

**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 21, 2017

RE: REVISED - BOARD MEETING AGENDA

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, March 27, 2017**, at the **Board of Education Office, 45 School Street, Philippi, WV 26416.**

Call to Order

Pledge to Flag

Invocation

Minutes -

Recognitions -

Delegation(s) –

Reports –

Attendance Report – Enclosure A
February 2017 Financial – Report B

Superintendents Recommendations –

Attendance –

Business & Finance –

1. Recommendation: Approve budget adjustments – Enclosure C

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2. Recommendation: Approve payment of bills for the period of March 8, 2017 through March 21, 2017 at a total expenditure of \$287,456.17. – Enclosure D
3. Recommendation: Authorize the March 28, 2017 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 and copier bills due before next board meeting not to exceed \$30,000.00. (Refer to Enclosure D)
5. Recommendation: Approve the final total of the March 15, 2017 payroll check and federal withholdings in the amount of \$351,420.28. – Enclosure E
6. Recommendation: Approve final total of utility/copier bills in the amount of \$2,290.69. – 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 (2nd Grade) – projected revenue \$1,200.00

Junior Elementary School (PTO) – projected revenue - \$2,000.00

Kasson Elem/Middle School (Athletics) – projected revenue - \$500.00; (Band) - \$200.00;
(Robotics Team) - \$1,500.00; (School) - \$500.00; (Volleyball) - \$200.00

Philip Barbour High School (Key Club) – projected revenue - \$200.00; (Student Council)
- \$200.00; (National Honors Society) - \$400.00

Philippi Elementary School (Office) – projected revenue - \$20.00; (Preschool) - \$1,500.00

Philippi Middle School (Band) – projected revenue - \$1,000.00; (Choir) - \$1,000.00

8. Recommendation: Approve contract with RESA for Glenn Sweet. – Enclosure H

Curriculum & Instruction –

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

Belington Elementary School (1st Grade) – to Hovatter's Zoo on May 8, 2017; (2nd Grade)
– Fairmont on May 19, 2017; (3rd Grade) – Good Zoo on May 8, 2017; (Preschool)
– to Hovatter's Zoo on May 11, 2017

Belington Middle School (Band) – to Kennywood on May 23, 2017

Junior Elementary School (3rd Grade Character Education Class) – Belington Dollar
General Store on April 6, 2017

Kasson Elem/Middle School (Robotics Team) – to Louisville, Kentucky on April 19-23,
2017

Philip Barbour High School (FFA) – to Jackson's Mill on April 7, 2017; (FFA) – to
Jacksons Mill on April 20-21, 2017; (FFA) – to Morgantown on June 1-2, 2017;
(Juniors) – to Fred Eberle on April 5, 2017

Philippi Elementary School (Preschool) – to Hovatter's Zoo on May 11, 2017

Philippi Middle School (8th Grade) – to Washington DC on April 21, 2017

Volga-Century Elementary School (School) – to Belington Skate Rink on March 17, 2017

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10. Recommendation: Approve educational leave request for a student at Philippi Middle School. – Enclosure J
11. Recommendation: Approve the following changes to the 2016/2017 School calendar. – Enclosure K

Date of Lost Instruction
March 15, 2017

Designated Make-Up Date
April 11, 2017 (previously an OS Day)

Facilities & Maintenance –

12. Recommendation: Approve building/ground modifications. – Enclosure L
 - Kasson Elem/Middle School (Room 125) – mount projector and add electrical outlet
 - Philip Barbour High School (Rooms 136, 139 and 133) – mount projectors and add electrical outlets
 - Philippi Elementary School (Preschool Playground) – move bench, sandbox, easel and house from old play grand area and install on new playground
13. Recommendation: Approve/Confirm use of buildings and/or grounds. – Enclosure M
 - Junior Elementary School on May 13, 2017 – requested by Cindy Wilmoth for Spring Carnival
 - Kasson Elem/Middle School on the 1st and 3rd Thursdays of each month – requested by Angela Golden for Girl Scouts; on March 24, 2017 – requested by Teresa Marsh for Petting Zoo and Sheep Demonstration
 - Philip Barbour High School on April 22, 2017 – requested by Linda Watson for Barbour County FRN Family Fun Night; on April 8, 2017 – requested by Trista Dalton for National Honors Society Inductions; on April 29, 2017 – requested by Trista Dalton for Paint Your Heart out Fundraiser

Food Service –

Policies –

14. Recommendation: Adopt revised policy 7230, Embedded Credit, on second reading. – Enclosure N

Student Support –

15. Recommendation: Approve Markel Insurance Company to provide student accident insurance for the 2017-2018 school year. – Enclosure O

Transportation –

16. Recommendation: Approve transportation requests. – Enclosure P

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Travel –

17. Recommendation: Approve/Confirm requests for professional leave. – Enclosure Q

Vocational –

18. 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 2016-2017 school year. – Enclosure R

Personnel –

19. Recommendation: Approve unpaid leave for Jennifer Wolfe for April 10-14, 2017 – Enclosure S
20. Recommendation: Accept resignation/retirement of Sally Hammack as a teacher at Philippi Elementary School effective at the end of the 2016-2017 school year. – Enclosure T
21. Recommendation: Accept resignation/retirement of Jennifer Lantz as an Art teacher a Philip Barbour High School effective at the end of the 2016-2017 school year. – Enclosure U
22. Recommendation: Accept resignation of Stephanie Henthorne as Head Girls Track Coach at Philip Barbour High School effective March 27, 2017. – Enclosure V
23. Recommendation: Accept resignation of Lindsay Goudy as an Itinerant, Music Instructor, home based a Junior Elementary School effective at the end of the 2016-2017 school year. – Enclosure W
24. Recommendation: Employ the following personnel for the 2016-2017 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 X

Regular Employee Assignments 2016-2017		
Name of Person	Location	Position
Jason Park	Philip Barbour	Job 1433 Custodian

Substitute Employee Assignments 2016-2017		
Name of Person	Location	Position
Stephanie Skidmore	County	Job 1412 Substitute Secretary
	County	Job 1412 Substitute Secretary
	Philippi Elementary	Job 1417 Long Term Substitute PreK/Prek Special Needs Teacher
	County	Job 1418 Substitute LPN/Aide
	County	Job 1419 Substitute Cook
	County	Job 1419 Substitute Cook
	County	Job 1419 Substitute Cook
Colton Weese	Philip Barbour	Job 1434 Long Term Sub. Biology

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Kate Kincaid	Philippi Elementary	Job 1435 Long Term Sub. Special Ed. Aide
Tamma Borzotra	County	Job 1413 Substitute Custodian
Connie Seech	PBHS	1432: Long Term Substitute Critical Need Multi-Categorical/Severely Profoundly Impaired Instructor w/Autism
Doug Schiefelbein	County	Job 1428 Substitute Administrator
Richard Jeffries	County	Job 1431 Substitute Teacher
Paige Byrne	County	Job 1431 Substitute Teacher
	County	Job 1431 Substitute Teacher

Extra-Curricular Employee Assignments 2016-2017		
Name of Person	Location	Position
Jim Seaton	PBHS	Job 1436 Head Girls' Track Coach
Elaine Benson	County	Job 1426 Pre-K School Psychologist (extra-curricular)
	Junior Elem	Job 1420 Tutor (extra-curricular)

25. Recommendation: Approve listed persons to enter the bus operator training program for Barbour County Schools. – (Refer to Enclosure X)

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)** – (Refer to Enclosure X)

Extra-Curricular Employee Assignments 2017-2018		
Name of Person	Location	Position
	PBHS	Job 1424. Head Football Coach

27. Recommendation: Approve the following list of new professional positions to be created for the 2017-18 school year to allow the school system to meet the needs of students and fluctuations in funding and student populations. – Enclosure Y
28. Recommendation: Reduce in Force and terminate the contracts of the following list of professional employees and subsequently place them on the PREFERRED RECALL list for the 2017-2018 school year. – Enclosure Z
29. Recommendation: Eliminate the following professional positions for the 2017-2018 school year. – Enclosure AA

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30. Recommendation: Terminate the contracts of the following long-term substitute professional employees at the end of the 2016-2017 school year and eliminate the positions for the 2017-2018 school year. – Enclosure BB
31. Recommendation: Terminate the extra-curricular contracts of the following employees at the end of the 2016-2017 school year. – Enclosure CC
32. Recommendation: Eliminate the following extra-curricular positions at the end of the 2016-2017 school year. - Enclosure DD
33. Recommendation: Place the following professional employees on the transfer for subsequent assignment list for the 2017-2018 school year. – Enclosure EE
34. Recommendation: Place the following professional employees on the transfer for specific assignment list and assign them directly to the listed position for the 2017-2018 school year. – Enclosure FF
35. Recommendation: Reduce in Force and terminate the contracts of the following list of service employees and subsequently place them on the Preferred Recall list for the 2017-2018 school year. – Enclosure GG
36. Recommendation: Eliminate the following service positions due to lack of need for the 2017-2018 school year. – Enclosure HH
37. Recommendation: Place the following service employees on the transfer for subsequent assignment list for the 2017-2018 school year. – Enclosure II
38. Recommendation: Terminate the contracts of the following long-term substitute service employees at the end of the 2016-2017 school year and eliminate the positions for the 2017-2018 school year. – Enclosure JJ
39. Recommendation: Approve the following list of new service positions to be created for the 2017-18 school year to allow the school system to meet the needs of students and fluctuations in funding and student populations. – Enclosure KK

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Items For Discussion, Consideration and/or Possible Action –

1. School Newsletters – Enclosure LL
2. Other

Next board meetings:

April 10, 2017 at 6:00 p.m. at Board of Education Office (Regular Session)

Adjournment

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ADDENDUM

Business & Finance –

40. Recommendation: Authorize the payment of Traci Hoffman's Head Cheerleading Coach coaching time sheet. – Enclosure #1

Curriculum & Instruction –

41. Recommendation: Approve educational leave request for a student at Kasson Elem/Middle School. – Enclosure #2
42. Recommendation: Approve educational leave request for a student at Kasson Elem/Middle School. – Enclosure #3
43. Recommendation: Approve educational leave request for a student at Philip Barbour High School. – Enclosure #4
44. Recommendation: Approve educational leave request for a student at Philip Barbour High School. – Enclosure #5
45. Recommendation: Approve/Confirm curricular trips. – Enclosure #6

Belington Elementary School (Kindergarten) – to WV Wildlife Center on May 11, 2017
Kasson Elem/Middle School (Robotics Team) – to Fairmont on April 04, 2017

Personnel –

46. Recommendation: Accept resignation/retirement of Luella Saffle as a Secretary/Media Aide at Volga-Century Elementary School effective at the end of the 2016-2017 school year. – Enclosure #7
47. Recommendation: Accept resignation of M. Doug Row as an Assistant Football Coach at Philip Barbour High School effective March 23, 2017. – Enclosure #8