

___ C. Budget Supplements & Transfer Requests – Board Memo #118-08-09 – (Tab 6)

The supplements are for the following grants: IDEA Part B Discretionary at West Milford, Project Based Learning Competition Grant, Acuity Health Care Needs Grant, Updating Workshops Grant, Local GED Testing, Local College Course Funds, Local College Night donations, and Employee Recognition Fund. The budget transfers are for miscellaneous budget maintenance.

___ D. Out-of-State Travel, Professional Meetings, and Transportation Requests – Board Memo #120-08-09 (Tab 7)

This is a list of personnel who have submitted written requests for out-of-state travel study (student), out-of-state professional meetings, and out-of-state transportation.

___ E. Student Transfer Requests – Board Memo #127-08-09 (Tab 8)

These are requests to transfer students wishing to attend school out of their attendance district.

___ F. Bid Results for Miscellaneous Custodial Supplies – Board Memo #122-08-09 (Tab 9)

We have concluded the bidding process for obtaining miscellaneous custodial supplies for use throughout the county. Six vendors submitted bids and all are acceptable for review and award. Please refer to the attached spreadsheet for specific bid submission information. Supplies in this bid are awarded by line item. All successful bidders were in-state vendors.

Pursuant to paragraphs 17.2 and 19.1.1 of the Purchasing Policies and Procedures Manual for Local Educational Agencies (which is authorized under WV State Board of Education Policy 8200) dated July 10, 2003, I respectfully recommend that the board approve the bids from the vendors indicated: Champion Industries of Clarksburg, WV in the amount of \$830.16; R.D. Wilson & Sons of Clarksburg, WV in the amount of \$55,219.55; Liberty Distributors of Tridelpia; WV in the amount of \$5,851.80; Winan’s Sanitary Supply of Parkersburg, WV in the amount of \$3,865.66;, and Pro-Distributing of Clarksburg, WV in the amount of \$12,000.

___ G. Bid Results for Spartan Chemical Supplies – Board Memo #123-08-09 (Tab 10)

We have concluded the bidding process for obtaining Spartan Chemical Co. specific custodial supplies. Two vendors in this area carry these products. The two bids received are acceptable for review and award. Bid results are provided below:

* A.	R. D. Wilson & Sons	Liberty Distributors
Spartan Chemical Bid	\$73,474.57	\$77,708.05

I respectfully recommend that the board approve the bid from R.D. Wilson & Sons of Clarksburg, WV in the amount of \$73,474.57.

___ H. Approval of 403B Plan Document and Adoption Agreement – Board Memo #124-08-09 (Tab 11)

The 403(b) Plan Document and Adoption Agreement has been prepared by our third party administrator, TSA Consulting Group, Inc. This document must be in place to be in-compliance with new IRS Regulations that are effective January 1, 2009.

___ I. Establishment of meeting dates:

- November 18, 2008 – Regular Meeting – Auditorium – 6:00 p.m.
- December 2, 2008 – Regular Meeting – Auditorium – 5:00 p.m.
- January 12, 2009 – Special Meeting (Public Forum) Robert C. Byrd High School – 6:00 p.m.
- January 13, 2009 – Regular Meeting – Auditorium – 6:00 p.m.
- January 27, 2009 – Regular Meeting – Auditorium – 6:00 p.m.
- February 3, 2009 – Regular Meeting – Auditorium – 6:00 p.m.
- February 17, 2009 – Regular Meeting – Auditorium – 6:00 p.m.
- March 3, 2009 – Regular Meeting – Auditorium – 6:00 p.m.
- March 17, 2009 – Regular Meeting – Auditorium – 6:00 p.m.
- April 7, 2009 – Regular Meeting – Auditorium – 6:00 p.m.
- April 21, 2009 – Regular Meeting – Auditorium – 6:00 p.m.
- May 5, 2009 – Regular Meeting – Auditorium – 6:00 p.m.
- May 19, 2009 – Regular Meeting – Auditorium – 6:00 p.m.
- June 2, 2009 – Regular Meeting – Auditorium – 6:00 p.m.
- June 16, 2009 – Regular Meeting – Auditorium – 6:00 p.m.
- June 30, 2009 – Special Meeting – Auditorium – 12:00 noon

VII. **NEW BUSINESS** (Action Needed)

- A. Request to Annex Salem Elementary School into the City of Salem – Board Memo #130-08-09 (Tab 12)

We have received a letter from the City of Salem requesting the annexation of Salem Elementary School into the city. Because of the recent incident there, I feel that the City could respond immediately in case of an emergency at the school. I respectfully request permission to explore the financial aspect of annexing the Salem Elementary School property into the City of Salem.

VIII. **UNFINISHED BUSINESS** (None)

IX. **BUILDING PROGRAM** (Action Needed)

- A. Request for Payment (Invoice #4754) from WYK Associates, Inc., for West Milford Elementary School (SBA) – Board Memo #125-08-09 (Tab 13)

Request for Payment (invoice #4754) in the amount of \$4,683.52 from WYK Associates, Inc. for architectural services regarding West Milford Elementary School classroom addition. These services are being paid with local and SBA funds. This request has been approved by our staff.

- B. Application for Payment # 2 from AAMC for Door Replacement at Various Schools (SBA) – Board Memo #128-08-09 (Tab 14)

Application for Payment #2 in the amount of \$84,044.20 from AAMC, Inc., is for door replacement at various Schools. This project is being funded with local and SBA funds. This request has been approved by our staff.

- C. Application for Payment # 4 from City Window Company for West Milford Addition (SBA) – Board Memo #129-08-09 (Tab 15)

Application for Payment #4 in the amount of \$334,324 from City Window Company for the construction of West Milford Elementary School Addition. This project is being funded with local funds and SBA funds. This request has been approved by our staff.

- D. Comprehensive Educational Facilities Plan Update – Board Memo #126-08-09 (Tab 16)

Enclosed for your consideration is an update to our Comprehensive Educational Facilities Plan (CEFP). This update is required by the West Virginia School Building Authority (SBA) prior to the March 2009 Needs project interviews. The following changes to the CEFP are required:

- 1) Lumberport Middle will not be renovated to become Lumberport Elementary School.

- 2) Construct a new Lumberport Elementary on the existing Lumberport Elementary site.

X. INFORMATION (No Action Needed)

A. Reports:

1. In-State Travel Study and Transportation Report - Board Memo #121-08-09 (Tab 17)

A listing of in-state travel study and transportation requests has been submitted to and approved by the superintendent. This list is for information only.

XI. PERSONNEL (Action Needed)

- ___ A. Personnel and Personnel Matters – Board Memo #119-08-09 (Tab 18)

Personnel recommendations for professional and service positions will be considered and/or approved. In the event that any of the listed candidates withdraw prior to the commencement of the board meeting, a list of substitute candidates will be available before the meeting starts.

XII. ADJOURNMENT

SLC:trb