

**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 7, 2017

RE: BOARD MEETING AGENDA

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, February 13, 2017**, at the **Board of Education Office, 45 School Street, Philippi, WV 26416.**

Call to Order

Pledge to Flag

Invocation

**Junior Elementary School LSIC Presentation
2017-2018 School Calendar Hearing**

Minutes -

Approve minutes of January 23, 2017 meeting. – Enclosure A

Recognitions -

Delegation(s) –

Judy Buckner Larry – Philippi Public Library
Tammy Smith – Belington Public Library
Kevin Marion – AFLAC Insurance

Reports –

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Superintendents Recommendations –

Attendance –

Business & Finance –

1. Recommendation: Approve payment of bills for the period of January 18, 2017 through February 7, 2017 at a total expenditure of \$1,382,818.21. – Enclosure B
2. Recommendation: Authorize the February 15, 2017 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 B)
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 B)
4. Recommendation: Approve the final total of the January 28, 2017 payroll check and federal withholdings in the amount of \$416,117.07. – Enclosure C
5. Recommendation: Approve final total of utility/copier bills in the amount of \$26,530.40. – Enclosure D
6. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure E

Belington Elementary School (Office) – projected revenue - \$200.00, \$500.00
Belington Middle School (Student Council) – projected revenue - \$200.00, \$500.00
Junior Elementary School (Office) – projected revenue - \$250.00, \$100.00; (PTO) - \$400.00
Kasson Elem/Middle School (Band) – projected revenue - \$500.00; (School) - \$0.00, \$0.00, \$750.00
Mount Vernon Elementary School (PTO) – projected revenue - \$175.00, \$200.00
Philip Barbour High School (Baseball) – projected revenue - \$150.00, \$500.00; (Boys Basketball) - \$700.00, \$800.00; (Choir) - \$2,000.00, \$3,000.00; (Class of 2017) - \$1,000.00; (Class of 2018) - \$1,000.00; (FFA) - \$150.00; (Key Club) - \$200.00; (Softball) - \$1,000.00, \$2,000.00, \$500.00, \$500.00, \$500.00; (Volleyball) - \$500.00
Philippi Elementary School (Media) – projected revenue - \$500.00
Philippi Middle School (Band) – projected revenue - \$1,500.00, \$400.00, \$400.00, \$600.00; (PTO) – \$500.00

7. Recommendation: Approve 1st drawdown request for the County-Wide Energy Performance Contract financing through Freedom Bank. – Enclosure F
8. Recommendation: Approve contract with Solution Tree to provide professional development services. – Enclosure G

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9. Recommendation: Approve revised (1st) contract with RESA for Linda Sago. – Enclosure H
10. Recommendation: Approved (2nd) contract with RESA for Linda Sago. – Enclosure I

Curriculum & Instruction –

11. Recommendation: Approve/Confirm curricular trips. – Enclosure J
 - Belington Elementary School (Attendance Reward) – to Belington Skateland on March 2, 2017
 - Belington Middle School (Good Behavior Students) – to Belington Skateland on March 24, 2017; (Honor Band) – to WV Wesleyan College on February 3-4, 2017
 - Junior Elementary School (1st Grade) – to Harrison County Parks and Recreation on February 17, 2017; (KidREACH) – to WVU on March 10, 2017; (2nd & 4th Grades) – to Good Samaritan on January 30, 2017
 - Kasson Elementary/Middle School (Band) – to Kennywood on May 25, 2017; (Pages) – to Charleston on March 1, 2017
12. Recommendation: Approve educational leave request for a student at Philip Barbour High School. – Enclosure K
13. Recommendation: Approve educational leave request for a student at Philip Barbour High School. – Enclosure L
14. Recommendation: Approve educational leave request for a student at Philip Barbour High School. – Enclosure M
15. Recommendation: Approve educational leave request for a student at Philippi Elementary School. – Enclosure N
16. Recommendation: Approve graduation exercises for the Class of 2017. – Enclosure O
 - Commencement Exercises – Saturday, May 27, 2017 at 1:00 p.m. at the Barbour County Fairgrounds
17. Recommendation: Approve the following changes to the 2016/2017 School calendar. – Enclosure P

<u>Date of Lost Instruction</u>	<u>Designated Make-Up Date</u>
January 6, 2017	March 10, 2017
January 9, 2017	March 17, 2017
January 30, 2017	April 10, 2017

Additionally, that the second Planning/Preparation (P) day scheduled for May 30, 2017 be reclassified as the Parent/Teacher Conference Day

18. Recommendation: Approve early graduation for a student at Philip Barbour High School. – Enclosure Q

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Facilities & Maintenance –

19. Recommendation: Approve building/ground modifications. – Enclosure R

Belington Elementary School (parking lot) – install mailbox
Philip Barbour High School (Room 136) – install smart board

20. Recommendation: Approve/Confirm use of buildings and/or grounds. – Enclosure S

Belington Middle School on March 6, 2017, March 13, 2017 and March 20, 2017 – requested by Debbie Schnoover for PANIC Now-Not Later; on Monday's from February 13, 2017 through March 31, 2017 – requested by Jared Nestor for Basketball

Philip Barbour High School on February 18, 2017 – requested by Anissa Riffle for Birthday Party; on March 27, 2017 – requested by Beryl Curkendall for 4-H; on June 3, 2017 – requested by Cheri Cooper for Dance Recital; on March 25, 2017 – requested by Greg Zimmerman for AB Men's Basketball Tournament; on March 12, 2017 – requested by Kayla Harris for Volleyball Tournament; on March 19, 2017 – requested by Lori Wetzal for PB Winter Sports Banquet; on May 19, 2017 – requested for Spring Sports Banquet; on either April 23, 2017 or May 7, 2017 – requested by Sara Poling for 4-H Equestrian Team

Philippi Middle School on February 11, 2017 – requested by Marvin Mayle for Benefit Dinner; on Mondays and Thursdays – requested by Robin Humphreys for Basketball Practice

21. Recommendation: Accept bid from Lee Reger Builds for the Philip Barbour High School Connector Project. – Enclosure T **\$353,618.00**

Food Service –

Policies –

Student Support –

Transportation –

22. Recommendation: Approve transportation travel requests. – Enclosure U

Travel –

23. Recommendation: Approve/Confirm requests for professional leave. – Enclosure V

Vocational –

24. 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 2016-2017 school year. – Enclosure W

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Personnel –

- 25. Recommendation: Ratify the 2 day suspension without pay for a professional employee at Philip Barbour High School Complex.
- 26. Recommendation: Accept resignation/retirement of Carol Harris as a teacher at Kasson Elem/Middle School effective June 30, 2017. – Enclosure X
- 27. Recommendation: Accept resignation of Joshua Buckley as a teacher at Philip Barbour High School effective February 3, 2017. – Enclosure Y
- 28. Recommendation: Accept resignation of Pamela Otto as an after school tutor at Junior Elementary School effective January 27, 2017. – Enclosure Z
- 29. Recommendation: Accept resignation of Richard Alan Weiford as a Long Term Substitute Bus Operator for Route 20 effective January 4, 2017. – Enclosure AA
- 30. Recommendation: Employ the following personnel for the 2016-2017 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**

Regular Employee Assignments 2016-2017		
Name of Person	Location	Position
	Belington Middle	Job 1389 Middle School Teaching/ Language Arts
Suetta Durst	Itinerant, PBHS/Volga	Job 1406 Cook/Café Manager Home based at Volga
	Itinerant, Home based at Kasson	Job 1387 Gifted/Multi-cat instructor (half time)
Sherry Jones	Itinerant, PES	Job 1403 Special education aide/supervisory aide/ transportation aide.

Substitute Employee Assignments 2016-2017		
Name of Person	Location	Position
Jamie Kittle	Belington Elem	Job 1405 Long Term Sub. Kindergarten
Seth Fitzwater	County	JobID: 1396 - Substitute Teacher(s)
Morgan Balducci	County	JobID: 1396 - Substitute Teacher(s)
Colton Weese	County	JobID: 1396 - Substitute Teacher(s)
Brandon Hedrick	County	JobID: 1396 - Substitute Teacher(s)
	County	JobID: 1396 - Substitute Teacher(s)
	County	JobID: 1396 - Substitute

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		Teacher(s)
	County	JobID: 1397 - Substitute Cook(s)
	Belington Middle School	JobID: 1408 - Long Term Substitute 5th Grade Instructor

Extra-Curricular Employee Assignments 2016-2017		
Name of Person	Location	Position
	Junior Elem.	Job 1404 Academic Afterschool Tutoring
	Junior Elem.	Job 1400 Tutor (Extra Curricular)
	PBHS	Job 1402 Head Girls Track Coach

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

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Items For Discussion, Consideration and/or Possible Action –

1. FY 16 School Audit and Corrective Action Plans – Enclosure CC
2. Administrative Attendance Transfer – Enclosure DD
3. School Newsletters – Enclosure EE
4. Other

Next board meetings:

February 27, 2017 at 6:00 p.m. at Board of Education Office – Philippi Middle School
LSIC Presentation (Regular Session)

Adjournment

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ADDENDUM

Curriculum & Instruction –

32. Recommendation: Approve/Confirm curricular trips. – Enclosure #1

County (2nd-4th Grades) – to Philip Barbour High School on March 15, 2017
Belington Elementary School (3rd grade) – to Belington Library on March 8, 2017

Facilities & Maintenance –

33. Recommendation: Approve/Confirm use of buildings and/or grounds. – Enclosure #2

Philip Barbour High School on Friday Nights – requested by Jonathon Carpenter for Basketball

34. Recommendation: Approve building/ground modifications. – Enclosure #3

Belington Middle School (Room 14) – remove dishwasher, sink and cabinets; (Room 23) – install smart board and projector; (parking lot) – install mailbox

Personnel –

35. Recommendation: Employ the following personnel for the 2016-2017 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 #4

Substitute Employee Assignments 2016-2017		
Name of Person	Location	Position
Samantha Mayle	County	Job ID 1395 Substitute Bus Operator
Kenneth Hathaway	County	Job ID 1395 Substitute Bus Operator