – Philippi Middle School

Extra Curricular Bus Run (Project Isaac) – Belington Middle School after school

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24. Recommendation: Approve mutual agreements of reassignment of professional/service personnel for school year 2011/2012. – Enclosure X
- Phyllis Tucker to Supervisory Special Education Aide/Transportation Aide, assigned to Philip Barbour High School  
Nancy Curkendall to Kindergarten Teacher, assigned to Mt. Vernon Elementary School  
Ellen Gould to 1<sup>st</sup> Grade/2<sup>nd</sup> Grade Teacher, assigned to Mt. Vernon Elementary School  
Kathy Halstead to Paraprofessional/Aide/Transportation Aide, assigned to 1<sup>st</sup> Grade/2<sup>nd</sup> Grade at Mt. Vernon Elementary School
25. Recommendation: Approve No Cause days for Nancy Burner-Ware on January 19, 20, 21 & 24, 2011. - Enclosure Y
26. Recommendation: Approve No Cause days for Holly Jones on April 13-15, 2011. – Enclosure Z
27. Recommendation: Approve No Cause days for Stephanie Short on April 26-29, 2011. – Enclosure AA

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**Items For Discussion, Consideration and/or Possible Action -**

1. School News Letters – Enclosure BB
2. Letter from Philippi Municipal Building Commission – Enclosure CC
3. Other

**Adjournment**