

SCOTT COUNTY VIRGINIA SCHOOLS

Phone: 276-386-6118 Fax: 276-386-2684 <http://scott.k12.va.us>

Board Meeting Agenda

(PUBLIC HEARING & REGULAR MEETING)

Date: February 2, 2016

Time: 6:15 p.m. **Public Hearing** & 6:30 p.m. **Regular Meeting**

Location: Scott County Career & Technical Center Auditorium
387 Broadwater Avenue, Gate City, VA 24251



1. Call To Order – 6:15 p.m.: **Public Hearing** on Proposed 2016-2017 School Budget & **Adjournment**
2. Call To Order – 6:30 p.m.: **Regular Meeting**
3. Moment of Silence Followed by *Pledge of Allegiance*
4. Items to Add to Agenda/Approval of Agenda
5. Approval of Minutes of January 5, 2016 Regular Organizational Meeting of the Board
6. Approval of Claims
7. Recognition/Resolution of School Board Appreciation Month – February 2016
8. Recognition/Resolution of School Board Clerks – February 15-19 School Board Clerk Appreciation Week
8. Recognition of Title I Distinguished School Award – Yuma Elementary
9. Recognition of Sports Resolutions
10. Public Comment
11. Head Start Training – Kathy Wilcox, Head Start Director
 - A. Roles & Responsibilities of School Board
 - B. Understanding Financial Reporting
 - C. Self-Assessment Process
 - D. Office of Head Start Communications
 - E. Head Start Eligibility Final Rule
11. Superintendent's Report
 - A. Discussion/Approval of Resolution Opposing Charter Schools
 - B. Approval of School Allocations for Second Half 2015-2016 School Year.
12. Closed Meeting: Motion to Enter (Specify Items)/Motion to Return to Regular Meeting/Closed Meeting Certification
13. Items by Supervisor of Personnel and Student Services: Jason Smith
 - A. Approval of Overnight Field Trip Requests
 - B. Personnel
 - C. Other
14. Board Member Comments
15. Adjournment

Next Meeting: Scott County School Board Office - March 1, 2016 Regular Meeting – 6:30 p.m.

DRAFT
SCOTT COUNTY SCHOOL BOARD
MINUTES OF REGULAR MEETING, TUESDAY, JANUARY 5, 2016

The Scott County School Board met for a regular meeting on Tuesday, January 5, 2016, at the Scott County Career & Technical Center in Gate City, Virginia, with the following members present:

William "Bill" R. Quillen, Jr., Chairman
 L. Stephen "Steve" Sallee, Jr., Vice Chairman
 Linda D. Gillenwater
 Larry L. Horton
 Gail L. McConnell
 David M. Templeton

ABSENT: None

OTHERS PRESENT: John I. Ferguson, Superintendent; K.C. Linkous, Clerk Of The Board/Human Resource Manager; Beverly Stidham, Deputy Clerk/Purchasing Agent; Will Sturgill, School Board Attorney; Robert Sallee, Supervisor of Building Services; Kathy Musick, Virginia Professional Educators Representative; Patricia Whitley, Teacher/Virginia Education Association Representative; Ramona Russell, Teaching Assistant; Nancy Godsey, Citizen; Lisa Taylor, Citizen; Marci Gore, Kingsport Times News; Amanda Clark, Heritage TV and Lisa McCarty, Scott County Virginia Star.

CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE: Board Member William Quillen called the meeting to order at 6:30 p.m. The audience observed a moment of silence and Mr. Sallee led in citing the *Pledge of Allegiance*.

ELECTION OF BOARD CHAIRMAN: Superintendent Ferguson presided and asked for nominations for School Board Chairman. Mr. McConnell nominated Mr. Quillen, seconded by Mr. Sallee, all members voting aye.

ELECTION OF VICE CHAIRMAN: Chairman Quillen asked for nominations for Vice Chairman and Mr. Horton nominated Mr. Sallee, seconded by Mr. McConnell, all member voting aye.

ELECTION OF CLERK OF THE BOARD: Superintendent Ferguson recommended Ms. K.C. Linkous as Clerk of the Board, seconded by Mr. Sallee, all members voting aye.

ELECTION OF DEPUTY CLERK OF THE BOARD: Superintendent Ferguson recommended Ms. Beverly Stidham as Deputy Clerk of the Board, seconded by Mr. McConnell, all members voting aye.

APPROVAL OF AGENDA: On a motion by Mr. Sallee, seconded by Mr. McConnell, all members voting aye, the Board approved the agenda of the January 5, 2016 regular board meeting as presented.

APPROVAL OF AMENDED MEETING MINUTES: On a motion by Mr. McConnell, seconded by Mr. Sallee, all members voting aye, the Board approved the Amended November 5, 2015 Regular Meeting Minutes. (*Amended: page 39; DISCUSSION/APPROVAL OF LINE OF CREDIT FOR MAINTENANCE & RENOVATION PROJECTS. Board Member, Mr. Kay Jessee, made the motion for the Superintendent to ask the Board of Supervisors for a \$300,000 line of credit for construction purposes, motion was seconded by Mr. Steve Sallee, all members voting aye.*)

APPROVAL OF DECEMBER 1, 2015 MEETING MINUTES: On a motion by Mr. Horton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the December 1, 2015, Regular Meeting Minutes as submitted.

APPROVAL OF CLAIMS: On a motion by Mr. Templeton, seconded by Ms. Gillenwater, all members voting aye, the Board approved claims as follows:

School Operating Fund invoices & payroll in the amount of \$ as shown by warrants # & electronic payroll direct deposit in the amount of \$ & electronic payroll tax deposits in the amount of \$.

Cafeteria Fund invoices & payroll in the amount of \$ as shown by warrants # & electronic payroll direct deposit in the amount of \$ & electronic payroll tax deposit in the amount of \$. Head Start invoices & payroll totaling \$ as shown by warrants #

APPROVAL OF BOARD MEETING DATES: On a motion by Mr. McConnell, seconded by Mr. Templeton, all members voting aye, the board approved the School Board meeting dates as follows:

SCOTT COUNTY SCHOOL BOARD PROPOSED MEETING DATES

Location: **Scott County School Board Office**

Time: 6:30 p.m.

FEBRUARY 2, 2016 (Tuesday) – 6:15 p.m. Public Hearing on the Proposed 2016-2017 School Budget
6:30 p.m. Regular Board Meeting

MARCH 1, 2016 (Tuesday)

APRIL 5, 2016 (Tuesday)

MAY 3, 2016 (Tuesday)

JUNE 7, 2016 (Tuesday)

JUNE 23, 2016 (Thursday) 2015-2016 Budget Close Out Meeting

JULY 5, 2016 (Tuesday)

AUGUST 2, 2016 (Tuesday)

SEPTEMBER 6, 2016 (Tuesday)

OCTOBER 4, 2016 (Tuesday)

NOVEMBER 3, 2016 (Thursday)

DECEMBER 6, 2016 (Tuesday)

JANUARY 3, 2017 (Tuesday)

APPROVAL OF VSBA CODE OF CONDUCT OF SCHOOL BOARD MEMBERS: On a motion by Mr. Sallee, seconded by Ms. Gillenwater, all members voting aye, the Board approved the following VSBA Code of Conduct of School Board Members:

VSBA Code of Conduct for School Board Members

As a member of my local school board, I will strive to be an advocate for students and to improve public education and to that end:

- 1. I will have integrity in all matters and support the full development of all children and the welfare of the community, Commonwealth and Nation.*
- 2. I will attend scheduled board meetings.*
- 3. I will come to board meetings informed concerning the issues under consideration*
- 4. I will make policy decisions based on the available facts and appropriate public input.*
- 5. I will delegate authority for the administration of the schools to the superintendent, and establish a process for accountability of administrators.*
- 6. I will encourage individual board member expression of opinion and establish an open, two-way communication process with all segments of the community.*
- 7. I will communicate, in accordance with board policies, public reaction and opinion regarding board policies and school programs to the full board and superintendent.*
- 8. I will bring about desired changes through legal and ethical procedures, upholding and enforcing all laws, state regulations, and court orders pertaining to schools.*

9. *I will refrain from using the board position for personal or partisan gain and avoid any conflict of interest or the appearance of impropriety.*
10. *I will respect the confidentiality of privileged information and make no individual decisions or commitments that might compromise the board or administration.*
11. *I will be informed about current educational issues through individual study and participation in appropriate programs, such as those sponsored by my state and national school boards associations.*
12. *I will always remember that the foremost concern of the board is to improve and enhance the teaching and learning experience for all students in the public schools of Virginia.*

Therefore, I will always strive to demonstrate appropriate behavior/conduct as a public school board member. (Each member of this school board voting to adopt this Code should sign.)

Name: Bill Quillen

Name: Gail McConnell

Name: Larry L. Horton

Name: David Templeton

Name: Steve Sallee

Name: Linda Gillenwater

School Board Date: January 5, 2016

PUBLIC COMMENTS: Ms. Kathy Musick, Virginia Professional Educators, welcomed the new board members and wished them the very best for 2016. Ms. Musick also explained the Virginia Professional Educators purpose of providing liability insurance and support for teachers and also lobbying in Richmond on behalf of educators. Ms. Musick stated the following items VPE supports:

- Support legislation stipulating teacher performance evaluations are not public records.
- Support increasing access to the Virginia Preschool Initiative.
- Support a Statewide health insurance plan for teachers and retirees.
- Support meeting the VRS Certified Contribution Rates.
- Support closing the 12% salary gap that exists between Virginia and the national average.
- Support the recommendation of the 2015 JLARC report on Efficiency and Effectiveness of K-2 Spending.
- Support legislation stipulating "a student's IEP dictates if he or she should not take SOL test(s), and that the student's non participation will not count against the school's accreditation."
- Support legislation to bring fairness to the dismissal process by restoring the three person panel in dismissal cases.

Ms. Musick also stated the legislation that VPE opposes:

- Oppose HB3 & SJ256 which grant constitutional authority to approve charter schools to the Virginia Board of Education.
- Oppose *Erosion of VRS Pension Benefits*.

Ms. Lisa Taylor, Citizen presented comments on cameras in disabled students classroom and drug testing for teachers. Ms. Taylor also stated that the playground at the Career and Technical Center for the special needs children should be looked into.

APPROVAL OF 2016 HEALTH INSURANCE COMMITTEE: Superintendent Ferguson presented a list of personnel who are to serve on the school's 2016 Health Insurance Committee. He also asked if board members, Mr. McConnell and Mr. Quillen, would continue to serve on this committee if they so choose. Mr. McConnell and Mr. Quillen, stated that they would continue to serve. On a motion by Mr. Horton, seconded by Mr. Sallee, all members voting aye, the Board approved the 2016 Health Insurance Committee as presented:

INSURANCE COMMITTEE MEMBERS

01/01/2016

Gail McConnell, Board Member to serve 1 year- Non Voting Member
 William "Bill" Quillen, Board Member to serve 4years Non-Voting Member
 John Ferguson- Non Voting Member
 KC Linkous- Non Voting Member
 Angie Vermillion- Non Voting Member
 Tammy Quillen, Administrator (2015-2017)
 Rebecca Baker, Classified (2015-2017)
 Martha Vermillion, Retiree (2015-2017)
 Tim Edwards, Non-Classified (2015-2017)
 Pat Whitley, Scott Co Rep. VEA (2015-2017)

New Members

Cindy Dorton, Administrator (2016-2018)
 Christy Miller, Classified (2016-2018)
 Judy Calton, Headstart (2016-2018)
 Daniel Gibson, Non-classified (2016-2018)
 Dusty Newman, Retiree (2016-2018)
 Tina Howe, Scott Co Rep. VPE (2016-2018)

APPROVAL OF BUDGET COMMITTEE FOR FISCAL YEAR 2016-2017: Superintendent Ferguson, stated that in the past, he established a budget committee to discuss pro's and con's of the school budget and once approved by the General Assembly, the committee would meet to develop the school's budget. Superintendent Ferguson asked for two volunteers. Mr. Sallee, who served on the committee in the past stated he would continue to serve and Mr. Templeton volunteered to serve on the budget committee. On a motion by Mr. McConnell, seconded by Mr. Horton, all members voting aye, the Board approved the Fiscal Year 2016-2017 Budget Committee.

APPROVAL OF SCOTT COUNTY SCHOOLS SERVICE ANIMALS POLICIES & PROCEDURES: Superintendent Ferguson presented the policies and procedures for the use of Service Animals in Scott County Schools. He also stated that Ms. Brenda Robinette, Special Education Supervisor, has worked with School Board Attorney, Will Sturgill, on this to make sure we follow policy. Attorney Will Sturgill explained that the bullet points on the first page comply with the *Code of Virginia*. Chairman Quillen asked if we are currently utilizing service animals in the school system and Superintendent Ferguson responded "not at this time."

On a motion by Mr. McConnell, seconded by Mr. Templeton, all members voting aye, the Board Approved the Scott County Schools Service Animals Policies and Procedures as presented.

CLOSED MEETING: Mr. Sallee made a motion to enter into closed meeting at 6:50 p.m. to discuss teachers, teaching assistants, coaches, nurses, bus drivers and maintenance staff as provided in Section 2.2-3711 A (1) of the *Code of Virginia*, as amended and to enter into closed meeting to consult with legal counsel pertaining to actual or probable litigation, as provided in Section 2.23711A(7) of the *Code of Virginia* as amended. Motion was seconded by Mr. McConnell, all members voting aye.

RETURN FROM CLOSED MEETING: All members returned from closed meeting at 8:50 p.m. and on a motion by Mr. Sallee, seconded by Mr. McConnell, the Board returned to regular session and Mr. Sallee cited the following certification of the closed meeting:

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Scott County School Board has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires certification, by this Scott County School Board that such meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Scott County School Board hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open

meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies and (ii) only such public matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Scott County School Board in the closed meeting.

ROLL CALL VOTE

Ayes: Linda Gillenwater, Larry Horton, Gail McConnell, Bill Quillen, Steve Sallee, David Templeton

Nays: None

ABSENT DURING VOTE: None

ABSENT DURING MEETING: None

APPROVAL OF SUBSTITUTE TEACHERS: On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Templeton seconded by Mr. Sallee, all members voting aye, the Board approved Kelly Osborne and Rebekah Lucas as substitute teachers.

APPROVAL OF OVERNIGHT FIELD TRIPS: On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. McConnell, seconded by Mr. Horton, all members voting aye the Board approved the overnight field trip request of Rye Cove High School Band to James Madison University in Harrisonburg, Virginia for All-State Band Auditions on February 26-27, 2016 (1 student, 1 Sponsor).

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. McConnell, seconded by Mr. Horton, all members voting aye the Board approved the overnight field trip request of Scott County Career & Tech Center to Fredericksburg, Virginia for competition in Skills USA on April 14-17, 2016 (10 Students, 6 Sponsors, 4 Chaperones).

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Sallee, seconded by Mr. McConnell, all members voting aye the Board approved the overnight field trip request of Gate City HS, Gate City MS, Twin Springs HS, Rye Cove HS and Scott County Career & Tech FCCLA to attend the Leadership Development and Compete in STAR events at Virginia Beach, Virginia on April 7-10, 2016 (30 students, 6 sponsors).

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Sallee, seconded by Mr. Templeton, all members voting aye the Board approved the overnight field trip request of Rye Cove High School Senior Class to Charlotte, North Carolina on March 29-30, 2016 (25 students, 5 sponsors and 20 chaperones).

RESIGNATIONS: On the recommendation of Mr. Jason Smith, Supervisor of Personnel, and on a motion by Mr. McConnell, seconded by Mr. Horton, all members voting aye, the Board accepted the resignation of Mr. Larry Lawson, JV Softball Coach at Rye Cove High School, effective December 10, 2015.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel, and on a motion by Mr. McConnell, seconded by Mr. Sallee, all members voting aye, the Board accepted the resignation of Mr. Charles Fugate, Bus Driver, effective January 19, 2016.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Sallee, seconded by Mr. Horton, all members voting aye, the Board accepted the resignation of Ms. Carlene Cross, Bus Driver, effective January 6, 2016.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Horton, seconded by Mr. Sallee, all members voting aye, the Board accepted the resignation of Ms. Kristie Qualls, School Nurse, effective December 31, 2015.

EMPLOYMENT: On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Sallee, seconded by Mr. McConnell, all members voting aye, the Board approved the employment of Ms. Rebecca Krantz, Teaching Assistant, effective January 4, 2016.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. McConnell, seconded by Mr. Templeton, all members voting aye, the Board approved the employment of Mr. John Logan Cassell, Maintenance Worker, effective January 4, 2016.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Horton, seconded by Mr. Sallee, all members voting aye, the Board approved the employment of Ms. Charity Lawson, JV Softball Coach, Rye Cove High School, effective December 10, 2015.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Sallee, seconded by Mr. McConnell, all members voting aye the Board approved the employment of Ms. Allie Pape, Bus Driver, effective December 15, 2015.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Templeton, seconded by Mr. Sallee, all members voting aye the Board approve the employment of Mr. Keith Warner, JV Baseball Coach, Gate City High School, effective January 5, 2016.

BOARD MEMBER COMMENTS: Mr. McConnell welcomed the new members and stated he looks forward to working with them in 2016.

Mr. Horton thanked the voters from District 6 for electing him and stated he would do his best for the county and the school system.

Mr. Templeton thanked the voters from District 1 for electing him on November 3 and stated he would do his best for District 1.

Ms. Gillenwater thanked the voters from District 3 for electing her and stated she looks forward to working with all the board members in 2016.

Mr. Sallee welcomed the new board members and stated that he too, looks forward to working with all the members for the next four years.

Mr. Quillen welcomed the new board members and stated that he looks forward to working with them over the next four years.

ADJOURNMENT: There being no further business, the Board adjourned at 9:00 p.m.

William "Bill" R. Quillen, Jr., Chairman

K.C. Linkous, Clerk

**VIRGINIA SCHOOL BOARD APPRECIATION MONTH
FEBRUARY 2016**

WHEREAS, the education of Virginia's school-aged children is the foundation upon which the economic, social and intellectual capital of our state is built; and

WHEREAS, locally elected and appointed school boards play an important and vital role in a representative democracy, and decisions made by local boards of education directly influence instruction in Virginia's public schools; and

WHEREAS, these decisions affect the present and future lives of children, and also set direction to prepare all students to be competitive in a local, state, national and global 21st Century knowledge economy; and

WHEREAS, local school board members work with parents, businesses, education professionals and other community members to create the educational vision we want for our students, and

WHEREAS, this year's theme – Turning Vision into Results – reflects the top priority of local school board members as they advocate for public education with local, state and federal leaders; and

WHEREAS, School Board Appreciation Month provides an opportunity to build stronger relationships between the thousands of Virginians who champion the mission of public education and school board members; now, therefore be it

RESOLVED the **SCOTT COUNTY BOARD OF SUPERVISORS** recognizes the contribution of the state's local school boards to the academic success of its public school students and expresses its sincerest recognition to local board members for their focus on the well-being and achievement of children throughout the state; and be it finally

RESOLVED the **SCOTT COUNTY BOARD OF SUPERVISORS** declares February 2016 as School Board Member Appreciation Month and encourages local school divisions and community leaders to appropriately recognize our state's dedicated school board members.

Kathie Noe, County Administrator

SCOTT COUNTY VIRGINIA PUBLIC SCHOOLS

"Inspiring Excellence and Empowering Potential"

SCHOOL BOARD MEMBERS

Linda D. Gillenwater
Larry L. Horton
Gail L. McConnell
William R. Quillen, Jr.
L. Stephen Sallee, Jr.
David M. Templeton



DIVISION SUPERINTENDENT

John I. Ferguson
340 East Jackson Street
Gate City, Virginia 24251
Phone: (276) 386-6118
Fax: (276) 386-2684

WHEREAS, school board clerks in each locality throughout our great Commonwealth are appointed by law to fulfill their duties and responsibilities; and

WHEREAS, school board clerks are responsible for keeping accurate records of the meetings and proceedings of the school board, a record of all receipts and disbursements, and a record of all official acts; and

WHEREAS, school board clerks perform such other duties in connection with the school business of her/his county or city as may be required by the school board; and

WHEREAS, school board clerks maintain frequent contact with the public, including parents, employees and the media, on behalf of the school board and superintendent; and

WHEREAS, school board clerks, in the performance of their duties, are often required to work extra hours attending school board meetings; and

WHEREAS, school board clerks join with school boards to help ensure that students achieve to their highest potential; and

WHEREAS, school board clerks provide an invaluable service for school board members and superintendents, the VSBA Board of Directors does hereby recognize the third week of February as School Board Clerk Appreciation Week in the Commonwealth of Virginia, and

WHEREAS, the **SCOTT COUNTY** School Board joins the VSBA in recognizing the many and varied contributions of school board clerks; Now, therefore, be it resolved that at its meeting on the **2nd** day of **February, 2016**, the **SCOTT COUNTY** School Board also recognizes the third week of February as School Board Clerk Appreciation Week.

(School Board Chairman) (Date)

(School Board Vice-Chairman) (Date)



COMMONWEALTH of VIRGINIA

Steven R. Staples, Ed.D.
Superintendent of Public Instruction

DEPARTMENT OF EDUCATION
P.O. BOX 2120
Richmond, Virginia 23218-2120

Office: (804) 225-2023
Fax: (804) 371-2099

December 18, 2015

Mr. John I. Ferguson
Division Superintendent
Scott County Public Schools
340 E. Jackson Street
Gate City, Virginia 24251

Dear Mr. Ferguson: 

I am pleased to acknowledge the contributions to education Scott County Public Schools has made and to congratulate Yuma Elementary School for being selected to receive the 2015-2016 Title I Highly Distinguished School Award. This recognition is based on student achievement during the 2013-2014 and 2014-2015 school years. Enclosed please find a certificate for Yuma Elementary School in recognition of achievement as a Title I Highly Distinguished School.


A school receives this distinguished award for achieving a mean score at the 85th percentile for both English and mathematics; for meeting full accreditation for a minimum of two consecutive years; and for exceeding the federal accountability benchmark targets for English and mathematics in the current and previous year for all students and for each subgroup. High schools must also exceed the Federal Graduation Indicator target for all students and for each subgroup in the current and previous year.

The Virginia Department of Education values your division's exemplary accomplishments and expertise. Your continued dedication to students throughout your division is greatly appreciated. I extend best wishes for continued success for the 2015-2016 school year.

Sincerely,



Steven R. Staples


Congratulations!

SRS/VT/cjk
Enclosure

cc: Mrs. Valerie Babb, Principal, Yuma Elementary School

SCOTT COUNTY VIRGINIA PUBLIC SCHOOLS

"Inspiring Excellence and Empowering Potential"

SCHOOL BOARD MEMBERS

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L. Stephen Sallee, Jr.
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RESOLUTION

**RYE COVE HIGH SCHOOL GIRLS CROSS COUNTRY TEAM
2015 CUMBERLAND CONFERENCE DISTRICT CHAMPION
5TH PLACE 1A WEST REGION
1A STATE PARTICIPANT**

BE IT RESOLVED, by the County School Board of Scott County, Virginia, on February 2, 2016, as follows:

WHEREAS, the Rye Cove High School Girls Cross Country Team has achieved an outstanding cross country season by earning participation in the VHSL 1A State Cross Country Championship., and

WHEREAS, the Scott County School Board wishes to extend congratulations to the Rye Cove High School Girls Cross Country Team for winning the Cumberland Conference District Championship and placing 5th in the 1A West Region, and participating in the VHSL 1A State Cross Country Meet, finishing in 12th place, and

WHEREAS, the Scott County School Board acknowledges the outstanding performance of the Rye Cove High School Girls Cross Country Team and is proud of the fine manner in which they represented Scott County, and

WHEREAS, the Scott County School Board wishes continued success for the Rye Cove High School Girls Cross Country Team, and coaches,

BE IT FURTHER RESOLVED that the Scott County School Board wishes a copy of this resolution to be presented to the Rye Cove High School Girls Cross Country Team, and coaches.

Bill Quillen, Chairman

Gail McConnell, Board Member

Steve Sallee, Vice Chairman

Larry L. Horton, Board Member

Linda D. Gillenwater, Board Member

David M. Templeton, Board Member

ATTEST:

John I. Ferguson, Superintendent

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DIVISION SUPERINTENDENT

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**RESOLUTION
GATE CITY HIGH SCHOOL
CROSS COUNTRY STATE PARTICIPANT
2015 CLINCH MOUNTAIN CONFERENCE, REGION 2A WEST AND GROUP 2A STATE
PARTICIPANT**

BE IT RESOLVED, by the County School Board of Scott County, Virginia, on September 2, 2014, as follows:

WHEREAS, the Gate City High School Cross Country Track Team Member, Kayla Bird, was a participant in the 2A State, Region 2A West and Conference 40 Cross Country championship.

WHEREAS, the Scott County School Board wishes to extend congratulations to the Gate City High School Cross Country Track Team Member, Kayla Bird, placed 2nd in the Conference 40 Championship, 15th in Region 2A West and 64th in the 2A State Championship .

WHEREAS, the Scott County School Board acknowledges the outstanding performance of the Gate City High School Cross Country Track Team Member, Kayla Bird, and is proud of the fine manner in which she represented Scott County, and

WHEREAS, the Scott County School Board wishes continued success for the Gate City High School Cross Country Track Team Member, Kayla Bird, and coaches; and,

BE IT FURTHER RESOLVED that the Scott County School Board wishes a copy of this resolution to be presented to Gate City High School Track Team Member, Kayla Bird, and coaches.

Bill Quillen, Chairman

Gail McConnell, Board Member

Steve Sallee, Vice Chairman

Larry L. Horton, Board Member

Linda D. Gillenwater, Board Member

David M. Templeton Board Member

ATTEST:

John I. Ferguson, Superintendent

Head Start Governance and Management Responsibilities



THE NATIONAL CENTER ON
Program Management
and Fiscal Operations

Governing Body/Tribal Council Assumes Legal and Fiscal Responsibility for Head Start and the Safeguarding of Federal Funds

Adopt practices to ensure active, independent and informed governance:

- Governing body bylaws
- Procedures for accessing and collecting information
- Written standards of conduct, including conflicts of interest and complaints
- Procedures for selecting Policy Council members
- Advisory committees

Select:

- Delegate agencies and the service areas for such agencies

Establish:

- Procedures and criteria for recruitment, selection, and enrollment

Review:

- All funding applications and amendments
- Results and follow-up activities from federal monitoring

Review and Approve:

- Major policies and procedures, including Self-Assessment, financial audit, and personnel policies
- Progress on implementing the HS grant, including corrective actions
- Major expenditures
- Operating budget
- Selection of auditor
- Actions to correct audit findings

Receive and Use:

- Annual, monthly, and periodic reports*

***Reports that are generated and used by management, then shared with and used by Policy Council and governing body:**

- HHS secretary communication
- Financial statements
- Program information summaries
- Enrollment
- USDA
- Financial audit
- Self-Assessment
- Community assessment
- PIR

Policy Council Assumes Responsibility for Head Start Program Direction

Approve and submit to the governing body decisions regarding:

- Activities for parent involvement/engagement
- Program recruitment, selection, and enrollment priorities
- Funding applications/amendments
- Budget planning, including reimbursement and participation in Policy Council activities
- Policy Council bylaws
- Head Start program personnel policies and decisions, including criteria for employment and dismissal of program staff
- Policy Council election procedures
- Recommendations on delegates/service areas

Receive and Use:

- Annual, monthly, and periodic reports*

Take Action:

- Hire/terminate Head Start Director and other lead staff
- Establish impasse procedures

Provide Legal Oversight:

- Ensure compliance with federal laws and state, tribal, and local laws

Provide Leadership and Strategic Direction:

- Focus on Self-Assessment
- Develop, plan, and evaluate the Head Start program

Management Staff Assumes Operating Responsibility for Head Start Day-to-Day Functions

Take action:

- Implement policies
- Develop procedures
- Provide T/TA to governing body and Policy Council
- Supervise staff
- Monitor compliance
- Generate and use annual, monthly, and periodic reports*
- Share reports with Policy Council and governing body*

April 22, 2014

FINANCIAL MANAGEMENT PROCEDURES

Structure and Coding of Financial Accounts

The budget category coding system used by Scott County Public School Head Start is derived from guidelines established by the Scott County School Board.

Payroll

Employees who are exempt personnel submit monthly time sheets (time/activity sheets) showing days and activities. Time-sheets will be e-mailed or faxed to the Head Start Office. Non-exempted employees submit non-exempt time-sheets each Friday afternoon. Substitutes and Friday Assistants submit hourly time sheets by the 15th day of the month to the Administrative Assistant/Fiscal Officer. Hourly payroll period is 15th of each month to the 14th of next month. If the due date falls on the weekend, the hourly time-sheet will be due the next working day. Substitutes working as Substitute Teacher's Assistant are paid hourly wages. Substitutes replacing Teachers that are off work on Family Medical Leave, Maternity leave or other approved leave will be paid entry-level CDA teacher's hourly rate of pay. The Secretary will check time-sheets for accuracy and submit to the supervisors for approval. The Director reviews all time-sheets and will be kept on file in the Administrative Assistant/Fiscal Officer's office. Hourly time sheets are delivered to the Payroll/Invoice Clerk for processing and kept on file at the School Board Office.

The Payroll/Invoice Clerk for Head Start (Angie Johnson) computes payroll by dividing each employee's contracted dollar amount by 12 months and each month the employee receives a paycheck on the last working day of the month. Employees who missed a day from work must take a sick, business leave or vacation day. Employees who do not have days to cover their absence from work will have one day, for each day missed during the month, deducted from their next monthly paycheck.

Employee Retirement Contributions: 2012 Session-SB 797 VRS; local governments and school board employees contributions requires that a person employed by school board employers as of June 2012, be required to pay 5 percent of salary as employee contributions to Virginia Retirement System.

APPROVED: POLICY COUNCIL FEBRUARY 19, 1998- SCHOOL BOARD-APRIL 1, 1998

Direct Deposit

Direct deposit payroll funds may be available by 8 A.M. the morning of the last working day of the month. The Payroll/Invoice Clerk will prepare the direct deposit payroll that will be uploaded to Powell Valley Bank. The Administrative Assistant/Fiscal Officer distributes payroll checks for people who do not have bank accounts on the last working day of the month to hourly employees. Payroll/Invoice Clerk(K.C. Linkous) Scott County Public Schools employee and Food Service and School Nutrition Specialist (Angie Johnson) Scott County Public Schools employee sign all payroll checks. All payroll checks not picked up by 3 P.M. are mailed.

Cost of Living and Quality Improvement

When a Cost of Living, Quality and other improvement funds are allocated to our program by The Department of Health and Human Services, the Budget/ Personnel Committee, Policy Council and School Board determines the allocation of these funds. Employees who resign from our program and are not employed on June 30 will not be paid retroactive to January.

An employee, who is employed on June 30 and has worked only part of the year, will receive a retroactive pay based on the number of days worked.

Disbursement Procedures

The Administrative Assistant/Fiscal Officer prepares and codes all invoices and submits invoices for approval to the Director and Superintendent's Designee. The Payroll/Invoice Clerk then processes all invoices for payment using Quick-Book Computer Software. A Head Start expenditure list of invoices is included in the School Board member's

packets. After the School Board approves the expenditure list, the Payroll/Invoice Clerk prints the invoice checks. The Payroll/Invoice Clerk(Angie Johnson) and the Clerk of School Board (K. C. Quillen) signs invoice checks. The Administrative Assistant/Fiscal Officer processes the invoice checks to be mailed.

Cash request procedures

The Payroll/Invoice Clerk informs the Administrative Assistant/Fiscal Officer of the amount of cash needed after invoices and personnel payroll has been entered into the computer. The Administrative Assistant/Fiscal Officer uses Smart-link computer system to request cash from the Division of Payment Management System. Cash request for invoices is determining after reviewing the date to be distributed. Holidays, School Board meeting dates and payroll upload date to be distributed is taken into consideration before the request is made. School Board typical meets the first Tuesday of each month. During the year there are special circumstances such as the budget and meeting place that may change the date and location. The Clerk of the Board notifies the Administrative Assistant of any changes in the meeting date. A typical cash request is made after reviewing cash on hand, USDA cash and dates for invoice and payroll distribution. Invoices are paid the third Wednesday of each month. Early bills are listed on an Expenditure list and submitted to the School Board for approval at the next school board meeting. Vendors and bills to be paid early are approved by the School Board each year. Payroll cash is requested from 4 days before distribution. The Administrative Assistant must request cash no later than 4 working days before the Payroll/Invoice Clerk uploads payroll. The Payroll/Invoice Clerk upload payroll for deposit three to four working days before distribution on the last working day of the month. Payroll may be distributed early than the last working day of the

month, such as June and December if approved by School Board. The cash amount requested is electronically transferred to Powell Valley Bank account.

If the USDA reimbursement is direct deposited into the bank and invoices and payroll cash request leaves cash on hand, the next cash request is actual expenses minus cash on hand. If the Internet at the Head Start office is down, The Administrative Assistant/Fiscal Officer uses the computer at the School Board Office to make the request. If the Internet is down, the Administrative Assistant/Fiscal Officer makes a phone call to Payment Management System to explain our problem.

Voided checks procedure

A voided check form is used to record all checks that are voided. Checks that are printed with incorrect information, lost in the mail or other reasons are listed on this form and signed by Payroll Invoice Clerk or Administrative Assistant. The Payroll/Invoice Clerk writes void on the check, keeps the voided check on file and notifies the bank to cancel the check. Payroll/Invoice Clerk prints a Missing Check Report of voided check and gives to Clerk of School Board. This report is included with the approval of checks written and voided check approval from the School Board members.

Reconciliation of checks

The Payroll/Invoice Clerk enters the bank-cleared checks into the Quick-Books software check reconciliation program. The Reconciliation Report is printed and the Administrative Assistant/Fiscal Officer reconciles the bank statement and keeps the cleared checks on file at the Head Start Office.

Travel reimbursement procedure

Employees authorized for out-of-town travel (and parents representing the program) will follow established Head Start procedures. Transportation and lodging will be paid for by agency credit card, with receipts retained and submitted to the Administrative Assistant/Fiscal Officer. Upon return, employee will complete a travel voucher of any unusual expenses, attach it to the necessary receipts for expense and submit the form to the Administrative Assistant/Fiscal Officer for reimbursement following disbursement procedures.

Local travel

Each employee whose job entails the use of his/her private vehicle is reimbursed at a rate of .505 cents per mile for on the job travel. By the 15th of the month, all employees who are requesting travel reimbursement must submit forms to their supervisor for approval and the supervisor is responsible for submitting forms to the Administrative Assistant/Fiscal Officer or Secretary. This travel forms must include the odometer reading, miles traveled, reason for travel, travel beginning and ending point, and people contacted. The Administrative Assistant/Fiscal Officer or Secretary follows normal disbursement procedures for reimbursing the employee for local travel.

Financial reports

The Payroll/Invoice Clerk provides a report of monthly expenditures; amounts budgeted by category, and the balance of each category. The Administrative Assistant/Fiscal Officer reviews the printout, prepares a monthly financial report and submits a copy to the Director, Scott County Public School Head Start Policy Council and staff. Financial Reports are on file at the Head Start Office and available to the public.

All in-kind contributions are certified by the appropriate Head Start staff, checked by the Secretary for accuracy and the information is entered into the computer using HSFIS software

by the Receptionist/Data Secretary or Secretary. A monthly in-kind report is printed and the Administrative Assistant/Fiscal Officer includes this information on the Head Start financial report (total dollar amount of In-kind).

Each quarter the Administrative Assistant/Fiscal Officer downloads to the Head Start computer the Federal Cash Transaction Report (272) from Payment Management Systems (PMS) in Rockville, MD. The report is completed by entering the actual expenses and cash left on hand at the end of the quarter. The Clerk of the School Board will review the Federal Cash Transaction Report. The report is uploaded to the Payment Management System's computer. The original is signed by the Division Superintendent. Semi-annually, the Administrative Assistant/Fiscal Officer completes the Financial Status Report (SF-425), The Clerk of the School Board reviews the report. The Division Superintendent signs the original and the original and two copies are submitted to the Region III Office of Financial Operations.

Petty Cash Funds

Scott County Public School Head Start Policy Council and Scott County Public School Board approved a petty cash fund. These funds will be used for payment of properly itemized bills for materials, services, or supplies furnished to Head Start under conditions calling for immediate payment to the vendor upon delivery.

The Administrative Assistant/Fiscal Officer shall submit reimbursements of the petty cash fund to the Director, Division Superintendent's Designee and School Board for approval at least 30 days following the month in which the claim has been paid. A bond of \$4,000.00 will be required for each person distributing petty cash funds. A petty cash receipt will be written to each person submitting an original receipt for reimbursement. One copy of the receipt will be given to the person asking to be reimbursed, one copy to be processed for repayment to the fund, and the

Administrative Assistant/Fiscal Officer shall keep a copy of the receipt. No person shall have access to the Petty Cash Fund unless authorized by the Administrative Assistant/Fiscal Officer.

Bond

The Director and the Administrative Assistant/Fiscal Officer is bonded with Scott County Public School employees. The payment of this bond is treated as in-kind for the Head Start Office.

Self-Assessment Process in Head Start

What? A process for reviewing progress on goals and objectives, being accountable for what you proposed in your application, and determining if resources are used effectively.

Why? Leverage strengths and look for areas of improvement and innovation

Who? Program staff, parents, Policy Council, governing body, outside-the program community leaders, content experts, and other interested people

When? Annually

How? Follow the **five** phase Self-Assessment process

1. Design Process

Timeline for Self- Assessment March – May Team Meetings

May Self-Assessment Results, Analysis & Report Development

June- August Planning and Goal Setting

2. Role of a Team Leader/ Team Member

Team Leaders assist team members as they review data, use a strength-based process and encourage dialogue, build team consensus around recommendations and prepare a summary recommendation report to be shared with the full Self-Assessment Team. Team members remain open minded and strength based, analyze data, engage in dialogue with team, value the opinions of others, and make recommendations.

3. Analyze & Dialogue

What do we know? What is the data telling us? What don't we know? Is there a way to find out with review of additional data? What questions does the data pose? What patterns and trends do we notice when we compare year to year data? What do we learn from looking at multiple sources of data regarding one topic or issue?

4. Recommend

Look at all discoveries together. Stay focused on systems versus the details. Categorize based on progress on goals and objectives, systemic issues, along with innovations and new resources

5. Prepare Report

Director and Management team create a final report from the recommendations.

Policy Council and Governing Body approve the final report.

Director submits report to Regional Office.

Self-Assessment report and recommendations are used in future planning and goal setting

IM 14-02 Federal Oversight of Five Year Head Start Grants

Español

Federal Oversight of Five Year Head Start Grants ACF-IM-HS-14-02

U.S. DEPARTMENT
OF HEALTH AND HUMAN SERVICES

ACF
Administration for Children and Families

1. Log No. ACF-IM-HS-14-02
2. Issuance Date: 03/19/2014
3. Originating Office: Office of Head Start
4. Key Words: Federal Oversight; Project Periods; Five Year Grant Applications; Designation Renewal

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Grantees and Delegate Agencies

SUBJECT: Federal Oversight of Five Year Head Start Grants

INFORMATION:

The Office of Head Start (OHS) is transitioning grants to provide Head Start and Early Head Start services from indefinite project periods to five year project periods in accordance with Section 641 of the Improving Head Start for School Readiness Act of 2007.

Information Memorandum (IM) ACF-IM-HS-13-02 described changes to funding practices and provided guidance on key elements of the five year award and post-award conditions. The purpose of this IM is to provide more detailed information on the system of federal oversight to assess performance, compliance, continuous improvement, and progress of grantees during the five year project period.

Federal oversight involves the review and analysis of data, program services, and management systems to ensure grantees establish and implement:

- Program goals, including goals for school readiness;
- Effective management systems, including data management and analysis, ongoing monitoring, and fiscal oversight; and
- Methods to assess progress on anticipated outcomes for children, families, and the community throughout the five year project period.

The implementation of this system of oversight includes ongoing communication and joint analysis of the grantee's

plans and progress, and effective provision of targeted training and technical assistance (T/TA) and other supports. Key elements include:

- Five year grant applications
- Effective governance and leadership
- Program goals, activities, progress, and impacts, including school readiness and family engagement
- Program data and continuous quality improvement
- Program communication
- Training and technical assistance

The success of the five year oversight approach depends on the active involvement of grantees; Office of Head Start regional and central offices, including program and grants staff; and T/TA partners.

Five Year Grant Application

The baseline, initial grant application establishes the foundation for the Head Start and Early Head Start programs in providing high-quality, comprehensive services to children and families. The intent of the baseline grant application is to provide a comprehensive description of the program design and plan each grantee intends to implement within its community. The baseline application also specifies the measurable impacts on children, families, and the community the grantee expects to achieve throughout the five year project period.

All grantees entering into a five year project period are expected to establish program goals, including goals for school readiness and fiscal operations; describe governance, organizational, and management structures and systems, including those for ongoing oversight; project anticipated impacts and outcomes for children, families, and the community as a whole; and define measures of program, child, and family progress throughout the five year project period.

Grantees are expected to measure and report progress on achieving the long-range goals, objectives, and impacts in each continuation application, including changes when applicable. The application criteria will be available in the Head Start Enterprise System (HSES).

Effective Governance and Leadership

Effective governance and leadership are key elements of program quality and risk mitigation. These elements are evidenced in governing bodies that are engaged in and knowledgeable of the program's services and operations, make well-informed decisions for the program, and exercise their legal and fiscal responsibilities.

Federal staff priority will be to engage each grantee's governing body through site visits to programs, including meeting with members of the agency's governing body and Policy Council, and to understand oversight procedures, assess management systems, and discuss fiscal procedures and internal controls.

Program Goals, Activities, Progress, and Impacts, Including School Readiness and Family Engagement

Grantees are required to develop long-range program goals and short-term program and financial objectives that provide the foundation and resources to support the grantee's establishment and implementation of their school readiness goals. Attainment of all of these goals will ensure high-quality, comprehensive services for children and families. Grantee's tracking and ongoing assessment of progress made towards meeting goals are integral to their annual planning process over the five year period in order to measure and report their impact on children, families, and the community.

Throughout the five year project period, federal staff will maintain ongoing oversight of the grantee's establishment

and implementation of school readiness goals, including the collection, aggregation, and analysis of child assessment and related data (e.g., teacher-child interaction, professional development, environment, curriculum fidelity); progress toward achieving these goals; and ensuring that the implementation of responsive program improvements occur.

In addition, grantees are required to track progress on established parent, family, and community engagement goals.

Federal staff will use information from ongoing communications with grantees and other data sources, such as grant applications and reports, to stay abreast of the grantee's progress in achieving its goals.

Program Data and Continuous Quality Improvement

Program-level data provides a platform for determining national, regional, state, and grantee performance; informing policy; establishing priorities; and coordinating efforts to support grantees. Ongoing analysis of available data sources by federal staff provides critical information on grantee progress, success, and risk. Federal staff, T/TA partners, and grantees are responsible for utilizing available data to ensure continuous delivery of high-quality services and progress towards program goals.

Program Communication

The purpose of ongoing program communication is to build and strengthen relationships among and across agency leaders, staff, and parents, and to gain greater insights into how the program operates. Ongoing communication between federal staff and grantees is also critical. Intentional planning between grantees and federal staff will ensure that accurate and relevant information is shared. Federal staff, to the extent possible, will conduct annual visits to hear firsthand from leadership, staff, and families about the program, and federal staff will also maintain, at a minimum, monthly contacts with each grantee.

Training and Technical Assistance

Grantees are expected to provide high-quality, comprehensive services to children and families that result in children's readiness for school. Grantees are encouraged to make effective use of the three components of the T/TA system. Each Head Start grantee receives funds for direct T/TA. These funds are complemented by the state-based T/TA system of early childhood education specialists, grantee specialists, and the National T/TA Centers. Refer to [/hslc/tta-system](#) for a more detailed understanding of available T/TA resources.

There is growing recognition of the critical role early childhood education plays in setting the stage for children's success in school and in life. The five year system of oversight and communication focuses on ensuring the services delivered by Head Start and Early Head Start grantees are of high-quality and comprehensive and allow Head Start to accomplish its mission.

Please direct questions to your OHS Regional Office.

/ Ann Linehan /

Ann Linehan
Acting Director
Office of Head Start

See PDF Version of Information Memorandum:

Federal Oversight of Five Year Head Start Grants [PDF, 36KB]

Federal Oversight of Five Year Head Start Grants. ACF-IM-HS-14-02. HHS/ACF/OHS. 2014. English.

Last Updated: September 22, 2014

Other "2014" Resources

- IM 14-07 New Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- IM 14-06 Helping Children and Families Experiencing Domestic/Intimate Partner Violence
- IM 14-05 Head Start Audit Compliance Supplement
- IM 14-04 Bus Transportation and Safety
- IM 14-03 Federal Recognition of Same-Sex Spouses/Marriages
- IM 14-02 Federal Oversight of Five Year Head Start Grants
- IM 14-01 2013 Head Start Audit Supplement

PI 16-01 Changes in Federal Reporting

Español

Changes in Federal Reporting ACF-PI-HS-16-01

U.S. DEPARTMENT
OF HEALTH AND HUMAN SERVICES

ACF
Administration for Children and Families

1. Log No. ACF-PI-HS-16-01
2. Issuance Date: 01/05/2016
3. Originating Office: Office of Head Start
4. Key Words: Federal Reporting Changes; Financial Reports; SF-425; Cash Transactions; Expenditures

PROGRAM INSTRUCTION

TO: All Head Start Grantees, including Head Start, Early Head Start, Early Head Start-Child Care Partnerships, Collaboration, and National Centers

SUBJECT: Changes in Federal Reporting

INSTRUCTION:

This Program Instruction (PI) notifies grantees of a change in submission of the Federal Financial Report SF-425 for cash transactions and for expenditures to the U.S. Department of Health and Human Services (HHS) Payment Management System. Grantees are also advised of the use of the online GrantSolutions system for obtaining Notices of Award, submission of the Real Property Status Report SF-429, and the Tangible Personal Property Report SF-428.

Quick Links:

- Change in Submission of Federal Financial Reports SF-425 for FY 2016
- GrantSolutions
- Notices of Award
- Change in Submission of Real Property Status Report SF-429
- Change in Submission of Federal Financial Report SF-425 for FY 2015, 2014, or Earlier
- Submission of Tangible Personal Property Report SF-428

Change in Submission of Federal Financial Report SF-425 for Fiscal Year (FY) 2016

All Head Start grantees are required to submit financial reports detailing both the cash transactions made for its federal award(s) and separate reports detailing the expenditures made for the same award(s). For most grantees, filing requirements are satisfied using the same report, Federal Financial Report standard form 425 (SF-425).

Cash transactions are reported quarterly with online reporting to the HHS Payment Management System (PMS) on lines 10a, b, and c of the SF-425. Expenditures, obligations, and liquidations are reported either quarterly, semi-annually, or annually to the Administration for Children and Families (ACF) on lines 10d through 10o of the SF-425. Head Start grantees currently meet their reporting requirements to ACF via postal mail or by scanning and emailing the form to their assigned fiscal specialist.

ACF and the Program Support Center are collaborating in the submission of the SF-425 to reduce the burden on grantees and assist with the reconciliation of expenditures and disbursements, and to allow for timely closeout of grants.

Beginning with the FY 2016 grant awards, this system of separate online reporting will be consolidated into a single reporting system. Starting with these awards, both the cash transactions (lines 10 a, b, and c) and the expenditures, obligations, and liquidations (lines 10d through 10o) will be reported through the grantee online accounts with PMS. The first expected reports for grantees with an October 1, 2015 funding date will be April 30, 2016 (see table below). This information will no longer be reported separately by hard copy or email.

Every grantee should already have a PMS account to allow access to complete the SF-425. If your office needs additional user access, please contact your PMS Representative.

Note the following important conditions:

- This reporting method is effective for FY 2016 financial reports.
- Any remaining reports still required, or revised, for FY 2015, 2014, or earlier, must be submitted as a scanned and uploaded document to the Grant Notes file in GrantSolutions (see below).
- SF-425 reports will continue to be due as frequently as is required in the award terms and conditions. Reports will be due on one of the standard dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter as determined by ACF (see table below).
- Unless instructed otherwise, such as through the terms and conditions or a special condition on the Notice of Award, all Head Start grantees are expected to submit three reports for each Notice of Award and each Budget Period they have received.
- Generally, awards are for a 12-month budget period. Head Start grantees will continue to submit reports as follows:
 - a Semi-Annual report;
 - an Annual report; and,
 - a Final report.
- Semi-Annual and Annual reports are cumulative, covering either 6 or 12 months of expenditures, respectively.
- Final reports will be due on the quarterly submission date for the quarter after the end of their budget period. Grantees that have budget periods beginning February 1, May 1, August 1, and November 1 are the exception. In these cases, the Final reports will be due on the quarterly reporting date for the quarter in which the grantee's budget period ended. No Final report will be due sooner than 90 days after the end of the applicable budget period.
- Box 12 of the Final report must include the following:

- Total Amount of U.S. Department of Agriculture (USDA) Reimbursement: \$_____
- Total Development and Administrative Expenditures: \$_____ (federal and non-federal)
- If an Unobligated balance of federal funds is being reported on line 'h,' the grantee must provide a breakdown of total federal expenditures for each 'CAN NO.' which appears in box 25, Financial Information, on the most recent Notice of Award for the budget period.
- To aid in understanding, see the table below. Note that in some cases the Annual Report and the Final Report will be due on the same date.

Table - Find the month in which the Head Start budget period begins in Column 1 and then read across that line.

Budget Period Begins	First SF-425 Due	Report Cumulative Costs through	Second SF-425 Due	Report Cumulative Costs through	Final SF-425 Due
January 1	Jul 30	Jun 30	Jan 30	Dec 31	Apr 30
February 1	Oct 30	Jul 31	Apr 30	Jan 31	Apr 30*
March 1	Oct 30	Aug 31	Apr 30	Feb 28/29	Jul 30
April 1	Oct 30	Sep 30	Apr 30	Mar 31	Jul 30
May 1	Jan 30	Oct 31	Jul 30	Apr 30	Jul 30*
June 1	Jan 30	Nov 30	Jul 30	May 31	Oct 30
July 1	Jan 30	Dec 31	Jul 30	Jun 30	Oct 30
August 1	Apr 30	Jan 31	Oct 30	Jul 31	Oct 30*
September 1	Apr 30	Feb 28/29	Oct 30	Aug 31	Jan 30
October 1	Apr 30	Mar 31	Oct 30	Sep 30	Jan 30
November 1	Jul 30	Apr 30	Jan 30	Oct 31	Jan 30*
December 1	Jul 30	May 31	Jan 30	Nov 30	Apr 30

****The second and final reports are due the same date***

GrantSolutions

The GrantSolutions system will be made available to Head Start grantees for delivery of Notices of Award and for certain types of federal reporting. Head Start grantees will begin receiving notice of account issuance beginning with the effective date of this PI.

GrantSolutions accounts will be issued via email to the Program Director / Principal Investigators (PD/PIs), Authorizing Officials, and Chief Financial Officers of Head Start grants. These positions are identified in the Head Start Enterprise System (HSES) as Head Start/Early Head Start Director, Authorizing Official/Board Chair, and Chief Financial Officer. Key staff of Collaboration Grants and Interagency Agreements will also receive notice of account creation in the GrantSolutions system.

A series of email notifications will include individual logins, passwords, and system usage agreements. **Do not to share login credentials with delegated staff. Sharing credentials is a violation of federal law.** Additional accounts for your organization may be requested from your assigned Grants Management Specialist.

Please note that the purposes detailed in this PI are the only acceptable reasons for using GrantSolutions for Head Start grants and interagency agreements. **Other submissions or data entry within the system will be rejected.**

Notices of Award

Authorized users of GrantSolutions will receive email notification of newly issued Notices of Award. Award documents can be accessed using the link in the email, logging into GrantSolutions, and downloading the Notice of Award PDF. Your Regional Office will no longer deliver Notices of Award.

Change in Submission of Real Property Status Report SF-429

The SF-429 is now available in GrantSolutions for onscreen data entry. Instructional materials can be found in the HSES Instructions section and on the GrantSolutions website. The schedule of annual submission for the SF-429 and SF-429A by grant award budget period, project period, disposition, and encumbrance request is outlined in ACF-IM-15-01 Real Property Reporting and Request Requirements.

Change in Submission of Federal Financial Report SF-425 for FY 2015, 2014, or Earlier

Grantees are to scan and upload completed copies of the FY 2015 SF-425 reports to the specified folders in the Grant Notes section of GrantSolutions. Fillable PDF template forms of the SF-425 are available on the Early Childhood Learning and Knowledge Center (ECLKC) website.

Submission of Tangible Personal Property Report SF-428

Grantees are required to provide a Tangible Personal Property Report SF-428 and SF-428B, and, if needed, SF-428S, not later than 90 days after the close of the project period. Grantees are to scan and upload completed copies of the SF-428 reports to the specified folders in the Grant Notes section of GrantSolutions. Fillable PDF template forms of the SF-428 are available on the ECLKC website.

Questions related to fiscal reporting and other administrative requirements should be directed to the assigned Grants Management Specialist identified in HSES. Should your office need additional Payment Management System (PMS) accounts, please contact your PMS Representative at www.dpm.psc.gov.

Thank you for the work you do on behalf of children and families.

/ Blanca Enriquez, Ph.D. /

Blanca Enriquez, Ph.D.
Director
Office of Head Start

Resources:

SF-425 [PDF, 97KB]
SF-428 [PDF, 68KB]
SF-428-B [PDF, 65KB]
SF-428-S [PDF, 70KB]

See PDF Version of Program Instruction:

Changes in Federal Reporting [PDF, 394KB]

Changes in Federal Reporting. ACF-PI-HS-16-01. HHS/ACF/OHS. 2016. English.

Head Start Eligibility Final Rule
Scott County Public School Board Training
Presented by Kathy Wilcox
February 2, 2016

Head Start Eligibility Final Rule was published in the Federal Register on February 10, 2015

When is the rule effective? March 12, 2015

What does the rule do?

The final rule:

- Provides a roadmap for programs on how to determine eligibility
- Describes documents program may accept to prove eligibility
- Requires programs to retain records and to train staff

New Provisions

Except for the following provisions listed, this rule reiterates current requirements in the HSPPS or in the Head Start Act.

New Provisions in the Final Rule on HS Eligibility:

1) Option for telephone interview

- Family must be interviewed to verify information is correct
- Telephone Interview Option

2) Eligibility determination records

- Staff must create an eligibility determination record for each participant.
- Eligibility determination record must include Copies of documents used to verify eligibility. Statement that program staff has made reasonable efforts to verify information. Statement that identifies eligibility determination (e.g. Income or categorical eligibility).
- Age eligibility requirements: A Head Start child must: Be at least 3 years old; or, turn 3 by the date used to determine eligibility in the public school system; and, not be older than compulsory school age.
- Income eligibility requirements: The family's income is equal to or below the poverty line; or the family is eligible for public assistance (TANF or SSI)
- Programs may enroll up to **10%** of their enrollment with over-income families.
- Additional allowances for programs: A program may enroll an additional 35 % between 100 – 130%, **if** the program: Implements outreach and enrollment policies and procedures and establishes criteria to ensure its meeting the needs of eligible children first.

3) Categorical Eligibility Requirements:

- A family is **categorically eligible**, IF:
The child is **homeless**; or, the child is in **foster care**.

4) Verifying Income

- Staff Must: Use all family income for the relevant time period; State the family income for the relevant time period; and, State whether the child qualifies as low-income.
- No income to report: Staff may accept a written declaration to that effect, if staff: Describes efforts made to verify income; and explains how the family's income was calculated;
- Third party verification: Seeks information from third parties, if the family consents.
- Eligibility duration: If a child is eligible and is participating in a program, he or she will remain eligible through the end of the succeeding program year.

5) Program policies and procedures (including actions for violating regulations)

6) Training for Staff and Governing Bodies

Training Modules must:

- Include methods on how to collect information; Incorporate strategies; and
- Explain program policies and procedures.

KC Linkous

From: John Ferguson
Sent: Thursday, January 07, 2016 4:28 PM
To: KC Linkous
Subject: FW: Charter School Constitutional Amendment - Sample Resolution
Attachments: RESOLUTION - Charter School Constitutional Amendment.docx

From: Emily Webb [mailto:vsba@eboardsolutions.com]
Sent: Thursday, January 07, 2016 4:16 PM
To: John Ferguson <John.Ferguson@scottschools.com>
Subject: Charter School Constitutional Amendment - Sample Resolution

Good afternoon Board Members and Superintendents,

Thank you for your support of VSBA's advocacy initiatives, especially your efforts opposing the charter school constitutional amendment, which divests local school boards of the sole authority to approve charter schools. Many of you have signed the [petition](#) telling your local legislator that you want them to oppose the constitutional amendment and want to keep local resources within local control. If you have not [signed the petition](#) we would encourage you to do so very soon as well as share the petition with your colleagues and community.

In addition to the petition we have put together a sample resolution opposing the constitutional amendment. Your board can utilize this sample resolution as a template for your local school board's resolution. The sample resolution is attached. If your school board decides to pass a version of this resolution please share it via email with VSBA Executive Director Gina Patterson and myself. You may also want to share the signed resolution with your local media to generate awareness of this important issue.

Thank you again for your continued support of VSBA and our legislative and advocacy initiatives. Your voice makes a difference in Richmond as legislators make decisions that impact your school division. If you have any questions, please feel free to contact me at emily@vsba.org or (434) 295-8722. I hope to see you in Richmond for the [VSBA Capital Conference](#) on February 10-11, 2016.

Best,
Emily

Emily V. Webb
Government Relations Coordinator
Virginia School Boards Association
Phone: (434) 295-8722
Email: emily@vsba.org

SCOTT COUNTY VIRGINIA PUBLIC SCHOOLS

"Inspiring Excellence and Empowering Potential"

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L. Stephen Sallee, Jr.
David M. Templeton



DIVISION SUPERINTENDENT

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SCOTT COUNTY SCHOOL BOARD

WHEREAS, in its 2016 session, the General Assembly will be considering a resolution seeking a constitutional amendment to divest local school boards of the sole authority to approve charter schools, vesting authority with a gubernatorial appointed board; and

WHEREAS, local school boards, which are elected or appointed by their community and entrusted with the authority to supervise schools, are best equipped to assess the needs of their students and the locality; and

WHEREAS, local school boards are responsible for the outcome of all schools within the school system, including charter schools; and

WHEREAS, research has shown that charter school outcomes are mixed, with the majority doing no better than the traditional public schools that feed them; and

WHEREAS, state-authorized charter schools would result in a massive unfunded mandate to local school divisions, costing millions of dollars to local taxpayers; now therefore,

BE IT RESOLVED, the **SCOTT COUNTY SCHOOL BOARD**, hereby opposes the resolution seeking a constitutional amendment to divest local school boards from the sole authority to approve charter schools.

William R. "Bill" Quillen, Jr., Chairman

Larry L. Horton, Board Member

Lon Stephen "Steve" Sallee, Jr., Vice Chairman

Gail L. McConnell, Board Member

Linda D. Gillenwater, Board Member

David M. Templeton, Board Member

February 2, 2016

2nd Semester 1 of 2 payments February 3, 2016

*Starred schools have a decreased amount because of orders purchased through Central Office.		
2nd payment of 2nd Semester allocations will be disbursed April 6, 2016		