

**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 18, 2018**

**RE: BOARD MEETING AGENDA**

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, September 24, 2018**, at the **Philippi Elementary School, 547 Cherry Hill Road, Philippi, WV 26416.**

**Call to Order**

**Pledge to Flag**

**Invocation**

**Philippi Elementary School LSIC Presentation**

**Minutes –**

Approve minutes of September 10, 2018 meeting. – Enclosure A

**Recognitions -**

**Delegation(s) –**

Brian Moats – regarding HVAC issues at Philip Barbour High School

**Reports –**

FY18 Year-End Financial Presentation  
August 2018 Financial Report – Enclosure B

**Superintendents Recommendations –**

**AGENDA**  
**September 24, 2018**

**Attendance –**

**Business & Finance –**

1. Recommendation: Approve budget adjustments. – Enclosure C
2. Recommendation: Approve payment of bills for the period of September 5, 2018 through September 18, 2018 at a total expenditure of \$284,236.59. – Enclosure D
3. Recommendation: Authorize the September 28, 2018 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 next board meeting not to exceed \$30,000.00. (Refer to Enclosure D)
5. Recommendation: Approve the final total of the September 14, 2018 payroll check and federal withholdings in the amount of \$361,178.29. – Enclosure E
6. Recommendation: Approve final total of utility/copier bills in the amount of \$8,780.01. – Enclosure F
7. Recommendation: Approve 9<sup>th</sup> drawdown request for the County-Wide Energy Performance Contract financing through Freedom Bank. – Enclosure G
8. Recommendation: Approve renewal of the Underground Storage Tank Liability Insurance for the 2018/2019 school year. – 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 (Chorus) – projected revenue - \$0.00; (3<sup>rd</sup> Grade) - \$500.00, \$500.00

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

Junior Elementary School (PreK & K) – projected revenue - \$200.00, \$200.00; (Staff-Strawberry) - \$200.00; (2<sup>nd</sup> & 3<sup>rd</sup> Grade) - \$200.00; (Office) - \$200.00

Kasson Elem/Middle School (Agriculture club) – projected revenue - \$300.00; (8<sup>th</sup> Grade) - \$500.00; (School) - \$750.00; (Builders Club) - \$50.00; (PE) - \$500.00; (Band) - \$400.00

Philip Barbour High School (Library) – projected revenue - \$100.00, \$100.00; (HOSA) - \$500.00, \$1,000.00, \$1,000.00, \$1,000.00, \$1,000.00; (Ag. FFA) - \$300.00, \$300.00, \$300.00, \$300.00, \$300.00; (TSA) - \$300.00

Philippi Elementary School (PTO) – projected revenue - \$3,000.00, \$500.00, \$350.00; (Office) - \$200.00

Philippi Middle School (School) – projected revenue - \$250.00; (Band) - \$300.00, \$300.00

**AGENDA**  
**September 24, 2018**

**Curriculum & Instruction –**

10. Recommendation: Approve/Confirm curricular trips. – Enclosure J
  - Junior Elementary School (First Grade) – to Pennsylvania on October 19, 2018; (PreK and K) – to Rich’s Farm on October 18, 2018; (PreK & K) – to French Creek Game Farm on October 4, 2018; (3<sup>rd</sup> & 4<sup>th</sup> Grades Girls) – Morgantown on October 11, 2018
  - Kasson Elem/Middle School (KidReach) – to Camp Pioneer on October 16, 2018; (KidReach) – to Alderson Broaddus University on December 4, 2018; (Middle school) – to Carnegie Science Center on October 26, 2018; (School) – to Creative Arts Center on December 14, 2018
  - Philip Barbour High School (Career Tech Students) – to Audra State Park on October 8, 2018
11. Recommendation: Approve chaperones for Belington Middle School band for the 2018/2019 school year. - Enclosure K
12. Recommendation: Approve chaperones for Philippi Middle School PTO events for the 2018/2019 school year. - Enclosure L
13. Recommendation: Approve educational leave request for a student at Kasson Elem/Middle School. – Enclosure M
14. Recommendation: Approve educational leave request for a student at Kasson Elem/Middle School. – Enclosure N
15. Recommendation: Approve educational leave request for a student at Philip Barbour High School. – Enclosure O
16. Recommendation: Approve educational leave request for a student at Philip Barbour High School. – Enclosure P
17. Recommendation: Approve educational leave request for a student at Philip Barbour High School. – Enclosure Q
18. Recommendation: Approve Memorandum of Understanding with North Central West Virginia Community Action Association, Inc. – Head Start Program. – Enclosure R

**AGENDA**  
**September 24, 2018**

**Facilities & Maintenance –**

19. Recommendation: Approve/Confirm use of buildings and/or grounds. – Enclosure S
- Kasson Elem/Middle School all year – requested by Teresa Marsh for KidReach
  - Philip Barbour High School on September 10, 2018 – requested by Randy Shriver for Basketball Fundamentals and conditioning; on October 2, 2018 – requested by Jana Ruf for PB Band Senior’s Paint Fundraiser
  - Philippi Elementary School on October 27, 2018 – requested by Holly McDermott for School Carnival
  - Philippi Middle School on September 19, 2018 – requested by Marcus Johnson for Birthday party
20. Recommendation: Approve building/ground modifications. – Enclosure T
- Belington Middle School (Back Hallway) – install electric and intercom speaker; (Athletic Hallway) – install electric and intercom speaker; (Back Hallway by Band room) – install electric and intercom speaker; (Lobby) – install electric and intercom
  - Philip Barbour High School (Student Parking Entry Hallway) – relocate trophy cases that were located in the old activity wing

**Food Service –**

**Policies –**

21. Recommendation: Review revised policy 6710: Employment of Retired Teachers as substitute teachers in areas of critical need and shortage for first reading. – Enclosure U

**Student Support –**

**Transportation –**

22. Recommendation: Approve transportation travel requests. – Enclosure V

**Travel –**

23. Recommendation: Approve/Confirm requests for professional leave. – Enclosure W

**Vocational –**

**Personnel –**

24. Recommendation: Approve the payment of timesheets for Gene Hovatter and Ray Freeman for hours that were worked outside of their extra-curricular job postings. – Enclosure X
25. Recommendation: Accept resignation of Hillary Hulver as an assistant Girls’ Basketball Ball Coach at Belington Middle School September 13, 2018. – Enclosure Y

**AGENDA**  
**September 24, 2018**

- 26. Recommendation: Accept resignation of Curtis Bodkins as Head Girls' Basketball Coach at Philip Barbour High School effective September 13, 2018. - Enclosure Z
- 27. Recommendation: Accept resignation of Kim Swick as cook for Philippi Middle School Suppers effective September 13, 2018. – Enclosure AA
- 28. Recommendation: Employ the following personnel for the 2018/2019 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

<b>Regular Employee Assignments 2018-19</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
	PMS, Itinerant	Job 2027: Gifted/Multi-Categorical Instructor (half-time)
Andrea Lee	PES	Job 2028: Elementary Education Instructor
Amber Haller	Kasson, Itinerant	Job 2031: Multi-Categorical w/Autism Instructor
repost	Kasson	Job 2032: Elementary Education Instructor
	PBHS	Job 2034: Multi-Categorical/Severely Profoundly Impaired Instructor w/Autism
	PES, Itinerant	Job 2055: Multi-Categorical w/Autism Instructor
	County	Job 2075: Chief Mechanic/Mechanic/Bus Operator
Danielle Gray: Move will begin with 2019-2020 school Year	PBHS	Job 2077: Physical Education/Health Instructor
Barbara Losh	PBHS	Job 2078: Technology Education/Project Lead the Way Instructor
Aaron Grose	PMS	Job 2079: Special Education Aide/Supervisory Aide/Transportation Aide

<b>Substitute Employee Assignments 2018-19</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
Samantha Streets, Shaun Haller	County	Job 2058: Substitute Custodian(s)
	County	Job 2059: Substitute Cook(s)
	County	Job 2064: Substitute Secretary(s)
	County	Job 2072: Substitute Aide(s)

**AGENDA**  
**September 24, 2018**

	County	Job 2080: Substitute Bus Operator(s)
	County	Job 2083: Substitute Teacher(s)
<b>Extra-Curricular Employee Assignments 2018-19</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
	PMS, Itinerant	Job 2033: English Language Learner Instructor (Extra-Curricular)
Deloris Phillips	JES	Job 2066: Cook (Extra-Curricular)
	BES	Job 2067: Cook (Extra-Curricular)
Sebastian Swartz	PBHS	Job 2068: Head Swim Coach
Kim Swick	PMS	Job 2073: Cook (Extra-Curricular)
Deloris Phillips	JES	Job 2074: Cook (Extra-Curricular)
Richard Mouser	PBHS	Job 2076: Head Girls Basketball Coach
	BMS	Job 2081: Assistant Girls Basketball Coach

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

**AGENDA**  
**September 24, 2018**

Items For Discussion, Consideration and/or Possible Action –

1. Other

Next board meetings:

October 8, 2018 at 6:00 p.m. at Belington Elementary School LSIC Presentation (Regular Session)

**Adjournment**