

Administration

Dr. Sara-Lewis Stankus

Superintendent

Dr. Debra Harrison

Assistant Superintendent



Board of Education

Tammy Samples, President

Katie Loudin, Vice-President

Greenbrier Almond

Alan Suder

Kristie Wilkerson

BEGINNING OF SCHOOL BULLETIN

August 8, 2018

Welcome to the 2018-2019 school year. We sincerely wish you a terrific year. Please note the following items and take any necessary action.

FIRST WEEK SCHEDULE

August 8 – Contractual term begins with Convocation & Staff Development Day

August 9 – Staff Development Day

August 10 – Preparation for Opening of School Day

FIRST DAY FOR STUDENTS - Monday, August 13, classes will be in session for **ALL** students in grades, **K-12**, as an instructional day. **Buses will run on regular schedule.** Breakfast and lunch will be served at all schools.

UPSHUR COUNTY SCHOOLS WEBSITE – We encourage you to visit www.upshurschools.com for vital information regarding Upshur County Schools. (Note: The official school calendar can be found on this site. Also county policies.)

SEPTEMBER 3, LABOR DAY – No school employees will work September 3. The Board Office will be closed.

SCHEDULE OF REPORTS

1. Enrollment by Grades - First Day All schools deliver August 13 by 3:45 p.m.
2. Enrollment by Grades - First Full Week Deliver Friday, August 17 by 3:00 p.m.

REPORTING ABSENCES – All employees are required to report their absences using the Smart Find Express Absence Reporting System when absent for any reason, even if a substitute is not required (Refer to UCS Policy 5005.) This is necessary for appropriate record keeping and accurate pay check preparation.

All absences should be reported by calling the Absence Reporting System at (304) 460-0543, or via internet at <https://upshurcounty.eschoolsolutions.com>. The Help Desk number for reporting problems is (304) 472-5480 Option 2 or ext. 1014.

From 8:00 to 10:00 p.m. each Monday, Tuesday, Wednesday, Thursday, and Sunday, the System will call substitutes for absences reported for future jobs.

- Service Personnel:
 - Cafeteria Managers and Head Custodians will contact employees in their classification by seniority at their schools on a rotating basis for Step-Up purposes. Individuals Stepping-Up will put their absences in the System and Cafeteria Managers and Head Custodians will report their absences by calling the secretary at 304-472-5480, Option 2 or ext. 1014, and leave a message.
 - Other service employees are to report their absences through the system.

- Service employees who reported an absence through the system that will last longer than originally indicated are to call the Help Desk number to have their absence extended. **DO NOT REPORT A SECOND ABSENCE THROUGH THE SYSTEM.**
- Professional Personnel:
 - Professional personnel are to report absences as soon as the absence is known by using the System. If the reported absence extends beyond the original reported date, call the Help Desk number to have the absence extended to ensure substitute consistency.
 - Professionals are not to make arrangements with substitute employees without going through the principal and the central office.
- **EMPLOYEES ARE NOT TO CALL THE SECRETARY'S HOME PHONE OR CELL PHONE TO REPORT ABSENCES.**

Traveling teachers for whom substitutes are required will use the comments feature in the System to inform the sub of their schedule for the absence period. Please give detailed information regarding locations and times and indicate it is an itinerant position.

REQUEST FOR LEAVE OF ABSENCE WITHOUT PAY – Any time that an employee requests to be absent from work without pay, that employee shall request such leave in writing. This request shall be in letter form and be directed to the Superintendent. All such requests require Board approval since, in effect, they constitute a change in the number of days for which the employee is contracted to work. Extended medical leaves must include a doctor's report and a monthly update. Excessive use of days without pay can impact credit for years of service for retirement purposes. Leave of absence without pay cannot be granted unless all personal leave without cause days of the employee have been exhausted.

PERSONAL LEAVE – You will find information concerning Personal Leave within Policy 5006. Please pay particular attention to the six relationships that can be covered under Emergency Medical Leave which are **spouse, parents, child, parents-in-law, brother, or sister**. All requests for EML for other relationships will be denied.

TIME SHEETS FOR SERVICE PERSONNEL – Time sheets for service personnel are due at the county office the day on which the pay period ends, **in alphabetical order please**. This is the last day recorded on each sheet. The immediate supervisor is required to review each time sheet and personally sign and date it prior to its submission. Overtime shall be recorded on the appropriate forms when an employee is authorized by the Superintendent/Designee to work more than the regularly scheduled times. Overtime forms are due at the county office at the end of each pay period, also in alphabetical order please.

IDENTIFICATION BADGES – In accordance with county Policy 5019 all employees are required to wear identification badges as described in the policy during work hours. There will be a \$5.00 replacement fee for cards needing replaced due to loss.

REQUESTS FOR THE USE OF SCHOOL BUSES – All requests to use school buses must be **submitted to the Transportation Supervisor at least two weeks prior to the event**. The earlier a request is submitted, the more likely a bus can be scheduled as requested. All requests must be approved by the principal or supervisor before being sent to Randy Hardman, Transportation Supervisor. After approval of the request by the Transportation Supervisor, it will be submitted to the Superintendent and/or Board of Education for final approval. **There is no need to send copies of requests to the Board Office prior to the approval of the Transportation Supervisor.**

TRAVEL EXPENSES FOR PROFESSIONAL MEETINGS – Before any such expenses can be covered by the Board of Education, they **must be pre-approved at the county office level with funding source identified**. If applying for expense reimbursements, a Professional Leave form must be completed, even if traveling on a non-school day. Individual schools may choose to cover certain expenses at the school level. All **itemized** receipts must be attached to the expense form. The requests for reimbursement must be turned in to Kelly Collett.

DIRECT DEPOSIT FORMS – We are currently doing electronic direct deposit. Forms are available at the Board Office for persons interested in direct deposit of their paychecks. Employees having direct deposit should check at the bank for any special benefits that might be available to them. If you currently have a direct deposit, it will continue. Instructions for WVEIS Employee Self-Serve are on the Upshur County Schools website at www.upshurschools.com. The instructions will help you view and print copies of pay stubs and W-2's.

INSURANCE/RETIREMENT CHANGES – Please keep your information current (Name, Address, Beneficiary, Dependents). Retirement changes can be made by getting the correct form from Stephanie Bennett, in Finance, at Extension 1023. Health/Life Insurance changes need to be made on-line at www.wvpeia.com. Click the green MANAGE MY BENEFITS button and register or log on. If you require assistance with insurance, contact Sarah Wills at Ext. 1025.

CERTIFICATION – Upgrades in salary classification must be formally applied for through the certification office. Processing for certification renewal must be done in a timely manner, since we cannot legally pay a teacher after the third month of employment if that person does not hold a valid certificate.

ADULT PRICE MEALS – The price of an adult breakfast is \$2.60 and the price of an adult lunch is \$3.60.

SCHOOL LUNCH REPORTS – Reports must be in the Board Office no later than the 5th day of each month.

FIRE DEPARTMENT NUMBERS – The telephone number of the Fire Department must be posted at each telephone. Dial 9-911 from all Upshur County Schools telephones.

PERMANENT RECORDS – Permanent records are to remain at individual schools. If a student transfers to another Upshur County school, it will be the responsibility of the principal to forward the permanent record to that school upon the request of the principal of the receiving school. If an elementary student moves out of the county or out of the state, the school will send a copy of the permanent record and SAT files to the school requesting records. The original permanent record file and SAT file is to be sent to Adrienne Hissam at the Board Office. Special Education files should be retained at the school. When preparing permanent record files to send to the board office, please do so according to the permanent record file checklist. If you have questions about this list, please contact the board office and speak with Adrienne Hissam, Extension 1018, or Jodie Akers, Extension 1020.

FORMS TO BE RETURNED TO THE BOARD OFFICE – Forms that are sent to professional and/or service personnel staff that are to be returned to the Board Office should be dealt with in the following manner: The principal of each school should collect all forms from each individual employee, **put them in alphabetical order, and return them to the Board Office by the date indicated on the form.** It is very important that this procedure be followed so that all matters can be taken care of as quickly and efficiently as possible by all concerned.

PAYROLL FORMS – If you completed the form last year to elect 24 pay checks, the election will remain in effect. If your current election is to receive 20 pay checks and you desire to change to 24 pay checks, contact the finance department and complete an Employee Pay Annualization Election form.

CHANGE OF ADDRESS – If you have a change of address, please contact the Finance Department for the appropriate forms required by the Retirement Board to make address changes.

DATES FOR ISSUANCE OF PAYROLL CHECKS FOR THE 2018-2019 SCHOOL YEAR – Following are the dates on which payroll checks are scheduled to be issued for the coming school year: Checks will be available for the principals and other supervisory personnel to pick up at the Board Office any time after 7:15 a.m. on the date payroll is issued.

July 13 and 30, 2018
August 15 and 30, 2018
September 14 and 28, 2018
October 15 and 30, 2018

November 15 and 30, 2018
December 14 and 28, 2018
January 15 and 30, 2019
February 15 and 28, 2019

March 15 and 29, 2019
April 15 and 30, 2019

May 15 and 30, 2019
June 14 and 28, 2019

JOB POSTINGS – Job postings will be available at job locations and state and county websites. The official posting will always be available at the Upshur County Board of Education Office.



Dr. Sara Lewis-Stankus, Superintendent



Dr. Debra Harrison, Assistant Superintendent

As required by federal laws and regulations, the Upshur County Board of Education does not discriminate on the basis of sex, race, color, religion, handicapping condition, or national origin in employment or in its education program and activities. Inquiries may be referred to Tim Derico, Title IX Coordinator, Upshur County Board of Education, 102 Smithfield Street, Buckhannon, West Virginia 26201, phone no. 304-472-5480; to Melinda Stewart, Section 504 Coordinator, Upshur County Board of Education, 102 Smithfield Street, Buckhannon, West Virginia 26201, phone no. 304-472-5480; to the State Elimination of Sex Discrimination Project Coordinator, phone no. 304-558-7867; or the U. S. Department of Education's Director of the Office of Civil Rights, phone no. 215-596-6795.

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MEMORANDUM

TO: Upshur County Board of Education Employees, Parents
and Community

FROM: Dr. Debra Harrison, Assistant Superintendent 

SUBJECT: Dissemination of Asbestos Contact Information

DATE: July 3, 2018

All buildings owned by the Upshur County Board of Education which are currently in use have been inspected for asbestos during the year. These inspections were conducted by EPA accredited persons. The Asbestos Management Plan for your building is on file in two locations:

1. Each School Office
2. Board of Education Office

All buildings are reassessed every six months and inspected every three years by accredited inspectors.

Any person may review the Asbestos Management Plan by visiting the school and requesting it from the principal or by contacting Dr. Debra Harrison, Assistant Superintendent, Upshur County Board of Education, 102 Smithfield Street, Buckhannon, WV 26201 (Phone: 304-472-5480). Dr. Harrison is the Upshur County Board of Education asbestos contact. She meets all annual training requirements of the Environmental Protection Agency.

Thank you for your continued support of our efforts to maintain safe, healthful environments in all buildings currently operated by the Upshur County Board of Education.

DMH/alh

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Dear Employee:

The Upshur County Board of Education, by its policy contained in the Policy Manual governing all school operations, hereby affirms that it provides equal opportunity for all students and employees regardless of race, color, sex, national origin, religion, handicap, age, marital status, and political affiliation or belief. Equal opportunity includes equal access to the following:

- All curricular areas
- Textbooks and other instructional materials
- Guidance, counseling, and testing
- Extracurricular activities
- Facilities
- Employment

The Upshur County Board of Education is committed to a continuous program of assuring that unlawful discrimination does not occur in any program or activity operated under the auspices of the Upshur County Schools. The Upshur County Schools will apply affirmative action to all of its program activities and employment policies and practices.

The Upshur County Board of Education wishes to note that it has a grievance procedure for students and/or employees who feel that they may have been discriminated against. Inquiries may be referred to:

Tim Derico
Title IX Coordinator, or

Melinda Stewart
Coordinator for Section 504 of the Rehabilitation Act of 1973

These individuals may be contacted at the Upshur County Board of Education Offices at 102 Smithfield Street, Buckhannon, West Virginia 26201, Telephone number 472-5480.

This letter affirms our position and compliance with our policies of non-discrimination.

Sincerely,

A handwritten signature in blue ink that reads "Sara Lewis-Stankus".

Dr. Sara Lewis-Stankus
Superintendent

SLS/alh

EMPLOYEE

CODE OF CONDUCT

All students and employees in West Virginia public schools shall behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal-social development.

ALL EMPLOYEES SHALL:

- **Exhibit professional behavior by showing positive examples of preparedness, communication, fairness, punctuality, attendance, language and appearance.**
- **Contribute, cooperate and participate in creating an environment in which all student/employees are accepted and provided the opportunity to achieve at the highest levels in all areas of development.**
- **Maintain a safe and healthy environment, free from harassment, intimidation, bullying, substance abuse, and/or violence, and free from bias and discrimination.**
- **Create a culture of caring through understanding and support.**
- **Immediately intervene in any code of conduct violation that has a negative impact on students, in a manner that preserves confidentiality and the dignity of each person.**
- **Demonstrate responsible citizenship by maintaining a high standard of conduct, self-control, and moral/ethical behavior.**
- **Comply with all Federal and West Virginia laws, policies, regulations and procedures**

STUDENT CODE OF CONDUCT

All students and employees in West Virginia public schools shall behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal-social development.

ALL STUDENTS SHALL:

- **Help create an atmosphere free from bullying, intimidation and harassment.**
- **Demonstrate honesty and trustworthiness.**
- **Treat others with respect, deal peacefully with anger, use good manners and be considerate of the feelings of others.**
- **Demonstrate responsibility, use self-control and be self disciplined.**
- **Demonstrate fairness, play by the rules and will not take advantage of others.**
- **Demonstrate compassion and caring.**
- **Demonstrate good citizenship by obeying laws and rules, respect authority, and cooperating with others.**

NOTICE ABOUT YOUR ELIGIBILITY TO PARTICIPATE IN THE UPSHUR COUNTY BOE 403(b) PLAN

Did you know that the Upshur County Board of Education sponsors a 403(b) tax deferred plan?

You have the opportunity to save for retirement by participating in the Upshur County BOE 403(b) plan. You can participate in the 403(b) plan by making pre-tax contributions.

What do I have to do to contribute to the Upshur County BOE 403(b) plan?

You can contribute to the 403(b) plan once you have completed a salary reduction agreement with an approved investment provider and returned it to the Finance Office. You must establish an account with the appropriate investment provider that you select. You will also need to provide any additional information that may be required to enroll you in the 403(b) plan. The salary reduction agreement authorizes the Upshur County Board of Education to deduct the elected dollar amount or percentage from your paycheck and contribute those amounts to your 403(b) account. A list of approved investment providers is attached below.

How do I know if I am eligible to participate in the Upshur County BOE 403(b) plan?

Subject to limitations contained in the Upshur County Board of Education 403(b) Plan Document, all common law employees of the Upshur County Board of Education are eligible to participate in the 403(b) plan.

How much can I contribute?

In general, you may contribute up to \$18,500 in 2018. This amount may be adjusted annually. Also, if you have at least 15 years of service with your current school district or you are at least 50 years old, you may also be able to make additional catch-up contributions. Contact your investment provider for additional information on the amount you can contribute to the 403(b) plan.

I am already participating in the 403(b) plan. What other rules about participating should I know?

If you are already contributing to the Upshur County BOE 403(b) plan, you should review your contribution level with your investment provider periodically to make necessary adjustments to your contribution rates and to review your investments. You may change your contribution amount or percentage by completing a new salary reduction agreement and returning it to the Finance Office. Please refer to planwithease.com for specific plan rules regarding how frequently you are allowed to change your contribution amount or percentage.

This Notice is not intended as tax or legal advice. Neither your employer nor the investment providers offering retirement savings products under the plan can provide you with tax or legal advice. Employees are encouraged to contact their financial representative or tax professional with any questions.

This sample universal availability notice is provided as a service to Voya Financial® 403(b) plan sponsors to assist you in meeting the requirement under the final 403(b) regulations of notifying your employees on an annual basis of their eligibility to participate in the plan.

*Products and services offered by the Voya ® family of companies. CN1222-39211-0119D
3014834.B.P-11*

Upshur County Board of Education – 403(b) Annuity Vendor List

Voya Financial Advisers (1NL403)

Reliastar Life Insurance

909 Locust Ave

Des Moines, IA 50309

Local Contact:

Don Gilson (304) 382-7279

Charles Smith (304) 736-2521

American Fidelity Securities (08973)

PO Box 25523

Oklahoma City, OK 73106

Local Contact:

Ron Berkstresser (724) 833-2389

AXA Equitable Life (707190 001)

Equivest Unit

PO Box 13463

Newark, NJ 07188-0463

Local contact:

Tiffany Osman / Mark Harrison

(410) 309-3626 / (410) 309-3618

AIG/VALIC (3785)/Franklin

PO Box 4373

Houston, TX 77210-0473

Local Contact: (800) 448-2542

Horace Mann (47073)

PO Box 3263

Springfield, IL 62708-9953

Local Contact:

Louis Spatafore (304) 933-3977

Ameriprise Financial Services (6337 0)

70205 Ameriprise Financial Center

Minneapolis, MN 55474-0702

Local Contacts:

Lance Koury (304) 472-8483

Midland National Life Insurance Co

Annuity Division

4350 Westown Parkway

West Des Moines, IA 50266

Local Contact:

Michael Arcure (304) 363-4440

Foresters Financial Services, Inc (4540015)

501 Corporate Drive

Cannonsburg, PA 15317

Local Contact:

Steven Hicks (304) 677-2617

Jefferson National Life Insurance Co (4100523)

PO Box 36840

Louisville, KY 40233

Local Contact:

(866) 667-0564

The Lincoln National Life Insurance Co (3197948)

PO Box 25500

Greensboro, NC 27420

Local Contact:

(877) 275-5462

Life Insurance Company of the Southwest (Franchise #1106)

PO Box 911422

Dallas, TX 75391-1422

Local Contact:

(800) 579-2878

Oppenheimer Funds

PO Box 5390

Denver, CO 80217-5390

Local Contacts:

Phillip Burton (304) 363-0073

Lisa Cain – Edward Jones (304) 473-1992

New York Life

1 Rockwood Rd

Sleepy Hollow, NY 10591

Local Contact:

David Cartwright (304) 472-6984

Firms eligible to Receive Contract Exchanges and Plan to Plan Transfers:

American Funds (66865)

American General Life Insurance