

**BARBOUR COUNTY SCHOOLS
PHILIPPI WV 26416**

MEMORANDUM -

TO: BOARD MEMBERS

Doward Matlick
Joanne McConnell
Eric Ruf
Dana Stemple
Bob Wilkins

FROM: JOE SUPER, SUPERINTENDENT

DATE: May 22, 2013

RE: BOARD MEETING AGENDA

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Tuesday, May 28, 2013**, at the **Board of Education Office, 105 South Railroad Street, Philippi, WV 26416.**

Call to Order

Pledge to Flag

Invocation

Budget Hearing

Approve budget for the 2013-2014 school year.

Minutes -

Approve Minutes of the May 9, 2013, May 13, 2013 and May 20, 2013 meetings. – Enclosure A

Delegation(s) –

Ruston Seamon – Summer Athletic Program

Recognition (s) –

Gerald Furby – FBLA
Rick Daugherty – TSA National Qualifiers

Reports –

State Auditor's Report – Enclosure B
April 2013 Financial Report – Enclosure C
Monthly Attendance-Enrollment Report – Enclosure D
Facilities Report

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Superintendents Recommendations –

Attendance -

Business & Finance –

1. Recommendation: Approve budget adjustments. – Enclosure E
2. Recommendation: Approve payment of bills for the period of May 9, 2013 through May 22, 2013 at a total expenditure of \$189,379.06. – Enclosure F
3. Recommendation: Authorize the May 28, 2013 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 F)
4. Recommendation: Authorize the payment of utility bills due before next board meeting not to exceed \$25,000.00. (Refer to Enclosure F)
5. Recommendation: Approve the final total of the May 15, 2013 payroll check and federal withholdings in the amount of \$369,288.60. – Enclosure G
6. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours) – Enclosure H

Belington Middle School (Yearbook) – projected revenue - \$504.00

Philip Barbour High School (New Tech Fundraiser Committee) – projected revenue - \$300.00

7. Recommendation: Approve Memorandum of Understanding with World Vision. – Enclosure I

Curriculum & Instruction –

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

Belington Elementary School (1st Grade) – to Hovatters Zoo on June 4, 2013

Kasson Elem/Middle School (Varsity Band) – to Grafton on May 27, 2013; (8th Grade) – to Philip Barbour High School on June 3, 2013

Philip Barbour High School (HSE, Clinical Specialty II Classes) – to United Hospital Center on May 23, 2013

9. Recommendation: Approve chaperones for Kasson Elem/Middle Schools 5th Grade Band trip to Kennywood on May 28, 2013. – Enclosure K
10. Recommendation: Approve waiver of obtaining an additional mathematics course for identified 12th grade Philip Barbour High School students for the 2013/2014 school year. – Enclosure L

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Facilities –

11. Recommendation: Approve/Confirm use of buildings and/or grounds. – Enclosure M

Kasson Elem/Middle School on July 6, 2013 - requested by Gene Hovatter for Wedding Reception
Mt. Vernon Elementary School once a week during the summer – requested by Tammy Tucker; on July 8-12, 2013 – requested by Tammy Tucker for Summer Camp
Philippi Middle School on June 1, 2013 – requested by Marcus Johnson for Birthday Party
12. Recommendation: Approve building/ground modifications. – Enclosure N

Belington Elementary School (Library) – Install an electrical outlet in the ceiling above whiteboard

Food Service –

Policies –

13. Recommendation: Review new policy 6150: Required Background Checks by Fingerprinting of New Employees for first reading. – Enclosure O

Student Support –

14. Recommendation: Approve Markel to provide to student accident insurance for the 2013-2014 school year. – Enclosure P

Transportation –

15. Recommendation: Approve transportation travel requests. – Enclosure Q

Travel –

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

Vocational –

17. Recommendation: Approve agreement with Youth Ready Program. – Enclosure S

Personnel –

18. Recommendation: Accept resignation of Carla Knotts as Cheerleading Coach at Philippi Middle School effective May 20, 2013. – Enclosure T
19. Recommendation: Accept resignation of Rick Daugherty as Assistant Football Coach at Belington Middle School effective May 20, 2013. – Enclosure U

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- 20. Recommendation: Accept resignation of Jessica Jones as Assistant Cheer Coach at Philip Barbour High School effective May 17, 2013. – Enclosure V
- 21. Recommendation: Accept resignation of Rebecca Bowers as Director of Career Technical Education effective June 30, 2013. – Enclosure W
- 22. Recommendation: Employ Nancy Burner-Ware as a substitute teacher for the 2013-2014 school year. – Enclosure X
- 23. Recommendation: Accept medical leave of absence for Conrad Hicks beginning May 20, 2013 for the remainder of the 2012-2013 school year. – Enclosure Y
- 24. Recommendation: Employ the following personnel for the 2012-2013 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

Summer Positions

James Poling	Credit Recovery Teacher (June 10-28 excluding holidays)	
	As sufficient student enrollment warrants	PBHS
_____	Custodian (June 11-15, July 29-August 8)	PBHS
_____	Custodian (June 21-July 3; August 2-9)	PBHS

- 25. Recommendation: Employ the following personnel for the 2012-2013 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

Summer Positions

Heart and Hand Summer Work Camps (schedule as per posting)		
_____	Work Camp Cook (June 9-15)	BMS
_____	Work Camp Custodian (June 9-15)	BMS

- 26. Recommendation: Employ the following personnel for the 2013-2014 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

Summer Positions

Heart and Hand Summer Work Camps (schedule as per posting)		
_____	Work Camp Cook (July 14-20)	PMS
_____	Work Camp Custodian (July 14-20)	PMS
_____	Energy Express/Project Isaac Custodian (June 24-August 2)	PES
_____	Half time Project Isaac Bus Driver July 8-August 2	PES
_____	Half Time Project Isaac Bus Driver July 8-August 2	PES

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27. Recommendation: Employ the following personnel for the 2013-2014 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 CC

Summer Positions

_____	Custodian (August 5-9)	PES
_____	Custodian (July 16-19)	BES
_____	Custodian (July 30-August 2)	PMS
_____	Custodian (July 5, 8, 9)	KEMS
_____	Custodian (July 10-15)	BMS
_____	Custodian (July 22-23)	VCES
_____	Custodian (July 26 and 29)	MTVEs
_____	Custodian (July 24 and 25)	JES
_____	Custodian (July 8-26)	PBHS
_____	Itinerant Custodian (July 5-August 9)	
_____	Itinerant Custodian (July 5-August 9)	
_____	Itinerant Custodian (July 5-August 9)	

28. Recommendation: Employ the following substitute personnel for the 2013-2014 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 DD

Extended Year Special Education Summer Program (schedule as per posting) (half preparation day June 27, July 1, 2, 3-11, 15-18,22-25) As student need warrants

_____	Preschool-School Age Teacher (home/center based)	
	16-20 hours per week as student need warrants	PES
_____	School Aged Teacher (center/home based)	
	15-20 hours per week as student need warrants	PES
_____	Speech Pathologist (10 hours per week)	PES
_____	LPN/Adie/Transportation Aide	PES
_____	Special Education Aide/Transportation Aide	PES
_____	Bus Driver	

29. Recommendation: Employ the following substitute personnel for the 2013-2014 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 EE

Jennifer Francis	Substitute Teacher
Shannon Gibson	Substitute Teacher
Janet Gail Sinsel	Substitute Teacher
Edward Poling	Substitute Teacher
_____	Substitute Teacher

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30. Recommendation: Employ the following personnel for the 2013-2014 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 FF

Evalene Bartrum, Itinerant Multi-Categorical Instructor w/Autism at Philippi Middle School/Kasson Elem/Middle School

31. Recommendation: Employ the following personnel for the 2013-2014 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 GG

Extra Curricular Positions

Carla Knotts, Head Cheerleading Coach, Philip Barbour High School

_____, Head Football Coach, Belington Middle School

_____, Head Girls Basketball Coach, Philippi Middle School

Tabled items from May 13, 2013

Food Service –

16. Recommendation: Approve the use of biometric finger scanning devices to be used in the food service department. – Enclosure #1

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Items For Discussion, Consideration and/or Possible Action –

1. Summer work hours
2. Superintendents Evaluation
3. Board Evaluation
4. Other

Next board meeting regular session on June 10, 2013 – 6:00 p.m. at Board of Education Office

Adjournment