

**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: September 18, 2013**

**RE: BOARD MEETING AGENDA**

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, September 23, 2013**, at the **Board of Education Office, 105 South Railroad Street, Philippi, WV 26416.**

**Call to Order**

**Pledge to Flag**

**Invocation**

**Recognition (s) –**

**Minutes -**

**Delegation(s) –**

Ryan White (FFA) – Barbour County Fair

**Reports –**

August 2013 Financial Report – Enclosure A  
Monthly Attendance – Enrollment Report for Month Ending September 13, 2013 – Enclosure B  
Facilities Report

**Superintendents Recommendations –**

**Attendance -**

**Business & Finance –**

1. Recommendation: Approve budget adjustments. – Enclosure C

## **AGENDA**

**September 23, 2013**

2. Recommendation: Approve payment of bills for the period of September 4, 2013 through September 17, 2013 at a total expenditure of \$247,241.42. – Enclosure D
3. Recommendation: Authorize the September 28, 2013 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 due before next board meeting not to exceed \$25,000.00. (Refer to Enclosure D)
5. Recommendation: Approve the final total of the September 15, 2013 payroll check and federal withholdings in the amount of \$344,189.13. – Enclosure E
6. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure F

Belington Middle School (Volleyball) – projected revenue - \$100.00; (Office) - \$4,000.00, \$500.00; (Yearbook) - \$2,520.00; (Band) - \$600.00

Junior Elementary School (Library) – projected revenue - \$200.00 in books

Kasson Elementary/Middle School (School) – projected revenue - \$100.00

Mt. Vernon Elementary School (School) – projected revenue - \$100.00; (PTO) - \$0.00, \$200.00, \$0.00, \$300.00, \$0.00, \$200.00, \$1,000.00, \$500.00

Philip Barbour High School (Junior Class) – projected revenue - \$3,000.00; (Key Club) - \$100.00; (FFA) - \$1,500.00, \$1,500.00, \$1,000.00, \$1,500.00, \$1,500.00, \$1,500.00, \$1,500.00, \$1,500.00, \$1,500.00, \$1,500.00, \$1,500.00, \$1,500.00, \$1,500.00, \$1,500.00, \$1,500.00, \$1,500.00, \$1,500.00, \$1,500.00

Philippi Elementary School (1<sup>st</sup> Grade – McCullough) – projected revenue - \$1,400.00

Philippi Middle School (Band) – projected revenue - \$500.00

Volga-Century Elementary School (PTO) - \$700.00

7. Recommendation: Approve renewal of the underground storage tank liability insurance for the 2013/2014 school year. - Enclosure G

### **Curriculum & Instruction –**

8. Recommendation: Approve/Confirm curricular trips. – Enclosure H

Philip Barbour High School (Varsity Volleyball) – to Harpers Ferry and Frederick, Maryland on October 25, 2013

9. Recommendation: Approve chaperones for Kasson Elementary/Middle School varsity band for the 2013-2014 school year. – Enclosure I

**AGENDA**  
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**Facilities & Maintenance –**

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

Belington Middle School on October 6, 2013 – requested by Jodie Everson for Birthday Party; on the 2<sup>nd</sup> Monday of every month – requested by Darla Goff for 4-H Club  
Philip Barbour High School on October 15, 2013 – requested by Josh Peplowski for Oil & Gas Informational Meeting; on October 4, 2013 – requested by Julie Scott for Class of 1983 Tour

**Food Service –**

**Policies –**

11. Recommendation: Adopt revised policy 9400: Community Use of School Facilities on fourth reading. – Enclosure K

**Student Support –**

**Transportation –**

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

**Travel –**

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

**Vocational –**

**Personnel –**

14. Recommendation: Accept resignation of Sharon Nuzum as Long Term Substitute Title I Reading teacher at Philippi Middle School effective at the end of the work day on September 20, 2013. – Enclosure N
15. Recommendation: Approve unpaid primary care taker leave of absence for Kristen Collier for the remainder of the 2013-2014 school year. – Enclosure O
16. Recommendation: Accept resignation of Robert Kelly as Assistant Boys Basketball Coach at Belington Middle School effective September 9, 2013. – Enclosure P
17. Recommendation: Accept resignation of Steven Price as extra-curricular bus operator for the Gifted program. – Enclosure Q
18. Recommendation: Accept retirement of Doug Schiefelbein as Chief GED Examiner effective December 30, 2013. – Enclosure R

**AGENDA**  
**September 23, 2013**

19. Recommendation: Employ the following personnel for the 2013-2014 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 S

Extra Curricular Assignments

Elaine Benson	Mentor Principal	
_____	Fresh Fruits Cook	PES
	2 days per week	
_____	Fresh Fruits Cook	MTV
	2 days per week	
_____	Fresh Fruits Cook	JES
	2 days per week	
James Seaton	Volunteer Cross Country Coach	PMS
Gerald Furby	Volunteer Golf Coach	PBHS
Willis Freeman	Extra Run: Gifted Program	
	1 day per week	

20. Recommendation: Employ the following personnel for the 2013-2014 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

Heather Hart-Johnson	Substitute Teacher
Michelle Louk	Substitute Cook
_____	Substitute Cook
_____	Substitute Cook
_____	Substitute LPN/Aide
Christopher Haller	Substitute Teacher

21. Recommendation: Employ the following personnel for the 2013-2014 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). Any person recommended for a classroom teaching position will not move until the 2014/2015 school year as per WV Code 18A-4-7a.** – Enclosure U

Teresa Marsh	Middle School Literacy Coach Home Base:	PMS
_____	5th Grade Teacher	JES
_____	Long Term Substitute PE/Health Teacher	KEMS
_____	Elementary Literacy Coach Home Base:	PES
_____	Paraprofessional/Supervisory Aide/ Transportation Aide	MTV
Angela Thompson	Cook	PBHS
Marsha Mayle	Special Education Aide/Pre-K Special Needs Aide/Supervisory Aide/Transportation Aide	PES

**AGENDA**  
**September 23, 2013**

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

1. School Newsletters – Enclosure V
2. 2013-2014 Grant Application for School Innovation Zone and Dropout Prevention Innovation Zone – Enclosure W
3. RESA Contracted/Employed Personnel – Enclosure X
4. Other

Next board meetings:

September 24, 2013 at 6:00 p.m. at Philippi Elementary School - Special Session (Public Hearing Regarding the closure of Volga-Century Elementary School and Mount Vernon Elementary School and their consolidation with Philippi Elementary School) in the event of inclement weather or other factors beyond the control of the board on September 24, 2013 the hearing will take place on September 25, 2013 at 6:00 p.m. at Philippi Elementary School

**Adjournment**

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**ADDENDUM**

22. Recommendation: Employ the following personnel for the 2013-2014 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 #1

Tiffany Miller  
Brandon Antion

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Substitute Teacher  
Substitute Teacher  
Substitute Teacher  
Substitute LPN/Aide