

**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: August 7, 2013

RE: BOARD MEETING AGENDA

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, August 12, 2013**, at the **Board of Education Office, 105 South Railroad Street, Philippi, WV 26416.**

Call to Order

Pledge to Flag

Invocation

Recognition (s) –

Minutes -

Approve Minutes of the July 22, 2013 meeting. – Enclosure A

Delegation(s) –

Dr. James B. Phares, State Superintendent of Schools

Reports –

Attendance Presentation – FY13
Facilities Report

Superintendents Recommendations –

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Attendance -

1. Recommendation: In compliance with Attendance Policy 8200, approve requests for in-county out-of-zone attendance for school year 2013-2014 contingent upon compliance with pupil-teacher ratio. – Enclosure B
2. Recommendation: In compliance with Attendance Policy 8200, approve requests for out-of-county attendance for school year 2013-2014. – Enclosure C
3. Recommendation: In compliance with Attendance Policy 8200, approve requests for out-of-county to in-county attendance for school year 2013-2014. – Enclosure D

Business & Finance –

4. Recommendation: Approve payment of bills for the period of July 16, 2013 through August 6, 2013 at a total expenditure of \$227,646.80. – Enclosure E
5. Recommendation: Authorize the August 15, 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 E)
6. Recommendation: Authorize the payment of utility bills due before next board meeting not to exceed \$25,000.00. (Refer to Enclosure E)
7. Recommendation: Approve the final total of the July 25, 2013 payroll check and federal withholdings in the amount of \$146,748.19. – Enclosure F
8. Recommendation: Approve final total of utility bills in the amount of \$18,660.27. – Enclosure G
9. Recommendation: Award paper bid for white letter paper to Liberty Distributors for the 2013/2014 school year. – Enclosure H
10. Recommendation: Approve Supplement to the Annual Memorandum of Agreement with the WVU Extension Service. – Enclosure I
11. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure J

Kasson Elem/Middle School (PTO) – projected revenue - \$500.00, \$10,000.00
Philip Barbour High School (Boys' and Girls' Soccer) – projected revenue - \$1,500.00;
(Boys' Basketball) - \$1,200.00
Philippi Middle School (Athletic Boosters) – projected revenue – \$800.00, \$1,500.00,
\$400.00, \$300.00

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Curriculum & Instruction –

12. Recommendation: Award the following photography bids for the 2013-2014 school year. – Enclosure K

Lifetouch Photography	County Level Fall Photography Bid
Eric Cutright Photography	PBHS Athletics Photography Bid
Creations by Short	PBHS Band Photography Bid
Creations by Short	PBHS Social Events Photography Bid
Eric Cutright Photography	BMS Athletics and Band Photography Bid
Eric Cutright Photography	KMS Athletics and Band Photography Bid
Eric Cutright Photography	PMS Athletics and Band Photography Bid

Facilities & Maintenance –

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

Belington Elementary School (Sign in front of building) – Install power source for new sign
Belington Middle School (Room 40) – install phone line; (Room 48) – install phone line
Kasson Elem/Middle School (Preschool/Kindergarten Playground) – install new playground equipment, pea gravel and plastic borders
Volga-Century Elementary School (5th Grade Classroom) – install white boards

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

Kasson Elem/Middle School on August 14-15, 2013 – requested by Stephanie Reed for Volleyball Camp
Philip Barbour High School on September 2013 through February 2014 – requested by Carl Allen for Barbour County Youth Football

Food Service –

Policies –

15. Recommendation: Review revised policy 9400: Community Use of School Facilities for second reading. – Enclosure N
16. Recommendation: Review revised Policy 7200, Student Grading System for first reading. – Enclosure O
17. Recommendation: Adopt revised policy 7210, Exam Policy on second reading. – **Refer to minutes of July 22, 2013.**
18. Recommendation: Review revised policy 7300, Requirements for Graduation for third reading. – Enclosure P
19. Recommendation: Review revised policy 8210, Attendance for third reading. – Enclosure Q

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Student Support –

Transportation –

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

Travel –

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

Vocational –

Personnel –

22. Recommendation: Accept resignation of Jack Reger as Title I Director/Manager of PreK-5 Curriculum and Instruction effective August 12, 2013. – Enclosure T
23. Recommendation: Accept resignation of Michelle Barb as Principal at Kasson Elem/Middle School effective August 5, 2013. – Enclosure U
24. Recommendation: Accept resignation of Stephen S. Maxson as an Itinerant Technology Systems Specialist home based at Philip Barbour High School effective August 18, 2013. – Enclosure V
25. Recommendation: Accept resignation of Christina Duke as an Itinerant Speech Language Pathologist home based at Philippi Elementary School effective August 2013. – Enclosure W
26. Recommendation: Accept resignation of Nancy Lockwood as a substitute teacher effective July 31, 2013. - Enclosure X
27. Recommendation: Accept resignation of Tonya Ferguson as a Mentor Teacher effective July 23, 2013. – Enclosure Y
28. Recommendation: Accept resignation of Gerald Furby as Head Boys' Basketball Coach at Belington Middle School effective July 26, 2013. – Enclosure Z
29. Recommendation: Accept resignation of Laurie Austin as a substitute aide effective July 22, 2013. – Enclosure AA
30. Recommendation: Accept resignation of Savannah Flanigan as a Language arts Instructor at Philippi Middle School effective July 28, 2013. – Enclosure BB
31. Recommendation: Employ Savannah Flanigan as a substitute teacher for the 2013/2014 school year. – Enclosure CC
32. Recommendation: Approve medical leave of absence (maternity) for Sarah Harris from August 19, 2013 to October 11, 2013. – Enclosure CC.1

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- 33. Recommendation: Approve medical leave of absence (maternity) for Kristen Collier from August 19, 2013 to September 27, 2013. – Enclosure DD
- 34. Recommendation: Approve medical leave of absence (maternity) for Trista Dalton from August 19, 2013 to September 13, 2013. – Enclosure EE
- 35. Recommendation: Approve unpaid medical leave of absence for James B. Stuart on Tuesdays and Thursdays for the 2013/2014 school year. – Enclosure FF
- 36. Recommendation: Rescind the reduction in force of Kimberly Burnett for the 2013/2014 school year and assigning her to Title I Reading and Math Instructor at Kasson Elementary/Middle School. **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
- 37. Recommendation: Rescind the reduction in force of Timothy Moyer for the 2013/2014 school year and assigning him to Itinerant Technology Systems Specialist home based at Philippi Middle School. **Employment is contingent upon receipt of grant, certification and clearance of criminal convictions as defined in WV Codes §18-5-15c(d) and §15-2-24(d)** – Enclosure HH
- 38. Recommendation: Rescind the reduction in force of Thomas Williams for the 2013/2014 school year and assigning him to Itinerant Technology Systems Specialist home based at Belington Middle School. **Employment is contingent upon receipt of grant, certification and clearance of criminal convictions as defined in WV Codes §18-5-15c(d) and §15-2-24(d)** – Enclosure II
- 39. 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 JJ

Samantha Rexrode	Long Term Substitute Mathematics Teacher	BMS
	Beginning August 19 through Oct. 14, 2013 or	
	until employee returns	
_____	Substitute Teacher	
_____	Substitute Teacher	
_____	Substitute Teacher	
_____	Substitute Teacher	

- 40. 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 KK

Extra Curricular Assignments

_____	Limited Football Trainer (Fall Sports)
_____	Middle/High Homebound Instructor
	Up to 20 hours per week
Linda Haller	Substitute Limited Football Trainer
	Days and hours as needed for Fall Season 2013

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41. 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 LL

_____	Multi-Categorical Teacher w/ AU	KEMS
Susan Mitchell	Itinerant Half Time School Nurse (RN)	
	Home Base:	PBHS
Jennifer Mayle	Cook	PBHS
_____	Elementary Teacher	JES
Clark Freeman	Bus Operator, Rt. 31	
Daniel Mouser	Custodian	PBHS
	10 pm-5:30 AM (Sunday-Thursday)	

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Items For Discussion, Consideration and/or Possible Action –

1. Attendance zone Administrative Transfers - Enclosure MM
2. Denied transfer requests – Enclosure NN
3. Cross Country at Philippi Middle School
4. Revised Request for Education Leave forms – Enclosure OO
5. Superintendents Goals – Enclosure PP
6. School Closure documents and hearing dates – Enclosure QQ
7. Other

Next board meeting on August 26, 2013 at Board of Education Office beginning at 6:00 p.m.

Adjournment

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ADDENDUM

Transportation –

42. Recommendation: Approve the purchase of three 77 passenger conventional buses at a total cost of \$279,000.00 from Matheny Motors. – Enclosure #1

Personnel –

43. Recommendation: Approve Memorandum of Understanding with West Virginia University for Student Pre-service and/or student teachers placements for the 2013/14 school year. – Enclosure #2
44. Recommendation: Approve for Alyssa Carpenter to complete her Preschool Special Needs practicum in her own classroom during the Fall 2013 semester. – Enclosure #3
45. Recommendation: Approve for Jennifer Stuart to complete her Preschool Special Needs practicum in a classroom at Philippi Elementary School during the Fall 2013 semester. – Enclosure #4