

**BARBOUR COUNTY SCHOOLS  
PHILIPPI WV 26416**

**MEMORANDUM -**

**TO: BOARD MEMBERS**

Doward Matlick  
Joanne McConnell  
David Strait  
Michael Talbott  
Bob Wilkins

**FROM: JOE SUPER, SUPERINTENDENT**

**DATE: March 7, 2012**

**RE: BOARD MEETING AGENDA**

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, March 12, 2012**, at the **Mt. Vernon Elementary School, Brownton, WV.**

**Call to Order**

**Pledge to Flag**

**Invocation**

**Minutes -**

Approve Minutes of the February 27, 2012 meeting. – Enclosure A

**Delegation(s) –**

**Recognition (s) –**

**Reports –**

Mt. Vernon Elementary School Local School Improvement Presentation  
Facilities Report

**Superintendents Recommendations –**

**Attendance –**

**Business & Finance –**

1. Recommendation: Approve budget adjustments. - Enclosure B

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2. Recommendation: Approve payment of bills for the period of February 21, 2012 through March 6, 2012 at a total expenditure of \$186,579.57. – Enclosure C
3. Recommendation: Authorize the March 12, 2012 payroll and federal withholdings not to exceed the amount of \$900,000.00 to be released in accordance with Federal Law. – (Refer to Enclosure C)
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 C)
5. Recommendation: Approve final total of utility/travel bills in the amount of \$31,304.90. - Enclosure D
6. Recommendation: Approve the final total of the February 28, 2012 payroll check and federal withholdings in the amount of \$884,396.56. – Enclosure E
7. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours) – Enclosure F

Belington Elementary School (5<sup>th</sup> Grade) – projected revenue - \$1,000.00  
Kasson Elem/Middle School (PTO) – projected revenue - \$1,500.00  
Volga-Century Elementary School (Library) – projected revenue - \$0.00

8. Recommendation: Approve proposed levy rates for FY '12 for submission to the State Auditor's Office and the WV Department of Education. Enclosure G

**Curriculum & Instruction –**

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

Belington Elementary School (3<sup>rd</sup> Grade) – to Greenbank Radio Observatory on May 23, 2012  
Belington Middle School (6<sup>th</sup> Grade) – to Pittsburgh on April 27, 2012; (8<sup>th</sup> Grade) – to Erie, Pennsylvania on April 16, 2012; (All Students) – to Elkins on March 29, 2012  
Kasson Elem/Middle School (School) – to Elkins on March 15, 2012  
Philip Barbour High School (Child Development/Careers in Education) – to Cubbie's Child Care Center and Wee Train Child Care Center on March 27, 2012; (FFA) – to Taylor Co. on March 31, 2012, to Mason, West Virginia on April 4, 2012, to Jackson's Mill on April 13, 2012, to Potomac State College on April 28, 2012; (Student Council) – to Elkins on March 22, 2012; (Class of 2012) – to Cedar Point on May 24, 2012

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**Facilities –**

10. Recommendation: Approve/Confirm use of buildings and/or grounds. – Enclosure I
- Belington Middle School on June 12-18, 2012 – requested by Heart and Hand for Ingomar U.M. Church work team
  - Mt. Vernon Elementary School on March 27, 2012 – requested by Frances Cain for Party; on March 17, 2012 – requested by Wendy Moats for Birthday Party
  - Philip Barbour High School on May 9, 2012 – requested by James Poling and Mark Lamb for HSTA Science Symposium
  - Philippi Middle School on July 15-21, 2012 – requested by Heart and Hand for Asbury U.M. Church work team; on March 13, 2012 – requested by Teresa Williamson for 4-H Meeting
11. Recommendation: Approve building/ground modifications – Enclosure J
- Philippi Elementary School (PreK Playground) – install 8X8 Storage building, install bench, play house, easel, sandbox and flowerbed

**Food Service –**

**Policies –**

12. Recommendation: Adopt revised policy 6710, Employment of Retired Teachers as Substitute Teachers in Areas of Critical Need and Shortage, on second reading. – **Refer to Minutes of February 27, 2012**

**Student Support –**

**Transportation –**

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

**Travel –**

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

**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 2011-2012 school year. – Enclosure M

**Personnel –**

16. Recommendation: Accept resignation/retirement of Donna Phillips as a teacher at Belington Elementary School effective June 20, 2012. – Enclosure N

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17. Recommendation: Accept resignation of Melissa Simmons as a substitute cook effective February 22, 2012. – Enclosure O
18. Recommendation: Accept resignation of Bridget Snider as Coordinator of Payroll and Benefits/Auditor/Receptionist-Switchboard Operator effective March 9, 2012. – Enclosure P
19. Recommendation: Accept resignation of Jason Stutler as a extracurricular multi-categorical home bound instructor effective February 27, 2012. – Enclosure Q
20. Recommendation: Employ the following personnel for the 2011/2012 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 R

\_\_\_\_\_, Coordinator of Services Payroll and Benefits/Auditor/Receptionist-Switchboard Operator, Central Office (Remainder of 260 day contract)

\_\_\_\_\_, Long Term Substitute Title I Instructor, Philippi Elementary School (Remainder of 200 day contract and terminating with the end of the 2011/2012 school year)

Marsha Mayle, Long Term Substitute Supervisory Kindergarten Aide/Transportation Aide, Philippi Elementary School (Remainder of 200 day contract and terminating with the end of the 2011/2012 school year)

Charles B. Anderson, Bus Operator (Route 5)/Mechanic Assistant, Bus Garage (Remainder of 200 day contract)

\_\_\_\_\_, Long Term Substitute 2<sup>nd</sup> Grade Teacher, Kasson Elem/Middle School (March 14-March 30, 2012 or until regular employee returns)

\_\_\_\_\_, Multi-Categorical Instructor w/Autism, Philippi Elementary School (200 day contract employment beginning with 2012/2013 school year)

\_\_\_\_\_, Secretary/Media Aide, Junior Elementary School (Remainder of 203 day contract)

21. Recommendation: Employ John Bolton as a substitute bus operator for the 2011/2012 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 S

22. Recommendation: Employ the following personnel for the 2012/2013 school year. – Enclosure T

Jessica Jones, Instructor, Philippi Elementary School

Lacey Daugherty, Multi-Categorical Instructor w/Autism, Belington Middle School

23. Recommendation: Employ professional educators and auxiliary and service personnel and grant **probationary contract status** for school year 2012/2013. Teacher employment is contingent upon receipt and maintenance of valid certification. – Enclosure U
24. Recommendation: Employ professional educators and auxiliary and service personnel and grant **tenure (continuing contract status)** for school year 2012/2013. Teacher employment is contingent upon receipt and maintenance of valid certification. – Enclosure V

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25. Recommendation: Employ Christy Roy as a substitute teacher for the 2011/2012 school. **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 W

### **Tabled Items**

#### **Personnel -**

26. Recommendation: Employ the following personnel for the 2012/2013 school year.

Nancy Ware, Supervisory Kindergarten Aide/Transportation Aide, Belington Elementary School

Janna Duckworth, Supervisory Pre-K/Pre-K Special Needs Aide/Transportation Aide, Belington Elementary School

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

1. School Newsletters – Enclosure X
2. Auction
3. Performance Contract for CTEC//Needs Project
4. Changes to the 2011-2012 school year calendar. – Enclosure Y
  - Change March 9<sup>th</sup>, March 19<sup>th</sup> and April 20<sup>th</sup> from Out-of-School Environment to instructional days
5. Other

**Recess the meeting until the 3<sup>rd</sup> Tuesday in April which is April 17, 2012**