

**BARBOUR COUNTY SCHOOLS
PHILIPPI WV 26416**

MEMORANDUM -

TO: BOARD MEMBERS

David Everson
Joanne McConnell
Eric Ruf
Dana Stemple
Reggie Trefethen, Jr.

FROM: JOE SUPER, SUPERINTENDENT

DATE: May 19, 2015

RE: BOARD MEETING AGENDA

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Tuesday, May 26, 2015**, at the **Board of Education Office, 45 School Street, Philippi, WV 26416.**

Call to Order

Pledge to Flag

Invocation

Recognition (s) –

Minutes -

Approve minutes of May 11, 2015 meeting. – Enclosure A

Delegation(s) –

Reports –

April 2015 Financial Report – Enclosure B
Facilities Report

Superintendents Recommendations –

Attendance –

Business & Finance –

1. Recommendation: Approve budget adjustments. – Enclosure C
2. Recommendation: Approve FY2016 Budget.

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3. Recommendation: Approve payment of bills for the period of May 6, 2015 through May 19, 2015 at a total expenditure of \$180,502.24. – Enclosure D
4. Recommendation: Authorize the May 28, 2015 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)
5. Recommendation: Authorize the payment of utility bills and copier bills due before next board meeting not to exceed \$150,000.00. (Refer to Enclosure D)
6. Recommendation: Approve the final total of the May 15, 2015 payroll check and federal withholdings in the amount of \$355,541.18. – Enclosure E
7. Recommendation: Approve final total of utility/copier bills in the amount of \$2,201.20. – Enclosure F
8. Recommendation: Approve contract with American Fidelity for Worxtime Affordable Care Act Tracking software. – Enclosure G
9. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure H

Junior Elementary School (PTA) – projected revenue - \$300.00
Philip Barbour High School (Soccer) – projected revenue - \$2,400.00
Philippi Middle School (PE) – projected revenue - \$800.00; (School) – \$0.00

Curriculum & Instruction –

10. Recommendation: Approve educational leave request for a student at Kasson Elementary/Middle School. – Enclosure I
11. Recommendation: Approve educational leave request for a student at Philip Barbour High School. – Enclosure J
12. Recommendation: Approve educational leave request for a student at Philippi Middle School. – Enclosure K
13. Recommendation: Approve/Confirm curricular trips. – Enclosure L

Belington Elementary School (1st Grade) – to Kingwood on June 10, 2015
Mt. Vernon Elementary School (School) – to Philippi Pool on June 16, 2015
Philip Barbour High School (Band) – to Cape Canaveral & Nassau on February 10-15, 2016
Philippi Middle School (5th Grade) – to WVU on June 8, 2015; (7th Grade) – to WV Wildlife Center & Skateland on June 10, 2015; (8th Grade) – to Point Pleasant West Virginia on June 11, 2015; (Band) – to Kennywood on June 13, 2015
14. Recommendation: Approve chaperones for Belington Middle School Band trips. – Enclosure M

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Facilities & Maintenance –

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

Philip Barbour High School on June 4, 2015 – requested by Carol Malcolm-Parsons for KidREACH
16. Recommendation: Approve building/ground modifications. – Enclosure O

Kasson Elementary/Middle School (Drainage) – extend ground drain
17. Recommendation: Approve renewal agreement with Johnson Controls to provide quarterly service to the HVAC control systems at Belington Elementary, Kasson Elementary/Middle and Philippi Elementary Schools. – Enclosure P

Food Service –

Policies –

18. Recommendation: Adopt revised policy 3500, Food Service Collection on third reading. – Enclosure Q

Student Support –

Transportation –

Travel –

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

Vocational –

Personnel –

20. Recommendation: Approve unpaid leave for Kim Swick ½ day on May 13, 2015 and full days on May 14-15, 2015. – Enclosure S
21. Recommendation: Approve unpaid leave for Gina Wolfe on June 4, 2015. – Enclosure T
22. Recommendation: Accept resignation of Dawn Kittle as a 4th Grade teacher at Junior Elementary School effective June 30, 2015. – Enclosure U
23. Recommendation: Accept resignation of Janet David as an English teacher at Philip Barbour High School effective June 17, 2015. – Enclosure V
24. Recommendation: Employ Phyllis Tucker as a substitute aide for the 2015-2016 school year. – Enclosure W

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25. Recommendation: Accept resignation of Jerry Straughan as substitute custodian effective. – Enclosure X
26. Recommendation: Employ the following personnel for the 2015-2016 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

_____ .5 Speech Therapist Home Base: PES

27. Recommendation: Employ the following personnel for the 2014-2015 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 Z

Extra Curricular Assignments

_____ Elementary Homebound Instructor

28. Recommendation: Employ the following personnel for the 2014-2015 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 AA

Credit Recovery Summer Program PBHS

_____	Teacher	June 1-16 after school: June 18-20
		Full school days
_____	Bus Driver	June 1-16 after school
_____	Bus Driver	June 1-16 after school
_____	Custodian	June 18-30

29. Recommendation: Employ the following personnel for the 2014-2015 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 BB

_____ Substitute Cook
_____ Substitute Secretary

30. Recommendation: Approve revised schedule of annual supplemental pay for service personnel for the fiscal year beginning July 1, 2015. – Enclosure CC

31. Recommendation: Approve the following adjustments to employee salary/contracts for the 2015-2016 school year.

Salary adjustments for Tonya Ferguson to reflect uniformity as an Assistant/Associate Principal with other associated duties.

Language adjustment that was left out of original contract for Chief School Business Official to reflect base salary at \$75,000.00 and at 260 days per the professional pay scale.

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Items For Discussion, Consideration and/or Possible Action –

1. School Newsletters – Enclosure DD
2. Other

Next board meeting:

Reconvene the recessed May 18, 2015 on May 28, 2015 at 6:00 p.m. at Board of
Education Office (Special Session)
June 8, 2015 meeting at 6:00 p.m. at Board of Education Office (Regular Session)

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ADDENDUM

Reports –

Monthly Attendance – Enrollment Report for Month Ending: May 11, 2015 – Enclosure #1

Business & Finance –

32. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure #2

Kasson Elem/Middle School (Band) – projected revenue - \$200.00, \$200.00

Philip Barbour High School (Football) – projected revenue - \$4,000.00

Curriculum & Instruction –

33. Recommendation: Approve educational leave request for a student at Belington Elementary School. – Enclosure #3

34. Recommendation: Approve educational leave request for a student at Kasson Elem./Middle School. – Enclosure #4

35. Recommendation: Approve educational leave request for a student at Kasson Elem./Middle School. – Enclosure #5

36. Recommendation: Approve educational leave request for a student at Philippi Elementary School. – Enclosure #6

37. Recommendation: Approve/Confirm curricular trips. – Enclosure #7

Rj kkr r kElementary School (4th Grade) – to Green Bank on June 03, 2015

Facilities & Maintenance –

38. Recommendation: Approve building/ground modifications. – Enclosure #8

Belington Elementary School (Mr. Helzer's room) – install small whiteboard

Student Support –

39. Recommendation: Approve contract with Best Life Therapy to provide Occupational Therapy Services from July 1, 2015 through June 30, 2016. – Enclosure #9

40. Recommendation: Approve contract with Frances T. Fry to provide ECER-S Assessments Services from July 1, 2015 through June 30, 2016. – Enclosure #10

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Travel –

41. Recommendation: Approve/Confirm requests for professional leave. – Enclosure #11

Personnel –

42. Recommendation: Accept resignation/retirement of Sharon Cross as a Secretary at the Central Office effective June 30, 2015. – Enclosure #12
43. Recommendation: Employ Sharon Cross as a substitute secretary for the 2015-2016 school year. – (Refer to Enclosure #12)
44. Recommendation: Accept resignation of Lisa Heinbaugh as Principal at Kasson Elementary/Middle School effective June 30, 2015. – Enclosure #13
45. Recommendation: Approve unpaid leave for Cheryl Hawkins on May 28, 2015 to June 8, 2015. – Enclosure #14
46. Recommendation: Rescind the February 23, 2015 board action to reduce-in-force the following personnel that was to take place at the end of the 2014-2015 school year.

Thomas Williams	Technology Systems Specialist	Itinerant home based at BMS
Boyd J. Mayle	Technology Systems Specialist	Itinerant home based at PMS

Items For Discussion, Consideration and/or Possible Action –

3. Student Handbooks for Philippi Middle School for the 2015/2016 School Year– Enclosure #15