

**BARBOUR COUNTY SCHOOLS
PHILIPPI WV 26416**

MEMORANDUM -

TO: BOARD MEMBERS

Doward Matlick
Joanne McConnell
Eric Ruf
Dana Stemple
Bob Wilkins

FROM: JOE SUPER, SUPERINTENDENT

DATE: December 5, 2012

RE: BOARD MEETING AGENDA

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, December 10, 2012**, at the **Board of Education Office, 105 South Railroad Street, Philippi, WV 26416.**

Call to Order

Pledge to Flag

Invocation

Work Session –

Philippi Elementary School LSIC presentation
Philippi Middle School LSIC presentation
Continuation of Board of Education Goals

Minutes -

Approve Minutes of the November 26, 2012 meeting. – Enclosure A

Delegation(s) –

Recognition (s) –

Reports –

Monthly Attendance – Enrollment Report for Month ending November 5, 2012 – Enclosure B
Facilities Report

AGENDA
December 10, 2012

Superintendents Recommendations –

Attendance –

1. Recommendation: In compliance with Attendance Policy 8200, approve requests for out-of-zone attendance for school year 2012-2013 contingent upon compliance with pupil-teacher ratio. – Enclosure C

Business & Finance –

2. Recommendation: Approve payment of bills for the period of November 22, 2012 through December 5, 2012 at a total expenditure of \$101,555.14. – Enclosure D
3. Recommendation: Authorize the December 15, 2012 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: Approve the final total of the November 28, 2012 payroll check and federal withholdings in the amount of \$550,879.60. – Enclosure E
5. Recommendation: Approve final total of utility bills in the amount of \$8,626.24. – Enclosure F
6. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours) – Enclosure G
 - Mt. Vernon Elementary School (5th Grade - PTO) – projected revenue - \$2,000.00; (PTO) -\$100.00
 - Philip Barbour High School (Yearbook) – projected revenue - \$500.00; (Choir) - \$500.00; (Cheerleading) - \$500.00
 - Philippi Middle School (Yearbook Club) – projected revenue - \$200.00
7. Recommendation: Approve agreement with Asset Control Solutions.com to provide a fixed asset inventory. – Enclosure H
8. Recommendation: Approve agreement with the Office of the State Auditor for West Virginia to provide auditing services for the Board of Education's financials for the fiscal year ended June 30, 2012. – Enclosure I
9. Recommendation: Approve agreement with the Office of the State Auditor for West Virginia to provide auditing services for the individual schools financials for the fiscal year ended June 30, 2012. – Enclosure J

AGENDA
December 10, 2012

Curriculum & Instruction –

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

Kasson Elem/Middle School (Varsity Band) – to Belington on December 8, 2012
Philip Barbour High School (FFA) – to Charleston on December 9-10, 2012; to Preston High School on December 13, 2012; to Morgantown on March 8-9, 2013; to Morgantown on February 27-March 2, 2013

11. Recommendation: Approve weighted courses at Philip Barbour High School. – Enclosure L

Facilities –

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

Mt. Vernon Elementary School on December 16, 2012 – requested by Joni Martin for Birthday Party; on December 9, 2012 – requested by Brandy Burkhammer for Birthday Party
Philip Barbour High School on December 8, 2012 – requested by Tammy Martin for Baby Shower; on December 16, 2012 – requested by Angie Frey for Birthday Party; on December 15, 2012 – requested by Sydney Curtis for Volleyball Camp
Philippi Elementary School on December 16, 2012 – requested by George Cross for Church Christmas Dinner
Philippi Middle School on December 9, 2012 – requested by Carla Knotts for Birthday Party
Volga-Century Elementary School on January 10, 2013 – requested by Stacy Stout for Volga Post Office Community Meeting

Food Service –

Policies –

Student Support –

Transportation –

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

Travel –

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

Vocational –

Personnel –

15. Recommendation: Accept resignation/retirement of Ruby McDonald as a cook at Philip Barbour High School effective January 2, 2013. – Enclosure P

AGENDA
December 10, 2012

16. Recommendation: Accept resignation of Sue Edwards as a substitute teacher effective November 26, 2012. – Enclosure Q
17. Recommendation: Approve a medical leave of absence (maternity) for Angela Hodge beginning approximately January 2, 2013 for approximately six weeks. – Enclosure R
18. Recommendation: Employ the following personnel substitute personnel for the 2012-2013 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 S

Shannon Bolton, Substitute Teacher
_____, Substitute Teacher

19. Recommendation: Employ the following personnel for the 2012-2013 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

_____, Supervisor of Transportation/Bus Operator/Mechanic Assistant
(Beginning January 2, 2013 and fulfill remainder of 247 day contract for 2012/2013 school year)

Steven Wilson, Groundsman/General Maintenance/Custodian III (Beginning December 12, 2012 and fulfill remainder of 203 day contract for 2012/2013 school year)

20. Recommendation: Employ the following personnel for the 2012-2013 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

Judith Freeman, Math Tutor, Philippi Middle School (Beginning December 12, 2012 for the remainder of school year as grant funds are available (Monday-Thursday) 1.5 hours per session)

Judith Freeman, Math Field Day Coach, Philippi Middle School (Up to 15 hours, attendance at County and Regional Math Field Day)

Jimmy Runion, Bus Operator, Alternative School (Mid-day run to transport student(s) between ALC and Philip Barbour High School as student need warrants)

AGENDA
December 10, 2012

Items For Discussion, Consideration and/or Possible Action –

1. School Newsletters – Enclosure V
2. Review Superintendents Goals
3. Other

Next board meeting regular session on December 17, 2012 – 6:00 p.m. at Board of Education Office

Adjournment