

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: October 8, 2019

RE: REVISED - BOARD MEETING AGENDA

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, October 14, 2019**, at the **Board of Education Office, 45 School Street, Philippi, WV 26416**.

Call to Order

Pledge to Flag

Invocation

Personnel Hearing

Minutes –

Approve minutes of September 23, 2019 meeting. – Enclosure A

Recognitions –

Delegation(s) –

Reports –

Attendance/Enrollment Report – Enclosure B

Superintendents Recommendations –

Attendance –

Business & Finance –

1. Recommendation: Approve payment of bills for the period of September 18, 2019, through October 8, 2019, at a total expenditure of \$261,201.02. – Enclosure C

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2. Recommendation: Authorize the October 15, 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 C)
3. 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 C)
4. Recommendation: Approve the final total of September 27, 2019, payroll check and federal withholdings in the amount of \$495,837.98. – Enclosure D
5. Recommendation: Approve the final total of utility/copier bills in the amount of \$15,448.80. – Enclosure E
6. Recommendation: Approve/Confirm fundraising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure F

Belington Elementary School (PTA) – projected revenue \$500.00, \$500.00, \$500.00,
\$500.00, \$1,000.00, \$1,000.00, \$1,000.00
Belington Middle School (Robotics) – projected revenue \$1,000.00
Junior Elementary School (PreK/Kindergarten) – projected revenue \$299.00
Kasson Elementary/Middle School (Builders Club) – projected revenue - \$50.00
Philip Barbour High School (Cheerleading) – projected revenue - \$1,000.00; (9th Grade
Class) - \$1,000.00; (Senior Class) - \$1,000.00
Philippi Elementary School (Preschool) – projected revenue - \$500.00;
(PreK/Kindergarten) - \$500.00

7. Recommendation: Approve the following school support organizations for the 2019-2020 school year. – Enclosure G

Belington Elementary
PTA
Belington Middle
Band Boosters
Junior Elementary
PTO
Kasson Elem/Middle
PTO
Philip Barbour High
Band Boosters
Athletic Boosters
Philippi Elementary
PTO
Philippi Middle
Faculty Senate
PTO
Band Boosters

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8. Recommendation: Approve agreement with Frontline Technologies Group LLC to provide an Absence & Substitute Management system. – Enclosure H

Curriculum & Instruction –

9. Recommendation: Approve educational leave request for a student at Belington Elementary School. – Enclosure I
10. Recommendation: Approve educational leave request for a student at Belington Middle School. – Enclosure J
11. Recommendation: Approve educational leave request for a student at Kasson Elementary/Middle School. – Enclosure K
12. Recommendation: Approve educational leave request for a student at Kasson Elementary/Middle School. – Enclosure L
13. Recommendation: Approve educational leave request for a student at Philip Barbour High School. – Enclosure M
14. Recommendation: Approve educational leave request for a student at Philippi Elementary School. – Enclosure N
15. Recommendation: Approve Memorandum of Understanding with North Central West Virginia Community Action Association, Inc. – Head Start Program. – Enclosure O
16. Recommendation: Approve/Confirm curricular trips. – Enclosure P

Junior Elementary School (School) – to Good Sam on December 16, 2019; (PreK/Kindergarten/1st Grade) – to French Creek on October 17, 2019; (Science fair winners) – to Philip Barbour High School on January 9, 2020
Philip Barbour High School (HOSA) – to Flatwoods on October 16, 2019; (Ag/FFA) – to Moorefield on November 21, 2019; (FFA) – to Middletown Tractor on October 19, 2019; (HSTA-CNA Students) – to Elkins on November 8, 2019

Facilities & Maintenance –

17. Recommendation: Approve building/ground modifications. – Enclosure Q

Philip Barbour High School (Exterior Connector Wall) – install Pierpont Community and Technical College partnership sign

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18. Recommendation: Approve/Confirm the use of buildings and/or grounds. – Enclosure R

Belington Elementary School on October 25, 2019 – requested by Stephanie Moss for Halloween Dance; on November 2, 2019 – requested by Stephanie Moss for Fall Carnival; on February 21, 2020 – requested by Stephanie Moss for Valentines Dance-Father/Daughter Dance; on March 29, 2020 – requested by Stephanie Moss for Movie Night; on May 15, 2020 – requested by Stephanie Moss for End of School Dance

Belington Middle School on November 22, 2019 – requested by Shanda Ross for School Dance; on October 18, 2019 – requested by Mary Beth Hovatter for Community-Wide Fall Fest; on every Friday during the school year – requested by LaDonna Davis for Kids JAM

Kasson Elementary/Middle School beginning January 2020 through May 2020 – requested by Crystal Gray for Girls on the Run

Philip Barbour High School on January 9, 2020 – requested by Charla Reger for Elementary Science Fair

Philippi Elementary School on November 9, 2019 – requested by Monique Warner for Craft Show

Food Service –

Policies –

19. Recommendation: Review new policy 2210, Random Selection for Seniority for Professional Employees, for first reading. – Enclosure S
20. Recommendation: Review new policy 2220, Qualifications for Professional Employees, for first reading. – Enclosure T

Student Support –

Transportation –

21. Recommendation: Approve transportation travel requests. – Enclosure U

Travel –

22. Recommendation: Approve/Confirm requests for professional leave. – Enclosure V

Vocational –

Personnel –

23. Recommendation: Approve agreement with Western Governors University for student teaching. – Enclosure W
24. Recommendation: Approve student teachers from Alderson Broaddus University for the 2019/2020 School year. – Enclosure X

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25. Recommendation: Approve leave of absence (maternity) for a professional employee at Philippi Elementary School beginning approximately December 11, 2019, for at least 6 weeks. – Enclosure Y
26. Recommendation: Accept the resignation of David Matko as a Bus Operator effective at the end of the day on October 11, 2019. – Enclosure Z
27. Recommendation: Accept the resignation of Sherman Wilkinson as a Bus Operator effective at the end of the day on October 25, 2019. – Enclosure AA
28. Recommendation: Accept the resignation of Carla Knotts as Head Cheerleading Coach at Philippi Middle School effective November 2, 2019. – Enclosure BB
29. Recommendation: Accept the resignation of Tami Wilt as a Science Teacher at Philippi Middle School effective at the end of the day on September 27, 2019. – Enclosure CC
30. Recommendation: Accept the resignation of Marc Smith as a Science Teacher at Belington Middle School effective at the end of the day on October 1, 2019. – Enclosure DD
31. Recommendation: Accept the resignation of Stephanie Moss as a Home-bound Instructor effective November 2, 2019. – Enclosure EE
32. Recommendation: Accept the resignation of Barbara Anderson as a long term substitute secretary/aide at Junior Elementary school effective at the end of the day on September 27, 2019. – Enclosure FF
33. 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 GG

Regular Employee Assignments 2019-20		
Name of Person	Location	Job ID: Position
	PBHS, itinerant	Job 2486: Physical Education/Health/Parenting Instructor
	Kasson, itinerant	Job 2502: Hearing Impaired/Multi-Categorical Instructor
	PES, Itinerant	Job 2503: Multi-Categorical w/Autism Instructor
	PBHS	Job 2504: Language Arts/Library-Media Instructor
Jamie Short	Kasson, itinerant	Job 2512: Special Needs Aide/Supervisory Aide/Transportation Aide
Brent Bouscher	PBHS	Job 2526: Custodian
	PMS	Job 2528: Science Instructor

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Zachariah Wilson	County	Job 2529: Bus Operator, Rt. 5
Matthew Auvil	County	Job 2530: Bus Operator, Rt. 3
	BMS	Job 2532: Science Instructor

Substitute Employee Assignments 2019-20

Name of Person	Location	Job ID: Position
Pam Manista	County	Job 2491: Substitute Secretary(s)
	County	Job 2505: Substitute LPN/Aide(s)
	County	Job 2506: Substitute Cook(s)
Lynn Barcus	County	Job 2507: Substitute Custodian(s)
Sherman Wilkinson, Bruce Booth	County	Job 2508: Substitute Bus Operator(s)
Rebekah Workman	County	Job 2509: Substitute School Nurse RN(s)
Joan Sturm, Donna Seaman, Susan Hawkins	County	Job 2510: Substitute Teacher(s)
John Calkins	County	Job 2483: Substitute Teacher(s)
	PBHS, Itinerant	Job 2527: Long Term Substitute Physical Education/Health/Parenting Instructor
	County	Job 2471: Substitute Cook(s)
Rebekah Workman	County	Job 2474: Substitute School Nurse RN(s)
	County	Job 2473: Substitute Bus Operator(s)

Extra-Curricular Employee Assignments 2019-20

Name of Person	Location	Job ID: Position
Debra Carey	Philippi Schools	Job 2511: Cook (Extra-Curricular)
	KEMS	Job 2525: Head Cheerleading Coach
Brian Moats	County	Job 2533: Homebound Instructor/Virtual School Facilitator

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

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Items For Discussion, Consideration and/or Possible Action –

1. Other

Next board meetings:

October 28, 2019, at 6:00 p.m. at Philippi Middle School (Regular Session)

November 12, 2019, at 6:00 p.m. at Board of Education Office (Regular Session)

Adjournment

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ADDENDUM

Personnel –

35. Recommendation: Ratify the suspension with pay for a service employee at Belington Elementary School.