

**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: February 6, 2018**

**RE: BOARD MEETING AGENDA**

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, February 12, 2018**, at the **Board of Education Office, 45 School Street, Philippi, WV 26416.**

**Call to Order**

**Pledge to Flag**

**Invocation**

**Minutes -**

Approve minutes of January 22, 2018 meeting. – Enclosure A

**Recognitions -**

**Delegation(s) –**

**Reports –**

Monthly Attendance – Enrollment Report – Enclosure B

**Superintendents Recommendations –**

**Attendance –**

**AGENDA**  
**February 12, 2018**

**Business & Finance –**

1. Recommendation: Approve payment of bills for the period of January 16, 2018 through February 6, 2018 at a total expenditure of \$165,174.06. – Enclosure C
2. Recommendation: Authorize the February 15, 2018 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 and copier bills due before next board meeting not to exceed \$30,000.00. (Refer to Enclosure C)
4. Recommendation: Approve the final total of the January 28, 2018 payroll check and federal withholdings in the amount of \$457,948.62. – Enclosure D
5. Recommendation: Approve final total of utility/copier bills in the amount of \$24,529.01. – Enclosure E
6. Recommendation: Approve 8<sup>th</sup> drawdown request for the County-Wide Energy Performance Contract financing through Freedom Bank. – 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 (Preschool) – projected revenue - \$200.00
  - Belington Middle School (School) – projected revenue - \$2,400.00; (Lady Hawks) - \$500.00
  - Junior Elementary School (Faculty) – projected revenue - \$1,000.00
  - Kasson Elem/Middle School (Youth & Government) – projected revenue - \$400.00; (School) - \$0.00
  - Philip Barbour High School (Educators Rising) – projected revenue - \$20.00, \$30.00; (Student Council) - \$200.00, \$200.00; (Library) - \$140.00; (Key Club) - \$200.00; (Kaitlin Jones-Senior Project) - \$200.00; (TSA) - \$500.00, \$100.00; (FFA) - \$1,000.00
  - Philippi Elementary School (Preschool) – projected revenue - \$500.00; (PTO) - \$500.00; (3<sup>rd</sup> Grade) - \$300.00, \$300.00
  - Philippi Middle School (8<sup>th</sup> Grade/PTO) – projected revenue - \$500.00; (Science Dept.) - \$2,000.00; (Student Council) - \$500.00
8. Recommendation: Approve agreement with Asset Control Solution Inc. – Enclosure H
9. Recommendation: Approve copier agreement with Hart Office Solutions. – Enclosure I

**AGENDA**  
**February 12, 2018**

**Curriculum & Instruction –**

10. Recommendation: Approve/Confirm curricular trips. – Enclosure J  

All Schools (Chorus/Band) – Philip Barbour High School on March 13, 2018 for All-County Concert practice  
Kasson Elem/Middle School (School) – to Charleston on February 26, 2018; (8<sup>th</sup> Grade) – to Harper’s Ferry on September 24, 2018; (Science Bowl Team) – to Morgantown on February 9, 2018; (VEX IQ Robotics Teams) – to Fairmont on March 3, 2018; (8<sup>th</sup> Grade) – to Six Flags on May 31, 2018  
Philip Barbour High School (FFA) – to Morgantown on February 23, 2018; (CTE Students) – to Charleston on February 22-23, 2018  
Philippi Middle School (6<sup>th</sup>&7<sup>th</sup> Grades) – to Fairmont on May 18, 2018; (Positive Behavior Support Team) – to Beckley on May 16, 2018
11. Recommendation: Approve educational leave request for a student at Belington Middle School. – Enclosure K
12. Recommendation: Approve educational leave request for a student at Kasson Elem/Middle School. – Enclosure L
13. Recommendation: Approve educational leave request for a student at Kasson Elem/Middle School. – Enclosure M
14. Recommendation: Approve educational leave request for a student at Kasson Elem/Middle School. – Enclosure N
15. Recommendation: Approve educational leave request for a student at Kasson Elem/Middle School. – Enclosure O
16. Recommendation: Approve educational leave request for a student at Kasson Elem/Middle School. – Enclosure P
17. Recommendation: Approve chaperones for Junior Elementary Schools field trip to Blackwater Outdoor Adventure Park on February 22, 2018. – Enclosure Q
18. Recommendation: Approve chaperones for Kasson Elem/Middle Schools Science Bowl Team to Morgantown on February 9, 2018. – Enclosure R
19. Recommendation: Approve the following changes to the 2017/2018 School calendar. – Enclosure S

Date of Lost Instruction  
February 2, 2018  
February 5, 2018

Designated Make-Up Date  
March 28, 2018 (previously an OS Day)  
March 29, 2018 (previously an OS Day)

**AGENDA**  
**February 12, 2018**

**Facilities & Maintenance –**

20. Recommendation: Approve/Confirm use of buildings and/or grounds. – Enclosure T
- Belington Middle School on February 10, 2018 – requested by Hillary Hulver for Painting & Crafts fundraiser
  - Kasson Elem/Middle School on May 17, 2018 – requested by Teresa Marsh for School Dance; on February 17, 2018 – requested by Teresa Marsh for School Dance; on every Thursday – requested by Jeff Bartlett for after-school program
  - Philip Barbour High School on Sunday's in January through April 2018 – requested by Garrett Phillips for Covered Bridge River Jaxx Baseball Practice; on January 12, 2019 – requested by John Stemple for Annual retraining of Coal miners; on January 5, 2019 – requested by John Stemple for Annual retraining of Coal miners; on April 7, 2018 – requested by Carol Malcolm-Parsons for STEM Day; on February 24, 2018 – requested by Brandon Antion for TSA Dinner; on March 24, 2018 – requested by Greg Zimmerman for AB Men's basketball tournament; on March 13, 2018 – requested by Tonya Baker for All County Concert; on Sundays until March 1, 2018 – requested by Willie Metheney for Girls softball workouts
  - Philippi Middle School after school – requested by Jeff Walters for Philippi City Police use of weight room

21. Recommendation: Approve building/ground modifications. – Enclosure U

Philip Barbour High School (CTE Center Annex-Outer Wall) – hang sign; (Agricultural Mechanics Shop) – install washer and dryer

**Food Service –**

**Policies –**

22. Recommendation: Review revised policy 7300, Requirements for Graduation for second reading. – Enclosure V
23. Recommendation: Review revised policy 7200, Student Grading System for first reading. – Enclosure W

**Student Support –**

**Transportation –**

24. Recommendation: Approve transportation travel requests. – Enclosure X

**Travel –**

25. Recommendation: Approve/Confirm requests for professional leave. – Enclosure Y

**AGENDA**  
**February 12, 2018**

**Vocational –**

**Personnel –**

26. Recommendation: Approve leave of absence (maternity leave) for a professional employee at Philip Barbour High School to begin approximately March 3, 2018 and continue through the conclusion of instructional days for students for the 2017-2018 school year. – Enclosure Z
27. Recommendation: Approve student teachers from Alderson Broaddus University for the Spring 2018 semester. – Enclosure AA
28. Recommendation: Approve Misty Bolton to dispense medicine to students at Kasson Elementary/Middle School. – Enclosure BB
29. Recommendation: Accept resignation/retirement of Boyd H. Mayle as Maintenance/Electrician II/HVAC effective June 30, 2018. – Enclosure CC
30. Recommendation: Accept resignation of Patricia Levesque-Gosnell as an English Language Learners Instructor effective January 26, 2018. – Enclosure DD
31. Recommendation: Accept resignation of Angel Stull as Head Softball Coach at Philip Barbour High School effective January 16, 2018. – Enclosure EE
32. Recommendation: Accept resignation of Teresa Riccio as an afterschool tutor at Junior Elementary School effective February 1, 2018. – Enclosure FF
33. Recommendation: Accept resignation of Sandy Wilmoth as an afterschool tutor at Junior Elementary School effective February 1, 2018. – Enclosure GG
34. Recommendation: Accept resignation of Jessica Lucchesi as a teacher at Philippi Elementary School effective June 30, 2018. – Enclosure HH
35. Recommendation: Approve the payment of timesheets for Gene Hovatter and Ray Freeman for hours that were worked outside of their extra-curricular job postings. – Enclosure II

**AGENDA**  
**February 12, 2018**

36. Recommendation: Employ the following personnel for the 2017-2018 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 JJ**

<b>Regular Employee Assignments 2017-18</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
	PBHS	1776: School Nurse - RN (half-time)
	PES, Itinerant	1778: PreK/Prek Special Needs Instructor (half-time)
	BES, Itinerant	1779: Multi-Categorical w/Autism and Severely Profoundly Impaired Instructor
	PBHS	1782: Chemistry/Physics Instructor
	PBHS	1783: French Instructor
	Junior, Itinerant	1784: Music Instructor (half-time)
	PBHS	1788: Instructor (half-time)
	PBHS, Itinerant	1792: Educational Interpreter/Sign Language Specialist/Supervisory Aide/Transportation Aide
Trinity Lowther	Kasson, Itinerant	1793: Multi-Categorical w/Autism Instructor
	PMS, Itinerant	1795: Special Needs Aide/Supervisory Aide/Transportation Aide (halftime)

<b>Substitute Employee Assignments 2017-18</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
	BES, Itinerant	1780: Long Term Substitute Multi-Categorical w/Autism and Severely Profoundly Impaired Instructor
	PES, Itinerant	1781: Long Term Substitute PreK/Prek Special Needs Instructor (halftime)
	Kasson, Itinerant	1785: Long Term Substitute Multi-Categorical w/Autism Instructor
Brent Bouscher	County	1786: Substitute Custodian(s)
Alison Bailey	County	1787: Substitute Cook(s)
	County	1791: Substitute LPN/Aide(s)
	County	1798: Substitute Bus Operator(s)

**AGENDA**  
**February 12, 2018**

	County	1799: Substitute Aide(s)
--	--------	--------------------------

<b>Extra-Curricular Employee Assignments</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
	BES	1790: 1 Academic during school Tutor (Extra-Curricular)
Rob Simon	PBHS	1796: Head Softball Coach
Roberta Hatcher	PBHS	1797: Head Boys Track Coach
June Collins	County	1800: Regional Math Field Day Coordinator
	County	1801: English Language Learner Instructor (Extra-Curricular)

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

**AGENDA**  
**February 12, 2018**

Items For Discussion, Consideration and/or Possible Action –

1. Other

Next board meetings:

February 26, 2018 at 6:00 p.m. at Board of Education Office – CTC Presentation (Regular Session)

**Adjournment**