

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: May 7, 2018

RE: BOARD MEETING AGENDA

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, May 14, 2018**, at the **Board of Education Office, 45 School Street, Philippi, WV 26416.**

Call to Order

Pledge to Flag

Invocation

Minutes –

Approve minutes of April 23, 2018 and April 30, 2018 meetings. – Enclosure A

Recognitions -

Delegation(s) –

Reports –

Superintendents Recommendations –

Attendance –

Business & Finance –

1. Recommendation: Approve payment of bills for the period of April 18, 2018 through May 7, 2018 at a total expenditure of \$85,324.90. – Enclosure B

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2. Recommendation: Authorize the May 15, 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)
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 B)
4. Recommendation: Approve final total of utility/copier bills in the amount of \$25,284.05. – Enclosure C
5. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure D
 - Belington Middle School (Robotics) – projected revenue - \$2,000.00; (8th Grade) - \$750.00; (7th Grade) - \$500.00; (Football) - \$400.00, \$400.00
 - Kasson Elementary/Middle School (Weight Lifting/School) – projected revenue – Items
 - Philip Barbour High School (Hall of Fame) – projected revenue - \$2,000.00
 - Philippi Middle School (Science Dept.) – projected revenue - \$10,000.00
6. Recommendation: Enter into an agreement with Zones for the one to one Chromebook initiative for grades 3-12. – Enclosure E
7. Recommendation: Revise professional instructors supplemental pay rate from \$20.00 per hour to \$25.00 per hour starting July 1, 2018. – Enclosure F

Curriculum & Instruction –

8. Recommendation: Approve educational leave request for a student at Kasson Elem/Middle School. – Enclosure G
9. Recommendation: Approve educational leave request for a student at Kasson Elem/Middle School. – Enclosure H
10. Recommendation: Approve educational leave request for a student at Philip Barbour High School. – Enclosure I
11. Recommendation: Ratify the expulsion agreement for a student at Philip Barbour High School. – Enclosure J
12. Recommendation: Ratify the expulsion agreement for a student at Philip Barbour High School. – Enclosure K
13. Recommendation: Ratify the expulsion agreement for a student at Philippi Middle School. – Enclosure L
14. Recommendation: Ratify the expulsion agreement for a student at Philippi Middle School. – Enclosure M

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15. Recommendation: Approve/Confirm curricular trips. – Enclosure N

Belington Elementary School (Student Council) – to Fairmont on May 30, 2018
Belington Middle School (5th Grade) – to WVU on May 18, 2018; (School) – to Barbour Lanes on June 1, 2018
Junior Elementary School (4th Grade) – to Clarksburg on May 30, 2018
Kasson Elem/Middle School (Kindergarten) – to Hovatter’s Zoo on May 14, 2018
Philip Barbour High School (CTE Students) – to Charleston on May 14, 2018
Philippi Elementary School (3rd Grade) – to Charleston on May 24, 2018; (3rd-4th Grades) – to Alderson Broaddus University on May 29, 2018; (KidReach) – to Elkins on June 1, 2018; (3rd-4th Grades) – to Philippi on June 1, 2018
Philippi Middle School (5th Grade) – to Philippi on June 1, 2018

16. Recommendation: Authorize Philip Barbour High School to move from a senior project to a senior portfolio. – Enclosure O

Facilities & Maintenance –

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

Belington Middle School on May 20, 2018 – requested by Ralph Currence for Paint Class; on July 20-28, 2018 – requested by Mary Beth Hovatter for Gym floor maintenance
Kasson Elem/Middle School on May 12, 2018 – requested by Toby Poling for Alumni Basketball Game; on August 11, 2018 – requested by Matthew Spessert for Class reunion
Philip Barbour High School on September 25, 2018 – requested by Ron Philips for Meet the Candidates; on October 20, 2018 – requested by Sarah Harris for Belington Volleyball Team; on May 27, 2018 – requested by Allyson McNaboe for Student Council/FBLA Leadership training; on June 22, 2018 – requested by Eric Ruf for Luncheon for Clinic Staff

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

Belington Elementary School (Golden Classroom) – install projector
Belington Middle School (Room 25) – install smartboard; (Room 28) – install smartboard

Food Service –

19. Recommendation: Extend current contract with Coca-Cola Bottling Company for beverages for vending machines through June 30, 2019. – Enclosure R
20. Recommendation: Extend current contract with Pepsico for bottled water through June 30, 2019. – Enclosure S
21. Recommendation: Extend current contract with JC Ehrlich for pest management services through June 30, 2019. – Enclosure T

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- 22. Recommendation: Extend current contract with Bimbo Bakeries USA Inc. for bread products through June 30, 2019. – Enclosure U
- 23. Recommendation: Extend current contract with Mister Vend Inc. to provide snack items for county school vending machines through June 30, 2019. – Enclosure V

Policies –

Student Support –

Transportation –

- 24. Recommendation: Approve transportation travel requests. – Enclosure W

Travel –

- 25. Recommendation: Approve/Confirm requests for professional leave. – Enclosure X

Vocational –

- 26. 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 Y

Personnel –

- 27. Recommendation: Rescind the employment of Kelli Kittle as an ECCAT/PreK Special Needs Aide/Supervisory Aide/Transportation Aide, Belington Elementary School which took place at the April 23, 2018 board meeting. – Enclosure Z
- 28. Recommendation: Accept resignation of Daniel Mullens as a substitute teacher effective May 1, 2018. – Enclosure AA
- 29. Recommendation: Accept resignation of Richard Jeffries as a substitute teacher effective May 2, 2018. – Enclosure BB
- 30. Recommendation: Accept resignation of Matthew Reeb as a substitute teacher effective April 24, 2018. – Enclosure CC
- 31. Recommendation: Accept resignation of Wendy Jones as a Mathematics instructor at Philip Barbour High School effective June 14, 2018. – Enclosure DD
- 32. Recommendation: Accept resignation of Trevor Mouser as an Assistant Boys Soccer Coach at Philip Barbour High School effective April 24, 2018. – Enclosure EE
- 33. Recommendation: Accept resignation of Trevor Mouser as an Assistant Girls Basketball Coach at Philip Barbour High School effective April 24, 2018. – (Refer to Enclosure EE)

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- 34. Recommendation: Accept resignation of Stephen Carpenter as an Assistant Football Coach at Belington Middle School effective May 2, 2018. – Enclosure FF
- 35. Recommendation: Accept resignation of Carla Knotts as Head Cheerleading Coach at Philippi Middle School effective May 4, 2018. – Enclosure GG
- 36. Recommendation: Approve leave of absence for a professional employee at Belington Elementary School beginning approximately May 21, 2018 through the end of the 2017/2018 school year. – Enclosure HH
- 37. Recommendation: Approve leave of absence for a professional employee at Belington Elementary School beginning approximately May 29, 2018 through the end of the 2017/2018 school year. – Enclosure II
- 38. 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 JJ

Regular Employee Assignments 2017-18		
Name of Person	Location	Job ID: Position
	PBHS, Itinerant	Job 1853: School Nurse - RN (half-time)
	PES, Itinerant	Job 1854: PreK/Prek Special Needs Instructor (half-time)
	PBHS	Job 1857: Chemistry/Physics Instructor
Repost	PBHS	Job 1858: French Instructor (to end of year)
Repost	JES, Itinerant	Job 1859: Music Instructor (half-time)(To end of year)
Repost	PBHS	Job 1860: Instructor (half-time) (to end of year)
Alex Pugh	Board Office	Job 1862: Accounts Payable Supervisor
	BMS, Itinerant	Job 1872: Hearing Impaired/Multi-Categorical Instructor

Substitute Employee Assignments 2017-18		
Name of Person	Location	Job ID: Position
	BES, Itinerant	Job 1855: Long Term Substitute Multi-Categorical w/Autism and Severely Profoundly Impaired Instructor
	PES, Itinerant	Job 1856: Long Term Substitute PreK/Prek Special Needs Instructor (halftime)

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	County	Job 1861: Substitute LPN/Aide(s)
Monica Smith, Jessica Sanetrik, Jaime Short	County	Job 1830: Substitute Aide(s)

Extra-Curricular Employee Assignments		
Name of Person	Location	Job ID: Position
Jaime Kittle	PBHS	Job 1970: Other/Music/Theater (extra duty contract for spring theater production)
James Poling	PBHS	Job 1874: Credit Recovery Instructor (Extra-Curricular)
Michelle Harris	County	Job 1875: Special Education Teacher for School Age Students - Home Based
Stephanie Moss	County	Job 1876: Preschool Special Needs/Special Education Teacher for School Age Students - Home Based
Charla Reger	County	Job 1877: Special Education Specialist
Melinda Karlen	County	Job 1878: Cook - Summer Feeding Programs
Jeff Moss	JES	Job 1879: Custodian (half-time) (Extra-Curricular)

39. 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 JJ)

Regular Employee Assignments 2018-19		
Name of Person	Location	Job ID: Position
Megan Stell	PES	Job 1847: Elementary Education Instructor
Danielle Gray	PBHS, Itinerant	Job 1840: Physical Education/Health/Parenting Instructor
Tina Anglin	BES	Job 1850: Early Childhood Classroom Assistant Teacher/PreK Special Needs Aide/Supervisory Aide/Transportation Aide
Brianna Huffman	PBHS	Job 1863: Spanish/Computer Science Instructor
Jordan Danko	PMS	Job 1864: Mathematics Instructor

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Repost	PBHS	Job 1868: Mathematics Instructor
William Lanham	JES	Job 1869: Social Worker
	County	Job 1880: Groundsman/Custodian III/General Maintenance
	PES	Job 1881: PreSchool/PreSchool Special Needs Instructor
	PMS	Job 1882: Language Arts Instructor

Extra-Curricular Employee Assignments 2018-19		
Name of Person	Location	Job ID: Position
Jonathon Carpenter	Kasson	Job 1865: Assistant Boys Basketball Coach
William Gregory	PBHS	Job 1866: Head Boys Soccer Coach
Angela McDaniel	PMS	Job 1867: Volunteer Assistant Cross Country Coach

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Items For Discussion, Consideration and/or Possible Action –

1. Other

Next board meetings:

May 29, 2018 at 6:00 p.m. at Board of Education Office (Regular Session)

Adjournment

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ADDENDUM

Business & Finance –

40. Recommendation: Approve the final total of the April 27, 2018 payroll check and federal withholdings in the amount of \$498,842.00. – Enclosure #1

Facilities & Maintenance –

41. Recommendation: Approve the sale of Mount Vernon Elementary School in the amount of \$80,000.00.

Personnel –

42. Recommendation: Accept resignation of Nancy Lockwood as a Mathematics/Options Pathway instructor at Philip Barbour High School effective at the end of the 2017/2018 school year. – Enclosure #2
43. Recommendation: Accept resignation of Ryan Wolfe as Head Volleyball Coach at Kasson Elem/Middle School effective May 10, 2018. – Enclosure #3
44. Recommendation: Accept resignation of Lesetta Degler as a substitute teacher effective May 8, 2018. – Enclosure #4
45. Recommendation: Rescind the transfer of Kimberly Burnett that assigned her as a 5th Grade Instructor at Philippi Middle School for 2018/2019 school which was approved at the April 9, 2018 board meeting and allow her to continue in her current position as a Literacy Coach for 2018/2019 school year. – Enclosure #5