

MEMORANDUM

(Date Posted 12-11-08)

TO: Members, Harrison County Board of Education

FROM: Susan Lee Collins, Superintendent

SUBJECT: Special Meeting

DATE OF MEETING: December 15, 2008

The Harrison County Board of Education will hold a special meeting at 1:30 p.m., Monday, December 15, 2008, in the auditorium of the board office, 408 E. B. Saunders Way, Clarksburg, W. Va.

The purpose of the meeting will be:

- I. Architectural Interviews for Comprehensive Educational Facilities Plan (CEFP)
Board Memo #163-08-09 (Tab 1)
- II. Request to Advertise for Architectural/Engineering Services Proposals for Simpson Elementary School Major Improvement Plan (MIP) – Board Memo #160-08-09 (Tab 2)
- III. Travel Study, Professional Meetings, & Transportation Requests – Board Memo #159-08-09 (Tab 3)
- IV. Payment of Bills
 - A. Request for Payment (Invoice #4763) from WYK Associates, Inc., for West Milford Elementary School Addition (SBA) – Board Memo

#161-08-09 (Tab 4)

Request for Payment (Invoice #4763) in the amount of \$4,695.43 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. Request for Payment (Invoice #4770) from WYK Associates, Inc., for Architectural Services for Various Schools – Board Memo #162-08-09 (Tab 5)

Request for Payment (Invoice #4770) in the amount of \$650 from WYK Associates, Inc., is for architectural services regarding window replacement at South Harrison High School, \$60 (Invoice # 4771) Gore/Liberty concrete replacement, \$1,190 (Invoice #4773) for door replacement at various schools, \$4,362.50 (Invoice #4768) Entries & Hardware, \$384.93 (Invoice # 4767) for interior door-lock replacement at various schools, \$60 (Invoice #4772) for window replacement at Adamston Elementary School, and \$290 (Invoice #4769) for roof replacement at the Alternative Learning Center. The School Building Authority School Access Grant will pay 80 percent of the door and lock replacement cost. The other costs are being paid for with local funds. This request has been approved by our staff.

V. Personnel – Board Memo #158-08-09 (Tab 6)

A. Personnel and Personnel Matters

B. Superintendent's Contract – Discussion

SLC:trb