

**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 18, 2017**

**RE: BOARD MEETING AGENDA**

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, April 24, 2017**, at the **Board of Education Office, 45 School Street, Philippi, WV 26416.**

**Call to Order**

**Pledge to Flag**

**Invocation**

**Minutes -**

Approve minutes of April 10, 2017 meeting. – Enclosure A

**Recognitions -**

**Delegation(s) –**

**Reports –**

March 2017 Financial Report – Enclosure B

Monthly Attendance – Enrollment Report for Month ending: March 31, 2017 – Enclosure C

**Superintendents Recommendations –**

**Attendance –**

**AGENDA**  
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**Business & Finance –**

1. Recommendation: Approve payment of bills for the period of April 5, 2017 through April 18, 2017 at a total expenditure of \$590,063.20. – Enclosure D
2. Recommendation: Authorize the April 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)
3. 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)
4. Recommendation: Approve the final total of the April 15, 2017 payroll check and federal withholdings in the amount of \$348,781.98. – Enclosure E
5. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure F

Belington Middle School (Boys Basketball) – projected revenue \$2,500.00  
Junior Elementary School (4<sup>th</sup> Grade) – projected revenue - \$300.00  
Kasson Elem/Middle School (Athletics) - \$1,000.00  
Philip Barbour High School (Boys Basketball) – projected revenue - \$800.00, \$800.00;  
(Soccer) - \$1,200.00  
Philippi Middle School (Physical Education Dept.) – projected revenue - \$800.00

**Curriculum & Instruction –**

6. Recommendation: Approve/Confirm curricular trips. – Enclosure G  

Belington Elementary Schools (Attendance Incentive) – to Barbour Lanes on April 18, 2017 and May 23, 2017; (Honor Roll) – to Elkins on May 24, 2017  
Junior Elementary School (Kid Reach) – to Green Bank on May 5, 2017  
Mount Vernon Elementary School (Kid Reach) – to Morgantown on April 28, 2017  
Philip Barbour High School (Post-Secondary Transition Junior and Seniors) – to Buckhannon on May 8, 2017  
Philippi Elementary School (3<sup>rd</sup>/4<sup>th</sup> Grades) – to AB Pool on May 19, 2017
7. Recommendation: Approve chaperones for Philippi Middle Schools 8<sup>th</sup> Grade trip to Washington D.C. on April 21, 2017. – Enclosure H
8. Recommendation: Approve Prevention Resource Officer Memorandum of Understanding for the 2017-2018 school year. – Enclosure I
9. Recommendation: Approve Prevention Resource Officer Agreement for the 2017-2018 school year. – Enclosure J
10. Recommendation: Continue agreement with NewTech Network for Philip Barbour High School's New Tech School for the 2017-2018 school year. – Enclosure K

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11. Recommendation: Approve educational leave request for a student at Belington Middle School. – Enclosure L
12. Recommendation: Approve educational leave request for a student at Belington Middle School. – Enclosure M
13. Recommendation: Revise Calendar for the 2017/2018 school year. – Enclosure N

### **Facilities & Maintenance –**

14. Recommendation: Approve building/ground modifications. – Enclosure O  

Kasson Elem/Middle School (Mrs. Bolyard’s Room) – install smartboard and projector;  
(Mrs. Gray’s Room) – install smartboard and projector; (Mr. Taylor’s Room) –  
install smartboard and projector; (Mrs. Taylor’s Room) – install smartboard and  
projector; (PreK Classroom) – install smartboard and projector  
Philippi Elementary School (Room 107) – install 2 additional computer drops and 2  
additional electrical outlets
15. Recommendation: Approve/Confirm use of buildings and/or grounds. – Enclosure P  

Philip Barbour High School on July 1, 2017 – requested by Haley Stewart for Volleyball  
Tournament; on May 13, 2017 – requested by Jan Woodard for Training for  
Natural Helpers; on June 5-11, 2017 – requested by Tina Shriver for Basketball  
Tournament

### **Food Service –**

### **Policies –**

16. Recommendation: Adopt revised policy 9100, Parent Involvement on second reading. – Enclosure Q

### **Student Support –**

### **Transportation –**

### **Travel –**

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

### **Vocational –**

### **Personnel –**

18. Recommendation: Accept resignation of Gerald Furby as Secretarial Trainer, effective April 5, 2017. – Enclosure S

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19. Recommendation: Accept resignation of John Jason Jones as an Assistant Boys Soccer Coach at Philip Barbour High School, effective April 7, 2017. – Enclosure T
20. Recommendation: Accept resignation of Markita Prieto as Head Tennis Coach at Philip Barbour High School, effective at the end of the 2016-2017 school year. – Enclosure U
21. Recommendation: Accept resignation of Janet Dudley as Child Nutrition Director, effective April 10, 2017. – Enclosure V
22. Recommendation: Accept resignation/retirement of Deborah Walsh as an Instructor for the Visually Impaired, effective May 31, 2017. – Enclosure W
23. Recommendation: Authorize the payment of Jessica Crites Assistant Cheerleading Coach coaching time sheet. – Enclosure X
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 Y

<b>Regular Employee Assignments 2016-2017</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Position</b>
Peter Starnes	PBHS	Job 1469 Chemistry/Physics Instructor

<b>Substitute Employee Assignments 2016-2017</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Position</b>
	Philippi Elementary	Job 1417 Long Term Substitute PreK/Prek Special Needs Teacher
David Williams	PBHS	Job 1459 Long Term Substitute Custodian

<b>Extra-Curricular Employee Assignments</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Position</b>
Cynthia Fitzwater	Junior Elementary	1471 Literacy Camp Instructor
Sandy Wilmoth	Junior Elementary	1471 Literacy Camp Instructor

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

Mitch Stemler and Craig Cross

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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 Y)**

<b>Regular Employee Assignments 2017-18</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Position</b>
April Paugh	Itinerant (Home Based at Philippi Middle)	Job 1437 Special Education Aide/Supervisory Aide/Transportation Aide
Russ Collett	Itinerant/ PMS-BMS	Job 1438 Assistant Principal
Rachelle Wolfe	PES	Job 1439 Elementary Education Instructor
Amanda Eriksen	PES	Job 1440 Elementary Education Instructor
Anna Davis	Itinerant/PMS Home base	Job 1441 Multi-categorical W/Autism Instructor
	PES	Job 1442 Title I Reading/Math instructor (half-time)
Mikail Perrine	PES	Job 1445 Elementary Education Instructor
Rochelle Nestor	Kasson	Job 1446 Math/Social Studies Instructor
Sarah Hoxie	Kasson	Job 1447 Science Instructor
Toby Poling	Kasson	Job 1448 Physical Education/Health Instructor
Darla Streets	Itinerant/PBHS Home-based	Job 1449 Multi-cat w/Autism Instructor
Danielle Sanson	PES	Job 1450 Elementary Education Instructor
John Drubel	PBHS	Job 1451 Art Instructor
Kaela J. Harris	BES	Job 1452 Elementary Education Instructor
Debra Carey	PES	Job 1454 Cook
Stacey Triplett	PMS	Job 1456 Cook
	Kasson	Job 1457 Cook (Half-time)
Cynthia Mayle	PMS	Job 1458 LPN/Special Needs Aide/Supervisory Aide/Transportation Aide
	Itinerant/ Junior and PMS	Job 1472 Music Instructor (Half time)

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27. 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 Z

Employee	Current Position
Roger Barcus	Bus Driver/Mechanic Assistant

28. Recommendation: Eliminate the following service positions due to lack of need for the 2017-2018 school year. – Enclosure AA

Position	Location
Cook, FTE .5	Belington Elementary School

29. Recommendation: Approve the following list of new service positions to be created for the 2017-2018 school year to allow the school system to meet the needs of students and fluctuations in funding and student populations. – (Refer to Enclosure AA)

Position	Location	Funding Source
Cook (half-time)	PBHS	1

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Items For Discussion, Consideration and/or Possible Action –

1. Other

Next board meetings:

May 8, 2017 at 6:00 p.m. at Board of Education Office (Regular Session)

**Adjournment**