OFFICIAL MINUTES
Marion County Board of Education
Regular Session
Monday, October 7, 2019
Central Office
6:00 pm

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

The Marion County Board of Education met in a Regular Session on Monday, October 7, 2019 at 6:00 pm.

Ms. Thomas called the meeting to order at 6:00 pm.

MEMBERS PRESENT: Mr. Dragich, Mr. Montgomery, Mr. Pellegrin, Dr. Costello and Ms. Mary Jo Thomas

11-1000 INFORMATION – RECOGNITIONS – RECOMMENDATIONS – REPORTS

To address the Board Members, you MUST Sign-in no later than five minutes prior to the meeting.

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

11-2000 MINUTES – AGREEMENTS – CONTRACTS

2159 MINUTES
The approval of the Official Proceedings for the Regular meeting on September 23, 2019.

2160 WV CARDIAC PROJECT
The approval of the WV Cardiac Project for the 2019-2020 SY.

2161 DIGITAL BUYER – PURCHASE CABINETS – RIVESVILLE
The approval of the quote from Digital Buyer to purchase storage cabinets for the new buildings at Rivesville, in the amount of $5,501.00. FUNDING: County

OTHER BIDS: N/A

2162 STOUT COMPANY – PURCHASE TABLES – EAST DALE ELEMENTARY
The approval of the quote from Stout Company, Inc, in the amount of $29,000.00. This will provide 7 In Wall Cafeteria Tables at East Dale Elementary. FUNDING: Child Nutrition

OTHER BIDS: Capitol Business Interiors - $33,040.66
Tom Sexton & Associates - $34,000.00
School Specialty - No Bid
2163 **CEFP - AMENDMENT**
The approval of the Amendment to the CEFP.

2164 **CHAPERONE LIST - RIVESVILLE**
The approval of the Chaperone list for Rivesville School for the 2019-2020 SY.

2165 **COMMITTEE FOR CHILDREN – PURCHASE TRAINING KITS - WATSON**
The approval of the quote from Committee for Children to purchase training kits to provide Professional Development for teachers at Watson Elementary, in the amount of $7,695.95. FUNDING: Title I School Improvement Grant

**OTHER BIDS:** N/A

2166 **FAWLEY MUSIC – PURCHASE KEYBOARDS – MULTIPLE SCHOOLS**
The approval of the quote from Fawley Music to purchase five (5) keyboards, in the amount of $8,889.64. These will go to Fairview Elementary, West Fairmont Middle School, Pleasant Valley, East Dale, and Rivesville. FUNDING: County

**OTHER BIDS:** N/A

2167 **BANDLAND, LLC – PURCHASE MUSIC EQUIPMENT – MULTIPLE SCHOOLS**
The approval of the quote from Bandland, LLC to purchase music equipment for Fairview Middle and Barrackville School, in the amount of $7,671.72. FUNDING: County

**OTHER BIDS:** N/A

2168 **WORTHINGTON DIRECT – PURCHASE RISERS – JAYENNE ELEMENTARY**
The approval of the quote from Worthington Direct to purchase Risers for Jayenne Elementary, in the amount of $5,080.60. FUNDING: County

**OTHER BIDS:** N/A

2169 **TATE COMMUNICATIONS – PURCHASE KANTECH DOORS – EFMS**
The approval of the quote from Tate Communications for two (2) door additions to the Kantech door System at East Fairmont Middle School, in the amount of $8,716.60. FUNDING: Technology

**OTHER BIDS:** N/A

2170 **TATE COMMUNICATIONS – PURCHASE PHONE SYSTEM – WHITE HALL**
The approval of the quote from Tate Communications to update and install the phone system at White Hall Elementary, in the amount of $14,655.37.

**FUNDING:** Technology

**OTHER BIDS:** N/A
2171 **ALPHA TECHNOLOGIES – PURCHASE 10 ZIG COMPUTERS – EFHS**
The approval of the quote from Alpha Technologies to purchase and install ten (10) zig machines for East Fairmont High School, in the amount of $8,155.00. 
**FUNDING:** Tools for Schools  
**OTHER BIDS:** N/A

2172 **ALPHA TECHNOLOGIES – PURCHASE 10 ZIG COMPUTERS – WFMS**
The approval of the quote from Alpha Technologies to purchase and install 10 zig machines for West Fairmont Middle School, in the amount of $24,465.00. 
**FUNDING:** Tools for Schools  
**OTHER BIDS:** N/A

2173 **ALPHA TECHNOLOGIES – PURCHASE 10 ZIG COMPUTERS – FSHS**
The approval of the quote from Alpha Technologies to purchase and install 10 zig machines for Fairmont Senior High School, in the amount of $15,145.00. 
**FUNDING:** Tools for Schools  
**OTHER BIDS:** N/A

2174 **ALPHA TECHNOLOGIES – PURCHASE 10 ZIG COMPUTERS – WHITE HALL**
The approval of the quote from Alpha Technologies to purchase and install 10 zig machines for White Hall Elementary, in the amount of $8,155.00.  
**FUNDING:** Tools for Schools  
**OTHER BIDS:** N/A

2175 **ALPHA TECHNOLOGIES – PURCHASE 10 ZIG COMPUTERS – FAIRVIEW ELEMENTARY**
The approval of the quote from Alpha Technologies to purchase and install 10 zig machines for Fairview Elementary School, in the amount of $7,460.00. 
**FUNDING:** Tools for Schools  
**OTHER BIDS:** N/A

2176 **ALPHA TECHNOLOGIES – PURCHASE 10 ZIG COMPUTERS – MONONGAH ELEMENTARY**
The approval of the quote from Alpha Technologies to purchase and install 10 zig machines for Monongah Elementary, in the amount of $8,155.00.  
**FUNDING:** Tools for Schools  
**OTHER BIDS:** N/A

2177 **ALPHA TECHNOLOGIES – PURCHASE 10 ZIG COMPUTERS – EFMS**
The approval of the quote from Alpha Technologies to purchase and install 10 zig machines for EFMS, in the amount of $8,155.00.  
**FUNDING:** Tools for Schools  
**OTHER BIDS:** N/A
2178 HOUGHTON MIFFLIN HARCOURT-PURCHASE WE SUPPORT COMMUNITY SURVEY FOR 19 SCHOOLS
The approval of the quote from Houghton Mifflin Harcourt WE Support Community Survey for 19 schools, in the amount of $20,900.00
OTHER BIDS: N/A

2179 CURRICULUM ASSOCIATES- PURCHASE OF PROFESSIONAL DEVELOPMENT CURRICULUM
The approval of the quote from Curriculum Associates, in the amount of $33,000.00
OTHER BIDS: N/A

2180 APPLE INC.-PURCHASE OF PROFESSIONAL DEVELOPMENT TRAINING ON IPADS
The approval of the quote from Apple Inc. for Professional Development Training on ipads in the amount of $4,500.00
OTHER BIDS: N/A

2181 MODEL SCHOOL CONFERENCE-REGISTRATION
The approval of the quote from the Model Schools Conference in Orlando, Florida June 28-July 1, 2020. A team of 3 from each School, which will total 60 people in the amount of $35,700.00
Funded by: Title II

2182 MAGNUM CONSTRUCTION, CAIRO, WV-EAST PARK ELEMENTARY SCHOOL AUDITORIUM CEILING RENOVATIONS
The approval of the quote from The Trasher Group Inc. to recommend the award of contract to Magnum Construction, Cairo, WV in low bid amount of $48,299.00.
OTHER BIDS: Elite-$54,671.00, Huffman-$83,330.00, Lombardi $54,900.00, Masscon-$59,000.00, Beritas-$68,855.00

2183 FIELD TRIP - OUT-OF-STATE - OVERNIGHT - COMMERCIAL CARRIER
The approval of the following:
FHS - FBLA/DECA, requests permission to use rental van from Enterprise to travel New York, NY, November 20-23, 2019, 2019, to participate in the DECA New York Experience.
Approximate number of students: 5
Chaperone(s): Deanna Kiser and Greg Devito
Approximate Cost: $7,300.00
Source of funds: DECA/FBLA & Students
Number of school days lost: 3
2184 FIELD TRIP – OUT-OF-STATE – COUNTY BUS
The approval of the following:
FSHS – Boys Basketball, requests permission to use a county bus to travel to Garrett College, McHenry, MD to participate in a basketball game
Approximate number of students: 20
Chaperone(s): David Retton and Jason Morris
Approximate Cost: $200.00
Source of funds: Boys Basketball
Number of school days lost: 0

2185 FIELD TRIP – OVERNIGHT – MCTC VAN
The approval of the following:
MCTC – DECA, requests permission to use the MCTC van to Canaan Valley Resort, Davis, WV 26260, October 19-21, 2019, to participate in the Fall Leadership Conference
Approximate number of students: 8
Chaperone(s): Kathy Lupo
Approximate Cost: $4,500.00
Source of funds: DECA
Number of school days lost: 1

2186 FIELD TRIP – OVERNIGHT – PRIVATE AUTO
The approval of the following:
FSHS Student Council, requests permission to use private auto to travel to Jackson Mills, WV to participate in the 2019 Fall Convention
Approximate number of students: 45
Chaperone(s): Nathy Janes and Desiree Hardway
Approximate Cost: $135.00
Source of funds: Parents
Number of school days lost: 2

2187 FIELD TRIP – COUNTY BUS
The approval of the following:
Mountaineer Boy Scouts, requests permission to use 2 county buses, 1 special needs bus and 1 regular bus to travel to Camp Mountaineer
Approximate Cost: $ 500.00
Source of funds: Boy Scouts
2188 **FIELD TRIP- OVERNIGHT-PRIVATE AUTO**

The approval of the following:

_North Marion-Golf_, requests permission to use private auto to travel to Oglebay Park in Wheeling, WV to participate in the State Golf Tournament

Approximate number of students: 12
Chaperone(s): Chance Hearn, Tina Gump, Craig Gump, William Lemasters, Barbara Lemasters, Evelyn Lemasters
Approximate Cost: $1,000.00
Source of funds: Parents
Number of school days lost: 3

2189 **FIELD TRIP-OUT OF STATE-SCHOOL VAN**

The approval of the following:

_FFA_, requests permission to use private auto to travel to Indianapolis, IN, to participate in the activities associated with National FFA.

Approximate number of students: 8
Chaperone(s): Melissa Elliott, Rebecca Tutus (Alternate), John Postlewait
Approximate cost: 3,000.00
Source of funds: FFA
Number of school days lost: 4

2190 **STIPEND**

The approval of the stipend for Marion County Employees, in the amount of $800.00 per employee. Funding: County.

2191 **SCHOOL IMPROVEMENT FUNDS**

The approval of the School Improvement Funds to be disbursed to each school, in the amount of $10,000.00.

FUNDING: Excess Levy.

YEAS: Dragich, Montgomery, Pellegrin, Costello & Thomas

NAYS: 0

N/A 3027

11-3000 **CONSENT**

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

11-4000 **FINANCIAL**

4012 Vendor List dated September 27, 2019.

4013 Supplements and Transfers dated September 27, 2019.

YEAS: Dragich, Montgomery, Pellegrin, Costello & Thomas

NAYS: 0
Mr. Montgomery made a motion, seconded by Mrs. Costello to approve the following:

**11-5000 PERSONNEL**

**5120 EMPLOYMENT – PAID COACHES**
The Superintendent recommends approval of the following coaching positions effective for the 2019-20 season pending WV certification and CIB verification if needed:

*West Fairmont Middle*

**C19 05 02 16**

Jewel Ensminger  Volleyball/Head  SSAC

**5121 VOLUNTEER – COACHES**
The Superintendent recommends approval of the following non-paid coaches effective for the 2019-20 season pending WV certification and CIB verification if needed:

*East Fairmont High School*

**C19 05 02 01**

Michael Perez  Soccer/Volunteer  SSAC

**5122 RESIGNATION – COACHES**
The Superintendent recommends approval of the following coaching resignations:

*Mannington Middle*

Michael A. Hays  Wrestling/Assistant

Effective:  September 18, 2019

**5123 RESIGNATIONS – PROFESSIONAL PERSONNEL**
The Superintendent recommends approval of the professional resignations as follows:

Michelle Jacobs  School Psychologist

Central Office
200 Days

Effective:  October 4, 2019

**5124 RESIGNATIONS—SUBSTITUTE TEACHERS**
The approval of the following resignations of Substitute Teachers:

Jamie Garvison
5125 LEAVE OF ABSENCE – PROFESSIONAL PERSONNEL
The Superintendent recommends approval of the following:
Christina Drainer  Spanish Teacher  EFHS
Request a leave of absence from August 20, 2019 to April 20, 2020 as needed.

Rachel Nuzum  Sp Ed Multi Cat  Barnes-ALC
Request a leave of absence from September 23, 2019 to June 30, 2020.

Kyndra Tingler  Special Education  FSHS
Request a leave of absence from October 17, 2019 to November 8, 2019.

5126 EMPLOYMENT PROFESSIONAL PERSONNEL
The following employment(s) are endorsed by the Superintendent, the School Principal, and Faculty Senate Designee(s):

P19 09 09 01
Sara Lucas  Transfer List  Grade 3
Monongah Elementary
200 Days
Effective:  October 9, 2019

PULLED P19 08 06 04
Matthew Efaw  Technology-Education-Instructor-Itinerant-NB-East-Fairment-High-School
200-Days
Effective:  October 9, 2019

5127 REASSIGNMENT-PROFESSIONAL PERSONNEL
The following employment(s) are endorsed by the Superintendent, the School Principal, and Faculty Senate Designee(s):

P19 09 06 01
James Beckman  Sp Ed Multi-Cat:
EFHS  Social Studies/PE
200 Days  EFHS
200 Days
Effective: 2020-21
5128 EMPLOYMENT – SUBSTITUTE TEACHERS
The Superintendent recommends approval of the following pending WV certification and CIB verification:
Jessica Anderson
Brandon Haggerty
Jonathan Henry
Jamie Johnson
Amanda Kesling
Karen Martin
Elyse McGowan
Stacey Niessner
Katie Ridenour
Travis Smith
Leslie Toothman

5129 CORRECTION 09-16-19 AGENDA ITEM 5103 EMPLOYMENT – PROFESSIONAL PERSONNEL
The following employment(s) are endorsed by the Superintendent, the School Principal, and Faculty Senate Designee(s):
From: To:
P19 09 05 01 Rachel McIntire
Band Instructor - Itinerant
WFMS
200 Days
Effective: September 18, 2019
October 1, 2019
5130 LEAVE OF ABSENCE – SERVICE PERSONNEL
The approval of the following:
Deanna Neville ECCAT Watson
Request a leave of absence from August 21, 2019 to September 20, 2019.

Aimee Thompson Custodian II Fairview Elementary
Request a leave of absence from June 10, 2019 to November 19, 2019.

5131 EMPLOYMENT – SERVICE PERSONNEL
The approval of the following:

**S19 09 13 03**
Jack Sindledecker
Custodian II
Monongah Middle
210 days
2:00 pm-9:30 pm
Effective: October 9, 2019

*Until the resignation, retirement, or return of employee*

5132 REASSIGNMENT – SERVICE PERSONNEL
The approval of the following:

**S19 09 16 01**
Cathy Bright
Autism Mentor
East Park
200 Days
8:30 am-2:30pm
Effective: 2010-2021 School Year

5133 EMPLOYMENT – SUBSTITUTE SERVICE PERSONNEL
The approval of the following as substitute service personnel pending completion of training and CIB results:

Substitute Bus Driver

**S19 09 10 01**
Chadwick Ashcraft

Substitute Bus Driver

**S19 09 10 01**
Gary Bates
Substitute Bus Driver  
S19 09 10 01  
Ronald Casteel

Substitute Bus Driver  
S19 09 10 01  
Phillip Cole

Substitute Bus Driver  
S19 09 10 01  
Patrick Gore

Substitute Bus Driver  
S19 09 10 01  
Matthew Kerns

Substitute Bus Driver  
S19 09 19 01  
George King

Substitute Bus Driver  
S19 09 10 01  
Gordon Ralphsnyder

Substitute Bus Driver  
S19 09 10 01  
Brandon Rogers

Substitute Bus Driver  
S19 09 10 01  
Jason Wisenbaler

Substitute Bus Driver  
S19 09 10 01  
Robert Yanero

5134 PROFESSIONAL LEAVE  
The approval of the following:  
Allyson Perry, Teacher, Barrackville, requests permission to attend the National Council for Teachers of English Convention, in Baltimore, MD, from November 21 & 22, 2019.  
To be funded by: personal
John Postlewait, Teacher, Marion County Technical Center, request permission to attend the National FFA Convention, in Indianapolis, IN, from October 29, 2019-November 2, 2019. To be funded by: MCTC

John Pheasant, Instructor, Marion County Technical Center, request permission to attend the NCCER & ISHA Professional Development Workshop, in Christianburg, VA, from October 16-17, 2019. To be funded by: MCTC

Randall Farley, Superintendent, Marion County Board of Education, Central Office, request permission to attend the AASA National Conference on Education, in San Diego, CA, from February 13-15, 2020. To be funded by: MCBOE

YEAS: Dragich, Montgomery, Pellegrin, Costello & Thomas  
NAYS: 0

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

11-6000 DISCUSSION – NEW POLICIES, REVISIONS & DELETIONS
6004 REVISION – POLICY 4242- SERVICE PERSONNEL STAFF DEVELOPMENT
YEAS: Dragich, Montgomery, Pellegrin, Costello & Thomas  
NAYS: 0

11-7000 SUPERINTENDENT’S REPORT

Mr. Pellegrin made a motion, seconded by Mr. Montgomery to go into Executive Session at 6:49 pm.

YEAS: Dragich, Montgomery, Pellegrin, Costello & Thomas  
NAYS: 0

Mr. Montgomery made a motion, seconded by Mr. Pellegrin to return to regular session at 8:09 pm.

YEAS: Dragich, Montgomery, Pellegrin, Costello & Thomas  
NAYS: 0

N/A 8009
11-8000 MATTERS FROM THE BOARD
### 11-9000 FUTURE MEETINGS

<table>
<thead>
<tr>
<th>DATE</th>
<th>PURPOSE</th>
<th>TIME</th>
<th>PLACE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 21</td>
<td>Mon Regular Session</td>
<td>6:00 pm</td>
<td>Central Office</td>
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<tr>
<td>Nov 4</td>
<td>Mon Regular Session</td>
<td>6:00 pm</td>
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<tr>
<td>Nov 5</td>
<td>Tue LSIC</td>
<td>6:00 pm</td>
<td>EFHS</td>
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<tr>
<td>Nov 6</td>
<td>Wed LSIC</td>
<td>6:00 pm</td>
<td>FSHS</td>
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<tr>
<td>Nov 7</td>
<td>Thur LSIC</td>
<td>6:00 pm</td>
<td>NMHS</td>
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<tr>
<td>Nov 18</td>
<td>Mon Regular Session</td>
<td>6:00 pm</td>
<td>Central Office</td>
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### ADJOURNED

Mr. Pellegrin made a motion, seconded by Mrs. Costello to adjourn at 8:14 pm.

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

**NAYS:** 0

_____________________

Mary Jo Thomas, President

_____________________

Randall D. Farley, Superintendent/Secretary

_____________________

Mattie Vincent, Executive Secretary
October 7, 2019

Tommy Young  
West Virginia Department of Education  
Building 6, Room 215  
1900 Kanawha Boulevard East  
Charleston, WV 25305-0330

Re: Marion County Schools  
Agenda Item Request – WVDE Board Meeting  
Request to Amend 2019-2020 CEFP

Dear Mr. Young,

The SBA has directed me to contact you in order that Marion County Schools can be placed on the next Agenda for the West Virginia Department of Education’s Board Meeting. Marion County Schools has submitted a “NEEDS” grant application for East Dale Elementary School to the School Building Authority for consideration in the upcoming round of funding. A copy of that application is attached. The project outlined in the grant application was a recommendation and not a priority. The Board has seen a need to change that recommendation and to make it the number one priority, therefore requiring that an amendment be submitted. The amendment is complete and was approved by our local Board at their regular meeting on October 7, 2019.

Thank you in advance for your assistance with this request. Please feel free to contact me should you have any questions or require any additional information at this time.

Sincerely,

Randall Farley  
Superintendent, Marion County Schools
October 7, 2019

Ms. Angie L. Bradley  
School Building Authority of West Virginia  
2300 Kanawha Boulevard East  
Charleston, WV 25311-2306

Re: Marion County Schools  
2019-2020 SBA “NEEDS” Project Application  
East Dale Elementary School

Dear Ms. Bradley,

Enclosed please find Marion County Schools 2019-2020 “NEEDS” Project Application Amendment to our Comprehensive Educational Facilities Plan. This amendment was made necessary because our Board saw a recommendation in our plan become a need and wanted to make it a number one priority. The original and two copies of the Amendment have been forwarded to Mr. Tommy Young at the WVDE along with a request for it to be placed on their next Board Agenda.

Thank you in advance for your assistance with this request. Please feel free to contact me should you have any questions or require any additional information at this time.

Sincerely,

Randall Farley  
Superintendent, Marion County Schools
School Building Authority of West Virginia

COMPREHENSIVE EDUCATIONAL FACILITIES PLAN
APPLICATION FOR AMENDMENT
SBA FORM 101

To be submitted to the SBA and the WVBE

NOTE: THIS FORM MAY BE SUBSTITUTED FOR A SIMILAR SBA-APPROVED DIGITAL INSTRUMENT

COUNTY: Marion

DATE: October 2, 2019

AMENDMENT #: 1 AMENDMENT TYPE(s):

A. Budget X B. Project C. Overall Plan

Date Amendment Approved by LEA: 10-7-2019 Signature-County Superintendent: Randall Farley

Briefly describe the nature of the amendment and/or scope of work to be completed:

10,600 SF addition onto the existing school, providing eight (8) new early-childhood classrooms.

A. BUDGET AMENDMENTS FOR PREVIOUSLY APPROVED PROJECT WITHIN THE CURRENT CEFP

Include a revised CEFP finance plan summary sheet and any other altered CEFP pages with revision date as per Section E to specifically reflect the project expenditures requested in this amendment. Briefly describe the need to adjust the present budget.

The 2010-2020 CEFP Building Improvement Cost Summary did not include the addition of eight (8) new early-childhood classrooms.

<table>
<thead>
<tr>
<th>Budget Amount</th>
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<tbody>
<tr>
<td>$ 0.00</td>
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<tr>
<td>$ 3,154,650</td>
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</table>

<table>
<thead>
<tr>
<th>1. Total project budget previously approved in CEFP</th>
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<tbody>
<tr>
<td>a. SBA Grant $ 0</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Amendment to this project budget (+/-)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. SBA Grant $1,577,325</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>3. Total amount of this project if amendment is approved</th>
</tr>
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<tbody>
<tr>
<td>$ 3,154,650</td>
</tr>
</tbody>
</table>
B. AMENDMENT TO EXISTING OR NEW PROJECT (Complete information on additional pages if 2, 3, or 4 are checked below)

1. ___ Revise the scope of an existing project
2. ___ Add a new project not currently in CEFP
3. ___ New addition or renovation project
4. ___ Technology and/or bldg. infrastructure improvements

Provide a revised budget in Part A for the project(s) affected by this amendment. Also, provide replacement sheets for the current approved plan on file in the SBA and WVDE offices for all chapters of the plan affected by the amendment. Include revision dates on all replacement sheets as per Section E.

C. OVERALL PLAN AMENDMENT (Complete Information on additional pages)
Amendments to the overall plan are defined as those changes that alter the educational delivery models (grade configuration, delivery system, etc.) or dramatically affect the major elements of the CEFP identified in WVBE 6200, Chapter 1, Handbook on Planning Schools or Goals and Objectives of the SBA (West Virginia Code §18-9D-15). Provide replacement sheets for the current approved plan on file in the SBA and WVDE offices for all chapters of the plan affected by the amendment, including revisions dates on all replacement sheets as per Section E.

D. AMENDMENT JUSTIFICATION AS REQUIRED IN WEST VIRGINIA CODE §18-9D-15
(Attachment additional backup information, if required)

1. Describe how the amendment alters the current ten-year comprehensive educational facilities plan, project, finance plan, and changes in the scope of the project. (Narrative)

The recommendation of the CEFP committee was to add additional classrooms at East Dale to accommodate the Pre-K and K students at Meadowdale facility; however, the cost for the additional classrooms were not included in the finance plan.

2. Provide the impact of this amendment upon the educational opportunities of students and the budget of the LEA. (Narrative)

By eliminating the open classroom plan at the Meadowdale facility the learning environment will greatly improve as well as student attention issues.

3. Describe how the existing facility plan does not and the proposed amendment does meet the following goals of the SBA as described in WV Code §18-9D-16:

   a. Student health and safety including, but not limited to, critical health and safety needs
   By adding the additional classrooms at East Dale fire safety codes and ADA accessibility issues will be resolved.

   b. Economies of Scale, including compatibility with similar schools that have achieved the most economical organization, facility use, and pupil-teacher ratios
   Adding additional classrooms at East Dale and housing all students in one facility provides a more cost effective solution.
c. Reasonable Travel Time and practical means of addressing other demographic considerations
Travel time will be improved because the two separate campuses will be combined.

d. Multi-County and regional planning to achieve the most effective and efficient instructional
delivery system
Not applicable.

e. Curriculum improvements and diversification, including the use of instructional technology,
distance learning and access to advanced courses in science, mathematics, language arts, and social
studies
This amendment will allow the students located in the Meadowdale separated campus many
opportunities to improve their educational experiences because they will be out of the inadequate
educational facilities they are in currently. The addition to East Dale to house them will enable
them to obtain similar educational opportunities that other students in the county and state have
benefitted from in a much safer and healthier environment. The project offers multiple health and
safety enhancements, primarily by consolidating all school operations under one roof. Many safety
issues, availability to more technology, improved instructional spaces, improved access to a
functioning cafeteria and gymnasium will greatly improve the learning and growth of the students
who are currently housed at Meadowdale.

f. Innovations in Education
This project will eliminate the current status of two separated campuses, which will provide all
students more opportunity and access to the educational programming and proper adequate
instructional spaces on the main campus. The project will make it possible for teachers and
students to learn and work in a horizontal and vertical alignment across grade levels. The
improved opportunity for collaborative learning will benefit all students with modeling for each
other and the soft skills needed to work in collaborative teams.

g. Adequate Space for projected student enrollments
The additional classrooms will provide adequate space for all students.

h. The history of efforts taken by the LEA to propose or adopt local school bond issues or special
levies to the extent Constitutionally permissible
The Board has passed excess levies every five years since 1947. In addition, the Board has
typically always had one bond outstanding at a time.

i. Regularly scheduled preventive maintenance
Maintenance hours required to maintain 2 separate facilities will be eliminated.

j. How the project will assure the prudent and resourceful expenditure of state funds and achieve
the purposes of this article for constructing, expanding, renovating or otherwise improving and
maintaining school facilities for a thorough and efficient education
With the construction of this addition the entire student body will be housed in under one
roof, which will reduce operating and maintenance costs significantly.

E. SUBMISSION OF REVISED CEFP PAGES
Volume 1 Pages 328 and 330
School Building Authority of West Virginia

TRANSLATING EDUCATIONAL NEEDS INTO FACILITY NEEDS

Review and Recommendations

SBA FORM 100-F

NOTE: THIS FORM MAY BE SUBSTITUTED FOR A SIMILAR SBA-APPROVED DIGITAL INSTRUMENT

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<th>East Dale Elementary School</th>
<th>(304) 367-2132</th>
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<tr>
<td>School Name &amp; Address</td>
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<td>Date</td>
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<td>47-205</td>
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<td>School Grades Served</td>
<td>Building Capacity</td>
<td>Program % Utilization</td>
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Ten Year Enrollment Projections

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<th>Future Ten-Year Enrollments:</th>
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<tbody>
<tr>
<td>2011 Enrollment 580 2016 Enrollment 596</td>
<td>2021 Enrollment 666 2026 Enrollment 665.7</td>
</tr>
<tr>
<td>2012 Enrollment 603 2017 Enrollment 607</td>
<td>2022 Enrollment 656.9 2027 Enrollment 671</td>
</tr>
<tr>
<td>2013 Enrollment 559 2018 Enrollment 644</td>
<td>2023 Enrollment 655.7 2028 Enrollment 675.2</td>
</tr>
<tr>
<td>2014 Enrollment 566 2019 Enrollment 627</td>
<td>2024 Enrollment 653.1 2029 Enrollment 669.3</td>
</tr>
<tr>
<td>2015 Enrollment 573 2020 Enrollment 650</td>
<td>2025 Enrollment 661.7 2030 Enrollment 466</td>
</tr>
</tbody>
</table>

Existing Facility Data

Describe Existing Facility:
East Dale Elementary School was constructed in 1971 and in 1989 and 1992 additional classrooms and a science room were added. The East Dale School is attractive and appears to be in good condition. The Meadowdale facility is in poor condition and is not compliant with current fire codes and ADA accessibility standards.

Describe Existing Facility Site:
The East Dale Elementary School site encompasses eleven acres, a substantial portion of which is steep; however, bus drop-off and pick-up area is adequate as are the play areas and staff and parent parking areas. The Meadowdale site is in poor condition and is not ADA accessible.

Recommendations for Future Use of Existing Facility:
Describe any recommended changes to grade configuration(s), specific improvements/renovations necessary, new square footage required, or if a new facility is an option.
The East Dale Elementary School needs eight (8) additional classrooms to accommodate the Pre-K and K students from the Meadowdale facility.

- The School needs eight (8) classrooms to accommodate future growth and the Pre-K and K students currently housed in Meadowdale facility.
- Open classroom plan is a problem; poor acoustics create student attention issues.
- All carpeting throughout need to be changed to tile flooring.

(Additional Sheets May Be Needed)
# Building Improvement Cost Summary

**School:** East Dale Elementary School

<table>
<thead>
<tr>
<th>Description</th>
<th>Priority</th>
<th>Anticipated Completion Date</th>
<th>Total Cost</th>
<th>Anticipated Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Site Improvements:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td><strong>New Construction:</strong></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>8 Classroom Addition</td>
<td>1</td>
<td>2020</td>
<td>$ 2,499,270</td>
<td>Needs</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td><strong>Renovations/Additions (List each separate):</strong></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
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<tr>
<td><strong>Technology:</strong></td>
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<tr>
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<td>$</td>
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</tr>
<tr>
<td><strong>Other (Describe):</strong></td>
<td></td>
<td></td>
<td>$</td>
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</table>

Sub-Total $2,499,270

Contingency @ 6% addition/renovation $149,956
A & E Fees at 10% $249,927
Design Fee @ 3% $74,978
Survey, geotechnical, contingency and other $180,519

Total Improvement Cost $3,154,650

**SUMMARY OF FUNDING SOURCES:**

- Local $1,577,325
- Local Bond $1,577,325
- Local Levy $1,577,325
- SBA MIP $3,154,650
- Other (Describe) $3,154,650
- Total Funding $3,154,650
TRANSLATING EDUCATIONAL NEEDS INTO FACILITY NEEDS
Review and Recommendations

East Dale Elementary School
Route 3, Falmont WV, 26554
304-367-2132

School Name & Address

47-205  Pre-K - 6  804  81%  1971  1989  1992
School No.  Grades  Building  Program %  Date of  Additions
Served  Program  Utilization  Original  Construction
Capacity

Ten Year Enrollment Projections

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<th>Year</th>
<th>Enrollment</th>
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<td>680</td>
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<td>2001</td>
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<td>2004</td>
<td>573</td>
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<td>596</td>
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<td>2007</td>
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<td>675.2</td>
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<tr>
<td>2018</td>
<td>669.3</td>
</tr>
<tr>
<td>2019</td>
<td>679.4</td>
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</table>

Existing Facility Data

Describe Existing Facility:
East Dale Elementary School was constructed in 1971 and in 1989 and 1992 additional classrooms and a science room were added. The East Dale School is attractive and appears to be in good condition. The school’s population is growing as is the Meadowdale component’s population. The Meadowdale facility is in poor condition.

Describe Existing Facility Site:
The East Dale Elementary School site encompasses eleven acres, a substantial portion of which is steep; however, bus drop-off and pick-up area is adequate as are the play areas and staff and parent parking areas. The Meadowdale site is in poor condition.

Recommendations:
The East Dale Elementary School needs a gymnasium and eleven classrooms to accommodate future growth and the Pre-K and K students at Meadowdale School. Also, the school needs a modern fire alarm system.

Needs:
- The school needs a gymnasium
- The school needs eleven classrooms to accommodate future growth and the Pre-K and K students currently housed in the Meadowdale School.
- The school needs a modern fire alarm system.
**BUILDING IMPROVEMENT COST SUMMARY**

School: East Dale Elementary School

<table>
<thead>
<tr>
<th>Description</th>
<th>Priority</th>
<th>Anticipated Completion Date</th>
<th>Total Cost</th>
<th>Anticipated Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Site Improvements</strong></td>
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<tr>
<td>Walks</td>
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<td>Local</td>
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<tr>
<td>Parking</td>
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<td>2019</td>
<td>$38,500.00</td>
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</tr>
<tr>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Renovations/Additions (List each separately)</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exterior Renovations</td>
<td>2</td>
<td>2019</td>
<td>$255,424.00</td>
<td>Local</td>
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<td>Interior Renovations</td>
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<td>2019</td>
<td>$332,947.00</td>
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<td>Gymnasium Addition</td>
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<td>2014-2016</td>
<td>$1,283,040.00</td>
<td>Local</td>
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<tr>
<td><strong>Technology</strong></td>
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<tr>
<td>Technology</td>
<td>2</td>
<td>2019</td>
<td>$137,184.00</td>
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<td><strong>Others (Describe)</strong></td>
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<tr>
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<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Contingency @ 10.00% addition / renovation</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>A&amp;E Fees @ 8.50% on $2,249,779.50</td>
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<tr>
<td>Project Management @ on $2,249,779.50</td>
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<tr>
<td>Survey, geotechnical, contingency and other</td>
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<tr>
<td><strong>Total Improvement Cost</strong></td>
<td></td>
<td></td>
<td>$2,049,345.00</td>
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</tr>
</tbody>
</table>

SUMMARY OF FUNDING SOURCES

Local (Phase 1) | $2,436,473.83
Local Bond
Local Levy
SBA Needs
SBA MIP
Other (Describe)
List the page numbers changed in the CEFP by this amendment, attach the altered pages to this form, place the revision date (revised [date]) on the bottom right hand corner of each revised page, and submit one copy to both the SBA and the WVDE. If additional pages are required, use the page number from the preceding page in the CEFP and add successive letters, i.e., 47, 47a, 47b, 48.

----
FOR SBA AND WVDE USE ONLY

Project Number: _____

Previous Budget Approved: $________ Amended Budget Approved: $________

SBA APPROVAL DATE: ___________ WVBE APPROVAL DATE: ___________

SBA 101
September 13, 2019

Mr. David L. Rouch, Executive Director,
West Virginia School Building Authority
2300 J Kanawha Boulevard Charleston,
WV 25311-2306

Dear Mr. Rouch,

Marion County Schools is appreciative for the opportunity to pursue “Needs Grant” funding for the enclosed project to close the Meadowdale building, which is a part of East Dale School and to replace it with an addition on East Dale Elementary. Marion County would like to eliminate our health and safety issues, separated campus, leaking roof, sewer problems, the need to have modular added spaces and structural deterioration.

This would be an amendment to our current CEFP plan.

Thank you in advance for the consideration of this “Needs Grant” for Marion County Schools. We look forward to discussing the details of this needs project with you.

Respectfully yours,

Randall Farley

Randall Farley, Superintendent
School Building Authority of West Virginia  
SCHOOL CONSTRUCTION FUND NEEDS PROJECT  
EXECUTIVE SUMMARY  
SBA FORM 201

NOTE: In order to provide the best information to the SBA, this form must be filled out completely and with clarity. Please consult with the SBA staff if you have any questions regarding required information on this form.

PROJECT: Addition to East Dale Elementary School  
COUNTY: Marion  
COUNTY PRIORITY: #1

PROPOSED FUNDING SOURCES FOR THIS PROJECT

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBA Funds Requested</td>
<td>$1,577,325</td>
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<tr>
<td>Local Funds Commitment</td>
<td>$1,577,325</td>
</tr>
<tr>
<td>Federal Funds</td>
<td></td>
</tr>
<tr>
<td>Other Funds (______)</td>
<td></td>
</tr>
<tr>
<td>Total Project Cost</td>
<td>$3,154,650</td>
</tr>
</tbody>
</table>

PROJECT DESCRIPTION:
10,600 SF Addition onto the existing School, providing (8) new early-childhood classrooms.

COUNTY FINANCE INFORMATION:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Bonding Capacity</td>
<td>$134,563,748</td>
</tr>
<tr>
<td>Excess Levy Capacity</td>
<td>$18,906,084</td>
</tr>
<tr>
<td>Available Bonding Capacity</td>
<td>$131,008,748</td>
</tr>
<tr>
<td>Remaining Levy Capacity</td>
<td>$2,200,000</td>
</tr>
</tbody>
</table>

If you have an Excess Levy:
What percentage are you currently collecting? 100%
What amount of the excess levy is dedicated to capital improvements annually? $2,200,000
What is the expiration date of your levy? 6/30/2014

PROJECT STATUS:

<table>
<thead>
<tr>
<th>Source</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Selected</td>
<td>Yes</td>
</tr>
<tr>
<td>Flood Elevation Certification</td>
<td>Yes</td>
</tr>
<tr>
<td>Geotechnical</td>
<td>Yes</td>
</tr>
<tr>
<td>Existing Board Owned Property</td>
<td>Yes</td>
</tr>
<tr>
<td>Survey Performed</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Describe all Site Programming / Preliminary Building Design Completed at this time: N/A
SCHOOL CLOSURE STATUS:
School Closure Required: Yes [X] No
County Hearing Complete: Yes [X] No
County BOE Approved: Yes [X] No
WV BOE Approved: Yes [X] No

OPERATIONAL AND FINANCIAL IMPACTS OF THIS PROPOSED PROJECT
Describe the Anticipated Annual Savings: $85,154
Describe the Projected Cost Avoidance: $38,725

COMPLIANCE WITH SBA REQUIREMENTS AS DESCRIBED IN WV CODE 518-9D-16
Describe how the current facilities do not meet and how the project grant request proposes to address the following criteria:

I. HEALTH AND SAFETY
Is the facility located in the flood plain: Yes [X] No
If the facility has previously been damaged by a flooding event, please indicate the year in which the event occurred and the dollar amount of damage sustained.

Describe how the project addresses student health and safety including, but not limited to, critical health and safety needs.
Providing additional classrooms at East Dale Elementary School will put all PK-4 students in the same facility while eliminating overcrowding at the Meadowdale facility which houses PK and K students. ADA issues at Meadowdale will also be eliminated.

II. ECONOMIES OF SCALE
Using the grade configuration described, the proposed facility will [X] will not meet the SBA Economics of Scale Guidelines as set forth in Section 207 of the Policy & Procedures Handbook. The facility houses (will house) 466 students while 240 students are required to meet Economics of Scale Guidelines of this grade configuration.

Describe how the proposed project proposes to achieve economies of scale, including computability with similar schools that have achieved the most economical organization, facility use and pupil-teacher ratios.

III. REASONABLE TRAVEL TIME
Describe any proposed changes to student travel time and the practical means of addressing other demographic considerations.
N/A
IV. MULTI-COUNTY PROJECT
As a part of this project proposal, describe any considerations given include an multi-county and regional planning aspects to achieve the most effective and efficient instructional delivery system.
N/A

V. CURRICULUM IMPROVEMENT AND DIVERSIFICATION
Describe any considerations given in this project toward curriculum improvement and diversification, including the use of instructional technology, distance learning and access to advanced courses in science, mathematics, language arts and social studies.
N/A

VI. EDUCATIONAL INNOVATIONS
Describe any provisions within this project proposal that strive to achieve innovations in education.
N/A

VII. ADEQUATE SPACE
Describe how this proposal affects the ability to provide adequate space for the projected student enrollment.
Additional classrooms will provide adequate space for all PK through 4 students.

VIII. LOCAL BOND HISTORY EFFORTS
Describe the history of efforts taken by the county board to propose or adopt local school bond issues or special levies to the extent Constitutionally permissible.
The Board has passed excess levies every five years since 1947. In addition, the Board has typically always had one bond outstanding at a time.

IX. PREVENTIVE MAINTENANCE
Describe how the proposed project impacts the County's regularly scheduled Preventive Maintenance program.
Moving students from Meadow Dale School will eliminate maintenance at that facility.

ADDITIONAL COMMENTS:
DESCRIPTION OF EXISTING FACILITIES

- Meadowdale facility currently houses grades PK & K
- Constructed on a 4.05 acre site in 1950 which is adequate inadequate X
- No major addition(s) in
- Existing 2 story facility contains 6950 sq.ft.
- Is the existing facility located in the flood plain Yes No X
- Current enrollment is 128
- 8th Year Projected Enrollment NA
- Building utilization is NA %
- Utilities: Public Water On-Site Well Public Sewage
- Package Plant Other
- HVAC: Gas Electric Coal Other
- What is the facility's Energy Usage Index (EUI)?
- Cost to upgrade to current standard is $3,351,000
- Existing facility contains several major structural problems
- Health, safety and building accessibility, comments: sub

DESCRIPTION OF EXISTING FACILITIES

- East Dale Elementary School currently houses grades 1st - 4th
- Constructed on a 8.5 acre site in 1971 which is adequate inadequate
- Three major addition(s) in 1989, 1990 and 2000.
- Existing single story facility contains 37,126 sq.ft.
- Is the existing facility located in the flood plain Yes No X
- Current enrollment is 338
- 8th Year Projected Enrollment NA
- Building utilization is 96 %
- Utilities: Public Water On-Site Well Public Sewage
- Package Plant Other
- HVAC: Gas Electric Coal Other
- What is the facility's Energy Usage Index (EUI)?
- Cost to upgrade to current standard is $ NA
- Existing facility contains no major structural problems
- Health, safety and building accessibility, comments: No

Complete one of the above descriptions for each school affected.

SBA 201
# EAST DALE ELEMENTARY SCHOOL - MARION COUNTY SCHOOLS

2019 WVSBA NEEDS SUBMISSION - OPINION OF PROBABLE PROJECT COSTS

<table>
<thead>
<tr>
<th>Item</th>
<th>Rate</th>
<th>Area</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demolition</td>
<td>2.25 $/sf</td>
<td>6000 $</td>
<td>13,500.00</td>
</tr>
<tr>
<td>Foundations</td>
<td>12 $/sf</td>
<td>10600 $</td>
<td>127,200.00</td>
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<tr>
<td>Roof / Steel Structure</td>
<td>5.25 $/sf</td>
<td>10600 $</td>
<td>55,650.00</td>
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<tr>
<td>Exterior CMU walls</td>
<td>36 $/sf</td>
<td>5800 $</td>
<td>208,800.00</td>
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<tr>
<td>Interior CMU Walls</td>
<td>16 $/sf</td>
<td>6100 $</td>
<td>97,600.00</td>
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<td>Roofing</td>
<td>7 $/sf</td>
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<td>Finishes</td>
<td>11.5 $/sf</td>
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<td>121,900.00</td>
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<td>Casework</td>
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<td>97,520.00</td>
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<tr>
<td>Windows</td>
<td>2500 ea</td>
<td>8 $</td>
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<td>Doors Interior</td>
<td>2400 ea</td>
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<td>4600 ea</td>
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<td>23,000.00</td>
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<td>ADA RR accessories</td>
<td>260 ea</td>
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<td>2,600.00</td>
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<td>300 ea</td>
<td>12</td>
<td>3,600.00</td>
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<td>SD</td>
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<td>21</td>
<td>2,520.00</td>
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<td>TTD</td>
<td>100 ea</td>
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<td>1,600.00</td>
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<td>Toilet Partition</td>
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<td>8,000.00</td>
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<td>Fire Alarm upgrades L5</td>
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<td>6,000.00</td>
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<tr>
<td>Site Prep</td>
<td>26 $/sf</td>
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<td>10600 $</td>
<td>169,600.00</td>
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<td><strong>Sub-total</strong></td>
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<td><strong>Estimated Construction Total</strong></td>
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Testing & Balancing            | $ 30,000.00 |
FF&E                         | $ 160,000.00 |
Contingency (5%)             | $ 151,673.31 |
Design Contingency (3%)      | $ 75,836.66 |
A/E Fees                     | $ 187,251.00 |
Agency Reviews               | $ 2,500.00 |
Geo-tech Investigation       | $ 9,500.00 |
Boundary/Topographic Survey  | $ 7,500.00 |
Builder Risk Insurance       | $ 2,500.00 |

**Project Total**            | $ 3,154,650.00 |
MEMORANDUM

To: Mr. Randy Farley
Superintendent

From: Stacey Oliver

Subject: Board Agenda

Date: October 8, 2019

Please request approval for the renewal of the Memorandum of Understanding between North Central WV Community Action Association, Inc. Head Start and the Marion County Board of Education for the Marion County Community Collaborative Universal WV Pre-K for 2019-2020.

The MOU and budget forms are attached.

Funding: County
MARION COUNTY UNIVERSAL PRE-K MEMORANDUM OF UNDERSTANDING

THIS, MEMORANDUM OF UNDERSTANDING (MOU) between the North Central West Virginia Community Action Association, Inc. - Head Start Program, hereinafter referred to as “NCWVCAA HS”, party of the first part, and the Marion County Board of Education, hereinafter referred to as “MC-BOE”, party of the second part, is being entered into this first day of July 2019.

Purpose Statement

The purpose of this MOU is to continue the previously established collaboration between the Marion County Board of Education and the North Central West Virginia Community Action Association, Inc. Head Start Program. In order to ensure that comprehensive services are provided to all children enrolled in the Marion County Community Collaborative Preschool Program, both agencies will work cooperatively in the provision of services to children and families enrolled in compliance with Federal and State laws and regulations, revised Head Start Program Performance Standards, Head Start Act, Information Memorandums, Program Instructions, Senate Bill 247 (Policy 2525), Senate Bill 359 and Child Care Center Licensing Regulations, where applicable.

As per Title 126 Procedural Rule Board of Education, Series 28, West Virginia Universal Access to a Quality Early Education System (2525), 4.4.d, in collaborative classrooms where community partners have regulations such as the Head Start Performance Standards or WVDHHR Child Care Center Licensing Regulations, these regulations shall apply in addition to WVBE Policy 2525.

Eligible preschool children enrolled will be served through this collaborative process. NCWVCAA HS recognizes Pre-K Collaborative sites at the Fairmont I and II, Edgemont I and II, Mannington I, Rivesville I and II, West Fairmont, and Watson Elementary.

The Marion County Community Collaborative WV Pre K Program makes available to interested family’s quality preschool and early care services opportunities to every family regardless of socio-economic status, individual ability or background. The Marion County Community Collaborative Preschool Program provides child and parent education while linking families to needed health/mental health care, nutrition, and social services.

The Marion County Community Collaborative WV Pre K Program offers a universal curriculum utilizing the Creative Curriculum including the “WV Early Learning Scale (ELS) as part of the WV Pre-K Child Assessment System.” The online platform, WV Education Information System (WVEIS), will be utilized three times each year to assist with the ELS reporting through the Office of Early Learning at the WV Department of Education. Staff from all participating programs is provided shared awareness training opportunities in order to ensure that all participating families will benefit from the availability of the same type of services. Included in these services is a NCWVCAA-HS Family Resource Coordinator (FRC) at the HS operated Pre-K sites only. Each Family Resource Coordinator is responsible for meeting with both the teacher and family members responsible for participating Preschoolers in order to determine needs each may have. Once service needs have been determined, connections are made with/agencies available to provide said services for the families needing them. This liaison relationship exists to meet regulations, standards, and policies. All children attending HS operated sites will be enrolled in WVEIS. The HS staff will assist families to complete the student information form for all children attending HS operated sites. Every parent wishing to enroll a student will submit the completed Student Information Form and required documents to the Marion County Board of Education. [See Attachment I Head Start Preschool Collaborative Classroom Teacher and Attachment II Head Start Family Resource Coordinator for specific alignment of responsibilities]

The collaborative partnership will consist of providing comprehensive preschool and early care services with the primary goal of meeting the Head Start grant requirement to serve a minimum of 147 eligible children. All partners will follow the Marion County Pre-K Placement Guidelines and procedures. It is hereby acknowledged that in accordance with federal requirements for both collaborative partners, there are circumstances that may impact services due to child count. When this occurs, it shall be understood that both partners will revisit placement procedures that maintain Marion County’s commitment to services that are fair and equitable to all.

For the purpose of this agreement, ACF refers to Head Start enrolled children/families.
Section I - FUNDING - [See Attachment III - Marion County Community Collaborative Preschool Program Budget Information as submitted to WVDE, as well as maintained on file.] Pursuant to Policy 2525, funding generated through community classrooms should be invested into those programs providing quality early education services and local infrastructure to support WV Pre-K Classrooms.

A. The Marion County Board of Education will provide
   1. Monetary financial resources to pay:
      a. Personnel costs for Food Service to prepare and provide all meals as identified in the Child Nutrition Contract for the children enrolled in the Pre-K Program at Mannington Middle School and Watson Elementary School classroom.
      b. Provide $30,042 reimbursement for Family Resource Coordinator (FRC) services for all Watson Elementary preschool families (20 hours weekly x 52 weeks = 1040 hours per year). The FRC will be hired, trained, and supervised by NCWVCAA HS.
   2. Facility
      a. Provide two preschool classrooms, office, and utilities, and playground space at Mannington Middle School and Watson Elementary site.
      b. Provide facility and playground space for Fairmont Head Start operated classrooms [See Land Lease Agreement for the Fairmont Head Start Center on file.]
      c. Provide classroom curriculum for Head Start operated and collaborative classrooms.
   3. Program Evaluation Cost
      a. Program Evaluation for Quality Improvement includes monitoring tools as mutually agreed upon as part of the on-going monitoring system. The NCWVCAA-HS will jointly conduct with the MC-BOE annual monitoring/review of program to identify successes and/or areas in need of improvement, including such things as policies and procedures needed to fulfill this “MOU” responsibility. In addition, as part of the classroom monitoring process and as per WV Universal Pre-K Health and Safety Checklist will be completed in all classrooms by a collaborative team including HS parents within 43 calendar days with the start of the program/school year. This screener is a requirement of the Five-Year Head Start Project Period to ensure health and safety of children. Also, as part of the classroom monitoring process, the Head Start Playground/Maintenance Survey will be completed in all classrooms. Both surveys will be completed by a collaborative team. NCWVCAA HS will invite parents to participate as a member of the team that completes the WV Universal Pre-K Health and Safety Checklist. [See Attachment IV WV Universal Pre-K Health and Safety Checklist]
      b. The MC-BOE will jointly provide with NCWVCAA-HS training and technical assistance to ensure compliance with federal and state laws and regulations, revised Head Start Program Performance Standards, Senate Bill 247 (Policy 2525), Senate Bill 359 and Child Care Center Licensing Regulations, where applicable, including such things as home visits and parent conferences, on-going assessment, outcome data reporting, and etc.
      c. County teams, of two or more members, consisting of representatives from both the MC-BOE and NCWVCAA-HS will complete the monitoring tools as mutually agreed upon for the Fairmont I and II, Edgemont I and II, Mannington I, Rivesville I and II, and West Fairmont Head Start Collaborative sites, and at least one MC-BOE Classroom that is a Pre-K operated site as part of the program monitoring process, including scheduling and timelines to include target date(s) for completion, how the information will be disseminated, who will complete the plan of correction (“Action Plan”) that should include how findings will be corrected and included with the County Strategic Plan to meet Policy 2525 regulations. [Scheduling of monitoring visits, follow-up “Verbal Reviews” and “Action Planning” resulting from this process shall be addressed collaboratively by the Pre-K designee for the MC-BOE and the Education Specialist of NCWVCAA-HS.] When the full team is not available and cannot provide a qualified substitute, the monitoring visit must be cancelled and rescheduled. If the regular teaching staff is not available for the monitoring visit, or other monitoring visit as mutually agreed upon, it must be cancelled and rescheduled. A Continuous Quality Improvement (CQI) Monitoring system has been developed by the Pre-K Core committee to meet Policy 2525 regulations. [See Attachment V Continuous Quality Improvement Tools 2019-2020 Chart and Three-Year Rotation Monitoring Schedule]
      d. NCWVCAA HS has established School Readiness Goals with the input of Head Start parents and Community Stakeholders through surveys. The School Readiness Goals were recently revised to reflect changes made to the Head Start Early Learning Outcomes Framework Ages Birth to Five (as required by
the Office of Head Start) that also align with the Early Learning Standards Framework Content Standards and Learning Criteria for West Virginia Pre-Kindergarten.

The MC-BOE, NCWVCAA HS Education Program Specialist and others, as applicable, will meet to review the outcome data from West Virginia Early Learning Scale to determine areas of strengths, needs for professional development training and/or other strategies to ensure children’s growth in preparing him/her for Kindergarten.

c. Provide NCWVCAA staff access to Pre-K Collaborative buildings, playgrounds, and classrooms at Mannington I and Watson for on-going monitoring, Office of Head Start or WV Universal Pre-K Health and Safety Checklist [See Attachment IV], and Head Start Playground/Maintenance Survey.

d. Notify applicable BOE personnel to provide access to Pre-K Collaborative buildings, playgrounds, and classrooms at Mannington Middle School and Watson Elementary School.

4. **Non-Federal Share:**

   a. MC-BOE will assist in the provision/documentation of non-federal in-kind match costs associated with this collaboration, may include but not limited to space, equipment, supplies, utilities, or other non-cash contributions, etc.

5. Supplemental Supplies will be provided by Watson Preschool classroom, to include such things as field trips, transition, nutrition, consumables, parent and family engagement activities. NCWVCAA will provide parent engagement monies for ACF (HS) enrolled children in the Watson classroom.

6. Payment will be made within 30 days upon all received invoices. Invoices will be issued in December 2019 and April 2020.

7. Notify NCWVCAA HS in advance and no later than December 1, 2019 in writing for any changes for the 2020-2021 school year unless enrollment numbers and/or level of funding impacts programming after the December 1st deadline.

**B. NCWVCAA – Marion County Head Start Program will provide monetary financial resources for:**

1. **Staffing costs:**

   - Supervisory and personnel costs of all staff employed by NCWVCAA HS who are responsible for providing services to all Pre-K eligible children and families enrolled at Head Start operated sites.

   - Pay Addendums for Community Programs Staff:

     a. Reimburse the “Community Collaborative Classroom Teacher (CCC Teacher), to cover the estimated costs for the completion of a Professional Teaching Certificate for Pre-K Education initial and renewal application (s) for licensing or reimburse the CCC Teacher to cover the estimated costs for the completion of the coursework required for Temporary or Permanent Authorization for Community Programs as per agreement; for tuition and books only for classes required for permit/certification.

     b. In addition, once said staff have obtained the Professional Teaching Certificate for Pre-K Education, an additional $2000 will be paid to said employee(s).

   - Cost of Professional Teachers Pre-K certification test one time only; paid 3 hours Educational Leave per week as per agency’s Employee Guidelines.

   - Reimbursement for some or all of the aforementioned costs and expenses as part of the monetary financial resources paid by the MC-BOE to NCWVCAA-HS.

   - Provide Head Start Program Specialists who will conduct training, monitoring and follow-up as appropriate, including such things as monitoring, individual Teacher coaching, etc.

2. **Facility costs**

   a. Utility/facility costs of the space/playground for the Preschool Collaborative classrooms at the Fairmont, West Fairmont, Edgemont, Rivesville, Carolina, and Mannington I Head Start operated sites.

3. **Supplies** *(Refer to financial records maintained on file.)*

4. **Equipment/Materials necessary for the operation of the Pre-K Collaborative Team- selected Creative Curriculum.**

5. **Food** *(See “Child Nutrition Agreement” between the MC-BOE and NCWVCAA-HS maintained on file.)*

6. **Professional Development as determined appropriate for the support of the Marion County Preschool Collaborative program. [See Section III under this MOU]*

7. **Program Evaluation Cost:**

   a. Program Evaluation for Quality Improvement includes monitoring tools as mutually agreed upon as part of the on-going monitoring system. The NCWVCAA-HS will jointly conduct with the MC-BOE annual...
monitoring/review of program to identify successes and/or areas in need of improvement, including such things as policies and procedures needed to fulfill this "MOU" responsibility. In addition, as part of the classroom monitoring process and as per WV Universal Pre-K Health and Safety Checklist will be completed in all classrooms by a collaborative team including HS parents within 45 calendar days with the start of the program/school year. This screening is a requirement of the Five-Year Head Start Project Period to ensure health and safety of children. Also, as part of the classroom monitoring process, the Head Start Playground/Maintenance Survey will be completed in all classrooms. Both surveys will be completed by a collaborative team. NCWVCAA HS will invite parents to participate as a member of the team that completes the WV Universal Pre-K Health and Safety Checklist. [See Attachment IV WV Universal Pre-
K Health and Safety Checklist]

b. The NCWVCAA-HS will jointly provide with the MC-BOE training, and technical assistance to ensure compliance with federal and state laws and regulations, Head Start Performance Standards, Senate Bill 247 (Policy 2525), Senate Bill 359 and Child Care Center Licensing Regulations, where applicable, including such things as home visits and parent conferences, on-going assessment, and outcome data reporting, etc.

c. County teams, of two or more members, consisting of representatives from both the MC-BOE and NCWVCAA-HS will complete the monitoring tools as mutually agreed upon for the Edgemont I and II, Fairmont I and II, Mannington I and II, and West Fairmont Head Start Collaborative sites, and at least one MC-BOE Special Needs Classroom that is a Pre-K operated site as part of the program monitoring process, including scheduling and timelines to include target date(s) for completion, how the information will be disseminated, who will complete the plan of correction ("Action Plan") that should include how findings will be corrected and included with the County Strategic Plan to meet Policy 2525 regulations. [Scheduling of monitoring visits, follow-up "Verbal Reviews" and "Action Planning" resulting from this process shall be addressed collaboratively by the Pre-K designee for the MC-BOE and the Education Specialist of NCWVCAA-HS.] When the full team is not available and cannot provide a qualified substitute, the monitoring visit must be cancelled and rescheduled. If the regular teaching staff is not available for the monitoring visit must be cancelled and rescheduled. A Continuous Quality Improvement (CQI) system has been developed by the Pre-K Core committee to meet Policy 2525 regulations. [See Attachment V Continuous Quality Improvement Tools for 2019-2020 Chart and Three-Year Rotation Monitoring Schedule]

d. NCWVCAA HS has established School Readiness Goals with the input of Head Start parents and Community Stakeholders through surveys. The School Readiness Goals were recently revised to reflect changes made to the Head Start Early Learning Outcomes Framework Ages Birth to Five (as required by the Office of Head Start) that also align with the Early Learning Standards Framework Content Standards and Learning Criteria for West Virginia Pre-Kindergarten.

The MC-BOE, NCWVCAA HS Education Program Specialist and others as applicable will meet to review the outcome data from West Virginia Early Learning Scale to determine areas of strengths, needs for professional development training, and/or other strategies to ensure children’s growth in preparing him/her for Kindergarten.

e. Notify the Superintendent and Pre-K Liaison of the need to have access to Pre-K Collaborative buildings, playgrounds, and classroom at Mannington I.

f. Provide access to Pre-K Collaborative buildings, playgrounds, and classrooms at Mannington I.

8. Non-Federal Share:

a. NCWVCAA-HS will ensure the applicable documentation for non-federal in-kind match costs associated with this collaboration may include but not limited to staff, space, equipment, supplies, utilities, or other non-cash contributions, etc.

9. Supplemental Supplies will be provided by Watson Preschool classroom, to include such things as field trips, transition, nutrition, consumables, parent and family engagement activities. NCWVCAA will provide parent engagement monies for ACF (HS) enrolled children in the Watson classroom.

10. Invoices: Shall be issued for services in accordance with "agreements" two times per year (December and April) for all negotiated expenditures as outlined in this contract.

11. Notify Marion County BOE in advance and no later than December 1, 2019 in writing for any changes for the 2020-2021 school year unless enrollment numbers and/or level of funding impacts programming after the December 1st deadline.
Section II – Employment
Personnel
A. The Marion County Board of Education will:
   1. Verification of documents
      a. Provide copy of documents to include but not limited to: [See Attachment VII Verification of Documents]
         - Mannington Middle School and Watson Elementary School Only:
           - Fire Marshall Report;
           - Integrated Pest Management Plan;
           - Record of Smoke Detector Testing;
           - Food Service Permit;
           - Food Service Sanitation Inspection; and
           - Certificate of Insurance (Fairmont and Mannington I Centers)
         - BRIM
         - Attachment IX - Marion County Plan of Action (CIB Plan)
   2. MC-BOE will provide specialty services in HS operated sites to children with IEP’s for Speech, Occupational Therapy, etc. Those staff must meet the personnel requirements listed below.

As per communication with the Regional Office who has provided further guidance on the Background Checks and Staff Selection Procedures:
The Office of Head Start (OHS) has not at this time issued a formal statement regarding the enforcement of the new CRC regulations. However, the FY 19 Monitoring Protocol will assess compliance with Sec. 648A(g)(G) of the Head Start Act. The OHS is interested in understanding how grantees are progressing towards meeting the new CRC requirements (CFR 1302.90(b)) so reviewers may ask about their state’s readiness to process CRC’s consistent with the new requirements.

As per Dr. Steven L. Paine’s, State Superintendent of Schools, memo “WV Universal Pre-K Collaborative Classrooms: Background Checks and Staff Selection” dated July 6, 2018: “A Plan for Completion of this process must be in place by September 30, 2018.”

MC-BOE will ensure that Policy 2525/Head Start Program Performance Standards for Background Checks and Staff Selection Procedures are followed for all unsupervised positions listed in said memo “Individuals with whom this rule applies in Pre-K collaborative settings.” Before a person is hired, directly or through contract, including transportation staff, a Program (Collaborative partner) must conduct an interview, verify references, and conduct a sex offender registry check and obtain one of the followings:

1) State criminal history record, including fingerprint check;
   or,
   Federal Bureau of Investigation (FBI) criminal history record, including fingerprint check.
2) An initial health examination and a periodic re-examination as recommended by their health care provider in accordance with state or local requirements, that include screeners or tests for communicable diseases, as appropriate.
3) 90 days after hire, staff will complete the background check process by obtaining:
   Whichever criminal history record check (State or FBI) was not completed at hire; and,
4) Child abuse and neglect state registry check.
   - Review the information found in each background check to assess the relevancy of any issue uncovered including arrest, pending criminal charge, or conviction to determine if employee can be hired or the current employee must be terminated.
   - Ensure a newly hired employee does not have unsupervised access to children until the complete background check process is complete.
   - Conduct background check for each employee at least once every five years which must include each of the four checks (Sex offender registry check, State fingerprint check, FBI fingerprint check, and Child abuse and neglect state registry check) aforementioned and review and make employment decisions unless the collaborative partner can demonstrate to
the responsible Health and Human Services official that it has a more stringent system in place that will ensure child safety.

3. Provide services or refer HS children and families to the NCWVCAA Mental Health Program Specialist in the event such counseling services are unavailable through Marion County Schools. [See Attachment VI - Mental Health Services]

B. NCWVCAA Marion County Head Start Program will:

1. Personnel
   Ensure all Head Start employed staff meet all applicable hiring requirements to include the following:
   • Before a person is hired, directly or through contract, including transportation staff, a Program (Collaborative partner) must conduct an interview, verify references, and conduct a sex offender registry check and obtain one of the followings:
     1) State criminal history record, including fingerprint check;
        or,
        Federal Bureau of Investigation (FBI) criminal history record, including fingerprint check.
     2) An initial health examination and a periodic re-examination as recommended by their health care provider in accordance with state or local requirements, that include screeners or tests for communicable diseases, as appropriate.
     3) 90 days after hire, staff will complete the background check process by obtaining: Whichever criminal history record check (State or FBI) was not completed at hire; and,
     4) Child abuse and neglect state registry check.
        • Review the information found in each background check to assess the relevancy of any issue uncovered including arrest, pending criminal charge, or conviction to determine if employee can be hired or the current employee must be terminated.
        • Ensure a newly hired employee does not have unsupervised access to children until the complete background check process is complete.
        • Conduct background check for each employee at least once every five years which must include each of the four checks (Sex offender registry check, State fingerprint check, FBI fingerprint check and Child abuse and neglect state registry check) aforementioned and review and make employment decisions unless the collaborative partner can demonstrate to the responsible Health and Human Services official that it has a more stringent system in place that will ensure child safety.

2. Supervisory and personnel costs for eight (8) Community Collaborative Classroom Teachers who will meet the Professional Teacher Certificate for Pre-K Education requirements as per Policy 5302 15.4., Temporary or Permanent Authorization for Community Programs in Personnel Standards as per Policy 2525.

3. Supervisory and personnel costs for eight (8) Assistant Teachers and substitutes who will:
   • Make all reasonable efforts to ensure that all Assistant Teachers and substitutes meet or exceed qualifications of Head Start Act regulations no later than September 30, 2013; make all reasonable efforts to ensure that all Teaching Assistants (Instructional Aides, Assistant Teachers) in Center-based programs have: (1) at least a child development associate (CDA) credential or Apprenticeship for Child Development Specialist (ACDS) credential; (2) be enrolled in a program leading to an associate or baccalaureate degree; or (3) be enrolled in a child development associate (CDA) credential program to be completed within 2 years or ACDS credential to be completed within two years.; OR (4) as per SB 359 may be enrolled in the WV Learns Early Childhood Online Learning Series (e-Learning) option.

4. Verification of documents
   a. NCWVCAA HS Director or designee will provide the MC-BOE copies of all Pre-K Teachers and Assistant Teachers credentials on August 1 and no later than the first day of school with Pre-K children to include those Teachers and Assistant Teachers hired throughout the school year. [See Attachment VII - Verification of Documents]
   b. Provide copy of documents to include but not limited to as requested:
      • Fire Marshall Report;
      • Integrated Pest Management Plan;
      • Record of Smoke Detector Testing;
      • Food Service Permit;
• Food Service Sanitation Inspection; and
• Certificate of Insurance

c. Children Services Supervisor along with Human Resource Department will ensure that all staff will have information to include, but not limited to: credentials and initial health examinations and periodic reexamination that includes screeners or tests for communicable diseases as applicable; State and Federal Bureau of Investigations fingerprint checks, sex offender registry check, and child abuse and neglect state registry every five years with all results filed in the Human Resource Department at the Central Office prior to hire.

d. Children Services Supervisor along with the Human Resource Department will ensure that the applicable credential is on file in the Human Resource Department at the Central Office.

e. The annual Self-Assessment will include aggregated data from a random review of personnel files for verification of above documents. [See Attachment VII - Verification of Documents]

5. Employ additional pertinent staff needed for the operation of the Marion County Community Collaborative (NCWVCAA-HS-operated) Preschool sites.

6. Provide Mental Health Services for HS-counted children and families in the event consultations are otherwise unavailable through Marion County Schools. [See Attachment VI – Mental Health Services]

Substitute Personnel:
Substitutes will be provided by the affected employer (MC-BOE or NCWVCAA-HS); each employer will make every attempt to hire the most qualified person into positions. Any substitute in a long-term lead teaching position must meet the requirements established in Policy 2525. (See also: WV Policy 2525 for specific qualifications of classroom staff)

Section III – Professional Development
Cooperating Agencies (MC-BOE and NCWVCAA-HS) will ensure training and educational opportunities are available to all appropriate participating staff including but not limited to the following topics: academic content standards (ELSF, known as Early Learning Standards Framework), instructional methods, curricula, and social and emotional development as identified by the Universal Pre-K Plan in §126-28-13 Staff Development and Training Section, and family/child file reviews. In addition, Family Engagement activities/training opportunities will be made available through a cooperative effort of the collaborating agencies as appropriate.

It is a requirement for Head Start Pre-K Teachers to develop a Professional Development Plan (PDP) and provide a copy to the NCWVCAA HS Education Program Specialist during the first monitoring. The County Collaborative Early Childhood Team should utilize the county program assessment data, along with other provisional development needs assessment data and the WV Core Knowledge and Competencies for Early Care and Education Professionals when developing Pre-K Staff Development Plans and/or Continuing Quality Improvement Goals (CQI).

The NCWVCAA HS Education Program Specialist will regularly evaluate the Professional Development Plans for their impact on teacher and staff effectiveness during the scheduled monitoring which occurs three times a year. During each of the monitoring verbal’s, NCWVCAA HS Education Program Specialist and Head Start Supervisor or designee will review the most current PDP and provide recommendations for training. The PDP will become part of the monitoring record.

A copy of staff professional development sign in sheets and agendas will be given to the Marion County Board of Education to assure training hours have occurred yearly for teachers and assistants.

A Practice-Based Coaching model will be implemented by NCWVCAA HS Education Program Specialist for those HS Teacher(s) determined to benefit from coaching based on the eligibility criteria established by NCWVCAA HS.

Section IV – Transition Activities
Cooperating Agencies (MC-BOE and NCWVCAA-HS) will ensure opportunities for a positive transition experience for all participating children. This will include the appropriate transition of children between programs, including such things as the exchange of student records in accordance with disclosure regulations and utilization of the Transition Checklist. [See also: Information pertaining to “transition” procedures, created as part of the County “Tadpole Transition Team”, maintained on file at the county (BC-BOE and NCWVCAA-HS) level.] Transfer of Child Data/Records using the WV Early Learning Scale (ELS) as part of the WV Pre-K Child Assessment System will be
followed or any other tool that is mutually agreed upon. [Reports from external agency may be released upon written approval by parents or guardian.]

As per Head Start Program Performance Standards 1302.71, community collaborations for transitioning children and families by participation, as possible, for joint training and professional development activities for Head Start and kindergarten teachers and staff. Since the NCWVCAA Head Start program does not operate in the summer, collaboration with MC-BOE will occur to determine the availability of summer school programming for children who will be entering kindergarten and work with parents and MC-BOE to enroll children in such program, as appropriate.

Section V - Protections for the Privacy of Child Records
NCWVCAA is an educational agency that receives funds under a program administered by the Department of Education, therefore is subject to the confidentiality provisions under the Family Educational Rights and Privacy Act (FERPA).

Ensure family and children files are kept in a locked, confidential place.

Section VI - Communication Processes
Cooperating Agencies (MC-BOE and NCWVCAA-HS) will maintain on-going communication and share leadership responsibilities at the local level to ensure that available resources are utilized in the most effective manner.

A. The Marion County Board of Education - Pre-K designated contact/facilitator (in cooperation with the Children Services Supervisor(s) for the NCWVCAA-HS) will take the lead for dissemination of information, scheduling meetings, and for the communication process.

B. NCWVCAA Marion County Head Start Children Services Supervisor(s) will maintain communication with the MC-BOE Pre-K contact/facilitator for the purpose of disseminating information, scheduling meetings and maintaining the communication process.

Section VII - Supervision Protocols
A. The MC-BOE will hire, administratively supervise, evaluate, and provide employee-eligible benefits as appropriate for any/all MC-BOE employees as delineated in the aforementioned “Funding” section of this MOU/agreement.

B. NCWVCAA Marion County Head Start Program will hire, administratively supervise, evaluate, and provide employee-eligible benefits as appropriate for any/all NCWVCAA-HS employees as delineated in the aforementioned “Funding” section of this MOU/agreement.

Section VIII - Public Relation/Parent Involvement Communication
The Preschool Collaborative Classroom Teacher will ensure to conduct two documented home visits and two documented parent-teacher conferences yearly with each family. Teachers will also solicit and document evidence of parental input into the curriculum. In addition, included in these services are Family Resource Coordinators [FRCs] who are assigned to specific families and their respective Preschool sites. Each FRC is responsible for meeting with both the teacher and family members responsible for participating Preschoolers in order to determine needs each may have. Once service needs have been determined, connections are made with between agencies available to provide said services for the families needing them. This liaison relationship exists to ease potential anxieties that families may have when being introduced to unfamiliar territory.

A. The Marion County Board of Education will ensure a copy of said MOU and attachments will be distributed to applicable personnel. This could include, but not be limited to, the Principals of the Marion County Collaborative Preschool Program.

B. NCWVCAA Marion County Head Start Program will ensure a copy of said MOU and attachments will be distributed to applicable personnel that could include but not limited to the Supervisor.

Section IX - County Attendance Support Procedures
All parties will follow the guidance as outlined in the Marion County Preschool Collaborative Attendance Policy. Copies will be distributed to each participating parent as well as a copy on file at each site.
The MC-BOE Pre-K designated contact/facilitator (in cooperation with the Children Services Supervisor for the NCWVCAA-HS) will see that copies of the appropriate attendance policy information will be disseminated to the respective County Building Administrators, Supervisor, assigned Program Specialists, and Director, including one copy for the classroom staff. A copy of this information shall also be maintained on file at each site.

The Children Services Supervisor and MC-BOE have established a written system to ensure that Head Start Program Performance Standards section 1302.6 are followed for attendance to include a hour call to ensure the child’s well-being when they are unexpectedly absent; home visits will be made to follow-up on two consecutive unexplained absences; and data will be reviewed for the first 60 days of operation and on an ongoing basis thereafter to identify children with patterns of absences that put them in risk of missing ten percent of program days per year and develop appropriate strategies to improve individual attendance among identified children.

All parties agree and work cooperatively/collaboratively as per Head Start Program Performance Standards section 1302.17, Head Start Programs:

Will prohibit or severely limit the use of suspension due to a child’s behavior. Such suspensions may only be temporary in nature and as a last resort where there is a serious safety threat that cannot be reduced or eliminated by reasonable modifications. Before the program determines whether a temporary suspension is necessary, the program in coordination with the collaborative partner (if applicable), will engage with a mental health consultant, collaborate with the parents, and utilize appropriate community resources such as behavior coaches, psychologists, other appropriate specialists, or other resources as needed, to determine no other reasonable option is appropriate.

Cannot expel or unenroll a child because of his/her behavior; however, if all possible resources have been exhausted after consultation with parents, child’s teacher, and the agency responsible for implementing IDEA (if applicable), collaborative partner (if applicable), and the mental health consultant, determines the child’s continued enrollment presents a serious safety threat to the child or other enrolled children and determines the program is not the most appropriate placement for the child, the program will work with other programs to directly facilitate the transition of the child to a more appropriate placement.

Section X – Universal Application/Enrollment
Public information dissemination begins with the open enrollment process in January of each year to ensure access to pre-school programs for families. The applications for enrollment consideration include Pre-K Registration, advertisements via newspapers, television, fliers, posters, and door-to-door canvasses.

Any changes to the Universal Application and/or selection criteria must be completed and approved by Marion County Core Team by December 1st of each year.

Placement in Marion County Pre-K as determined by Marion County Core Team is based upon a number of factors including the selection criteria and school district where they live, family preference regarding Pre-K site, and availability of space, as well as family income for Head Start sites. (As per the Office of Head Start effective March 12, 2015, copies of financial documents will be obtained for file to determine HS eligibility). Subsequently, income eligibility is established in accordance with federal income guidelines to ensure that the appropriate numbers of low-income families are provided the same opportunities. [See Attachment VIII – Marion County Pre-K Selection Criteria]. This would also include compliance with the McKinney-Vento Homeless Assistance Act. Children enrolling in Pre-K for the upcoming school year will participate in and attend the county registration. Appointments will be made at the Board of Education and families will be mailed a packet. The packet and paperwork will be brought to registration and copies will be given to Head Start at the county Core team meeting. The Core Team will meet at least twice a month during April, and May and other dates as mutually agreed upon about applications placement. Final Placement will be determined in June with all new applications reviewed monthly.

Section XI – Meals/Snacks
Provide nutritious meals, (including breakfast, lunch, and snack – as applicable), that meet or exceed USDA requirements at each Preschool site. All Head Start funded enrollees regardless of income are considered categorically eligible for free meals in the National School Lunch Program (NSLP) and the Child and Adult Care Food Program (CACFP). Appropriate billing procedures are contained in the meal contracts for each collaborative site. The per meal
charge shall be no less than the federal free rate of reimbursement for all meals provided. [See "Child Nutrition contract available on file at both participating agency's central office locations.]
All meals will be served within the structure of the daily classroom schedule. Meals will be served family style to the fullest extent possible. Meals will be served through the completion of all Pre-K programs, including Supplemental Duration Grant (1,020 instructional hours) classroom(s).

MC-BOE will prepare family style meals for the Mannington I preschool class to include meals for one full day classroom. The NCWVCAA HS Nutrition Program Specialist will conduct announced and unannounced Meal Monitorings as per the CACFP regulations at Mannington I. MC-BOE will prepare and serve family style meals for breakfast and cafeteria (self-service) for lunch at Watson.

Section XII – Individual Education Program Participation
The Marion County Board of Education and the NCWVCAA-HS will work cooperatively when placement decisions are being formulated. In addition, established procedures for the identification and placement of students with disabilities (Preschool Special Needs and/or Speech/Language issues, etc.) will be followed in accordance with WV Policy 2419. [Eligible PSN children will be given priority when placement decisions/recommendations are made.]

Section XIII – Operation Schedule
A. Both parties agree to operate Pre-K sites as listed in the Pre-K plan. If there is a change in the operation schedule of any of the sites, the party that is making the other party and an addendum will be completed, if necessary.

B. NCWVCAA Marion County Head Start Program will operate the Carolina, Edgemont, Fairmont, Mannington I, Rivesville, and West Fairmont (Monday through Friday) Community Collaborative WV Pre K sites on five, six hours days, in accordance with the MC-BOE school calendar to the extent possible. However, all collaborative classrooms will meet a minimum of 1,020 hours due to its Supplemental Duration Grant obligation. However, Watson Pre-K collaborative classroom may not meet 1,020 hours due to following the Marion County Board of Education school calendar.

C. In the event of schools closing due to inclement weather, affected programs will not operate. [Information of this nature can be accessed via the local MC-BOE school web-site and/or the television news announcements.]

Section XIV – Planning Time for Collaborative Staff
NCWVCAA Marion County Head Start Program will provide participating Preschool Staff at Carolina, Edgemont, Fairmont, Mannington I, Rivesville, and West Fairmont collaborative classes time for the purpose of "staffing" of students and collaborative planning, as well as participation in training opportunities; two hours of planning is provided weekly for Teacher and Assistant Teacher in addition to one upfront and one after class hour.

Section XV – Transportation
NCWVCAA Marion County Head Start Program will provide all transportation to and from the Fairmont, West Fairmont, Edgemont, Rivesville, and Mannington I Preschool sites for the children living within the established travel range. Family Resource Coordinators will provide reasonable assistance to families to arrange transportation to and from its classroom. Watson Elementary Pre-School collaborative classroom children will be transported by Marion County Board of Education.

Section XVI – Reportable Conditions
The following is a list of risks that will cause the NCWVCAA HS Grantee/Delegate to become considered deficient and consequently place the Head Start/Early Head Start Grant into recompetition:
- A non-compliance on an Office of Head Start Monitoring Review Event(s) that is not corrected within established timelines;
- A deficiency on an Office of Head Start Monitoring Review Event(s);
- Failure to establish program goals for improving the school readiness of children and taking steps to achieve those School Readiness Goals;
- 10% of grantees reviewed as part of the Office of Head Start Monitoring Review Event(s) that receive the lowest score in the Classroom Assessment Scoring System (CLASS) in any of the three domains (Emotional Support, Classroom Organization, and Instruction Support);
• Revocation of a license to operate a center by a State or local licensing entity;
• Files for bankruptcy or agreed to a reorganization plan as part of a bankruptcy settlement;
• Debarred from receiving Federal or State funds from any Federal or State department or agency;
• Disqualified from the Child and Adult Care Food Program (CACFP); or
• Receives an audit, audit review, investigation or inspection report from the agency’s auditor, a State agency, or
  the cognizant Federal audit agency containing a determination that the agency is at risk for ceasing to be a going
  concern. (Note: A “going concern” means an organization that operates without the threat of liquidation for the
  foreseeable future; a period of at least 10 months;)

The Grantee is required to report the above conditions within 10 working days of when they occur to the Office of
Head Start and, in the Head, Start Enterprise System. In order to meet this timeframe, the MC-BOE must report in
writing to the NCWVCAA HS Director within 72 hours after each occurrence for the above conditions. The only
exception to this 72-hour timeframe is the Office of Head Start Federal Review findings.

• Violation of safety practices that include Head Start children could include but not limited to:
  1. child left alone for any period of time in the classroom, playground, and/or bus for those children transported
     by the NCWVCAA HS Program, or wandered away from the Head Start/Pre-K site; or
  2. child dismissed to an unauthorized person from classroom, playground, or NCWVCAA Head Start bus,
     and/or other negligent health and safety incidents.

It will be the responsibility of the Superintendent, or Pre-K Liaison, or designee to immediately report to the
NCWVCAA HS Director any safety violations as listed above. The NCWVCAA HS Director or designee will request
a thorough investigation with a written report that will be submitted to the Regional Head Start Office in Philadelphia.

Section XVII - Lease Agreement
MC-BOE agrees to provide NCWVCAA-Marion County Head Start one preschool classroom, office and playground
space for a term of unlimited years at the Marion County Mannington Middle School site as well as use of the facility
and playground space at Fairmont Head Start Center. This agreement will be renewed annually if agreeable to both
parties. [See Land Lease Agreement for the Fairmont Head Start Center on file]

Section XVIII - Default
Either party upon a thirty (30) day written notice may terminate this MOU. Further, MC-BOE and NCWVCAA-HS
retains the right to terminate this UNIVERSAL PRE-K MEMORANDUM OF UNDERSTANDING for any reason
deemed advisable, including but not limited to the failure of the MC-BOE or NCWVCAA-HS to fulfill the terms and
condition of this MOU. In the event of dissolution of contract, each party shall maintain ownership of supplies/equipment purchased. All families and children will continue to be served for the remainder of the school
year.

Section XIX – Insurance
In the performance of work under this agreement, both MC-BOE and the NCWVCAA-HS:

a. Shall carry statutory Workmen’s Compensation coverage in full compliance with the laws of the State of West
Virginia.
b. Will maintain liability insurance in an amount of not less than one million ($1,000,000.00) per claim in order to
protect each agency’s employees from any and all liability in connection with the administration of the Marion
County Preschool Collaborative program. Both parties shall be listed as an additional insured on such insurance
and otherwise provided notice of cancellation or termination of insurance. Marion County Board of Education
will provide a copy of the Certificate of Liability Insurance annually to NCWVCAA HS. Likewise, NCWVCAA
HS will provide a copy of the Certificate of Liability Insurance annually to the MC-BOE.
c. Shall keep and maintain the facilities insured for loss by fire and extended coverage and will pay all premiums in
connection therewith.
d. Will provide the other with certificates of insurance maintained pursuant to this MOU.

Section XX – Indemnification
The parties covenant and agree to indemnify and hold the other party hereto harmless of and from any and all claims, demands, actions, causes of action, damages and injuries, of any kind or character, arising directly or indirectly, out of the operation of the Head Start Program which is the subject of this MOU, including reasonable attorney’s fees, costs, and expenses associated with the defense of any claims made against one and arising out of acts or omissions on the part of the other.

Section XXI - Relationship of the Parties
The parties shall at all times be independent contractors under this MOU, rather than coventures, agents, employees, or representatives of the other, and no act, action, or omission to act by one party, or any of its members, principals, officers, employees, or agents shall in any way obligate or be binding upon the other party. The parties hereby covenant and agree that neither North Central nor the Board shall represent to any third party that it or any of its members, principals, officers, employees, or agents are officers, directors, employees, or agents are members, principals, officers, directors, employees or representatives in any capacity of the other party.

Section XXII - Discrimination in Employment Prohibited
In all hiring or employment made possible by or resulting from this MOU, the employer will not discriminate against employee or applicant for employment because of race, religion, age, creed, sex, color, or national origin, be excluded from participation in, be denied the proceeds of, or be subject to discrimination under the program, pursuant to the Civil Rights of 1964. This requirement shall apply to but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship.

Section XXIII - Entire Agreement
This MOU constitutes the entire MOU between the parties hereto and there are no other understandings, representations or warranties, oral or written relating to the subject matter of this MOU, which shall be deemed to exist or to bind the parties hereto. This MOU may not be changed, modified, or amended in whole or in part, except in writing duly signed by the parties hereto.

Section XXIV - Binding Effect
This MOU shall be binding upon and inure to the benefit of the heirs, personal representatives, members, successors and assigns of the parties hereto.

Section XXV - Notices
Any notices hereunder required to be given to North Central West Virginia Community Action Association Head Start (NCWVCAA-HS) shall be sufficient if in writing, and deposited in the United States mail, postage prepaid, addressed to the Executive Director of NCWVCAA, 1304 Goose Run Road, Fairmont, West Virginia 26554, or to the Board of Education, in similar form addressed to the Marion County Superintendent of Schools, c/o the Marion County Board of Education, 200 Gaston Ave, Fairmont West Virginia 26554.

Section XXVI - Termination
In the event that the NCWVCAA Head Start’s funding should cease for any reason, then, this MOU shall terminate immediately.

Section XXVII - Audit
Each participating agency shall make its financial, enrollment, attendance, disability service and other records related to services provided under this MOU available to the other’s auditor(s) at such times as they may require in connection with the auditing of same.

Section XXVIII - Failure to Meet the Terms of the Contract/Terms for Dissolution of MOU
Should a concern regarding possible conflict between participating parties arise, the following procedures shall be followed:

Level One: A meeting shall be conducted for the purpose of resolving the issue at the local level with Pre-K contact, Principal, county HS representative or other partner requested.
**Level Two:** If not resolved at Level One, a second meeting involving the Superintendent, HS Director, and/or other designee(s) shall be convened.

**Level Three:** If not resolved at Level Two, either party could request an external mediator.

*In the event that both parties cannot resolve the conflict at Level Three the complaining party shall exercise a thirty (30) day written notice as per Section XVII — Default clause.*

This MOU is for a term beginning July 1, 2019 and ending June 30, 2020 and negotiated annually.

IN WITNESS THEREFORE, the parties hereto have caused their corporate names to be signed on duplicated originals.

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**Date**

Randy Farley, Superintendent  
Marion County Board of Education

**Date**

Steve Mainick, Administrative Assistant  
Curriculum and Instruction  
Marion County Board of Education

**10/1/19**

Vicki Geary, Executive Director  
North Central WV Community Action Association

**10-10-19**

Kim Martin, Children Services Director  
North Central WV Head Start/Early Head Start

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PY54  
Developed October 1, 2007  
The Head Start Preschool Collaborative Classroom Teacher will ensure to:

- Maintain confidentiality of all program participants and staff information.
- Follow up on attendance issues and document accordingly.
- Conduct two documented home visits and two documented parent-teacher conferences yearly with each family. One home visit must be completed prior to the first day of school.
- Maintain evidence of documented request for parental input provided for planning.
- Ensure that a complete developmental screening is conducted within (45) forty-five days of enrollment.
- Refer appropriate concerns, denoted on/resulting from developmental screening to Preschool Special Needs and/or other appropriate entities.
- Facilitate individualized on-going assessment through anecdotes and work samples. Curriculum planning must be based on assessed needs and/or IEP Goals and Objectives. The WV Early Learning Scale, reported through the online WVEIS, is used to further each child’s growth based upon their individual developmental level.
- Maintain evidence of individualized instruction.
- Utilize assessment system to generate child outcome data (3) three times per year (October, February, May) or as determine by the WV Department of Education, Office of Early Learning.
- Complete ELRS Parent Report following each checkpoint.
- Set up classrooms according to Curriculum guidelines with all interest areas present.
- Create a classroom environment that is literacy rich, including both environmental and functional print and appropriate daily “Read Aloud” time.
- Arrange/set up materials to encourage active exploration. A sufficient amount of space must available to allow children to make choices.
- Generate, maintain and follow lesson plans to include individualization of all children.
- Provide an interactive “pictorial schedule” that is accessible and at eye level for children to utilize throughout the day.
- Plan, facilitate and document transition activities that prepare the family and child for the next school setting
- Complete an agreed upon Prior to Children Attending Checklist, Daily and Playground Inspections.
- Incorporate the mutually agreed upon monitoring tools, the WV Universal Pre-K Health and Safety Checklist, HS Playground/Maintenance Survey and other program monitoring tools into the outlined program evaluation process, addressing needs/recommended program adaptations as identified through the monitoring process. (See Attachment V- Continuous Quality Improvement Plan.)
- Analyze and utilize Child Outcome Reports for program assessment and implementation. Report of needs must be documented and utilized for planning.
- CLASS observation will be conducted by the Head Start Education Specialist in Head Start operated classrooms.
- Complete anecdotal documentation when children present challenging behaviors and make referrals to the appropriate LEA and/or Head Start consultants as a result of behavioral concern.
- Maintain a fully equipped First Aid Kit and related inventory at each preschool site to include Emergency Procedures such as; First Aid/CPR Poster and Dental Emergency Posters.
- Refer to the site by site Mock File for use of correct forms.
- Refer to the Curriculum/Assessment Guide for further guidance.
- Other duties as assigned by Administrative Supervisor.
The Marion County Family Resource Coordinator will:

- Maintain confidentiality of all program participants and staff information.
- Maintain monthly contact with each family, including home visits as necessary.
- Initiate the Family Partnership Process with each family to include the opportunity to set, work toward, and achieve goals through implementation of a Family Partnership Agreement.
- Support the facilitation of parent meetings and encourage parent attendance and engagement.
- Coordinate parent training/education opportunities and parent participation events based on parents' identified interests and needs.
- Provide opportunities for parents to participate in a research-based parenting curriculum that builds on parents' knowledge and offers parents the opportunity to practice parenting skills to promote children's learning and development.
- Document family outcomes.
- Utilize the client database software for tracking and documentation purposes.
- Follow up on attendance issues and document accordingly.
- Be aware of community resources and provide linkage and referral services to families as needed.
- Ensure the availability/posting of all necessary regulatory and emergency information.
- Ensure a current (with the past 12 months) copy of a physical exam/Health Check is placed in the family/child's file within 30 days of entry.
- Ensure screenings (hearing, vision, blood pressure, growth, TB Risk Assessment, and Blood Lead Risk Assessment) are current for age according to the WV Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) Program and placed in the child's file within 30 days of entry.
- Ensure ACF families have a dental exam completed within 45 days of entry and follow-up as needed.
- Ensure the completion of a Blood Lead Screening Test for all Head Start enrolled children and encourage Pre-K enrolled children to obtain within 90 days of entry. (If children have had the Blood Lead Screening Tests at 12 and/or 24 months, they are considered “current” and staff will obtain the results for family/child files. If the Blood Lead Screening Test was not completed at 12 or 24 months, the child is required to receive such testing between the ages of 36 and 72 months old. If at any time the Blood Lead Risk Assessment shows the child as being “high risk” the child will then need a current Blood Lead Screening Test within 90 days of the high risk Blood Lead Risk Assessment). Documentation to obtain results and/or documentation of parent education will be completed monthly until the results are received. Programs must work in partnership with parents to make sure that all children receive this screening.
- Ensure each child's signed immunization record is in the family/child's file and that the child has received appropriate immunizations prior to entry. If the child is not up-to-date on required immunizations a Plan of Completion, signed by a licensed medical provider or Health Department, must be completed and filed in the family/child file.
- Provide physical exam/Health Check, immunizations, and screening information to designated BOE employee to enter into WVEIS as indicated through the WV Pre-K child Assessment System and Policy 2525.
- Ensure the completion of the following required screenings (for any child not previously screened), within 45 days of entry: Speech, Developmental, and Behavioral/Mental Health.
- Create and maintain a current parent information area at each preschool site.
- Encourage parent representation on the Policy Council.
- Track and document non-Federal Share Donations (In-Kind).
- Facilitate Case Management Staffing with education staff for all assigned children/families.
- Refer to the site Mock File for use of correct forms.
- Other duties as assigned by Administrative Supervisor.

Revised 6-12-14; 5-12-2015; 6-9-2017; 7-18-18; 7/19/19

Attachment II