

**BARBOUR COUNTY SCHOOLS
PHILIPPI WV 26416**

MEMORANDUM -

TO: BOARD MEMBERS

David Everson
Doward Matlick
Joanne McConnell
David Strait
Bob Wilkins

FROM: JEFF KITTLE, INTERIM SUPERINTENDENT

DATE: MAY 18, 2011

RE: BOARD MEETING AGENDA

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, May 23, 2011**, at the **Board of Education Office, 105 South Railroad Street, Philippi, WV.**

Call to Order

Pledge to Flag

Invocation

Work Session (6:00 p.m. – 6:30 p.m.) – Budget Hearing

Minutes -

Approve Minutes of the May 9, 2011 meeting. – Enclosure A

Delegation(s) –

Chuck Ervin

Recognitions –

Reports –

Monthly Attendance – Enrollment Report for Month Ending: May 10, 2011 – Enclosure B
Facilities Report

Attendance –

Business & Finance –

1. Recommendation: Approve budget adjustments. – Enclosure C
2. Recommendation: Approve payment of bills for the period of May 6, 2011 through May 18, 2011 at a total expenditure of \$125,430.31. - Enclosure D

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3. Recommendation: Authorize the May 27, 2011 payroll and federal withholdings not to exceed the amount of \$900,000.00 to be released in accordance with Federal Law. – (Refer to Enclosure D)
4. Recommendation: Authorize the payment of utility, travel and rent bills due before next board meeting not to exceed \$45,000.00. – (Refer to Enclosure D)
5. Recommendation: Approve the final total of the May 13, 2011 payroll check and federal withholdings in the amount of \$782,477.85. – Enclosure E
6. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours) – Enclosure F

Belington Middle School (PE Dept.) – projected revenue - \$300.00
Junior Elementary School (Playground) – projected revenue - \$100.00
Philip Barbour High School (Golf/Cross Country) – projected revenue - \$2,500.00

7. Recommendation: Approve/Confirm use of buildings and/or grounds. – Enclosure G

Kasson Elem/Middle School on June 5, 2011 – requested by New Beginnings Church for recreation
Mt. Vernon Elementary School on July 25-29, 2011 – requested by Tammy Tucker for MTV Summer Camp
Philip Barbour High School on May 20, 2011 – requested by Mike Cvechko for Leadership Barbour County; on May 19, 2011 – requested by Christy Burner for GearUp
Volga-Century Elementary School on June 18, 2011 – requested by Rita Streets for Birthday Party
8. Recommendation: Enter into contract for Digital Imaging of all employee records for the remainder of the 2010-2011 school year. – Enclosure H
9. Recommendation: Enter into contract for Digital Imaging of all employee records for the 2011-2012 school year. – Enclosure I

Curriculum & Instruction –

10. Recommendation: Approve/Confirm curricular trips. – Enclosure J

Philippi Elementary School (Project Isaac) – to Barbour Lanes on May 23, 2011
11. Recommendation: Approve chaperones for Kasson Elem./Middle Schools 8th grade trip to Washington DC on June 2-3, 2011. – Enclosure K

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Facilities –

12. Recommendation: Approve building/ground modifications. - Enclosure L

Mt. Vernon Elementary School (Kindergarten) – install electrical outlet between restrooms; (playground) – removal of old railroad ties and installation of new railroad ties; (front entrance, gym and classroom) – painting; (classrooms and office area) – installation of tile; (library) – installation of computer tables, tables, and book shelves, paint, tile the floor and have a carpeted section

Food Service –

Policies –

Student Support –

Transportation –

13. Recommendation: Approve transportation request. – Enclosure M

14. Recommendation: Approve the sale of the following vehicles by sealed bid. – Enclosure N

- 1 – 1995 International 77 passenger
- 2 – 1997 International 77 passenger
- 1 – 1997 Blue Bird 89 passenger
- 1 – 1998 GMC 77 passenger

Travel –

15. Recommendation: Approve/Confirm requests for professional leave. – Enclosure O

Vocational –

Personnel –

16. Recommendation: Employ the following personnel for the 2010/2011 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 P

Philip Barbour Summer School: Credit Recovery Program: June 8-30, 2011 (Monday-Friday)

- _____, Full Time Teacher
- _____, Half Time Teacher
- _____, Half Time Cook
- _____, Half Time Custodian
- _____, Bus Operator
- _____, Bus Operator
- _____, Bus Operator: as student need warrants
- _____, Bus Operator: as student need warrants

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Belington Middle Summer Work Camp: June 12-18, 2011

_____, Half Time Cook

_____, Half Time Custodian

Philippi Elementary School Project Isaac: June 21-July 29, 2011 (Monday-Friday)

_____, Bus Operator

Philippi Elementary School Energy Express: June 21-July 29, 2011

_____, Full Time Cook

_____, Half Time Custodian

Alderson Broaddus College Use of Philippi Middle School Cafeteria: June-July 2011

_____, AM Shift Cook

_____, Afternoon/Evening Shift Cook

Board of Education Office: June 8-August 12, 2011

_____, Custodian 2 half days a week

17. Recommendation: Employ the following personnel for the 2011/2012 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**

Summer Itinerant Custodial Work in schools: July 11-August 12, 2011 (Monday-Friday)

_____, Custodian

_____, Custodian

_____, Custodian

Summer Custodians Assigned to Specific Schools (Monday-Friday)

_____, Belington Elementary July 19-25, 2011

_____, Belington Middle July 14-19, 2011

_____, Mt. Vernon Elementary August 1-2, 2011

_____, Philip Barbour High July 11-29, 2011

_____, Philip Barbour High July 23-August 12, 2011

_____, Philip Barbour High July 11-July 19, 2011 and
August 3-12, 2011

_____, Philippi Elementary August 9-12, 2011

_____, Philippi Middle August 3-8, 2011

_____, Volga-Century Elementary July 28-29, 2011

Philip Barbour High School Football Camp: August 1-12, 2011 (Monday-Friday)

_____, Half Time Cook

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ESY Summer School: Philippi Elementary School July 5(.5 prep day); July 6,7,8, 11-29, 2011 (Monday-Thursday)

_____, Multi-Categorical Teacher 16-20 hours per week
_____, Preschool Special Needs/Multi-Categorical Teacher
16-20 hours per week
_____, Full Time LPN/Special Education
Aide/Transportation Aide
_____, Full Time Special Education Aide/Transportation
Aide

18. Recommendation: Accept resignation/retirement of Ruth Freeman as custodian/sanitation plant operator at Volga-Century Elementary School/Mt. Vernon Elementary School effective at the end of the 2010/2011 school year. – Enclosure R
19. Recommendation: Accept resignation/retirement of Sharon Smith as a teacher at Belington Elementary School effective June 30, 2011. – Enclosure S
20. Recommendation: Accept resignation of Terry Baughman as assistant baseball coach at Philip Barbour High School effective May 11, 2011. – Enclosure T
21. Recommendation: Approve trained volunteers as per Board of Education policy. **Contingent upon clearance of criminal convictions.** – Enclosure U

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Items For Discussion, Consideration and/or Possible Action –

1. School Newsletters - Enclosure V
2. 2 judges needed on May 27, 2011 at Mt. Vernon from 8:30 a.m. – 11:30 a.m.
3. Promise Scholarships
4. Other

Adjournment