

A G E N D A

HARRISON COUNTY BOARD OF EDUCATION

September 16, 2008

6:00 P.M. Regular Meeting Auditorium, Board Office
408 E. B. Saunders Way, Clarksburg, WV

***RECEPTION AT 5:30 p.m. Sponsored by
Matt Wilcox, Texas Roadhouse and Roger Lehosit, MCM.***

- I. **CALL TO ORDER**
- II. **INVOCATION AND PLEDGE OF ALLEGIANCE**
- III. **SPECIAL PRESENTATION**
 - A. Matt Wilcox, Texas Road House and Roger Lehosit, MCM
 - B. Chinese Teachers – Lui Yuan and Dai Xueying
 - C. Lincoln High Soccer Boosters – Janis Hardesty Schaer (Tab 7)
- IV. **SPECIAL RECOGNITION**
 - A. Golden Horseshoe Winners – Caitlin V. Defazio, Rebekah R. Honce, Robert P. Jesmer, Bryan W. Murphy, William B. Noon, Weston G. Pallay, and Patrick C. Wilson
 - B. State Math Field Winner (Grades 10-12) – Alan Chen
- V. **AGENDA ADJUSTMENTS**

VI. DELEGATIONS

VII. CONSENT ITEMS (Action Needed)

___ A. Minutes:

1. September 2, 2008 – Special meeting (Tab 1)
2. September 2, 2008 – Regular Meeting (Tab 2)

___ B. Payment of Vendor Accounts-Unpaid Bills – Board Memo #69-08-09 (Tab 3)

The Vendor Accounts-Unpaid Bills Report page 1 through 75 for August 23 thru September 9, 2008, total \$2,448,198.67.

___ C. Budget Supplement and Transfer Requests – Board Memo #70-08-09 (Tab 4)

The supplements are for the following grants: Technology Integration Training, Fresh Fruit and Vegetables project at North View, Travel WV Grant for the Prostart Program, Updating Workshops grant. The budget transfers are for miscellaneous budget maintenance.

___ D. Budget Carry-Over Supplements – Board Memo #81-08-09 (Tab 5)

Below are the budget supplements that contain the carryover information from the prior year. These supplements are summarized as follows:

Fund 51 (Capital Improvements)

\$ 681,120.90 earmarked/reserved funds
\$1,073,510.83 reinstated funds
\$1,754,631.73 total

Fund 61 (Special Revenue-restricted projects)

\$ 1,648,237.30 carryover encumbrances
\$ 1,552,435.95 earmarked/reserved funds
\$ 1,518,342.06 reinstated funds
\$ 4,719,015.31 total

Fund 21 (Debt Service Fund)

\$3,547,529.66 carryover fund balance

Fund 11 (General Fund)

\$ 1,039,875.41 carryover excess levy reserve funds
\$ 1,592,472.21 carryover encumbrances
\$ 5,090,192.48 carryover unreserved fund balance, listed below

- \$ 439,200 misc salary/fixed costs
- \$ 6,247 paint crew overage
- \$ 22,600 summer cleaning crew overage
- \$ 356,800 fuel, technical services, printing, misc
- \$ 20,000 Benedum support funds
- \$4,245,345 contingency funds (grand total)

\$ 7,722,540.10 total

The total amount budgeted for the contingency fund is \$5,772,448. These contingency funds can be used to help offset any unexpected costs, unfunded mandates from WVDE, facility upgrades/excess building costs, possible School Building Authority matching funds, employee salary supplementation, and/or other designations as approved by the board. The WVDE recommends at least one percent of the general fund budget be maintained as contingency funds for emergency and/or unexpected costs (which is equal to approximately \$964,500).

You should also be reminded about the Other Post Employment Benefit (OPEB) liability issue that has not been resolved. There are still two issues at hand (1) the definition of the “annual contract obligation” that is described in WVC 5-16D-6(e) and (2) which agency is responsible for providing the funding to cover the unfunded past service OPEB liability for board of education personnel funded through the funding formula. Because of these issues it was decided that all local governments in the State, including school boards, would not have to implement until required by GASB 45, which would be June 30, 2009 for Harrison County BOE. There is still discussion as to whether this liability should be reported on the district wide statements for June 30, 2008, but the issue was not resolved in time. Therefore, the OPEB liability for sick leave was omitted from the financial statements for June 30, 2008, with clarification in a note to the financial statements. Once this amount is included on the financial statements (June 0, 2009), the unreserved fund balance will be reduced significantly, which will result in deficit fund balances within three years for all county boards of education. Even if the issue of the agency responsible for providing funding is determined to be the WVDE for funded positions, the county will be responsible for all of the employees that are not included in the funding formula, which will also decrease the unrestricted fund balance. This matter is also discussed with the Annual Financial Report.

- ___ E. Out-of-State Travel, Professional Meetings, and Transportation Requests – Board Memo #72-08-09 (Tab 6)

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.

- ___ F. Student Transfer Requests – Board Memo #78-08-09 (Tab 7)

These are requests to transfer students wishing to attend schools out of their attendance area.

- ___ G. Lincoln High Soccer Field – Board Memo #74-08-09 (Tab 8)

Ms. Janis Hardesty Schaer will be present to discuss a proposal for the construction of a concession stand and bathrooms around the Lincoln High School soccer field at Big Elm Elementary.

- ___ H. Appointment of Harrison County Board of Education Representative to Community Correction Board – Board Memo #75-08-09 (Tab 9)

Ron Watson, president of the Harrison County Commission, requested that the Harrison County Board of Education officially appoint a representative to the Community Corrections Board on an annual basis. The Commission has suggested that Marcel Malfregeot be the representative for the board.

- ___ I. Bid Results for SAN Upgrade (Parts Only) – Board Memo #79-08-09 (Tab 10)

Harrison County has concluded the bidding process for obtaining component upgrades to our Storage Area Network (SAN). Funds for this project are included in the current year technology budget (networking). We solicited bids from nine vendors. One bid (Verizon) was rejected as it was submitted via email. Four sealed bids were received and are acceptable for review and award. Bid results are provided below:

* A.	Vendor Name	Bid Amount
	GovConnection (Merrimack, NH)	\$67,789.50
	CDW-G (Vernon Hills, IL)	\$52,811.25
	Dell Computers (Round Rock, TX)	\$55,502.00
	Pomeroy Computers (Charleston, WV)	*\$51,679.66

*This is an adjusted bid based on a 3% vendor's preference for WV vendors. Actual bid amount was \$53,264.00

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 bid from Pomeroy Computers of Charleston, WV in the amount \$53,264.

- ___ J. Waiver Request for 4th and 5th Grade Teachers for Big Elm Elementary School - Board Memo #83-08-09 (Tab 11)

This request is from the 4th and 5th grade teachers at Big Elm Elementary to enable them to assign "S" for satisfactory and "U" for unsatisfactory in the content areas of Science, Social Studies and Health for the 2008-2009 school year. Please consider approving this waiver to allow those individuals to concentrate on reading and writing strategies and math applications

- ___ K. Board Laptop Computers – Board Memo #84-08-09 (Tab 12)

As we increase our use of technology in Harrison County Schools, we are moving into the 21st century with new innovations. We are using computers for many situations and, as recently discussed, would like to integrate to a paperless agenda for board meetings.

The pricing for three (3) different models of laptop computers has been researched. To be compatible with the office computers, I would recommend that the board approve the purchase of the Dell laptop for use by the board, the superintendent, and the board's secretaries.

- ___ L. Establishment of meeting dates –
 - 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 – Nutter Fort Primary (Norwood, North View, Simpson, & Salem Elementary Schools, and Nutter Fort Intermediate School) – 6:00 p.m.
 November 3, 2008 – Regular Meeting – Auditorium – 6:00 p.m.
 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

VIII. OTHER NEW BUSINESS (Action Needed)

- A. First Reading, Revisions to Policy 4503, High School Attendance – Board Memo #82-08-09 (Tab 13)

The proposed changes revisions to Policy 4503, High School Attendance are to the following sections:

- 4503.12.1
- 4503.12.2
- Addition of Section 4503.12.2.1
- 4503.12.2.2
- 4503.12.2.3

It is recommend that the Harrison County Board of Education adopt the revisions to Policy File 4503 as mandated by the West Virginia Board of Education Policy \$4110, Attendance, on first reading and waive the second reading.

IX. UNFINISHED BUSINESS CONSENT (Discussion Only)

- A. Bond

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

A. Approval of SBA-MIP Project 2009 – Board Memo #76-08-09 (Tab 14)

B. Amendment to Comprehensive Education Facilities Plan – Board Memo #80-08-09 (Tab 15)

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

A. Reports:

1. In-State Travel Study and Transportation Report - Board Memo #73-07 (Tab 16)

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.

2. FY'08 Financial Report – Board Memo #77-08-09 (Tab 17)

The Annual Financial Report for the fiscal year ended June 30, 2008. Please note that this is the second year that the annual financial statements have been prepared on a GAAP basis, including GASB Statement 34.

Included in this report are the Management Discussion and Analysis (pages 1-9), the financial report and supplemental information (pages 10-20) and the Notes to the Financial Statements (pages 21-36).

It should be noted that there was a major accounting change recorded this year that will subsequently affect future financial statements. In the prior year, the board reported the liability for personal leave under the guidance of Statement 16. The State Auditor has subsequently determined that accrued personal leave should not be considered a termination benefit; therefore, this liability is not included in compensated absences in the accompanying financial statements. It will be reported as an “other post employment benefits” expense and liability in accordance with the guidance of GASB Statement 45 when this statement is implemented for the fiscal year ended June 30, 2009. Please note that this adjustment was \$14,128,722 for fiscal year 2007 and will adversely affect the unreserved

fund balance of both the fund statements and district wide statement for the fiscal year ended June 30, 2009.

XII. PERSONNEL (Action Needed)

- ___ A. **Personnel and Personnel Matters** – Board Memo #71-08-09 (Tab 18)

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