

**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 12, 2017

RE: BOARD MEETING AGENDA

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, December 18, 2017**, at the **Board of Education Office, 45 School Street, Philippi, WV 26416.**

Call to Order

Pledge to Flag

Invocation

Minutes -

Approve minutes of December 4, 2017 meeting. – Enclosure A

Recognitions -

Delegation(s) –

Reports –

November 2017 Financial Report – Enclosure B
Monthly Attendance – Enrollment Report – Enclosure C

Superintendents Recommendations –

Attendance –

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Business & Finance –

1. Recommendation: Approve budget adjustments. – Enclosure D
2. Recommendation: Authorize payment on County-Wide Performance Contract pending completion of all final work and close-out of all required School Building Authority documentation.
3. Recommendation: Approve payment of bills for the period of November 28, 2017 through December 5, 2017 at a total expenditure of \$491,562.09. – Enclosure E
4. Recommendation: Authorize the December 28, 2017 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 E)
5. Recommendation: Authorize the payment of utility bills and copier bills due before next board meeting not to exceed \$90,000.00. (Refer to Enclosure E)
6. Recommendation: Approve the final total of the December 15, 2017 payroll check and federal withholdings in the amount of \$328,262.21. – Enclosure F
7. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure G

Kasson Elem/Middle School (Band) – projected revenue - \$500.00; (Hat day) - \$50.00
Philip Barbour High School (Educator’s Rising) – projected revenue - \$40.00; (TSA) - \$700.00; (Evelyn McBee Senior project) - \$300.00
Philippi Middle School (Student Council) – projected revenue - \$300.00, \$100.00, \$600.00

Curriculum & Instruction –

8. Recommendation: Approve/Confirm curricular trips. – Enclosure H

Belington Middle School (Incentive Trip) – to Elkins on December 20, 2017
Junior Elementary School (PreSchool/Kindergarten) – to Barbour County Good Samaritan on December 18, 2017
Kasson Elem/Middle School (Science Fair Winners) – to Philip Barbour High School on December 8, 2017
Philippi Middle School (PBIS Team) – to Morgantown on December 21, 2017

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Facilities & Maintenance –

9. Recommendation: Approve/Confirm use of buildings and/or grounds. – Enclosure I

Philip Barbour High School Complex on December 20-21 2017 – requested by Jaime Kittle for Choir Concert/Theatre Production; beginning December 2017 through April 2018 – requested by Sissy Collins for Barbour Elite Club Volleyball; on February 25, 2018 – requested by Evelyn McBee for Talent Show for Senior Project

10. Recommendation: Approve building/ground modifications. – Enclosure J

Kasson Elem/Middle School (Foyer/Lobby Wall) – hang 2 display cases and hang picture

Food Service –

Policies –

Student Support –

Transportation –

11. Recommendation: Approve transportation travel requests. – Enclosure K

Travel –

12. Recommendation: Approve/Confirm requests for professional leave. – Enclosure L

Vocational –

Personnel –

13. Recommendation: Approve student teachers from Alderson Broaddus University for the Spring 2018 semester. – Enclosure M

14. Recommendation: Accept resignation of Michael Wanstreet a bus operator, effective December 7, 2017. – Enclosure N

15. Recommendation: Approve medical leave of absence (Maternity) for a professional employee at Belington Elementary School beginning approximately January 10, 2018 through approximately February 21, 2018. – Enclosure O

16. Recommendation: Approve revised schedule of pay for central office professional administrative personnel. **(changes will become effective January 1, 2018)** – Enclosure P

17. Recommendation: Approve revised schedule of supplemental pay for professionals. **(changes will become effective January 1, 2018)** - Enclosure Q

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18. Recommendation: Employ the following personnel for the 2017-2018 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**

Regular Employee Assignments 2017-18		
Name of Person	Location	Job ID: Position
	County	1726: School Nutrition Director (half-time)
	PBHS	1727: Chemistry/Physics Instructor
	PBHS	1728: French Instructor
	Junior/Itinerant	1732: Music Instructor (half-time)
	PES	1687: PreK/Prek Special Needs Instructor (half-time)
Kenneth Hathaway	County	1741: Bus Operator, Rt. 28
	PBHS	1745: Instructor (Half time) Choir/Theater/Music App.
Emily Bowmar	PES	1708: Elementary Education Instructor
Sherman Wilkinson	County	1750: Bus Operator, Rt. 3

Substitute Employee Assignments 2017-18		
Name of Person	Location	Job ID: Position
	PBHS	1729: Long Term Substitute French Instructor
	PES, Itinerant	1723: Long Term Substitute PreK/Prek Special Needs Instructor (halftime)
	County	1739: Substitute Custodian(s)
Repost	County	1740: Substitute Cook(s)
Repost	Kasson	1744: Long Term Substitute Multi-Categorical w/Autism Instructor

Extra-Curricular Employee Assignments		
Name of Person	Location	Job ID: Position
Teresa Riccio	Junior	1730: 1 Academic Afterschool Tutor(s) (Extra-Curricular)
Jamie Kittle	PBHS	1749: Instructor (extra-curricular) Theater Dec 19-22, 2017

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

Jamie Littlefield

Joshua Whited

Jonathon Clingerman

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Items For Discussion, Consideration and/or Possible Action –

1. Other

Next board meetings:

January 8, 2018 at 6:00 p.m. at Board of Education Office (Regular Session)

Adjournment