

**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 6, 2016

RE: BOARD MEETING AGENDA

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, September 12, 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 22, 2016 and August 25, 2016 meetings. – Enclosure A

Recognitions -

Delegation(s) –

Reports –

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 B

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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 C

Business & Finance –

3. Recommendation: Approve payment of bills for the period of August 17, 2016 through September 6, 2016 at a total expenditure of \$228,665.04. – Enclosure D
4. Recommendation: Authorize the September 15, 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 D)
5. Recommendation: Authorize the payment of utility bills and copier bills due before next board meeting not to exceed \$150,000.00. (Refer to Enclosure D)
6. Recommendation: Approve the final total of the August 28, 2016 payroll check and federal withholdings in the amount of \$135,538.90. – Enclosure E
7. Recommendation: Approve final total of utility/copier bills in the amount of \$15,581.36. – Enclosure F
8. Recommendation: Consideration of, and action on, resolution and order ratifying, approving and confirming certain post-issuance compliance procedures for tax-exempt obligations and bonds. – Enclosure G
9. Recommendation: Approve contracts for contracted positions through RESA 7. – Enclosure H
10. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure I

Belington Elementary School (Office) – projected revenue - \$200.00, \$200.00, \$200.00, \$500.00; (Preschool) - \$200.00

Belington Middle School (Yearbook) – projected revenue - \$2,016.00; (Office/Student Body) - \$3,500.00

Junior Elementary School (Flea Market) – projected revenue - \$300.00; (Preschool) - \$300.00; (PTO) - \$1,000.00, \$100.00, \$100.00, \$100.00, \$100.00, \$200.00, \$300.00, \$500.00, \$900.00

Kasson Elem/Middle School (8th Grade) – projected revenue - \$175.00, \$225.00, \$300.00, \$400.00; (PTO) - \$2,000.00, \$12,000.00, \$300.00; (School) - \$300.00, \$500.00, \$750.00; (Student Council) - \$0.00, \$0.00

Philip Barbour High School (Cheerleading) – projected revenue - \$1,000.00, \$150.00; (Class of 2018) - \$3,000.00, \$450.00; (Class of 2019) - \$300.00; (Math department) - \$400.00; (Staff) - \$1,000.00; (Student Council) - \$500.00

Philippi Elementary School (Preschool) – projected revenue - \$200.00; (Preschool/Kindergarten) - \$1,000.00

Philippi Middle School (Athletic Boosters) – projected revenue - \$2,000.00; (PTO) - \$1,000.00; (PTO/Athletic Boosters) - \$500.00, \$500.00

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11. Recommendation: Approve the transfer of funds from the State Investment Pool to BC Bank.

Curriculum & Instruction –

12. Recommendation: Approve/Confirm curricular trips. – Enclosure J

Kasson Elem/Middle School (8th Grade) – to Columbus, Ohio on June 2-3, 2017; (Hidden Promise) – to Glenville State on March 8, 2017; (Quiz Bowl Team) – to Robert Bland Middle on February 18, 2017; (School) – to WVU on April 25, 2017; (Science Fair Winners) – to Philip Barbour on December 8, 2016; (Select students) – to Greenbrier Co. on September 29, 2016

Philip Barbour High School (Volleyball) – to Virginia Beach on September 15-18, 2016; (Prom) – to Gandy Dancer, Elkins West Virginia on May 6, 2017

Philippi Elementary School (3rd Grade) – to Barbour County Fair Grounds on August 31, 2016

13. Recommendation: Approve chaperones for Kasson Elem/Middle Schools field trip to the Carnegie Science Center on September 26, 2016. – Enclosure K
14. Recommendation: Approve Memorandum of Understanding with North Central West Virginia Community Action Association, Inc. – Head Start Program. – Enclosure L
15. Recommendation: Approve educational leave request for a student at Belington Elementary School. – Enclosure M
16. Recommendation: Approve educational leave request for a student at Belington Elementary School. – Enclosure N
17. Recommendation: Approve educational leave request for a student at Belington Elementary School. – Enclosure O
18. Recommendation: Approve educational leave request for a student at Belington Middle School. – Enclosure P
19. Recommendation: Approve educational leave request for a student at Junior Elementary School. – Enclosure Q
20. Recommendation: Approve educational leave request for a student at Kasson Elem/Middle School. – Enclosure R
21. Recommendation: Approve educational leave request for a student at Philip Barbour High School. – Enclosure S
22. Recommendation: Approve educational leave request for a student at Philip Barbour High School. – Enclosure T
23. Recommendation: Approve educational leave request for a student at Philippi Middle School. – Enclosure U

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24. Recommendation: Approve Memorandum of Understanding with Try-Again Homes. – Enclosure V

Facilities & Maintenance –

25. Recommendation: Approve contract with Thrasher Engineering. – Enclosure W
*To provide Architectural/Engineering Services to include design and construction phase administration for:

Safe Passage walkway from the Academic Building to the Career/Technical Center project at Philip Barbour High School Complex (Immediate Project)

Second Safe Passage from Career/ Technical Center to Annex Shop Building as funds become available at Philip Barbour High School Complex

Any emergency projects due to water, fire and weather.

Any roof and safe school entries projects funded by the SBA.

Any other SBA funded project not listed must to be competitively interviewed upon funding.

As funds become available for non-SBA funded work Barbour County Schools is interested in provisions for architectural and engineering services toward fulfillment of building and ground renovation, additions and upgrades.

This commitment will be re-evaluated on an annual basis but could be for up to five (5) years for county funded projects. – Enclosure

26. Recommendation: Approve/Confirm use of buildings and/or grounds. – Enclosure X

Junior Elementary School on December 12, 2016 – requested by Cindy Wilmoth for Santa's Workshop; on March 18, 2017 – requested by Cindy Wilmoth for Shamrock Shuffle; on October 28, 2016 – requested by Cindy Wilmoth for Trunk or Treat Dance; on February 10, 2017 – requested by Cindy Wilmoth for Valentines Dance; on September 10, 2016 – requested by Pam Otto for School Flea Market

Kasson Elem/Middle School on November 5, 2016 – requested by Teresa Marsh for Carnival; on September 9, 2016 – requested by Teresa Marsh for Grandparents Day Lunch

Mount Vernon Elementary School on September 25, 2016 – requested by Julie Montgomery for Birthday Party

Philip Barbour High School on October 22, 2016 – requested by Barbour County FRN for Community Baby Shower; on October 24, 2016 – requested by Eric Ruf for Chamber of Commerce Meet the Candidate Event; on October 10, 2016 – requested by Washington & Davis Streets for Barbour County Political Debate

Philippi Elementary School on September 17, 2016 – requested by Barb Wolfe for WV Healthy Children Physical Activity Training

Philippi Middle School on October 30, 2016 – requested by Jason Stutler for Birthday Party

Food Service –

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Policies –

- 27. Recommendation: Adopt revised policy 6710, Employment of Retired Teachers as Substitute Teachers in Areas of Critical Need and Shortage Policy, on second reading. – Enclosure Y
- 28. Recommendation: Review revised policy 8210, Attendance, for first reading. – Enclosure Z

Student Support –

Transportation –

- 29. Recommendation: Approve transportation travel requests. – Enclosure AA

Travel –

- 30. Recommendation: Approve/Confirm requests for professional leave. – Enclosure BB

Vocational –

Personnel –

- 31. Recommendation: Accept resignation of Heather Cottrill as a Kindergarten Teacher at Volga-Century Elementary School effective upon the hiring of her replacement. – Enclosure CC
- 32. Recommendation: Accept resignation of Donna Critchfield as a half-time School Nurse at Philip Barbour High School effective August 22, 2016. – Enclosure DD
- 33. Recommendation: Accept resignation of Jennifer Martin as a 4th Grade Teacher at Philippi Elementary School effective September 12, 2016. – Enclosure EE
- 34. Recommendation: Accept resignation of Lewis Baxter as a substitute Custodian effective August 17, 2016. – Enclosure FF
- 35. Recommendation: Approve Alderson Broaddus University Student Teachers for the Fall 2016 Semester. – Enclosure GG
- 36. 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 HH

Regular Employee Assignments 2016-2017		
Name of Person	Location	Position
	PBHS Complex	1233-French Instructor (closes 9-9-16)
Charity Sypolt	KEMS	1236-Elementary Education Instructor (closes 8-22-16; carried over)

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	Itinerant, home based at BMS	1240-Multi-Categorical Instructor w/Autism (closes 8-30-16)
	KEMS	1242-Cook .5 (closes 8-30-16)
	PMS/PBHS Complex	1243-Instructor endorsed in Music PreK-AD (closes 8-30-16)
	County	1252-Multi-Categorical Homebound Instructor (closes 9-6-16)
	BMS	1253-Language Arts Instructor (closes 9-6-16)
	PMS	1254-Language Arts Instructor (closes 9-6-16)
	Itinerant, home based at PES	1256-Special Education Aide/Supervisory Aide/Transportation Aide (closes 8-30-16)
	BES	1258-Elementary Education Instructor (closes 8-30-16)
	BMS	1259-Social Studies/Language Arts Instructor (closes 9-6-16)
	Route 28	1263-Bus Operator, Route 28 (closes 8-30-16)
	Itinerant, home based at BMS	1265-Educational Interpreter/Sign Language Specialist/Supervisory Aide/Transportation Aide (closes 8-30-16)
	PES	1267-Elementary Education Instructor (closes 8-30-16)
	PMS	1269-Multit-Categorical w/Autism .5 (closes 9-6-16)
	Central Office	1270-Title 1 Director/Manager PreK-5 Curriculum and Instruction (closes 9-6-16)

Substitute Employee Assignments 2016-2017		
Name of Person	Location	Position
	County	1217-Substitute LPN Aide (closes 8-30-16)

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	County	1228-Substitute Teacher(s) (closes 8-18-16)
	Itinerant, Home based at KEMS	1245-Long-term Substitute Multi-Categorical w/Autism Instructor (closes 8-30-16)
	PMS	1247-Long-term Substitute Science Instructor (closes 8-30-16)
	PES	1249-Long-term Substitute PreK/PreK Special Needs Instructor
	PMS	1251-Long-term Substitute Language Arts Instructor (closes 8-30-16)
	BES	1255-Long-term Substitute Kindergarten Instructor (closes 8-30-16)
	PBHS Complex	1257-Long-term Substitute French Instructor (closes 9-6-16)
	County	1262-Substitute Teacher (closes 9-6-16)
	County	1262-Substitute Teacher (closes 9-6-16)
	PBHS Complex, home based at VCES	1264-Long-term Substitute Cook/Cafeteria Manager (closes 8-30-16)
	County	1266-Substitute Cook (closes 9-6-16)
	County	1266-Substitute Cook (closes 9-6-16)
	County	1266-Substitute Cook (closes 9-6-16)
	County	1266-Substitute Cook (closes 9-6-16)

Extra-Curricular Employee Assignments 2016-2017		
Name of Person	Location	Position
	BMS	1232-Assistant Girls Basketball Coach (closes 9-8-16)
	PMS	1268-Cook-Extra-Curricular for School Suppers (closes 9-2-16)

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Items For Discussion, Consideration and/or Possible Action –

1. 4-H/FFA Barbour County Fair Educational Leave – Enclosure II
2. School Newsletters – Enclosure JJ
3. Other

Next board meetings:

September 26, 2016 at 6:00 p.m. at Board of Education Office (Regular Session)

Adjournment