



- \_\_\_ B. Payment of Vendor Accounts-Unpaid Bills – Board Memo #26-08-09 (Tab 7)

The Vendor Accounts-Unpaid Bills Report pages 1 through 20 for is for July 1 thru July 21, 2008. The total for this period is \$2,202,330.46.

- \_\_\_ C. Correction to Professional County Supplement Schedule – Board Memo #35-08-09 (Tab 8)

The Professional County Supplement Schedule has been revised to correct a typographical error. The psychologist supplement should be listed as \$2,900 annually, not \$1,900 as was originally listed. Please note that this increase was approved prior to the 2007-08 school year and salaries have been calculated accordingly.

- \_\_\_ D. Out-of-State Travel, Professional Meetings, and Transportation Requests – Board Memo #31-07-08 (Tab 9)

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 #37-08-09 (Tab 10)

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

- \_\_\_ F. Request for Source Procurement Authority, Apple Computer – Board Memo #30-08-09 (Tab 11)

This is a request for approval to waive competitive bidding procedures in the acquisition of 60 Apple iMac computers at a cost of \$73,590. These computers will be placed in Mountaineer Middle (30) and Nutter Fort Intermediate Schools (30). The technology committee approved this action earlier this year. Apple Computers utilized in an educational environment may only be purchased through Apple Computers, Inc., and therefore cannot be procured via competitive bids.

- \_\_\_ G. Harrison County Vocational Textbook Adoption – Board Memo #39-08-09 (Tab 12)

The Marketing Education Department of Harrison County Schools will be offering a new course which is required in the new completers program. The course is called Global Communications

in Marketing and we would like to adopt the following text for this course:

International Marketing by Dana-Nicoleta Lascu, third edition  
Cengage Learning, Atomic Dog, Copyright 2008

ISBN-13: 978-1-4266-2846-7			
Student Texts	69.39 each	35 copies	
ISBN 1426627521			
Teacher Text	Complimentary	1 copy	
ISBN 1426629958			
Resource CD	Complimentary	1 copy	
<b>Total Cost.....</b>			<b>\$2428.65</b>

\_\_\_ H. Agreement with RESA VII for Job Coaches – Board Memo #40-08-09 (Tab 13)

The agreement with the North Central Regional Education Service Agency (hereinafter referred to as “RESA VII”), if approved, will allow us to continue with our Work Experience and Transition to Work Programs for special education students this year.

Under the terms of this agreement, the job coaches will be employees of RESA VII and Harrison County Schools will contract with RESA VII for their services. The total cost of this agreement will not exceed One Hundred Fifty Five Thousand Dollars (\$155,000.00) and the funds have already been approved through the I.D.E.A Part B Grant.

I. Establishment of meeting dates:

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.  
*(Request to Change Location to Nutter Fort Primary  
 School; Lost Creek Elementary School Listed in Error)*  
 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.  
 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. First Reading, Revision to Policy File 3211, National Board Certification - Board Memo #38-08-09 (Tab 14)

The West Virginia Legislature has expanded the categories of personnel who will receive recognition and support for their commitment to high and rigorous standards reflected by excellence in their chosen professions. In order to reflect this change within Harrison County Board of Education Policy 3211, National Board Certification, “school nurse” and “school psychologist” are added to Policy 3211.

**IX. OLD BUSINESS CONSENT (Action Needed)**

- A. Retirement Plan Compliance & Administration Services Agreement - Board Memo #6-08-09 (Tab 15)

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.

Attached is the Retirement Plan Compliance and Administration Services Agreement with TSA Consulting Group.

B. Resolution Authorizing Investment in Consolidated Fund – Board Memo #19-08-09 (Tab 16)

This 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](http://www.wvbt.com).

The approval of this resolution will allow the Board of Treasury Investments to be included with other local banks for short term investment opportunities. This resolution does not mean that money will automatically be invested in this fund, but rather in the most competitive interest earning fund/bank.

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

A. Request for Payment (Invoice #4717) from WYK Associates, Inc. for West Milford Addition (SBA) – Board Memo #33-08-09 (Tab 17)

Request for Payment (Invoice #4717) in the amount of \$4,706.49 from WYK Associates, Inc., is 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 # 1 from City Window Company for West Milford Addition (SBA) – Board Memo #36-08-09 (Tab 18)  
Application for Payment #1 in the amount of \$155,745 from City Window Company is 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.
- C. Approval of Bids for Concrete Work at Various Harrison County Schools – Board Memo #34-08-09 (Tab 19)

On July 24, 2008 bids were opened for the installation of sidewalks and a loading dock for the Alternative Learning Center and Liberty High School. A bid tabulation is attached. The Base Proposal B from City Window Company for the replacement of the Liberty High School loading dock in the amount of \$28,231 is the low bid.

- D. Approval of Bids for Wilsonburg RTU Installation (Rebid) – Board Memo #27-08-09 (Tab 20)

On July 21, 2008 bids were opened for the installation of HVAC equipment for Wilsonburg Elementary School. The bids were as follows:

Bidder	Bond	BASE BID
		Install 13 Roof Tops
Michel Inc.	Yes	\$66,700
Stuart McMunn		No Bid
Mid-State Mechanical	Yes	\$74,800
Quality Air	Yes	\$45,000
W. R. Drake		No Bid
Weatherservice		No Bid

The low bidder is Quality Air in the amount of \$45,000.

**XI. INFORMATION (No Action Needed)**

- A. Reports:
  - 1. In-State Travel Study and Transportation Report - Board Memo #29-08-09 (Tab 21)

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 (Action Needed)**

\_\_\_ A. Personnel and Personnel Matters – Board Memo #28-08-09 (Tab 22)

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.

**XIII. ADJOURNMENT**

SLC:trb