

A G E N D A

HARRISON COUNTY BOARD OF EDUCATION

July 15, 2008

4:00 P.M. Regular Meeting Auditorium, Board Office
408 E. B. Saunders Way, Clarksburg, WV

- I. CALL TO ORDER**

- II. INVOCATION AND PLEDGE OF ALLEGIANCE**

- III. SPECIAL PRESENTATION**

- IV. SPECIAL RECOGNITION**

- V. AGENDA ADJUSTMENTS**

- VI. DELEGATIONS**

- VII. CONSENT ITEMS (Action Needed)**
 - ___ A. Minutes:
 - 1. June 25, 2008 – Special Meeting (Tab 1)
 - 2. June 30, 2008 – Special Meeting (Tab 2)

 - ___ B. Payment of Vendor Accounts-Unpaid Bills – Board Memo #14-08-09 (Tab 3)

The Vendor Accounts-Unpaid Bills Report page 1 through 41 for June 24, thru June 30, 2008, totals \$4,510,140.37.

___ C. Milk Bid Results for the 2008-09 School Year - Board Memo #20-08-09
(Tab 4)

Child Nutrition bids for the supply of milk for the 2008-2009 school year were opened at RESA VII on July 1, 2008. Invitations to bid were issued to Potomac Farms Dairy, Broughton Foods, LLC, and United Dairy, Inc. All three bids were acceptable for review and approval. Pricing was provided as Firm (length of contract) Pricing and/or Escalation/De-escalation (current market) pricing.

Vendor Name	Firm Pricing	Escalation/De-escalation Pricing
United Dairy, Inc.	\$391,980.64	\$376,751.43
Broughton Foods, LLC	\$397,212.97	\$381,983.77
Potomac Farms Dairy	-----	\$409,568.73

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, the recommended bid is from United Dairy, Inc., Fairmont, WV in the amount of \$376,751.43.

___ D. Bread Bid Results for the 2008-09 School Year - Board Memo #21-08-09
(Tab 5)

Child Nutrition bids for the supply of bread products for the 2008-2009 school year were opened at RESA VII on July 1, 2008. Invitations to bid were issued to Heiner's Bakery, Nickles Bakery, Inc., and Flowers Baking Company of WV. LLC.

Two bids were received and one was acceptable. Flowers chose not to bid. Heiner's Bakery is not able to supply all products listed on the bid. Nickles Bakery, Inc. was the only acceptable and lowest bid at \$79,848.56.

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, the recommended bid is from Nickles Bakery, Martins Ferry, OH in the amount of \$79,848.56.

___ E. Resolution Authorizing Investment in Consolidated Fund – Board Memo #19-08-09 (Tab 6)

The resolution authorizes the Harrison County Board of Education to invest funds in the Consolidated Fund, which is authorized by the WV Board of Treasury Investments. The WV State Treasurer’s Office offers state agencies and local governments the ability to invest funds with other pooled participants through the Board of Treasury Investments. The investment pool options include the WV Money Market Pool (the most popular), the WV Government Money Market Pool and the WV Short Term Bond Pool. Any political subdivision can invest in the fund.

This investment opportunity will allow for the excess debt service funds (old bond carryover money) to be invested in an account that is earning higher rates than the current fed fund rate. The money market pool earned an average rate of 2.4% for June, 2.58% for May and 2.79% for April. You may review the historical returns and other pertinent information at the WV Board of Treasury Investment website at www.wvbt.com.

___ F. Bid Result – Tandberg Video Equipment - Board Memo #23-09-09 (Tab 7)

We have concluded the bidding process for 1 each Tandberg Border Controller and Gatekeeper with associated 3-year maintenance agreements. This equipment will be used within our established Distance Learning Network and will allow us increased connectivity with content providers and sites that are still utilizing older distance learning technologies. Funding for this equipment is as follows:

Remaining RUS Grant funds: 98%
Local Technology Funds: 2%

We solicited bids from four vendors. Three vendors submitted bids. However, the bid from Grandview Systems Incorporated failed to include the extended maintenance contract pricing and was rejected. The remaining two bids are shown below:

* A.	Vendor Name	Bid Amount
	Pomeroy Computer Resources (Charleston, WV)	\$25,712.00
	Centre Business Products, Inc (Mount Union, PA)	\$30,571.68

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, the recommended bid is from Pomeroy Computer Resources of Charleston, WV in the amount \$25,712.

- ___ G. Establishment of meeting dates –
- August 5, 2008 – Regular Meeting – Auditorium – 4:00 p.m.
 - August 19, 2008 – Regular Meeting – Auditorium – 4:00 p.m.
 - September 2, 2008 – Regular Meeting – Auditorium – 6:00 p.m.
 - September 16, 2008 – Regular Meeting – Auditorium – 6:00 p.m.
 - October 6, 2008 – School Board Effectiveness Meeting – Lincoln High School (Harrison County Alternative Learning Center, Lincoln, Liberty, Bridgeport, South Harrison, Robert C. Byrd High Schools, and United Technical Center - 6:00 p.m.
 - October 7, 2008 – Regular Meeting – Auditorium – 6:00 p.m.
 - October 13, 2008 – School Board Effectiveness Meeting – Washington Irving Middle School (Lumberport, South Harrison, Washington Irving, Bridgeport, and Mountaineer Middle Schools) – 6:00 p.m.
 - October 20, 2008 – School Board Effectiveness Meeting – Adamston Elementary School (Lumberport, Wilsonburg, West Milford, Adamston, Johnson, Lost Creek, and Big Elm Elementary Schools) – 6:00 p.m.
 - October 21, 2008 – Regular Meeting – Auditorium – 6:00 p.m.
 - October 27, 2008 – School Board Effectiveness Meeting – Lost Creek Elementary School (Nutter Fort Primary, Norwood, North View, Simpson, & Salem Elementary Schools, and Nutter Fort Intermediate School) – 6:00 p.m.
 - November 4, 2008 – Regular Meeting – Auditorium – 6:00 p.m.
(Request to Change Date Because of Election)
 - November 18, 2008 – Regular Meeting – Auditorium – 6:00 p.m.
 - December 2, 2008 – Regular Meeting – Auditorium – 5:00 p.m.
 - December 16, 2008 – Regular Meeting – Auditorium – 6:00 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

VIII. OTHER NEW BUSINESS (Action Needed)

- ___ A. Second Reading of Policy 2211, Emergency Purchasing Procedures – Board Memo #15-08-09 (Tab 8)

The Emergency Purchasing Procedures Policy outlines purchasing procedures departments are to follow in the event of a local emergency. This policy is required by State Board of Education Policy 8200, and there have been no comments or changes, so the policy is recommended to be adopted on second reading.

IX. OLD BUSINESS CONSENT

X. BUILDING PROGRAM

- A. Request for Payment from WYK Associates, Inc., for Window Replacement at South Harrison High School and Other Projects at Various Schools - Board Memo #17-08-09 (Tab 9)

Request for Payment (Invoice #4706) is in the amount of \$450 from WYK Associates, Inc. for architectural services regarding window replacement at South Harrison High School, \$4,495.49 (Invoice #4707) for door replacement at various schools, \$4,444.25 (Invoice # 4708) for interior door-lock replacement at various schools, \$995.00 (Invoice # 4709) Gore/Norwood roof replacement, and \$690 (Invoice 4710) Lumberport Elementary renovations. The total request for payment from WYK Associates, Inc., of Invoice #4711 is in the amount of \$7,074.74.

The School Building Authority School Access Grant will pay 80 % of the door and lock replacement cost. The other costs are being paid for with local funds.

B. Approval of Bids for Washington Irving Floor Tile - Board Memo #18-08-09 (Tab 10)

On July 10, 2008, bids were opened for the installation of resilient flooring at Washington Irving Middle School. They are as follows:

		ADDITIVE	BID	
<u>Bidder</u>	<u>BASE BID</u>	<u>ALT 1</u>	<u>SECURITY</u>	<u>ADDENDUM</u>
Interiors By Design	None			
Stalnaker Builders, Inc.	None			
Wholesale Carpet	\$53,000	\$1,000		

This project will be paid with local funds. The recommended bid was from Wholesale Carpet Outlet totaling \$54,000.

C. Purchase of Dwelling Adjoining North View Elementary School – Board Memo #22-08-09 (Tab 11)

On July 2, 2008, a bid of \$47,000 was accepted by the Leonard Lawrence Estate for the dwelling at 1919 Gould Ave, Clarksburg, WV. I respectfully request that Harrison County Schools purchase said property for the amount of \$47,000. This property will be paid for with local funds.

D. Bid Results for the Installation of HVAC Equipment – Board Memo #24-08-09 (Tab 12)

On July 8, 2008m, bids were opened for the installation of HVAC equipment for Wilsonburg Elementary School.

<u>Bidder</u>	<u>Bond</u>	<u>BASE BID</u>
		Install 13 Roof Tops
Michel Inc.	None	\$62,458
Stuart-McMunn	None	\$109,000
Mid-State Mechical	Yes	\$74,800
Quality Air	None	\$30,200
W. R. Drake	N/A	No Bid
Weatherservice	N/A	No Bid

The bid documents required a bid bond and performance bond. Only Mid-State Mechanical provided a bond. The other bids are not accepted without a bond. The low bidders forgot to attach a bid bond but offered to deliver the bid bond(s) after the bids were opened. It is recommended that we reject the bids and re-bid the project.

- E. Property Agreement with the City of Bridgeport (Sewer) – Board Memo #25-08-09 (Tab 13)

The City of Bridgeport has requested a permanent sanitary easement along Simpson Creek which would allow them to proceed with a sanitary sewer upgrade at Lift Station #4, located behind Bridgeport High School’s baseball field. This agreement would deed 1104 square feet of property to the City of Bridgeport.

This Property Agreement/Sanitary Easement has been reviewed by Steptoe & Johnson PLLC, Attorneys at Law. Our staff recommends that a reversionary clause be added to the agreement. In the event that the City of Bridgeport discontinues use of the property the property will be returned.

XI. INFORMATION (None)

XII. PERSONNEL

- ___ A. Personnel and Personnel Matters – Board Memo #16-08-09 (Tab 14)

Personnel recommendations 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.

XIII. ADJOURNMENT

SLC/eab