

**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 18, 2016

RE: BOARD MEETING AGENDA

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, October 24, 2016**, at the **Board of Education Office, 45 School Street, Philippi, WV 26416**.

Call to Order

Pledge to Flag

Invocation

Mount Vernon Elementary School LSIC Presentation

Minutes -

Approve minutes of October 10, 2016 meeting. – Enclosure A

Recognitions -

Delegation(s) –

Reports –

September 2016 financial report – Enclosure B
Facilities report

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Superintendents Recommendations –

Attendance –

Business & Finance –

1. Recommendation: Approve budget adjustments. – Enclosure C
2. Recommendation: Approve payment of bills for the period of October 5, 2016 through October 18, 2016 at a total expenditure of \$210,401.88. – Enclosure D
3. Recommendation: Authorize the October 28, 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)
4. 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)
5. Recommendation: Approve the final total of the October 14, 2016 payroll check and federal withholdings in the amount of \$340,017.01. – Enclosure E
6. Recommendation: Approve final total of utility/copier bills in the amount of \$751.18. – Enclosure F
7. Recommendation: Approve the following school support organizations for 2016-2017 school year. – Enclosure G

Belington Elementary
PTA
Belington Middle
Band Boosters
Junior Elementary
PTO
Kasson Elem/Middle
PTO
Athletic Boosters
Mt. Vernon Elementary
PTO
Philip Barbour High
Band Boosters
Athletic Boosters
Philippi Elementary
PTO
Philippi Middle
Athletic Boosters
PTO
Band Boosters
Volga-Century Elementary
PTO

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8. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure H

Belington Elementary School (Office) – projected revenue - \$200.00
Kasson Elem/Middle School (8th Grade) – projected revenue - \$250.00; (School) - \$500.00
Mount Vernon Elementary School (4th Grade) – projected revenue - \$1,000.00, \$2,000.00,
\$2,000.00, \$2,500.00, \$400.00
Philip Barbour High School (Student Council) – projected revenue - \$100.00, \$200.00
Volga-Century Elementary School (PTO) – projected revenue - \$150.00

Curriculum & Instruction –

9. Recommendation: Reinstate the community 2-3 year old program at the Career Technical Education Center. – 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 Philip Barbour High School. – Enclosure K
12. Recommendation: Approve educational leave request for a student at Philip Barbour High School. – Enclosure L
13. Recommendation: Approve/Confirm curricular trips. – Enclosure M

Philip Barbour High School (FEA/Educators Rising) – to Flatwoods on November 1, 2016; (Student Leaders for Simulated Workplace) – to United Technical Center on November 10, 2016

Facilities & Maintenance –

14. Recommendation: Approve the purchase of replacement PA system for Philip Barbour High School Complex from United Sound and Electronics, LLC at a cost of \$24,705.17. – Enclosure N
15. Recommendation: Approve the purchase of replacement phone system for the Board Office from Communications Plus at a cost of \$15,257.81. – Enclosure O
16. Recommendation: Approve the purchase of maintenance service truck from Jenkins Ford at a cost of \$42,527.00. – Enclosure P
17. Recommendation: Approve/Confirm use of buildings and/or grounds. – Enclosure Q

Philippi Middle School on October 29, 2016 – requested by Carla Knotts for Birthday Party; on November 5, 2016 - requested by Dawn Mayle for Birthday Party

Food Service –

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Policies –

- 18. Recommendation: Review revised policy 6500, Fair Labor Standards Act - Overtime, for first reading. – Enclosure R
- 19. Recommendation: Adopt revised policy 9400, Community Use of School Facilities, on third reading. – Enclosure S

Student Support –

Transportation –

- 20. Recommendation: Approve transportation travel requests. – Enclosure T

Travel –

- 21. Recommendation: Approve/Confirm requests for professional leave. – Enclosure U

Vocational –

- 22. Recommendation: Approve businesses, agencies and organizations located in Barbour County or surrounding areas as sites for work-based experience for high school students for the 2016-2017 school year. – Enclosure V

Personnel –

- 23. Recommendation: Approve Memorandum of Understanding with Marshall University for the placement of teacher candidates and other school professionals. – Enclosure W
- 24. Recommendation: Approve volunteers at Mount Vernon Elementary School. – **Contingent upon clearance of criminal convictions.** - Enclosure X
- 25. 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 Y

Regular Employee Assignments 2016-2017		
Name of Person	Location	Position
	VCES	1302 Elementary Education Instructor Closes 10-21-16
Ashley Workman	JES	1324 Principal/Teacher Closes 10-20-16
	Itinerant home-based at PBHS	1317 School Nurse-RN Half-time Closes 10-24-16
	County	1318 TSS North Closes 10-24-16

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Thomas Kittle	Route 20	1319 Bus Operator, Route 20 Closes 10-17-16
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Substitute Employee Assignments 2016-2017		
Name of Person	Location	Position
	County	1300-Substitute Cook Closes 10-14-16
	County	1300-Substitute Cook Closes 10-14-16
Andrew Hathaway	County	Substitute Bus Operator
	County	Substitute Bus Operator
	County	Substitute Bus Operator
Jennifer VanDevender	BMS	1311 Long Term Substitute Language Arts Instructor
	County	1316 Substitute Custodian Closes 10-24-16
	County	1316 Substitute Custodian Closes 10-24-16
	County	1316 Substitute Custodian Closes 10-24-16

Extra-Curricular Employee Assignments 2016-2017		
Name of Person	Location	Position
Samantha Rexrode	PMS	1325 Assistant Girls Basketball Coach Closes 10-20-16

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Items For Discussion, Consideration and/or Possible Action –

1. School Newsletters – Enclosure Z
2. Other

Next board meetings:

November 14, 2016 at 6:00 p.m. at Board of Education Office – Belington Elementary
School LSIC Presentation (Regular Session)

Adjournment