

**BARBOUR COUNTY SCHOOLS
PHILIPPI WV 26416**

MEMORANDUM -

TO: BOARD MEMBERS

Doward Matlick
Joanne McConnell
David Strait
Michael Talbott
Bob Wilkins

FROM: JOE SUPER, SUPERINTENDENT

DATE: June 6, 2012

RE: BOARD MEETING AGENDA

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, June 11, 2012**, at the **Board of Education Office, 105 South Railroad Street, Philippi, WV.**

Call to Order

Pledge to Flag

Invocation

Minutes -

Approve Minutes of the May 15, 2012 and May 21, 2012 meetings. – Enclosure A

Recognition (s) –

HOSA winners
TSA winners
Gear Up Computer Scholarship winners
Retiree recognition/reception

Oath of office for new elected board members

Delegation(s) –

WVU Extension Office

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Reports –

Monthly Attendance –Enrollment Report for month ending June 6, 2012 – Enclosure B
Facilities Report

Superintendents Recommendations –

Attendance –

Business & Finance –

1. Recommendation: Approve budget adjustments. - Enclosure C
2. Recommendation: Approve payment of bills for the period of May 16, 2012 through May June 6, 2012 at a total expenditure of \$171,399.31. – Enclosure D
3. Recommendation: Authorize the June 15, 2012 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)
4. Recommendation: Authorize the payment of utility, travel and rent bills due before next board meeting not to exceed \$65,000.00. – (Refer to Enclosure D)
5. Recommendation: Approve the final total of the May 25, 2012 payroll check and federal withholdings in the amount of \$940,033.81. – Enclosure E
6. Recommendation: Approve final total of utility/travel bills in the amount of \$35,825.43. – Enclosure F
7. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours) – Enclosure G

Junior Elementary School (PTA) - projected revenue - \$50.00, \$300.00

Philip Barbour High School (Boy's Basketball partnering with PMS Dog Pound) -
projected revenue – \$1,000.00; (Band) - \$4,000.00

Philippi Middle School (Dog Pound) – projected revenue - \$250.00

Curriculum & Instruction –

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

Belington Middle School (Pulsar Collaboratory) – to Greenbank on July 8-13, 2012

Philip Barbour High School (FFA) – to Cedar Lakes on July 11-14, 2012

Philippi Middle School (Pulsar Collaboratory) – to Greenbank on July 9-14, 2012

Facilities –

9. Recommendation: Approve response to West Virginia State Fire Commission – Enclosure I

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10. Recommendation: Approve building/ground modifications. – Enclosure J

Junior Elementary School (Room 122) – Install tv

11. Recommendation: Contract with PASS Fire Protection, Inc. to install a backflow preventer in the fire protection service header (sprinkler system) at Kasson Elementary/Middle School and provide inspection of the sprinkler system and backflow protection on the system and domestic water at a cost of \$4,190.00 and contract with Brewer & Company of WV, Inc. to provide inspections of all remaining sprinkler systems, sprinkler system backflows, & domestic backflow devices; and install a dry pendent sprinkler head in the new walk-in freezer at Belington Middle School at a cost of \$2,900.00. – Enclosure K

12. Recommendation: Approve/Confirm use of buildings and/or grounds. – Enclosure L

Belington Middle School on June 18-22, 2012 – requested by Carol Malcolm-Parsons for Summer rocketry camp for middle school students, through NASA and World Vision

Junior Elementary School on June 12, 2012 – requested by Cindy Wilmoth for EIPA Written Test

Philip Barbour High School on July 17, 2012 – requested by Danny Wagner for Youth Camp Activity – Mountaineer Christian Youth Camp; on July 21, 2012 – requested by Kelli Kittle for Class of 1992; on June 28, 2012 – requested by Danny Wagner for Interdenominational Meeting about Celebrate Recovery Program

Philippi Middle School on June 11-15, 2012 – requested by Carol Malcolm-Parsons for Summer rocketry camp for middle school students, through NASA and World Vision; on July 27, 2012 – requested by Marcus Johnson for Birthday party

Food Service –

Policies –

13. Recommendation: Approve the following of WVDE Policy 2419. – Enclosure M

Student Support –

14. Recommendation: Approve Markel to provide to student accident insurance for the 2012-2013 school year. – Enclosure N
15. Recommendation: Enter into a contract with Doug Schiefelbein to provide grant writing/public relations/media services for school year 2012-2013 at an all-inclusive fee of \$16,800.00. – Enclosure O

Transportation –

16. Recommendation: Approve transportation travel requests. – Enclosure P

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17. Recommendation: Approve the purchase of one 77 passenger conventional bus at a cost of \$85,797.00 and one 77 passenger special education bus at a cost of \$95,632.00. – Enclosure Q

Travel –

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

Vocational –

19. 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 2011-2012 school year. – Enclosure S

Personnel –

20. Recommendation: Accept resignation of Sarah Harris as SAT co-chair at Belington Middle School effective at the end of the 2011-2012 school year. – Enclosure T
21. Recommendation: Accept resignation of Tina Shriver as SAT co-chair at Belington Middle School effective at the end of the 2011-2012 school year. – Enclosure U
22. Recommendation: Accept resignation of SarahJean Lefler as Special Education Designee at Mt. Vernon Elementary School effective June 5, 2012. – Enclosure V
23. Recommendation: Accept resignation of Rebecca Bartlett as SAT chair at Philippi Middle School effective June 5, 2012. – Enclosure W
24. Recommendation: Accept resignation of Adam Cheeseman as a Multi-Categorical Instructor w/Autism at Philippi Middle School effective at the end of the 2011-2012 school year. – Enclosure X
25. Recommendation: Accept resignation/retirement of James Carpenter as General Maintenance/Carpenter II/Cabinetmaker/Mason/Electrician/Plumber effective June 30, 2012. – Enclosure Y
26. Recommendation: Accept resignation/retirement of Ira Mayle as Head Mechanic/Bus Operator effective June 30, 2012. – Enclosure Z
27. Recommendation: Employ Ira Mayle as a substitute mechanic, substitute bus operator and substitute bus operator trainer for the 2012-2013 school year. – Enclosure AA
28. Recommendation: Employ Kathleen Kratsas as a substitute teacher for the 2012-2013 school year. – Enclosure BB
29. Recommendation: Accept resignation/retirement of Gloria McLean as a Music Instructor at Belington Elementary School effective June 5, 2012. – Enclosure CC

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30. Recommendation: Employ the following substitute 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 DD

Sue Edwards Poling, Teacher
Patty Butler, Teacher
Misty Bolton, Secretary
Sarah Corley, Secretary

31. 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 EE

Extended Year Summer Program for Severely Disabled Students: Philippi Elementary School

Ryan Kelly, Speech Therapist, 10 hours per week July 2, 3, 5, 9-26, 2012 (M-Thursday)
June 28, 2012 .5 prep day
Jodi Devores, Pre-K-School Age Special Education Instructor July 2, 3, 5, 9-26, 2012 (M-Thursday) June 28, 2012 .5 prep day
Randall Devores, School Age Special Education Instructor July 2, 3, 5, 9-26, 2012 (M-Thursday) June 28, 2012 .5 prep day
Marjorie George, Bus Operator, July 2, 3, 5, 9-26, 2012 (M-Thursday)
Kelli Kittle, Half time Special Education Aide/Transportation Aide
Linda Haller, LPN/Aide/Transportation Aide July 2, 3, 5, 9-26, 2012 (M-Thursday)

32. 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 FF

Noah Shaffer, Language Arts/Art Instructor, Kasson Elem/Middle School
Timothy Moyer, Itinerant Technology Systems Specialist home based at Philippi Middle School
Thomas Williams, Itinerant Technology Systems Specialist home based at Belington Middle School
William Cather, Bus Operator, Route 26
Janet David, English Instructor, Philip Barbour High School
Stacey Roy, LPN/Aide/Transportation Aide, Belington Elementary School
Carla Knotts, Multi-Categorical instructor w/Autism, Philippi Middle School

Extra-Curricular Assignments

Thomas G. Short, Assistant Boy's Basketball Coach, Philippi Middle School

33. 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 GG

Beldine Mayle, Summer Work Custodian, Philippi Middle School (July 18-21, 2012)

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34. Recommendation: Employ the following personnel for the 2011-2012; 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 HH

Philip Upton, Summer Custodian, Junior Elementary School (July 19-20, 2012)
John Hickman, Summer Custodian, Philip Barbour High School (July 5-25, 2012)
Stephen Maxson, Summer TSS, Philip Barbour High School (July 2-August 10, 2012) up to 30 days
Matthew Edge, Summer Custodian, Philip Barbour High School (July 19-August 8, 2012)
Jeff Moss, Summer Custodian, Philippi Elementary School (August 2-8, 2012)
Daniel Mouser, Summer Custodian, Volga-Century Elementary School (July 23-24, 2012)
Beldine Mayle, Summer Custodian, Philippi Middle School (July 27-August 1, 2012)
Michael Poling, Summer Custodian, Kasson Elem/Middle School (July 5-9, 2012)
Jack Valentine, Summer Custodian, Belington Elementary School (July 13-18, 2012)
Kevin Snider, Summer Custodian, Belington Middle School (July 10-13, 2012)
Barbara Harvey, Bus Operator, Energy Express, Philippi Elementary School (June 18-July 27, 2012)
Mary Shaver, Energy Express Custodian, Philippi Elementary School (June 18, 2012-July 27, 2012)
Freda Cross, Energy Express Cook (1/2 time), Philippi Elementary School (June 18-July 27, 2012)
Marvin Mayle, Super Crew: Itinerant Summer Custodian (July 5-August 8, 2012)
Conrad Hicks, Super Crew: Itinerant Summer Custodian (July 5-August 8, 2012)
James Stuart, Super Crew: Itinerant Summer Custodian (July 5-August 8, 2012)
Gene Hovatter, Agriculture Education Instructor, Philip Barbour High School (July 1-August 13, 2012 and June 10 – June 30, 2013) 25 days

35. 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 II

Jennifer Mayle, half-time cook Football Camp, Philip Barbour High School (July 30-August 8, 2012)

Tabled Items –

Policies –

36. Recommendation: Adopt revised policy 7300, Requirements for Graduation on third reading. **(Refer to Minutes of May 21, 2012)**

Food Service –

37. Recommendation: Extend the contract with Nickles Bakery to provide bread items for the 2012-2013 school year. – Enclosure JJ

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Items For Discussion, Consideration and/or Possible Action –

1. School Newsletters – Enclosure KK
2. Superintendent's evaluation – Enclosure LL
3. Student handbooks for Junior Elementary School, Mt. Vernon Elementary School and Volga-Century Elementary School - Enclosure MM
4. Results of Bus silent auction – Enclosure NN
5. LiveGrades – Enclosure OO
6. Response to Board of Risk and Insurance Management – Enclosure PP
7. Other

Adjournment

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ADDENDUM

Business & Finance –

38. Recommendation: Approve resolution regarding Governmental Auditing Standards and A-133 (Single Audit Act). – Enclosure #1