Mr. Pellegrin gave the invocation and Mr. Naternicola led the Pledge of Allegiance.

The Marion County Board of Education met in a Regular Session on Monday, July 2, 2018 at 6:00 pm.

Mr. Dragich called the meeting to order at 6:09 pm.

MEMBERS PRESENT: Mrs. Costello, Mr. Dragich, Mr. Richard Pellegrin, and Ms. Mary Jo Thomas

OATH OF OFFICE – NEW BOARD MEMBER – DONNA COSTELLO

Mr. Montgomery nominated Ms. Mary Jo Thomas as the Board President. There were not any other nominations.

Mr. Montgomery made a motion, seconded by Ms. Thomas to approve Ms. Thomas as the new board President.

YEAS: Costello, Dragich, Montgomery, Pellegrin, & Thomas

1- 1000 INFORMATION – RECOGNITIONS – RECOMMENDATIONS – REPORTS

To address the Board Members, you MUST Sign-in on the clipboard in the conference room prior to 5:55

Ms. Thomas made a motion, seconded by Mr. Pellegrin to approve the following:

1-2000 MINUTES – AGREEMENTS – CONTRACTS

2001 MINUTES
The approval of the Official Proceedings for the Regular meeting on June 18, 2018.

2002 CHAPERONE LIST – GIRLS SOCCER
The approval of the East Soccer Chaperone List for the 2018-19 SY.

2003 CONTRACT – WV DEPARTMENT OF HEALTH AND HUMAN RESOURCES
The approval of the contract with West Virginia Department of Health and Human Resources for the Community Work Experience Program (CWEP) for the 2018-19 SY.
2004 **GEDDES SCHOOL SUPPLIES - MIDDLE SCHOOL SUPPLY KITS**  
The approval to purchase 600 Middle School Supply Kits from Geddes School Supplies, in the amount of $11,400.00. **FUNDING:** Title I

2005 **TRI-CITY ELECTRICAL CONTRACTOR – DECK/SIDEWALK PROJECT**  
The approval for Tri-City Electrical Contracting, Inc to complete the Deck and Sidewalk project at East Dale Elementary, in the amount of $10,350.00.  
**FUNDING:** East Dale – General Funds

2006 **FOLLETT SCHOOL SOLUTIONS – CONTRACT RENEWAL**  
The approval of the renewal of the contract on the Library/Media System from Follett School Solutions, Inc, in the amount of $32,680.00. **FUNDING:** County

2007 **NICKLES BAKERY, INC – BREAD/BUN BID**  
The approval of the bid from Nickles Bakery, Inc., in the amount of $53,736.50.  
**FUNDING:** Child Nutrition

2008 **BROUGHTON FOODS – MILK/DAIRY/JUICE BID**  
The approval of the bid from Broughton Foods, in the amount of $202,071.35.  
**FUNDING:** Child Nutrition

2009 **BOOSTER – NMHS GOLF BOOSTERS**  
The approval of the North Marion High School Golf Booster Group for the 2018-19 SY.

2010 **VECTOR SOLUTIONS - SUBSCRIPTION RENEWAL**  
The approval to renew the SafeSchools subscriptions from Vector Solutions for the 2018-19 SY, in the amount of $6,006.00. **FUNDING:** County

2011 **MOU – ALDERSON BROADDUS UNIVERSITY**  
The approval of the Memorandum of Understanding with Alderson Broaddus University for Teacher Candidates and Student Teachers for the 2018-19 SY.

2012 **MOU-HIGH SCHOOLS THAT WORK**  
The approval of the Memorandum of Understanding with High Schools That Work, Southern Regional Education Board, WVDE, Division of Technical Education, and Governor’s Economic Initiatives, and North Marion High School for the 2018-19 SY.
2013 FIELD TRIP – OUT OF STATE—PRIVATE AUTO
The approval of the following:
NORTH MARION HIGH SCHOOL GIRLS BASKETBALL, requests permission to travel to Marietta Ohio, June 23-24, 2018, to participate in a basketball tournament
Approximate number of students: 12
Chaperone(s): Dean Brown, Steve Holbert & Approved Chaperone List
Approximate Cost: $600.00
Source of funds: NMHS GIRLS BASKETBALL BOOSTERS
Number of school days lost: 0

2014 FIELD TRIP – OUT OF STATE—PRIVATE AUTO
The approval of the following:
NORTH MARION HIGH SCHOOL BOYS BASKETBALL, requests permission to travel to Ohio University, June 22-24, 2018, to participate in a basketball tournament
Approximate number of students: 12
Chaperone(s): D. DeVaul, C. Banker, Freeman, Denise Murphy, Chris Funkhouser, Tim Murphy, Lisa Darden, Gary Hoffman
Approximate Cost: $1210.00
Source of funds: NMHS BOYS BASKETBALL BOOSTERS
Number of school days lost: 0

2015 NEW CLUB SPORT—BOYS SOCCER—WFMS
The approval to start a new club sport Boys Soccer at West Fairmont Middle School beginning the 2018-19 school year.

2016 NEW CLUB SPORT—GIRLS SOCCER—WFMS
The approval to start a new club sport Girls Soccer at West Fairmont Middle School beginning the 2018-19 school year.

2017 KALKREUTH ROOFING – BARRACKVILLE ROOFING PROJECT
The approval of the quote from Kalkreuth Roofing and Sheet Metal for the roofing project at Barrackville, in the amount of $140,860.00. FUNDING: Maintenance Other Bids: Tri-State Roofing

2018 EMCOR – BARRACKVILLE – BOILER PROJECT
The approval for Emcor to install a boiler at Barrackville Elementary/Middle School, in the amount of $343,990.00. FUNDING: Maintenance

2019 EMCOR – MANNINGTON MIDDLE – ROOFTOP UNIT PROJECT
The approval for Emcor to install a Rooftop Unit at Mannington Middle School, in the amount of $101,479.00. FUNDING: Maintenance
YEAS: Costello, Dragich, Montgomery, Pellegrin, & Thomas
Ms. Thomas made a motion, seconded by Mr. Montgomery to approve the following:

1-3000 CONSENT
3001 OUT OF COUNTY TRANSFER REQUEST
The approval of the requested student transfers deemed to be in the best interest of the child.

3002 OUT OF COUNTY TRANSFER REQUEST
The approval of the requested student transfers deemed to be in the best interest of the child.
YEAS: Costello, Dragich, Pellegrin, Simms & Thomas

Mr. Pellegrin made a motion, seconded by Mr. Montgomery to approve the following:

1-4000 FINANCIAL
YEAS: Costello, Dragich, Pellegrin, Simms & Thomas

Ms. Thomas made a motion, seconded by Mr. Pellegrin to approve the following: **PULLED NICHOLAS DAVISON FROM ITEM 5002 and PULLED 5001 and 5019**

1-5000 PERSONNEL
5001 Create Club Sport at West Fairmont Middle School with Volunteer Coaches
West Fairmont Middle School requests permission to add Boys Soccer Club Sport and Girls Soccer Club Sport beginning with the 2018-19 school year.

5002 Employment Coaches - Volunteer
*East Fairmont High*
Kirk Atha Girls Soccer Volunteer SSAC

*East Fairmont Middle*
Jody Arbogast Football Volunteer SSAC

*Fairmont Senior High*
Nicholas Davissen Football Volunteer SSAC
Adam Pethtel Football Volunteer SSAC

5003 Employment – Coaches - Paid
*East Fairmont Middle*
Kim Moran 7th Cheer Coach SSAC
Kim Moran 8th Cheer Coach SSAC
Charles Tranter Football Coach PROF
Philip Wright  Football Assistant  SSAC

5004 Resignation - Coaches
David Tennant  Wrestling Coach  NMHS
Effective: June 25, 2018

5005 Resignation - Volunteer Coaches
Stephanie Delauder  Girls Soccer/Volunteer  EFHS
Effective: June 14, 2018

Gabriella Mascaro  Girls Soccer/Volunteer  EFHS
Effective: June 14, 2018

5006 Resignation - Professional Personnel
Gwen Carpenter  Speech/Lang Pathologist  East Dale
Effective: June 19, 2018

Samantha Lojewski  Music  Rivesville
Effective: June 30, 2018

Kayla Simpson  Special Education  EFMS
Effective: June 26, 2018

Kristen Smallwood  English/Lang Arts  FSHS
Effective: June 30, 2018

5007 Retirement - Professional Personnel
Robert W. Moore  Principal  Monongah El
Effective: June 30, 2018

5008 Leave of Absence - Professional Personnel
Cassandra Layman  Teacher  Jayenne
Requests a maternity leave of absence from August 22, 2018 to October 26, 2018 (without pay after exhausting sick leave).

5009 Employment - Professional Personnel
Kerry Flaherty  PK Special Needs  EFHS
200 Days
Effective: August 16, 2018

Lauren Merrill  Guidance Counselor  FSHS
200 Days
5010 Reassignment - Professional Personnel
The following employment(s) are endorsed by the School Principal, and Faculty Senate Designee(s):

FROM:  
Megan Denham  
Grade 3  
200 Days  
Watson  
Effective: August 16, 2018
TO  
Grade 3  
200 Days  
Rivesville

5011 Reassignment - Professional Personnel
FROM:  
Barbara Haught  
½ Business EFHS and  
½ Business FSHS  
200 Days  
Effective: August 16, 2018
TO:  
Business (Full time)  
FSHS  
200 Days

5012 Employment - Substitute Teachers
Employment pending WV certification and CIB verification if needed:
Carolyn Golden-Burrows  
Student Teacher Permit  
Short Term
Alyssa Hanisch  
Prof  
English
Jaime Hanisch  
Prof  
Health
Darrian Hill  
Sub Permit  
Short Term
Nancy Laughlin  
Prof  
Speech
Rob Moore  
Prof  
K-8
Kelli Morris  
Sub Permit  
Short Term
David Reed  
Prof  
Sci./Soc. Studies
Rachel Sager  
Student Teacher Permit  
Social Studies

5034 Employment - Summer Professional
Special Education Extended School Year
July 9 – 12 and July 16-19, 2018
Blackshear
Brian Shannon  
Special Ed Instructor
East Fairmont Middle
Crystal Adkins Special Ed Instructor

5014 Resignation – Summer Service
Dorothy Lint MCRARC Cook NMHS
Full time
July 2 – Aug 2, 2018
Effective: June 26, 2018

5015 Employment – Substitute Service
Employment pending WV certification and CIB verification if needed:
Raymond Martin Substitute Custodian

5016 Resignation – Service Personnel
Victoria Wright Secretary White Hall
Effective: June 30, 2018

5017 Reassignment Professional
FROM:
Gary Rinehart EFHS
CWST Teacher 200 Days
Effective: July 5, 2018
TO:
Assistant Principal 230 Days

5018 Reassignment Professional
FROM:
Jessica Holt - Whaley East Park Elem
Assistant Principal 225 Days
Effective: July 5, 2018
TO:
Principal 230 Days

5019 Position to be announced
To Be Announced Athletic Director EFHS
Effective: July 5, 2018
YEAS: Costello, Dragich, Montgomery, Pellegrin, & Thomas

N/A

1-6000 DISCUSSION – NEW POLICIES AND REVISIONS

1-7000 SUPERINTENDENT’S REPORT
1-9000  **FUTURE MEETINGS**

<table>
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<tr>
<th>DATE</th>
<th>TIME</th>
<th>PLACE</th>
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<tr>
<td>July 19</td>
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<td>Aug 6</td>
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<td>Aug 20</td>
<td>6:00 pm</td>
<td>Central Office</td>
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</table>

**ADJOURNED**

Mr. Pellegrin made a motion, seconded by Ms. Thomas to adjourn at 6:51 pm.

**YEAS:** Costello, Dragich, Montgomery, Pellegrin & Thomas

**NAYS:** 0

______________________________
Thomas Dragich, President

______________________________
Gary L. Price, Superintendent/Secretary

______________________________
Robin Haught, Executive Secretary
2018-19
Technology Centers That Work
MEMORANDUM OF UNDERSTANDING
Between
Southern Regional Education Board
West Virginia Department of Education
Division of Technical Education and Governor’s Economic Initiatives
And
Marian County Tech Center
(Center/School)

Technology Centers That Work (TCTW) is a collaborative effort involving the Southern Regional Education Board (SREB), the West Virginia Department of Education-Division of Technical Education and Governor’s Economic Initiatives (WVDE-DTEGEI)), county educational leadership and shared time career/technical centers. TCTW is a viable school improvement model if implemented with fidelity supported via a schoolwide commitment to college- and career-readiness for all students. The model is designed to assist shared-time technology centers with preparing graduates for postsecondary studies and employment in high-demand, high-skill, high-wage fields.

This Memorandum of Understanding (MOU) outlines the goals and commitments of SREB, WVDE-DTEGEI and the county/school to improving student outcomes through participation in TCTW.

TCTW Goals

- Prepare West Virginia high school graduates transitioning to postsecondary education and/or the workplace with the prerequisite skills and understandings—technical, literacy, numeracy and employability—necessary for success (College- and Career-Ready).
- Increase the number of Career Technical Education (CTE) graduates pursuing further education in high-skill, high-demand career fields.
- Increase student participation and completion in CTE pathways.
- Build the capacity of highly-qualified career technical educators to design, plan, facilitate and assess enhanced project-based assignments that challenge students while increasing educators’ understanding of the importance of embedding and connecting academic and career/technical skills through these assignments.
- Improve the capacity of school administrators to assist instructional staff in making the changes needed to improve student outcomes in both academic and technical studies,
• Increase value-added opportunities and earning of technical credentials of all CTE completers, including improved student performance on all CTE outcome measures, industry credentialing exams and state assessments.
• Increase student access to robust, high-skill, high-demand, high-wage, STEM-based CTE offerings, with an emphasis on opportunities to earn advanced postsecondary standing via dual credit, early college, embedded academic credits, or other recognized strategy.
• Support the continued development and implementation of Simulated Workplace in all CTE program offerings.

SREB agrees to:

1. Assist the WVDE-DTEGEI in providing leadership and technical assistance to TCTW sites, including consultation with the state, and managing and/or leading technical visits/coaching to the network of schools.
2. Provide information and resources to support sites in their improvement efforts and communicate regularly with WVDE-DTEGEI regarding status of and advocacy for site efforts.
3. Monitor sites' progress in implementing the TCTW design and measuring progress toward goals through biennial TCTW student and teacher surveys, needs assessment visits, and CTE/state performance measures.
4. Design, plan, and facilitate customized site-based, regional, state and national professional development opportunities including the National TCTW Leaders' Forum and the HSTW Staff Development Conference.
5. Assist sites on strategic planning, development and implementation of improvement efforts including, but not limited to:
   a. enhanced, project-based assignments that challenge students through authentic work and in-depth problem solving;
   b. adoption of SREB's Advanced Careers program as part of a comprehensive career pathways offering; and
   c. redesign of the senior year and/or offer a 13th year whereby more students can earn industry-valued credentials and certifications and engage in advanced technical skills training.
6. Create and facilitate networking opportunities for sites to share effective practices, teaching and learning strategies and resources.

The WVDE-DTEGEI agrees to:

1. Assist SREB in identifying centers/schools as potential TCTW sites and promote SREB initiatives statewide.
2. Provide annual $10,000 grants to participating (as defined by MOU expectations) TCTW sites to support staff involvement in state and national program-of-work efforts, including professional development participation.
3. Communicate regularly with the SREB staff concerning priorities, needs and expectations for network schools.
4. Fund costs associated with the biennial TCTW student and teacher surveys for all participating sites.
5. Support schools to adopt SREB’s AC programs aligned with the state’s employment opportunities.
6. Support targeted professional development that reflects integration of best practices for academic teachers working in career centers.
literacy and mathematics in all career fields to deepen student understanding; continue
to work with WVDE-DTEGEI to identify and award embedded academic credit for
qualifying CTE courses.
8. Host a one-day Counseling for Careers regional/district workshop to introduce the
center’s/school’s district/feeder school system to the Counseling for Careers essential
strategies, showcase the center’s/school’s programs and design an action plan for
delivery of a comprehensive counseling and advisement program.
9. Work with feeder high schools or offer an applicable SREB AC program, based on
industry demand and validated by an industry partner; engage available ELA and
mathematics teachers to assist with delivery of AC content.
10. Develop quality career pathways in high-demand, high-skill career fields through
participation in CTE/Community Technical College District Consortia efforts and
actively market the pathways to students and parents.
11. Explore redesigning the senior year for qualified CTE students to allow them to acquire
advanced credentials/college credit in high-demand, high-skill career fields, including
13th-year offerings.
AGREEMENT

The undersigned have reviewed this Memorandum of Understanding and accept it as the basis for working together toward a common purpose through the Technology Centers That Work Framework of Key Practices for school improvement. This agreement is renewed annually with payment of consortium membership dues by the State of West Virginia to the Southern Regional Education Board.

SREB, the state, or center/school can dissolve their participation annually by notifying the other parties in writing.

Dale Winkler, Vice President
Southern Regional Education Board

Kathy J. D’Antoni, Associate State Superintendent
Division of Technical Education and Governor’s Economic Initiatives
West Virginia Department of Education

County Superintendent or Administrative Council Chair

CTE Director/Administrator or School Principal

Page 5 | 5
TO: Mr. Price
FROM: Gia Deasy, Administrative Assistant for Special Education
SUBJECT: Board Agenda Item
DATE: July 9, 2018

Please consider the following item for the upcoming Marion County Board Agenda.

**Precision Services** $16,470.02 (Federal IDEA Funds)

Approval of a quote $16,470.02 from IDEA federal funds to Precision Services, Inc., in Gassaway, WV, for scanning of special education records.

This company has been providing scanning services to the special services department to ensure the timely scanning and ready access of special education records.
JOB ESTIMATE

Marion County Schools
1516 Mary Lou Retton Drive
Fairmont, WV 26554

Attn: Jodie Saunders/Tanya

Date 7/9/2018

We are pleased to submit the following Job Estimate:

JOB DESCRIPTION: Image 16 File Drawers and 17 Boxes of Special Education Files

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<th>QUANTITY</th>
<th>DESCRIPTION</th>
<th>PRICE</th>
<th>TOTAL</th>
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<td>Estimated Document Preparation Hours</td>
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<td>2.00</td>
<td>Estimated Master CD's</td>
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<td>2.00</td>
<td>Estimated Duplicate CD's</td>
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<td>Total Estimated Cost</td>
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<td>16,470.02</td>
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NOTES:

This is only an estimate and the actual cost to image these records may be more or less.

* Estimated 144,265 documents, (est. 671" x 215 pages/inch)
** Estimated 153,920 keystrokes (est. 2405 files x 32 char/file x 2(for DBI))
## ROYAL GLASS, L.L.C.
2267 White Hall Blvd.
White Hall, WV 26554
304-366-3791
304-366-3793 Fax

### Proposal

<table>
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<tr>
<th>Date</th>
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<td>6/19/2016</td>
<td>615</td>
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#### Name / Address
Marion County
Board of Education
Maintainace Department
1516 Mary Lou Retton Drive
Fairmont, WV 26554

#### Ship To
Project: North Marion High School
Windows
1 North Marion Dr
Farmington, WV
Attention: Brad Straight

### Description

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<tr>
<th>Description</th>
<th>Qty</th>
<th>Cost</th>
<th>Total</th>
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<td>Vinyl Replacement windows in BACK OF BUILDING. 8 openings at 96” x 65”; 4 egress openings at 32” x 48”</td>
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<td>14,760.00</td>
<td>14,760.00</td>
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Thank you for your business.

**Subtotal**

**Customer Signature**

**Sales Tax (6.0%)**

**Total**
# Proposal

**ROYAL GLASS, L.L.C.**  
2267 White Hall Blvd.  
White Hall, WV 26554  
304-366-3791  
304-366-3793 Fax

<table>
<thead>
<tr>
<th>Name / Address</th>
<th>Ship To</th>
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<tr>
<td>Marion County</td>
<td>Project: North Marion High School</td>
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<tr>
<td>Board of Education</td>
<td>Windows</td>
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<tr>
<td>Maintainace Department</td>
<td>1 North Marion Dr</td>
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<tr>
<td>1516 Mary Lou Retton Drive</td>
<td>Farmington, WV</td>
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<tr>
<td>Fairmont, WV 26554</td>
<td>Attention: Brad Straight</td>
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<th>Qty</th>
<th>Cost</th>
<th>Total</th>
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<tbody>
<tr>
<td>I appreciate the opportunity to provide this quote. If you should have any questions or require samples of the windows please call me at 304-366-3791.</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Sincerely,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Michael Mazelon</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Royal Glass</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Owner</td>
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Thank you for your business.

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Page 4
The following Terms of Service (the “Agreement”) is effective July 17, 2018.

BETWEEN: Brenda Ayoob (the “Service Provider”)

112 Thrush Rd
Salem, WV 26426

AND: Marion County Board of Education (the “Board”)

1516 Mary Lou Retton Dr.
Fairmont, WV 26554

WHEREAS, the Service Provider is providing assistance and training with the Personnel department in setting up the Human Resource Management System in the West Virginia Education Information System;

WHEREAS, this Agreement contains the Service Provider’s term of engagement;

NOW, THEREFORE, in consideration of the agreement herein contained, the parties hereto, intending to be legally bound, agree as follows:

1. SERVICES PROVIDED

Service Provider is prepared to provide the following services to the Board:

- Assist in set up of the Human Resource Management System (HMS) in the West Virginia Education Information System (WVEIS).
- Provide training and assistance HMS program.
- Create and implement changes to work assignments, methods, or procedures to meet operation needs, improve accuracy, and efficiency of the employee database within HMS.
- Maintains positive work habits and display of positive and professional attitude.
- Demonstrates tact and courtesy and assure confidentiality of information.
- Completes any other duties assigned by the Board’s Personnel Director and/or Superintendent.

2. CALCULATION OF FEES AND OTHER CHARGES

- Fees for professional services are calculated on the time spent by the Service Provider multiplied by the relevant hourly rate. Time is casted by reference to 15 minute units. The hourly rate is applied to all work done on the Boards behalf. The hourly rate for Service Provider’s professional service is $30.00.
3. BILLING ARRANGEMENTS
   - All payments for service will be remitted on the 15th and 30th of the month.

Service Provider

Date

Superintendent of Marion County BOE

Date
Shared Agreement Between
Harrison County Schools and Marion County Schools

Effective Date: July 1, 2018 through June 30, 2019
Regarding: WVEIS Specialist
Number of Contracted Days: As needed, approximately 140 days

Description of Services:
1. Assist with user ID's and menu access
2. Assist with passwords
3. Assist with creating and running Sequel queries
4. Assist with creating and running Formsprints
5. Assist technicians with device numbers and printing issues
6. Coordinate WVEIS issues with WVDE
7. Other WVEIS issues as agreed upon

Total Cost Breakdown:
Monthly fee of $350 x 12 months $4,200
FICA (7.65%) $322
Workers Compensation (.3%) $13

TOTAL AMOUNT $4,535

Quarterly payments of $1,133.75 due September 20, 2018, December 20, 2018, March 20, 2019, and June 20, 2019 payable to Harrison County Schools.

[Signature]
Harrison County Superintendent
Date 1/19/18

[Signature]
Marion County Superintendent
Date
INVOICE

June 28, 2018

Marion County Schools
Attn: Scott Reider
1516 Mary Lou Retton Drive
Fairmont WV 26554

Title 126, Legislative Rule, Board of Education
Series 38, Public School Support for the Mountaineer Challenge Academy (2446)
Tuition Amount Due to Mountaineer Challenge Academy

June 2018 Graduating Class
Number of MCA Graduates Receiving HS Diplomas – 9
2017-2018 MCA Tuition Rate Per Pupil - $3,009.83

Total Amount Due - $27,088.47

Please make check or money order payable to West Virginia Adjutant General and remit to the following address:

WV Adjutant General
Attention: Torrie Williams
1703 Coonskin Drive
Charleston WV 25311

Payment is due within 30 days from receipt of this invoice.
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<tr>
<th>County</th>
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Total 118 $3,009.83 $355,159.94

Statewide Average State Aid Per Pupil 2017-18 $4,013.10
79% of State Aid Per Pupil 2017-18 $3,009.83
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Proposal for Two (2) New Dollamur Wrestling Mats for Fairmont Senior High School and West Fairmont Middle School

5/25/2018
Purpose: To request funding from the Marion County Board of Education to help purchase two (2) lightweight Dollamur wrestling mats for the Fairmont Senior High School and West Fairmont Middle School wrestling programs.

Summary: The West Fairmont Junior wrestling program, the West Fairmont Middle School wrestling program and the Fairmont Senior High School wrestling program have collectively raised $7,650 to fund 50% of the total procurement and shipping costs for two (2) new Dollamur lightweight wrestling mats. The programs, on behalf of the parents, coaches, fans, and student athlete who helped raise the funds, respectfully request the Marion County Board of Education to help fund the balance of $7,650 toward the total cost of $15,300 (Reference Figure 1 and Appendix A). The wrestling mats would be delivered to Fairmont Senior High School, Attention: Joseph Naternicola, FSHS Athletic Director, whereby Fairmont Senior High School would take full ownership of the assets upon delivery.

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Figure 1: Summary by cost element and funding allocation request

Benefits: The addition of two (2) wrestling mats will eliminate the need for the three programs to frequently transport the traditional heavy mats between three different facilities (i.e., WFMS gymnasium, FSHS auxiliary gym, and FSHS Fieldhouse) to support the practices, matches and tournaments throughout the season. This will reduce the risk of injury to both our students and parents, along with decreasing the amount of practice time lost to transportation of mats. Additionally, the lightweight mats are quick and easy to setup requiring only one-third of the resources in comparison to setting up the traditional mats. The new Dollamur mats meet the ASTM 355 impact test requirements and provide an anti-microbial surface to mitigate the risk of skin infections to our student athletes.

Conclusion: On behalf of the parents, coaches and student athletes, we hope the Marion County Board of Education carefully considers our request to help fund the two Dollamur mats. The acquisition of the new mats will improve the quality of our programs and the overall safety for our student athletes.
APPENDIX A

Dollamur Quote

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<td>R Delray Beach, Fla 33484</td>
<td>Sonny Greenhalgh</td>
</tr>
<tr>
<td>N</td>
<td>201 819-1907</td>
</tr>
<tr>
<td>E Warehouse/ Woodland Park NJ</td>
<td></td>
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<tr>
<td>R <a href="mailto:sonnycoachescorner@gmail.com">sonnycoachescorner@gmail.com</a></td>
<td>Date: May 30, 2018</td>
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Email: adammnat@gmail.com
To: Adam Natemnicola, Wrestling Coach
    Fairmont Sr HS    Fairmont, WV 26554
Re: Quote for Dollamur Wrestling Mats
We will manufacture and deliver new Dollamur Wrestling Mats of the following specifications.

1st Mat 42ft by 42ft 1-5/8in thickness inc 32ft & 10ft circles & Starting lines ....................$7490.00

Shipping ............$800.00

Spring Sale Disc (with this quote thru June) (340.00) Delivered Price .......... $7850.00

2nd Mat 42ft by 42ft 1-5/8in thickness inc 32ft & 10ft circles & Starting lines ....................$7290.00

Shipping ............$500.00

Spring Sale Disc (with this quote thru June ($340.00) Delivered Price .......... $7450.00

Total Cost Both Mats ........$15,300.00
Included in the Spring Sale will be FREE mat storage bags for each mat section, plus 4 end protectors, 2-red & 2-green.
If questions please contact Sonny Greenhalgh
# APPENDIX B

Cost Analysis

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<td><a href="mailto:sonnycoachescorner@gmail.com">sonnycoachescorner@gmail.com</a></td>
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Figure 2: A cost analysis was performed by obtaining quotes from the four (4) leading mat manufacturers.
Monday, July 09, 2018

To: Robin Haught

Robin,
Enclosed is the paperwork for adding the WFMS Cross Country Boosters to the upcoming agenda.

Please let me know if you need anything else. Thanks for your help!

Todd Rubenstein
Assistant Principal - WFMS
Marion County Schools – BOOSTER INFO / 2018-2019

School West Fairmont Middle School

Booster Group Cross Country

Aligning County Booster Organizations with WV State Accounting Procedures

- All booster groups must follow the "Accounting Procedures Manual For The Public Schools In The State Of West Virginia".
- All booster groups must have approved by-laws with a president, vice president, secretary, and treasurer. All booster groups must have voted on and approved officers.
- The date of the election of officers is to be submitted to the school principal.
- All booster fundraisers must be approved and placed on the school fundraiser calendar.
- All booster groups must have their own one million dollar liability insurance policy.
- Documentation of liability insurance policy must be submitted to school principal.
- Booster organizations may elect to deposit monies in the school account with a separate title. If money is in school account with FEIN number they do not need liability insurance.
- Elimination dinner money cannot be deposited into school account.
- Booster groups must provide financial records at the end of the year to principal.

1) Name of booster Group: West Fairmont XC Boosters

2) Booster Group by-laws submitted by September 1st of each year: (UPDATED)

3) Date of the election of booster officers: 5/30/18

4) Name of booster President: Freda White Phone # 304-694-4057

5) Name of booster Vice President: Stephanie Decker Phone # 304-365-4469

6) Name of booster Secretary: Monica Cross Phone # 304-616-4912

7) Name of booster Treasurer: Heather Aubrey Phone # 304-216-9462

8) Booster fundraisers listed on school fundraiser calendar in the main office: Yes

9) Proof of booster Liability Insurance to principal: Yes Date submitted: 6/20/18
(COMPLETE BACK OF THIS FORM)

10) Financial records submitted to the principal at the conclusion of the season: **No Financial**

11) Principal is to receive 2 copies of the annual financial statements by each school support organization: **No financial receiving or spent in fiscal year**

12) An inventory of all uniforms, equipment, and other team merchandise has been submitted to the school principal. **Yes**

13) All items provided to athletes and coaches to be returned at the end of the year. **Yes**

Signatures

Principal ____________________________________________

(Submit to Superintendent prior to June 1)

Superintendent ____________________________________________

(To be approved by Board first meeting in July)

FILE WITH TREASURER OF MARION COUNTY BOARD OF EDUCATION.
West Fairmont Middle School Cross Country Constitution & By Laws

Article I – Name
The organization name shall be "West Fairmont Middle School Cross Country Boosters."

Article II – Purpose of Non-Profit
The purpose of this organization is to provide financial sponsorship for Cross Country team activities, equipment, travel and/or other support as required. This organization shall be an established Non-Profit.

Article III – Membership
The membership shall consist of all parents (or guardians) of those students participating on the Cross Country team and/or interested adults approved by the Advisory Board. Members are required to attend ≥50% of organization meetings.

Article IV – Advisory Board
The Advisory Board shall consist of the following officers: President, Vice President, Secretary and Treasurer. These officers shall serve a one year term with effective/termination dates of August 1, respectively. Officer selection shall be determined by majority vote of all active members attending the designated annual election meeting. Individuals may be elected to consecutive officer terms. Officers will vote on matters brought before the Advisory Board for consideration, with each representing a single vote. Decisions shall be upheld by a majority vote (3 of 4). In the event of a tie, the general membership may be consulted to resolve issues with a majority vote of all members present during a scheduled meeting.
(Refer to Article IX for matters related to Constitution & By Law considerations.)

Article V – Duties of the Advisory Board
Collective duties are as follows:
1. Ensure funds are used for the direct/indirect benefit of the Cross Country Team and/or members.
2. Oversee collections and distribution of all funds received.
3. Evaluate proposed purchases > $150. Provide approval or denial of request.
4. Coordinate fund raising activities.

Article VI – Advisory Board Position Descriptions
Duties & Responsibilities are as follows:

President:
- Serve as the primary point of contact for organization members
- Schedule organization meetings
- Preside over meetings of Advisory Board
- Appoint members to committees
- Coordinate task assignments of Advisory Board
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Dick Moore Agency
813 Fairmont Ave
Fairmont, WV 26554

CONTACT NAME: Rodney S. Stewart
PHONE: 304-363-5400
EMAIL: Stewar20@nationwide.com

INSURER(S) AFFORDING COVERAGE
INSURER A: Fireman's Fund Insurance Company
INSURER B: Nationwide Life Insurance Company

CERTIFICATE NUMBER: XPKB0978520
CROP: NAPCO0039039

COVERAGES

<table>
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<tr>
<th>INSURER</th>
<th>TYPE OF INSURANCE</th>
<th>ADDRESS / SUB ADDRESS</th>
<th>POLICY NUMBER</th>
<th>POLICY EFF (M/D/Y)</th>
<th>POLICY EXP (M/D/Y)</th>
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<tbody>
<tr>
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<td>Y/N</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER: Robert V. Nuccio

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE: Robert V. Nuccio
Marion County Schools
1516 Mary Lou Retton Drive
Fairmont WV 26554

Andy Neptune 304-657-8771 mneptune@k12.wv.us

RE: North Marion / East West Stadium Rubber Drop

AstroTurf is pleased to provide you with the following Rubber Top Dressing. All programs are performed by an AstroTurf Certified Field Maintenance Technician to ensure the desired results and customer satisfaction. The proposed service is priced to be performed in 2018. Special Note: All programs cover preventive maintenance procedures which will include the reattachment of minor inlays/field markings or seams at no extra charge.

Rubber Top Dress of 40,000 lbs Recycled Rubber
- Inspection of the field to assess the condition of turf and infill and identify any problem areas.
- Delivery and Staging of 40,000 lbs crumb rubber (Recycled)
- Installation of rubber using approved equipment
- Leveling and Grooming of all infill
- Review Maintenance Procedures to be performed by owner's personnel and make recommendations.
- Owner Sign Off will be obtained by AstroTurf Senior Field Maintenance Technician to insure the owner is pleased with all the work performed during their Rhino Maintenance Program.

Total Cost to Install 68,000 lbs of Rubber $24,232.00
- 40,000 lbs of Rubber at North Marion
- 28,000 lbs of Rubber at East West Stadium

The price above will be billed after work is performed. Terms for payment will be net 30 days.

Thank you for Considering AstroTurf Corporation.
Brian Mohr
bmoehr@astroturf.com
412-480-9671

Please sign below to approve the AstroTurf Maintenance Program.

________________________________ Date: ___________________ Affix your PO# (if applicable): __________
Marion County Schools – BOOSTER INFO / 2018-2019

School: Barrackville

Booster Group: PTO

Aligning County Booster Organizations with WV State Accounting Procedures

- All booster groups must follow the "Accounting Procedures Manual For The Public Schools In The State Of West Virginia".
- All booster groups must have approved by-laws with a president, vice president, secretary, and treasurer. All booster groups must have voted on and approved officers.
- The date of the election of officers is to be submitted to the school principal.
- All booster fundraisers must be approved and placed on the school fundraiser calendar.
- All booster groups must have their own one million dollar liability insurance policy.
- Documentation of liability insurance policy must be submitted to school principal.
- Booster organizations may elect to deposit monies in the school account with a separate title. If money is in school account with FEIN number they do not need liability insurance.
- Elimination dinner money cannot be deposited into school account.
- Booster groups must provide financial records at the end of the year to principal.

1) Name of booster Group: PTO

2) Booster Group by-laws submitted by September 1st of each year: (UPDATED)

3) Date of the election of booster officers: 6/22/18

4) Name of booster President: Mindy Faw Phone # 304-657-7567

5) Name of booster Vice President: Ashley Frye Phone # 304-612-5184

6) Name of booster Secretary: Julie McCartney Phone # 304-694-1826

7) Name of booster Treasurer: Bethany Suppelt Phone # 304-485-2635

8) Booster fundraisers listed on school fundraiser calendar in the main office: Yes

9) Proof of booster Liability Insurance to principal: Yes Date submitted: 6/10/18
10) Financial records submitted to the principal at the conclusion of the season: ✓

11) Principal is to receive 2 copies of the annual financial statements by each school support organization: ✓

12) An inventory of all uniforms, equipment, and other team merchandise has been submitted to the school principal: ✓

13) All items provided to athletes and coaches to be returned at the end of the year: ✓

Signatures

Principal

Vicki Bowers

(Submit to Superintendent prior to June 1)

Superintendent

(To be approved by Board first meeting in July)

FILE WITH TREASURER OF MARION COUNTY BOARD OF EDUCATION.
# Renewal Certificate

<table>
<thead>
<tr>
<th>Agent</th>
<th>ITEM 2. Policy Period</th>
<th>Policy Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>EE1779</td>
<td>06/17/18 TO 06/17/19</td>
<td>030 6700029 W</td>
</tr>
</tbody>
</table>

**ITEM 1. Named Insured and Address**
- BARRACKVILLE ELEMENTARY
- MIDDLE SCHOOL PTO
- PC BOX 150
- BARRACKVILLE WV 26559-0150

**Policy Period Begins and Ends at 12:01 A.M. Standard Time at the Stated Address of the Named Insured.**

**Type of Policy - Occurrence**
- BUSINESS TYPE - OTHER

**County - Marion**

The Erie's Limit of Protection for Each Coverage is Stated Below. This is Subject to All Applicable Terms of the Policy and Attached Forms.

## Limits of Insurance

<table>
<thead>
<tr>
<th>Each Occurrence Limit</th>
<th>$1,000,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Damage to Premises</td>
<td>$1,000,000 ANY ONE PREMISES</td>
</tr>
<tr>
<td>Rented To You Limit</td>
<td>$5,000 ANY ONE PERSON</td>
</tr>
<tr>
<td>Medical Expense Limit</td>
<td>$5,000 ANY ONE PERSON</td>
</tr>
<tr>
<td>Personal &amp; Advertising Injury Limit</td>
<td>$1,000,000 ANY ONE PERSON OR ORGANIZATION</td>
</tr>
<tr>
<td>General Aggregate Limit</td>
<td>$2,000,000</td>
</tr>
</tbody>
</table>

**Premises/Operations Aggregate Limit INCL IN GENERAL AGGREGATE LIMIT**

### Coverages & Premiums

- Premises/Operations: $205
- Products/Completed Operations: INCLUDED

**Optional Coverages -**

**Surcharge Imposed by the St of WV - 1.13**

**Total Deposit Premium - 206.13**

**Applicable Forms - See Schedule of Forms**

See Reverse Side
**RENEWAL CERTIFICATE**

<table>
<thead>
<tr>
<th>Agent</th>
<th>ITEM 2. Policy Period</th>
<th>Policy Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>EE1779</td>
<td>06/17/18 TO 06/17/19</td>
<td>Q30 6700029 W</td>
</tr>
</tbody>
</table>

**ITEM 1. Named Insured and Address**
BARRACKVILLE ELEMENTARY
MIDDLE SCHOOL PTO
PO BOX 150
BARRACKVILLE WV 26559-0150

**ITEM 3. Other Interest**

---

**SCHEDULE OF FORMS**

<table>
<thead>
<tr>
<th>FORM NUMBER</th>
<th>EDITION DATE</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>CGL</td>
<td>03/01</td>
<td>COMMERCIAL GENERAL LIABILITY POLICY</td>
</tr>
<tr>
<td>CG0001</td>
<td>04/13</td>
<td>COMMERCIAL GENERAL LIABILITY COVERAGE FORM</td>
</tr>
<tr>
<td>GU42</td>
<td>06/09</td>
<td>WEST VIRGINIA - IMPORTANT NOTICE</td>
</tr>
<tr>
<td>UL0W</td>
<td>06/14</td>
<td>COVERAGE FOR PUNITIVE DAMAGES (MD,NC,TN,VA,WI,WV)</td>
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<tr>
<td>GU32</td>
<td>03/01</td>
<td>EXCLUSION - LEAD LIABILITY</td>
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<tr>
<td>IL0021</td>
<td>09/08</td>
<td>NUCLEAR ENERGY LIABILITY EXCLUSION ENDORSEMENT</td>
</tr>
<tr>
<td>CG2147</td>
<td>12/07</td>
<td>EMPLOYMENT-RELATED PRACTICES EXCLUSION</td>
</tr>
<tr>
<td>ULQJ</td>
<td>06/14</td>
<td>EXCLUSION - PROFESSIONAL LIABILITY</td>
</tr>
<tr>
<td>CG0099</td>
<td>11/85</td>
<td>CHANGES IN GENERAL LIABILITY FORMS FOR COMMERCIAL PACKAGE POLICIES</td>
</tr>
<tr>
<td>ULED</td>
<td>09/05</td>
<td>EXCLUSION - ASBESTOS</td>
</tr>
<tr>
<td>CG2662</td>
<td>12/04</td>
<td>WEST VIRGINIA CHANGES - BINDING ARBITRATION</td>
</tr>
<tr>
<td>GU30</td>
<td>03/01</td>
<td>AMENDMENT OF POLICY - TWO OR MORE COVERAGE PARTS</td>
</tr>
<tr>
<td>CG2167</td>
<td>12/04</td>
<td>FUNGI OR BACTERIA EXCLUSION</td>
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<tr>
<td>CG2170</td>
<td>01/15</td>
<td>CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM</td>
</tr>
<tr>
<td>IL985E*</td>
<td>01/15</td>
<td>DISCLOSURE PURSUANT TO TERRORISM</td>
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<tr>
<td>IL0017</td>
<td>11/98</td>
<td>RISK INSURANCE ACT</td>
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<td>UF4812*</td>
<td>03/08</td>
<td>COMMON POLICY CONDITIONS</td>
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<tr>
<td>UF8385</td>
<td>03/95</td>
<td>IMPORTANT NOTICE - POLICY SERVICE FEES</td>
</tr>
<tr>
<td>UF6330*</td>
<td>08/09</td>
<td>IMPORTANT NOTICE: DO YOU USE SUBCONTRACTORS?</td>
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<td>CG2196</td>
<td>03/09</td>
<td>SILICA OR SILICA-RELATED DUST EXCLUSION</td>
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<td>GU136</td>
<td>03/09</td>
<td>AMENDMENT OF MOBILE EQUIPMENT DEFINITION</td>
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<td>CG2106</td>
<td>05/14</td>
<td>EXCLUSION-ACCESS OR DISCLOSURE OF CONFIDENTIAL OR PERSONAL INFORMATION AND DATA-RELATED LIABILITY- WITH LIMITED BODILY INJURY EXCEPTION</td>
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<td>CG2109</td>
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<td>EXCLUSION - UNMANNED AIRCRAFT</td>
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<tr>
<td>CG2101</td>
<td>11/85</td>
<td>EXCLUSION - ATHLETIC OR SPORTS PARTICIPANTS</td>
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<td>CG2002</td>
<td>11/85</td>
<td>ADDITIONAL INSURED - CLUB MEMBERS</td>
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<tr>
<td>ULQT</td>
<td>03/12</td>
<td>EXCLUSION - SPECIFIED OPERATIONS AND ACTIVITIES</td>
</tr>
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</table>

See Reverse Side
RENEWAL CERTIFICATE

Agent

EE1779  BOND INSURANCE AGENCY

ITEM 2. Policy Period

06/17/18 TO 06/17/19

Policy Number

ITEM 3. Other Interest

Q30 6700029 W

ITEM 1. Named Insured and Address

BARRACKVILLE ELEMENTARY
MIDDLE SCHOOL PTO
PO BOX 150
BARRACKVILLE WV 26559-0150

EXCLUSION - SPECIFIED OPERATIONS AND ACTIVITIES

EXCLUDING ANY AND ALL LIABILITY ASSOCIATED WITH ANY SPORTING OR STUDENT RELATED EVENT, TOURNAMENT, COMPETITIONS OR EXHIBITIONS. STUDENT RELATED EVENTS REFERS TO ANY SPORTS TEAM, COLLEGIATE TEAM, BAND, CHEER OR SPIRIT SQUAD OR THE GATHERING OF THE SCHOOL BODY WHERE TICKETS ARE SOLD TO ANY EVENT, TOURNAMENT, EXHIBITION INCLUDING PROM, HOMECOMING, SCHOOL DANCES OR CLASS REUNIONS.

SEE FORM ULQT
Lucid

Company Address: DEPT CH 17239, Palatine IL 60065-7239, US

Quote Number: 00105553
Created Date: 6/21/2016
Expiration Date: 7/31/2016

Prepared By: Nate Wray
Email: natew@lucidchart.com

Contact Name: Gary Price
Phone: (304) 367-2100 ext 112
Email: gprice@k12.wv.us

Bill To Name: Marion County Schools
Bill To: 1516 Mary Lou Retton Drive
          Fairmont, WV 26554
          United States

Payment Details
Payment Method: Credit Card
Payment Terms: Due Upon Receipt

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<thead>
<tr>
<th>Product Name</th>
<th>Line Item Description</th>
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<tbody>
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<td>District-Wide</td>
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<tr>
<td>EDU Training: Webinar</td>
<td>Follow Up Webinar</td>
<td>District-Wide</td>
<td>USD 895.00</td>
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<tr>
<td>Lucid Suite Premium for Education (Chart + Pip+g)</td>
<td>36-Month License</td>
<td>District-Wide</td>
<td>USD 62,460.00</td>
</tr>
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</table>

Total Charge: USD 65,850.00

The quoted values on this document have been calculated based on the following dates:

Expected Invoice Date: 6/21/2016 12:36 PM

LEGAL NOTICE: Unless agreed to otherwise in writing and signed by both parties, the person or organization listed in the "Contact Name" and "Bill To Name" lines accepts and agrees to the Lucidchart Terms of Service found at [https://www.lucidchart.com/pages/tos](https://www.lucidchart.com/pages/tos) by providing payment to Lucid Software Inc. pursuant to these payment terms.
Re: Lucid

Nate Wray <natew@lucidchart.com>
Fri 6/29/2018 4:13 PM

To: Gary Price <gprice@k12.wv.us>,
c: Robin Haught <robinhaught@k12.wv.us>,

Also, please note that it has been approved to give Marion County Public schools a 30-day extension on the original June 29th deadline (as noted in the other email and reflected on the updated quote in that same email).

Have a great weekend!

Thank you.

On Fri, Jun 29, 2018 at 2:07 PM Gary Price <gprice@k12.wv.us> wrote:

Robin,

Please include the discount information for the 18th agenda item.

Gary

From: Nate Wray <natew@lucidchart.com>
Sent: Wednesday, June 20, 2018 12:55 PM
To: Gary Price
Subject: Thank You and Reminder

Mr. Price -

I know I will most likely be seeing you in the next day or two, but I just wanted to say thanks for allowing me to come to share with you and your team yesterday. I really enjoyed meeting with you and you all and it is clear that you have a great team. (Thanks as well for picking such a sharp, helpful group to view the resources - it was great (and helpful) to see all the quick connections they were making as to how they could use this in the classroom and in their respective roles). You all had great input and ideas.

It is probably worth reminding you about proposal deadline for the promotion as it is now approaching: (Purchase a 36-month FTE license upfront before June 29, 2018, and receive 20% off the total cost of 36 months (Total Savings For Marion County Schools: $15,615))

Please let me know if you have any questions. I look forward to chatting with you more here at the conference.

Best,

--

Nate Wray
https://outlook.office365.com/owa/?viewmodel=ReadMessageItem&ItemId=AAMkAGUzMDFkMDA3LTBiNTAtNGU1ZS1hQDBmLTkSNzUwZDUwNzU...
02-2021

Nate Wray
Lucid Software | Head of EDU
Mobile: 801.390.0896
Email: natew@lucidchart.com
Contracted agreement between Marion County Schools and Southern Education Services Cooperative

Effective date: July 17, 2018

Regarding: Medicaid Auditor and Assistant Medicaid Auditor

Service provider: Kim Lemley  Medicaid Auditor
Lorrie Karickhoff  Assistant Medicaid Auditor

Number of contracted days: 261

Salary: Medicaid Auditor $55,500.00
       Assistant Medicaid Auditor  $46,250.00
Salary includes: Base salary, benefits and processing/handling fee
DATE: July 9, 2018
TO: Mr. Price
FROM: Chad Norman
RE: Board Agenda Item

The Marion County Technology Department is requesting the approval of the contract with Alpha Technologies for $124,492.80 for the staffing of Allen Canfield at the Marion County Network Operation Center and run the virtual network located at West Fairmont Middle School. Funding: Technology.
Statement of Work: Marion County Board of Education

Prepared for: Marion County Schools

Prepared By:

Alpha Technologies, Inc.
4003 Outlook Drive
Hurricane, WV 25526
1 Terms

This Statement of Work (the "SOW"), titled "Marion County Board of Education" is governed by and incorporates by reference, the terms and conditions of the Master Services Agreement (the "Agreement"), and entered into by and between Alpha Technologies, Inc., with its principal place of business located at 4003 Outlook Drive, Hurricane, WV 25560 (hereafter “Alpha Technologies”) and Marion County Schools ("Client") a West Virginia corporation with its principal place of business located at 200 Gaston Avenue, Fairmont, WV 26554, to which this SOW is an Exhibit and is incorporated by reference.

Alpha Technologies will perform in accordance with this SOW which will begin on July 1, 2018 ("Effective Date") and continue until June 30, 2019 ("Completion Date"). Any changes in Completion Date will be mutually agreed by both Parties.

Defined terms not included in this section are incorporated in Appendix B hereto; all other capitalized terms not defined in Appendix B shall have the meanings ascribed to them in the Agreement.

In the event of any conflict between the terms of the Agreement and the terms and conditions of this SOW, the Agreement shall supersede with regard to legal matters and the SOW shall supersede with regard to business matters, unless otherwise stated herein.

2 Renewal

This SOW will be renewed for an additional consecutive renewal term of one (1) year with written notice from Client at least thirty (30) days prior to the Completion Date hereunder.

3 Termination

This SOW may be terminated by either Party on not less than ninety (90) days' prior written notice to the other Party. In the event either Party defaults in the performance of any of its material duties or obligations under this SOW and the default is not cured within sixty (60) days (ten (10) days for payment defaults) after written notice is given to the defaulting Party specifying the default, then the non-defaulting Party may terminate this SOW immediately by giving written notice to the defaulting Party. Expiration or termination for any reason shall not relieve Client of the obligation to make any payments required to be made to Alpha Technologies for Services rendered by Alpha Technologies through the date of expiration or termination.

4 Scope of Services

Marion County Board of Education requires the on-site services of an experienced Systems Engineer for support of the Marion County NOC center.
Services to be performed: NOC support, which includes maintenance and operation of the virtual network. The virtual network includes virtual servers in the NOC, EMC Clarion storage system, Cisco UCS hardware and virtual desktop environment. Date of deployment will be July 1, 2018 until June 30, 2019, except for Alpha Technologies holidays and employee paid time off.

Service Entitlement:
Client Sites, as defined and listed in Appendix C.

Service deliverables: Alpha Technologies assigned Systems Engineer will service Marion County Schools general NOC environment at West Fairmont Middle School, as determined by the county Director of Technology.

Service Level Agreements ("SLAs"):
Marion County Board of Education does not require Alpha Technologies to meet any predefined Service Level Agreement metrics.

5 Pricing

Alpha Technologies will charge Client a fixed fee of $82.00 per hour, through the Completion Date hereunder.

<table>
<thead>
<tr>
<th>Description of Service</th>
<th>Price per Incident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Systems Engineer – County has requested a Systems Engineer for 8 hours per day, Monday through Friday, 192 days per year.</td>
<td>$81.05 per hour $124,492.80 Annually</td>
</tr>
</tbody>
</table>

6 Billing and Payment

Alpha Technologies will invoice Client monthly for all fees incurred hereunder. The invoice will contain relevant information concerning charges assessed.

Invoices must be paid by Client within net thirty (30) days from the date of invoice. Any undisputed amounts on an invoice that are unpaid when due will be subject to a late payment charge equal to the lesser of 1.5% per month or the highest rate allowed by law. Alpha Technologies will be entitled to recover reasonable attorneys' fees and costs associated with any collection action.

7 Assumptions/Client Responsibilities

1. This SOW has been developed using information obtained from Client. As a result, Alpha Technologies has acquired an initial understanding of the service requested. If the information or assumptions prove to be different, Alpha Technologies pricing may be impacted.
2. Alpha Technologies will work in conjunction with Client to establish a schedule that includes completion of the Services in the project timeline.

3. A "revisit fee" will be assessed if, through no fault of Alpha Technologies' effort or workmanship, a site must be revisited in order to bring in-scope tasks in line with Client expectations and service level arrangements.

4. If Alpha Technologies is requested to perform any work outside of the scope of Services or to perform an additional project, Client and Alpha Technologies will review and agree to any out of scope charges prior to Alpha Technologies performing the work and invoicing Client in accordance with the Change Control Process hereunder.

5. Marion County Schools will provide Alpha Technologies Systems Engineer with access to the facilities listed in Appendix C of this agreement, adequate work space, and conference rooms as required to perform services.


7. The Systems Engineer will travel to the Marion County Schools facilities listed in Appendix C of this agreement if necessary, but will report to work at West Fairmont Middle School NOC.

8. If equipment requires parts replacement, the Systems Engineer shall contact the Marion County Technology Director to order replacement parts.

9. Alpha Technologies Systems Engineer will work a normal schedule of five (5) eight (8) hour days per week Monday through Friday excluding Alpha Technologies holidays of New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, day after Thanksgiving Day, and Christmas Day. Technician is not authorized to work over-time hours unless requested and authorized by the Marion County Schools Director of Technology and approved by the Alpha Technologies Project Manager. Overtime will apply for work beyond 40 hours per week and will be compensated at one and one-half (1 1/2) times the normal bill rate.

10. Alpha Technologies Systems Engineer earns Vacation time and is entitled to take these earned days, with the approval of the Marion County Director of Technology and Alpha Technologies Project Manager.

11. Alpha Technologies will provide a temporary substitute Systems Engineer to Marion County Schools for prolonged absences for short term disability, long term disability, and Vacation time if taken during the normal scheduled school year calendar for Marion County School.

12. Alpha Technologies will not be responsible for any training costs funded by the customer unless Alpha Technologies agrees to those changes in writing.

13. Systems Engineer can only service IT products that s/he has experience, knowledge and training.

14. Newly placed or renewal Systems Engineer shall work under a 30-day trial period. Once the trial period is complete, Marion County Schools Director of Technology shall notify Alpha Technologies Project Manager of acceptance or release. If released, Alpha Technologies will provide a substitute qualified technician within 10 business days on a temporary basis until such time as a suitable replacement candidate is recruited.

15. Alpha Technologies will provide a Systems Engineer with a basic level manufacturer certification congruent with the needs of Marion County Schools. Marion County Schools may request more advanced level technical training. However, Alpha Technologies reserves the right to renegotiate the technician's hourly billing rate in order to maintain market competitive pay for employee retention and competing market rate.
16. Alpha Technologies assigned Systems Engineer will take assignments from the Marion County Schools Work order system and the Marion County Schools Director of Technology has the final authority to direct work assignments and priorities.

17. Marion County Schools agrees not to recruit or hire any Alpha Technologies employees engaged under the terms of this agreement for one year after the Systems Engineer is no longer associated with this contract.

18. Marion County Schools can escalate unfulfilled assignments to the Alpha Technologies President, Doug Tate, at (304) 201-7485 or email at dtate@alpha-tech.us.

8 Miscellaneous Terms and Conditions

(Intentionally Left Blank)

9 Change Control Process

Overview: Charges to this SOW may be initiated by providing a written request to the other party. Both parties will review any change requests and advise each other if the request can be accepted and if so, the price schedule impacts. Changes will be added as an amendment to this SOW only when both parties agree and have signed the amendment.

The following provides a detailed process to follow if a change to this SOW is required.

1. A Change Request form will be the vehicle for communicating change. The Change Request form must describe the change, the rationale for the change, and the effect the change will have on the program. A sample Change Request form is provided on Appendix A to this SOW. Appendix A is hereby incorporated by reference and made a part of this SOW.

2. Either Client Project Manager or the Alpha Technologies Program Manager may request a change to this SOW.

3. The party requesting the change will review the proposed change and determine whether to submit the request to the other party.

4. Both parties will review the proposed change request and approve it for further investigation or reject it. Alpha Technologies will specify any charges for such investigation. If the investigation is authorized, both parties will sign the Change Request, which will constitute approval for investigation charges. Alpha Technologies will invoice Client for any such charges. The investigation will determine the effect that the implementation of the Change Request will have on price, schedule, and other terms and conditions of the contract. This effect may be an addition or reduction in scope.

5. A written Change Request must be signed by both parties to authorize implementation of the investigated changes and a contract amendment will be put in place.
10 Acceptance

This SOW and the Agreement constitute the entire agreement of the parties and supersede all prior or contemporaneous oral or written communications, proposals and representation with respect to their subject matter and prevail over any conflicting or additional terms of any quote, invoice, acknowledgement, pre-printed purchase order terms, or similar communication between the parties. No modification to this SOW will be binding unless in writing and signed by an authorized representative of each party in accordance with the Alpha Technologies change control process.

Signature on this SOW to start work signifies acceptance of both the price and the standard terms and conditions stated herein.

By signing this SOW, both parties acknowledge they have read, and understood and agreed to all terms of this SOW.

Accepted by and on behalf of:

Marion County Board of Education

Authorized Signature

Title

Date

Alpha Technologies, Inc.

Authorized Signature

Title

Date
10.1 Address / Remit To

Alpha Technologies and Client provide the following information on contacts, company addresses and Remit to information.

**General Contact Information**

<table>
<thead>
<tr>
<th></th>
<th>Client Contact</th>
<th>Alpha Technologies Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Chad A. Noman</td>
<td>Doug Tate</td>
</tr>
<tr>
<td>Address</td>
<td>200 Gaston Avenue</td>
<td>4003 Outlook Drive</td>
</tr>
<tr>
<td>City State Zip</td>
<td>Fairmont, WV 26554</td>
<td>Hurricane, WV 25526</td>
</tr>
<tr>
<td>Telephone</td>
<td>304-267-2100</td>
<td>304-201-7485</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:cnorman@k12.wv.us">cnorman@k12.wv.us</a></td>
<td><a href="mailto:dtate@alpha-tech.us">dtate@alpha-tech.us</a></td>
</tr>
</tbody>
</table>

**Corporate Addresses**

<table>
<thead>
<tr>
<th></th>
<th>Client Corporate</th>
<th>Alpha Technologies Corporate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Marion County Schools</td>
<td>Alpha Technologies, Inc.</td>
</tr>
<tr>
<td>Address</td>
<td>200 Gaston Avenue</td>
<td>4003 Outlook Drive</td>
</tr>
<tr>
<td>City State Zip</td>
<td>Fairmont, WV 26554</td>
<td>Hurricane, WV 25526</td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
<td>304-201-7485</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.marionboe.com">www.marionboe.com</a></td>
<td><a href="http://www.alpha-tech.us">www.alpha-tech.us</a></td>
</tr>
</tbody>
</table>

**Remit to Address**

<table>
<thead>
<tr>
<th></th>
<th>Client Remit to</th>
<th>Alpha Technologies Remit To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Chad A. Norman</td>
<td>Alpha Technologies, Inc.</td>
</tr>
<tr>
<td>Address</td>
<td>200 Gaston Avenue</td>
<td>PO Box 1114</td>
</tr>
<tr>
<td>City State Zip</td>
<td>Fairmont, WV 25554</td>
<td>Scott Depot, WV 25560</td>
</tr>
<tr>
<td>Telephone</td>
<td>304-367-2100</td>
<td>304-201-7485</td>
</tr>
</tbody>
</table>
Appendix A - Change Request Form Example

SECTION I: Change Request Description

Tracking ID Num: __________________________ Phone: __________________________
Prepared By: ___________________________ Date Prepared: ___________________________
Requested By: __________________________ Phone: __________________________

Proposed Change
Description of change requested (include all affected tasks, deliverables):

Insert description.

Benefits of the change (quantitative and qualitative):

Insert description.

SECTION II: Authorization to Proceed with Analysis

Alpha Technologies Signature: __________________________
Name (Printed): __________________________
Email: __________________________
Phone: __________________________
Date: __________________________

SECTION III: Change Request Tracking

Tracking ID Number: __________________________
Requester Name: __________________________
Modification Date: __________________________

Modifications to Change Request:

Insert description of modifications including changes to pricing.
Schedule Revision:

Pending signature.
Insert description:

Cost Revision:

Cost: $Additional/Reduction
Party Responsible for Charge: Marion County Board of Education

SECTION IV: CHANGE REQUEST APPROVALS:

Alpha Technologies, Inc.

By: ______________________
Name: ______________________
Title: ______________________
Date: ______________________

Marion County Board of Education

By: ______________________
Name: LCDR R. Norman
Title: Administrative Assistant of R
de
Date: 7/10/2010

End of Appendix A
# Appendix B - Defined Terms

The following have been provided to indicate definitions of words and phrases that have specific, SOW-related meanings when used with initial capital letters in the SOW and its Appendices.

<table>
<thead>
<tr>
<th>Term:</th>
<th>Definition:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deliverables:</td>
<td>Equipment, Alpha Technologies Provided Software, and Document to be provided and/or created by Alpha Technologies under this SOW and as described in this SOW.</td>
</tr>
<tr>
<td>End user:</td>
<td>An individual authorized by Client and registered with the Service Desk for whom, at a minimum, Baseline Services are provided.</td>
</tr>
<tr>
<td>Equipment:</td>
<td>All items of computing and networking equipment, including Third Party Equipment, but which is not Cabling or Cabling Termination Equipment that Alpha Technologies has agreed to provide Services for hereunder. Equipment includes Infrastructure Equipment and End-user Desktop Equipment.</td>
</tr>
<tr>
<td>Incident:</td>
<td>Any event which is not part of the standard operation of a service and which causes, or may cause, an interruption to, or a reduction in, the quality of that service.</td>
</tr>
<tr>
<td>Key Performance Indicator:</td>
<td>A measurable quantity against which specific Performance Criteria can be set when drawing up the SLA.</td>
</tr>
<tr>
<td>Metric:</td>
<td>Measurable element of a service process or function.</td>
</tr>
<tr>
<td>Normal Business Hours:</td>
<td>This period is defined as Monday through Friday, 8:00AM - 5:00PM local time, except during scheduled holidays and closings.</td>
</tr>
<tr>
<td>One-time Charges:</td>
<td>Any payments for Deliverables, which Client agrees to make on a one-time basis and which are not amortized over the term of the SOW.</td>
</tr>
<tr>
<td>Purchase Order or &quot;PO&quot;:</td>
<td>A document authorizing Alpha Technologies to undertake the Services. All POs will be governed by the terms and conditions stated herein and any other terms mutually agreed upon by the parties. No preprinted terms on any PO form will</td>
</tr>
<tr>
<td>Services:</td>
<td>As listed and defined in Section 2, Scope of Services.</td>
</tr>
<tr>
<td>Services Entitlement:</td>
<td>Services will only be provided to the listed Equipment, Client Site, Serial Numbers or Client as defined in the SOW and listed in Appendix C.</td>
</tr>
<tr>
<td>Service Level Agreements or SLA:</td>
<td>Written agreement that documents agreed Service Levels for a service.</td>
</tr>
<tr>
<td>Service Level Objectives or SLO:</td>
<td>Written agreement that documents agreed objectives to service levels for a service.</td>
</tr>
</tbody>
</table>

End of Appendix B

Statement of Work

Confidential Information
Appendix C - Service Entitlement List

Any changes to this Appendix C must be mutually agreed upon by both parties and amended to incorporate into this SOW.

Barnes Learning Center
100 Naomi Street
Fairmont, WV 26554
Phone - 304-367-2127
Fax - 304-367-2174

Barrackville Elementary/Middle School
509 Pike Street
Barrackville, WV 26559
Phone - 304-367-2128
Fax - 304-367-2173

Blacksheare Elementary School
77 Blacksheare Drive
Mannington, WV 26582
Phone - 304-986-2707
Fax - 304-986-2715

East Dale Elementary School
Rt. 3
Fairmont, WV 26554
Phone - 304-367-2132
Fax - 304-366-2522

East Fairmont High School
1993 Airport Road
Fairmont, WV 26554
Phone - 304-367-2140
Fax - 304-367-2180

East Fairmont Junior High School
1 Orion Lane
Fairmont, WV 26554
Phone - 304-367-2123
Fax - 304-367-2179

East Park Elementary School
1025 Fairfax Street
Fairmont, WV 26554
Phone - 304-367-2134
Fax - 304-367-2187

Fairmont Senior High School
Loop Park
Fairmont, WV 26554
Phone - 304-367-2150
Fax - 304-366-5988

Fairview Elementary School
100 School Street
Fairview, WV 26570
Phone - 304-449-1752
Fax - 304-449-1866

Fairview Middle School
PO Box 300
Fairview, WV 26570
Phone - 304-449-1312
Fax - 304-449-1305

Jayenne Elementary School
1504 Country Club Road
Fairmont, WV 26554
Phone - 304-367-2136
Fax - 304-367-2178

Maintenance Department
28 11th Street
Fairmont, WV 26554
Phone - 304-367-2175
Fax - 304-367-2160

Statement of Work

Confidential Information