

**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: August 16, 2016**

**RE: BOARD MEETING AGENDA**

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, August 22, 2016**, at the **Board of Education Office, 45 School Street, Philippi, WV 26416.**

**Call to Order**

**Pledge to Flag**

**Invocation**

**Minutes -**

Approve minutes of August 8, 2016 meeting. – Enclosure A

**Recognitions -**

**Delegation(s) –**

**Reports –**

July 2016 Financial Report – Enclosure B  
Facilities Report

**Superintendents Recommendations –**

**Attendance –**

1. Recommendation: In compliance with Attendance Policy 8200, approve requests for in-county out-of-zone attendance for school year 2016-2017 contingent upon compliance with pupil-teacher ratio. – Enclosure C

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2. Recommendation: In compliance with Attendance Policy 8200, approve requests for out-of-county attendance for school year 2016-2017. – Enclosure D

**Business & Finance –**

3. Recommendation: Approve budget adjustments. – Enclosure E
4. Recommendation: Approve payment of bills for the period of August 3, 2016 through August 16, 2016 at a total expenditure of \$186,334.46. – Enclosure F
5. Recommendation: Authorize the August 26, 2016 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)
6. Recommendation: Authorize the payment of utility bills and copier bills due before next board meeting not to exceed \$150,000.00. (Refer to Enclosure F)
7. Recommendation: Approve the final total of the August 15, 2016 payroll check and federal withholdings in the amount of \$43,917.11. – Enclosure G
8. Recommendation: Approve final total of utility/copier bills in the amount of \$7,214.42. – Enclosure H
9. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure I

Belington Elementary School (PTA) – projected revenue - \$500.00, \$500.00, \$2,000.00  
Belington Middle School (Boys Basketball) – projected revenue - \$750.00, \$250.00  
Junior Elementary School (Office) – projected revenue - \$500.00  
Philip Barbour High School (Cheerleading) – projected revenue - \$1,000.00, \$1,000.00, \$1,500.00, \$500.00, \$500.00

**Curriculum & Instruction –**

10. Recommendation: Approve the CSOs for the following elective courses at Philip Barbour High School. – Enclosure J

PAES, PAES II and Keys to Intervention

11. Recommendation: Approve/Confirm curricular trips. – Enclosure K

Belington Elementary School (3<sup>rd</sup> Grade) – to Barbour County Fair Grounds on August 31, 2016  
Junior Elementary School (3<sup>rd</sup> Grade) – to Barbour County Fair Grounds on August 31, 2016  
Volga-Century Elementary School (3<sup>rd</sup>/4<sup>th</sup> Grades) – to Barbour County Fair Grounds on August 31, 2016

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- 12. Recommendation: Approve chaperones for Philip Barbour High School Band for the 2016/2017 school year. – Enclosure L
- 13. Recommendation: Approve educational leave request for a student at Belington Middle School. – Enclosure M
- 14. Recommendation: Approve educational leave request for a student at Kasson Elem/Middle School. – Enclosure N
- 15. Recommendation: Award photography bids for the 2016/2017 school year. – Enclosure O
  - Life Touch County Level Fall School Pictures
  - Eric Cutright KEMS Athletic and Band Pictures
  - Eric Cutright BMS Athletic and Band Pictures
  - Eric Cutright PMS Athletic and Band Pictures
  - Bruce Short PBHS Band Pictures
  - Bruce Short PBHS Social Events
  - Eric Cutright PBHS Athletics

**Facilities & Maintenance –**

- 16. Recommendation: Approve building/ground modifications. – Enclosure P
  - Belington Elementary School (Room 5) – install pull down screen
  - Philippi Elementary School (Room 111) – Install White Board; (Kitchen) – install shelves
- 17. Recommendation: Approve/Confirm use of buildings and/or grounds. – Enclosure Q
  - Belington Elementary School on November 5, 2016 – requested by Elizabeth Thorne (PTA) for Fall Carnival; on December 10, 2016 – requested by Elizabeth Thorne (PTA) for Santa’s Breakfast
  - Belington Middle School on September 26, 2016 – requested by LaDonna Davis for Game Night
  - Junior Elementary School on September 10, 2016 – requested by Debra Conover for Lunch with Characters
- 18. Recommendation: Terminate the M&V Phase 1 Contract with Wendel Energy.

**Food Service –**

**Policies –**

- 19. Recommendation: Review revised policy 6710, Employment of Retired Teachers as Substitute Teachers in Areas of Critical Need and Shortage Policy, for first reading. – Enclosure R

**Student Support –**

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**Transportation –**

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

**Travel –**

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

**Vocational –**

**Personnel –**

22. Recommendation: Accept resignation/retirement of Deborah O'Brien as a half-time cook at Kasson Elem/Middle School effective August 8, 2016. – Enclosure U
23. Recommendation: Accept resignation/retirement of Glenn Sweet as an administrator at the Central Office effective December 31, 2016. – Enclosure V
24. Recommendation: Accept resignation of Teresa Childers as an administrator at the Central Office effective at the end of the day on August 16, 2016. – Enclosure W
25. Recommendation: Accept resignation of Nancy Ware as a substitute aide effective August 10, 2016. – Enclosure X
26. Recommendation: Accept resignation of Rachel Blackburn as an Educational Interpreter/Aide at Belington Middle School effective August 15, 2016. – Enclosure Y
27. Recommendation: Accept resignation of Sara Pavkovich as a Language Arts Instructor at Philippi Middle School effective August 2, 2016. – Enclosure Z
28. Recommendation: Approve leave of absence (medical) for Charlotte Haddix for approximately 4 to 6 months. – Enclosure AA

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29. Recommendation: Employ the following personnel for the 2016-2017 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 BB**

Regular Employee Assignments-2016-2017		
Name	Location	Position
Ted Dalton	BMS	1214-Music/Band Instructor (closes 8-9-16)
	County	1226-Bus Operator, Route 34/Mechanic Assistant
	BES	1230-Elementary Education Instructor (closes 8-18-16)
	BES	1231-ECCAT/Kindergarten Aide/Transportation Aide (closes 8-18-16)
	PMS	1219-Science Instructor (closes 8-16-16)
	PES	1220-Pre K/Prek Special Needs Instructor (.5)
	PMS	1221-Language Arts Instructor (closes 8-16-16)
	BMS	1224-Language Arts Instructor (closes 8-9-16)
	PMS	1229-Language Arts Instructor (closes 8-18-16)
	KEMS	1236-Elementary Education Instructor (closes 8-22-16)
	BES	1237-Elementary Education Instructor (Closes 8-22-16)
	BMS	1238-Social Studies/Language Arts Instructor (closes 8-22-16)

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Substitute Employee Assignments 2016-2017		
Name	Location	Position
	PBHS	1234-Long-Term Substitute French Instructor (closes 8-19-16)
		1227-Substitute Aide (closes 8-18-16)
		1227-Substitute Aide (closes 8-18-16)
		1227-Substitute Aide (closes 8-18-16)
		1227-Substitute Aide (closes 8-18-16)
		1227-Substitute Aide (closes 8-18-16)
		1227-Substitute Aide (closes 8-18-16)
		1227-Substitute Aide (closes 8-18-16)
		1227-Substitute Aide (closes 8-18-16)
		1227-Substitute Aide (closes 8-18-16)
		1228-Substitute Teacher (closes 8-18-16)
		1228-Substitute Teacher (closes 8-18-16)

Extra-Curricular Assignments 2016-2017		
Name	Location	Position
Willis Freeman	PBHS Complex	1215-Agriculture Education Instructor (closes 8-16-16)
Ashley Poling	County	1222-Middle/High School Homebound Instructor
	PBHS Complex	1225-Volunteer Asst. Swim Coach (closes 8-9-16)
	BMS	1235-Head Girls Basketball Coach (closes 8-19-16)

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

Kenneth Hathaway

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Items For Discussion, Consideration and/or Possible Action –

1. Other

Next board meetings:

August 25, 2016 at 6:00 p.m. at Bridgeport Conference Center (Special Session)  
September 12, 2016 at 6:00 p.m. at Board of Education Office (Regular Session)

**Adjournment**

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**ADDENDUM**

**Business & Finance –**

31. Recommendation: Approve Lease Purchase Agreement for County-Wide Performance Contract. (pending legal approval) – Enclosure #1

**Curriculum & Instruction –**

32. Recommendation: Approve/Confirm curricular trips. – Enclosure #2

Philippi Middle School (School) – to Alderson Broaddus University Pool on August 31, 2016

**Facilities & Maintenance –**

33. Recommendation: Submit to the West Virginia Board of Education the finalized proposed closing of Mount Vernon and Volga-Century Elementary Schools and their consolidation with Philippi Elementary School. – Enclosure #3

**Personnel –**

34. Recommendation: Employ the following personnel for the 2016-2017 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 #4

Regular Employee Assignments-2016-2017		
Name	Location	Position
Lara Hendershot	Itinerant, Home Based at BES	Job ID 1200-Multi-Categorical w/Autism Instructor