

**BARBOUR COUNTY SCHOOLS  
PHILIPPI WV 26416**

**MEMORANDUM -**

**TO: BOARD MEMBERS**

David Everson  
Joanne McConnell  
Eric Ruf  
Adam Starks  
Ron Phillips

**FROM: JEFF WOOFER, SUPERINTENDENT**

**DATE: January 21, 2020**

**RE: BOARD MEETING AGENDA**

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, January 27, 2020**, at the **Board of Education Office, 45 School Street, Philippi, WV 26416.**

**Call to Order**

**Pledge to Flag**

**Invocation**

**2020/2021 School Calendar Hearing**

**Career Technical Education Center - Presentation**

**Minutes –**

Approve minutes of January 13, 2020 meeting. – Enclosure A

**Recognitions –**

**Delegation(s) –**

**Reports –**

Attendance-Enrollment Report – Enclosure B  
December 2019 Financial Report – Enclosure C

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**Superintendents Recommendations –**

**Attendance –**

1. Recommendation: In compliance with Attendance Policy 8200, approve requests for in-county to out-of-county attendance for school year 2019/2020 contingent upon compliance with pupil-teacher ratio. – Enclosure D

**Business & Finance –**

2. Recommendation: Approve budget adjustments. – Enclosure E
3. Recommendation: Approve payment of bills for the period of January 8, 2020, through January 21, 2020, at a total expenditure of \$71,224.83. – Enclosure F
4. Recommendation: Authorize the January 28, 2020, 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 F)
5. Recommendation: Authorize the payment of utility bills and copier bills due before the next board meeting not to exceed \$30,000.00. (Refer to Enclosure F)
6. Recommendation: Approve the final total of January 15, 2020, payroll check and federal withholdings in the amount of \$369,221.38. – Enclosure G
7. Recommendation: Approve the final total of utility/copier bills in the amount of \$10,476.08. – Enclosure H
8. Recommendation: Approve/Confirm fundraising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure I

Belington Middle School (Band) – projected revenue - \$1,500.00; (7<sup>th</sup> Grade Team) - \$185.00; (All Class Accounts) - \$8,000.00; (5<sup>th</sup> Grade) - \$2,550.00; (5<sup>th</sup>/6<sup>th</sup> Grades) - \$2,000.00; (8<sup>th</sup> Grade) - \$500.00

Kasson Elementary/Middle School (Builders Club) – projected revenue - \$50.00

Philip Barbour High School (Football) – projected revenue - \$3,000.00; (Athletics) - \$800.00; (Tennis) - \$1,000.00, \$1,000.00; (Softball) - \$1,000.00; (Student Council) - \$100.00

Philippi Elementary School (4<sup>th</sup> Grade) – projected revenue - \$1,000.00

Philippi Middle School (Girls Basketball) – projected revenue - \$500.00

**Curriculum & Instruction –**

9. Recommendation: Approve educational leave request for a student at Philip Barbour High School. – Enclosure J
10. Recommendation: Approve educational leave request for a student at Philip Barbour High School. – Enclosure K

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11. Recommendation: Approve educational leave request for a student at Philippi Middle School. – Enclosure L
12. Recommendation: Approve/Confirm curricular trips. – Enclosure M

All-County Concert (County) – to Philip Barbour High School on March 17, 2020  
Junior Elementary School (Robotics) – to Morgantown on January 25, 2020; to AB College on February 22, 2020; (Science Fair winners) - to Fairmont State on February 29, 2020  
Kasson Elementary/Middle School (Robotics) – to AB College on January 25, 2020; to Morgantown on February 22, 2020; (6-8 Grades) – to Fred Eberle Technical Center on March 23, 2020  
Philip Barbour High School (10<sup>th</sup> Grade) – to Fred Eberle Technical Center on January 29, 2020  
Philippi Middle School (Social Studies Dept.) – to Charleston on February 24-26, 2020

**Facilities & Maintenance –**

13. Recommendation: Approve/Confirm the use of buildings and/or grounds. – Enclosure N  

Belington Middle School on February 3, 2020 – April 28, 2020 – requested by Sarah Harris for Heart & Sole; on March 14, 2020 – requested by Sarah Harris for 5K; on February 28, 2020 – requested by Sarah Harris for School Dance  
Philip Barbour High School on March 17, 2020 – requested by Tonya Baker for All County Concert; on various dates (January 2020 – May 1, 2020) – requested by Carrie Bodkins for Alderson Broaddus sport practices; on March 23-27, 2020 – requested by Nick Mayle for Youth Basketball Tournament; on March 3, 2020 – requested by Jeff Burnett for Equip the City event  
Philippi Middle School on various dates (January 2020 – May 1, 2020) – requested by Carrie Bodkins for Alderson Broaddus sport practices; on February 11, 2020 – requested by Teresa Williamson for Parent Involvement/Bingo; on February 8, 2020 – requested by Amanda McDaniel for Girls Basketball Shoot Out

14. Recommendation: Approve building/ground modifications. – Enclosure O

Philippi Elementary School (PreK/Kindergarten wing hallway) – install 2 bulletin boards

**Food Service –**

**Policies –**

15. Recommendation: Adopt revised policy 7200, Student Grading System on second reading. – Enclosure P
16. Recommendation: Adopt new policy 7620, Primary Instructional Materials Adoption on second reading. – Enclosure Q

**Student Support –**

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**Transportation –**

17. Recommendation: Approve transportation travel requests. – Enclosure R

**Travel –**

18. Recommendation: Approve/Confirm requests for professional leave. – Enclosure S

**Vocational –**

**Personnel –**

19. Recommendation: Accept resignation/retirement of Ronald McLean as a bus operator effective June 30, 2020. – Enclosure T

20. Recommendation: Approve leave of absence (maternity) for a professional employee at Philippi Elementary School beginning approximately March 10, 2020, for approximately 9 weeks. – Enclosure U

21. Recommendation: Employ the following personnel for the 2019/2020 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

<b>Regular Employee Assignments 2019-20</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
	PMS	Job 2601: Science Instructor
	PMS, Itinerant	Job 2608: LPN/Special Needs Aide/Supervisory Aide/Transportation Aide
Jessica Sanetrik	PBHS	Job 2588: Multi-Categorical Instructor w/Autism
Jamie Short (employee will remain in position for the remainder of year per WV Code 18a-2-7b(4)(b))	PMS, Itinerant	Job 2618: Special Needs Aide/Supervisory Aide/Transportation Aide
Lauren Corder	Kasson, Itinerant	Job 2619: Special Needs Aide/Supervisory Aide/Transportation Aide

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<b>Substitute Employee Assignments 2019-20</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
	PES, Itinerant	Job 2602: Long Term Substitute Multi-Categorical/Severely Profoundly Impaired Instructor w/Autism
	PES, Itinerant	Job 2603: Long Term Substitute Multi-Categorical w/Autism Instructor
Frank Kyle	County	Job 2612: Substitute Bus operator(s)

<b>Extra-Curricular Employee Assignments 2019-20</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
	PBHS	Job 2609: Head Boys Track Coach
Gabrielle Kyle	PBHS	Job 2610: Head Girls Track Coach

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

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Items For Discussion, Consideration and/or Possible Action –

1. Other

Next board meetings:

February 10, 2020, at 6:00 p.m. at Junior Elementary School (Regular Session)  
February 24, 2020, at 6:00 p.m. at Board of Education Office (Regular Session)  
March 9, 2020, at 6:00 p.m. at Philippi Elementary School (Regular Session)

**Adjournment**