

**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 22, 2012

RE: BOARD MEETING AGENDA

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Tuesday, August 28, 2012**, 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 13, 2012 meeting. – Enclosure A

Delegation(s) –

Recognition (s) –

Reports –

Facilities Report
July 2012 Financial Report – Enclosure B

Superintendents Recommendations –

Attendance –

1. Recommendation: In compliance with Attendance Policy 8200, approve requests for out-of-zone attendance for school year 2012-2013 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 2012-2013. – Enclosure D

Business & Finance –

3. Recommendation: Approve budget adjustments. – Enclosure E
4. Recommendation: Approve payment of bills for the period of August 8, 2012 through August 21, 2012 at a total expenditure of \$327,982.24. – Enclosure F
5. Recommendation: Authorize the August 28, 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 F)
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 F)
7. Recommendation: Approve the final total of the August 15, 2012 payroll check and federal withholdings in the amount of \$76,546.72. – Enclosure G
8. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours) – Enclosure H

Belington Elementary School (Office) – projected revenue - \$300.00; (1st Grade) - \$300.00; (Library/Media) - \$2,000.00, \$2,000.00

Belington Middle School (8th Grade) – projected revenue - \$500.00; (Volleyball) - \$300.00; (Office) - \$5,000.00

Junior Elementary School (PTA) – projected revenue - \$500.00

Kasson Elem/Middle School (Athletic Boosters) – projected revenue - \$2,000.00, \$500.00

Philip Barbour High School (Cheerleading) - projected revenue - \$1,000.00; (Football) - \$2,000.00, \$1,000.00; (Volleyball) - \$300.00, \$300.00; (Student Council) - \$400.00; (Band) - \$1,000.00, \$5,000.00, \$2,000.00, \$1,000.00, \$1,000.00, \$1,000.00, \$4,000.00 (S3 Team/PBHS Faculty) - \$2,000.00

Philippi Elementary School (Leadership Committee/Principal) – projected revenue - \$500.00

Philippi Middle School (School) – projected revenue - \$3,000.00, \$200.00

Curriculum & Instruction –

9. Recommendation: Approve/Confirm curricular trips. – Enclosure I

Kasson Elem/Middle School (Band) – to Barbour County Fairgrounds on August 27, 2012

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10. Recommendation: Award the following photography bids for the 2012-2013 school year. – Enclosure J

Creations by Short, Belington Middle School Athletic and Band Photography Bid
Creations by Short, Belington Middle School Spring Fund Raiser Photo Bid

11. Recommendation: Approve chaperones for Philippi Middle School band for the 2012-2013 school year. – Enclosure K
12. Recommendation: Approve chaperones for Philip Barbour High School band for the 2012-2013 school year. – Enclosure L
13. Recommendation: Approve early graduation for a student at Philip Barbour High School. – Enclosure M

Facilities –

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

Belington Middle School on September 19, 2012 through October 24, 2012 – requested by Davis Memorial Hospital for Davis Health System Academy Employee Computer Class

Junior Elementary School on September 8, 2012, September 22, 2012, October 13, 2012, October 20, 2012, November 3, 2012 and November 10, 2012

Kasson Elem/Middle School on every Saturday beginning September 2012 through May 2013 – requested by Kim Neff for Band Rehearsal

Mt. Vernon Elementary School on September 22, 2012 – requested by Violet Bressler and Melissa Evans for Birthday Party; on Mondays through Thursdays beginning September 4, 2012 until WESTEST – requested by Tammy Tucker for KidREACH

Philip Barbour High School on October 13, 2012 – requested by Gene Hovatter for Donkey Basketball; on November 16-17, 2012 – requested by Danny Wagner for Youth Devotional

Philippi Middle School beginning on August 27, 2012 through May 31, 2012 – requested by Carol Malcolm-Parson for After school mentoring and tutoring for K-5 students

Food Service –

Policies –

Student Support –

15. Recommendation: Enter into contract with Dr. Elizabeth Mason for Psychological services as needed during the 2012-2013 school year. – Enclosure O
16. Recommendation: Enter into contract with Interim Healthcare for Nursing services as needed during the 2012-2013 school year. – Enclosure P

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- 17. Recommendation: Approve agreement with Broaddus Hospital for Bio Hazard Waste Disposal for the 2012-2013 school year. – Enclosure Q
- 18. Recommendation: Approve Memorandum of Understanding with John Mosesso for rental of the ALC building for the 2012-2013 school year. – Enclosure R

Transportation –

- 19. Recommendation: Approve transportation travel requests. – Enclosure S

Travel –

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

Vocational –

Personnel –

- 21. Recommendation: Approve No Cause days for Tonya Baker for November 13-16, 2012. – Enclosure U
- 22. Recommendation: Accept resignation of Brad Anderson as Bus Operator/Mechanic Assistant effective August 6, 2012. – Enclosure V
- 23. Recommendation: Accept resignation of Nathaniel Baker as a Language Arts Instructor at Belington Middle School effective August 13, 2012. – Enclosure W
- 24. Recommendation: Accept resignation of Sheila Copeland as a 3rd Grade Teacher at Philippi Elementary School effective August 10, 2012. – Enclosure X
- 25. 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 Y

Susan Marsh, Itinerant half-time Multi-Categorical Instructor w/Autism home based at
Volga-Century Elementary School
Pam Manista, Secretary/Computer Operator/Receptionist-Switchboard Operator half-time,
Central Office

- 26. 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 Z

_____, Substitute Teacher
_____, Substitute Principal

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- 27. Recommendation: Employ Karen Boone as a substitute principal 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 AA
- 28. Recommendation: Employ James Seaton as a substitute teacher 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 BB
- 29. Recommendation: Approve the placement of Cassie Marsh a student from Alderson-Broadus College as a student teacher at Mt. Vernon Elementary School for the fall 2012 semester (Pending MOU approval). – Enclosure CC
- 30. Recommendation: Approve trained volunteers as per Board of Education policy. **Contingent upon clearance of criminal convictions.** – Enclosure DD
- 31. Recommendation: Employ _____ as a substitute Bus Operator 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
- 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

Extra Curricular Assignments

- David Taylor, Volunteer Cross Country Coach, Kasson Elem/Middle School
- David Taylor, Volunteer Assistant Volleyball Coach, Kasson Elem/Middle School
- _____, Critical Skills Tutor, Philippi Elementary School
- _____, Critical Skills Tutor, Mt. Vernon Elementary School
- _____, Critical Skills Tutor, Volga-Century Elementary School
- _____, Critical Skills Tutor, Kasson Elem/Middle School
- _____, Critical Skills Tutor, Belington Elementary School
- _____, Critical Skills Tutor, Junior Elementary School
- _____, Critical Skills Tutor, Philippi Middle School
- _____, Critical Skills Tutor, Belington Middle School
- Willis Freeman, After School Activities North Bus Driver Beginning August 30-approximately April 11, 2013 (maximum of 2 hours per day) Tuesday/Wednesday/Thursday – Philip Barbour High School
- Jimmy Runion, After School Activities South Bus Driver Beginning August 30-approximately April 11, 2013 (maximum of 2 hours per day) Tuesday/Wednesday/Thursday – Philip Barbour High School

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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

_____, Mechanic/Bus Operator (Remainder of 240 day contract)
_____, Maintenance/Carpenter/Plumber/Electrician/Mason (Remainder of 240 day contract)

34. 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 HH

Kandi Plymale, Long Term Substitute Multi-Categorical Instructor w/Autism, Belington Middle School

Wendy Phillips, Long Term Substitute Multi-Categorical Instructor w/Autism, Philip Barbour High School

Hillary Hulver, English Instructor, Belington Middle School

Kelly Clark, Instructor, Philippi Elementary School

Teresa Buskirk, Long Term Substitute Kindergarten Instructor, Philippi Elementary School (beginning approximately Sept. 26, 2012 and lasting for approximately 6 weeks or until regular employee returns)

Holly Price, LPN/Aide/Transportation Aide, Philippi Middle School

Matthew Edge, Custodian (5:30 a.m.-1:00 p.m. shift), Philip Barbour High School

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Items For Discussion, Consideration and/or Possible Action –

1. Attendance - Administrative Transfers – Enclosure II
2. Superintendents Goals – Enclosure JJ
3. Other

Next board meeting regular session on September 10, 2012 – 6:00 p.m. at Board of Education Office

Adjournment