

**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: September 20, 2016

RE: REVISED - BOARD MEETING AGENDA

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, September 26, 2016**, at the **Board of Education Office, 45 School Street, Philippi, WV 26416**.

Call to Order

Pledge to Flag

Invocation

Minutes -

Approve minutes of September 12, 2016 meeting. – Enclosure A

Recognitions -

Delegation(s) –

Reports –

FY16 Financial Report
August 2016 Financial Report – Enclosure B
Attendance Report/Enrollment Report for Month Ending September 6, 2016 – Enclosure C
Facilities Report

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Superintendents Recommendations –

Attendance –

1. Recommendation: In compliance with Attendance Policy 8200, approve requests for in-county out-of-zone attendance for school year 2016-2017 contingent upon compliance with pupil-teacher ratio. – Enclosure D
2. Recommendation: In compliance with Attendance Policy 8200, approve requests for out-of-county attendance for school year 2016-2017. – Enclosure E

Business & Finance –

3. Recommendation: Approve budget adjustments. – Enclosure F
4. Recommendation: Approve payment of bills for the period of September 7, 2016 through September 20, 2016 at a total expenditure of \$174,478.64. – Enclosure G
5. Recommendation: Authorize the September 28, 2016 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 G)
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 G)
7. Recommendation: Approve the final total of the September 15, 2016 payroll check and federal withholdings in the amount of \$355,760.28. – Enclosure H
8. Recommendation: Approve renewal of the Underground Storage Tank Liability Insurance for the 2016/2017 school year. – Enclosure I
9. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure J

Belington Middle School (Band) – projected revenue - \$1,500.00, \$500.00, \$500.00, \$500.00; (School) - \$0.00

Kasson Elem/Middle School (8th Grade) – projected revenue - \$500.00; (Band) - \$500.00; (Builders Club) - \$200.00; (School) - \$0.00

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

Philip Barbour High School (Cheerleading) – projected revenue - \$1,500.00; (FFA) - \$500.00, \$500.00, \$500.00, \$500.00, \$500.00, \$500.00, \$500.00

Philippi Elementary School (PTO) – projected revenue - \$1,000.00, \$3,000.00, \$500.00, \$300.00, \$500.00, \$500.00

Philippi Middle School (Athletics) – projected revenue - \$300.00; (School) - \$0.00

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Curriculum & Instruction –

10. Recommendation: Approve/Confirm curricular trips. – Enclosure K
 - Junior Elementary School (PreK-4th) – to Junior VFD on October 4, 2016
 - Kasson Elem/Middle School (6-8th grades) – to WVU Creative Arts Center on December 20, 2016; (8th Grade) – to Washington DC on June 2-3, 2017
 - Mount Vernon Elementary School (School) – to Barbour Lanes on December 21, 2016
 - Philip Barbour High School (Early Childhood) – to Philippi Elementary School on Various dates from September 2016 to May 1, 2017; (FFA) – to Barbour County Fair Grounds on October 8, 2016; (FFA) – to Cedar Lakes on September 23-24, 2016; (FFA) – to Indianapolis, IN on October 19-22, 2016; (HSTA-CNA Students) – to Elkins on November 4, 2016
11. Recommendation: Approve chaperones for Kasson Elementary/Middle School Band. – Enclosure L
12. Recommendation: Approve chaperones for Kasson Elementary/Middle School curricular trip to the Carnegie Science Center on September 26, 2016. – Enclosure M
13. Recommendation: Approve educational leave request for a student at Philippi Elementary School. – Enclosure N
14. Recommendation: Approve educational leave request for a student at Philippi Middle School. – Enclosure O

Facilities & Maintenance –

15. Recommendation: Approve/Confirm use of buildings and/or grounds. – Enclosure P
 - Belington Middle School on September 30, 2016 – requested by LaDonna Davis for Great Game Night – Kids Jam; each Friday – requested by LaDonna Davis for Kids Jam Weekly Meetings
 - Philippi Elementary School on October 22, 2016 – requested by Stephanie Moss for Fall Carnival
 - Philippi Middle School on October 14, 2016 – requested by Amanda Casto for Baby Shower
16. Recommendation: Approve building/ground modifications. – Enclosure Q
 - Kasson Elem/Middle School (Lobby-Hallway) – hang painting; (Office Doors) – install access control equipment; (Teachers' Lounge) – install cork board; (Teachers' Lounge) – install white board
 - Philip Barbour High School (New Gym) – hang picture

Food Service –

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Policies –

- 17. Recommendation: Review revised policy 8210, Attendance, for second reading. – Enclosure R
- 18. Recommendation: Review revised policy 9400, Community Use of School Facilities, for first reading. – Enclosure S

Student Support –

Transportation –

- 19. Recommendation: Approve transportation travel requests. – Enclosure T

Travel –

- 20. Recommendation: Approve/Confirm requests for professional leave. – Enclosure U

Vocational –

- 21. 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 2016-2017 school year. – Enclosure V

Personnel –

- 22. Recommendation: Accept resignation of Charity Sypolt as a Kindergarten Teacher at Kasson Elementary/Middle School effective immediately. – Enclosure W
- 23. Recommendation: Approve leave of absence (medical) for Allyson McNaboe from October 13, 2016 through November 24, 2016. – Enclosure X
- 24. Recommendation: Approve leave of absence (medical) for Paulette Bailey from September 15, 2016 through October 26, 2016. – Enclosure Y
- 25. Recommendation: Approve volunteers at Kasson Elementary/Middle School. – **Contingent upon clearance of criminal convictions.** - Enclosure Z
- 26. Recommendation: Employ the following personnel for the 2016-2017 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 AA

Regular Employee Assignments 2016-2017		
Name of Person	Location	Position
	Itinerant, home based at Belington Elementary School	1239-Multi-Categorical w/Autism and Severely Profoundly Impaired Instructor Closes 9-20-16
	Itinerant, home based at KEMS	1244-Multi-Categorical

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		w/Autism Instructor (half-time) Closes 9-20-16
	PMS	1246-Science Instructor Closes 9-20-16
	PES	1248-PreK/PreK Special Needs Instructor (half-time) Closes 9-20-16
	PMS	1250-Language Arts Instructor Closes 9-20-16
	Itinerant, home based at KEMS	1260-Gifted/Multi-Categorical Instructor (half-time) Closes 9-20-16
	PBHS Complex	1261-Multi- Categorical/Severely Profoundly Impaired Instructor Closes 9-20-16
	PMS	1277-Multi-Categorical w/Autism Instructor (half-time) Closes 9-26-16
	Route 34	1280-Bus Operator, Route 34/Mechanic Assistant Closes 9-19-16
	Route 2	1290-Bus Operator, Route 2 Closes 9-22-16
	PBHS	1296-French Instructor Closes 9-26-16

Substitute Employee Assignments 2016-2017		
Name of Person	Location	Position
	County	1266-Substitute Cook Closes 9-6-16
	PES	1272-Long-term Substitute PreK/PreK Special Needs Instructor Closes 9-26-16
	BES	1275-Long-term Substitute Kindergarten Instructor Closes 9-26-16
	County	1278-Substitute Custodian(s) Closes 9-19-16
	BES	1279-Long-term Substitute 1 st Grade Instructor Closes 9-19-16
	BMS	1287-Long Term Substitute Social Studies/Language Arts Instructor

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		Closes 9-19-16
	BES	1292-Long Term Substitute Cook Closes 9-22-16
	PMS	1297-Long Term Substitute Language Arts Instructor Closes 9-26-16

Extra-Curricular Employee Assignments 2016-2017		
Name of Person	Location	Position
	BMS	1232-Assistant Girls Basketball Coach Closes 9-8-16
	JES	1288-Academic Afterschool Tutor Closes 9-19-16
	JES	1288-Academic Afterschool Tutor Closes 9-19-16

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Items For Discussion, Consideration and/or Possible Action –

1. Superintendent Goals
2. School Newsletters – Enclosure BB
3. Other

Next board meetings:

October 12, 2016 at 6:00 p.m. at Board of Education Office- Kasson Elem/Middle School
LSIC Presentation (Regular Session)

Adjournment

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ADDENDUM

Business & Finance –

27. Recommendation: Approve FY16 Financial Report.
28. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure #1

Philippi Middle School (Football) – projected revenue - \$500.00

Personnel –

29. Recommendation: Rescind the employment of Cynthia Mayle as a Special Education Aide/Supervisory Aide/Transportation Aide (half-time), Itinerant home based at Philippi Elementary School which took place at the September 20, 2016 board meeting.
30. Recommendation: Employ the following personnel for the 2016-2017 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 #2

Regular Employee Assignments 2016-2017		
Name of Person	Location	Position
Connie Mayle	Itinerant, home based at PES	1281-Special Education Aide/Supervisory Aide/Transportation Aide (half time) Closes 9-19-16

Substitute Employee Assignments 2016-2017		
Name of Person	Location	Position
Karen Leach	County	1227-Substitute Aide