

**BARBOUR COUNTY SCHOOLS
PHILIPPI WV 26416**

MEMORANDUM -

TO: BOARD MEMBERS

David Everson
Joanne McConnell
Eric Ruf
Dana Stemple
Reggie Trefethen, Jr.

FROM: JOE SUPER, SUPERINTENDENT

DATE: October 21, 2014

RE: BOARD MEETING AGENDA

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, October 27, 2014**, at the **Board of Education Office, 105 South Railroad Street, Philippi, WV 26416.**

Call to Order

Pledge to Flag

Invocation

Junior Elementary School and Volga-Century Elementary School's LSIC Presentation's

Recognition (s) –

Minutes -

Delegation(s) –

Reports –

September 2014 Financial Report – Enclosure A
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 2014-2015. – Enclosure B

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Business & Finance –

2. Recommendation: Approve budget adjustments. – Enclosure C
3. Recommendation: Approve payment of bills for the period of October 7, 2014 through October 21, 2014 at a total expenditure of \$174,903.49. – Enclosure D
4. Recommendation: Authorize the October 28, 2014 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 due before next board meeting not to exceed \$50,000.00. (Refer to Enclosure D)
6. Recommendation: Approve the final total of the October 15, 2014 payroll check and federal withholdings in the amount of \$369,478.74. – Enclosure E
7. Recommendation: Approve final total of utility bills in the amount of \$29,619.71. – Enclosure F
8. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure G

Belington Elementary School (2nd Grade) – projected revenue - \$300.00; (Office) - \$200.00

Junior Elementary School (Preschool) – projected revenue - \$300.00

Kasson Elem/Middle School (Builders Club) – projected revenue - \$100.00; (Yearbook) – 0.00

Mount Vernon Elementary School (School) – projected revenue - \$25.00

Philip Barbour High School (Cross Country) – projected revenue - \$1,000.00

Philippi Elementary School (Principal) – projected revenue - \$100.00; (Media) - \$500.00

Philippi Middle School (Responsible Student fund) – projected revenue - \$500.00

Curriculum & Instruction –

9. Recommendation: Approve/Confirm curricular trips. – Enclosure H
 - Philip Barbour High School (Early Childhood/Pro Start/Therapeutic Services) – to Fairmont on November 6, 2014
 - Philippi Elementary School (Volunteer Parents and their children) – to Morgantown on November 25, 2014; (School) – to Morgantown on December 15, 2014
 - Volga-Century Elementary School (School) – to Morgantown on November 12, 2014
10. Recommendation: Approve chaperones for Volga-Century Elementary School field trip on November 15, 2014. – Enclosure I

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11. Recommendation: Approve the following calendar changes for the 2014/2015 school year. – Enclosure J

Parent-Teacher Conferences have been scheduled for Oct. 23rd (elementary), Oct. 28th (middle), and Oct. 29th (PBHS). The conference length is 3 hours and is after the normal work day for staff.

The time allotted to compensate faculty and staff for their attendance at the parent teacher conference will be Nov. 21st. This is the Friday that precedes the Thanksgiving break.

In order to stay on track to give students the required 180 full instructional days, a total of 180 minutes of accrued time will be subtracted from the accrued time bank for each school and added to Nov. 21st thus allowing us to count this as a full instructional day.

In the spring, we have scheduled Parent-Teacher Conferences for the 3rd grading period. PT conferences will be as follows: March 23rd (elementary), March 24th (middle), and March 25th (high). The three hour early release will be set for April 2nd. This early release will be paired with the guaranteed spring break of April 3-6.

Again, we will subtract 180 minutes from each school's accrued time bank to be added to April 2nd so that we may count this day as a full instructional day.

12. Recommendation: Approve educational leave request for a student at Philippi Middle School. – Enclosure K
13. Recommendation: Approve educational leave request for a student at Philippi Middle School. – Enclosure L
14. Recommendation: Approve educational leave request for a student at Philippi Middle School. – Enclosure M
15. Recommendation: Approve educational leave request for a student at Philippi Middle School. – Enclosure N

Facilities & Maintenance –

16. Recommendation: Approve Wendel Energy Services to provide a county wide energy audit for the purpose of developing a Needs Project to be submitted to the School Building Authority. – Enclosure O

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17. Recommendation: Approve/Confirm use of buildings and/or grounds. – Enclosure P

Belington Middle School on November 9, 2014 – requested by Vickie Haller for Baby Shower

Mt. Vernon Elementary on November 2, 2014 – requested by Trenna Smith for Birthday Party

Philip Barbour High School on November 6, 2014 – requested by Barbara Wolfe for 4-H Officer Training

Philippi Middle School on November 23, 2014 – requested by Tammy Martin for Baby Shower

Food Service –

Policies –

18. Recommendation: Review new policy, Comprehensive School Counseling Program for second reading. – Enclosure Q

Student Support –

Transportation –

19. Recommendation: Approve transportation travel requests. – Enclosure R

Travel –

20. Recommendation: Approve/Confirm requests for professional leave. – Enclosure S

Vocational –

Personnel –

21. Recommendation: Accept resignation of Rebecca Florence as a Long Term substitute Itinerant Multi-Categorical teacher effective October 12, 2014. – Enclosure T

22. Recommendation: Accept resignation of Barbara Swartz as a substitute cook effective October 13, 2014. – Enclosure U

23. Recommendation: Accept resignation of Jennifer Swift as head girls track coach at Philip Barbour High School effective October 20, 2014. – Enclosure V

24. Recommendation: Accept resignation of Laura Frey as a teacher at Belington Elementary School effective November 1, 2014. – Enclosure W

25. Recommendation: Approve volunteers at Junior Elementary School. **Approval is contingent upon clearance of criminal conviction** – Enclosure X

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26. Recommendation: Approve volunteers at Volga-Century Elementary School. **Approval is contingent upon clearance of criminal conviction** – Enclosure Y
27. Recommendation: Employ the following personnel for the 2014-2015 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 Z

_____ Substitute Custodian
_____ Substitute Custodian
_____ Substitute Bus Driver
_____ Long Term Substitute Chemistry/Physics Instructor

28. Recommendation: Employ the following personnel for the 2014-2015 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 AA

_____ Elementary Education Teacher BES
May not be able to move until the 2014/15 school year as per WV Code 18a-4-7a if teacher currently holds a classroom teaching position

_____ Secretary/Media Aide/Supervisory Aide MTVES

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Items For Discussion, Consideration and/or Possible Action –

1. School Newsletters – Enclosure BB
2. Board discussion on use of FY 2014 carry over funds
3. Other

Next board meeting:

November 10, 2014 meeting at 6:00 p.m. at Board of Education Office (Regular Session)
with Belington Elementary and Belington Middle School LSIC presentations

Adjournment