

**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: February 19, 2014**

**RE: BOARD MEETING AGENDA**

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, February 24, 2014**, at the **Board of Education Office, 105 South Railroad Street, Philippi, WV 26416.**

**Call to Order**

**Pledge to Flag**

**Invocation**

**Public Hearing on the 2014/2015 School Calendar**

**Recognition (s) –**

**Minutes -**

Approve minutes of January 27, 2014 and February 10, 2014 meetings. – Enclosure A

**Delegation(s) –**

Judy Larry – Philippi Public Library/Tammy Smith – Belington Public Library

**Reports –**

AppliTrack system  
Elementary Literacy Coach activities  
January 2014 Financial Report – Enclosure B  
Facilities Report

**AGENDA**  
**February 24, 2014**

**Superintendents Recommendations –**

**Attendance –**

**Business & Finance –**

1. Recommendation: Approve budget adjustments. – Enclosure C
2. Recommendation: Approve payment of bills for the period of February 5, 2014 through February 18, 2014 at a total expenditure of \$217,318.39. – Enclosure D
3. Recommendation: Authorize the February 28, 2014 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 D)
4. Recommendation: Authorize the payment of utility bills due before next board meeting not to exceed \$25,000.00. (Refer to Enclosure D)
5. Recommendation: Approve the final total of the February 15, 2014 payroll check and federal withholdings in the amount of \$325,926.85. – Enclosure E
6. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure F

Philip Barbour High School (FBLA) – projected revenue - \$1,500.00; (Key Club) - \$300.00; (Sophomore Class) - \$500.00  
Philippi Middle School (Cheerleading) – projected revenue - \$300.00

**Curriculum & Instruction –**

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

Philip Barbour High School (New Tech) – to Kasson Elem/Middle School on February 19, 2014; (New Tech) – to Philippi Middle School on February 20, 2014; (New Tech) – to Belington Middle School on February 21, 2014; (FFA) – to Liberty High School On March 22, 2014; (HOSA) to Huntington, WV on March 6-8, 2014
8. Recommendation: Approve educational leave request for a student at Belington Elementary School. – Enclosure H
9. Recommendation: Approve educational leave request for a student at Belington Elementary School. – Enclosure I
10. Recommendation: Approve educational leave request for a student at Belington Elementary School. – Enclosure J

## **AGENDA**

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11. Recommendation: Approve educational leave request for a student at Kasson Elementary/Middle School. – Enclosure K
12. Recommendation: Approve educational leave request for a student at Kasson Elementary/Middle School. – Enclosure L
13. Recommendation: Approve educational leave request for a student at Kasson Elementary/Middle School. – Enclosure M
14. Recommendation: Approve educational leave request for a student at Kasson Elementary/Middle School. – Enclosure N
15. Recommendation: Approve educational leave request for a student at Kasson Elementary/Middle School. – Enclosure O
16. Recommendation: Approve educational leave request for a student at Philippi Middle School. – Enclosure P

### **Facilities & Maintenance –**

17. Recommendation: Approve building/ground modifications. – Enclosure Q
  - Philip Barbour High School (Room V6) – hang a white board and a dry erase calendar; (Room V6) – install an additional power and internet drop
18. Recommendation: Approve/Confirm use of buildings and/or grounds. – Enclosure R
  - Belington Middle School on March 28, 2014 – requested by LaDonna Davis for Great Game Hour; on March 22, 2014 – requested by Cheri Doss for Basic Computer Training for Shop ‘N Save employees; on the 3<sup>rd</sup> Wednesday of the month beginning in March 2014 through July 2014 – requested by Randy Shriver for Basketball Practices; on every Sunday through the end of April 2014 – requested by Ashley Clifton for Basketball; on every Sunday – requested by James Carpenter for Basketball
  - Philip Barbour High School on April 7, 2014 – requested by James Poling for BCEA Educational Form – Meet the Candidates; on March 1, 2014 – requested by Shawn Weaver for Quiz Team Tournament
  - Philippi Middle School on March 2, 2014 – requested by Carla Knotts for Baby Shower

### **Food Service –**

### **Policies –**

19. Recommendation: Review policy 9400 Community Use of School Facilities. – Enclosure S
20. Recommendation: Adopt revised policy 6910, Use of Federal Funds for Tuition Assistance and Employment of Highly Qualified Teachers, on second reading. – **Refer to minutes of February 10, 2014**

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**Student Support –**

**Transportation –**

**Travel –**

21. Recommendation: Approve/Confirm requests for professional leave. – Enclosure T

**Vocational –**

22. 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 2013-2014 school year. – Enclosure U

**Personnel –**

23. Recommendation: Accept resignation of David Everson as a substitute teacher effective February 18, 2014. – Enclosure V
24. Recommendation: Approve unpaid medical leave of absence (maternity) for Brittany Scarberry for the remainder of the 2013-2014 school year. – Enclosure W
25. Recommendation: Accept resignation of Erin Everson as a Multi-categorical teacher at Belington Elementary School effective February 24, 2014. – Enclosure X
26. 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 Y

Kellie Satterfield	Substitute Teacher
Lisa Henline	Substitute Teacher
_____	Substitute Teacher

27. 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 Z

Marvin Mayle	Custodian	BES
	6 Am – 1:30 PM	

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28. Recommendation: Employ the following personnel for the 2014-2015 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 AA

_____	Itinerant Music Teacher	BES/BMS
_____	Itinerant Media/Technology Specialist	BES/BMS
_____	Itinerant Physical Education Teacher	BES/BMS
_____	Itinerant Music Teacher	PES/PMS
_____	Itinerant Media	PES/PMS
_____	Itinerant Physical Education Teacher	PES/PMS
_____	Itinerant Music Teacher	MTV/VCES/JES/PMS
_____	Itinerant Physical Education Teacher	MTV/VCES/JES/PMS

29. Recommendation: The following persons to be approved for Termination (RIF)/Transfer for the 2014/15 school year. – Enclosure BB

Professional

\_\_\_\_\_ From: JES Preschool/Preschool Special Needs Teacher (RIF Position and Contract)  
 To: Transfer for Subsequent assignment that may be less than a full time position

Service

\_\_\_\_\_ From: VCES Paraprofessional (RIF Position and Contract) to make room for a more senior employee

\_\_\_\_\_ From: JES Preschool/Preschool Special Needs Aide/Supervisory Aide/Transportation Aide (RIF Position and Contract)  
 To: Transfer to subsequent assignment and may be less than a full time position

30. Recommendation: The following positions be terminated and added for the 2014/2015 school year. – Enclosure CC

Professional Positions to be Terminated

1.0 FTE Preschool/Preschool Special Needs Teacher JES

Service Positions to be Terminated

1.0 FTE Preschool/Preschool Special Needs Aide/Supervisory Aide/Transportation Aide/  
 JES

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

1. School Newsletters – Enclosure DD
2. Ratify Superintendents contract
3. Other

Next board meeting:

February 26, 2014 at 6:00 p.m. at Board of Education Office (Personnel Hearing)

February 27, 2014 at 6:00 p.m. at Board of Education Office (Student Discipline)

March 10, 2014 at 6:00 p.m. at Board of Education Office (Regular Session)

**Adjournment**

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**ADDENDUM**

**Curriculum & Instruction –**

31. Recommendation: Approve educational leave request for a student at Philip Barbour High School. – Enclosure #1

**Facilities & Maintenance –**

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

Philip Barbour High School on March 6, March 13, March 20, March 27, April 3, and April 10, 2014 – requested by WVU Extension Service for “Annie’s Project” educational program

**Personnel –**

33. Recommendation: Approve 2 days of unpaid leave for Laura Hart on March 20, 2014 and March 21, 2014. – Enclosure #3
34. 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)**

Extra-Curricular

\_\_\_\_\_ Assistant Baseball Coach, Philip Barbour High School