

**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: February 9, 2011**

**RE: BOARD MEETING AGENDA**

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, February 14, 2011**, at the **Junior Elementary School, Junior, WV.**

**Call to Order**

**Pledge to Flag**

**Invocation**

**Junior Elementary School Rededication ceremony and reception (6:00 p.m. – 6:45 p.m.)**

**Minutes -**

Approve Minutes of the January 24, 2011 and January 25, 2011 meetings. – Enclosure A

**Delegation(s) –**

Sheriff John Hawkins – PRO Officer funding

**Recognitions –**

**Reports –**

Junior Elementary School LSIC Report  
Facilities Report  
Safe and Supportive Schools  
Electronic Substitute Calling System – Enclosure B

**Attendance –**

1. Recommendation: In compliance with Attendance Policy 8200, approve requests for out-of-zone attendance for school year 2010-2011 contingent upon compliance with pupil-teacher ratio. – Enclosure C

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**Business & Finance –**

2. Recommendation: Approve payment of bills for the period of January 15, 2011 through February 15, 2011 at a total expenditure of \$252,886.25. - Enclosure D
3. Recommendation: Authorize the February 15, 2011 payroll and federal withholdings not to exceed the amount of \$900,000.00 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 \$30,000.00. – (Refer to Enclosure D)
5. Recommendation: Approve the final total of the January 28, 2011 payroll check and federal withholdings in the amount of \$813,306.49. – Enclosure E
6. Recommendation: Approve final total of utility bills in the amount of \$75,440.59. – 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 (2<sup>nd</sup> Grade) – projected revenue \$1,000.00; (PTA) - \$100.00; (Office) - \$500.00

Belington Middle School (8<sup>th</sup> Grade) – projected revenue \$400.00

Junior Elementary School (5<sup>th</sup> Grade) – projected revenue - \$10.00, \$500.00; (School) - \$300.00

Mt. Vernon Elementary School (5<sup>th</sup> Grade) – projected revenue - \$200.00, \$200.00

Philip Barbour High School (Junior Class) - projected revenue - \$250.00, \$250.00; (Volleyball) - \$500.00; (FBLA) - \$1,500.00; (Football) - \$1,500.00; (Band) - \$2,000.00

Philippi Elementary School – (PTO) – projected revenue - \$1,000.00; (School) - \$500.00

8. Recommendation: Approve/Confirm use of buildings and/or grounds. – Enclosure H

Belington Middle School on March 7, March 14, March 21, March 28, April 4, and April 11, 2011 – requested by Belington Clinic for P.A.N.I.C. NOW – Not Later community exercise program

Mt. Vernon Elementary School on February 27, 2011 – requested by Nicole Cain for Birthday party

Philip Barbour High School on February 26, 2011 – requested by Heather Halfin for Birthday party; on June 29, 2011 – requested by PBHS Volleyball for Volleyball Tournament; on March 4, 2011 – requested by PBHS FBLA for PB Idol; on January 23, 2011 – requested by Joyce Hawkins for Awards Banquet; on February 26-27, 2011 – requested by PBHS Football for Mens Basketball Tournament

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Philippi Elementary School on February 19, 2011 – requested by World Vision for KidREACH Parent Math training  
Philippi Middle School on March 5, 2011 – requested by Howard Swick for Dinner – Fundraiser for Africa

**Curriculum & Instruction –**

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

Mt. Vernon Elementary School (5<sup>th</sup> Grade) – to Cincinnati, Ohio on June 3, 2011  
Philip Barbour High School (FFA) – to Clay Batelle High School on March 29, 2011;  
(FFA) – to Charleston, WV on March 14, 2011; (FFA) – to Morgantown, WV on March 4, 2011; (FFA) – to Doddridge High School on February 25, 2011;  
(RAZE) – to Charleston, WV on March 3, 2011; (PRO Start) – to Mt. Vernon Elementary School on February 15, 2011

**Facilities –**

10. Recommendation: Allow the City of Belington to tap the water line to Belington Middle School to provide water for a concession stand for the Barbour South Youth Soccer Association. – Enclosure J

**Food Service –**

**Policies –**

11. Recommendation: Review revised Policy 6800, Cell Phone in Schools or on Work Time for first reading. – Enclosure K

**Student Support –**

**Transportation –**

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

**Travel –**

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

**Vocational –**

14. 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 2010-2011 school year. – Enclosure N

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**Personnel –**

15. Recommendation: Accept resignation of Julia C. McCauley as a half time Visually Impaired Teacher Itinerant home based at Belington Middle School effective February 4, 2011. – Enclosure O
16. 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 P

Kathy Halstead, Itinerant Supervisory Special Education Aide/Transportation Aide home based at Junior Elementary School (**Position will terminate at the end of the 2010/2011 school year**) (remainder of 200 day contract)

Sharon Allen, Coordinator of Services/Auditor/Receptionist-Switch Board Operator at Central Office (remainder of 260 day contract)

Extra Curricular Assignment

Joseph Kaiser, Assistant Softball Coach at Philip Barbour High School

17. Recommendation: Employ Shelley Starkey as a Itinerant Elementary Literacy Coach home based at Belington Elementary School for the 2011/2012 school year. (200 day contract) **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: Approve No Cause days for Pamela Mayle on March 23, 24, 25 & 28, 2011. - Enclosure R
19. Recommendation: Approve No Cause days for Linda Long on March 7, 8, 9, 10 & 11, 2011. – Enclosure S
20. Recommendation: Approve No Cause days for Sarah Harris on May 31, 2011, June 1, 2, & 3, 2011. – Enclosure T
21. Recommendation: Approve a medical leave of absence (maternity) for Laura Hart beginning approximately April 1, 2011 for approximately 6 week. – Enclosure U
22. Recommendation: Appoint Jack Reger as Interim Treasurer through February 28, 2011.

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

1. School News Letters – Enclosure V
2. Request for unpaid leave – Enclosure W
3. Philip Barbour High School Safety Plan – Enclosure X
4. Superintendent Settlement/Agreement – Enclosure Y
5. Title I School Improvement Grant – Enclosure Z
6. Other

**Adjournment**