The Mercer County Board of Education met in regular session at 7:00 P.M. on Tuesday, March 26, 2019, in the Mercer County Technical Education Seminar Center, Princeton, WV.

Members present were Paul Hodges, Jacinda Santon Smith, Gilbert Bailey, Mary Alice Kaufman, Greg Prudich, and Deborah Akers, Secretary.

PLEDGE OF ALLEGIANCE

Rick Ball, Assistant Superintendent, led the Pledge of Allegiance to the Flag.

RECOGNITIONS / PRESENTATIONS

Dr. Deborah Akers, Paul Hodges, Teresa Russell, and Todd Browning recognized the individuals on the Board Recognizes for their accomplishments.

Anthony Orr, Princeton Senior High School student, presented his Senior Capstone Project: Funding / Need for More Primary Music Educators.

Tiffany Jones, Bluefield High School Teacher, led the presentation by the High School Social Studies Textbook Committee. Wyatte Morris, Bluefield Middle School Teacher, led the Middle School Social Studies Textbook Committee Presentation.

CITIZENS INPUT

None.

APPROVAL OF MINUTES

Mr. Bailey moved to approve the minutes for March 12, 2019. The motion was seconded by Ms. Smith, and by a 5-0 vote, the Board approved the minutes for March 12, 2019.

NEW BUSINESS

PRESENTATION OF CONSENT AGENDA

There were no changes.

Approval of Consent Agenda

On motion of Mr. Bailey, seconded by Ms. Kaufman, and by a 5-0 vote, the Board approved the items listed on the Consent Agenda.
**Author Services**

Board Memo #234

The Board approved Mercer County Title I Program to host Jessica Lahey, a NY Times Best Selling Author, for sessions with parents, administrators, Title I teachers, regular education teachers, Special Education teachers, and social workers during the period of April 4-6, 2019.

The session for parents will be held at the Chuck Mathena Center while all other sessions will be held at the MCTEC Seminar Center. (Exact schedule to be finalized.)

The cost of the residency, including travel and books (The Gift of Failure), is $19,100.

**Bid 893 – Building Materials**

Board Memo #235

The Board approved the purchase of building materials used for facility maintenance from Lowe’s of Princeton and Citizen’s Building Supply. Lowe’s of Princeton received the primary award. In urgent, or more efficient situations, Maintenance personnel may make minor purchases from Citizen’s Building Supply.

Bids were sent to four vendors:

- **Charleston Acoustics**
  - P.O. Box 339
  - Daniels, WV 25832

- **Citizens Building Supply**
  - P.O. Box 1668
  - Bluefield, WV 24740

- **Lowe’s of Princeton**
  - 1151 Oakvale Road
  - Princeton, WV 24740

- **McKenzie Lumber**
  - 741 Federal Street
  - Rich Creek, VA 24147

Bids were analyzed according to the evaluation criteria set forth in the bid with the maximum points available:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price % off</td>
<td>20</td>
</tr>
<tr>
<td>Price for frequently purchased items</td>
<td>20</td>
</tr>
<tr>
<td>Minimum order price</td>
<td>10</td>
</tr>
<tr>
<td>Lead-time for frequently purchased items</td>
<td>10</td>
</tr>
<tr>
<td>Lead-time for other orders</td>
<td>10</td>
</tr>
<tr>
<td>Distance for counter pick-up orders</td>
<td>10</td>
</tr>
<tr>
<td>Compliance with bid requirements</td>
<td>10</td>
</tr>
<tr>
<td>Prior experience with Mercer County Board of Education</td>
<td>10</td>
</tr>
</tbody>
</table>

Bids were received from Lowe’s of Princeton (95 points) and Citizen’s Building Supply (72.87 points). The bid allowed for multiple awards. Lowes had the lowest prices for frequently purchased items.
The selection committee included: Leslie Wellman, Director of Purchasing/Auditor, Chris Stanley, Maintenance Supervisor, and Dawn Green, Procurement Specialist.

High School Social Studies Textbook Committee
Board Memo #236

The Board approved the selection of textbooks by the High School Social Studies Textbook Committee. Committee Members included: Edward Dodson, Elizabeth Yost, Tiffany Jones, and Williams Jennings.

<table>
<thead>
<tr>
<th>Course</th>
<th>Estimated # of Books</th>
<th>Cost Per Book</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>World History 9</td>
<td>420</td>
<td>$141.00</td>
<td>$59,220</td>
</tr>
<tr>
<td>US History 10</td>
<td>410</td>
<td>$141.00</td>
<td>$57,810</td>
</tr>
<tr>
<td>US History 11 (Contemporary Studies)</td>
<td>415</td>
<td>$137.01</td>
<td>$56,859.15</td>
</tr>
<tr>
<td>AP / Honors US History</td>
<td>225</td>
<td>$150.69</td>
<td>$33,905.25</td>
</tr>
<tr>
<td>Civics 12</td>
<td>410</td>
<td>$112.97</td>
<td>$46,317.70</td>
</tr>
<tr>
<td>Psychology</td>
<td>160</td>
<td>$98.97</td>
<td>$15,835.20</td>
</tr>
<tr>
<td>Sociology</td>
<td>62</td>
<td>$165.97</td>
<td>$10,290.14</td>
</tr>
<tr>
<td>Geography</td>
<td>100</td>
<td>$108.12</td>
<td>$10,812.00</td>
</tr>
<tr>
<td>Street Law</td>
<td>50</td>
<td>$94.02</td>
<td>$4,701.00</td>
</tr>
<tr>
<td><strong>Total Cost</strong></td>
<td></td>
<td></td>
<td><strong>$295,750.44</strong></td>
</tr>
</tbody>
</table>

Middle School Social Studies
Board Memo #237

The Board approved the selection of textbooks by the Middle School Social Studies Textbook Committee. Committee Members included: Wyatte Morris, William Morris, Joseph Spinella, David Shrewsbury, and Joey Riffe.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Per Student</th>
<th>How many textbooks</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>6th</td>
<td>$105.00</td>
<td>767</td>
<td>$80,535.00</td>
</tr>
<tr>
<td>7th</td>
<td>$117.00</td>
<td>797</td>
<td>$93,249.00</td>
</tr>
<tr>
<td>8th</td>
<td>$69.95</td>
<td>725</td>
<td>$50,713.75</td>
</tr>
<tr>
<td><strong>Total Cost</strong></td>
<td></td>
<td></td>
<td><strong>$224,497.75</strong></td>
</tr>
</tbody>
</table>

NJPA Quote for Gym Floor Refinishing 2019
Board Memo #238

The Board approved NJPA contract #082114 pricing from RM Huffman for summer gym floor refinishing at a cost of $23,969.23. The gym floors to be refinishing are at Athens Elementary, Bluefield High, Bluefield Middle, Montcalm High, Melrose Elementary, Montcalm High, Oakvale Elementary, PikeView Middle, PikeView High, Princeton Middle, and Princeton High.
Request for Proposal #285 Employee Planning Calendars and Student Planning Calendars / Policy Manual
Board Memo #239

The Board approved the purchase of Employee Planning Calendars and Student Planning Calendars / Policy Manuals from Chapman Printing for $11,583. Proposals were sent to five vendors:

- Clinch Valley Printing
  P.O. Box 390
  Tazewell, VA 24651

- Central Printing
  205 Central Avenue
  Beckley, WV 25802

- Chapman Printing
  3000 Washington Street West
  Charleston, WV 25312

- Conner Printing
  P.O. Box 1137
  Princeton, WV 24740

- Wordsprint
  190 West Spring Street
  Wytheville, VA 24382

Responses were received from two vendors:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapman Printing</td>
<td>$11,583.00</td>
</tr>
<tr>
<td>Conner Printing</td>
<td>No bid</td>
</tr>
</tbody>
</table>

RFP – 282 Broadband Services
Board Memo #240

The Board approved the purchase of broadband services through Segra for all locations in the amount of $423,000. The Board cost will be $42,300; the remainder will be paid/reimbursed through E-Rate.

Proposals were advertised in two (2) newspapers, as well as being posted on the Universal Service Administrative Company (USAC) website, in compliance with E-Rate regulations. Responses were received from Cytranet, Segra, and Suddenlink. Cytranet failed to meet the terms and conditions of the RFP and is therefore disqualified.

According to evaluation criteria set forth in the RFP, a selection committee was established for ranking vendor responses.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Cost</td>
<td>40</td>
</tr>
<tr>
<td>Mercer County Board of Education Past Experience</td>
<td>25</td>
</tr>
<tr>
<td>Provide Optional Data Transfer Rates</td>
<td>20</td>
</tr>
<tr>
<td>Provide a Turn-Key solution</td>
<td>5</td>
</tr>
</tbody>
</table>
Segra can provide broadband service to all locations except three (3), Lashmeet/Matoaka, Montcalm Elementary, and Montcalm High Schools. Their solution provides an SD-WAN device at each site for connection to the State NOC/Hub and the Board Office. In compliance with Section 5 of RFP 282, the Board negotiated with Segra to provide the Internet service as well for an additional $250 per month for each of these three locations. Selecting this option gives the Board a turn-key solution.

The selection committee included: Brent Murphy, Director of Technology Programs, Leslie Wellman, Director of Purchasing/Auditor, and Dawn Green, Procurement Specialist.

**RFP – 284 E-Rate Category 2 Components – Internal Connections**

Board Memo #241

The Board approved Category 2 Components - Internal Connections from Getronics for $115,224.79. These Category 2 Components – Internal Connections include installing, configuring, and testing the new internal connections that will provide wireless access points throughout sixteen (16) schools. The sixteen (16) schools are Bluefield Intermediate, Bluefield Middle, Glenwood, Melrose, Memorial, MCTEC Alternative Learning Center, Montcalm High, Mountain Valley, PikeView Middle, Princeton Middle, Princeton Primary, Princeton High, Sun Valley, and Whitethorn.

Proposals were advertised in two (2) newspapers as well as being posted on the Universal Service Administrative Company (USAC) website, in compliance with E-Rate regulations. Responses were received from Advantage Technology and Getronics (formerly Pomeroy). According to evaluation criteria set forth in the RFP, a selection committee was established for ranking vendor responses.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price</td>
<td>45</td>
</tr>
<tr>
<td>References</td>
<td>20</td>
</tr>
<tr>
<td>Mercer County Board of Education past experiences with vendor</td>
<td>15</td>
</tr>
<tr>
<td>Vendor’s ability to deliver a turn-key solution</td>
<td>10</td>
</tr>
<tr>
<td>Compliance with proposal specifications</td>
<td>10</td>
</tr>
<tr>
<td>Getronics</td>
<td>100</td>
</tr>
<tr>
<td>Advantage Technology</td>
<td>85</td>
</tr>
</tbody>
</table>
The total cost of this project is $115,224.79. The cost to the Board will be $17,283.72, to be paid with 21st Century Technology Grant Funds. The remainder will be paid/reimbursed through E-Rate.

The selection committee included: Brent Murphy, Director of Technology Programs, Leslie Wellman, Director of Purchasing/Auditor, and Dawn Green, Procurement Specialist.

Payment of Invoices – March
Board Memo #242

The Board approved payment of invoices for the month of March. A list of vendors and amounts are available for review at the Central Office. The actual checks have been written and are being held in the Office of the Treasury, pending consideration by the school board. Checks will be issued to the vendors upon school board approval.

Payment of Invoices – April (Pre-approved)
Board Memo #243

The Board approved issue and release for payment, invoices as presented for public utilities, cash advances for travel in accordance with policy and contractual obligations; the Superintendent of Schools or designee (Treasurer) is directed to issue and release for payment invoices as presented for public utilities and contractual obligations in accordance with budgetary, purchasing and school board policy for the month of April.

Budget Supplements and Transfers
Board Memo #244

The Board approved the following Budget Supplements and Transfers:

**Fund 61 Supplements:**
- Adult Local Day Program $17,069.00
- Adult Local Evening Program $10,170.00
- Testing $944.00
- Mitchell Stadium Parking $4,731.50
- Retirement Banquet $1,250.00
- Teacher of the Year Banquet $1,125.00
- Service Person of the Year $1,375.00
- HSTW Grant $15,000.00
- MHS STEM Grant $10,000.00
- IDEA Monitoring Grant $1,083.50
- Oral Health Program $3,263.00
- Child Nutrition Matching Grant $63,455.00
- Monk Trust $7,954.98
- CEFP Grant $10,000.00

**Total Supplements** $147,420.98
Fund 61 Transfers:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Education-School Age</td>
<td>300,318.00</td>
</tr>
<tr>
<td>RLIS</td>
<td>30,362.00</td>
</tr>
<tr>
<td>Step 7 Personnel</td>
<td>29,164.33</td>
</tr>
<tr>
<td>RLIS</td>
<td>147,024.75</td>
</tr>
</tbody>
</table>

Total Transfers $506,869.08

Audit by CPA Firm
Board Memo #245

The Board approved the request to have the financial statements audited by an external CPA firm for a three (3) year period, July 1, 2018, through June 30, 2021. According to WV Code, county boards of education may elect to have their financial statements audited by a CPA firm instead of the WVSAO Chief Inspector. This election to have an external CPA firm perform the audit must be approved by the Board. An external CPA firm has been utilized in the past.

Go Math Training
Board Memo #246

The Board approved follow-up training in Go Math for Grades K-5 through the Mercer County Title I Program. Houghton Mifflin will hold the sessions on March 27, 28, and April 3, 2019. The cost of the training is $16,800.

Additional Business

Appointment of Treasurer and Attendance Director
Board Memo #248

On motion of Ms. Smith, seconded by Mr. Bailey, and by a 5-0 vote, the Board approved the appointment of Joy Hubbard as Treasurer and Russell Lippencott as Attendance Director for FY 2019-2020.

MIP Project FY 2019
Board Memo #249

On motion of Mr. Prudich, seconded by Ms. Kaufman, and by a 5-0 vote, the Board approved the submission of a Major Improvement Project (MIP) proposal to the WV School Budding Authority for the purpose of Replacing the VAV Boxes at Bluefield Middle, Lashmeet/Matoaka, and Montcalm High. The proposed improvements align with recommendations in the 2010 Comprehensive Education Facilities Plan (CEFP) to upgrade the HVAC systems to comply with ADA requirements.

Personnel
Board Memo #250
On motion of Ms. Smith, seconded by Mr. Bailey, and by a 5-0 vote, the Board approved the following personnel agenda, contingent upon the return of an acceptable background check and drug testing:

**Personnel Agenda**  
March 26, 2019

**Note:** Employment is contingent upon acceptable background checks and drug testing.

**Professional**

**Leaves:**

**Jennifer Perdue**, Dean of Students, Princeton Senior High School, requests Medical Leave beginning March 8, 2019, through March 24, 2019.

**Allison Turner**, Math Teacher, PikeView Middle School, requests Maternity Leave beginning April 1, 2019, through April 24, 2019. Her previous leave was January 10, 2019, through March 29, 2019.

Leave is recommended.

**Resignations:**

**Sharon Suttle**, Teacher, Bluewell School, effective March 29, 2019.  
Reason: Retirement

**Kermit B. Johnson**, Physical Education Teacher, Montcalm Elementary School, effective March 27, 2019.  
Reason: Retirement

**Coaching**

*(All coaching positions are pending WVSSAC receipt of certification)*

**Adjustment in Status:**

*From: PikeView Middle School:*
Volunteer Coach: Lisa Hale, Head Softball Coach

*To: PikeView Middle School (Until new coach is hired):*
Substitute: Lisa Hale, Head Softball Coach *(effective 2-25-19)*

**PikeView Middle School:**
Employment: Tina Barrett, Assistant Volleyball Coach

**PikeView High School:**
Employment: Steve Compton, Head Weightlifting Coach
Employment: Lauren White, Assistant Weightlifting Coach  
Employment: Megan Webber, Assistant Softball Coach

**Princeton Middle School:**  
Volunteer Coach: Zach Hudgins, Baseball  
Resignation: Robert Crawford, Assistant Football Coach  
Resignation: Derek Poszich, Assistant Football Coach

**Glenwood School:**  
Volunteer Coach: Sherry Jenkins, Softball

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**Extra-Curricular Contracts**

**Home/Hospital Instructors**

Vivian Cyrus

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**Emergency Substitute Plan**

**PikeView High School:**  
Karlie Nelson

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**Lunch/Bus Duty**

**PikeView Middle School:**  
Jeffery Damewood-As needed

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**Tutor-Montcalm High School**

**Math (Middle School):**  
Amanda Feldes  
**English/Language:**  
Tara Havens

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**Professional Substitutes**

**Add:**  
Jennifer Horton  
Music K-12  
**Remove:**  
Barbara Vance  
Judith Lambert

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**Volunteers**

**PikeView Middle School:**  
Tammy Cook

**Princeton Middle School:**  
Joshua Bish  
Melissa Craddock  
Ashley Lewis  
Venny Thomason  
Amber Warfield  
Larissa Roberts
Leaves:

Ramona Mullins, Aide, Bluewell School, requests Medical Leave beginning May 20, 2019, through June 6, 2019. Her previous leave was February 18, 2019, through May 17, 2019.

Beverly Wallace, Kindergarten Aide, Melrose School, requests Medical Leave beginning April 10, 2019, through June 5, 2019. Her previous leave was January 28, 2019, through April 5, 2019.

Lisa Davis, Cook, Bluefield Intermediate School, requests Medical Leave beginning March 5, 2019, through June 4, 2019. Her previous leave was December 4, 2018, through March 4, 2019.

Kenneth Farley, Custodian, Straley School, requests Medical Leave beginning January 30, 2019, through March 11, 2019.

Tammy Flinchum, Secretary, Straley School, requests Medical Leave beginning April 1, 2019, through June 30, 2019. Her previous leave was January 1, 2019, through March 29, 2019.

Leave is recommended.

Resignations:

Mavis Phillips, ECCAT/Aide, Mercer County Early Learning Center –Princeton Site, effective March 29, 2019.
Reason: Retirement

Randy Vass, Painter/Foreman, Maintenance Department, effective June 30, 2019.
Reason: Retirement

Extra-Curricular Contracts

Bus/Lunch Duty

Princeton Primary School:
Kaitlyn Simpson-Substitute

Princeton Senior High School:
Reclassification of Aides

**Princeton Senior High School:**
Sherry Shrader

**Service Substitutes**

**Add:**
Traci Estep-Cook  
Kayla Dillon-Cook  
Jessica Holdren-Cook  
Beulah Baxter-Cook  
Sarah Barlow-Cook

**Addendum**

**Professional**

**Note:** Employment is contingent upon acceptable background checks and drug testing.

**Leaves:**

Kathryn Ford, Teacher, Montcalm Elementary School, requests Maternity Leave beginning April 3, 2019, through June 7, 2019.

Leave is recommended.

**Adjustment on Leave Per Employee Request:**

**From:**
Melinda Robinett, Special Education Teacher, Princeton Middle School, requests Medical Leave beginning February 4, 2019, through April 1, 2019.

**To:**
Melinda Robinett, Special Education Teacher, Princeton Middle School, requests Medical Leave beginning February 4, 2019, through March 24, 2019.

**Resignations:**

Debbie Ball, WVEIS Facilitator, Technology Department, effective June 30, 2019.  
Reason: Retirement

Stephanie Winfrey, English Teacher, Princeton Middle School, effective March 22, 2019.  
Reason: Resignation

**Employment:**
Melissa Clemons, School Resource Officer, Itinerant, effective date to be determined.

**Coaching**

*(All coaching positions are pending WVSSAC receipt of certification)*

**Princeton Middle School:**
Employment: Charles Angell, Head Football Coach

**Extra-Curricular Contracts**

**Home/Hospital Instructors**

Rhonda Thomas

**Emergency Substitute Plan**

**PikeView High School:**
Stephen Gibbs
Candace Mitchem

**Professional Substitutes**

**Add:**
Joshua Zettersgren
English 5-9
Mathematics thru Algebra I 5-9
Physical Education PK-12
Biology Science 9-12
General Science 5-9
Social Studies 5-9

Teresa Tolliver-5202
Charlie Croy-5202
John King-5202

**Volunteers**

**Mercer School:**
Anita Dale

**Service Personnel**

**Leaves:**
Keith Worrell, Custodian, Mercer County Technical Education Center, requests Medical Leave beginning December 19, 2018, through March 22, 2019.

Nathan Greek, Custodian, Sun Valley Elementary School, requests Medical Leave beginning March 11, 2019, through May 30, 2019.

Leave is recommended.

Adjustment on Retirement Date Per Employee Request:

From:
Nathan Greek, Custodian III (212 day), Split Shift: 7:00 a.m. – 1:00 p.m. and 2:30 p.m. – 4:30 p.m., Sun Valley Elementary School, effective March 29, 2019. Reason: Retirement

To:
Nathan Greek, Custodian III (212 day), Split Shift: 7:00 a.m. – 1:00 p.m. and 2:30 p.m. – 4:30 p.m., Sun Valley Elementary School, effective May 30, 2019. Reason: Retirement

Transfer:

William Nelson, from Chief Mechanic (240 day), Transportation Department, to Shop Foreman (240 day), Transportation Department, effective April 1, 2019.

Service Substitutes

Add:
Jeremy Peck-Bus Operator
Beverly Baker-Cook

EXECUTIVE SESSION

On motion of Ms. Smith, seconded by Mr. Prudich, and by a 5-0 vote, the Board withdrew into Executive Session from 8:50 P.M. to 9:13 P.M. according to WV Code 6-9A-4(b)(2) and WV Code 6-9A-4(b)(9) matter relating to personnel issue and matter relating to purchase of real estate.

ADJOURNMENT

Nothing further appearing, Ms. Smith made a motion to adjourn, seconded by Mr. Prudich, and the meeting was adjourned at 9:15 P.M.

Deborah S. Akers, Secretary