

**Sandra Pertee, Superintendent**

December, 2015						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

***Trey Morrone, President***

***Vickey Boyd, Vice-President***

***Joann Hurley, Board Member***

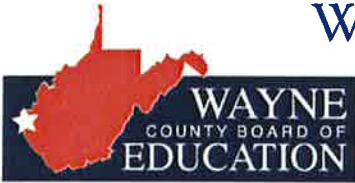
***Johnita Jackson, Board Member***

***Lois Little, Board Member***

***Tuesday  
December 8, 2015***

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**SPECIAL MEETING #20**



# Wayne County Board Of Education

Post Office Box 70  
Wayne, West Virginia

Sandra Pertee  
Superintendent

Telephone: (304) 272-5116

<http://boe.wayn.k12.wv.us/>

Fax: (304) 272-6500

December 3, 2015

Vickey Boyd  
Joann Hurley  
Johnita Jackson  
Lois Little

Dear Board Members:

Please be advised there will be a **Special Meeting** of the Wayne County Board of Education on **Tuesday, December 8, 2015, at the Wayne County Board of Education at 212 North Court Street, Wayne, WV, beginning, at 6:00 p.m.** The following items will be on the agenda:

- Recommended Personnel Matters
- Purchase Orders/Requisitions/Quotes in excess of \$1,500.00
- Review bids and consider selection of lowest qualified bidders on project to construct new Crum PK-8 School.
- Field Trip Request
- CTE requests Vocational Agriculture Teacher at Spring Valley High School for school year 2016-2017.
- Consider request by Wayne High School to refinish gymnasium floor.
- Approve funding for assistance for non-revenue sports teams that compete for state championships in out-of-county state competitions.
- Updates and revisions to "Wayne County Board of Education Employees Travel Regulations Policy."
- Review and discuss five (5) recommended updates to the Local Wellness Policy.
- Review and discuss possible solutions of office-space needs at Central Office.
- Review and discuss latest version of Wayne County Strategic Plan.
- Review and discuss Wayne County Board Performance Assessment Instrument
- Discuss parents and siblings riding Wayne County School buses.

Respectfully,

  
Trey Morrone  
President

TM:cp

cc: The Herald Dispatch, Wayne County News

**AGENDA #20  
WAYNE COUNTY BOARD OF EDUCATION  
SPECIAL MEETING**

**Board Conference Room  
Wayne, WV**

**December 8, 2015  
6:00 p.m.**

CONSENT AGENDA

**I. CALL TO ORDER      Trey Morrone, President**

Pledge of Allegiance to the Flag:

Those present:	Vickey Boyd	O
	Joann Hurley	O
	Johnita Jackson	O
	Lois Little	O
	Trey Morrone	O

**II. NEW BUSINESS                      CONSENT ACTION ITEMS**

1. Consider for approval the recommended personnel matters. **Pages 1-2**

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

2. Consider for approval the purchase requisitions/orders/quotes in excess of \$1,500.00. **Pages 3-6**

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**III. NEW BUSINESS                      SEPARATE ACTION ITEMS**

1. Review bids and consider selection of lowest qualified bidders on project to construct new Crum PK-8 School. **Separate Attachment**

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

2. Consider for approval the field trip request for: **Pages 7-8**

Buffalo Elementary School to travel to Gattiland in Ashland, Kentucky, Math Field Day at the Kenova Baptist Church and to the Ashland Towncenter in Ashland, Kentucky on December 17, 2015.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

3. Consider for approval a request from Career Technical Education **Page 9** Department for a Vocational Agriculture teacher at Spring Valley High School beginning 2016-2017 school year.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

4. Consider request by Wayne High School to refinish **Separate Attachment** gymnasium floor.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

5. Approve funding for assistance for non-revenue sports **Separate Attachment** teams that compete for state championships in out-of-county state competitions.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**IV. ITEMS FOR DISCUSSION**

Updates and revisions to the "Wayne County Board of Education Employees Travel Regulations Policy."

Review and discuss five (5) recommended updates to the Local Wellness Policy.

Review and discuss possible solutions of office-space needs at Central Office location.

Review and discuss latest version of Wayne County Strategic Plan.

Review and discuss Wayne County Board Performance Assessment Instrument (WWSBA Survey – June 2015)

Discuss parents and siblings riding Wayne County School buses.

**V. EXECUTIVE SESSION**

**WV Code §6-9A-4**

Time Entered: \_\_\_\_\_

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

Time Returned: \_\_\_\_\_

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**VI. ADJOURNMENT**

Time: \_\_\_\_\_

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**RECOMMENDED  
PERSONNEL MATTERS  
December 8, 2015**

**RESIGNATION:** (Professional)

Mary Stacy, After School Literacy Coach at Crum Elementary, effective November 30, 2015.

Christin Grady, Spanish teacher at Wayne High, for retirement purposes, effective May 31, 2016.

Jimmie Daniels, Networking/Electronic Technician (1 /2 time- Networking Technology & 1/2 time- Troubleshooting/Computer Maintenance), and Boys Assistant Basketball Coach at Tolsia High, **for retirement purposes**, effective December 1, 2015.

**EMPLOYMENT:** (Professional)

Stephanie Collier - Substitute Teacher

Lara Blake - Substitute Teacher

Melinda Booton - Substitute Teacher

Evan Nelson - Substitute Teacher

Ryan Salmons - Substitute Teacher

Brianna Arnoldt - Substitute Teacher

**REQUEST FOR MATERNITY LEAVE:** (Professional)

Holly Litteral, English teacher at Spring Valley High, requests Maternity Leave effective January 4, 2016 to February 24, 2016.

Lisa Shilot, Kindergarten teacher at Wayne Elementary, requests Maternity Leave effective December 3, 2015 to February 1, 2016.

**RESIGNATION:** (Service)

James D. Watts, regular, 8 hour **Painter/Truck Driver**, Wayne County Schools Maintenance Department, **for retirement purposes**, effective December 31, 2015.

Nancy Nutter – Substitute Custodian, effective November 30, 2015.

**Recommended Personnel Matters**

**December 8, 2015**

**Page 2**

**EMPLOYMENT: (Service)**

Angela D. May, Itinerant Transportation Classroom Special Education Aide at Buffalo Elementary (7:30 a.m. - 3:30 p.m.), effective December 10, 2015.  
(200 Days) **Posting # SA16-70**

Vonetta Damron, Itinerant Transportation Classroom Special Education Aide at Wayne Elementary (7:30 a.m. - 3:30 p.m.), effective December 10, 2015.  
(200 Days) **Posting # SA16-69**

Anna M. Pratt, **Temporary** Itinerant Transportation Classroom Special Education Aide at Dunlow Elementary (7:30 a.m. - 3:30 p.m.). **Until return of regular employee.**  
**Posting # SA16-71**

Mindy Mullens– Substitute Secretary

Elizabeth Chafin – Substitute LPN/Aide

**EMPLOYMENT: (Coach)**

Aaron Fletcher, **UNPAID VOLUNTEER Boys Assistant Basketball Coach**, Tolsia High, effective 2015-2016 school year.

Vendor: 423500

P/O R E Q U I S I T I O N  
WAYNE COUNTY SCHOOLS  
PO BOX 70

WAYNE, WV 25570 0070

TO: HOUGHTON MIFFLIN HARCOURT  
9205 SOUTH PARK CENTER LOOP  
ORLANDO, FL 32819 0000

SHIP TO: WAYNE COUNTY BOARD OF EDUC  
PO BOX 70  
212 N. COURT STREET  
WAYNE, WV 25570 0070  
(304) 272-5116  
ATTN: SHANE RUNYON

ATTN: ORDER DEPARTMENT

Date: 12/03/15

Ship:

Ref: S RUNYON/KIM H

QUANTITY	DESCRIPTION	DISCOUNT	UNIT PRICE	TOTAL
	BLANKET PURCHASE ORDER			3,498.00
	GO MATH BOOKS 20 EACH @ \$29.15 EACH			
	KINDERGARTEN #1469637			
	1ST GRADE 1469638			
	2ND GRADE 1469639			
	3RD GRADE 1469640			
	4TH GRADE 1469641			
	5TH GRADE 1469642			
	*			
	LEVY FUNDS - TEXTBOOKS			

TOTAL 3,498.00  
\*\*\*\*\*

A C C O U N T  
11.00000.11111.641.001.0000.0000.00

AMOUNT  
3498.00

*James [unclear] 12/3/15*  
*Sandra Pettee 12/3/15*

Vendor: 656000 P/O R E Q U I S I T I O N  
 WAYNE COUNTY SCHOOLS  
 PO BOX 70  
 WAYNE, WV 25570 0070

TO: R & J BUILDING SUPPLY  
 BOX 358  
 LOVELY, KY 41231 0000

SHIP TO: WAYNE COUNTY BOARD OF EDUC  
 PO BOX 70  
 212 N. COURT STREET  
 WAYNE, WV 25570 0070  
 (304) 272-5116  
 ATTN: MATT STANLEY/RMF

Date: 12/04/15

Ship:

Ref: RMF

QUANTITY	DESCRIPTION	DISCOUNT	UNIT PRICE	TOTAL
	FIRE EXIT WINDOWS FOR BUFFALO ELEMENTARY SCHOOL FIRE MARSHAL REQUIREMENT ADVERTISED FOR BID 10/07/15 NO BIDS RECEIVED			
18	EA		615.0000	11,070.00
2	EA		30.9900	61.98
2	EA		15.8900	31.78
4	EA		7.2900	29.16
2	EA		25.9900	51.98
1	EA		17.9900	17.99
	MAINTENANCE SUPPLIES FUND			

TOTAL 11,262.89  
 \*\*\*\*\*

A C C O U N T  
 11.00000.12621.613.001.0000.0000.00

AMOUNT  
 11262.89

*Matt Stanley*  
*12-4-15*

*Sandra Penter*  
*12-4-15*



\*\*\* INVOICE \*\*\*

Page 1

R & J Building #1  
1493 Riverfront Road  
Lovely, KY 41231  
(606)395-6836

*Buffalo  
elm.*

*Per Fire  
Marshal*

Bill To:  
Customer # 2318  
WAYNE CO. BOARD OF EDUCATION  
PO BOX 70  
WAYNE , WV 25570

Date: 11/30/2015 Time: 11:43:44 AM - Transaction#: E1070  
Associate: Lee Bob - Due Date: 12/31/2015

Qty	Description ProductCode	Unit Note	Price	Tax	Extended
18.00	49-3/8X81-3/8 RE/WINDOW MISC SKU#	EACH	\$615.00	N	\$11,070.00
2.00	100Z SILICONE WHITE 075339008164 SKU# 37005782	CASE	\$30.99	N	\$61.98
2.00	TIES MISC SKU#	EACH	\$15.89	N	\$31.78
4.00	5/32" TURBOMAX DRILL BIT 042526914812 SKU# 301891	EACH	\$7.29	N	\$29.16
2.00	(Bolt, Screw) MISC SKU#	EACH	\$25.99	N	\$51.98
1.00	(Bolt, Screw) MISC SKU#	EACH	\$17.99	N	\$17.99

Subtotal: \$11,262.89

TAX EXEMPT  
TOTAL: \$11,262.89  
INVOICE: \$11,262.89

CHANGE: \$0.00

A Minimum Finance Charge of \$0.50 or 1.5% per month  
applies to all past due balances.

*Bill Runyon*

*MS  
11-1-15*

(X) \_\_\_\_\_  
Authorized Signature

Notes:  
BUFFALO ELEMENTARY SCHOOL

Thank You!

**ADVERTISEMENT FOR BIDS**

The Wayne County Board of Education invites qualified contractors to submit sealed bids for the fire exit window project at Buffalo Elementary School, Kanova, West Virginia. Sealed bids will be received at the offices of the Wayne County Board of Education, Attention Matt Stanley, 212 North Court Street, Wayne, West Virginia, 25570, until 2:30pm, local time, on Wednesday, October 14, 2015 at which time and place the bids will be publicly opened and read.

A pre-bid conference will be held at 1:00 pm on Wednesday, October 7, 2015, at Buffalo Elementary School located at 331 Buffalo Creek Road, Kanova, WV 25530. Attendance at pre-bid conference is mandatory for prime bidders only.

Bidding documents and specifications may be obtained at the pre-bid meeting. Bidders must comply with all bidding requirements and conditions set forth in the bid specifications.

All bidders and bidder's subcontractors shall be licensed in compliance with SB409 (West Virginia Contractor's Licensing Act), and shall include their license number on the Bid Form. All bidders shall present proof of insurance.

Each bid shall be accompanied by a bid bond, made payable to the Wayne County Board of Education, in the amount of five percent (5%) of the base bid, in accordance with the instructions to bidders.

The Wayne County Board of Education reserves the right to defer, delay, or postpone the date for receiving and reviewing proposals for the project without the necessity of renewing such advertisement.

The Wayne County Board of Education reserves the right to waive any informalities or minor defects, and reserves the right to accept or reject any or all bids.

For additional information, please contact Matt Stanley, Maintenance Director, Wayne County Board of Education, at (304) 544-8241.

LH: 36329

Affidavit of Legal Publication and Posting

STATE OF WEST VIRGINIA

COUNTY OF WAYNE, TO-WIT

I, Michael Hupp, managing editor of the Wayne County News, a newspaper published in the county of Wayne, West Virginia, hereby certify that the annexed publication was inserted in said newspaper on the following dates:

Commencing on: Sept 26, 2015

Ending on: Oct 3, 2015

Given under my hand this 8 day of Oct, 2015.

Michael Hupp  
Michael Hupp

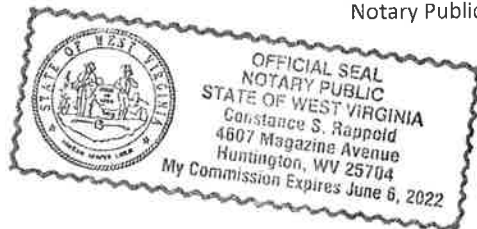
Sworn to and subscribed before me this 8 day of Oct, 2015.

Constance S. Rappold

Connie Rappold

Notary Public

\$57.00



**Field Trip Check List BEFORE YOU SEND**

1. Principal's signature
2. Funding Source
3. Lunch Plans and Gate Mgr. Signature
4. Nurse's signature
5. List of Names of students attending & Medical Needs

USE THIS FORM!

**Field Trip Request**

To Mr. Runyon ✓  
To Butch Gibson

SCHOOL Buffalo Elementary DATE 11/16/15

Teacher Making Request: Joni Suttle

Principal's Signature: Stephanie May Date of Approval: 11-17-15  
(Approving Trip)

Central Office Approval: [Signature] Date of Approval: 4/30/15

Funding Source: Music Account

Neil Maynard asked for our choir to sing during Math Buddy Day

Date Trip is Planned	Group, Class, Etc.	Number of Students	Number of Chaperones	Destination of Trip	Number of Buses	Departure and Return Time
Dec. 17	Honor Choir	95	10	10:30 Gattiland-Ashland 12:00 Math Field Day Xenova Baptist 1:00 Ashland town center	1	10:00-2:00

Lunch Plans: Gattiland

\*Will there be students with medical conditions, taking medications, etc. going on the field trip? YES NO (CIRCLE ONE) meas & dtd

\*Has the school nurse been notified and a list of participating students provided 10 days prior to the field trip? no \*Out of state\*

Curriculum Trip Correlation:

\*\*An explanation letter for the trip may accompany this form.

\*\* This form must be completed (with signatures) before approval will be considered.

Nurses Signature: [Signature]

[Signature] Approval

All permission slips, \$, etc. due to A. Danhoe by Dec. 10

## JUST TO CLAIRIFY

### For Our Choir Field Trip:

We were planning on singing for "Sounds of the Seasons" at the Ashland Town Center. We are literally going in, lining up, singing and leaving. We will not have time to shop and that is not in the plans.

The lunch at Gattiland is Lunch. It was the only place that I could think of that could handle 100+ people at one time and get us out under an hour. I was supposed to contact them when we leave the school so they could have our pizzas made and on the tables when we arrive. If we arrive at 10:30, we would have to be cleaned up and back on the bus by 11:30. We will gladly eat somewhere else if you can think of some place that can handle 100+ people.



# Wayne County Board Of Education

212 North Court Street  
Post Office Box 70  
Wayne, West Virginia 25570

Gary L. Adkins  
Superintendent

Telephone: (304) 272-5116

<http://boe.wayn.k12.wv.us/>

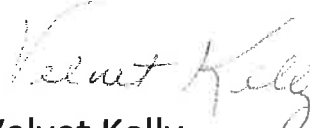
Fax: (304) 272-6500

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## WCBOE Board Members December 3<sup>rd</sup>, 2015

CTE is requesting a Vocational Agriculture teacher for Spring Valley High School. In order to be considered for grant approval, paperwork must be completed and submitted to the WVDE by December 15<sup>th</sup>.

Thank you,

  
Velvet Kelly