

**BARBOUR COUNTY SCHOOLS  
PHILIPPI WV 26416**

**MEMORANDUM -**

**TO: BOARD MEMBERS**

David Everson  
Doward Matlick  
Joanne McConnell  
David Strait  
Bob Wilkins

**FROM: JOE SUPER, SUPERINTENDENT**

**DATE: November 9, 2011**

**RE: BOARD MEETING AGENDA**

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, November 14, 2011**, at the **Board of Education Office, 105 South Railroad Street, Philippi, WV 26416.**

**Call to Order**

**Pledge to Flag**

**Invocation**

**Minutes -**

Approve Minutes of the October 18, 2011 and October 24, 211 meetings. – Enclosure A

**Delegation(s) –**

**Recognition (s) –**

**Reports –**

Facilities Report

**Superintendents Recommendations –**

**Attendance –**

1. Recommendation: In compliance with Attendance Policy 8200, approve requests for out-of-zone attendance for school year 2011-2012 contingent upon compliance with pupil-teacher ratio. – Enclosure B
2. Recommendation: In compliance with Attendance Policy 8200, approve requests for out-of-county attendance for school year 2011-2012. – Enclosure C

**AGENDA**  
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**Business & Finance –**

3. Recommendation: Approve budget adjustments. - Enclosure D
4. Recommendation: Approve payment of bills for the period of October 18, 2011 through October November 8, 2011 at a total expenditure of \$445,718.15. – Enclosure E
5. Recommendation: Authorize the November 15, 2011 payroll and federal withholdings not to exceed the amount of \$900,000.00 to be released in accordance with Federal Law. – (Refer to Enclosure E)
6. Recommendation: Authorize the payment of utility, travel and rent bills due before next board meeting not to exceed \$45,000.00. – (Refer to Enclosure E)
7. Recommendation: Approve the final total of the October 28, 2011 payroll check and federal withholdings in the amount of \$880,833.90. – Enclosure F
8. Recommendation: Approve final total of travel/utility bills in the amount of \$45,091.85. - Enclosure G
9. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours) – Enclosure H

Mt. Vernon Elementary School (Students and Teachers) - projected revenue - \$0.00;  
(2<sup>nd</sup> Grade) - \$500.00  
Philip Barbour High School (Band) – projected revenue - \$2,000.00, \$4,000.00:  
(Science Department) - \$1,000.00  
Philippi Elementary School (Principal) – projected revenue \$500.00; (1<sup>st</sup> Grade –  
Kathy Kratsas) – books; (PTO) - \$0.00  
Philippi Middle School (Athletic Boosters) – projected revenue - \$150.00; (Band) -  
\$1,500.00, \$1,000.00

**Curriculum & Instruction –**

10. Recommendation: Approve/Confirm curricular trips. – Enclosure I  

Belington Elementary School (2<sup>nd</sup> Grade) – to Morgantown on December 8, 2011; (3<sup>rd</sup> Grade) – to Morgantown on December 8, 2011  
Philip Barbour High School (Students traveling to Europe) – to Ireland, UK and Scotland on June 13-26, 2012; (After School Book Club) – to Elkins on November 18, 2011; (Pro Start) – to Mt. Vernon Elementary School on November 16, 2011  
Volga-Century Elementary School (Kindergarten – 5<sup>th</sup> Grade) – to Morgantown on December 7, 2011
11. Recommendation: Approve chaperones for Philippi Middle Schools 8<sup>th</sup> grade trip to Charleston on November 17, 2011. – Enclosure J

## **AGENDA**

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12. Recommendation: Approve/Confirm use of buildings and/or grounds. – Enclosure K

Belington Middle School on December 28-29, 2011 – requested by Tamara Burner for BSA Troop 63 Lock In; on October 27, 2011, November 10, 2011, November 17, 2011, December 1, 2011 and December 15, 2011 – requested by Frank Shahan for Cub Scouts

Junior Elementary School various dates throughout the 2011-2012 school year – requested by Blake Williams for PTO Meetings and Events;

Mt. Vernon Elementary School on December 4, 2011 – requested by Joni Martin for Birthday Party; on November 25, 2011 – requested by Violet Bressler and Brenda McCallister for Birthday Party

Philip Barbour High School on December 3, 2011 – requested by Ira Mayle for Barbour E.S.P.; on November 12, 2011 – requested by Tom Short for Am. Youth Football Cheer Competition

Volga-Century Elementary School on November 19, 2011 – requested by Brenda Streets for Baby Shower

### **Facilities –**

13. Recommendation: Approve building/ground modifications. – Enclosure L

Belington Elementary School (Sign in front of building) – replace sign

Philip Barbour High School (Room V4) – install projector screen; (Room V4) – install cabinets

Philippi Elementary School (PK playground) – install paint easel, sand box and caterpillar crawl through

Philippi Middle School (Back wall academic/activity wing) – painting murals

### **Food Service –**

### **Policies –**

### **Student Support –**

14. Recommendation: Approve Memorandum of Understanding with the Lynn Phillips for use of office located at 35 ½ South Main Street, Philippi for and Alternative Learning Center. – Enclosure M

### **Transportation –**

15. Recommendation: Approve transportation travel requests. – Enclosure N

### **Travel –**

16. Recommendation: Approve/Confirm requests for professional leave. – Enclosure O

### **Vocational –**

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**Personnel –**

17. Recommendation: Accept resignation/retirement of Debra Workman as a Special Education teacher at Philippi Elementary School effective December 31, 2011. – Enclosure P
18. Recommendation: Accept resignation of Terrie Hedrick as Secretary/Computer Operator/Switch Bd. Operator-Receptionist at the Central Office effective October 31, 2011. – Enclosure Q
19. Recommendation: Accept resignation of Alaina Fortney as a substitute aide effective October 28, 2011. – Enclosure R
20. Recommendation: Approve trained volunteers as per Board of Education policy. **Contingent upon clearance of criminal convictions.** – Enclosure S
21. Recommendation: Employ Melissa Simmons as a substitute cook for the 2011/2012 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
22. Recommendation: Employ the following personnel for the 2011/2012 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 U

Extra Curricular Assignments

- \_\_\_\_\_, Assistant Boy's Basketball Coach, Philippi Middle School  
\_\_\_\_\_, Assistant Girl's Basketball Coach, Belington Middle School
23. Recommendation: Employ Jennifer Stuart as a half time Multi-Categorical Instructor w/Autism at Philippi Middle School. **(Position will terminate at the end of the 2011/2012 school year)** – Enclosure V
  24. Recommendation: Approve No Cause days for Rebecca Bartlett on February 22-24, 2012. – Enclosure W
  25. Recommendation: Approve No Cause days for Jacqueline Barr on December 21-23, 2011. – Enclosure X

## **AGENDA**

**November 14, 2011**

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

1. School Newsletters – Enclosure Y
2. Maintenance Van
3. Alternative Learning Center
4. Dropout Prevention Grant
5. Innovation Zone Grant
6. Other

### **Adjournment**