MEMORANDUM

TO:        Mr. Gary Price
FROM:  Diane Furman
DATE:  November 15, 2017

Please request Board approval to purchase 600 graphing calculators for all high school juniors to use for the SAT exams that will be administered this spring as well as for classroom instruction.

SchoolMart was the lowest bid of $74,940 followed by CDWG of $80,640.

THANK YOU.
**Ship-to:** DS5
MARION COUNTY BOARD OF EDUCATION
ATTN: DIANE FURMAN
1516 MARY LOU RETTON DRIVE
FAIRMONT, WV 26554

**Bill-to:** S3672100
MARION COUNTY BOARD OF EDUCATION
ACCOUNTS PAYABLE
1516 MARY LOU RETTON DRIVE
FAIRMONT, WV 26554

<table>
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<tr>
<th>Reference #</th>
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<th>Terms</th>
<th>Wh</th>
<th>Freight</th>
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<td>SMH</td>
<td>NET 30</td>
<td>03</td>
<td>DEST</td>
<td>UPS GROUND</td>
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**Quoted By:** MAH
**Quoted To:** DIANE FURMAN

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<td>TI-84PLCE-TK</td>
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<td>1249.00 PK</td>
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**FREE SHIPPING**

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<td>.00</td>
<td>.00</td>
<td>.00</td>
<td>74940.00</td>
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**Customer Copy**
DEAR DIANE FURMAN,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. Click here to convert your quote to an order.

<table>
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<tr>
<th>QUOTE #</th>
<th>QUOTE DATE</th>
<th>QUOTE REFERENCE</th>
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<td>JKBX093</td>
<td>11/9/2017</td>
<td>TI TEACHER PACK</td>
<td>274458</td>
<td>$80,640.00</td>
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**QUOTE DETAILS**

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<tr>
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<th>UNIT PRICE</th>
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<td>60</td>
<td>3633233</td>
<td>$1,344.00</td>
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Mfg. Part#: 84PLCE/TPK/2L1
UNSPSC: 44101808
Contract: West Virginia RESA Agreement (Q14-E)

**PURCHASER BILLING INFO**

Billing Address:
MARION COUNTY SCHOOLS
ACCOUNTS PAYABLE
1516 MARY LOU RETTON DRIVE
FAIRMONT, WV 26554
Phone: (304) 367-2100
Payment Terms: NET 30-VERBAL

Please remit payments to:
CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515

**DELIVER TO**

Shipping Address:
MARION COUNTY SCHOOLS
FURMAN
1516 MARY LOU RETTON DR
FAIRMONT, WV 26554-2204
Shipping Method: UPS Freight LTL, Special Services

**SUBTOTAL** $80,640.00

**SHIPPING** $0.00

**GRAND TOTAL** $80,640.00

Need Assistance? CDW•G SALES CONTACT INFORMATION

Robyn Musicant | (866) 773-7440 | robyn.musicant@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at http://www.cdwg.com/content/terms-conditions/product-sales.aspx
For more information, contact a CDW account manager

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Page 1 of 1
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: Rivesville Elem./Middle School PTO

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

3) Date of the election of booster officers: 9/1/2017

4) Name of booster President: Jennifer Eddy Phone # 304-657-2984

5) Name of booster Vice President: Michele Weekly Phone # 304-841-8077

6) Name of booster Secretary: Chas. Hefner Phone # 304-816-6409

7) Name of booster Treasurer: Alison Eddy Phone # 304-678-4722

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

9) Proof of booster Liability Insurance to principal: Yes Date submitted: 11/7/17
(COMPLETE BACK OF THIS FORM)

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: **YES**

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

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

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 INSURANCE**  
--- THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY ---

**DATE ISSUED (MM/DD/YY)**  
11/7/17

**NAME AND ADDRESS OF AGENCY**  
UNITED SECURITY AGENCY  
1207 FAIRMONT AVE  
FAIRMONT, WV 26554-3564  
(304)363-1660

**NAME AND ADDRESS OF NAMED INSURED**  
Rivesville School PTO  
229 Phillips Ave.  
Rivesville, WV 26588

This is to certify that policies, as indicated by the Policy Number below, are in force for the Named Insured at the time that the Certificate is being issued.

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<th>TYPE OF INSURANCE</th>
<th>POLICY NUMBER</th>
<th>POLICY EFFECTIVE DATE (MM/DD/YY)</th>
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| EXCESS LIABILITY   |               |                                  |                                   | \[
| OCCURRENCE        |               |                                  |                                   | $        |
| RETENTION         |               |                                  |                                   | $        |
| WORKERS COMPENSATION & EMPLOYERS LIABILITY |           |                                  |                                   |        |
| OTHER             |               |                                  |                                   |        |

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS**  

**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.

**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).

**NAME AND ADDRESS OF CERTIFICATE HOLDER**  
Marion County Board of Education  
1516 Mary Lou Retton Dr.  
Fairmont, WV 26554

**AUTHORIZED REPRESENTATIVE**  
Debby Michaels

EIG6230 8/11
To Whom It May Concern:

We, the Executive Board of the Rivesville Elementary Middle School PTO, are formally asking for the Marion County Board of Education's approval to withdraw our funds from the school account to create our own. We are seeking to become a 501c3 nonprofit organization to open up more grants and donation opportunities to our PTO. In doing this, we must have our own account separate from the school.

Our PTO has been growing significantly recently and we feel confident that we can help our school and students even more. We have created bylaws, received an EIN number, have Principal Frank Moore's approval, and have obtained liability insurance.

Thank you for your consideration of this matter.

Sincerely,

Jennifer Eddy, PTO President
Michele Weekly, PTO Vice President
Chas Hefner, PTO Secretary
Alison Eddy, PTO Treasurer
November 7, 2017

Mr. Gary Price  
Superintendent  
Marion County Schools  
1516 Mary Lou Retton Drive  
Fairmont, WV 26554

Dear Mr. Price,

I am approving the submission letter from the Rivesville Elem / Middle School; Parent and Teacher Organization to become a non-profit organization. Upon the Board of Education approval, the Parent Teacher Organization will apply for the Non-profit 501c3 status with the Internal Revenue Service. If you should have any questions, do not hesitate to contact my office. Thank you for your consideration on this matter.

Sincerely,

Frank Moore  
Principal

[Signature]

Frank Moore, Principal  
Tyson Furgason, Assistant Principal
WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 82-3297087. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear-off stub and return it to us.

When you submitted your application for an EIN, you checked the box indicating you are a non-profit organization. Assigning an EIN does not grant tax-exempt status to non-profit organizations. Publication 557, Tax-Exempt Status for Your Organization, has details on the application process, as well as information on returns you may need to file. To apply for recognition of tax-exempt status under Internal Revenue Code Section 501(c)(3), organizations must complete a Form 1023-series application for recognition. All other entities should file Form 1024 if they want to request recognition under Section 501(a).

Nearly all organizations claiming tax-exempt status must file a Form 990-series annual information return (Form 990, 990-EZ, or 990-PF) or notice (Form 990-N) beginning with the year they legally form, even if they have not yet applied for or received recognition of tax-exempt status.

Unless a filing exception applies to you (search www.irs.gov for Annual Exempt Organization Return: Who Must File), you will lose your tax-exempt status if you fail to file a required return or notice for three consecutive years. We start calculating this three-year period from the tax year we assigned the EIN to you. If that first tax year isn't a full twelve months, you're still responsible for submitting a return for that year. If you didn't legally form in the same tax year in which you obtained your EIN, contact us at the phone number or address listed at the top of this letter.

For the most current information on your filing requirements and other important information, visit www.irs.gov/charities.
IMPORTANT REMINDERS:

* Keep a copy of this notice in your permanent records. This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you. You may give a copy of this document to anyone asking for proof of your EIN.

* Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.

* Refer to this EIN on your tax-related correspondence and documents.

* Provide future officers of your organization with a copy of this notice.

Your name control associated with this EIN is RIVE. You will need to provide this information, along with your EIN, if you file your returns electronically.

If you have questions about your EIN, you can contact us at the phone number or address listed at the top of this notice. If you write, please tear off the stub at the bottom of this notice and include it with your letter. Thank you for your cooperation.
ARTICLE I — NAME, DESCRIPTION & PURPOSE

Section 1: NAME — The name of the organization shall be the Rivesville Elementary Middle School PTO. The PTO is located at 229 Phillips Avenue, Rivesville, WV 26588.

Section 2: DESCRIPTION — The PTO is a non-profit organization that exists for charitable and educational purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE — The purpose of the PTO is to enhance and support the educational experience at Rivesville Elementary Middle School, to develop a closer connection between school and home by encouraging parental involvement, and to improve the school environment through volunteer and financial support.

ARTICLE II — MEMBERSHIP

Section 1: Membership shall be automatically granted to all parents and guardians of Rivesville Elementary Middle School students, plus all school staff. There are no membership dues. Members have voting privileges, one vote per member.

ARTICLE III — OFFICERS

Section 1: EXECUTIVE BOARD— The Executive Board shall consist of the following officers: President, Vice President, Secretary, and Treasurer.

Section 2: TERM OF OFFICE — Officers are elected for one year and may serve no more than two consecutive terms in the same office. Each person elected shall only hold one office at a time.

Section 3: OFFICER ELECTIONS — Nominations and elections will take place at the General PTO meeting in May each year. Another member must nominate potential candidates for offices. Voting will take place through secret ballot; the secretary will count the votes to determine the winner. In the event of a tie, the winner will be determined by a majority vote of the Executive Board. New officers will take effect in July of each year.

Section 4: QUALIFICATIONS — Any PTO member in good standing may become an officer of the PTO.

Section 5: DUTIES —
Executive Board — Develop the PTO’s annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, approve by majority vote of the Board unbudgeted expenditures of no more than $100.00.
President — Preside at General PTO meetings and Executive Board meetings and prepares the meeting agendas. Vice President — Oversee the committee system of the PTO, assist the President and chair meetings in the absence of the President.
Secretary – Record and distribute the minutes of all General PTO and Executive Board meetings and organize and retain all records of the PTO.

Treasurer – Serve as custodian of the PTO’s finances, collect revenue and pay authorized expenses. Report financial activity every month and prepare year-end financial report. Hold all financial records including a full and accurate account of receipts and expenditures. Make disbursements as authorized by the Executive Board, or this PTO. Facilitate an annual audit. *Maintain PTO checking account; checks signed with minimum of two signatures: Treasurer and President.

Section 6: BOARD MEETINGS – The Executive Board shall meet at least two times per year. Board meetings can also be called at the discretion of the Board members.

Section 7: REMOVAL – An officer can be removed from office for failure to fulfill his/her duties and/or inappropriate behavior, after reasonable notice, by a majority vote of the Executive Board and the approval of the school administration.

Section 8: VACANCY – If a vacancy occurs on the Executive Board, PTO members will vote to fill the vacancy at the next general meeting. This will fill the vacancy for the remainder of the officer’s term.

ARTICLE IV – SPECIAL COMMITTEES

Section 1: CREATION OF COMMITTEES – The Executive Board may create special committees, as it deems necessary, to promote the objectives and carry on the work of this PTO.

Section 2: COMMITTEE WORK – No committee work shall be undertaken without the consent of the Executive Board.

Section 3: FORMING SPECIAL COMMITTEES – The power to form special committees and appoint their members rests with the Executive Board, the President, or the presiding officer in the President’s absence.

ARTICLE V – GENERAL MEETINGS

Section 1: GENERAL PTO MEETINGS – General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board. Meeting date and time will be announced by the Executive Board at least two weeks prior to any meeting.

Section 2: VOTING – Each member in attendance at a PTO meeting is eligible to vote. Absentee or proxy votes are not allowed. The principal shall maintain the right to approve/disapprove all decisions and activities of the PTO.

Section 3 – QUORUM – Constituted as only voting members of the PTO who are present for the transaction of business in any meeting of this PTO.

ARTICLE VI – FINANCIAL POLICIES

Section 1: FISCAL YEAR - The fiscal year of the PTO begins July 1 and ends June 30 of the following year.

Section 2: BANKING - All funds shall be kept in a checking account in the name of (our PTO), requiring two signatures of the Executive Board and held at a local financial institution.
Section 3: REPORTING - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly and provide copies to the administration. The PTO shall arrange an independent review of its financial records each year.

Section 4: CONTRACTS - Contract signing authority is limited to the President or the President’s designee.

ARTICLE VII – BY-LAW AMENDMENTS

Amendments to the By-Laws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. Two-thirds approval of all members present and voting is required to adopt an amendment to the By-Laws.

ARTICLE VIII - DISSOLUTION

In the event of dissolution of the PTO, any funds remaining shall be donated to Rivesville Elementary Middle School.

ARTICLE IV - PARLIAMENTARY AUTHORITY

The authority for this organization shall be “Robert’s Rules of Order Newly Revised.”

These By-Laws were adopted on November 2, 2017.
11/13/2017

Cochran, Wayne
President,
2017-18 Polar Bear Lacrosse Boosters

Gary Price
Superintendent
Marion County BOE
1516 Mary Lou Retton Drive
Fairmont, WV 26554

Dear Mr. Price

On behalf of the Polar Bear Lacrosse Boosters, I am requesting that the Marion County Board of Education grant a waiver on the policy of students participating in lacrosse outside of their representative schools. This would allow those students who do not attend Fairmont Senior High school to participate in the program regardless of the high school they attend in Marion County. As you know, no other school in the county offers this sport.

The organization will continue to comply with the other WVSSSAC guidelines set forth for the school.

We thank you for your time and continued support of this program

Cochran, Wayne
President,
Polar Bear Lacrosse Boosters