

**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: December 14, 2011**

**RE: BOARD MEETING AGENDA**

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, December 19, 2011**, at the **Belington Elementary School, Belington, WV 26250**.

**Call to Order**

**Pledge to Flag**

**Invocation**

**Minutes -**

Approve Minutes of the December 5, 2011 meeting. – Enclosure A

**Delegation(s) –**

**Recognition (s) –**

**Reports –**

Belington Elementary School Local School Improvement Presentation  
Facilities Report  
Monthly Attendance – Enrollment Report for Month ending December 8, 2011 – Enclosure B  
Expenditure Report – Enclosure C

**Superintendents Recommendations –**

**Attendance –**

**Business & Finance –**

1. Recommendation: Approve budget adjustments. - Enclosure D
2. Recommendation: Approve payment of bills for the period of December 1, 2011 through December 13, 2011 at a total expenditure of \$167,757.15. – Enclosure E

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3. Recommendation: Authorize the December 23, 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)
4. Recommendation: Authorize the payment of utility, travel and rent bills due before next board meeting not to exceed \$65,000.00. – (Refer to Enclosure E)
5. Recommendation: Approve final total of utility bills in the amount of \$51,464.76. - Enclosure F
6. Recommendation: Approve the final total of the November 28, 2011 payroll check and federal withholdings in the amount of \$936,174.78. – Enclosure G
7. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours) – Enclosure H

Belington Middle School (Band) – projected revenue - \$600.00  
Kasson Elem/Middle School (Band) – projected revenue - \$500.00; (Yearbook) - \$0.00  
Mt. Vernon Elementary School (5<sup>th</sup> Grade) – projected revenue - \$300.00, \$200.00,  
\$200.00, (PTO) - Books, (5<sup>th</sup> Grade/PTO) - \$200.00

**Curriculum & Instruction –**

8. Recommendation: Approve early graduation for a 12<sup>th</sup> grade student at Philip Barbour effective at the end of the first semester of the 2011-2012 school year. – Enclosure I
9. Recommendation: Approve/Confirm curricular trips. – Enclosure J

Junior Elementary School (5<sup>th</sup> Grade) – to Pittsburg on May 30, 2012  
Mt. Vernon Elementary School (5<sup>th</sup> Grade) – to Cincinnati, Ohio on June 5, 2012  
Philip Barbour High School (PAES Class) – to Elkins on December 21, 2011; (FFA) – to  
Preston on December 15, 2011; (Pro Start & Travel WV) – to Wheeling on  
December 21, 2011  
Volga-Century Elementary School (5<sup>th</sup> Grade) – to Pittsburg on May 30, 2012

**Facilities –**

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

Kasson Elem/Middle School on December 31, 2011 – requested by Edsil Nestor for  
Community get together  
Philip Barbour High School on December 11, 2011 through May, 2012 – requested by Tina  
Shriver for Club Volleyball
11. Recommendation: Award Belington Elementary School HVAC Balancing. – Enclosure L

**Food Service –**

**Policies –**

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**Student Support –**

**Transportation –**

12. Recommendation: Approve transportation travel requests. – Enclosure M

**Travel –**

13. Recommendation: Approve/Confirm requests for professional leave. – Enclosure N

**Vocational –**

14. Recommendation: Approve businesses, agencies and organizations located in Barbour County or surrounding areas as sites for work-based experience for high school students for the 2011-2012 school year. – Enclosure O

**Personnel –**

15. Recommendation: Accept resignation of Jacqueline Barr as a Title I Instructor at Philippi Elementary School effective January 3, 2012. – Enclosure P
16. 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 Q

Extra Curricular Assignments

Christopher Starkey, Volunteer Assistant Boy's Basketball Coach, Philip Barbour High School  
Nick Mayle, Long Term Substitute Assistant Boy's Basketball Coach, Philip Barbour High School (remainder of 2011/2012 basketball season)  
Luella Saffle, Before/After School Supervision, Volga-Century Elementary School (remainder of 2011/2012 school year Monday-Friday)

17. Recommendation: Approve family medical leave of absence for Carla Knotts on February 24, 2012 through March 2, 2012. – Enclosure R
18. Recommendation: Approve unpaid medical leave of absence for Tina Anglin on December 9, 2011 and December 19-22, 2011. – Enclosure S
19. Recommendation: Accept resignation of Joan Sturm as a substitute teacher effective December 12, 2011. – Enclosure T
20. 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

\_\_\_\_\_, Secretary/Computer Operator/Switchboard Operator – Receptionist, Central Office (remainder of 220 day position, position terminates at the end of the 2011/2012 school year)

\_\_\_\_\_, Temporary Special Needs Classroom Aide, Philip Barbour High School (December 21, 2011 – January 31, 2012 as student need warrants)

## **AGENDA**

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21. Recommendation: Accept resignation of Anna L. Stemple as a substitute teacher effective December 12, 2011. – Enclosure V
22. Recommendation: Approve Memorandum of Understanding with Marshall University for a collaborative partnership for field-based and clinical experience. – Enclosure W
23. Recommendation: Approve a medical leave of absence for James Lawrence from December 12, 2011 through December 21, 2011. – Enclosure X
24. Recommendation: Approve Memorandum of Understanding with Young Life. – (Memorandum will provided at meeting)
25. Recommendation: Accept resignation/retirement of Jill Schiefelbein as a teacher at Kasson Elem/Middle School effective at the end of the 2011-2012 school year. – Enclosure Y

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

1. Other

**Adjournment**