

**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 23, 2013

RE: BOARD MEETING AGENDA

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, January 28, 2013**, at the **Board of Education Office, 105 South Railroad Street, Philippi, WV 26416.**

Call to Order

Pledge to Flag

Invocation

Work Session –

Board Goals

Minutes -

Approve Minutes of the January 14, 2013 meeting. – Enclosure A

Delegation(s) –

Chad Kennedy – Hunter’s Safety Course
Sheriff Hawkins and Cathy Holbert – Bomb dog

Recognition (s) –

Reports –

December 2012 Financial Report – Enclosure B
Monthly Attendance – Enrollment Report for Month Ending: January 11, 2013 – Enclosure C
Facilities Report
Energy Conservation Program Report – Enclosure D

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Superintendents Recommendations –

Attendance –

Business & Finance –

1. Recommendation: Approve budget adjustments. – Enclosure E
2. Recommendation: Approve payment of bills for the period of January 9, 2013 through January 23, 2013 at a total expenditure of \$121,269.63. – Enclosure F
3. Recommendation: Authorize the January 28, 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 F)
4. Recommendation: Authorize the payment of utility bills due before next board meeting not to exceed \$25,000.00. (Refer to Enclosure F)
5. Recommendation: Approve the final total of the January 15, 2013 payroll check and federal withholdings in the amount of \$352,458.06. – Enclosure G
6. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours) – Enclosure H

Junior Elementary School (PTA) – projected revenue - \$500.00, \$2,000.00, \$2,000.00, \$1,000.00

Philip Barbour High School (After-school book club) – projected revenue - \$300.00; (HOSA) - \$100.00, \$100.00

Philippi Middle School (Student Academic Recognition) – projected revenue - \$5,000.00; (Band Program) - \$250.00, \$500.00

Curriculum & Instruction –

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

Philip Barbour High School (Quiz Bowl Team) – to Parkersburg on February 16, 2013; (Quiz Bowl Team) – to Ellenboro, WV on February 23, 2013; (Business and Nursing Students) – to WV Junior College on February 15, 2013; (Early Childhood/Pro Start) – to Pierpont Community College on February 15, 2013

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Facilities –

8. Recommendation: Approve building/ground modifications. – Enclosure J

Philip Barbour High School (Room V4) – install wooden cabinets over sinks in laboratory area, move lights to under cabinets, move paper towel holders; (Room V4) – install pull down projector screen; (Room V4) – install x-ray light box; (Room V4) – fasten skeletal storage cabinet to wall

Philippi Elementary School (Room 109) –install dry erase board

Philippi Middle School (Cafeteria) – install wall mounted tv

9. Recommendation: Approve/Confirm use of buildings and/or grounds. – Enclosure K

Belington Middle School on March 20, 27 and April 10, 17, 24, 2013 – requested by Davis Memorial Hospital for DHS Academy Class for DHS Employees

Philip Barbour High School on April 28, 2013 – requested by Kathy Rose for Memorial Service for John Rose; on January 20, 2013 – requested by Tracy Poe for Birthday Party

Philippi Middle School on February 10, 2013 - requested by Carla Knotts for Baby Shower

Food Service –

Policies –

Student Support –

Transportation –

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

Travel –

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

Vocational –

12. Recommendation: Approve businesses, agencies and organizations located in Barbour County or surrounding areas as sites for work-based experience for high school students for the 2012-2013 school year. – Enclosure N

Personnel –

13. Recommendation: Accept resignation/retirement of Richard Cleavenger as a Mathematics Instructor at Philip Barbour High School effective June 30, 2013. – Enclosure O

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14. Recommendation: Employee Richard Cleavenger as a substitute teacher for the 2013/2014 school year. – (Refer to Enclosure O)
15. Recommendation: Accept resignation of Barbara Williams as a substitute aide effective January 11, 2013. – Enclosure P
16. 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 Q

Harry Moke Post, Instructor, Belington Elementary School (200 days)
Sheila Wilson, Cafeteria Manager/Cook, Kasson Elementary/Middle School (200 days)
Kimberly Burnett, Instructor, Volga-Century Elementary School (200 days)

17. 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 R

_____, Cook, Belington Elementary School beginning January
30, 2013
Michael Wanstreet, Bus Operator Route 5/Mechanic Assistant beginning January 30, 2013

18. Recommendation: Approve no-cause days for Samantha Miller on March 21, 22, 25, 26 and 27, 2013. – Enclosure S
19. Recommendation: Approve medical leave of absence for Stephanie Hickman beginning January 22, 2013 for approximately 4 weeks. – Enclosure T

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20. 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 and/or re-configuration of positions with the termination becoming effective June 30, 2013.

Professional

Timothy Moyer	Technology Systems Specialist, Itinerant, home based at Philippi Middle	1.0 FTE
Thomas Williams	Technology Systems Specialist, Itinerant, home based at Belington Middle	1.0 FTE
Teresa Riccio	Kindergarten Instructor, Belington Elementary	1.0 FTE
Kelly Clark	Third Grade Instructor, Philippi Elementary	1.0 FTE
Naomi West	Second Grade Instructor, Philippi Elementary	1.0 FTE

Professional Long Term Substitutes

Amanda Sweet	Title I Reading/Math Instructor, Philippi Elementary	1.0 FTE
Linda Menear	Multi-Categorical Instructor w/Autism, Itinerant home based at Kasson Elem/Middle	1.0 FTE
Ashley Bowman	Title I Reading/Math Instructor, Belington Elementary	1.0 FTE
Wendy Phillips	Multi-Categorical Instructor w/Autism, Philip Barbour	1.0 FTE

Service

Mary Shaver	General Maintenance/Sanitation Plan Operator, County	1.0 FTE
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21. Recommendation: Pursuant to West Virginia Code §18-9A-2, adjusted enrollment allocations, eliminate the following personnel positions effective June 30, 2013. – Enclosure U

- 1.0 Third Grade Instructor – Mt. Vernon Elementary School
- 1.0 Kindergarten/First Grade Instructor – Volga-Century Elementary School
- 1.0 Multi-Categorical Instructor w/Autism – Philippi Middle School
- 1.0 Multi-Categorical Instructor w/Autism – Philip Barbour High School
- 1.0 Title I Instructor - Volga-Century Elementary School/Philippi Elementary School
- 1.0 Title I Instructor – Kasson Elem/Middle School
- 1.0 Fifth Grade Instructor – Philippi Elementary School
- 1.0 First Grade Instructor – Belington Elementary School
- 2.0 Technology Systems Specialist – Itinerant
- 1.0 General Maintenance/Sanitation Plant Operator – Itinerant

22. Recommendation: Approve transfer for subsequent assignment of professional personnel for the 2013/2014 school year. – Enclosure V

Ardith Nelson to Second Grade Instructor at Philippi Elementary School
Jessica Jones to Third Grade Instructor at Philippi Elementary School

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Tabled items:

Curriculum & Instruction –

23. Recommendation: Accept Confucius Classroom Grant. – Enclosure W

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Items For Discussion, Consideration and/or Possible Action –

1. School Newsletters – Enclosure X
2. Personal Safety Program – Enclosure Y
3. Superintendent's Contract
4. Other

Next board meeting regular session on February 11, 2013 – 6:00 p.m. at Board of Education Office

Adjournment

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ADDENDUM

Personnel –

24. Recommendation: Approve transfer for subsequent assignment of professional personnel for the 2013/2014 school year. – Enclosure #1

Meloney Wilson to Kindergarten Instructor at Belington Elementary School