

**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 21, 2019**

**RE: BOARD MEETING AGENDA**

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Tuesday, May 28, 2019**, at the **Board of Education Office, 45 School Street, Philippi, WV 26416.**

**Call to Order**

**Pledge to Flag**

**Invocation**

**Minutes –**

Approve minutes of May 7, 2019 and May 13, 2019 meetings. – Enclosure A

**Recognitions –**

**Delegation(s) –**

Andy Cocina/Wendel – Energy Performance Project Measurement and Verification Report

**Reports –**

April 2019 Financial Report – Enclosure B  
Monthly Attendance-Enrollment Report – Enclosure C

**Superintendents Recommendations –**

**Attendance –**

**AGENDA**  
**May 28, 2019**

**Business & Finance –**

1. Recommendation: Approve budget adjustments. – Enclosure D
2. Recommendation: Approve FY2020 Budget. – Enclosure E
3. Recommendation: Approve payment of bills for the period of May 8, 2019 through May 21, 2019 at a total expenditure of \$114,851.12. – Enclosure F
4. Recommendation: Authorize the May 28, 2019 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)
5. Recommendation: Authorize the payment of utility bills and copier bills due before next board meeting not to exceed \$30,000.00. (Refer to Enclosure F)
6. Recommendation: Approve the final total of the May 15, 2019 payroll check and federal withholdings in the amount of \$364,895.99. – Enclosure G
7. Recommendation: Approve final total of utility/copier bills in the amount of \$12,459.83. – Enclosure H
8. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure I

Philip Barbour High School (Wrestling) – projected revenue - \$1,000.00

9. Recommendation: Approve Memorandum of Understanding with World Vision, Inc. for the KidREACH project. – Enclosure J

**Curriculum & Instruction –**

**Facilities & Maintenance –**

10. Recommendation: Approve/Confirm use of buildings and/or grounds. – Enclosure K  

Junior Elementary School on September 7, 2019 – requested by David Rowan for  
ATV/UTV Ride Parking  
Philip Barbour High School on June 4-8, 2019 – requested by Farrah Farley for Dance  
Recitals and Dress Rehearsals

11. Recommendation: Approve building/ground modifications. – Enclosure L

Kasson Elementary/Middle School (Rooms 153) – install curtain rods

**Food Service –**

12. Recommendation: Extend current contract with Mister Vend Inc. to provide snack items for county school vending machines through June 30, 2020. – Enclosure M

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13. Recommendation: Extend current contract with Coca-Cola Bottling Company for beverages for vending machines through June 30, 2020. – Enclosure N
14. Recommendation: Extend current contract with Pepsico to provide bottle water for vending machines through June 30, 2020. – Enclosure O
15. Recommendation: Extend current contract with ACE/JC Ehrlich Exterminators for pest management services through June 30, 2020. – Enclosure P
16. Recommendation: Extend current contract with Snoffer's Fire and Safety to provide services for fire safety needs through June 30, 2020. – Enclosure Q

**Policies –**

17. Recommendation: Adopt revised policy 7200, Student Grading System on third reading. – Enclosure R
18. Recommendation: Adopt revised policy 8210, Attendance on third reading. – Enclosure S

**Student Support –**

19. Recommendation: Approve Markel Insurance Company to provide student accident insurance for the 2019-2020 school year. – Enclosure T

**Transportation –**

20. Recommendation: Approve transportation travel requests. – Enclosure U

**Travel –**

21. Recommendation: Approve/Confirm requests for professional leave. – Enclosure V

**Vocational –**

**Personnel –**

22. Recommendation: Approve the payment of timesheets for Gene Hovatter for hours that were worked outside of his extra-curricular job posting. – Enclosure W
23. Recommendation: Accept resignation of Jeff Roy as an assistant football coach at Philip Barbour High School effective May 11, 2019. – Enclosure X
24. Recommendation: Accept resignation of Brianna Huffman as a Spanish/Computer Science teacher at Philip Barbour High School effective June 30, 2019. – Enclosure Y
25. 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)** – Enclosure Z

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| <b>Extra-Curricular Employee Assignments 2018-19</b> |                 |                                                                                                               |
|------------------------------------------------------|-----------------|---------------------------------------------------------------------------------------------------------------|
| <b>Name of Person</b>                                | <b>Location</b> | <b>Job ID: Position</b>                                                                                       |
| Kim Fetter                                           | County          | Job 2318: Special Education Teacher for School Age Students – Home Based – Extended School Year (summer 2019) |
|                                                      | County          | Job 2353: Cook (half-time) - BMS Band Camp                                                                    |

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

27. Recommendation: Employ the following personnel for the 2019/2020 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 Z)

| <b>Regular Employee Assignments 2019-20</b> |                 |                                                           |
|---------------------------------------------|-----------------|-----------------------------------------------------------|
| <b>Name of Person</b>                       | <b>Location</b> | <b>Job ID: Position</b>                                   |
|                                             | PMS, Itinerant  | Job 2327: Visually Impaired/Multi-Categorical Instructor  |
|                                             | PBHS, Itinerant | Job 2335: Physical Education/Health/Parenting Instructor  |
|                                             | KEMS            | Job 2336: Language Arts/Art Instructor                    |
|                                             | PBHS            | Job 2337: Counselor                                       |
|                                             | PMS             | Job 2338: Mathematics Instructor                          |
| Hatti Phillips                              | PMS             | Job 2339: Science/Mathematics Instructor                  |
|                                             | KEMS, Itinerant | Job 2345: Multi-Categorical w/Autism Instructor           |
|                                             | PES, Itinerant  | Job 2346: PreK/Prek Special Needs Instructor (half-time)  |
|                                             | PMS, Itinerant  | Job 2347: Gifted/Multi-Categorical Instructor (half-time) |
|                                             | BMS, Itinerant  | Job 2348: Hearing Impaired/Multi-Categorical Instructor   |
|                                             | PBHS            | Job 2349: Option Pathway Instructor/Mathematics           |

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|  |                 |                                                                              |
|--|-----------------|------------------------------------------------------------------------------|
|  |                 | Instructor                                                                   |
|  | PBHS, Itinerant | Job 2350: Multi-Categorical Instructor w/Autism                              |
|  | PES, Itinerant  | Job 2351: Multi-Categorical/Severely Profoundly Impaired Instructor w/Autism |
|  | PES, Itinerant  | Job 2352: Multi-Categorical w/Autism Instructor                              |
|  | PBHS            | Job 2354: Mathematics Instructor                                             |

**Substitute Employee Assignments 2019-20**

| <b>Name of Person</b>                                       | <b>Location</b> | <b>Job ID: Position</b>                 |
|-------------------------------------------------------------|-----------------|-----------------------------------------|
|                                                             | County          | Job 2328: Substitute LPN/Aide(s)        |
| Dorothy Talbott                                             | County          | Job 2329: Substitute Cook(s)            |
| Herbert Croston                                             | County          | Job 2330: Substitute Custodian(s)       |
| Delores Bonnell, Kimberly Neff, Diana Bibey, Lesetta Degler | County          | Job 2331: Substitute Teacher(s)         |
|                                                             | County          | Job 2332: Substitute Bus Operator(s)    |
|                                                             | County          | Job 2333: Substitute School Nurse RN(s) |
|                                                             | County          | Job 2334: Substitute Secretary(s)       |

**Extra-Curricular Employee Assignments 2019-20**

| <b>Name of Person</b> | <b>Location</b> | <b>Job ID: Position</b>                    |
|-----------------------|-----------------|--------------------------------------------|
|                       | BMS             | Job 2341: Assistant Girls Basketball Coach |
|                       | PBHS            | Job 2342: Athletic Trainer (Fall Sports)   |
|                       | PMS             | Job 2355: Head Cheerleading Coach          |
|                       | BMS             | Job 2356: Assistant Boys Basketball Coach  |

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Items For Discussion, Consideration and/or Possible Action –

1. Other

Next board meetings:

June 10, 2019 at 6:00 p.m. at Board of Education Office – (Regular Session)

**Adjournment**

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**ADDENDUM**

**Business & Finance –**

28. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure #1

Philip Barbour High School (FBLA) – projected revenue - \$500.00, \$1,200.00

29. Recommendation: Authorize the Superintendent to work with Bowles Rice to recoup the loss regarding the Charter Company and Belington Middle Schools 8<sup>th</sup> Grade Field trip to Washington D.C.