

**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: September 3, 2019**

**RE: BOARD MEETING AGENDA**

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, September 9, 2019**, at the **Board of Education Office, 45 School Street, Philippi, WV 26416.**

**Call to Order**

**Pledge to Flag**

**Invocation**

**Minutes –**

Approve minutes of August 26, 2019 meeting. – Enclosure A

**Recognitions –**

**Delegation(s) –**

**Reports –**

Attendance/Enrollment Report – Enclosure B

**Superintendents Recommendations –**

**Attendance –**

1. Recommendation: In compliance with Attendance Policy 8200, approve requests for in-county out-of-zone attendance for school year 2019/2020 contingent upon compliance with pupil-teacher ratio. – Enclosure C

**AGENDA**  
**September 9, 2019**

**Business & Finance –**

2. Recommendation: Approve payment of bills for the period of August 21, 2019, through September 3, 2019, at a total expenditure of \$325,442.03. – Enclosure D
3. Recommendation: Authorize the September 13, 2019, 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 D)
4. Recommendation: Authorize the payment of utility bills and copier bills due before the next board meeting not to exceed \$30,000.00. (Refer to Enclosure D)
5. Recommendation: Approve the final total of August 28, 2019, payroll check and federal withholdings in the amount of \$154,591.60. – Enclosure E
6. Recommendation: Approve the final total of utility/copier bills in the amount of \$1,692.37. – Enclosure F
7. Recommendation: Approve/Confirm fundraising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure G

Belington Elementary School (3<sup>rd</sup> Grade) – projected revenue - \$500.00, \$500.00

Belington Middle School (School/Office) – projected revenue - \$1,500.00; (School) - \$4,000.00; (Girls Soccer) - \$200.00

Philippi Elementary School (Office) – projected revenue - \$1,000.00

Philippi Middle School (8<sup>th</sup> Grade) – projected revenue - \$1,500.00; (School) - \$5,000.00

8. Recommendation: Approve the Underground Storage Tank Liability Insurance for the 2019/2020 school year. – Enclosure H

**Curriculum & Instruction –**

9. Recommendation: Approve educational leave request for a student at Kasson Elementary/Middle School. – Enclosure I
10. Recommendation: Approve educational leave request for a student at Philip Barbour High School. – Enclosure J
11. Recommendation: Approve educational leave request for a student at Philippi Elementary School. – Enclosure K
12. Recommendation: Approve/Confirm curricular trips. – Enclosure L

Junior Elementary School (3<sup>rd</sup>/4<sup>th</sup> Grades) – to Junior Area on September 11, 2019

Philip Barbour High School (11<sup>th</sup>/12<sup>th</sup> Grades) – to WV Wesleyan College on September 11, 2019; (FFA) – to Morgantown on September 11, 2019; (Pro Start) – to Morgantown on September 18, 2019

**AGENDA**  
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13. Recommendation: Approve the CSOs for the following elective courses at Philip Barbour High School. – Enclosure M

Keys to Intervention  
Skills Development 9-12

**Facilities & Maintenance –**

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

Kasson Elementary/Middle School on September 21, 2019 – requested by Samantha Streets for Birthday party

**Food Service –**

**Policies –**

**Student Support –**

**Transportation –**

**Travel –**

15. Recommendation: Approve/Confirm requests for professional leave. – Enclosure O

**Vocational –**

**Personnel –**

16. Recommendation: Approve student teachers from Alderson Broaddus University for the 2019/2020 School year. – Enclosure P
17. Recommendation: Approve leave of absence for a professional employee at Philippi Elementary School beginning September 11, 2019, through September 26, 2019. – Enclosure Q
18. Recommendation: Accept the resignation of Craig Cross as a mechanic/bus operator effective at the end of the day on September 9, 2019. – Enclosure R
19. Recommendation: Accept the resignation of Trina Alt as Head Cheerleading coach at Kasson Elementary/Middle School effective August 27, 2019. – Enclosure S
20. Recommendation: Employ the following personnel for the 2019/2020 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 T

<b>Regular Employee Assignments 2019-20</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
	PBHS	Job 2478: Custodian

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<b>Substitute Employee Assignments 2019-20</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
Johnna Upton	County	Job 2491: Substitute Secretary(s)
Barbara Mouser	BMS	Job 2497: Long Term Substitute Language Arts Instructor

<b>Extra-Curricular Employee Assignments 2019-20</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
	PMS	Job 2475: Volunteer Assistant Volleyball Coach
Adam Bomer	PBHS	Job 2484: Limited Football Trainer
	PBHS	Job 2485: Substitute Limited Football Trainer(s)
Kenneth Phillips	County	Job 2492: Bus Operator - Special Needs (Extra-Curricular)
	Philippi Schools	Job 2493: Cook (Extra-Curricular)
Sheila Wilson	Kasson	Job 2494: Cook (Extra-Curricular)
Kimberly Swick	Belington Schools	Job 2495: Cook (Extra-Curricular)
Deloris Phillips	Junior	Job 2496: Cook (Extra-Curricular)

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

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

1. Other

Next board meetings:

September 23, 2019, at 6:00 p.m. at Board of Education Office (Regular Session)

**Adjournment**

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**September 9, 2019**

**ADDENDUM**

**Attendance –**

- 22. Recommendation: In compliance with Attendance Policy 8200, approve requests for out-of-county to in-county attendance for school year 2019/2020 contingent upon compliance with pupil-teacher ratio. – Enclosure #1
- 23. Recommendation: In compliance with Attendance Policy 8200, approve requests for out-of-county attendance for school year 2019/2020. – (Refer to Enclosure #1)

**Curriculum & Instruction –**

- 24. Recommendation: Approve chaperones for Philip Barbour High School Band for the 2019/2020 school year. – Enclosure #2

**Personnel –**

- 25. Recommendation: Employ the following personnel for the 2019/2020 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 #3

<b>Substitute Employee Assignments 2019-20</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
Samantha Phipps	County	Job 2434: Substitute Teacher(s)