

**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: April 3, 2018**

**RE: BOARD MEETING AGENDA**

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, April 9, 2018**, at the **Board of Education Office, 45 School Street, Philippi, WV 26416.**

**Call to Order**

**Pledge to Flag**

**Invocation**

**Minutes -**

**Recognitions -**

**Delegation(s) –**

**Reports –**

**Superintendents Recommendations –**

**Attendance –**

1. Recommendation: In compliance with Attendance Policy 8200, approve requests for in-county out-of-zone attendance for school year 2017-2018 contingent upon compliance with pupil-teacher ratio. – Enclosure A

**Business & Finance –**

2. Recommendation: Approve payment of bills for the period of March 21, 2018 through April 3, 2018 at a total expenditure of \$78,451.29. – Enclosure B

**AGENDA**  
**April 9, 2018**

3. Recommendation: Authorize the April 13, 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 B)
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 B)
5. Recommendation: Approve the final total of the March 28, 2018 payroll check and federal withholdings in the amount of \$477,589.74. – Enclosure C
6. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure D

Belington Elementary School (2<sup>nd</sup> Grade) – projected revenue - \$500.00  
Junior Elementary School (4<sup>th</sup> Grade) – projected revenue - \$200.00  
Kasson Elem/Middle School (Lego Robotics Team) – projected revenue - \$441.00;  
(Student Council) - \$100.00; (School) - \$1,000.00, \$0.00, \$0.00  
Philippi Elementary School (Preschool) – projected revenue - \$1,000.00

7. Recommendation: Authorize Joe R. Pyle to auction off Mount Vernon Elementary School – Enclosure E

**Curriculum & Instruction –**

8. Recommendation: Approve educational leave request for a student at Kasson Elem/Middle School. – Enclosure F
9. Recommendation: Approve educational leave request for a student at Kasson Elem/Middle School. – Enclosure G
10. Recommendation: Approve educational leave request for a student at Kasson Elem/Middle School. – Enclosure H
11. Recommendation: Approve educational leave request for a student at Kasson Elem/Middle School. – Enclosure I
12. Recommendation: Approve/Confirm curricular trips. – Enclosure J

Belington Elem/Philippi Elem. School (PreK) – to Westover on April 24, 2018; (PreK) – to Hovatter’s Zoo on May 17, 2018  
Belington Elementary School (2<sup>nd</sup> Grade) – to EDGE Sports Facility on May 9, 2018  
Junior Elementary School (KidREACH) – to Wheeling, West Virginia on April 25, 2018; (4<sup>th</sup> Grade) – to Charleston, West Virginia on May 25, 2018; (PreK-1<sup>st</sup> Grade) – to Swartz Pond on May 11, 2018; (2<sup>nd</sup>-4<sup>th</sup> Grades) – to Swartz Pond on May 16, 2018; (4<sup>th</sup> Grade) – to Swartz Pond on May 30, 2018  
Philippi Middle School (Band) – to Kennywood Park on May 22, 2018

**AGENDA**  
**April 9, 2018**

**Facilities & Maintenance –**

13. Recommendation: Approve/Confirm use of buildings and/or grounds. – Enclosure K
- Belington Middle School on March 23, 2018 through June 29, 2018 – requested by Jared Nestor for Basketball Skill Development  
Philip Barbour High School on Saturdays – requested by Ben McLean for Girls AAU Basketball team practice
14. Recommendation: Approve building/ground modifications. – Enclosure L
- Belington Elementary School (2<sup>nd</sup> Grade - Fetter) – replace chalkboard with whiteboard

**Food Service –**

**Policies –**

**Student Support –**

**Transportation –**

15. Recommendation: Approve transportation requests. – Enclosure M

**Travel –**

16. Recommendation: Approve/Confirm requests for professional leave. – Enclosure N

**Vocational –**

**Personnel –**

17. Recommendation: Accept resignation of Joseph Kaiser as head golf coach at Philip Barbour High School effective March 24, 2018. – Enclosure O
18. Recommendation: Accept resignation of Ronald Jones as head boys' soccer coach at Philip Barbour High School effective March 23, 2018. – Enclosure P

**AGENDA**  
**April 9, 2018**

19. 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 Q**

<b>Regular Employee Assignments 2017-18</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
	PBHS, Itinerant	Job 1809: School Nurse - RN (half-time)
	PES, Itinerant	Job 1810: PreK/Prek Special Needs Instructor (half-time)
Kim Fetter (will move at beginning of 2018/2019 school year)	BES, Itinerant	Job 1811: Multi-Categorical w/Autism and Severely Profoundly Impaired Instructor
	PBHS	Job 1814: Chemistry/Physics Instructor
	PBHS	Job 1815: French Instructor
	JES, Itinerant	Job 1816: Music Instructor (half time)
	PBHS	Job 1819: Instructor (half-time) Music/theater...

<b>Substitute Employee Assignments 2017-18</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
	BES, Itinerant	Job 1812: Long Term Substitute Multi-Categorical w/Autism and Severely Profoundly Impaired Instructor
	PES, Itinerant	Job 1813: Long Term Substitute PreK/Prek Special Needs Instructor (halftime)
	County	Job 1817: Substitute Custodian(s)
	County	Job 1818: Substitute Cook(s)
	County	Job 1820: Substitute LPN/Aide(s)
	County	Job 1821: Substitute Aide(s)
	County	Job 1798: Substitute Bus Operator
Heidi Poling	County	Job 1829: Substitute School Nurse RN(s)

<b>Extra-Curricular Employee Assignments 2017-18</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
	PBHS	Job 1826: Volunteer Assistant Track Coach

**AGENDA**  
**April 9, 2018**

20. 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 2018-2019 school year. – Enclosure R
21. Recommendation: Terminate the contracts of the following long-term substitute professional employees at the end of the 2017-2018 school year and eliminate the positions for the 2018-2019 school year. – Enclosure S
22. Recommendation: Place the following professional employees on the transfer for specific assignment list and assign them directly to the listed position for the 2018-2019 school year. – Enclosure T
23. Recommendation: Eliminate the following professional positions for the 2018-2019 school year. – Enclosure U
24. Recommendation: Approve the following list of new professional positions to be created for the 2018-2019 school year to allow the school system to meet the needs of students and fluctuations in funding and student populations. – Enclosure V
25. 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 2018-2019 school year. – Enclosure W
26. Recommendation: Place the following service employees on the transfer for subsequent assignment list for the 2018-2019 school year. – Enclosure X
27. Recommendation: Eliminate the following service positions due to lack of need for the 2018-2019 school year. – Enclosure Y
28. Recommendation: Approve the following list of new service positions to be created for the 2018-2019 school year to allow the school system to meet the needs of students and fluctuations in funding and student populations. – Enclosure Z

**AGENDA**  
**April 9, 2018**

Items For Discussion, Consideration and/or Possible Action –

1. Other

Next board meetings:

April 17, 2018 at 6:00 p.m. at Board of Education Office (reconvene March 12, 2018 meeting)

April 23, 2018 at 6:00 p.m. at Board of Education Office (Regular Session)

**Adjournment**