

**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: December 3, 2019**

**RE: BOARD MEETING AGENDA**

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, December 9, 2019**, at the **Board of Education Office, 45 School Street, Philippi, WV 26416.**

**Call to Order**

**Pledge to Flag**

**Invocation**

**Minutes –**

Approve minutes of November 12, 2019, and November 18, 2019 meetings. – Enclosure A

**Recognitions –**

**Delegation(s) –**

**Reports –**

**Superintendents Recommendations –**

**Attendance –**

1. Recommendation: In compliance with Attendance Policy 8200, approve requests for in-county out-of-zone attendance for school year 2019/2020 contingent upon compliance with pupil-teacher ratio. –Enclosure B

**AGENDA**  
**December 9, 2019**

**Business & Finance –**

2. Recommendation: Approve payment of bills for the period of November 13, 2019, through December 3, 2019, at a total expenditure of \$117,915.87. – Enclosure C
3. Recommendation: Authorize the December 13, 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)
4. 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)
5. Recommendation: Approve the final total of November 27, 2019, payroll check and federal withholdings in the amount of \$511,298.51 – Enclosure D
6. Recommendation: Approve the final total of utility/copier bills in the amount of \$15,186.87. – Enclosure E
7. Recommendation: Approve/Confirm fundraising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure F

Belington Middle School (Cheerleading) – projected revenue - \$500.00

Kasson Elementary/Middle School (Robotics) – projected revenue - \$400.00, \$500.00,  
\$500.00; (School) - \$0.00

Philip Barbour High School (Skills USA) – projected revenue - \$500.00

Philippi Elementary School (PTO) – projected revenue - \$100.00

Philippi Middle School (Title I) – projected revenue - \$0.00; (Boys Basketball) - \$900.00

**Curriculum & Instruction –**

8. Recommendation: Approve/Confirm curricular trips. – Enclosure G
  - Junior Elementary School (4<sup>th</sup> Grade) – to Charleston on May 15, 2020; (2<sup>nd</sup> Grade) – to Prickett’s Fort on April 20, 2020
  - Kasson Elementary/Middle School (School) – to Wheeling on March 10, 2020
  - Philip Barbour High School (FFA) – to Huntington on December 18, 2019
9. Recommendation: Approve educational leave request for a student at Philip Barbour High School. – Enclosure H
10. Recommendation: Approve educational leave request for a student at Philippi Middle School. – Enclosure I
11. Recommendation: Ratify the expulsion agreement for a student at Philip Barbour High School. – Enclosure J

**AGENDA**  
**December 9, 2019**

**Facilities & Maintenance –**

12. Recommendation: Approve building/ground modifications. – Enclosure K
- Belington Middle School (Cafeteria/Lobby/Library) – install wall-mounted touch panels  
Kasson Elementary/Middle School (Area by Gym) – install water fountain
13. Recommendation: Approve/Confirm the use of buildings and/or grounds. – Enclosure L
- Kasson Elementary/Middle School on November 17, 2019 – requested by Dawn Carey for Birthday Party; on January 4, 2020 – requested by Twila Matlick for Family Christmas  
Philip Barbour High School on December 10, 2019 – requested by Gene Hovatter for BCLA Christmas Dinner; on December 19, 2019 – requested by Megan Ruppert for Choir Concert

**Food Service –**

**Policies –**

14. Recommendation: Review revised policy 7200, Student Grading System for first reading. – Enclosure M
15. Recommendation: Review new policy 7620, Primary Instructional Materials Adoption for first reading. – Enclosure N

**Student Support –**

16. Recommendation: Approve a Memorandum of Understanding with Integrated Community Engagement Collaborative. – Enclosure O

**Transportation –**

17. Recommendation: Approve transportation travel requests. – Enclosure P

**Travel –**

18. Recommendation: Approve/Confirm requests for professional leave. – Enclosure Q

**Vocational –**

**AGENDA**  
**December 9, 2019**

**Personnel –**

19. 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 R**

<b>Regular Employee Assignments 2019-20</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
	PBHS, Itinerant	Job 2554: Multi-Categorical Instructor w/Autism
	PES, itinerant	Job 2555: Multi-Categorical/Severely Profoundly Impaired Instructor w/Autism
	PES, Itinerant	Job 2556: PreK/Prek Special Needs Instructor (half-time)
	PMS, Itinerant	Job 2557: Gifted/Multi-Categorical Instructor (half-time)
	PBHS	Job 2558: Option Pathway Instructor/Mathematics Instructor
	PBHS	Job 2559: Mathematics Instructor
	PBHS, Itinerant	Job 2560: School Nurse - RN (half-time)
	PMS	Job 2573: Science Instructor
Kelli Kittle	Kasson	Job 2577: Special Education Aide/Supervisory Aide/Transportation Aide
Gerald Furby	PBHS, ALC	Job 2579: Alternative Learning Center Instructor/Virtual School Facilitator
Cynthia Mayle	PES	Job 2580: Secretary

<b>Substitute Employee Assignments 2019-20</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
	County	Job 2566: Substitute Teacher(s)
	County	Job 2567: Substitute Bus Operator(s)
	County	Job 2568: Long Term Substitute Option Pathway Instructor/Mathematics Instructor
Shannon Goshert	PMS	Job 2574: Long Term Substitute Science Instructor

**AGENDA**  
**December 9, 2019**

	PES, Itinerant	Job 2575: Long Term Substitute Multi-Categorical/Severely Profoundly Impaired Instructor w/Autism
	PES, Itinerant	Job 2576: Long Term Substitute Multi-Categorical w/Autism Instructor
Katheryn Rinehart	PMS	Job 2578: Long Term Substitute 5th Grade Teacher
	PES, Itinerant	Job 2562: Long Term Substitute Multi-Categorical/Severely Profoundly Impaired Instructor w/Autism
	PES, Itinerant	Job 2565: Long Term Substitute Multi-Categorical w/Autism Instructor

<b>Extra-Curricular Employee Assignments 2019-20</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
	PBHS	Job 2561: Head Boys Track Coach
Danielle Rush, Angela McDaniel	County	Job 2571: (1-2) Mentor Teacher(s) (Extra-Curricular)
Glen Auvil	PMS	Job 2572: Volunteer Assistant Boys Basketball Coach
	PBHS	Job 2581: Athletic Trainer (Winter Sports)

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

\_\_\_\_\_

**AGENDA**  
**December 9, 2019**

Items For Discussion, Consideration and/or Possible Action –

1. FY 2021 Loss Control Questionnaire – Enclosure S
2. Weighted Courses for Philip Barbour High School – Enclosure T
3. Other

Next board meetings:

December 16, 2019, at 6:00 p.m. at Kasson Elementary/Middle School (Regular Session)  
January 13, 2020, at 6:00 p.m. at Belington Middle School (Regular Session)

**Adjournment**