

**BARBOUR COUNTY SCHOOLS  
PHILIPPI WV 26416**

**MEMORANDUM -**

**TO: BOARD MEMBERS**

David Everson  
Joanne McConnell  
Eric Ruf  
Dana Stemple  
Ron Phillips

**FROM: JEFF WOOFER, SUPERINTENDENT**

**DATE: December 8, 2015**

**RE: BOARD MEETING AGENDA**

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, December 14, 2015**, at the **Junior Elementary School, 415 West First Street, Junior, WV 26275.**

**Call to Order**

**Pledge to Flag**

**Invocation**

**Junior Elementary School – LSIC Presentation**

**Minutes -**

Approve minutes of November 9, 2015 and November 16, 2015 meetings. – Enclosure A

**Delegation(s) –**

**Reports –**

Monthly Attendance – Enrollment Report for month ending December 3, 2015 – Enclosure B  
Facilities Report

**AGENDA**  
**December 14, 2015**

**Superintendents Recommendations –**

**Attendance –**

1. Recommendation: In compliance with Attendance Policy 8200, approve requests for in-county out-of-zone attendance for school year 2015-2016 contingent upon compliance with pupil-teacher ratio. – Enclosure C
2. Recommendation: In compliance with Attendance Policy 8200, approve requests for out-of-county attendance for school year 2015-2016. – Enclosure D
3. Recommendation: Approve attendance administrative transfer. – Enclosure E

**Business & Finance –**

4. Recommendation: Approve payment of bills for the period of November 3, 2015 through December 8, 2015 at a total expenditure of \$273,171.40. – Enclosure F
5. Recommendation: Authorize the December 15, 2015 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 F)
6. Recommendation: Authorize the payment of utility bills and copier bills due before next board meeting not to exceed \$150,000.00. (Refer to Enclosure F)
7. Recommendation: Approve the final total of the November 28, 2015 payroll check and federal withholdings in the amount of \$539,265.54. – Enclosure G
8. Recommendation: Approve final total of utility/copier bills in the amount of \$26,234.30. – Enclosure H
9. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure I
  - Kasson Elementary/Middle School (8<sup>th</sup> Grade) – projected revenue - \$200.00, \$250.00, \$300.00, \$750.00; (Yearbook Club) – projected revenue - \$0.00
  - Philip Barbour High School (FFA) - projected revenue - \$100.00; (Swim) - \$200.00
  - Philippi Elementary School (Office) – projected revenue - \$250.00; (PTO) - \$300.00
  - Philippi Middle School (School) – projected revenue - \$700.00
  - Volga-Century Elementary School (PTO) – projected revenue - \$1,000.00
10. Recommendation: Approve New Tech School Agreement for Philippi Middle School. - Enclosure J
11. Recommendation: Approve Memorandum of Understanding with World Vision, Inc. for the KidREACH project. – Enclosure K

## **AGENDA**

**December 14, 2015**

### **Curriculum & Instruction –**

12. Recommendation: Approve educational leave request for a student at Philip Barbour High School. – Enclosure L
13. Recommendation: Approve educational leave request for a student at Philip Barbour High School. – Enclosure M
14. Recommendation: Approve educational leave request for a student at Philippi Elementary School. – Enclosure N
15. Recommendation: Approve educational leave request for a student at Philippi Middle School. – Enclosure O
16. Recommendation: Approve educational leave request for a student at Philippi Middle School. – Enclosure P
17. Recommendation: Approve/Confirm curricular trips. – Enclosure Q

Philip Barbour High School (Hidden Promise) – to Glenville State on December 1, 2015;  
(Pro Start) – to Mount Vernon Elementary School on December 22, 2015  
Volga-Century Elementary School (School) – to Meadowbrook Mall on December 15, 2015

### **Facilities & Maintenance –**

18. Recommendation: Approve/Confirm use of buildings and/or grounds. – Enclosure R
  - Belington Middle School on January 2, 2016 – requested by Sarah Harris for Birthday Party
  - Kasson Elementary/Middle School on January 1, 2016 – requested by Dr. Teresa Marsh for Lock-in; on March 12, 2016 – requested by Dr. Teresa Marsh for 5K Run; on December 11, 2015 – requested by Dr. Teresa Marsh for Family Movie Night
  - Mount Vernon Elementary School on December 5, 2015 – requested by Brandy Burkhammer for Birthday Party; on November 28, 2015 – requested by Heather Scheuvrant for Birthday Party; on December 13, 2015 – requested by Jennifer Newman for Dinner; on December 6, 2015 – requested by Mark Montgomery for Birthday Party
  - Philip Barbour High School on Sundays beginning November 29, 2015 through April 29, 2016 – requested by Sissy Collins for AAU Club Volleyball Practice

### **Food Service –**

### **Policies –**

19. Recommendation: Review revised policy 3390 (Also: 6620), Transportation Travel Allowance, for first reading. – Enclosure S

## **AGENDA**

**December 14, 2015**

20. Recommendation: Review revised policy 6710, Employment of Retired Teachers as Substitute Teachers in Areas of Critical Need and Shortage Policy, for first reading. – Enclosure T

### **Student Support –**

### **Transportation –**

21. Recommendation: Approve transportation travel requests. – Enclosure U

### **Travel –**

22. Recommendation: Approve/Confirm requests for professional leave. – Enclosure V

### **Vocational –**

### **Personnel –**

23. Recommendation: Approve settlement agreement with a professional employee. – Enclosure W
24. Recommendation: Accept resignation of Derrick Helzer as a teacher at Belington Elementary School effective June 8, 2015. – Enclosure X
25. Recommendation: Accept resignation/retirement of Agnes Murphy as a Media Aide at Kasson Elementary/Middle School effective January 1, 2016. – Enclosure Y
26. Recommendation: Accept resignation of Kelly Benner as a substitute teacher effective December 1, 2015. – Enclosure Z
27. Recommendation: Accept resignation of Rachel Propst as an English/Language Arts Instructor at Philip Barbour High School effective December 4, 2015. – Enclosure AA
28. Recommendation: Accept resignation/retirement of Stephanie Short as a Literacy Coach effective at the end of the 2015-2016 school year. – Enclosure BB

**AGENDA**  
**December 14, 2015**

29. Recommendation: Employ the following personnel for the 2015-2016 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 CC**

<b>Regular Employee Assignments:</b>		
<b>Name</b>	<b>School/Location</b>	<b>Position</b>
	Philippi Middle School	914-Science/Social Studies Instructor (closes 11-19-15)
Ashley Workman	Mount Vernon Elementary School	925-Principal (.5)
Shelley Wolfe	Mount Vernon Elementary School	926-Elementary Instructor (.5)
Michelle Webb	County	927-Bus Operator, Route 28
Aaron Grose	Kasson Elementary/Middle School	928-Early Childhood Classroom Assistant Teacher/PK Special Needs Aide/ Supervisory Aide/Transportation Aide (.5)
	Itinerant	930-Alternative Learning Center Instructor (closes 12-7-15)

30. Recommendation: Employ the following personnel for the 2015-2016 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) – (Refer to Enclosure CC)**

<b>Substitute Assignments:</b>		
<b>Name</b>	<b>School/Location</b>	<b>Position</b>
Repost	Philippi Elementary School	912-Long-term Substitute Multi-Categorical with Autism Instructor (closes 11-19-15)
Repost	Philippi Elementary School	916-Long-term Substitute Multi-Categorical with Autism Itinerant Instructor (closes 11-19-15)
	County	931-Substitute Bus Operator (closes 12-7-15)
	County	936-Substitute Teacher (closes 12-7-15)
	County	950-Substitute RN (closes 12-14-15)
	Philippi Elementary School	957-Instructor-3 <sup>rd</sup> grade (closes 12-14-15)

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31. Recommendation: Employ the following personnel for the 2015-2016 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)** – (Refer to Enclosure CC)

<b>Extra-Curricular Assignments:</b>		
<b>Name</b>	<b>School/Location</b>	<b>Position</b>
	Belington Middle School	943-Assistant Boys Basketball Coach (closes 12-14-15)
	County	946-Multi-Categorical Homebound Instructor (closes 12-14-15)

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

**AGENDA**  
**December 14, 2015**

Items For Discussion, Consideration and/or Possible Action –

1. School Newsletters - Enclosure DD
2. Other

Next board meeting:

December 21, 2015 meeting at 6:00 p.m. at Philip Barbour High School (Regular Session)

Adjournment