

**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 23, 2011**

**RE: BOARD MEETING AGENDA**

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, February 28, 2011**, at the **Philip Barbour High School, Philippi, WV.**

**Call to Order**

**Pledge to Flag**

**Invocation**

**Minutes -**

Approve Minutes of the February 14, 2011 meeting. – Enclosure A

**Delegation(s) –**

WVU Extension Service (Roger Nestor) - Enclosure B

**Recognitions –**

Chinese Guest Teacher  
Globaloria Recognition

**Reports –**

Philip Barbour High School LSIC Report  
Audit Report for year ending June 30, 2010 – Enclosure C  
Monthly Attendance – Enrollment report for month ending February 11, 2011 – Enclosure D  
Facilities Report

**Attendance –**

**AGENDA**  
**February 28, 2011**

**Business & Finance –**

1. Recommendation: Approve budget adjustments. – Enclosure E
2. Recommendation: Approve payment of bills for the period of February 16, 2011 through February 23, 2011 at a total expenditure of \$156,944.06. - Enclosure F
3. Recommendation: Authorize the February 28, 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 F)
4. Recommendation: Authorize the payment of utility, travel and rent bills due before next board meeting not to exceed \$45,000.00. – (Refer to Enclosure F)
5. Recommendation: Approve the final total of the February 15, 2011 payroll check and federal withholdings in the amount of \$682,338.57. – Enclosure G
6. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours) – Enclosure H

Belington Elementary School (Office) – projected revenue \$3,000.00  
Junior Elementary School (PTO) – projected revenue - \$50.00; (PTO) - \$10.00  
Kasson School (Varsity Band) – projected revenue - \$200.00, \$200.00  
Mt. Vernon Elementary School (PTO) – projected revenue – Books; (5<sup>th</sup> Grade) - \$200.00  
Philip Barbour High School (HOSA) - projected revenue - \$100.00; (Track) - \$1,200.00, \$800.00; (Band) - \$3,000.00, \$2,000.00  
Philippi Middle School – (Athletic Boosters) – projected revenue - \$400.00  
Volga-Century Elementary – (5<sup>th</sup> Grade) – projected revenue - \$75.00; (PTO) - \$50.00

7. Recommendation: Approve/Confirm use of buildings and/or grounds. – Enclosure I  

Belington Middle School on March 4, 2011 or April 8, 2011 – requested by Corley Church for Youth Group Basketball/Volleyball  
Kasson School on March 15, 2011 – requested by Lucille Kines for Athletic Banquet  
Mt. Vernon Elementary School on February 26, 2011 – requested by Sherri Farris for Birthday party  
Philip Barbour High School on April 9, 2011 – requested by Barbour County Arts & Humanities Council for Art Exhibit  
Philippi Middle School on February 21-25, 2011 – requested by Nick Wolfe for Philippi Youth Basketball 11-12 All Stars; on April 25, 2011 – requested by Barb Wolfe for 4-H Visual Presentations; on February 12, 2011 – requested by Marie Mayle for Birthday party
8. Recommendation: Award the Spring 2011 Photography bid for Belington Elementary School to Lifetouch Photography. – Enclosure J

## **AGENDA**

**February 28, 2011**

9. Recommendation: Approve agreement with eSchool Solutions to provide a Substitute Employee Management System. – Enclosure K

### **Curriculum & Instruction –**

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

Junior Elementary School (5<sup>th</sup> Grade) – to Pittsburgh Zoo on May 31, 2011  
Philip Barbour High School (Child Care/Human Growth & Development) – to Cubbies in Bridgeport and to Wee Train in Junior on April 14, 2011; (FFA) – to Jacksons Mill on April 8, 2011; (Gear UP) – to Fairmont State on March 29, 2011; (HOSA) – to Huntington, WV on March 4-5, 2011  
Volga-Century Elementary School (School) – to Buckhannon on May 26, 2011

11. Recommendation: Approve chaperones for Kasson Elementary/Middle School's field trip to Charleston, WV on March 11, 2011. – Enclosure M

### **Facilities –**

### **Food Service –**

### **Policies –**

12. Recommendation: Adopt revised Policy 6800, Cell Phone Use in Schools or on Work Time on second reading. – **Refer to Minutes of February 14, 2011**

### **Student Support –**

### **Transportation –**

13. Recommendation: Approve transportation travel requests. – Enclosure N

### **Travel –**

14. Recommendation: Approve/Confirm requests for professional leave. – Enclosure O

### **Vocational –**

15. 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 P

### **Personnel –**

16. Recommendation: Employ \_\_\_\_\_ as a Substitute Mechanic 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 Q

**AGENDA**  
**February 28, 2011**

17. Recommendation: Employ \_\_\_\_\_ as Tennis Coach at Philip Barbour High School 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 R
  
18. Recommendation: Employ the following substitute personnel for the 2010/2011 school year. **Employment is contingent upon clearance of criminal conviction as defined in WV Codes §18-5-15c(d) and §15-2-24(d).** – Enclosure S  
  
\_\_\_\_\_, Aide  
\_\_\_\_\_, Aide  
\_\_\_\_\_, Switchboard Operator-Receptionist  
\_\_\_\_\_, Switchboard Operator-Receptionist  
\_\_\_\_\_, Substitute LPN/Aide
  
19. Recommendation: Employ the following personnel for the 2010/2011 school year. **Employment is contingent upon clearance of criminal conviction as defined in WV Codes §18-5-15c(d) and §15-2-24(d).** – Enclosure T  
  
\_\_\_\_\_, Itinerant LPN/Special Needs Aide/Transportation Aide home based at Philippi Middle School (position will terminate at the end of the 2010/2011 school year  
  
Extra Curricular Assignment  
Sarah Harris, Head Boy's Track Coach at Philip Barbour High School
  
20. Recommendation: Accept resignation of Andrew Moore as a Long Term Substitute Teacher at Belington Middle School effective February 23, 2011. – Enclosure U
  
21. Recommendation: Approve No Cause days for Jacqueline Barr on March 7, 8, 9 & 10, 2011. - Enclosure V
  
22. Recommendation: Approve one day without pay for Jacqueline Barr on March 11, 2011. – Refer to Enclosure V
  
23. Recommendation: Approve a half day without pay for Kelli Kittle on April 27, 2011. – Enclosure W
  
24. Recommendation: Approve a medical leave of absence for Alaina Fortney beginning February 8, 2011 through approximately February 25, 2011. – Enclosure X
  
25. Recommendation: Approve a continued medical leave of absence for Jan Coffman through approximately March 26, 2011. – Enclosure Y

## **AGENDA**

**February 28, 2011**

26. Recommendation: Accept resignation of George Montgomery as a substitute bus operator effective February 23, 2011. – Enclosure Z
27. Recommendation: Ratify the suspension without pay of a service employee (902-00-1130) at the bus garage pending outcome of felony charges.
28. Recommendation: Appoint Jack Reger as Interim Treasurer through March 14, 2011.

**AGENDA**  
**February 28, 2011**

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

1. School Newsletters – Enclosure AA
2. Budget Calendar – Enclosure BB
3. Architect for CEFP
4. Superintendent Search
5. Interim Superintendent
6. Other

**Adjournment**