Randolph County Schools
"Purpose, Pride, and Perspective"
40 ELEVENTH STREET, ELKINS, WV 26241
Telephone (304) 636-9150 Fax (304) 636-9157

2031

BOARD OF EDUCATION AGENDA # 2031
October 17, 2017

Regular Meeting

TO: **BOARD OF EDUCATION MEMBERS**

FROM: **GABRIEL J. DEVONO, SUPERINTENDENT**

SUBJECT: **APPROVAL OF FINAL PAYMENT FOR MIDLAND**

The Superintendent requests approval to pay Ralph David Waybright for the final payment on playground excavation at Midland Elementary School. The total balance is $6,281.64, and will be paid from the Midland Elementary School Playground account.

Thank you for your consideration and attention to this request.

GJD/jrd

2031

check

Teena Wallace

Mon 10/2/2017 10:25 AM

To: Jacqueline Dutch <jacqueline.dutch@k12.wv.us>;

Dear Jackie:

I need a check approved to Ralph David Waybright in the amount of $6,281.64 and this is the last payment for playground excavation work.

Teena C. Wallace
Midland Elementary School
150 Kennedy Drive
Elkins, WV 26241
Ph: 304 636 9186
Fax: 304 636 9187

2031

Purchase Order

Midland Elementary
150 Kennedy Drive
Elkins, WV 26241

Phone : (304) 636-9186
Fax : (304) 636-9187

PO # 206- - 1750

9/28/2017

To : Ralph David Waybright
Rt 4 Box 259
Elkins, WV 26241

Ship To : Midland Elementary
150 Kennedy Drive
Elkins, WV 26241

Vendor Number :
Phone Number : 304-636-8208
Fax Number :

Fed Tax ID : 0
Requested By : Teena Wallace

Quantity	Description	Product #	Account #	Account Name	Unit Price	Total Price
1	Playground excavation work/materials		414.00	Playground	$6,281.64	$6,281.64

Notes : Final payment on playground excavation work and materials.

Subtotal :	$6,281.64
Discount :	$0.00
Shipping and Handling :	$0.00
Sales Tax :	$0.00
PO Total :	$6,281.64

Comments : Tax ID 556000392

Received By : _____

Other : _____

Bookkeeper : _____

Approved : _____
Principal

9/28/2017 9:41:25 AM

2031

Midland Elementary School

150 Kennedy Drive
Elkins, WV 26241
Phone: 304-636-9186
Fax: 304-636-9187

REQUISITION ..... P. O. # _____

Vendor Ralph David Waybright
Rt 4 Box 259
Elkins WV 26241
Phone # _____
Fax # _____

Date 9-28-17

Quantity	Catalog #	Item/Description	Per Unit	Total
1		Playground excavation work / materials		$6,281.64

****Reminder: Any purchase order totaling $1,500.00 or more MUST be sent for approval or denial to the Superintendent of Randolph County Schools. Any purchase order totaling over $5,000.00 must have approval by members of the Randolph County Board of Education during a regular meeting. This may require several weeks for approval, therefore, make every effort to have your purchase order approved prior to date needed. A purchase order **MUST BE APPROVED AND SIGNED** prior to purchase of items! ****

Requisitioned by Dana Kellar Account Playground

Approved by Dana Kellar Date 9-28-17

2031

To: Midland Elementary School

From: David Waybright

For: Final draw on playground drainage project

$4920 instalation of under drains

600 yard drains

243
173.64 } materials bought by me from Valley Supply

195 seperation of tygar & concrete from usable material

150 disposal of unusable matersal

Total — $6281.64

VALLEY SUPPLY COMPANY
11TH ST & RAILROAD AVE
PO BOX 1428
ELKINS WV 26241
304-636-4015 Fax 304-636-4064

Not on last bill to school

2031

Invoice

INVOICE DATE	INVOICE NUMBER
08/31/17	S2035846.001

REMIT TO:
VALLEY SUPPLY COMPANY
P.O BOX 1428
ELKINS WV 26241

PAGE NO.
1

BILL TO:
DAVID WAYBRIGHT
RT. 4, BOX 259
ELKINS, WV 26241

SHIP TO:
DAVID WAYBRIGHT
RT. 4, BOX 259
ELKINS, WV 26241

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	RELEASE NUMBER	SALESPERSON
2866	MIDLAND		HOUSE ACCOUNT

WRITER	SHIP VIA	TERMS	SHIP DATE	ORDER DATE
Tim Isner	PK PICK-UP	2% 10TH PROX	08/31/17	08/31/17

DESCRIPTION	ORDER QTY	SHIP QTY	Net Prc	Ext Prc
NORP V-1064 P661 P1211 SDR35 sewer & drain reducer coupling 6X4 PVC 27/PK 379	1	1	15.280	15.28
CHA 118 4 DWV adapter bushing 4" spigot X hub SCH40 x SDR35 10PK PVC 325	1	1	3.077	3.08
CRE SDR35-610 SDR35 2-HOLE PERFORATED SOLVENT WELD PIPE 6" X 10' BELLED END, 35 PER PALLET, ASTM# D-3034, PART# 451-0232, 378	4	4	38.820	155.28

8/31/2017 8:07:13 AM S2035846.001

R. D. Waybright

DAVE

Interested in online ordering? Check out our website at www.valleysupply.net and click on Web Order Entry!

Subtotal	173.64
S&H CHGS	0.00
Sales Tax	0.00
Amount Due	173.64

If paid by 09/10/17 you may deduct $3.47
Invoice is due by 09/30/17 net of any cash discount.

All claims for shortage or errors must be made at once. Returns require written authorization and are subject to handling charges. Special orders are non-returnable.
Past due invoices may be subject to 1.50% late charge.

2031

Invoice

VALLEY SUPPLY COMPANY
11TH ST & RAILROAD AVE
PO BOX 1428
ELKINS WV 26241
304-636-4015 Fax 304-636-4064

? Not on last bill to school

INVOICE DATE	INVOICE NUMBER
08/01/17	S2026670.001

REMIT TO:
VALLEY SUPPLY COMPANY
P.O BOX 1428
ELKINS WV 26241

PAGE NO. 1

BILL TO:
DAVID WAYBRIGHT
RT. 4, BOX 259
ELKINS, WV 26241

SHIP TO:
DAVID WAYBRIGHT
RT. 4, BOX 259
ELKINS, WV 26241

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	RELEASE NUMBER	SALESPERSON
2866	MIDLAND		HOUSE ACCOUNT

WRITER	SHIP VIA	TERMS	SHIP DATE	ORDER DATE
Kenneth Roy	WC WILL-CALL	2% 10TH PROX	08/01/17	07/05/17

DESCRIPTION	ORDER QTY	SHIP QTY	Net Prc	Ext Prc
*TUF TPAN-12 trench pan	12	12	20.250	243.00
*** Above not returnable ini ___ **				

Interested in online ordering?
Check out our website at
www.valleysupply.net and click on
Web Order Entry!

Subtotal	**243.00**
S&H CHGS	**0.00**
Sales Tax	**0.00**
Amount Due	**243.00**

If paid by 09/10/17 you may deduct $4.86
Invoice is due by 09/30/17 net of any cash discount.

All claims for shortage or errors must be made at once. Returns require written authorization and are subject to handling charges. Special orders are non-returnable.
Past due invoices may be subject to 1.50% late charge.

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2032

BOARD OF EDUCATION AGENDA # 2032
October 17, 2017

Regular Meeting

TO: **BOARD OF EDUCATION MEMBERS**

FROM: **GABRIEL J. DEVONO, SUPERINTENDENT**

SUBJECT: **APPROVAL OF MINUTES**

The Superintendent respectfully requests approval of the minutes from the October 3, 2017 Regular Session of the Randolph County Board of Education.

Thank you for your consideration and attention to this request.

GD/jrd

State of West Virginia
County of Randolph to wit:

The Board of Education of the County of Randolph met in Regular Session on October 3, 2017, at the Central Office at 5:30p.m. The following members were present: Donna Auvil, Amanda Smith, Lisa Wamsley, and Rachel Anger. Janie Newlon participated by phone.

CALL TO ORDER
President Auvil called the meeting to order at 5:30 p.m.

INVOCATION
Debra Schmidlen led the invocation.
A moment of silence was observed to remember the victims of the Las Vegas shooting.

PLEDGE OF ALLEGIANCE
April Senic led the Pledge of Allegiance.

MISSION STATEMENT
Purpose, Pride, and Perspective in Preparation for the World of Tomorrow

PUBLIC COMMENTS
Attorney Heather Weese addressed the Board on behalf of a client who has been served with a no trespassing notice by the Superintendent.
President Auvil cautioned Ms. Weese that no names can be used in her address to the Board, and Ms. Weese confirmed that she understood.
Ms. Weese was given written details and an audio recording, by her client, of the incident that brought about the order. The client is prohibited from being on any property owned by Randolph County Schools, and also from any school events not held on school property. She is questioning the legality of the order, and is asking that the Board reconsider the decision. She stated that the client has children in the school system who are involved in various activities, and there may also be emergency situations when the client may have to pick up, drop off, or take items to those children. This is a major concern to her client. Ms. Weese stated that she understood that the Board cannot make a decision at this time, but asked that they do address the issue as soon as possible.

MINUTES – AGREEMENTS – CONTRACTS

Upon motion by Janie Newlon, with a second by Lisa Wamsley, items 2025 through 2030 were opened for discussion.

Lisa Wamsley asked how many yearbooks were being purchased in item 2029.
Mr. Devono stated that there would be 310.

President Auvil asked if the agreement with Alderson Broaddus University was a blanket agreement, or just for the one (1) person being hired.
Mr. Devono stated that it is a blanket agreement that is needed to hire anyone that is eligible.

Rachel Anger referred to item 2027, the agreement with Creative Connections, and noted that she believes this will be a beneficial service for Randolph County Schools.

With a vote of 5-0, the following items were approved:

2025 Approval of Minutes
The minutes of the September 5, 2017 Regular Meeting of the Randolph County Board of Education.

2026 Approval of Agreement between Alderson Broaddus University and Randolph County Schools
The Agreement between Alderson Broaddus University and Randolph County Schools for fulfillment of the "Teacher-in-Residence" (TIR) program delineated in West Virginia Board of Education Policy 5100.

2027 Approval of Agreement between Creative Connections Psychotherapy, LLC and Randolph County Schools
The Agreement between Creative Connections Psychotherapy, LLC and Randolph County Schools. This agreement allows Sarah M. Long, owner and operator of Creative Connections, to provide outpatient psychotherapy services to clients in the school setting.

2028 Approval of Purchase of a Garden Bar for Coalton Elementary School
The purchase of a new garden bar for Coalton Elementary School. The current garden bar cannot be repaired. Five (5) quotes were received, and the lowest bid was Hooten Equipment, with a price of $7,885.00. Funding will be provided through the child nutrition budget.

2029 Approval of Purchase of Elkins High School Year Books
The purchase of yearbooks for Elkins High School. This final invoice from Jostens is $5,889.60, for 310 yearbooks. Funding will be provided by the EHS Yearbook Account.

2030 Approval of Minutes
The minutes of the September 19, 2017 Regular Meeting of the Randolph County Board of Education.

CONSENT CALENDAR

Upon a motion by Amanda Smith, and a second by Lisa Wamsley, items 3024 through 3026 were opened for discussion.

Mr. Devono asked if there had been a decision earlier in the year that indicated that any trip outside the County, but inside the State, didn't have to be brought before the Board.
Lisa Wamsley stated that it depended on the mode of transportation. If it was by private vehicle, it had to be approved due to liability issues.
Mr. Devono suggested that perhaps we should just submit all for approval and the Board agreed.

With a vote of 5-0, the following items were approved:

3024 Approval of Out-of-County Field Trip
An out-of-county trip for Denise Losh, Elwood Sites, and five (5) Randolph Technical Center students to attend the WV FBLA State Fall Leadership Conference on October 23-24, 2017, in Flatwoods, WV. Funding will be provided through FBLA and CTE funds.

3025 Approval of Chaperones for Elkins Middle School
Chaperones for Elkins Middle School for the 2017-2018 school year. All chaperones have a CIB check on file in the Superintendent's office.

3026 Approval of Title I Volunteers for the 2017-2018 School Year
Title I volunteers for the 2017-2018 school year. All volunteers have completed training with Linda Zickefoose, the Title I Parent Specialist, and have a CIB check on file in the Superintendent's office.

FINANCIAL

Upon motion by Rachel Anger, and a second by Amanda Smith, item 4013 was opened for discussion.

Amanda Smith expressed her appreciation for Mr. Smith's willingness to answer all questions.

With a vote of 5-0, item 4013 was approved as follows:

4013 Approval of Accounts Payable
Accounts payable for the period beginning September 13, 2017, and ending September 26, 2017. The total amount of accounts payable for this period is $581,555.84. In addition, the Finance Department will continue to pay bills on a weekly basis in order to avoid late charges and take advantage of discounts.

PERSONNEL

Item 5505 was pulled.

Upon motion by Rachel Anger, with a second by Amanda Smith, items 5498 through 5504, and item 5506, were opened for discussion.

Lisa Wamsley asked about students being late or overcrowded on buses.
Mr. Devono stated that the only issue has been a couple of 70+ passenger buses that normally had around 40 students were transporting additional students. Some of the students complained about the additional students, but the number was still well within the 70 passenger range.
Amanda Smith inquired about where we stand with the driver shortage after the new hires.
Mr. Devono stated that with the new hires, and three or four that are beginning a new class, we should be okay on drivers.

Denise Fletcher noted that, in item 5499, Mark Rosencrance withdrew from the hiring process.

President Auvil asked about the secretary resignation in item 5500.
Mr. Devono stated that it is not a retirement. It is a resignation.

Janie Newlon asked about the resignation in 5506.
Mr. Devono stated that Mr. Parks was recently hired at the ALC, but has taken a better position elsewhere.

With a vote of 5-0, the following items were approved:

5498 Salary Upgrade - Professional

Effective	Name	From	To
6/28/17	Peter Starnes	MA	MA+30

5499 Employment – Professional

Effective	Name	Position	Location
10/9/17	*Ashley Prichard	LPN Primary Instructor	RTC
10/9/17	*Jesse Harman	Carpentry Instructor	RTC
	Pending CTE Permit		

5500 Resignation – Service Personnel

Effective	Name	Position	Location
9/21/17	Jacqueline Ramsey	Substitute Aide	RCS
9/22/17	Jessica Isner	Substitute Aide	RCS
10/11/17	Shannon Summerfield	Bus Operator 56-A	RCS
11/13/17	Lisa Cash Johnson	Secretary	EHS

5501 Transfer – Service Personnel

Effective	Name	From	To
FY19	Angela Lewis	Classroom Aide, BEV	ECCAT/Aide, MID
10/5/17	Jerry Arbogast	Bus Operator 58-A	Bus Operator 46-A
10/5/17	Sheila Moyer	H/T Cook II, GWES	Cook II, EHS
10/5/17	Orval Hunt	Custodian III, EHS (200 days)	Custodian IV, EHS (240 days)

5502 Correction of Transfer Date – Service Personnel

Effective	Name	From	To
10/5/17	David Collins	Bus Operator 46-A	Bus Operator 44-A

5503 Employment – Service Personnel

Effective	Name	Position	Location
10/5/17	Maynard K. Weese	Substitute Bus Operator	RCS

5504 Resignation- Extra Curricular

Effective	Name	Position	Location
9/18/17	Todd Raines	Middle School Girls Basketball Coach	HAR

5506 Resignation – Professional

Effective	Name	Position	Location
10/9/17	William Parks	Instructor	ALC

At this time, President Auvil excused herself from the Board Room.

Upon motion by Lisa Wamsley, with a second by Janie Newlon, and with a vote of 4-0, with President Auvil abstaining, item 5505 was approved as follows:

5505 Employment – Extra Curricular

Effective	Name	Position	Location
10/4/17	Kendra Collett	After School Tutor-English	EHS
10/4/17	Linda Mullenax	Mentor Teacher	ETW
10/5/17	Gerald Auvil	Asst. Baseball Coach	TVHS

At this time, President Auvil returned to the Board room.

SUPERINTENDENT'S REPORT

- SBA Award:
  $342,000 has been awarded for Coalton Elementary. $350,000 was requested. If a bond in another county doesn't go through, we will be given the additional $8,000.

- SBA Needs Project Application for George Ward and Beverly Elementary Schools:
  The application has been submitted for additional classrooms at George Ward and Beverly, as well as a new cafeteria, kitchen and HVAC at Beverly. A copy of the application was given to each Board member. Mr. Devono stated that he and the Board President would need to present the project to the School Building Authority in November, and the SBA will vote on the project in December.

- Valley Head Elementary School:
  Mr. Devono and Mrs. Schmidlen spoke with Nicole Matthew, the Librarian at Valley Head. Mr. Devono stated that no further communication has been received from the Valley Head Community Association about the purchase of the school. He is recommending that the school be put up for auction. He has received a couple of inquiries about the possible purchase of the school. The library would like to purchase the property the library is on, as well as the playground, and the property will be surveyed to include both areas. Since they are a non-profit, the Board can accept any monetary value offered, and if they vote to accept the amount a deed can be drawn up accordingly. The deed will indicate that the Board donated the land, with the stipulation that if, after five (5) years, the property cannot be maintained it will revert back to Randolph County Schools.

President Auvil asked if it would be feasible to include the playground with the Library.
Janie Newlon noted that the playground is very close to the school, and a prospective buyer may not want to purchase the school unless that area is included.
President Auvil suggested that the Library present two (2) proposals; one with the playground and one without.
Mr. Devono stated that without the playground, the property only includes the building and a right of way to the building.
The consensus of the Board was to go ahead with the survey, and put the property up for auction.

- April Senic – Student Test Results:
  Mrs. Senic stated that the test scores were provided at the August 30, 2017 principals meeting. The scores have been sent home with students, and the required timely releases of information have all been signed by administrators and returned to the County Office by September 22. All of the information and confirmation of signed releases have been forwarded to the State Department. Information is available to the public on Zoom WV. Graphs were given to all Board members, with a reminder that there has been some change in the testing platform. Mrs. Senic noted that there was a large drop in scores for the 2015-2016 school year, which could be attributed to those changes. Overall, the County was maintained scores that are on par with the State scores. The middle school levels are lower for both County and State. Across the board, County and State scores both need to improve significantly.
  Mrs. Senic stated that she participates each Wednesday in a webinar with the Office of Accountability. She has not received a lot of information on 2018 yet, but she has learned that this year the juniors will take the SAT, and it will be in paper/pencil form. Students can identify up to four (4) colleges that will receive their SAT scores. She stated that Khan Academy will be a valuable resource for test preparation, such as SAT practice tests. She will be working with our technology department to get those programs in place for our students.

- Mr. Devono stated that we made enough money from our auction items to replace some of our old maintenance vehicles. Vehicles with snow plows were purchased from the WVDOH auction in Buckhannon. He informed the Board that we still have two (2) buses left to sell.

- President Auvil asked about the SBA money, and confirmed that it was QZAB and has to be paid back.
  Mr. Devono stated that they are trying to get that at 0% interest, and are contacting local banks first.

- Mr. Devono informed the Board that a meeting was held at the Catholic Conference Center, and a rental agreement will be worked out so that their gym can be used for practice, in place of the gym at Homestead.

FUTURE MEETINGS

Date	Purpose	TIME	Location
10/17/17	Regular Meeting	5:30 p.m.	C.O.
10/24/17	Special Meeting – Training Session	6:00 p.m.	C.O.
11/07/17	Regular Meeting	5:30 p.m.	C.O.
11/28/17	Regular Meeting	5:30 p.m.	C.O.
12/05/17	Regular Meeting	5:30 p.m.	C.O.
12/19/17	Regular Meeting	5:30 p.m.	C.O.

President Auvil adjourned the meeting at 6:17 p.m.

_____ President

_____ Secretary

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Telephone (304) 636-9150 Fax (304) 636-9157

2054

BOARD OF EDUCATION AGENDA #2034
October 17, 2017

Regular Meeting

TO: BOARD OF EDUCATION MEMBERS

FROM: GABRIEL DEVONO, SUPERINTENDENT

SUBJECT: EXPERIENTIAL LEARNING SITES

The Superintendent respectfully requests approval that Illume Media Group and Mineral Fabrication be added to the approved Experiential Learning Sites. Each business is eligible to be issued a certificate of liability insurance through the West Virginia Board of Risk and Insurance Management based upon your approval.

I recommend that these businesses serve as approved Experiential Learning Sites for Randolph County Students.

GD:kb

Attachment

2034

Experiential Learning Training Agreement

School District Information

School District Name: **Randolph County Schools**

School: Elkins High School

School Address: 100 Kennedy Drive Elkins, WV 26241

Telephone Number(s): 304-636-9170

Contact Person:

Employer Information

Name of Business: Illume Media Group

Supervisor: Patricia Reckart

Address: 1881 Harmony Grove Road

Phone: 304-614-2669

City: Grafton, WV

Zip: 26354

Training Plan

IN ORDER FOR THIS TRAINING AGREEMENT TO BE VALID, A RELATED TRAINING PLAN FOR THE PUPIL BEING PLACED MUST BE DEVELOPED OUTLINING THE SPECIFIC DUTIES AND RESPONCIBILITY THE STUDENTS WILL COMPLETE DURING THIS PLACEMENT.

Employer Responsibilities [Local district determines these responsibilities]

1. The employer will ensure an experienced and qualified person supervises the student learner's employment activity (Work-based mentor), and will complete trainee performance evaluations and verify attendance as required.
2. A written evaluation of student performance will be completed based on the performance elements/job skills listed on the attached training plan.
3. The employer will provide a training site that is free of obvious hazards that could cause potential injury or harm to the student.
4. The employer its affiliates, subsidiaries, officers, directors, and employees are **not** currently under investigation by any government agency, and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction involving conspiracy or collusion with respect to bidding on any public contract.

Legal Information Please answer Yes or No to the following questions.

1. Have you or any of your employees ever been convicted of a criminal offense other than a minor traffic violation? NO

2. Have you or any of your employees ever had any indicated finding of child abuse filed in your name or their name? NO

3. Does your name or any of your employees' names appear on any Sex Offender Database in any state or country? NO

4. I affirm that if I have any employees who are not in compliance with the terms noted above that I will notify Randolph County Schools immediately. YES

The signature of the employer below certifies that the employment of the student learner will conform to all federal, state and local laws and regulations, including those that prohibit discrimination against any applicant or employee because of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status or disability.

Principal or Designee Signature — Date 9/28/17

Employer Signature — Date 9/27/17

NOTICE OF NONDISCRIMINATION: It is the policy of the Randolph County School District not to discriminate on the basis of race, color, national origin, gender, age, disability, height, weight or marital status in its programs, services or activities. Upon request to the school district superintendent, the district shall make reasonable accommodations for a person with disabilities to be able to participate in this program.

2034

TRAINING AGREEMENT

Student _____ Job Title Tech Support

Business Illume Media Group Phone 304-614-2669

Supervisor/Employer Patricia Reckart Title Sales Manager

Training Period Begins October 1, 2017 Ends December 1, 2017

Career Objective Exposure to Computer Programs and Equipment

Everyone

1. The agreement will not be terminated without the knowledge of all parties concerned.
2. The teacher/coordinator and the training sponsor will cooperatively develop and update the student's training plan.
3. The student may withdraw or transfer from a training station when it would enhance the student's educational opportunities.
4. All complaints should be addressed to and resolved by the teacher/coordinator.

The Student

1. The policies, rules, and regulations of the school and the business will be upheld.
2. Actions, attitudes, and appearance will reflect positively on the school and the business
3. The student will attend an annual employer appreciation banquet.
4. Records of work experiences will be completed and submitted as required by the school.

The Parents

1. Responsibility for the personal conduct of the student at school and at work resides with the parents.
2. Transportation to and from the work station must be provided by the student, student's parents, or guardians.
3. The student will be encouraged to carry out duties and responsibilities effectively.

The Employer

1. The student will be assigned a supervisor who will work with the teacher/coordinator in developing the student's training plan and evaluating the student.
2. State and federal employment and compensation regulations apply to the student.

2034

Please give a brief description of the duties and responsibilities the student will be performing while at the training site.

Student will be responsible for installing computer programs on laptops and other mobile devices.
Student will install additional RAM on laptops.
Student will perform basic computer and mobile device maintenance.
Student will be responsible for syncing emails to multiple computers and devices

Employer	9/27/17 Date	Teacher/Coordinator	9/28/17 Date
Student	Date	Parents/Guardians	Date

2034

Experiential Learning Training Agreement

School District Information

School District Name: **Randolph County Schools**

School: Elkins High School

School Address: 100 Kenndey Drive Elkins WV 26241

Telephone Number(s): 304-636-9170

Contact Person: Amanda Carter

Employer Information

Name of Business: Mineral Fabrication

Supervisor: Troy Morral

Address: PO Box 21

Phone: 304-788-5855

City: Keyser, WV

Zip: 26726

Training Plan

IN ORDER FOR THIS TRAINING AGREEMENT TO BE VALID, A RELATED TRAINING PLAN FOR THE PUPIL BEING PLACED MUST BE DEVELOPED OUTLINING THE SPECIFIC DUTIES AND RESPONCIBILITY THE STUDENTS WILL COMPLETE DURING THIS PLACEMENT.

Employer Responsibilities [Local district determines these responsibilities]

1. The employer will ensure an experienced and qualified person supervises the student learner's employment activity (Work-based mentor), and will complete trainee performance evaluations and verify attendance as required.
2. A written evaluation of student performance will be completed based on the performance elements/job skills listed on the attached training plan.
3. The employer will provide a training site that is free of obvious hazards that could cause potential injury or harm to the student.
4. The employer its affiliates, subsidiaries, officers, directors, and employees are **not** currently under investigation by any government agency, and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction involving conspiracy or collusion with respect to bidding on any public contract.

Legal Information Please answer Yes or No to the following questions.

1. Have you or any of your employees ever been convicted of a criminal offense other than a minor traffic violation? Yes

2. Have you or any of your employees ever had any indicated finding of child abuse filed in your name or their name? No

3. Does your name or any of your employees' names appear on any Sex Offender Database in any state or country? No

4. I affirm that if I have any employees who are not in compliance with the terms noted above that I will notify Randolph County Schools immediately. Yes

The signature of the employer below certifies that the employment of the student learner will conform to all federal, state and local laws and regulations, including those that prohibit discrimination against any applicant or employee because of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status or disability.

Principal or Designee Signature — Date 10/5/17

Employer Signature — Date 10-02-17

NOTICE OF NONDISCRIMINATION: It is the policy of the Randolph County School District not to discriminate on the basis of race, color, national origin, gender, age, disability, height, weight or marital status in its programs, services or activities. Upon request to the school district superintendent, the district shall make reasonable accommodations for a person with disabilities to be able to participate in this program.

2034

TRAINING AGREEMENT

Student _____ Job Title Job Shadow

Business Mineral Fabrication Phone 304-788-5855

Supervisor/Employer Troy Morral Title Superintendent

Training Period Begins 10/15/17 Ends 2/1/18

Career Objective Geological Research

Everyone

1. The agreement will not be terminated without the knowledge of all parties concerned.
2. The teacher/coordinator and the training sponsor will cooperatively develop and update the student's training plan.
3. The student may withdraw or transfer from a training station when it would enhance the student's educational opportunities.
4. All complaints should be addressed to and resolved by the teacher/coordinator.

The Student

1. The policies, rules, and regulations of the school and the business will be upheld.
2. Actions, attitudes, and appearance will reflect positively on the school and the business.
3. The student will attend an annual employer appreciation banquet.
4. Records of work experiences will be completed and submitted as required by the school.

The Parents

1. Responsibility for the personal conduct of the student at school and at work resides with the parents.
2. Transportation to and from the work station must be provided by the student, student's parents, or guardians.
3. The student will be encouraged to carry out duties and responsibilities effectively.

The Employer

1. The student will be assigned a supervisor who will work with the teacher/coordinator in developing the student's training plan and evaluating the student.
2. State and federal employment and compensation regulations apply to the student.

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Please give a brief description of the duties and responsibilities the student will be performing while at the training site.

See attached page

Employer | Date | Teacher/Coordinator | Date

10-22-17 | 10/5/17

The student will first learn about the safety procedures that are followed on a job site in a short orientation. After the orientation, the student will get an overview of the construction project. The student will then go on the job site to observe the workers. While observing the workers, the student will learn the different types of equipment and tools being used. By the end of the day, the student should have a general understanding of the construction project, and should be able to identify different types of tools and equipment.

Randolph County Schools
"Purpose, Pride, and Perspective"
40 ELEVENTH STREET, ELKINS, WV 26241
Telephone (304) 636-9150 Fax (304) 636-9157

2035

BOARD OF EDUCATION AGENDA # 2035
October 17, 2017

Regular Meeting

TO: **BOARD OF EDUCATION MEMBERS**

FROM: **GABRIEL J. DEVONO, SUPERINTENDENT**

SUBJECT: **APPROVAL OF ADOPTION OF 457 DEFERRED RETIREMENT PLAN**

The Superintendent requests approval of the adoption of the State of West Virginia Section 457 Deferred Retirement Plan (known as Retirement Plus) operated by the State Treasurer's Office. All related documentation is attached.

Thank you for your consideration and attention to this request.

GD/jrd

2035

RETIREMENT PLUS
EMPLOYER ADOPTION AGREEMENT

1. The Randolph County Board of Educatic, of Elkins, West Virginia (the "Participating Employer"), has adopted the State of West Virginia Section 457 Deferred Retirement Plan operated by the State Treasurer's Office (the "STO"), known as Retirement Plus (the "Plan"), for the benefit of and use by its employees, effective _____.

2. This Agreement, any attached documents, the agreement between the STO on behalf of the Plan and its Plan administrator, and the Plan document now constitute a 457(b) deferred compensation plan of the Participating Employer.

3. The Participating Employer has authorized me to execute this Agreement and any other required documentation, to review and approve all operations and documents, and to provide any information needed.

4. The Participating Employer acknowledges that by the act of adopting the Plan, it shall be deemed to have appointed the STO as its agent to exercise on its behalf all of the powers and authorities conferred under the Plan to an Employer or Sponsoring Employer and with respect to investments under the Plan, including all powers conferred under any annuity or other investment contract issued with respect to the Plan (the "Contract"), except for those powers and authorities necessary for the Participating Employer to carry out its delegated duties under Section 8 below. The Participating Employer further acknowledges that the STO, in accordance with the terms of the Plan, may delegate certain of its powers and authorities to the other parties, including an Approved Institution.

5. The STO hereby agrees to cause an Approved Institution to receive and allocate contributions made to the Plan by the STO and each Participating Employer, as well as to do and perform all acts that are necessary to keep separate records and accounts of all funds held for Participants of the respective Participating Employers.

6. The Participating Employer acknowledges that its Plan Participants will be segregated from the Plan Participants of the State Of West Virginia by use of a distinct plan identification number or numbers assigned by the Approved Institution.

7. The Participating Employer acknowledges that it will receive reports that are similar (in terms of type, quantity and frequency) to the reports the Approved Institution currently makes available to the STO.

8. Notwithstanding the STO's general power and authority with respect to the operation of the Plan, each Participating Employer, including the Participating Employer, shall remain responsible for:

a. transmitting all deferral or contribution amounts to the Plan to the Approved Institution in accordance with the Approved Institution's automation requirements;

b. supplying all necessary information to the Approved Institution on a timely basis regarding the Participants under the Plan, including, but not limited to, compensation, date of hire, date of death, disability, or severance from employment, and such other pertinent facts as the

Approved Institution may require. The Approved Institution may rely upon such information as is supplied by the Participating Employer and shall have no duty or responsibility to verify such information;

c. if applicable, working with the Approved Institution on selecting an administratively feasible date for the Participating Employer's conversion or transfer from an existing investment product and plans to the Plan and related investment product(s) made available by the STO;

d. performing such other related functions as the STO may specify in the Plan's rules and regulations, including assisting the STO in the review of a Participant's benefit request and the final disposition of a Participant's appeal under the Plan; and

e. the adoption and operation of the Plan of the Participating Employer in accordance with the Internal Revenue Code and applicable laws, regulations and rules.

9. The parties agree that the individuals identified in Exhibit A are the authorized Plan Representative(s) of the Plan with respect to the Participating Employer and have the authority under the Plan to provide direction to the Approved Institution with respect to administration of the Plan, including any benefit sensitive financial transactions permitted under the Plan and requests for contribution refunds.

10. The Participating Employer may terminate its adoption of the Plan upon not less than thirty (30) days prior written notice to the STO. The written notice shall be accompanied by a copy of the resolution or other legal action taken by the Participating Employer authorizing the withdrawal from the Plan.

11. Upon the Participating Employer's withdrawal from the Plan, the Participating Employer shall not permit any further deferrals or contributions into the Plan. The Participating Employer may convert or transfer the Accounts of its employees from the Plan and to another plan. However, if Accounts remain under the Plan for Participants who are employees of the Participating Employer, the rights of such Participants and their Beneficiaries shall be unaffected by the Participating Employer's withdrawal from the Plan. Any distribution, transfer or other disposition of such Participant Accounts, as provided in the Plan, shall be governed by the terms of the Participation Agreement and shall constitute a complete discharge of all liabilities under the Plan.

Dated this _____ day of _____, _____.

WITNESS THE FOLLOWING SIGNATURES:

PARTICIPATING EMPLOYER

By: _____

Title: _____

WEST VIRGINIA STATE TREASURER'S OFFICE

By: _____

Title: _____

2035

RESOLUTION

WHEREAS, the Randolph County Commission, West Virginia (the "Participating Employer"), has determined that to attract and retain qualified and capable employees, it wishes to offer a defined contribution plan funded by employee contributions; and

WHEREAS, the Participating Employer has reviewed the State of West Virginia Section 457 Deferred Retirement Plan operated by the State Treasurer's Office, known as Retirement Plus, (the "Plan") and believes the Plan will provide valuable benefits to its employees; and

WHEREAS, the Participating Employer wishes to make the Plan available to its employees.

THEREFORE, BE IT RESOLVED:

1. That the Participating Employer hereby adopts the Plan and authorizes all eligible employees to participate;

2. That the Participating Employer hereby approves the Employer Adoption Agreement and authorizes _____ to execute the Agreement and any other required documentation, to review and approve all operations and documents, and to provide any information needed; and

3. That the Participating Employer hereby agrees to comply with all applicable laws, rules, regulations and policies pertaining to the Plan.

This Resolution was adopted this _____ day of _____, _____.

WITNESS THE FOLLOWING SIGNATURES:

_____ _____
Signature Printed Name

_____ _____
Signature Printed Name

_____ _____
Signature Printed Name

2035

Exhibit A

Authorized Plan Sponsor Representative

Client Name: State of West Virginia Retirement Plus

Plan Name: State of West Virginia Retirement Plus
Deferred Compensation Plan (Plan)

Plan Number: 666825

The person(s) that signs below is/are the only authorized Plan Representative(s) of the Plan. The following person(s) have the authority under the Plan to provide direction to Empower Retirement with respect to administration of the Plan, including any benefit sensitive financial transactions permitted under the Plan and requests for contribution refunds.

At least one Plan Sponsor Representative signature is required on this document.

In the event that a Plan Sponsor Representative is removed or replaced, Empower Retirement must be notified immediately in writing. The successor or replacement Plan Sponsor Representative(s) must provide his or her signature on a duplicate of this document.

Plan Sponsor Representative Name (*please print*)		Plan Sponsor Representative Signature (*please sign*)
Date	Title	Agency/Department/Political Subdivision

Plan Sponsor Representative Name (*please print*)		Plan Sponsor Representative Signature (*please sign*)
Date	Title	Agency/Department/Political Subdivision

Plan Sponsor Representative Name (*please print*)		Plan Sponsor Representative Signature (*please sign*)
Date	Title	Agency/Department/Political Subdivision

Plan Sponsor Representative Name (*please print*)		Plan Sponsor Representative Signature (*please sign*)
Date	Title	Agency/Department/Political Subdivision

Randolph County BOE

2035

EMPOWER RETIREMENT

Plan Service Center Authorization Form

This form is used to request usernames and passwords to establish Plan Service Center ("PSC") access. The PSC is the primary tool used by the Plan Sponsor, as identified in Part I, and any authorized third parties for on-line contribution processing, obtaining plan and participant data, requesting/downloading plan files and reports, and approving on-line disbursements. The Plan Sponsor agrees to notify Empower Retirement™ in the event that the Plan Sponsor desires to terminate PSC access for any user. The identified users listed below will receive an e-mail notification when their PSC authorization request has been completed.

PART I: PLAN SPONSOR CONTACT

Plan Name: West Virginia Retirement Plus Plan	Plan Number:
Contact Name:	Pay Center: **(if applicable)** Division:
Contact Email:	Contact Phone/Ext::

PART II: PLAN SERVICE CENTER (PSC) CLIENT ADMINISTRATION AGREEMENT

By signing this form, the Plan Sponsor agrees that the User Names listed on the following pages are authorized to use the PSC. Further, the Plan Sponsor hereby agrees to notify each of the User Names listed to maintain the confidentiality of logon and password information provided and to not share such information with any third parties.

Authorized Plan Representative:

Signature: _____ Print Name: Jack Berry

Title: Deputy Treasurer E-mail: jack.berry@wvsto.com

Phone #: 304-340-5022 Date: _____

Note: If the plan has pay centers and/or divisions with different contacts, please complete one login form for each pay center and/or division.

Please complete and fax or email to Empower Retirement.
Fax Number: (303) 801-5228
Email: security@retirementpartner.com

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EMPOWER RETIREMENT

PART III: PLAN SERVICE CENTER (PSC) LOGIN REQUEST

To obtain access to Plan information through PSC, please complete the following (addendums may be attached as needed). **Please see Appendix A for detailed access level options and descriptions**. If no box is checked, Default Plan Access as defined in appendix A will be provided.

Name:		Current PSC Username (if applicable)
E-Mail Address:		Phone:
User Type: Check One	Plan Employee: ☒	Other: ☐ _____

1) **Default Plan Access as defined in Appendix A is provided for all login requests.**	
2) **Participant Data Access**: Select only one option; access will not be provided if a selection is not made.	☐ No participant data access ☐ View participant data and order reports ☐ View, add, edit participant data and order report ☒ View, add, edit participant data, order reports, process payroll, and update plan ACH info
3) **Compliance Access**: Select only one option; access will not be provided if a selection is not made.	☒ No Compliance 5500 access ☐ View Compliance 5500 ☐ View, add, edit, submit Compliance 5500
4) **To Do List Access**: Select only one option; access will not be provided if a selection is not made.	☒ No To Do List access ☐ View To Do List without email reminders ☐ View To Do List with email reminders ☐ View, edit, approve To List
5) **Fee Disclosure Documents**: Select only one option; access will not be provided if a selection is not made.	☒ No Fee Disclosures access ☐ View Fee Disclosures with email reminders ☐ View Fee Disclosures without email reminders
6) **Plan Expenses**: Select only one option; access will not be provided if a selection is not made.	☒ No Pay Plan Expenses access ☐ View Plan Expenses ☐ View and pay Plan Expenses
7) **Username Management:** Access will default to view if a selection is not made.	☒ No viewing privileges ☐ View username access privileges

8) **File Sharing**: Select only one option per category; access will not be provided if a selection is not made.

Client/External Folder	☒ No access	☐ View files	☐ View and upload files	☐ View, upload, and delete files
Compliance Folder	☒ No access	☐ View files	☐ View and upload files	☐ View, upload, and delete files
Conversion Folder	☒ No access	☐ View files	☐ View and upload files	☐ View, upload, and delete files
Auditor Folder	☒ No access	☐ View files	☐ View and upload files	☐ View, upload, and delete files
Trustee Folder	☒ No access	☐ View files	☐ View and upload files	☐ View, upload, and delete files
Vault Folder	☒ No access	☐ View files	☐ View and upload files	

Randolph County BOE

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EMPOWER RETIREMENT

Name:			Current PSC Username (if applicable)
E-Mail Address:			Phone:
User Type: Check One	Plan Employee: ☒	Other: ☐ _____	

1) **Default Plan Access as defined in Appendix A is provided for all login requests.**

2) **Participant Data Access**: Select only one option; access will not be provided if a selection is not made.	☐ No participant data access ☐ View participant data and order reports ☐ View, add, edit participant data and order report ☒ View, add, edit participant data, order reports, process payroll, and update plan ACH info
3) **Compliance Access**: Select only one option; access will not be provided if a selection is not made.	☒ No Compliance 5500 access ☐ View Compliance 5500 ☐ View, add, edit, submit Compliance 5500
4) **To Do List Access**: Select only one option; access will not be provided if a selection is not made.	☒ No To Do List access ☐ View To Do List without email reminders ☐ View To Do List with email reminders ☐ View, edit, approve To List
5) **Fee Disclosure Documents**: Select only one option; access will not be provided if a selection is not made.	☒ No Fee Disclosures access ☐ View Fee Disclosures with email reminders ☐ View Fee Disclosures without email reminders
6) **Plan Expenses**: Select only one option; access will not be provided if a selection is not made.	☒ No Pay Plan Expenses access ☐ View Plan Expenses ☐ View and pay Plan Expenses
7) **Username Management:** Access will default to view if a selection is not made.	☒ No viewing privileges ☐ View username access privileges

8) **File Sharing**: Select only one option per category; access will not be provided if a selection is not made.

Client/External Folder	☒ No access	☐ View files	☐ View and upload files	☐ View, upload, and delete files
Compliance Folder	☒ No access	☐ View files	☐ View and upload files	☐ View, upload, and delete files
Conversion Folder	☒ No access	☐ View files	☐ View and upload files	☐ View, upload, and delete files
Auditor Folder	☒ No access	☐ View files	☐ View and upload files	☐ View, upload, and delete files
Trustee Folder	☒ No access	☐ View files	☐ View and upload files	☐ View, upload, and delete files
Vault Folder	☒ No access	☐ View files	☐ View and upload files	

Please complete and fax or email to Empower Retirement.
Fax Number: (303) 801-5228
Email: security@retirementpartner.com

2035

EMPOWER RETIREMENT

Appendix A: Access Options and Descriptions
Default Plan Access: Default is required for all users and cannot be removed. 1) **Default**: Provides the ability to view plan information and order plan reports. Access to participant data is not provided by default and is optional as outlined below.
Participant Data Access Options: Participant Data Access is optional and one of the following access levels from each group can be in addition to default access. 2) **Participant Data and Payroll Processing**: Provides the ability to view participant data, order reports, add/edit participant data, process payroll, and update plan banking information for ACH debit. • View participant data and order reports • View, add, and edit participant data and order report • View, add, and edit participant data, order reports, process payroll, and update plan banking information (Please note: Payroll processing provides the authority to debit applicable bank accounts to fund participant contributions.) 3) **Compliance 5500 Information**: Provides the ability view, edit, and submit compliance 5500 testing information and corrective distributions. • View compliance 5500 information, results, and corrective distributions • View, add, edit, and submit compliance 5500 information, approve compliance corrective distributions 4) **To Do List**: Provides the ability to view, edit, and approve participant withdrawal requests and plan/participant notifications. • View participant To Do List items and notifications without email reminders • View participant To Do List items and notifications with email reminders • View, edit, and approve participant To Do List items and notifications with email reminders 5) **Fee Disclosure Documents**: Provides the ability to view plan and participant fee disclosure documents with or without email reminders when new documents are available. • View fee disclosure documents with email reminders. • View fee disclosure documents without email reminders.
Additional Access Options: The following access levels are optional. 6) **Plan Expenses Information**: Provides the ability to view historical invoices and pay current plan expenses. • View plan expenses online • View and pay plan expenses online 7) **Username Management**: Provides the ability to view who has access to see plan and participant information. • View only access to Username Management 8) **File Sharing**: Provides the ability to securely share files and provides several folder category options to organize, view, upload, and manage files. For each File Sharing category, the following options are available. • Client External Folder, Compliance Folder, Conversion Folder, Auditor Folder, Trustee Folder o View files o View and upload files o View, upload, and delete files • Vault Folder o View files o View and upload files

West Virginia Retirement Plus Program
Employer Survey

2035

Empower Retirement Payroll Specialist			
Contact Name	Travis Englert	Phone #	(303) 737-1509
Address	8515 E. Orchard Road	Fax #	(303) 737-4274
City, State, Zip	Greenwood Village, CO 80111	E-mail	travis.englert@empower-retirement.com

The Employer Survey is used to collect information regarding your location and payroll process. Please complete the survey below. The information will ensure that each Employer Group is established properly in the Empower Retirement system prior to the receipt of contribution remittances.

Pay Center/Location Name	Randolph County Board of Education
Pay Center/Location #	
Mailing Address	
City, State, Zip	

Please provide your employer contact information below so Empower Retirement will know who to reach out to for related questions. Please also find the contact type description below.

Pay Center/Location Contact Type	Contact Name	Phone #	Fax #	E-Mail Address
Primary Contact				
Secondary Contact				
Payroll Contact				

Pay Center/Location Contact Type	Contact Description
Primary Contact	Empower Retirement will reach out to this contact should there be general questions about the plan for this location.
Secondary Contact	If the primary contact is not available, Empower Retirement will reach out to this secondary contact should there be general questions about the plan for this location.
Payroll Contact	Empower Retirement will reach out to this contact should there be questions about payroll contributions.

2035

Please provide the information below:	
Number of eligible employees	8
Payroll frequency (weekly, bi-weekly, semi-monthly, monthly, please specify all frequencies if more than one)	semi-monthly

Please check your preferred method for the payroll submission and funding with Empower Retirement:			
	√		√
Payroll file upload with ACH debit from the plan's bank account		Online Guided Payroll with ACH debit from the plan's bank account	✓

Forms to be completed and returned to Empower Retirement Payroll Specialist		
☐	Employer Survey	This two-page form
☐	Plan Service Center Authorization Form	Empower Retirement will issue login IDs to the different plan contacts listed in Part II of the form. With the login IDs, these individuals will be able to access our plan administration site known as the Plan Service Center. **Please note the plan sponsor contact in Part I is the primary contact and should also be listed in Part II of the Plan Service Center Authorization Form.**
☐	ACH Set-Up Request Form	On this form, please provide the banking information. This will be the account Empower Retirement will initiate the ACH from for the total contribution amount processed online by the employer.

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EMPOWER™ RETIREMENT

ACH Set-up Request Form

PLEASE PRINT LEGIBLY IN BLACK OR BLUE INK

Plan Number: 98947-01 State of West Virginia Retirement Plus Plan

*Pay Center Name: Randolph County Board of Education Number: _____

Please submit a separate banking form for each division.

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone #: _____ Fax _____

The Primary/Site Contact is the person that we will contact if we have any questions or concerns and when the banking change is complete.

Primary/Site Contact (Please Print): Mr./Mrs./Ms. _____ Title: _____

(First Name) (Last Name) E-mail Address: _____

Telephone #: _____ Extension: _____

CONTINUE TO PAGE 2

Empower Retirement
P.O. Box 1400
Dept. 589 - 4T2
Denver, CO 80201

2035

Date:_____

RE: Automated Clearing House Account Access for Retirement Plan
Please accept this as formal notification that effective:

Effective Date:_____

Plan Sponsor's Name: Randolph County Board of Education

(The "Plan Sponsor"), has engaged Empower Retirement to be the recordkeeper for the

Plan Name: West Virginia Retirement Plus

(the "Plan"), as sponsored by the Plan Sponsor. The Plan Sponsor acknowledges that Empower Retirement is a non-discretionary recordkeeper and that the Plan Sponsor retains all responsibilities otherwise not delegated to Empower Retirement in a formal agreement.

To facilitate Empower Retirement's recordkeeping duties for the Plan, Empower Retirement and its affiliates are hereby authorized to access the Contractholder's designated account at the depository financial institution listed below to initiate debit or credit transaction via the Automated Clearing House (ACH) for the Plan. Company agrees to notify its depository financial institution of this arrangement.

Depository Financial Institution Information:

Company's Depository Financial Institution:_____

Complete Address:_____

Account Title:_____

Account Type: Checking: ☐ Savings: ☐ Money Market: ☐

Account Number: _____ Routing Number:_____

Depository Financial Institution Contact:_____

Telephone #:_____

The Plan Sponsor agrees to provide Empower Retirement with 30 days notice, prior to closing or changing this account.

Authorized Plan Representative:

Signature:_____ Print Name:_____

Title:_____ E-mail:_____

Phone #:_____ Date:_____

Cc: **[DEPOSITORY FINANCIAL INSTITUTION]**:_____

Please complete and fax or email to Empower Retirement

Fax Number: (303) 737-4274

Randolph County Schools
"Purpose, Pride, and Perspective"
40 ELEVENTH STREET, ELKINS, WV 26241
Telephone (304) 636-9150 Fax (304) 636-9157

3027

BOARD OF EDUCATION MEMO # 3027

October 17, 2017

TO: BOARD OF EDUCATION MEMBERS

FROM: GABRIEL DEVONO, SUPERINTENDENT

SUBJECT: APPROVAL OF OUT-OF-COUNTY TRIP

The Superintendent requests approval of an out-of-county trip for Ann Auvil and two Randolph Technical Center students to attend the Simulated Workplace Economic Summit in Charleston, WV on October 29-30, 2017.

Funding will be provided by the following source

- **WVBOE Funds**

GJD:jkd

FIELD TRIP REQUEST FORM

3027

*****Each Field Trip Request Form must be completed in full in order to be processed. Any form that is not completed will be returned to the teacher. A completed form with supporting documentation must be in the Assistant Superintendent's office 15 days prior to the date of the trip for processing. Sole responsibility and liability will be that of the teacher in charge if field trips occur without Central Office approval.***

Teacher: *Ann Auvil* **School/Class:** *RTC Student Economic Development Summit*

Teacher email: *aauvil@k12.wv.us* **Cell Phone:** *304-940-6117*

Request Date: *October 3, 2017* **Trip Date:** *October 29 pm-October 30* **Destination:** *Charleston, WV*

Departure Time: *2:30pm* **Return Arrival Time:** *5:00pm* **#of Buses** *0*

Alternate Transportation: _____ Vehicles (Driver's license and proof of insurance required for each trip request) *X* ***County Vehicle—RTC Van to Charleston, WV and back.***
_____Charter Bus _ _Rental Van (Must attach proof of 1 million dollar insurance policy)

Number of: Students *2* **Staff** *1* **Chaperones**_____

Please check all that apply below:

_____Day Trip *X* **In-state Trip _____*Out-of-State Trip** *X* ***Overnight Trip**
***REQUIRE BOARD APPROVAL**

Purpose of Trip: *Student Economic Development Taskforce Summit*

Specific Educational Objectives to be accomplished:

Students will collaborate and research in order to determine projects that can be created in CTE that will impact economic development in West Virginia.

Students will network with other CTE students from around the state of West Virginia.

Students will be exposed to financial literacy, marketing, networking, researching, presenting and collaborating in order to utilize CTE and provide economic impact to the state of West Virginia.

I have talked to the school cooks and need bagged lunches. _____
If checked, how many bagged lunches do you need? _____
I have talked to the school cooks and do *not* need bagged lunches for this trip. X

3027

Pre-Teaching/Trip Activities to be completed in the classroom:

Students have been instructed on proper conference attire and etiquette.

Students have been instructed in safety procedures while at the conference.

Post-Teaching/Trip Activities to be completed in the classroom that will reinforce/extend learning:

Students will return from conference with a plan to stimulate economic development in West Virginia that utilizes CTE.

Itinerary (Detailed time schedule to be followed):

October 29, 2017-2:30-Depart from Elkins, WV

October 29, 2017-5:00- Arrive at the Embassy Suites in Charleston, WV

October 29, 2017-6:00-Recap ideas from previous meeting, evaluate and analyze ideas in order to select an idea/project to work on moving forward

October 30, 2017-7:45am-2:30pm-Expand and formulate ideas, pitch economic development proposals to a panel, learn how to develop a business plan, speak one-on-one with experts, finalize business plans, and present an economic development proposal

October 30, 2017-2:30-Depart Charleston, WV

October 30, 2017-5:00-Arrive in Elkins, WV

BUDGET: (Finances involved and payment sources)

Cost per student: $ *0* **Cost per adult: $** *0*

All expenses will be paid by WVDE.

EQUAL ACCESS ASSURANCE (Statement denoting participation is not hindered by economic status):
Randolph Technical Center is a school that provides students with the necessary skills to become productive citizens in society by teaching quality, marketable and technological knowledge. No one is denied participation based on race, ethnicity, religion, handicap status, gender, economic status or any other category of bias.

List the names of students who will be going on the field trip.

Micah Toney
Robert "Charlie" Preston

3027

List the names of all school employees who will be going on the field trip below.
*****Enter requests for Professional Leave in Smart Find Express prior to submitting field trip paperwork to the Central Office.**

Ann Auvil

List the names of approved chaperones **(CIB must be on file at BOE or a copy of CIB report is attached to this field trip paperwork for each chaperone. All chaperones who will be supervising students must be approved by BOE this school year.)**

I have utilized the guidelines in AG 2340A to plan, conduct, and evaluate the trip and, upon approval of the trip. I will obtain parental permission (Form 2340 F2A) and use the Checklist for Trips (2340 F3).

FIELD TRIP APPROVAL

Trip Approved: ____Trip Disapproved: ____Principal: _____Date:_____

Trip Approved: ____Trip Disapproved: ____Assistant Superintendent: _____

Date: _____

Randolph County Schools
"Purpose, Pride, and Perspective"
40 ELEVENTH STREET, ELKINS, WV 26241
Telephone (304) 636-9150 Fax (304) 636-9157

3028

BOARD OF EDUCATION AGENDA #3028
October 17, 2017

Regular Meeting

TO: **BOARD OF EDUCATION MEMBERS**

FROM: **GABRIEL DEVONO, SUPERINTENDENT**

SUBJECT: **TITLE I VOLUNTEERS FOR 2017-2018 SCHOOL YEAR**

The Title I Program offers parents and community members an opportunity to become volunteers in the Title I Schools. According to Title I guidelines, volunteers must attend a training session led by Mrs. Linda Zickefoose, Title I Parent Specialist; have a CIB check and be approved by the Board of Education prior to volunteering in the schools.

Attached are the volunteers who have met the guidelines. I respectfully request approval of the Title I Volunteers for 2017-2018.

GD:kb

Attachment

3028

Randolph County Schools

2017-2018

October 17, 2017

Beverly Elementary School

Fletcher, Barbara

Fletcher, John

James, Ciera

Coalton Elementary School

Lambert, Brandon

George Ward Elementary School

Cunningham, April

Liggett, Sarah

Harman Elementary School

Crowl, Michelle

Jennings Randolph Elementary School

Ayers, Heather

Bennett, Patrick

Bennett, Jo Ellen

Cutright, Holly

Hyson, Richard

Lipscomb, Hollis

Shreve, Karen

Midland Elementary School

Howell, Sharon

Perkins, Jessica

Third Ward Elementary School

DeCarlo, James

Derring, Rebecca

Derring, Scott

Sulliavn, Amanda

Tallman, Tommy (Chaperone)

Tinnell, Tara

WallHudson, Kathy

Elkins Middle School

Becker, Lori

Bender, Lori

Bennett, Rebecca

Biller, Lisa

Biller, Todd

Calkins, Jodi

Cunningham, Chandal

Cutright, Holly

DeCarlo, James

Derring, Rebecca

Derring, Scott

Dickinson, Amanda

Hart, Angela

Humphrey, Tami

James, Ciera

Jones, Melody

Landis, Hope

Lantz, Heather

Lemasters, Kimberly

Lewis, Patricia

Lloyd, Kimberly

Martin, Danelle

McCollam, Missy

McCollam, Willis

Moudry, Lisa

Nixon, Christine

Reesman, Craig

Reesman, Heather

Ricottilli, Brandi

Seel, Karen

Strother, Eric

Sullivan, Amanda

Tallman, Heather

Tinnell, Tara

Cogar, Kellie (Chaperone)

Hamrick, Peggy (Chaperone)

Hickman, Melissa(Chaperone)

Howell, Calvin J JR. (Chaperone)

Siler, Leslie(Chaperone

Elkins High School

Nixon, Christine

Randolph County Schools
"Purpose, Pride, and Perspective"
40 ELEVENTH STREET, ELKINS, WV 26241
Telephone (304) 636-9150 Fax (304) 636-9157

BOARD OF EDUCATION AGENDA #3029
October 17, 2017

3029

Regular Meeting

TO: **BOARD OF EDUCATION MEMBERS**

FROM: **GABRIEL DEVONO, SUPERINTENDENT**

SUBJECT: **APPROVAL OF CHAPERONES FOR BEVERLY ELEMENTARY SCHOOL FOR THE 2017-2018 SCHOOL YEAR**

The Superintendent respectfully recommends approval of the attached list of chaperones for Beverly Elementary School the 2017-18 school year.

I respectfully ask your approval of the chaperones.

GD:kb

Attachment

3029

Beverly Elementary

ONE VOICE ONE FOCUS
All Students Achieving

OFFICE OF THE PRINCIPAL
505 Main St.
Beverly, WV 26253

PHONE
304.636.9162

FAX
304.636.9163

EMAIL
pzickefo@k12.wv.us

October 2, 2017

Mrs. Amy Smith
Director, Curriculum and Federal Programs
Randolph County Board of Education
40 Eleventh St.
Elkins, WV 26241

Dear Mrs. Smith,

I would like to submit the following names for chaperone approval during the 2017 - 2018 school year.

Ashley White

Christine Taylor
Lisa Knutti
Angela Vance
Kate Barger
Sheena Elmore

Respectfully submitted,

Paul G. Zickefoose, Principal

3029

Beverly Elementary

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October 8, 2017

Mrs. Amy Smith
Director, Curriculum and Federal Programs
Randolph County Board of Education
40 Eleventh St.
Elkins, WV 26241

Dear Mrs. Smith,

I would like to submit the following names for chaperone approval during the 2017 - 2018 school year.

Katherine "Kate" Reed

Heidi Wegman

Respectfully submitted,

Paul G. Zickefoose, Principal

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3030

BOARD OF EDUCATION AGENDA #3030
October 17, 2017

Regular Meeting

TO: **BOARD OF EDUCATION MEMBERS**

FROM: **GABRIEL DEVONO, SUPERINTENDENT**

SUBJECT: **OUT OF STATE FIELD TRIP**

I respectfully request approval for Joseph Bowen, Music Teacher at Elkins High School, to travel with the band students and chaperones to New York City, April 15-18, 2018. The students will participate in a Musical Clinic with cast members of the Broadway Show "Wicked" and visit historical sites. Attached is the field trip request form and itinerary for your information. The cost of the trip will be paid by the Band Auxiliary and students.

I recommend approval of this trip.

GD:kb

Attachment

FIELD TRIP REQUEST FORM

*****Each Field Trip Request Form must be completed and submitted (with supporting documentation attached) to the Director of Curriculum 15 days prior to the date of the trip. Any form that is not completed will be returned to the teacher. Sole responsibility and liability will be that of the teacher in charge if field trips occur without Central Office approval.***

Teacher and Class Information

Teacher Name:	Joseph Bowen	**School & Class:**	EHS Band
Teacher Email:	jbowen@k12.wv.us	**Cell Phone Number:**	304-677-1531
Trip Date:	4/15/18-4/18/18	**Trip Destination:**	New York City
Is a substitute needed?	X Yes __ No	**Is sub cost included in budget?**	__ Yes __ No
Is Prof. Leave in SmartFind?	__ Yes __ No	**Is SmartFind print-out attached?**	__ Yes __ No

Number of Students:	91	**Number of Staff:**	2	**Number of Chaperones:**	8

_____*I have attached a list of names of all students and staff who will be going on the trip.
_____* I have attached a list of names of approved chaperones who will be going on the trip.
(CIB must be on file at BOE. All chaperones who will be supervising students must have been approved by BOE this school year.)

Transportation Information

Departure Time:	6:00 Am 4/15/18	**Return Time:**	11:00pm 4/18/18	**Number of Buses:**	

Type of Trip:	_____ Day Trip _____ In-State Trip X *Out-of-State Trip X *Overnight Trip
How will bus cost be paid?	EABA & Students Costs
Alternative Transportation:	____ Walk ____ *Private Vehicle ____ County Vehicle X Charter Bus ____ *Rental Van

*Out-of-State trips and Overnight trips require board approval. Requests must be submitted 15 days in advance of meeting.
_____*I have attached copies of driver's license and proof of insurance for all those driving private vehicles.
_____*I have attached a copy of a valid 1-million-dollar insurance policy for a rental van.
X *I have attached a detailed itinerary.

3030

Lunch Information

I have informed the cooks I need the number of bagged lunches listed:	_____Yes _____ # Needed	**I have informed the cooks I *DO NOT* need bagged lunches for this trip.**	X Yes

Curriculum Information

Purpose of Trip:	Educational trip to New York City
Primary Education Objectives:	Visit to historical sites, New 9/11 Museum Clinic with Cast members of Broadway show "Wicked", Watch "Wicked" Show
Pre-Teaching Activities:	Music + Marching Rehearsals
Post-Teaching Activities:	Post trip Rehearsals + Reflection

Budget Information

Cost Per Student:	720.00	**Funding Source:**	Student Payments at EABA
Cost Per Adult:	720.00	**Funding Source:**	Self Payments
Cost of Substitute: (Estimated)	#450.00	**Funding Source:**	EHS Band Account
Cost of Bus / Transportation: (Estimated)	Included in Price	**Funding Source:**	Included
No student will be denied participation due to economic hardship. Those costs will be covered by:			Fund Raising through EABA

*Sub cost may be estimated as follows: ½ Day = $75.00 Full Day = $150.00

*Bus Cost can be estimated by consulting previous invoices for similar trips and/or contacting the transportation department for guidance.

Field Tip Approval

Teacher:

I have followed AG 2340A guidelines. Upon approval, I will obtain parental permission. Signature: Joseph Bowen Date: 9/18/17

Principal:

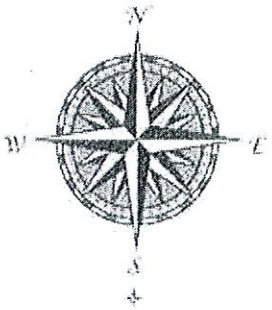
Approved: ____ Denied: ____ Bus Request Made: ___ Professional Leave Approved: ___ Signature:_____ Date: _____

Curriculum Director:

Approved: ____ Denied: ____ Professional Leave Approved: ___ Signature: _____ Date: _____

3030

3030



East Coast Travel

Liz Marshall-MacVean- Owner
Elkins, WV 26241
304-614-3799

Contract Agreement with Elkins High School Band and East Coast Travel, LLC
Group Leader- Joseph Bowen
Destination- New York City, NY
Dates: ~~March 22-23-24-25, 2018~~ April 15, 16, 17, 18
Departure: ~~3/22/17~~ 4/15/18 6:00 am from Elkins, WV -Approximate Return time: ~~3/25/18~~ 4/18/18 11:00 pm to Elkins, WV

Trip includes the following:
*Motor Coach Transportation
*Three Nights Hotel Accommodation (New Jersey)
*Buffet Breakfast at Hotel each morning
*NBC Studio Tour Admission
*Top Of the Rock Observation Deck Admission
*Private Hotel Night Security-3 Nights
*Lincoln Center Tour Admission
*Broadway Show Ticket "Wicked" pending availability
*Visit to Little Italy and Chinatown
*Spirit Dinner Cruise
*American Museum of Natural History Admission
*911 Memorial and Museum Admission
*St Paul's Chapel
*Madame Tussaud's Museum Admission
*Brooklyn Bridge Park and South street Seaport
*Carlo's Bakery in Hoboken Stop
* Evening Dinner at Buca Di Beppo and Bubba Gump's
*Time to explore, shop and sightsee New York City
*Liability Insurance
*Door Prizes and Travel Escort
*2 Complimentary Packages per bus to be used at Directors determination.
*Payment Schedule currently set up at 3 payments.
*Meals and Driver Gratuity included
*St Patrick's Cathedral and Fifth Avenue Visits

Initial:_____

"Behind the curtain" clinic with "Wicked" Cast members.

Chaperones

Marisa Kniley
Becky Kniley
Amy Murphy
Lisa Fox
Carolyn Spencer
Jared Poling
Kathy Hamrick
Tommy Hamrick

Staff

Joseph Bowen
Hillary Barlow

3030

Name of Employee: Joseph Bowen

Date(s) Leave Requested: 4/15/18 - 4/18/18

Substitute Required: ☒ YES ☒ Full Day ☐ AM ☐ PM

Activity Description or Title: EHS Band Trip to New York City

Location: New York City New York

Other Expenses to be Incurred---- Check all that apply:

☐ Meals ☐ Hotel ☐ Mileage ☐ Parking ☐ Registration

Funding Source: **FOR COUNTY OFFICE OR PRINCIPAL USE ONLY**

Substitute Costs:

___Title I ___Title II ___Special Ed. ____County ___Prof. CE ___Service CE ___Title VI ___School ___CTE

Code: _____

Registration Fee:

___Title I ___Title II ___Special Ed. ____County ___Prof. CE ___Service CE ___Title VI ___School ___CTE

Code: _____

Travel Reimbursement:

___Title I ___Title II ___Special Ed. ____County ___Prof. CE ___Service CE ___Title VI ___School ___CTE

Code: _____

Employee's Signature: Joseph Bowen **Date:** 9/18/17

Principal's Signature: Carla Lambert **Date:** 9/20/17

Assistant Superintendent's Signature/or Designee: _____

Date: _____ _____**APPROVED** _____**DENIED**

Reason: _____

_____

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3031

BOARD OF EDUCATION AGENDA #3031
October 17, 2017

Regular Meeting

TO: **BOARD OF EDUCATION MEMBERS**

FROM: **GABRIEL DEVONO, SUPERINTENDENT**

SUBJECT: **APPROVAL OF OUT OF STATE FIELD TRIP**

Wendy Thurston, Vocational Agriculture Teacher at Elkins High School, is requesting permission to take students and one chaperone to the National FFA Convention to Indianapolis, IN on October 24-28, 2017. Ms. Thurston will utilize the CTE van to transport students to Cedar Lakes and will travel by Charter Bus with other West Virginia FFA students to Indianapolis, IN. Students will also have an opportunity to obtain information from hundreds of vendors, universities and businesses that are at the Expo and match this current information with classroom objectives to enhance class learning.

The cost of the trip will be paid by the Elkins High School FFA Chapter and the students. The staff has indicated that no child will be denied participation. Please see the Field Trip Request Form that is included in this Board Packet for more information.

I respectfully request approval of this trip.

GD:kb

Attachment

FIELD TRIP REQUEST FORM

3031

*******Each Field Trip Request Form must be completed in full in order to be processed. Any form that is not completed will be returned to the teacher. A completed form with supporting documentation must be in the Assistant Superintendent's office 15 days prior to the date of the trip for processing. Sole responsibility and liability will be that of the teacher in charge if field trips occur without Central Office approval.***

Teacher_ Wendy Thurston **School/Class_** EHS/Agriculture

Teacher email: wthurston@k12.wv.u **Cell Phone #** 304-516-4481

Request Date 10/5/16 **Trip Date** 10/24-28/2017 **Destination** Indianapolis, IN

Departure Time: 4 AM **Return Arrival Time:** 10 PM **#of Buses** 0

Alternate Transportation: ____Walk X **____Private Vehicles (Driver's license and proof of insurance required for each trip request) _____County Vehicle**

X (From Cedar Lakes to Indianapolis)
_____Charter Bus

Number of: Students 6 **Staff** 1 **Chaperones** 1

Please check all that apply below:

____Day Trip ____In-state Trip X **____*Out-of-State Trip** X **____*Overnight Trip**
***REQUIRE BOARD APPROVAL**

Purpose of Trip: To allow our students to experience the impact of agriculture worldwide.

Specific Educational Objectives to be accomplished:

To better understand the national and global importance and impact of Agriculture; career opportunities; student leadership enhancement. WVEIS 0149A.1,5, B.1, C.2 WVEIS 0101.A.1, 3, 4; B.7, 9, 11, 12; WVEIS 0200A.4, 5,7, B.5,C.7, D.7, E.4, F.2; WVEIS 0190.C

I have talked to the school cooks and need bagged lunches. n/a

If checked, how many bagged lunches do you need? n/a

I have talked to the school cooks and do *not* need bagged lunches for this trip. n/a

3031

Pre-Teaching/Trip Activities to be completed in the classroom:

"Wheel of Agriscience" collage assignment; Animal Production occupation report; local, state and national conservation organizations impact and responsibilities; career research and reports; Farm equipment use; facilities research for best livestock productivity.

Post-Teaching/Trip Activities to be completed in the classroom that will reinforce/extend learning:

- Students will obtain information from many of the hundreds of vendors, universities and businesses that are at the Expo and match this current information with classroom objectives to enhance class learning. FFA members will take the concepts learned in the workshops to actually present lessons to their classmates.

Itinerary (Detailed time schedule to be followed):

Please see attached.

BUDGET: (Finances involved and payment sources)

Cost per student: $ 750 **Cost per adult: $**$750$

Students will only pay $300. The rest will be funded through the EHS FFA.

EQUAL ACCESS ASSURANCE (Statement denoting participation is not hindered by economic status):

As always, any student with financial difficulties will be assisted. This year we are helping 1 student;

List the names of all school employees who will be going on the field trip below.
*****Enter requests for Professional Leave in Smart Find Express prior to submitting field trip paperwork to the Central Office.**

Wendy Thurston

3031

List the names of approved chaperones **(CIB must be on file at BOE or a copy of CIB report is attached to this field trip paperwork for each chaperone. All chaperones who will be supervising students must be approved by BOE this school year.)**

Jamie Sweaker

I have utilized the guidelines in AG 2340A to plan, conduct, and evaluate the trip and, upon approval of the trip. I will obtain parental permission (Form 2340 F2A) and use the Checklist for Trips (2340 F3).

FIELD TRIP APPROVAL

Trip Approved: √ **Trip Disapproved:** ____ **Principal:** _____ **Date:** 10/5/17

Trip Approved: ____ **Trip Disapproved:** ____ **Assistant Superintendent:** _____

Date: _____

3031

Name of Employee: Wendy Thurston

Date(s) Leave Requested: 10/24 - 10/28/2017

Substitute Required: ☒ YES ☐ Full Day ☐ AM ☐ PM

Activity Description or Title: National FFA Convention

Location: Indianapolis, IN

Other Expenses to be Incurred---- Check all that apply:

☐ Meals ☐ Hotel ☐ Mileage ☐ Parking ☒ Registration

Funding Source: **FOR COUNTY OFFICE OR PRINCIPAL USE ONLY**

Substitute Costs:

___Title I ___Title II ___Special Ed. ____County ___Prof. CE ___Service CE ___Title VI ___School ___CTE

Code: _____

Registration Fee:

___Title I ___Title II ___Special Ed. ____County ___Prof. CE ___Service CE ___Title VI ___School ___CTE

Code: _____

Travel Reimbursement:

___Title I ___Title II ___Special Ed. ____County ___Prof. CE ___Service CE ___Title VI ___School ___CTE

Code: _____

Employee's Signature: W. Thurston **Date:** 10/5/17

Principal's Signature: _____ **Date:** 10/5/17

Assistant Superintendent's Signature/or Designee: _____

Date: _____ _____**APPROVED** _____**DENIED**

Reason: _____

_____