

**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: March 20, 2018

RE: REVISED - BOARD MEETING AGENDA

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, March 26, 2018**, at the **Board of Education Office, 45 School Street, Philippi, WV 26416.**

Call to Order

Pledge to Flag

Invocation

CTE Center presentation

Minutes -

Recognitions -

Delegation(s) –

Reports –

February 2018 Financial Report – Enclosure A
Monthly Attendance – Enrollment Report – Enclosure B

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Superintendents Recommendations –

Attendance –

1. Recommendation: In compliance with Attendance Policy 8200, approve requests for out-of-county attendance for school year 2017-2018. – Enclosure C

Business & Finance –

2. Recommendation: Approve budget adjustments. – Enclosure D
3. Recommendation: Approve payment of bills for the period of March 7, 2018 through March 20, 2018 at a total expenditure of \$298,141.29. – Enclosure E
4. Recommendation: Authorize the March 28, 2018 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 E)
5. Recommendation: Authorize the payment of utility bills and copier bills due before next board meeting not to exceed \$30,000.00. (Refer to Enclosure E)
6. Recommendation: Approve the final total of the March 15, 2018 payroll check and federal withholdings in the amount of \$326,667.65. – Enclosure F
7. Recommendation: Approve final total of utility/copier bills in the amount of \$9,778.15. – Enclosure G
8. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure H

Belington Elementary School (4th Grade) – projected revenue - \$600.00

Junior Elementary School (Office/Honor Roll) – projected revenue - \$200.00

Kasson Elem/Middle School (School) – projected revenue - \$500.00, \$400.00, \$0.00, \$0.00; (PTO) - \$800.00, \$800.00; (Elem. Robotics Team) - \$750.00, \$500.00, \$0.00, \$300.00, \$250.00; (Builders Club) - \$50.00

Philip Barbour High School (Ag. FFA) – projected revenue - \$150.00, \$250.00; (TSA) - \$200.00, \$100.00; (Baseball) - \$500.00

Philippi Middle School (PTO) – projected revenue - \$1,500.00; (8th Grade) - \$700.00

Curriculum & Instruction –

9. Recommendation: Approve educational leave request for a student at Philip Barbour High School. – Enclosure I
10. Recommendation: Approve educational leave request for a student at Philip Barbour High School. – Enclosure J
11. Recommendation: Adopt Calendar for the 2018/2019 school year. – Enclosure K

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12. Recommendation: Approve the following changes to the 2017/2018 School calendar. – Enclosure L

<u>Date of Lost Instructional Day</u>	<u>Date to be Rescheduled as Instructional Day</u>
February 22, 2018	May 24, 2018 (Previously Planning/Prep Day);
February 23, 2018	May 25, 2018 (Previously Parent/Teacher Conf. Day);
February 26, 2018	May 29, 2018 (Previously OS Day);
February 27, 2018	May 30, 2018 (Previously Out-of-Calendar Day);
March 21, 2018	May 31, 2018 (Previously Out-of-Calendar Day and now is the last day of school for students).

The following days of the school calendar were lost due to the teacher work stoppage. While all two hundred (200) contract days are to be made up, our school system has accrued enough equivalent time through exceeding the number of instructional minutes on a daily basis to not have to require students to attend for up to five (5) instructional days. Therefore, the five (5) remaining days required for our two hundred day employees to fulfill their contract will be Professional Meeting days. Schools will conduct a variety of activities to include, but not limited to: text book orientation, summative assessment data disaggregation, Kagan training, long-range plans, formative assessment development, first unit lesson plans for 2019, snow packets, I Can statements, school strategic plans, etc.

<u>Employment Day Canceled</u>	<u>Date to be Rescheduled as an Employment Day</u>
February 28, 2018	June 1, 2018 (Previously Out-of-Calendar Day);
March 1, 2018	June 4, 2018 (Previously Out-of-Calendar Day);
March 2, 2018	June 5, 2018 (Previously Out-of-Calendar Day);
March 5, 2018	June 6, 2018 (Previously Out-of-Calendar Day);
March 6, 2018	June 7, 2018 (Previously Out-of-Calendar Day).

In addition to rescheduling the days of lost instruction, please approve the designation of the following days to close out the school year:

June 8, 2018	Planning/Preparation for Closing of Schools (Previously Out-of-Calendar Day)
June 11, 2018	Parent/Teacher Conference Day (Previously Out-of-Calendar Day)
	Last day of employment for 200 day employees

13. Recommendation: Approve/Confirm curricular trips. – Enclosure M

County (8th Grade Students) – to Philip Barbour High School on March 22, 2018
 Belington Elementary School (4th Grade) – to Charleston on May 18, 2018; (3rd Grade) – to Carnegie Science Center on May 21, 2018; (3rd/4th Grades) – to Philippi on June 1, 2018; (Kindergarten) – to Pittsburgh Zoo on May 4, 2018; (Special Needs) – to Philippi on May 4, 2018
 Belington Middle School (8th Grade) – to Hershey, Pennsylvania on May 25, 2018
 Junior Elementary School (1st Grade) – to Smoke Hole Caverns on May 4, 2018; (2nd Grade) – to Prickett’s Fort on April 24, 2018
 Kasson Elem/Middle School (Kasson Robotics Team) – to Louisville, Kentucky on April 29-May 1, 2018

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Philip Barbour High School (TSA) – to Ripley, West Virginia on March 21-24, 2018; (FFA) – to Jackson’s Mill on April 19-20, 2018; (FBLA) – to Charleston on April 23-24, 2018; (reachU Afterschool students) – to WVU on April 24, 2018
Philippi Middle School (PBIS Team/Whole School Incentive) – to Elkins Cinema on April 12, 2018

14. Recommendation: Approve Olive Zinn as a chaperone for Philip Barbour High Schools TSA field trip to Ripley, West Virginia on March 21-24, 2018 and the national TSA conference in June 2018. – Enclosure N
15. Recommendation: Approve chaperones for Philippi Middle Schools 8th grade field trip to Washington D.C. on April 20, 2018. – Enclosure O
16. Recommendation: Approve chaperones for Kasson Elem/Middle Schools Robotics Team field trip to Louisville, Kentucky on April 29-May 1, 2018. – Enclosure P

Facilities & Maintenance –

17. Recommendation: Approve/Confirm use of buildings and/or grounds. – Enclosure Q
 - Belington Middle School on April 8, 2018 – requested by David Shriver for Basketball Tournament for Senior Project
 - Philip Barbour High School on April 7, 2018 – requested by Brandon Antion for TSA fundraiser; on April 15, 2018 – requested by Trista Dalton for National Honor Society Induction; on April 10, 2018 – requested by Beryl Curkendall for 4-H Visual Presentation/Public Speaking Contest; on June 2, 2018 – requested by Cheri Cooper for Spring Dance Recital; on April 7, 2018 – requested by Sissy Collins for Regional Math Field Day
 - Philippi Middle School on April 29, 2018 – requested by Carla Knotts for Birthday party; on May 6, 2018 – requested by Carla Knotts for Baby shower
18. Recommendation: Approve building/ground modifications. – Enclosure R
 - Belington Middle School (Room 33) – install electrical outlet; (Room 33) – install ethernet drop; (Room 28) – install white board
 - Philip Barbour High School (Men’s Common Area restrooms) – painting; (Women’s Common Area restrooms) – painting; (New gym) – hang new stage champ pictures on wall

Food Service –

Policies –

Student Support –

Transportation –

19. Recommendation: Approve transportation requests. – Enclosure S

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Travel –

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

Vocational –

Personnel –

21. Recommendation: Approve the payment of timesheets for Ray Freeman for hours that were worked outside of his extra-curricular job posting. – Enclosure U
22. Recommendation: Accept resignation of Casey Puffenbarger as an Itinerant Hearing Impaired/Multi-Categorical Instructor effective April 6, 2018. – Enclosure V
23. Recommendation: Accept resignation of Jennifer Francis as a Mathematics Instructor at Philippi Middle School effective June 30, 2018. – Enclosure W
24. Recommendation: Accept resignation of Samantha Rexrode as head volleyball coach at Philippi Middle School effective March 14, 2018. – Enclosure X
25. Recommendation: Approve leave of absence (medical) for a service employee at Junior Elementary School beginning March 14, 2018 through approximately May 1, 2018. – Enclosure Y
26. Recommendation: Employ the following personnel for the 2017-2018 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

Regular Employee Assignments 2017-18		
Name of Person	Location	Job ID: Position
David Williams	PMS	Job 1827: Custodian

Substitute Employee Assignments 2017-18		
Name of Person	Location	Job ID: Position
	County	Job 1821: Substitute Aide(s)
Zachariah Wilson	County	Job 1798: Substitute Bus Operator
	County	Job 1829: Substitute School Nurse RN(s)
Lisa Hamilton	PMS	Job 1831: Long Term Substitute Language Arts Instructor

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Items For Discussion, Consideration and/or Possible Action –

1. FY 17 School Audit and Corrective Action Plans – Enclosure CC
2. Other

Next board meetings:

April 9, 2018 at 6:00 p.m. at Board of Education Office

Adjournment