

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 17, 2018

RE: BOARD MEETING AGENDA

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, April 23, 2018**, at the **Board of Education Office, 45 School Street, Philippi, WV 26416.**

Call to Order

Pledge to Flag

Invocation

FY 2019 Budget Hearing

Minutes –

Approve minutes of March 12, 2018, March 26, 2018 and April 9, 2018 meetings. – Enclosure A

Recognitions -

Delegation(s) –

Reports –

Chromebook 1 to 1
March 2018 Financial Report – Enclosure B
Monthly Attendance – Enrollment Report – Enclosure C

Superintendents Recommendations –

Attendance –

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Business & Finance –

1. Recommendation: Approve budget adjustments. – Enclosure D
2. Recommendation: Approve payment of bills for the period of April 4, 2018 through April 17, 2018 at a total expenditure of \$247,910.32. – Enclosure E
3. Recommendation: Authorize the April 27, 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)
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 E)
5. Recommendation: Approve the final total of the April 13, 2018 payroll check and federal withholdings in the amount of \$359,596.74. – Enclosure F
6. Recommendation: Approve final total of utility/copier bills in the amount of \$12,432.82. – Enclosure G
7. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure H

Belington Middle School (8th Grade) – projected revenue - \$200.00; (6th Grade) - \$1,000.00; (Band) - \$500.00

Kasson Elementary/Middle School (School) – projected revenue – Supplies; (Robotics) - \$500.00

Philip Barbour High School (FBLA) – projected revenue - \$500.00; (Jonathon Ward Senior project) - \$1,000.00

Philippi Elementary School (Library) – projected revenue - \$500.00; (Kindergarten) - \$3,000.00

Philippi Middle School (School/Office) – projected revenue - \$8,000.00; (PTO) - \$125.00; (Band) - \$300.00, \$200.00

Curriculum & Instruction –

8. Recommendation: Approve educational leave request for a student at Belington Middle School. – Enclosure I
9. Recommendation: Approve educational leave request for a student at Philip Barbour High School. – Enclosure J
10. Recommendation: Approve educational leave request for a student at Philip Barbour High School. – Enclosure K
11. Recommendation: Approve educational leave request for a student at Philip Barbour High School. – Enclosure L

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

Belington Elementary School (3rd-4th Grades) – to Clarksburg on May 29, 2018; (School) – to Alderson Broaddus University on April 12, 2018; (1st Grade) – to Smoke Hole Caverns on May 24, 2018

Belington Middle School (Band) – to Kennywood on May 22, 2018

Kasson Elementary/Middle School (2nd-4th Grades) – to Alderson Broaddus University on April 13, 2018

Philip Barbour High School (Project Lead the Way Civil Engineering & Architecture Students) – to Falling Waters, Pennsylvania on May 25, 2018; (FFA) – to Jackson's Mill on April 13, 2018

Philippi Elementary School (3rd-4th Grades) – to Alderson Broaddus University on April 13, 2018

13. Recommendation: Approve chaperones for Kasson Elementary/Middle Schools 8th grade trip to Six Flags DC on May 31, 2018. – Enclosure N

14. Recommendation: Approve agreement with Kagan for Belington Middle School. – Enclosure O

Facilities & Maintenance –

15. Recommendation: Approve/Confirm use of buildings and/or grounds. – Enclosure P

Belington Middle School on May, 19, 2018 - requested by Sarah Harris for 8th Grade Dance

Kasson Elementary/Middle School on May 3, 2018 – requested by Teresa Marsh for Awards Banquet and Family Reading Night

Philip Barbour High School on April 21, 2018 – requested by Matthew Davis for Basketball Tournament; Various dates in April 2018 – requested by Jr Forsyth for Little League Baseball; on May 24-25, 2018 – requested by Jaime Kittle for Theatre Production

16. Recommendation: Approve building/ground modifications. – Enclosure Q

Kasson Elementary/Middle School (Rooms 155, 157, 115, 124, 137, 154, 113 and 156) – install projectors; (Rooms 155, 157 and 115) – install new smartboards

Food Service –

Policies –

Student Support –

17. Recommendation: Approve Markel Insurance Company to provide student accident insurance for the 2018-2019 school year. – Enclosure R

Transportation –

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Travel –

18. Recommendation: Approve/Confirm requests for professional leave. – Enclosure S

Vocational –

Personnel –

19. Recommendation: Accept resignation of Emily Isaacs as an English Language Arts Instructor at Philippi Middle School effective June 30, 2018. – Enclosure T
20. Recommendation: Approve Agreement with West Virginia Junior College at Bridgeport for the placement of Licensed Practical Nursing students. – Enclosure U
21. Recommendation: Accept resignation of Eddie Flowers, Jr. as Accounts Payable Supervisor effective May 11, 2018. – Enclosure V
22. 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 W

Regular Employee Assignments 2017-18		
Name of Person	Location	Job ID: Position
	PBHS	Job 1828: Educational Interpreter/Sign Language Specialist/Supervisory Aide/Transportation Aide
	BMS	Job 1832: Hearing Impaired/Multi-Categorical Instructor
Aaron Grose	PMS	Job 1833: Custodian
	Board Office	Job 1851: Accounts Payable Supervisor

Substitute Employee Assignments 2017-18		
Name of Person	Location	Job ID: Position
Nikita Ware, Karen Leach	County	Job 1830: Substitute Aide(s)
Joshua P. Whited	County	Job 1798: Substitute Bus Operator

Extra-Curricular Employee Assignments 2017-18		
Name of Person	Location	Job ID: Position
	PES	Job: 1825: English Language Learner Instructor (Extra-Curricular)

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23. Recommendation: Employ the following personnel for the 2018/2019 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 W)**

Regular Employee Assignments 2018-19		
Name of Person	Location	Job ID: Position
Celesta Byard	PBHS, Itinerant	Job 1839: Music/Theatre Instructor
	PBHS, Itinerant	Job 1840: Physical Education/Health/Parenting Instructor
	PBHS	Job 1841: Spanish/Computer Science Instructor
George Collett	BMS	Job 1842: Assistant Principal
Rick Daugherty	PMS	Job 1843: Assistant Principal
Stephanie Moss	BES	Job 1844: PreSchool/PreSchool Special Needs Instructor
Tyler Rogers	PMS	Job 1845: Physical Education/Health Instructor
	PMS	Job 1846: Mathematics Instructor
	PES	Job 1847: Elementary Education Instructor
Michael Holman	PBHS	Job 1848: Pro Start Instructor
Steve Wilson	County	Job 1849: General Maintenance/Heating & Air Conditioning Mechanic I
Kelli Kittle	BES	Job 1850: Early Childhood Classroom Assistant Teacher/PreK Special Needs Aide/Supervisory Aide/Transportation Aide
John Boskovic	BES	Job 1852: Elementary Education Instructor

Substitute Employee Assignments 2018-19		
Name of Person	Location	Job ID: Position
Boyd Mayle	County	Job 1817: Substitute Custodians

Extra-Curricular Employee Assignments 2018-19		
Name of Person	Location	Job ID: Position
John Boskovic	PBHS	Job 1834: Assistant Girls Soccer Coach
Tyler Rogers	PBHS	Job 1835: Head Golf Coach
Amanda McDaniel	PMS	Job 1836: Head Volleyball Coach

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	Kasson	Job 1837: Assistant Boys Basketball Coach
	PBHS	Job 1838: Head Boys Soccer Coach

24. Recommendation: Reduce in Force and terminate the extra-curricular contracts and positions of the following list of professional employees for the 2018/2019 school year. – Enclosure X
25. 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 Y
26. Recommendation: Employ professional educators and auxiliary and service personnel and grant probationary contract status for school year 2018/2019. Teacher employment is contingent upon receipt and maintenance of valid certification. – Enclosure Z
27. Recommendation: Employ professional educators and auxiliary and service personnel and grant tenure (continuing contract status) for school year 2018/2019. Teacher employment is contingent upon receipt and maintenance of valid certification. – Enclosure AA

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Items For Discussion, Consideration and/or Possible Action –

1. Emotion Regulation in Parents and Adolescents Study – Enclosure BB
2. School Newsletters – Enclosure CC
3. WVU Extension – 4-H Soils Judging Team – Enclosure DD
4. Other

Next board meetings:

May 14, 2018 at 6:00 p.m. at Board of Education Office (Regular Session)

Adjournment

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ADDENDUM

Business & Finance –

28. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure #1

Junior Elementary School (3rd Grade) – projected revenue - \$225.00
Kasson Elementary/Middle School (School) – projected revenue – Books

29. Recommendation: Approve Memorandum of Understanding between RESA 7/Project ISAAC sites located in Barbour, Harrison, Monongalia, Randolph, Taylor, and Upshur Counties; and the Board of Education of the County of Harrison for the 2017-2018 school year. Enclosure #2

30. Recommendation: Approve Memorandum of Understanding between Upshur County Board of Education and Barbour County Board of Education, Doddridge County Board of Education, Harrison County Board of Education, Lewis County Board of Education, Marion County Board of Education, Monongalia County Board of Education, Preston County Board of Education, Randolph County Board of Education, and Taylor County Boards of Education regarding Orientation and Mobility Specialist services. – Enclosure #3

Curriculum & Instruction –

31. Recommendation: Approve/Confirm curricular trips. – Enclosure #4

Junior Elementary School (First Grade) – to Elkins on May 15, 2018; (3rd Grade) – Barbour Lanes on May 25, 2018; (PreK-Kindergarten) – Idlewild Park, Pennsylvania on June 7, 2018

32. Recommendation: Approve the following changes to the 2017/2018 School calendar. – Enclosure #5

Date of Lost Instructional Day Date to be Rescheduled as Instructional Day

April 16, 2018 June 1, 2018 (formerly a PM day);
April 17, 2018 June 4, 2018 (formerly a PM day).

In addition to the above, the following days need to be reclassified so that employees may meet their two hundred (200) day contract:

June 8, 2018, formerly a Planning/Prep day, reclassify as a Professional Meeting Day;
June 11, 2018, formerly a Parent/Teacher Meeting day, reclassify as a Professional Meeting Day;
June 12, 2018, formerly an Out-of-Calendar Day, reclassify as a Planning/Prep. Day;
June 13, 2018, formerly an Out-of-Calendar Day, reclassify as a Parent/Teacher Conference Day

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Vocational –

33. 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 2017-2018 school year. – Enclosure #6