

**BARBOUR COUNTY SCHOOLS  
PHILIPPI WV 26416**

**MEMORANDUM -**

**TO: BOARD MEMBERS**

David Everson  
Doward Matlick  
Joanne McConnell  
David Strait  
Bob Wilkins

**FROM: JOE SUPER, SUPERINTENDENT**

**DATE: August 17, 2011**

**RE: BOARD MEETING AGENDA**

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, August 22, 2011**, at the **Board of Education Office, 105 South Railroad Street, Philippi, WV 26416.**

**Call to Order**

**Pledge to Flag**

**Invocation**

**Minutes -**

Approve Minutes of the August 11, 2011 meeting. – Enclosure A

**Delegation(s) –**

**Recognition (s) –**

**Reports –**

Facilities Report

**Superintendents Recommendations –**

**Attendance –**

1. Recommendation: In compliance with Attendance Policy 8200, approve requests for out-of-zone attendance for school year 2011-2012 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 2011-2012. – Enclosure C

**AGENDA**  
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**Business & Finance –**

3. Recommendation: Approve budget adjustments. - Enclosure D
4. Recommendation: Approve payment of bills for the period of August 6, 2011 through August 17, 2011 at a total expenditure of \$256,220.18. – Enclosure E
5. Recommendation: Authorize the August 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 E)
6. Recommendation: Authorize the payment of utility, travel and rent bills due before next board meeting not to exceed \$45,000.00. – (Refer to Enclosure E)
7. Recommendation: Approve the final total of the August 15, 2011 payroll check and federal withholdings in the amount of \$349,347.14. – Enclosure F
8. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours) – Enclosure G

Belington Middle School (Office) – projected revenue - \$3,000.00  
Mt. Vernon Elementary School (PTO) – projected revenue - \$100.00, \$100.00,  
\$100.00, \$500.00, \$500.00, \$0.00, \$0.00, \$200.00, \$100.00, \$500.00  
Philip Barbour High School (Athletic Boosters) - projected revenue - \$1,000.00,  
\$1,000.00; (Band) - \$2,000.00  
Philippi Middle School (Athletic Boosters) – projected revenue - \$150.00;  
(Cheerleaders) - \$2,000.00

**Curriculum & Instruction –**

9. Recommendation: Award the following photography bids for the 2011/2012 school year. – Enclosure H

\_\_\_\_\_, Belington Middle School Athletic and Band  
Photography Bid

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

Philip Barbour High School on October 15, 2011 – requested by Gene Hovatter for Donkey Basketball  
Philippi Middle School on September 5, 2011 to May 31, 2012 – requested by Carol Malcolm-Parsons for after school mentoring and tutoring

**Facilities –**

11. Recommendation: Approve Change Order #1 for the Belington Elementary School HVAC Replacement project. – Enclosure J

**Food Service –**

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**Policies –**

**Student Support –**

12. Recommendation: Enter into contracts for Physical Therapy, Orientation and Mobility and Psychological services for the 2011-2012 school year. – Enclosure K

**Transportation –**

13. Recommendation: Approve transportation travel requests. – Enclosure L

**Travel –**

14. Recommendation: Approve/Confirm requests for professional leave. – Enclosure M

**Vocational –**

**Personnel –**

15. Recommendation: Accept resignation of Robert Golden as a Bus Operator effective August 15, 2011. – Enclosure N
16. Recommendation: Accept resignation/retirement of Tonda Channell as a 2<sup>nd</sup> Grade Teacher at Belington Elementary School effective August 4, 2011. – Enclosure O
17. 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 P

Extra Curricular Assignments

\_\_\_\_\_, LPN/Aide (Golf), Philip Barbour High School  
\_\_\_\_\_, Assistant Football Coach, Belington Middle School  
\_\_\_\_\_, Bus Operator for Gifted (1 day per week)  
\_\_\_\_\_, Bus Operator for special needs student (3x per week),  
Philippi Elementary School

18. 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 Q

\_\_\_\_\_, Multi-Categorical Instructor w/Autism, Philippi Middle School  
\_\_\_\_\_, Instructor, Belington Elementary School  
\_\_\_\_\_, Long Term Substitute Hearing Impaired Teacher (position will terminate when a highly qualified teacher is hired or at the end of the 2011/2012 school year)  
\_\_\_\_\_, Language Arts/Reading Instructor, Philippi Middle School  
\_\_\_\_\_, Bus Operator, Route 7 (Re-Configured)

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19. Recommendation: Employ \_\_\_\_\_, as a Substitute Bus Operator for the 2011-2012 school year. **Employment is contingent upon clearance of criminal convictions as defined in WV Codes §18-5-15c(d) and §15-2-24(d)** – Enclosure R
20. Recommendation: Approve a medical leave of absence for Janis Zambelli through approximately August 26, 2011. – Enclosure S
21. Recommendation: Approve a medical leave of absence for Sally Collins through approximately August 31, 2011. – Enclosure T
22. Recommendation: Rescind the employment of Eddie Flowers as the Coordinator of Services for Payroll that was approved at the August 11, 2011 meeting, returning him to the Accounts Payable Supervisor/Accountant III/Switchboard Operator-Receptionist.– Enclosure U
23. Recommendation: Accept resignation of Janet David as SAT Co-Chair at Belington Middle School effective August 17, 2011. – Enclosure V
24. Recommendation: Approve a medical leave (maternity) of absence for Miranda Zickefoose for approximately 6 weeks. – Enclosure W
25. Recommendation: Employ the following substitute personnel for the 2011-2012 school year. **Employment is contingent upon clearance of criminal convictions as defined in WV Codes §18-5-15c(d) and §15-2-24(d)** – Enclosure X

Philip Cross, Mechanic  
Allen Heckert, Mechanic

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**Items For Discussion, Consideration and/or Possible Action –**

1. Superintendent Goals
2. Attendance Administrative Transfer
3. Old Maintenance Building
4. Other

**Adjournment**