

**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: June 9, 2011

RE: BOARD MEETING AGENDA

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, June 13, 2011**, at the **Board of Education Office, 105 South Railroad Street, Philippi, WV.**

Call to Order

Pledge to Flag

Invocation

Retiree recognition/reception (6:00 – 6:45 p.m.)

Minutes -

Approve Minutes of the May 23, 2011 meeting. – Enclosure A

Delegation(s) –

Reports –

Monthly Attendance – Enrollment Report for Month Ending: June 1, 2011 – 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 19, 2011 through June 9, 2011 at a total expenditure of \$281,332.77. - Enclosure D
3. Recommendation: Authorize the June 28, 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)

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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 27, 2011 payroll check and federal withholdings in the amount of \$645,411.00. – Enclosure E
6. Recommendation: Approve the final total of the June 15, 2011 payroll check and federal withholdings in the amount of \$770,673.03. – Enclosure F
7. Recommendation: Appoint Liberty Mutual as Barbour County Schools Workers Compensation Agent of Record for FY 2011/2012. – Enclosure G
8. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours) – Enclosure H

Junior Elementary School (Playground) – projected revenue - \$100.00; (Faculty) - \$6,000.00
Kasson Elem./Middle School (Band) – projected revenue - \$500.00
Philip Barbour High School (Boy's Basketball) – projected revenue - \$2,000.00; (Band) - \$1,000.00

9. Recommendation: Approve/Confirm use of buildings and/or grounds. – Enclosure I

Belington Middle School on July 9, 2011 – requested by Dollie Cross for Family Reunion
Kasson Elem/Middle School on July 17-23, 2011 – requested by Asbury United Methodist Church for community work camp
Philip Barbour High School on July 21, 2011 – requested by Danny Wagner for Mountaineer Christian Youth Camp – Youth Camp Activity; on August 13, 2011 – requested by Danny Wagner for Barbour Church of Christ – Lectureship; on June 13-17, 2011 – requested by Sue Talbott and Jack Reger for Professional Development

Curriculum & Instruction –

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

Philippi Elementary School (Project Isaac) – to Washington, PA on June 27, 2011; to Barbour Lanes on July 15, 2011; to Fairmont on July 26, 2011
Philip Barbour High School (FFA) – to Morgantown on June 17, 2011; to Cedar Lakes on July 6-9, 2011

Facilities –

11. Recommendation: Approve building/ground modifications. - Enclosure K

Belington Elementary School (Playground along route 92) – install pavilion and plant three trees
Philippi Elementary School (Room #137) – remove chalkboard and install whiteboard

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12. Recommendation: Approve an amendment to the professional services agreement with Thrasher Engineering to be compensated \$40,000.00 for their efforts in the completion of the football field grandstand project. – Enclosure L
13. Recommendation: Approve an amendment to the professional services agreement with Thrasher Engineering to be compensated \$12,500.00 for their efforts in the completion of the Belington Elementary School HVAC Replacement project. – Enclosure M
14. Recommendation: Award bid to All Star Bleacher Inc. to install the bleacher and press box for the Philip Barbour High School Complex George Byrer field in the amount of \$758,593.00. – Enclosure N

Food Service –

15. Recommendation: Extend the contract with Ace Exterminators to provide IPM monitoring services for the 2011-2012 school year. – Enclosure O
16. Recommendation: Extend the contract with Coca-Cola Bottling Company to provide beverage items for county school vending machines for the 2011-2012 school year. – Enclosure P
17. Recommendation: Extend the contract with J & S Vending to provide snack items for county school vending machines for the 2011-2012 school year. – Enclosure Q
18. Recommendation: Extend the contract with J.T. Martin Fire & Safety to provide semi-annual maintenance service on existing fire suppression systems, system inspections auxiliary tanks, fusible links and hood cleaning for the 2011-2012 school year. – Enclosure R
19. Recommendation: Extend the contract with United Dairy to provide milk and juice products for the 2011-2012 school year. – Enclosure S

Policies –

20. Recommendation: Review Revised Policy 8420, 2310 and 6110, Bullying, Harassment, and Intimidation for first reading. – Enclosure T

Student Support –

Transportation –

21. Recommendation: Approve transportation request. – Enclosure U

Travel –

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

Vocational –

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Personnel –

23. Recommendation: Approve a medical leave (maternity leave) of absence for Heather Bowen to begin approximately July 18, 2011 for approximately six weeks. – Enclosure W
24. 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 X

ESY Program: July 6-28, 2011

Marjorie George, Bus Operator

Paula Townsend, Speech Therapist (8 hours per week for 4 weeks)

Summer Custodial Work

Michael Poling, Kasson School, July 11-13, 2011

Lynn Upton, Junior Elementary School, July 26-29, 2011

Alderson Broaddus College Use of PMS Cafeteria: June –July 2011

_____, P.M. Shift Cook

_____, Agriculture Education Teacher at Philip Barbour High School (40 days from July 1 – August 8, 2011 and June 1-30, 2012)

Ronda Jones, Computer Operator/Secretary at Central Office (Up to 15 days in June 2011)

25. 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 Y

Extra Curricular Assignments

Marty Waybright, Assistant Cross Country Coach, Philip Barbour High School

Thomas Freeman, Head Volleyball Coach, Kasson School

_____, Assistant Cheerleading Coach, Philip Barbour High School

Samantha Bartlett, Volleyball Coach, Philippi Middle School

Kandi Campbell, Head Cheerleading Coach, Belington Middle School

Joshua Halfin, Assistant Football Coach, Philip Barbour High School

Ronald Jones, Head Boy's Soccer Coach, Philip Barbour High School

Katie Wolpert, Volunteer Assistant Cross Country Coach, Philip Barbour High School

Russell Cope, Golf Coach, Philip Barbour High School

Terrance Boyd, Volunteer Assistant Football Coach, Philippi Middle School

Robert Benavides, Volunteer Assistant Football Coach, Philippi Middle School

_____, Cross Country Coach, Belington Middle School

Carla Knotts, Head Cheerleading Coach, Philippi Middle School

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26. 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 Z

Kathy Halstead, Paraprofessional/Aide/Transportation Aide at Mt. Vernon Elementary School (200 days)
Conrad Hicks, Custodian/Sanitation Plant Operator half at Mt. Vernon Elementary School/half at Volga-Century Elementary School (203 days)
_____, Instructor at Philippi Elementary School (200 days)
Paula Cross, Instructor at Philippi Elementary School (200 days)

Laura Frey, Instructor at Belington Elementary School (200 days)
_____, Multi-Categorical Instructor w/Autism half home based at Philippi Middle School half at Philip Barbour High School
27. Recommendation: Accept resignation/retirement of Karen Menear as secretary at Philip Barbour High School effective June 30, 2011. – Enclosure AA
28. Recommendation: Accept resignation/retirement of Jama Stover as a teacher at Belington Middle School effective June 30, 2011. – Enclosure BB
29. Recommendation: Accept resignation/retirement of Ronald Jones as a bus operator effective June 30, 2011. – Enclosure CC
30. Recommendation: Accept resignation/retirement of Rex Freeman as a bus operator effective June 30, 2011. – Enclosure DD
31. Recommendation: Accept resignation/retirement of Kenneth B. Carder, Jr. as a bus operator effective June 8, 2011. – Enclosure EE
32. Recommendation: Accept resignation/retirement of John Edge as head mechanic effective June 30, 2011. – Enclosure FF
33. Recommendation: Employ John Edge as a substitute mechanic for the 2011-2012 school year. – (Refer to enclosure FF)
34. Recommendation: Accept resignation/retirement of Carolyn Ricottilli as a teacher at Belington Elementary school effective June 30, 2011. – Enclosure GG
35. Recommendation: Accept resignation of Angel McCullough as assistant girl's basketball coach at Kasson Elem/Middle School effective May 23, 2011. – Enclosure HH
36. Recommendation: Accept resignation of Alexis Freeman-Bridges as a Title I Reading Instructor at Philippi Elementary School effective June 7, 2011. – Enclosure II
37. Recommendation: Accept resignation of Angela Beymer as a substitute receptionist/switchboard operator effective May 23, 2011. – Enclosure JJ
38. Recommendation: Accept resignation of Carla Knotts as Head Cheerleading Coach at Philip Barbour High School effective May 26, 2011. – Enclosure KK

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39. Recommendation: Accept resignation of Michelle Enz as a substitute school nurse effective May 27, 2011 – Enclosure LL
40. Recommendation: Accept resignation of Stephanie Hickman as SAT Chair at Belington Middle School effective June 30, 2011. – Enclosure MM
41. Recommendation: Accept resignation of Jeff Moss a half-time custodian for Belington Middle School Summer Work Camp, June 12-18, 2011 effective June 9, 2011. – Enclosure NN
42. Recommendation: Employ Jack Valentine as half-time custodian for Belington Middle School Summer Work Camp, June 12-18, 2011.

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Items For Discussion, Consideration and/or Possible Action –

1. Kids day at the Barbour County Fair - Enclosure OO
2. State Board Meeting
3. 5 year plan representative
4. Playground Grant for Junior Elementary School – Enclosure PP
5. Board meeting dates
6. Other

Adjournment

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ADDENDUM

Items For Discussion, Consideration and/or Possible Action –

7. Central Office Administrative Salary Discussion