Marion County Schools – BOOSTER INFO / 2017-2018

School Fairmont Senior High School

Booster Group Polar Bear Lacrosse Boosters

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: Polar Bear Lacrosse Boosters

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

3) Date of the election of booster officers: May 22, 2017

4) Name of booster President: Wayne Cochran Phone # 304-276-3791
   Kristi Wolford (Boys) Phone # 304-534-3505

5) Name of booster Vice President: Mike Runyon (Girls) Phone #

6) Name of booster Secretary: Gina Koski Phone #

7) Name of booster Treasurer: Catherine Coxe Phone # 304-365-1890

8) Booster fundraisers listed on school fundraiser calendar in the main office: N/A

9) Proof of booster Liability Insurance to principal: Yes Date submitted: 6/2/2017
10) Financial records submitted to the principal at the conclusion of the season: Yes

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

12) An inventory of all uniforms, equipment, and other team merchandise has been submitted to the school principal. FSHS does not provide uniforms / equipment.

13) All items provided to athletes and coaches to be returned at the end of the year. N/A

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.
SCHOOL SUPPORT GROUP/NONPROFIT ORGANIZATION
COMMERCIAL PACKAGE INSURANCE POLICY

MEMORANDUM OF INSURANCE

Master Policy Number: XPK80971513
Memorandum Number: NANPO0034257

Issuing Company: Fireman’s Fund Insurance Company
777 San Marin Drive
Novato, California 94998-2000
10148 Riverside Drive
Toluca Lake, CA 91602

Nationwide Claims: 1-800-567-2685
Nationwide: 1-800-567-2685

01. MEMORANDUM HOLDER NAME AND ADDRESS
(MEMORANDUM HOLDER MEANS NAMED INSURED)

a. Memorandum Holder: Polar Bear Lacrosse Boosters
b. Street Address: 1 Loop Park Drive
c. City: Fairmont
d. State: WV
e. Zip Code: 26554

02. COVERAGE PERIOD
Inception Date: 3/13/2017 12:01 A.M.
Expiration Date: 3/13/2018 12:01 A.M.
Standard Time at the Named Insured’s address as stated above.

03. BUSINESS TYPE
☐ PTA  ☐ PTO  ☑ Booster Club  ☐ Educational Foundation  ☐ Nonprofit Organization

04. COVERAGE PART LIMIT OF INSURANCE DEDUCTIBLE PREMIUM

a. INLAND MARINE PROPERTY COVERAGE PART
Business Personal Property/Equipment Not Covered Not Covered $0.00

b. INLAND MARINE CRIME COVERAGE PART
(01) Employee Dishonesty $25,000 $250
(02) Forgery Or Alteration $25,000 $250
(03) Theft, Disappearance And Destruction Of Money
   (a) Inside The Premises $25,000 $250
   (b) Outside The Premises $25,000 $250

C. GENERAL AND AUTOMOBILE LIABILITY COVERAGE PART
(01) General Aggregate $2,000,000 $0
(02) Products/Completed Operations Aggregate $2,000,000
(03) Personal And Advertising Injury $1,000,000
(04) Each Occurrence $1,000,000
(05) Damage To Premises Rented To You $100,000
(06) Medical Expense $5,000
(07) Non-Owned And Hired Automobiles Not Covered

State Guarantee Fund $0.00

05. TOTAL PREMIUM Due At Inception $90.00

06. FORMS AND ENDORSEMENTS ATTACHED AT INCEPTION

Date Issued:
Form Number: NPOUWS001

By: Robert V. Nuccio

3/20/2008
NPOUWS001
© Copyright 2008. All rights reserved. R.V. Nuccio & Associates Insurance Brokers, Inc. 818-980-1413.
Marion County Schools – BOOSTER INFO / 2017-2018

School  Fairmont Senior

Booster Group  Soccer Boosters

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: Polar Bear Soccer Boosters

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

3) Date of the election of booster officers: Dec 6, 2016

4) Name of booster President: Chyliya Kenyon Phone # 304-657-1538 Janet Floyd Phone # 304-677-9199

5) Name of booster Vice President: Traci Manchin Phone # 304-288-3401

6) Name of booster Secretary: Natalie Branch Phone # 304-592-3332

7) Name of booster Treasurer: Jônnna Stigenbauer Phone # 304-318-1784

8) Booster fundraisers listed on school fundraiser calendar in the main office: Feb 12, 2017

9) Proof of booster Liability Insurance to principal: Date submitted: 3/2/17
(COMPLETE BACK OF THIS FORM)

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

(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.
**CERTIFICATE OF LIABILITY INSURANCE**

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER 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

**INSURER AFFORDING COVERAGE**

**INSURER A:**  
Fireman's Fund Insurance Company  
21873

**INSURER B:**  
Nationwide Life Insurance Company  
66869

**INSURER C:**  
Fairmont Senior Soccer Boosters  
1 Loop Park Drive  
Fairmont, WV 26554

**COVERAGES**

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<tr>
<th>INSURER</th>
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**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES**

(Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**CERTIFICATE HOLDER**

**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

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Marion County Schools – BOOSTER INFO / 2017-2018

School  FSHS

Booster Group  FSHS Football

Aligning County Booster Organizations with WV State Accounting Procedures

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- 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:  FSHS Polar Bear Football

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

3) Date of the election of booster officers:  6/1/17

4) Name of booster President:  Don Neal  Phone # 304-651-2505

5) Name of booster Vice President:  Kim Posey  Phone # 304-657-9241

6) Name of booster Secretary:  Vicki Smith  Phone # 304-365-7224

7) Name of booster Treasurer:  Terisa Pitchman  Phone # 304-288-5572

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

9) Proof of booster Liability Insurance to principal:  Date submitted:  7/12/17
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

(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.
CERTIFICATE OF LIABILITY INSURANCE

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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
613 Fairmont Ave
Fairmont, WV 26554

INSURED
Polar Bear Football Boosters
1 Loop Park Drive
Fairmont, WV 26554

CONTACT NAME: Rodney S. Stewart
PHONE: 304-363-5400
FAX: 304-363-4216
E-MAIL: Stewar20@nationwide.com

INSURER(S) AFFORDING COVERAGE
INSURER A: Fireman’s Fund Insurance Company NAIC #: 21873
INSURER B: Nationwide Life Insurance Company NAIC #: 66869

COVERAGES

COVERAGE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

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

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<th>CERTIFICATE HOLDER</th>
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<td>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</td>
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AUTHORIZED REPRESENTATIVE
Robert V. Nuccio

© 1988-2010 ACORD CORPORATION. All rights reserved.
TO: Mr. Price
FROM: Gia Deasy
SUBJECT: Board Approval
DATE: August 10, 2017

Please place this request on the next board agenda.

Board approval is requested for the following contracted services:

- Doris Connell to provide vision services to Marion County Schools for the 2017 – 2018 school year.
- Karen Edgell to provide psycho-educational testing services and consultation services to Marion County Schools for the 2017 – 2018 school year.
- Frank Roman to provide psycho-educational testing services and consultation services to Marion County Schools for the 2017 – 2018 school year.
THIS CONTRACTUAL AGREEMENT made and entered into on the 23rd day of August, 2017, by and between Doris Connell, of 1222 Katherine Street, Fairmont, WV, 26554, party of the first part, hereinafter referred to as “Contractor” and Marion County Board of Education, 1516 Mary Lou Retton Drive, Fairmont, West Virginia 26554, party of the second part, hereinafter referred to as “County”.

WHEREAS, the Contractor hereby agrees to provide vision services.

PERIOD OF TERM: Beginning August 23, 2017, through June 30, 2018, according to the County’s school calendar.

COMPENSATION: County will pay the Contractor $35 per hour and $35 per IEP Meeting. The contractor will provide services up to 20 hours per week. The contractor will be limited to one hour planning per week. Payment will be made upon receipt of an itemized billing statement documenting the date, students served, and service provided. These statements shall be delivered to the Marion County Board of Education Department of Special Education on a monthly basis.

GENERAL CONDITIONS:
1. The contractor agrees to perform all of the required services as aforementioned in an efficient and appropriate manner aligned with the student’s IEP.

2. The County will provide the contractor with a list of students for IEP services.

3. The contractor will work in contact with and report all activities to the Marion County Board of Education Director of Special Services.

4. Services will be paid upon submission of a monthly invoice.

5. The contractor agrees to abide by the West Virginia Regulations for the Education of Exceptional Students and the Federal Individuals with Disabilities Education Act, and any revisions or modifications thereto.

6. The contractor will be responsible for maintaining appropriate confidentiality for all information. Breaches of confidentiality will be grounds for the immediate termination of this contract.
7. The Contractor, in executing this contract, agrees, unconditionally, and expressly hereby waives any right to Workers Compensation benefits, Federal and State tax withholdings, FICA withholding/benefits, Unemployment Compensation benefits, any and all liability insurance coverage(s), retirement withholding benefits, seniority rights, and/or any other rights and privileges afforded regular employees of the County.

8. In County Travel will be reimbursed between schools at the current mileage reimbursement rate (to be submitted to the Special Education Department monthly).

THIS AGREEMENT constitutes the entire contract between the Contractor and the County with respect to services covered by this agreement and no representation or statements not expressed herein shall be binding. The terms and conditions herein shall prevail notwithstanding any variance.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on the day and year first above written.

Doris Connell [Signature]
Contractor [Date]

Gia Deasy [Signature]
Director of Special Services [Date]

Gary Price [Signature]
Superintendent [Date]

Contracted Services are funded through County Funds
Contractual Agreement
2017 – 2018 School Year

This agreement made and entered into on the 23rd day of August, 2017 by and between the Marion County Board of Education, 1516 Mary Lou Retton Drive, Fairmont, West Virginia, and Karen Edgell of 18 Meadowcrest Lane, Bridgeport, WV 26330.

WHEREAS, the Marion County Board of Education, (hereinafter “The Board of Education”), desires to contract for psycho-educational testing services and consultation; and

WHEREAS, Karen Edgell, (Hereinafter "Psychologist") desires to provide this assistance to the Marion County Board of Education;

NOW, therefore, it is hereinafter agreed as follows:

1. Psychologist will provide psycho-educational evaluations of students, re-evaluations of students, and consultation regarding those evaluations to the Marion County Board of Education. Commencement of these activities may begin upon verification from the West Virginia Department of Education on the certification/licensure of the above name individual.

2. The Marion County Board of Education will compensate psychologist at the rate of $245.00 per re-evaluation, at the rate of $145.00 per initial evaluation (ability only), at the rate of $300 per re-evaluation with adaptive skills, and at the rate of $245.00 per gifted evaluation. Psychologist will assess assigned students using appropriate individually administered intelligence and achievement evaluations, set forth in the current West Virginia Regulations for the Education of Exceptional Students. Evaluation components shall, at a minimum, include:

   - An ability level scale, preferably Wechsler scale (current revision) B subtests as appropriate.
   - An achievement level scale.
   - An assessment of gifted achievement, preferably WJ-III (reading, math academic knowledge).
• The VMI or Bender if indicated (Not to be given on gifted evaluations).

• Psychologist will report results in terms of standard scores.

Further, the psychologist will use additional evaluation components as deemed necessary in his/her professional opinion to fully assess the present levels of educational performance and educational needs of the student.

3. The psychologist will review the SAT, and any other information provided, to determine the reason for referral so that he/she will know which assessment to use. The psychologist must verify that parental consent for evaluation has been obtained.

4. Psychologist agrees to attend, upon request, educational meetings with respect to the students tested, including, but not limited to, eligibility meetings, manifestation determination meetings and IEP meetings. Consultation and attendance at these meetings will be compensated at the rate of $50.00 per hour.

5. Psychologist will work in contact with and report all activities to the Board of Education Director of Special Services. Test instruments and protocol sheets will be provided by the Marion County Board of Education. Unless otherwise indicated, psychologist will supply a typewritten report on each student evaluation within a twenty (20) day period of time following the evaluation as stated within the current West Virginia Regulations for the Education of Exceptional Students. Test protocols are to be forwarded to the Marion County Board of Education Special Education Department with the evaluation report. Reports shall give descriptions of student=s present level of educational performance and educational needs, but will in no way contain statements of final eligibility category or placement. Reports must be signed and dated.

6. Services will be paid from county funds upon submission of a monthly invoice.

7. When a student is referred for a social/emotional status evaluation, the psychologist will review, within twenty-four (24) hours, the incident report and/or manifestation determination report forwarded from the Board of Education. The psychologist will complete the appropriate evaluations and after giving careful consideration to the Safe Schools Act/FAPE make a placement recommendation via written report for a fee of $300.00. This report shall be provided to the Board of Education Director of Special Services within 48 hours of evaluating the student.

8. Psychologist will complete the Medicaid Billing form for each Medicaid eligible student.

9. Psychologist will complete a daily log of students tested, to be submitted monthly to the Director of Special Services.
10. Psychologist will complete a schedule to be submitted to the Director of Special Services at the beginning of the school year.

11. Psychologist agrees to abide by the West Virginia Regulations for the Education of Exceptional Students and the federal Individuals with Disabilities Education Act, and any revisions or modifications thereto.

12. Psychologist will be responsible for maintaining appropriate confidentiality for all information. Breaches of confidentiality will be grounds for the immediate termination of this contract.

13. This contract shall terminate, by its terms, on June 30, 2018. This contract may also be terminated by either party upon thirty (30) days written notice. Further, the Board of Education reserves the right to immediately terminate this contract if psychologist breaches confidentiality; fails to timely evaluate students; fails to timely supply evaluation reports; fails to submit daily logs or schedule; or fails to attend, when requested to do so, meetings as described in numbered paragraph 4.

Karen Edgell, Psychologist          Date
WV License #: ______________________

Gia Deasy                              Date
Director of Special Services

Gary Price                            Date
Superintendent

* Contracted services are funded through County Funds
MARION COUNTY BOARD OF EDUCATION
1516 Mary Lou Retton Drive, Fairmont, WV 26554
Special Services Department
Gia Deasy Director    gdeasy@k12.wv.us
                    304-367-2139   Fax: 304-367-8976

Contractual Agreement

2017 – 2018 School Year

This agreement made and entered into on the 23rd day of August, 2017, by and
between the Marion County Board of Education, 1516 Mary Lou Retton Drive, Fairmont,
West Virginia, and Frank Roman, 29 Hollen Circle, Fairmont, WV 26554.

WHEREAS, the Marion County Board of Education, (hereinafter "The Board of
Education"), desires to contract for psycho-educational testing services and
consultation; and

WHEREAS, Frank Roman, (Hereinafter "Psychologist") desires to provide this
assistance to the Marion County Board of Education;

NOW, therefore, it is hereinafter agreed as follows:

1. Psychologist will provide psycho-educational evaluations of students, re-
evaluations of students, and consultation regarding those evaluations to the
Marion County Board of Education. Commencement of these activities may
begin upon verification from the West Virginia Department of Education on the
certification/licensure of the above name individual.

2. The Marion County Board of Education will compensate psychologist at the rate
of $245.00 per re-evaluation, at the rate of $145.00 per initial evaluation (ability
only), and at the rate of $245.00 per gifted evaluation. Psychologist will assess
assigned students using appropriate individually administered intelligence and
achievement evaluations, set forth in the current West Virginia Regulations for
the Education of Exceptional Students. Evaluation components shall, at a
minimum, include:

   - An ability level scale, preferably Wechsler scale (current revision) B subtests
     as appropriate.

   - An achievement level scale.
• An assessment of gifted achievement, preferably WJ-III (reading, math academic knowledge).

• The VMI or Bender if indicated (Not to be given on gifted evaluations).

• Psychologist will report results in terms of standard scores.

Further, the psychologist will use additional evaluation components as deemed necessary in his/her professional opinion to fully assess the present levels of educational performance and educational needs of the student.

3. The psychologist will review the SAT, and any other information provided, to determine the reason for referral so that he/she will know which assessment to use. The psychologist must verify that parental consent for evaluation has been obtained.

4. Psychologist agrees to attend, upon request, educational meetings with respect to the students tested, including, but not limited to, eligibility meetings, manifestation determination meetings and IEP meetings. Consultation and attendance at these meetings will be compensated at the rate of $50.00 per hour.

5. Psychologist will work in contact with and report all activities to the Board of Education Director of Special Services. Test instruments and protocol sheets will be provided by the Marion County Board of Education. Unless otherwise indicated, psychologist will supply a typewritten report on each student evaluation within a twenty (20) day period of time following the evaluation as stated within the current West Virginia Regulations for the Education of Exceptional Students. Test protocols are to be forwarded to the Marion County Board of Education Special Education Department with the evaluation report. Reports shall give descriptions of student’s present level of educational performance and educational needs, but will in no way contain statements of final eligibility category or placement. Reports must be signed and dated.

6. Services will be paid from county funds upon submission of a monthly invoice.

7. When a student is referred for a social/emotional status evaluation, the psychologist will review, within twenty-four (24) hours, the incident report and/or manifestation determination report forwarded from the Board of Education. The psychologist will complete the appropriate evaluations and after giving careful consideration to the Safe Schools Act/FAPE make a placement recommendation via written report for a fee of $300.00. This report shall be provided to the Board of Education Director of Special Services within 48 hours of evaluating the student.
8. Psychologist will complete the Medicaid Billing form for each Medicaid eligible student.

9. Psychologist will complete a daily log of students tested, to be submitted monthly to the Director of Special Services.

10. Psychologist will complete a schedule to be submitted to the Director of Special Services at the beginning of the school year.

11. Psychologist agrees to abide by the West Virginia Regulations for the Education of Exceptional Students and the federal Individuals with Disabilities Education Act, and any revisions or modifications thereto.

12. Psychologist will be responsible for maintaining appropriate confidentiality for all information. Breaches of confidentiality will be grounds for the immediate termination of this contract.

13. This contract shall terminate, by its terms, on June 30, 2018. This contract may also be terminated by either party upon thirty (30) days written notice. Further, the Board of Education reserves the right to immediately terminate this contract if psychologist breaches confidentiality; fails to timely evaluate students; fails to timely supply evaluation reports; fails to submit daily logs or schedule; or fails to attend, when requested to do so, meetings as described in numbered paragraph 4.

______________________________  __________________________
Psychologist                     Date
WV License #: __________________

______________________________  __________________________
Gia Deasy                       Date
Director of Special Services

______________________________  __________________________
Gary Price                      Date
Superintendent

* Contracted services are funded through County Funds
TO: Mr. Price
FROM: Gia Deasy
SUBJECT: Board Approval
DATE: August 11, 2017

Please place this request on the next board agenda.

Board approval is requested for the following contracted service:

- Rosa Anna Gallucci to provide vocational assessments to for Marion County Schools. (County Funds)
THIS CONTRACTUAL AGREEMENT made and entered into on the 23rd day of August, 2017, by and between Rosa Anna Gallucci, of 122 Gilbob Street, Fairmont, WV, 26554, party of the first part, hereinafter referred to as "Contractor" and Marion County Board of Education, Mary Lou Retton Drive, Fairmont, West Virginia 26554, party of the second part, hereinafter referred to as "County".

WHEREAS, the Contractor hereby agrees to provide vocational assessments.

PERIOD OF TERM: Beginning August 23, 2017, through June 30, 2018, according to the County's school calendar.

COMPENSATION: County will pay the Contractor $90 per evaluation report and $50 per IEP Meeting. Payment will be made upon receipt of an itemized billing statement documenting the date, students served, and service provided. These statements shall be delivered to the Marion County Board of Education Department of Special Education on a monthly basis.

GENERAL CONDITIONS:
1. The contractor agrees to perform all of the required services as aforementioned in an efficient and appropriate manner.

2. The County will provide the contractor with a list of students for evaluation.

3. The contractor will work in contact with and report all activities to the Marion County Board of Education Director of Special Services.

4. The contractor will work in contact with and report all activities to the Board of Education Director of Special Services. Test instruments and protocol sheets will be provided by the Marion County Board of Education. Unless otherwise indicated, contractor will supply a typewritten report on each student evaluation within a twenty (20) day period of time following the evaluation as stated within the current West Virginia Regulations for the Education of Exceptional Students. Test protocols are to be forwarded to the Marion County Board of Education Special Education Department with the evaluation report. Reports shall give descriptions of student's present level of educational performance and educational needs, but will in no way contain statements of final eligibility category or placement. Reports must be signed and dated.
5. Services will be paid upon submission of a monthly invoice.

6. The contractor agrees to abide by the West Virginia Regulations for the Education of Exceptional Students and the Federal Individuals with Disabilities Education Act, and any revisions or modifications thereto.

7. The contractor will be responsible for maintaining appropriate confidentiality for all information. Breaches of confidentiality will be grounds for the immediate termination of this contract.

8. The Contractor, in executing this contract, agrees, unconditionally, and expressly hereby waives any right to Workers Compensation benefits, Federal and State tax withholdings, FICA withholding/benefits, Unemployment Compensation benefits, any and all liability insurance coverage(s), retirement withholding benefits, seniority rights, and/or any other rights and privileges afforded regular employees of the County.

9. In County Travel will be reimbursed between schools at the current mileage reimbursement rate (to be submitted to the Special Education Department monthly).

THIS AGREEMENT constitutes the entire contract between the Contractor and the County with respect to services covered by this agreement and no representation or statements not expressed herein shall be binding. The terms and conditions herein shall prevail notwithstanding any variance.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on the day and year first above written.

Rosa Anna Gallucci  
Contractor

Gia Deasy  
Director of Special Services

Gary Price  
Superintendent

Contracted Services are funded through County Funds
SCHOOL RESOURCE OFFICER/BOARD OF EDUCATION AGREEMENT 2017-2018
MEMORANDUM OF UNDERSTANDING/AGREEMENT BETWEEN THE CITY OF FAIRMONT AND THE BOARD OF EDUCATION OF THE COUNTY OF MARION

This agreement made this _____ day of ______________, 2017, by and between the Board of Education of the County of Marion, a public corporate body, hereinafter Board of Education or Board, and the City of Fairmont, a WV municipal corporation, hereinafter City.

WITNESSETH

Whereas, the Board of Education and the City have agreed to establish a School Resource Officer (SRO) Program for purposes of providing assistance in the prevention of juvenile delinquency through programs specifically developed to respond to those factors and conditions which give rise to delinquency; and

Whereas, the parties, recognizing that the Program is a great benefit to school administration, students and the community as a whole, have agreed that two City police officers will serve as School Resource Officers in the Marion County School System at schools located within the corporate limits of the City of Fairmont;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

TERM:

The term of this agreement shall commence on July 1, 2017, and shall be for a period of one fiscal year; provided however, that subject to annual appropriation and as otherwise officially amended by grant adjustment approved by the Division of Justice and Community Services, this Agreement shall automatically renew for additional periods of one fiscal year each and shall remain in full force and effect unless and until this Agreement is withdrawn or terminated. Either party may withdraw from or terminate this Agreement in its sole discretion upon thirty (30) days written notice addressed to the designated official of the other party who is a signatory to this Agreement. Said withdraw or termination shall be effective upon the date of the notice.

CONSIDERATION: The Board agrees to pay the City the sum of $40,000.00 for the services rendered by two School Resource Officers at various schools within Fairmont City limits as hereinafter set forth.

CERTIFIED OFFICER:

The School Resource Officer shall be a certified West Virginia law enforcement officer, shall be assigned a patrol car, and shall be in an official capacity including being armed at all times.
DUTIES AND GUIDELINES OF THE BOARD AND CITY/SCHOOL RESOURCE OFFICER (SRO):

- Each SRO will maintain offices located at West Fairmont Middle School and East Fairmont Middle School as provided by the Marion County Board of Education.

- Each SRO will attempt to be on the grounds of a Marion County School as long as school is in session, unless unavoidable absence due to an illness or training.

- Each SRO will be in school a minimum of 35 hours per week and will attend as many extracurricular activities as possible. The SRO may attend extracurricular activities such as ball games, field trips, track meets, parent meetings, club meetings or other school sponsored activities on an as-needed basis.

- Each officer shall abide by the County School Board policies and laws, as they relate to the School SRO. The SRO shall consult and coordinate instructional activities through the principal. Activities conducted by the SRO, which are part of the regular instruction program of the school, shall be under the direction of the principal. The BOARD shall approve the content of educational programs and instructional materials used by the SRO.

- Each SRO will provide non-traditional instruction in various aspects of law enforcement, public safety and education as requested.

- The CITY shall be responsible for the control and direction of all aspects of employment of the police officer assigned to the Program. Each law enforcement officer remains an employee of the City. The Responsibility for wages, and fringes and benefits, such that each law enforcement officer remains an employee of the City of Fairmont. The responsibility for all such wages, fringes and benefits, such as unemployment insurance, health insurance, workers compensation, vacation or sick leave, all of which remain with the employing agency, not with the Board of Education.

- The CITY shall ensure that the exercise of the law enforcement powers by the SRO is in compliance with the authority granted by law.

- The SRO shall not function as a school disciplinarian. It is not the responsibility of the SRO to intervene with normal disciplinary actions of the school or to be used as a witness to disciplinary procedures in the school. The SRO will, at all times, be expected to act within the scope of authority granted by the law. The SRO’s responsibilities are as follows:
a. To perform law enforcement functions within the school setting;
b. Identify and prevent, through counseling and referral, delinquent behavior, including substance abuse;
c. To educate and foster a better understanding of the law enforcement function;
d. To develop a better appreciation of citizen’s rights, obligations and responsibilities;
e. To provide information about crime prevention, and be community liaison and problem solver;
f. To provide assistance and support for crime victims identified within the school setting;
g. Promote positive relations between students, parents and law enforcement officers;
h. To enhance knowledge of the fundamental concept and structure of law; and
i. To be familiar with confidentiality requirements.

- The SRO may not be changed during the course of the agreement by the CITY unless the substitute officer has received the required training. The SRO shall be on duty at the school during regular school hours when students are required to attend and when the required SRO training programs are conducted, unless police department emergency needs or law enforcement requirements prohibit.

- The respective principal at each Middle School shall be the on-site contact person for the SRO.

ESTABLISHING RELATIONSHIPS

A critical aspect to the success of the school resource officer is the establishment of relationships with school staff and specialists, parents, and especially students. It is important for the SRO to be aware of the services being provided by school specialists such as guidance counselors, school nurses, school psychologists, school social workers, speech pathologists, physical therapists, and occupational therapists. The SRO should establish collaborative working relationships with the specialists and with school staff. Parents are key players in the school community and should also be the focus of relationship building by the SRO. It would be useful for the SRO to create a brochure or fact sheet regarding the roles of the SRO; this could be distributed to parents, teachers, students and other community members. Without a doubt, the most important relationships for the SRO to cultivate are relationships with the students. Getting youth actively involved in the School Resource Officer program can help the SRO to build rapport with students; reduce stereotypes of
police officers; provide opportunities for youth to be involved in the improvement of their school; and promote crime and delinquency prevention. Some ideas for student involvement include:

- **School Safety Surveys** - surveying peers regarding the safety of their school.
- **Vandalism Prevention** - using posters/brochures to bolster school pride and to educate.
- **Crime Watch** - encouraging students to watch for crime and suspicious activity and report it.
- **Drug Abuse Prevention** - educating peers on the dangers of alcohol and drugs.
- **Community Clean-ups** - working with peers to paint over graffiti, pick up litter, etc.
- **Mentoring** - assisting younger students through tutoring, reading, or spending time.
- **Teen Courts** - using students to try cases of other students.
- **Senior Citizen Assistance** - assisting the elderly with errands or tasks and checking in on them.

**INFORMATION SHARING:** The parties to this agreement will consider all federal, state and local laws, rules, policies and regulations regarding the collection, use and dissemination of student records.

**TERMINATION OF THE PROGRAM**

Either party may terminate this agreement by serving written notice upon other party at least thirty (30) days in advance of such termination.

**INVALID PROVISION**

Should any part of this Agreement be declared invalid by a court of law, such decision shall not affect the validity of any remaining portion which shall remain in full force and effect as if the invalid portion was never a part of this Agreement materially affect any other rights or obligations of the parties hereunder, the parties hereto will negotiate, in good faith, to amend this Agreement in a manner satisfactory to the parties.

**INDEMNIFICATION**

The BOARD agrees to indemnify and save harmless the CITY for any liability whatsoever arising out of the negligent acts of the Board’s employees or agents in directing the SRO in the performance of their instructional programs. The CITY agrees to indemnity and save harmless the BOARD of any liability whatsoever arising to employment as defined by City Ordinances and West Virginia State Law; provided however, that the CITY’S obligation to defend and indemnify the BOARD shall be and is hereby expressly limited to the amount of any applicable insurance or the proceeds of any applicable insurance policy that may become payable by insurers of the CITY on account of any available and applicable insurance coverage purchased by the CITY. The general funds, enterprise funds, and all other funds and all of the other assets of CITY whether real, personal or mixed, shall be and are hereby expressly exempted from any obligation of CITY to defend and indemnify the BOARD hereunder. Moreover, the CITY’S obligation to defend and indemnify shall not be a pledge of the full faith and credit or taxing power of the CITY for the
payment of any amount due hereunder or pursuant hereto but the obligations hereunder shall be payable solely from the funds expressly pledge for their payment. This section shall not apply to the extent that any loss or damage is caused by the negligence or willful or reckless misconduct on the part of the BOARD. Subject to the aforementioned limitation, if CITY and BOARD are both negligent, damages shall be apportioned in accordance with the percentage of negligence of each party. This paragraph is not intended to benefit entities or persons not a party to this Agreement.

Nothing in this Agreement shall be construed to affect, in any way, the CITY or the BOARD’s rights, privileges, or immunities.

ASSIGNMENT

Neither party to the Agreement shall, directly or indirectly, assign or purport to assign this Agreement, or any of its rights or obligations, in whole or in part, to any third party without the prior written consent of the other party.

NO WAIVER

The failure by either party to enforce at any time any of the provisions of this Agreement, to exercise any election or option provided herein, or to require at any time the performance of the other of any of the provisions herein will not in any way be construed as a waiver of such provisions, irrespective of any previous action or proceeding taken by it hereunder.

COMPLETE AGREEMENT

This Agreement is the complete Agreement of the parties, may be amended or modified only in writing, and supersedes, cancels, and terminates any and all prior agreements or understandings of the parties, whether written or oral, concerning the subject matter hereof; however it is the intent of the parties in entering this agreement to comply with all of the provisions of US DOJ Community Oriented Policing Services (COPS) Grant Award requirements and that the parties agree to any modification necessary to cause compliance.

CHOICE OF LAW

This Agreement shall be governed by and construed and interpreted according to the laws of the State of West Virginia. It shall be binding upon and insure to the benefit of the successors of the CITY and BOARD. Jurisdiction over any dispute regarding this Agreement shall lie exclusively in the Circuit Court of Marion County, West Virginia.
NOTICE

All notices or other communications required or permitted by this Agreement shall be in writing and deemed effectively delivered upon mailing by certified mail, return receipt requested, or delivered personally to the following persons and addresses unless otherwise specified herein:

CITY OF FAIRMONT
ATTN: Chief of Police
Public Safety Building
500 Quincy Street
Fairmont, WV 26554
(304) 366-9280
Fax (304) 366-5533

BOARD OF EDUCATION OF COUNTY OF MARION
ATTN: Superintendent of Schools

IN WITNESS WHEREOF, the parties by their respective representatives, duly authorized, have hereunto affixed their signatures as of the date first above written.

BOARD OF EDUCATION OF THE COUNTY OF MARION, a Public Corporate Body,

By Gary Price, its Superintendent

CITY OF FAIRMONT, a WV Municipal Corporation,

By: Robin I. Gomez, its City Manager

Attest:

City Clerk (Seal)

By: Steven Shine, Chief of Police
RESOLUTION


WHEREAS, the City of Fairmont, (City) and the Board of Education of the County of Marion have established a School Resource Officer (SRO) Program for purposes of providing assistance in the prevention of juvenile delinquency, among others;

WHEREAS, both the City and the Board of Education recognize the role of SRO’s in the prevention of juvenile delinquency;

WHEREAS, the City and the Board of Education have negotiated an agreement defining their duties, obligations and responsibilities regarding the SRO Program and have reduced said agreement to writing, which writing is attached hereto; and

WHEREAS, the Council for the City of Fairmont manifest its approval of such agreement and authorizes and empowers the City Manager to execute and deliver same by this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL FOR THE CITY OF FAIRMONT:

SECTION 1: That the Council for the City of Fairmont hereby authorizes and approves of the City of Fairmont’s participation in the School Resource Officer (SRO) Program, which program is more particularly described in that certain “Memorandum of Understanding/Agreement” by and between the City of Fairmont and the Board of Education of the County of Marion, dated the ______ day of __________________________, 2017, a copy of which is attached hereto,

SECTION 2: That the conditions, provisions and terms of the aforementioned memorandum of understanding/agreement are incorporated and made a part hereof by reference as if fully set out verbatim herein.
SECTION 3: That the City Manager be and is hereby authorized and empowered to execute and deliver the aforementioned memorandum of understanding/agreement on behalf of the City of Fairmont and to execute and deliver any other agreements, documents, instruments, certificates, and other papers and to do all acts and things as may be reasonable, necessary and desirable to consummate the transaction contemplated hereby and otherwise carry out the purpose and intent of this ordinance, all with such change or changes from the respective form of any such document, approved hereunder, as the City Manager executing the same may approve, such approval and the propriety and necessity of said changes to be conclusively evidenced by the execution thereof.

This Resolution shall become effective upon adoption.

Passed this the 11th day of July, 2017.

MAYOR

ATTEST:

CITY CLERK
Marion County Schools – BOOSTER INFO / 2017-2018

School

FSHS

Booster Group

Polar Bear Baseball Boosters

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: Polar Bear Baseball Boosters

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

3) Date of the election of booster officers: Sec & Treas → 2/20/16
Pres & UP → 7/21/16

4) Name of booster President: Jason Posey Phone # 304-657-9279

5) Name of booster Vice President: Shauna Trickett- Biggs Phone # 304-657-7638

6) Name of booster Secretary: Melissa Schleicher Phone # 304-816-8828

7) Name of booster Treasurer: Bill Schleicher Phone # 304-677-6582

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

9) Proof of booster Liability Insurance to principal: Yes Date submitted: 6/24/17
(COMPLETE BACK OF THIS FORM)

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 (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.
Policy Q33-7000031 Declaration effective 09/20/2016

ERIE INS PROP/CAS CO
GENERAL LIABILITY POLICY

AMENDED DECLARATIONS  * * EFFECTIVE 09/20/16
ATTACH THIS TO YOUR POLICY.
REASON FOR AMENDMENT - DUPLICATE AT REQUEST OF AGENT

EE1212  UNITED SECURITY AGENCY  09/20/16 TO 09/20/17  Q33 7000031 W
FAIRMONT SENIOR & ENDT #1
C/O WILLIAM SCHLEICHER
193 SEYMORE RD
FAIRMONT WV 26554-7435

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></td>
</tr>
<tr>
<td>RENTED TO YOU LIMIT</td>
<td>$1,000,000 ANY ONE PREMISES</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>
<tr>
<td>PRODUCTS/COMPLETED OPERATIONS AGGREGATE LIMIT</td>
<td>INCL IN GENERAL AGGREGATE LIMIT</td>
</tr>
</tbody>
</table>

COVERAGES & PREMIUMS

| PREMISES/OPERATIONS | $206.13 |
| PRODUCTS/COMPLETED OPERATIONS | INCLUDED |

OPTIONAL COVERAGES -
SURCHARGE IMPOSED BY THE ST OF WV - - - - $ 1.13
TOTAL DEPOSIT PREMIUM - - - - $ 206.13
NO DIFFERENCE IN PREMIUM DUE TO THE CHANGE - - - - $ 0.00

APPLICABLE FORMS - SEE SCHEDULE OF FORMS
***FORMERLY - FAIRMONT SENIOR & ENDT #1

SCHEDULE OF INSURED'S OPERATIONS
PREMISES/OPERATIONS AND PRODUCTS/COMPLETED OPERATIONS HAZARDS ARE INCLUDED OR EXCLUDED AS INDICATED BELOW.

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>INSURED OPERATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 1 LOOP PARK DR, FAIRMONT, MARION CO, WV AND VARIOUS</td>
<td>048558A - SOCIAL GATHERINGS AND MEETINGS-ON PREMISES NOT OWNED OR OPERATED BY THE INSURED - NOT-FOR-PROFIT ONLY INCLUDING PRODUCTS - COMPLETED OPERATIONS</td>
</tr>
<tr>
<td></td>
<td>041670A - CLUBS - CIVIC, SERVICE OR SOCIAL - NO BUILDINGS OR PREMISES OWNED OR LEASED</td>
</tr>
</tbody>
</table>
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: Friends of Polar Bear Golf

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

3) Date of the election of booster officers: 5/18/17

4) Name of booster President: Don Downs Phone #304-657-0690

5) Name of booster Vice President: Michelle Ciarolla Phone #304-910-8902

6) Name of booster Secretary: Tina Morose Phone #304-612-0761

7) Name of booster Treasurer: Steve Holbert Phone #304-612-4859

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

9) Proof of booster Liability Insurance to principal: ✓ Date submitted: 3/29/17
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 ________________________________

(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.
**MEMORANDUM OF INSURANCE**

<table>
<thead>
<tr>
<th>Master Policy Number: NDF57967887</th>
<th>Memorandum Number: NPODO0040132</th>
</tr>
</thead>
<tbody>
<tr>
<td>777 San Marin Drive Novato, California 94998-2000</td>
<td>10148 Riverside Drive Toluca Lake, CA 91602</td>
</tr>
</tbody>
</table>

01. **MEMORANDUM HOLDER NAME AND ADDRESS (MEMORANDUM HOLDER MEANS NAMED INSURED)**
   a. Memorandum Holder: Friends of Polar Bear Golf
   b. Street Address: 1 Loop Park Dr.
   c. City: Fairmont
   d. State: WV
   e. Zip Code: 26554

02. **COVERAGE PERIOD**
   Inception Date: 8/11/2017 12:01 A.M. to Expiration Date: 8/11/2018 12:01 A.M. Standard Time at the Named Insured’s address as stated above.

03. **RETROSPECTIVE DATE:** 8/11/2017

04. **BUSINESS TYPE**
   - [ ] PTA
   - [ ] PTO
   - [ ] Booster Club
   - [ ] Educational Foundation
   - [x] Nonprofit Organization

05. **COVERAGE**
   a. **DIRECTORS & OFFICERS LIABILITY**
      1. Each Occurrence: $1,000,000
      2. Annual Aggregate: $1,000,000
   b. **EMPLOYMENT PRACTICES LIABILITY**
      Covered

06. **TOTAL PREMIUM**
   - Due At Inception: $24.75
   - Retention: $0
   - Premium: $24.75

07. **FORMS AND ENDORSEMENTS ATTACHED AT INCEPTION**

Date Issued: 08/01/2017
Form Number: NPOUWS001

Date: 03/20/2008
NPOUWS001
© Copyright 2008. All rights reserved. R.V. Nuccio & Associates Insurance Brokers, Inc. 818-980-1413.
TO: Gary Price, Superintendent  
FROM: Jean Hinzman, Title I Director  
SUBJECT: Request for Board Approval  
DATE: August 15, 2017

Title I is requesting Board approval in the amount of $91,200 for county-wide writing training. Provided by consultants from Staff Development for Educators. Information on this professional development initiative is attached.

<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>September Training</td>
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Total: $91,200.00

Source of Funding: Title I Carry-over Funds

For the total professional development plan, Title I will fund the training consultants, facilities, and materials. Substitutes will be funded through Title II, Title V, and the state Early Literacy Grant.
RATIONALE AND EXPLANATION FOR
THE WRITING PROFESSIONAL DEVELOPMENT PLAN

Marion County summative test scores in writing have declined and the data shows that overall our schools have a great need to improve our writing scores. A chart of summary information of the writing assessment scores from the 2016-2017 Smarter Balanced testing is on the following page. Proficiency requires a score of 3 or 4.

The English Language Arts Coordinators and the Title I Department have identified possible reasons why these low writing scores have occurred including the following.

- Many teachers who had received writing training over the years have retired in the past few years and many newer teachers have not received training in the writing process.
- Changes have occurred in the way English/Language Arts instruction is to be delivered and many teachers are not integrating spelling and grammar with the writing.
- Writing training has not focused on training all teachers in effective writing methods so that effective writing strategies can be done consistently and previously throughout the whole county in the elementary grades so that a good writing foundation can be established.
- There are great variances in the time scheduled for writing among teachers and schools.
- Today's technology often allows students to avoid the writing process.
- Many parents and children today do not use the formal (academic) register of speech to communicate both verbally and in writing. The formal register is the standard that schools and businesses use.

We want to start the improvement of writing at the elementary level since that is the level that sets the foundation skills.

All curricular departments are collaborating to bring focused, research based, on-going, and sustained professional learning in the area of writing that involves training all teachers in grades K-4. This is a bold plan encompassing several professional learning methods, including training for elementary principals who will be responsible for seeing that teachers are following through with the training in their classroom instruction. Special Education, Title I Teachers, and Title III teachers will also be trained and writing will be the focus for the Literacy Leadership Teams.

This is a real county-wide concerted effort to try to improve the writing skills of our elementary students. Teachers will leave training ready to immediately implement or improve their classroom writing instruction.
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This plan will include grade level training, follow-up and accountability for each teacher through sharing efforts, questions, lesson plans, efforts, reflections with the trainers via e-mail. The trainers will respond with answers to questions, provide suggestions, give feedback, etc. to each individual teacher.

E-mail will be copied to principals and central office personnel and filed to assure accountability. Additionally, trainers will also do follow-up coaching at individual schools.

This is a collaborative effort and Title I funds will be used for the trainers, facilities, and materials with Title II, Title V, and Early Literacy funds funding the substitutes.

Information on the specific costs, the goals of training, and credentials for the trainers are on following pages.
Professional Development Plan for Writing Training

September Training
Each teacher will receive 3 hours training from each consultant
3 days Ron Coniglio
3 different days Sherri Strating
(30-35 teachers at each grade level - with rotating subs)
2 one-half days of training for each grade (k-4) and Central Office Staff and Principals
$20,600

October e-visits
Teachers will be accountable for implementing workshop strategies and will e-mail trainers with questions, work samples, etc. Trainers will e-mail teachers with feedback, suggestions, etc. Central Office will be copied on e-mails.
$4,400

November Training
3 days Ron Coniglio
3 different days Sherri Strating
(30-35 teachers at each grade level - with rotating subs)
2 one-half days of training for each grade (k-4) and Central Office Staff and Principals
$20,600

December e-visits
Teachers will be accountable for implementing workshop strategies and will e-mail trainers with questions, work samples, etc. Trainers will e-mail teachers with feedback, suggestions, etc. Central Office will be copied on e-mails.
$4,400

February Job Embedded Coaching Sessions at Schools
3 days Ron Coniglio
3 Sherri Strating
$20,600

March Job Embedded Coaching Sessions at Schools
3 days Ron Coniglio
3 days Sherri Strating
$20,600

TOTAL $91,200
Goals of our Writing Training

Teachers will explore the three text types, how to write across all subject areas, and ways to differentiate writing instruction so that all students can master their grade level's writing expectations. They will increase their understanding and/or knowledge of the writing standards, ways to have students writing throughout the day, specific strategies to differentiate writing instruction to support all learners' mastery of the standards.

Goals and Objectives: Teachers will...

- Update theory of writing instruction so as to teach writing effectively. Learn the recursive theory of writing and how that impacts lesson planning.

- Learn how to plan writing units and daily lessons using a consistent structure that integrates content, mechanics, and grammar lessons embedded in the unit.

- Understand the classroom and school community that builds and nurtures writers all year: the room arrangement that supports writing, the materials that need to be collected and displayed, the feedback that excites writers to want to write, and the publishing (sharing) that drives writers to want to achieve.

- Introduce notebooks as a drawer to collect first thoughts, topics, evidence, quotes, stories, handouts, and discoveries as a way of drafting and to analyze the feasibility of using notebooks with our students.

- Explore how to teach students to move from real writing to tested writing.

Possible Structures to Put in Place:

- Each grade levels creates a timeline of writing units to be taught, which includes (1) narrative, (2) persuasive (opinion) or argument, and (3) research or informational, and possibly (4) poetry.

- All teachers reach an agreement as to characteristics of the 4 genres so there is schoolwide cohesiveness. Refer to curriculum guides, read them, and interpret what they mean.

- The school creates a timeline of schoolwide publishing dates every 5-6 weeks or so. Create a list of ways to share (publish) from which teachers can pick.

- Use the curriculum guides to make clear which grammar and mechanics skills will be taught and mastered at each grade level. (Rather than everyone teaching everything, begin with what should be mastered by the end of kindergarten. First-grade teachers build on those skills and add what should be mastered by the end of first grade and so on.) If each grade level commits to a smaller
number of grammar and mechanics skills, teachers in higher-grade levels can count on students coming to the next grade having mastered the objectives.

- Build days into the calendar so that students and teachers participate in activities that build their love of writing as appropriate to their grade level and content. Celebrate writing and authors with activities such as: Writing Marathons; September 1st Letter Writing Day; September 8th International Literacy Day; October 20th Celebrate the National Day on Writing; November National Novel Writing Month; November 1st National Authors Day and National Family Literacy Day; March 2nd NEA’s Read Across America; April National Poetry Month; April 12th Drop Everything and Read Day. Plan the celebrations selected by each grade level or by the school.

- Involve parents by teaching them the best ways to help their students write at home.

- Observe teachers teaching writing and give them feedback on strengths and suggestions for improvement.

- Ask teachers to submit writing unit plans to principal or appointee for feedback.
Ron Coniglio is a 30-year veteran of teaching elementary, middle, and high school who is still currently teaching. An award-winning presenter, Ron’s ability to take ideas and translate them into meaningful, practical, and inspirational examples of learning has made him a celebrated teacher of teachers. Ron is well-known for his practical and motivating strategies designed to help children reach their full potential. His expertise includes differentiating instruction, writing, classroom management, centers and work stations, student engagement, parent engagement, and creating a culture of learning. Ron's workshops are filled with powerful ideas that teachers can translate into their own classrooms. The humor and thought-provoking ideas he laces into his workshops serve to inspire educators and help them move to a new place in their professional growth.

Sherri Strating is an experienced educator who specializes in differentiated instruction, early childhood education, and strategies for teaching math, reading, writing, and science. She is a former Missouri Teacher of the Year and a recipient of the Presidential Award for Excellence in Science and Mathematics Teaching. Sherri’s presentations are hands-on, minds-on learning experiences that provide strategies and best instructional practices teachers can quickly apply during daily instruction. Sherri is also the author and creator of the professional development program, Open the Eyes of Struggling Readers and Writers to Literacy Using Strategies in Comprehensive Literacy.
ABOUT SDE (Staff Development for Educators)

District and school performance and success are wholly dependent on the talent and skill sets of educators. To ensure excellence, top districts and schools confidently rely on us for their sustained professional development needs.

SDE fields an elite group of highly specialized experts nationwide and we carefully match these experts with our clients. We deploy training and consulting teams nationally and internationally to address specifically defined strategic training and development initiatives across a host of competency and performance areas. For nearly 25 years, our clients have entrusted us to provide them with relevant, actionable, flexible, and hands-on solutions that optimize their individual, team, and organizational performance.

Knowledge

- SDE presenters work with schools and districts across the country, affording a national perspective on what works in classrooms.
- SDE On-site PD reaffirms and supports existing internal PD while opening doors to new skills and knowledge.
- All staff members get the same message at the same time, creating a foundation of common language and shared goals.
- SDE presenters are experts at working with school and district coaches.
- SDE has touched more than 10 million students through onsite training alone!

Quality

- Hands-on, interactive, bring-it-alive-in-the-classroom PD is an SDE hallmark.
- Teachers learn best from other teachers. SDE education experts have a wealth of experience as classroom educators themselves.
- SDE Onsite PD reaches far beyond the finite skills and knowledge of internal PD staff.
- SDE's expert voice establishes credibility beyond that of the "usual" internal PD delivery.
- SDE prides itself on bringing to you educators who are not only experts in their field, but also engaging and inspiring speakers.