

A G E N D A

HARRISON COUNTY BOARD OF EDUCATION

July 1, 2008

Auditorium, Board Office

4:00 P.M. Regular Meeting

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 –
June 18, 2008 – Regular Meeting (Tab 1)
 - ___ B. Payment of Vendor Accounts-Unpaid Bills – Board Memo #1-08-09
(Tab 2)

The Vendor Accounts-Unpaid Bills Report page 1 through 29 is for June 11, thru June 23, 2008. The total for this period is \$3,042,135.74.

___ B. Budget Supplement & Transfer Requests – Board Memo #2-08-09
(Tab 3)

The budget transfers are to allocate the excess levy funds to the appropriate school locations.

___ C. Out-of-State Travel, Professional Meetings, and Transportation Requests –
Board Memo #10-08-09 (Tab 4)

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.

___ D. Student Transfer Requests – Board Memo #5-08-09 (Tab 5)

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

___ E. Retirement Plan Compliance & Administration Services – Board Memo
#6-08-09 (Tab 6)

Harrison County participated in an interview process with prospective 403B Third Party Providers in conjunction with RESA VI. Nine organizations participated in the process and it has been determined that TSA Consulting Group scored the highest marks for these services. This agreement is necessitated by the new IRS regulations for 403(b) sponsored plans that are offered by Boards of Educations. These changes are to be effective January 1, 2009 and include the following. It should be noted that it may take approximately 6 months to complete these tasks to be in compliance with the IRS regulations.

- Preparing a written plan document detailing terms of your plan including eligibility rules, limitations on contributions, when and how distributions are made and any additional features such as loans, hardship withdrawals, transfers or rollovers. The plan will need to be in compliance with IRS regulations and State Law.
- Vendor selection and notification in which the vendors must agree to abide by the plan document and share all pertinent information in a timely manner.
- Review hours worked by all employees to determine if they meet minimum requirements needed to participate in the plan
- Annual notification to all employees of the right to participate in the plan and an explanation of the plan options inclusive of each vendors options.

- Ability to increase or decrease the amount of employee's contribution at least once a year.
- Monitoring salary reduction agreements of the plan to assure that no individual employee contributes more than the minimum or maximum allowed by IRS law and also has the ability to take advantage of all catch up provisions provided by IRS law.
- Monitor, manage and approve various types of employee loans in strict compliance with objective criteria that limits the amount of aggregate loans and limits the acceptable reasons for hardship withdraws.
- Monitor and manage that all vendors are doing that which they agreed to in the plan document.
- Possible auditing by the IRS to assure that the plan is in compliance, and the potential for serious penalties, interest charges, and back taxes for the failure to comply.
- A new responsibility for 403B plan administration for the Board of Education. In the past signing up a new vendor, and then allowing the vendor and employee to manage the relationship was acceptable. In the future vendors can only be added when they agree to all the requirements, and the vendor and employee relationship will have to be monitored to maintain compliance with all the requirements. Maintaining compliance will be the responsibility of the Board of Education, since they are offering "The County 403B Program" to their employees. This is no longer a program offered by vendors to interested employees; it is the Board of Education's program offered to employees.

The Retirement Plan Compliance and Administration Services Agreement with TSA Consulting Group is for your review and approval.

___ F. Bid Results – Copy Paper – Board Memo #4-08-09 (Tab 7)

We have concluded the bidding process for obtaining copy paper for school year 2008-09. We are purchasing 35,000 reams of white, 20# multi-purpose copy paper and assorted colored copy paper totaling 5,390 reams. We solicited sealed bids from four vendors. Three bids were received and are acceptable for review and award. It may be noted that we have had satisfactory business dealings with all of these companies in the past.

Vendor Name	Cost per Ream of White Paper	Total Bid Price	Cost Per Ream of Colored Paper	Total Bid Price
Champion Industries, Clarksburg, WV	\$2.795	\$97,825.00	\$3.395	\$18,299.05
Liberty Distributors, Tridelphia, WV	\$2.911	\$101,885.00	\$3.359	\$18,105.10
Ricoh Corporation Uniontown, OH	\$2.700	\$94,500.00	\$3.442	\$18,552.38

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 you approve the white copy paper bid from Ricoh Corporation of Uniontown, OH in the amount \$94,500.00 and the color copy paper bid from Liberty Distributors of Triadelphia, WV in the amount \$18,105.10. Please note that vendor's preference as outlined in Policy 2210, Paragraph 2210.3 would not have been sufficient to change the outcome of the bids.

___ G. Lease Renewal with the West Virginia Department of Environmental Protection – Board Memo #3-08-09 (Tab 8)

A lease dated August 25, 1999, between the Harrison County Board of Education and the WV Division of Environmental Protection (WVDEP) was renewed twice and will expire again on August 31, 2008. The WVDEP has asked for an extension or renewal of said lease for a period of five (5) years. This lease extension would allow the WVDEP to maintain an existing air monitoring tower on the cafeteria roof of Washington Irving Middle School. The Lease has been reviewed and approved by our staff.

- ___ H. Establishment of meeting dates:
- July 15, 2008 – Special Meeting (Board Retreat/Work Session) – Central Office – 9:00 a.m.
 - July 15, 2008 – Regular Meeting – Auditorium – 4:00 p.m.
 - 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** (None)

IX. **OLD BUSINESS CONSENT** (None)

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

- A. Bid Results - Paving for Mountaineer Middle School, Big Elm and Nutter Fort Elementary Schools – Board Memo #7-08-09 (Tab 9)

Bids will be opened June 30, 2008 at 3:00 PM for the paving of the Bridgeport High School and Nutter Fort Elementary Access Roads, Parking Lots at Big Elem Elementary and Mountaineer Middle Schools. Bid results will be provided to you prior to the July 1, 2008 meeting.

- B. Bid Results – Interior Door Locks, Safety (SBA) – Board Memo #8-08-09 (Tab 10)

On June 26, 2008 bids will be opened for the replacement of classroom door locks at six (6) schools. A copy of the bid results and a recommendation will be provided to the Board for approval. This project will be paid for with local funds and School Building Authority funds.

- C. Approval of Lighting Grant – Board Memo #11-08-09 (Tab 11)

Harrison County Board of Education is eligible to receive up to a maximum matching grant of \$13,879 for lighting upgrades from the West Virginia Division of Energy. \$6,180.50 of which has been assigned to the lighting replacement at Wilsonburg Elementary School. The remaining \$7,698.50 has not yet been allocated to a project at this time. Wilsonburg Elementary School lighting upgrade funds are part of the 2007-08 budget. The provision of the matching grant requires a resolution or motion from the Board of Education.

- (1) Authorize Neil Quinn to apply for said grant and sign as an agent for the Harrison County Board of Education.
- (2) Commit local Matching funds of \$13,879.

Liberty, Lincoln High School and Lumberport Middle School have received similar grants in the past.

- D. Fire Alarm Bids – Board Memo #12-08-09 (Tab 12)

On June 23, 2008, bids were opened for the replacement of the Lumberport and West Milford Elementary Schools Fire Alarm Systems.

Bidder	Lumberport	W. Milford
Appalachian Signal & Products, Inc.(Scott Depot)	\$13,017.34	\$ 19,369.65
Custom Electronics (Parkersburg)	No Bid	
United Sound and Electronics (Bridgeport)	\$13,975.25	\$15,238.86

This project will be paid with local funds. The bid from Appalachian Signal & Products, Inc. totaling \$13,017.34 for the replacement of the Lumberport Elementary Fire Alarm System is the low bid. The bid from United Sound and Electronics, LLC. Totaling \$15,238.86 for the replacement of the Lumberport Elementary Fire Alarm System is the low bid.

XI. INFORMATION (No Action Needed)

A. Reports:

1. In-State Travel Study and Transportation Report - Board Memo #9-08-09 (Tab 13)

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.

XII. PERSONNEL (None)

XIII. ADJOURNMENT

SLC:trb