

SCOTT COUNTY VIRGINIA SCHOOLS

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

Board Meeting Agenda (Regular Meeting)

Date: October 4, 2016 (Tuesday)

Time: 6:30 p.m.

Location: Scott County School Board Office

340 East Jackson Street, Gate City, VA 24251



1. Call To Order
2. Moment of Silence Followed By *Pledge of Allegiance*
3. Items to Add to Agenda
4. Approval of Agenda
5. Approval of Minutes – September 12, 2016 Regular Meeting
6. Approval of Claims
7. Presentation:
 - A. First Year M&V Savings on Performance Contract Project – Dennis McFarlane, Comfort Systems USA
 - B. Advanced Technological Education Grant – Ralph Quesinberry
8. Public Comment
9. Superintendent's Report
 - A. Approval of Parent Advisory Council for Federal Programs 2016-2017 School Year
 - B. Approval of Head Start Readiness Goals & Action Plan for 2016-2017
 - C. Approval of Head Start Revised Hiring Procedure
 - D. Approval of Head Start Environmental Health & Safety Corrective Action Plan & Supporting Documents
 - E. Approval of Head Start Financial Report for August, 2016
 - F. Discussion/Approval of PSA Sewer User Agreement for Hilton's Elementary
 - G. Discussion/Approval of PSA Water User Agreement for Fort Blackmore Primary
10. Closed Meeting: Motion to Enter (Specify Items) & Motion to Return to Regular Meeting/Closed Meeting Certification
11. Items by Supervisor of Personnel & Student Services: Jason Smith
 - A. October is Bullying Prevention Month
 - B. Approval of Overnight Field Trip Requests
 - C. Personnel
12. Board Member Comments
13. Adjournment

Next Regular Meeting: Scott County School Board Office - 6:30 p.m., **Thursday**, November 3, 2016

DRAFT
SCOTT COUNTY SCHOOL BOARD
MINUTES OF REGULAR MEETING MONDAY SEPTEMBER 12, 2016

The Scott County School Board met for a regular meeting on Monday, September 12, 2016, at the Scott County Career & Technical Center, 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; Jason Smith, Assistant Superintendent; K.C. Linkous, Clerk Of The Board/Human Resource Manager; Beverly Stidham, Deputy Clerk/Purchasing Agent; Steve Taylor, Teacher/Asst. Principal, SCCTC; Ralph Quesinberry, Principal, SCCTC; Amanda Clark, Heritage TV; Lisa Bevins, Teacher/SCEA Representative; Doris Boitnott, VEA/Uniserv Director; Valerie Babb, Principal/Yuma Elementary; Trois Carter, Alexander Hill, Helen Jean Bellamy, Tina Cole (Teachers at Yuma Elementary); Jennifer Meade, Principal, Fort Blackmore Primary; Tana Broadwater, Amy Wettack, Kari White, Jennifer Oaks, Kim Burke, Sherry Kilgore, Andy Lawson, (Teachers at Fort Blackmore Primary); Cindy Dorton, Principal of Weber City Elementary; Sarah Boggs, Laura Pyne (Teacher and Assistant Principal at Weber City Elementary); Janet Davidson, Phyllis Kilgore, Daniel Gibson (Retired Teachers); Charles Bridwell, CPA; Lisa Taylor, Citizen; Brent Roberts, Assistant Principal/Athletic Director GCHS; Mike Lane, Principal GCHS; Bill Dingus, Assistant County Administrator/Track Coach TSHS; Jennifer Gose, Teacher/Track Coach TSHS; Robert Sallee, Maintenance Supervisor; Mike Richardson, Eskola.

CALL TO ORDER/MOMENT OF SILENCE/PEDGE OF ALLEGIANCE: Chairman 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*.

ITEMS TO ADD TO AGENDA/APPROVAL OF AGENDA: Chairman Quillen added Item (6) under Superintendent's Report (B), Special Education 504 Advisory Committee and under Presentations added (F) Gate City High School Wells Fargo "Stay in the Game" Award. On a motion by Mr. Templeton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the agenda with the additions.

APPROVAL OF AUGUST 2, 2016 REGULAR SCHOOL BOARD MEETING MINUTES: On a motion by Mr. Horton, seconded by Mr. McConnell, all members voting aye, the Board approved the minutes of the August 2, 2016 Regular Board Meeting.

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

School Operating Fund invoices & payroll in the amount of \$000,000.00 as shown by warrants #000000-0000000 & electronic payroll direct deposit in the amount of \$0,000,000.00 & electronic payroll tax deposits in the amount of \$000,000.00. Cafeteria Fund invoices & payroll in the amount of \$000,000.00 as shown by warrants #0000000-0000000 & electronic payroll direct deposit in the amount of \$00,000.00 & electronic payroll tax deposit in the amount of \$00,000.00. Head Start invoices & payroll totaling \$00,000.00 as shown by warrants #00000-00000.

RECOGNITION OF RETIRED EMPLOYEES 2015-2016 SCHOOL YEAR: Superintendent Ferguson and Assistant Superintendent, Mr. Jason Smith, presented the following retired school personnel with resolutions honoring their years of dedicated service to Scott County Schools. Mr. Smith stated that the school system's success is on our employees through their dedicated service and hard work.

Janet Davidson
 Phyllis Kilgore
 Daniel Gibson

Vicki Lane
 Glenda Fannon
 Nancy Culbertson
 Dorothy Grinsell
 Kenneth Lane

RECOGNITION OF FORT BLACKMORE/YUMA ELEMENTARY FOR THE GOVERNOR'S AWARD OF EXCELLENCE AND WEBER CITY ELEMENTARY DISTINGUISHED ACHIEVEMENT

AWARD: Superintendent Ferguson presented Fort Blackmore Primary Principal, Jennifer Meade and the staff of Fort Blackmore Primary and also Yuma Elementary Principal and staff of Yuma Elementary, the 2016 Virginia Index of Performance Board of Education Excellence Award. Superintendent Ferguson presented Weber City Elementary Principal, Cindy Dorton and the staff of Weber City Elementary, the 2016 Virginia Index of Performance Board of Education Distinguished Achievement Award. These awards are presented to the schools for being Fully Accredited and for exceeding the minimum requirements for learning and achievement of the Commonwealth's rigorous Standards of Learning Program and the minimum federal accountability requirements. These awards also recognize the progress of students from competence toward advanced proficiency and excellence in reading, mathematics, science, history and social science.

RECOGNITION OF STATE PARTICIPATION IN SPORTING EVENTS: Superintendent Ferguson presented resolutions to the following teams and individuals who participated in State Level events:

Twin Springs High School

Boys 4x100 Relay Team 7th Place State: Ethan Hillman, Nathaniel Quillen, Thomas Sluss
 & Izaiah Matthews

Boys 300m Hurdles 12th place State: Blake Holbrook

Girls 100h/300h 10th place State: Lenora Dingus

Gate City High School

Girls Tennis Team Group 2A State Champions

Girls Tennis Singles Group 2A State Semi-Finalist

Girls Tennis Doubles Group 2A State Semi-Finalist

RECOGNITION OF GATE CITY HIGH SCHOOL – CLAUDIA DODSON VHSL

SPORTSMANSHIP, ETHICS & INTEGRITY AWARD: Superintendent Ferguson presented Mr. Brent Roberts, Athletic Director at GCHS and Mike Lane, Principal at GCHS, the Claudia Dodson VHSL Sportsmanship, Ethics & Integrity Award. Mike Lane, Principal explained that the school was recommended by their peers and considered this a most prestigious award. He stated that he is very proud of the students and coaches at Gate City High School.

Superintendent Ferguson also presented Gate City High School with the Wells Fargo "Stay in the Game" Award. This award is presented to schools who had no students ejected during sporting events. Mr. Mike Lane, Principal at GCHS stated that Gate City was only one of three schools that did not have any students ejected. Mr. Lane again stated that the coaches and students are doing an outstanding job doing things "right."

REPORT ON SCHOOL ACTIVITY FUND: Mr. Charles Bridwell, CPA, presented information on the school activity fund. Mr. Bridwell stated that all schools were audited and that there were no material issues and that everything appeared to be correct and compliant to County policies. Mr. Bridwell explained that each school has its own activity fund and is responsible for the proceeds and allocation of these funds. He stated that there was a minor issue at a few schools with the petty cash funds not being properly recorded on the financial report. Mr. Bridwell recommended that the bookkeepers should follow the Principal's Policy Manual and administer the petty cash funds properly.

APPROVAL OF FY2017 HEAD START FIVE YEAR CONTINUATION GRANT & BUDGET:
 Ms. Kathy Wilcox, Head Start Director, presented Head Start's Five Year Continuation Grant and Budget for approval. She stated that the deadline for the grant is October 1, 2016. On a motion by Mr. Saltee, seconded by Ms. Gillenwater, all members voting aye, the Board approved the FY2017 Head Start Five Year Continuous Grant and Budget. (Appendix B)

APPROVAL OF FY2017 HEAD START FIVE YEAR LONG RANGE GOALS & SHORT TERM

OBJECTIVES: Ms. Kathy Wilcox, Head Start Director, presented the FY2017 Long Range Goals and Short Term Objectives for approval. On a motion by Mr. Templeton, seconded by Mr. Horton, all members voting aye, the Board approved the FY2017 Five Year Long Range Goals & Short Term Objectives. (Appendix B)

APPROVAL OF FY2017 HEAD START TRAINING & TECHNICAL ASSISTANCE PLAN:

Ms. Kathy Wilcox, Head Start Director, presented the Training and Technical Assistance Plan for approval. On a motion by Ms. Gillenwater, seconded by Mr. Sallee, all members voting aye, the board approved the FY2017 Head Start Training & Technical Assistance Plan. (Appendix B)

APPROVAL OF HEAD START FY2016 COMMUNITY ASSESSMENT:

Ms. Kathy Wilcox, Head Start Director, presented the Head Start FY 2016 Community Assessment for approval. On a motion by Mr. Horton, seconded by Mr. Templeton, all members voting aye, the Board approved the Head Start Community Assessment. (Appendix B).

APPROVAL OF HEAD START FINANCIAL BREAKDOWN FOR JULY, 2016:

Ms. Judy Calton, Head Start Financial Officer, presented the Financial Breakdown for July, 2016 as follows:

Expenses:	\$101,535.93
Administrative Cost	\$12,775.68
Non-Federal Inkind	\$3,920.33

On a motion by Mr. Templeton, seconded by Mr. McConnell, all members voting aye, the Board approved the Head Start Financial Breakdown for July, 2016.

PUBLIC COMMENT: Lisa Bevins, Teacher/SCEA Representative addressed the board concerning the State Health Insurance Plan and wanted the board to consider sending in the letter in support of preliminary interest to participate in the Local Option Health Insurance Plan.

Lisa Taylor, citizen, addressed the board with concerns over drug testing teachers and all faculty, cameras in the classroom and substitute teaching assistants.

REPORT ON STUDENT ENROLLMENT & PUPIL-TEACHER RATIO:

Superintendent Ferguson presented the following information on Student Enrollment and Pupil Teacher Ratio.

2016-2017 Classroom Student-Teacher Ratio

Elementary/Intermediate

Based on 10 Day Enrollment

School	DPS	DIS	FBP	HES	NES	RCI	SES	WCES	YES	Division
Number of students	297	59	85	135	248	159	506	292	180	1,961
Number of teachers	16	4	5	8	16	8	27	16	10	110
Teacher: Student Ratio (School)	18.5 To 1	14.75 To 1	17 To 1	16.8 To 1	15.5 To 1	19.8 To 1	18.7 To 1	18.2 To 1	18 To 1	17.8 To 1
K-3 students	241	N/A	85	75	128	N/A	287	179	97	1,092
K-3 teachers	13	N/A	5	4	8	N/A	15	10	6	61
K-3 Teacher: Student Ratio	18.5 To 1	N/A	17 To 1	18.7 To 1	16 To 1	N/A	19.1 To 1	17.9 To 1	16.1 To 1	17.9 To 1

APPROVAL OF SALARY, FRINGE BENEFIT & SCHOOL CALENDAR COMMITTEE:

On a motion by Mr. Templeton, seconded by Mr. McConnell, all members voting aye, the Board approved the 2016-2017 Salary, Fringe Benefit and School Calendar Committee as follows:

Duffield Primary School
 Dungannon Intermediate School
 Fort Blackmore Primary School
 Gate City High School
 Gate City Middle School
 Hilton Elementary School
 Nickelsville Elementary School
 Rye Cove High School
 Rye Cove Intermediate School
 Shoemaker Elementary School
 Twin Springs High School
 Weber City Elementary
 Yuma Elementary
 Central Office Representative
 Principal Representative
 Support Staff Representative
 VPE Representative
 SCEA Representative
 School Board Member

Tiffany Scott
 Karen Hartsock
 Jennifer Oaks
 Debbie Kilgore
 Kelsey Jones
 Andrea Lawson
 David Gwinn
 Monica McClelland
 Patricia Currier
 Reba Kindle
 Joey Shipley
 Karianne Counts
 Amy Wallace
 Jason Smith
 Travis Nickels
 Susan Carter
 Adam Keith
 Monica McClelland
 Linda Gillenwater

APPROVAL OF COMMUNICATIONS/SCHOOL IMPROVEMENT COMMITTEE: On a motion by Mr. Horton, seconded by Mr. McConnell, all members voting aye, the Board approve the 2016-2017 Communications/School Improvement Committee as follows:

Duffield Primary School
 Dungannon Intermediate School
 Fort Blackmore Primary School
 Gate City High School
 Gate City Middle School
 Hilton Elementary School
 Nickelsville Elementary School
 Rye Cove High School
 Rye Cove Intermediate School
 Scott County Career & Tech Center
 Shoemaker Elementary School
 Twin Springs High School
 Weber City Elementary School
 Yuma Elementary School
 Superintendent
 Principal Representative
 Support Staff Representative
 VPE Representative
 SCEA Representative
 School Board Member

Sharon Rhoton
 Alicia White
 Sherry Kilgore
 Eric Baker
 Darlene Quillen
 Sandy McMurray
 Kellie Blackwell
 Christy Head
 Kayla Templeton
 Annette Parker
 Teresa Duncan
 Justin Seaver
 Laura Pyne
 Seth McConnell
 John Ferguson
 Renee Dishner
 Patricia Nash
 Amanda Green
 Pat Whitley
 Bill Quillen

APPROVAL OF SCHOOL SAFETY AUDIT COMMITTEE: On a motion by Ms. Gillenwater, seconded by Mr. Sallee, all members voting aye, the Board approved the 2015-2016 School Safety Audit Committee as presented:

Jason Smith
 Travis Nickels
 Jennifer Meade
 Greg Ervin
 Scott Vermillion
 Katrina Toole
 Kathy Funkhouser
 Gary Adams
 Robert Sallee

Central Office
 Principal
 Principal
 Principal
 Assistant Principal
 School Psychologist
 School/Court Liaison
 Transportation Coordinator
 Maintenance Supervisor

Jason Cox	Student Resource Officer
Logan Vermillion	Student Resource Officer
Kelvin Kimbler	Student Resource Officer
Rachel Townsend	Student Resource Officer
Anthony Hass	Student Resource Officer
Rachel Burke	Nursing Coordinator
Rhonda Williams	Parent
Sherry Kilgore	Teacher
Roger Carter	Chief of Duffield Fire & Rescue

APPROVAL OF CHARACTER EDUCATION DEVELOPMENT COMMITTEE: On a motion by Mr. Templeton, seconded by Mr. Horton, all members voting aye, the Board approved the 2016-2017 Character Education Development Committee as presented:

Jason Smith	Central Office
Steve Sallee	School Board Member
Travis Nickels	Principal
Lauren Vermillion	Student
Blake Holbrooke	Student
Matthew Gibson	Student
Abbey Sallee	Student
Beverly Musick	Parent/Community Member
Hayley Lane	Parent/Community Member
Tammy Cassell	Parent/Community Member
Jennifer Wallace	Parent/Community Member
Lynn Fansler	Parent/Community Member
Amber Mullins	School Counselor
Crystal McConnell	School Counselor
Lori Bush	School Counselor

APPROVAL OF REMEDIATION PROGRAM STANDARDS COMMITTEE: On a motion by Mr. McConnell, seconded by Mr. Sallee, all members voting aye, the Board approved the 2016-2017 Remediation Program Standards Committee as listed:

Tammy Quillen	Remediation Coordinator
Jennifer Frazier	Central Office Supervisor
Bill Quillen	School Board Member
Christy Miller	Teacher
Tracy Stallard	Principal
Michelle Bush	Teacher
Kelsey Taylor	Parent
Christi Stapleton	Parent

APPROVAL OF SPECIAL EDUCATION 504 ADVISORY COMMITTEE MEMBERS 2016-2017: On a motion by Mr. Templeton, seconded by Mr. Horton, all members voting aye, the Board approved the Special Education 504 Advisory Committee for 2016-2017 as follows:

Pam Bellamy	Randy Compton
Phyllis Compton	Sandra Craft
Eileen Deckard	Judy Flanary
Allison Kimbler	Renee Light
Chad Robinette	Stacy Wood

ROOFING UPDATE ON HILTON ELEMENTARY, WEBER CITY ELEMENTARY AND SCOTT COUNTY CAREER & TECHNICAL CENTER: Mike Richardson from Eskola updated the Board on the roofing projects of some schools. Mr. Richardson stated that Weber City Elementary and Scott County Career & Technical Schools roofs are completed. He also stated that the roof at Hilton Elementary is completed and that all the air conditioning units are in, but they have a few days worth of plumbing still to complete.

Chairman Quillen explained that the project was supposed to be finished by August 5, 2016 and wanted to know why the delay. Mr. Richardson stated that there were conflicts with materials, metal manufacturers and weather. Chairman Quillen also asked if any damage had been done to school property. Mr. Richardson stated that some paving damage was done at Weber City Elementary near the basketball courts, but that was taken care of. Chairman Quillen also noticed a bill for \$6,000 for a control unit damaged by water and asked who is responsible for that? Mr. Richardson stated that Eskola will be responsible and will rectify that situation. He stated that Eskola is a reputable company.

School Board Member, Steve Sallee, stated that Hilton Elementary is in his district and several people were not happy about their school being flooded. Mr. Richardson explained that several patches in the roof turned loose in areas that they had not begun to work on yet and this caused some leaks. We have offered to replace the ceiling tile at Hilton Elementary.

School Board Member, Larry Horton, asked what kind of warranty does Eskola have on their roofs and Mr. Richardson explained that it is 15 years.

CLOSED MEETING: Mr. Sallee made a motion to enter into closed meeting at 7:38 p.m. to discuss teachers, teaching assistants, coaches, bus drivers, secretaries and custodians, as provided in Section 2.2-3711 A (1) of the *Code of Virginia*, as amended; also to discuss personnel matters concerning students No. 009/2016 and 010/2016 as provided in Section 2.2-3711A (2) of the *Code of Virginia* as amended, seconded by Mr. McConnell, all members voting aye.

RETURN FROM CLOSED MEETING: All members returned from closed meeting at 9:15 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 RELIGIOUS EXEMPTION STUDENT NO. 009/2016: On a motion by Mr. Templeton, seconded by Mr. Sallee, all members voting aye, the Board approved the Religious Exemption of student No. 009/2016.

APPROVAL OF RELIGIOUS EXEMPTION STUDENT NO. 010/2016: On a motion by Mr. Sallee, seconded by Ms. Gillenwater, all members voting aye, the Board approved the Religious Exemption of student No. 010/2016.

APPROVAL OF SUBSTITUTE TEACHERS: On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Sallee, seconded by Mr. McConnell, all members voting aye, the Board approved the following individuals to serve as substitute teachers: Rebecca Shelton, Gay Smith, Daniel Gibson, Janet Davidson, Vicki Lane and Kate Snapp.

RESIGNATIONS: On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Sallee, seconded by Mr. Horton, all members voting aye, the Board approved the resignation of Ms. Erin Brinkley, teacher, effective August 8, 2016.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Horton, seconded by Mr. Sallee, all members voting aye, the Board approved the resignation of Mr. Derek Cassel, teacher, effective, August 5, 2016.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Sallee, seconded by Ms. Gillenwater, all members voting aye, the Board approved the resignation of Ms. Melissa Robinson, teaching assistant, effective September 1, 2016.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Templeton, seconded by Mr. Sallee, all members voting aye, the Board approved the resignation of Mr. Eric Wininger, assistant volleyball coach at Gate City High School, effective September 13, 2016.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Horton, seconded by Mr. McConnell, all members voting aye, the Board approved the resignation of Ms. Joy Davidson, theatre coach at Rye Cove High School, effective September 8, 2016.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Horton, seconded by Mr. McConnell, all members voting aye, the Board approved the resignation of Mr. Thomas Bowen, assistant baseball coach at Rye Cove High School, effective 2016-2017 season.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Templeton, seconded by Mr. Sallee, all members voting aye, the Board approved the resignation of Ms. Lauren McInturff, assistant soccer coach at Gate City High School, effective the 2016-2017 season.

EMPLOYMENT: On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Ms. Gillenwater, seconded by Mr. Horton, all members voting aye, the Board approved the employment of Mr. Christian Moore, teacher, effective for the 2016-2017 school year.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Horton, seconded by Mr. McConnell, all members voting aye, the Board approved the employment of Ms. Katie Dockery, teaching assistant, effective for the 2016-2017 school year.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Ms. Gillenwater, seconded by Mr. McConnell, all members voting aye, the Board approved Ms. Laura Hammonds, middle school volleyball coach at Twin Springs High School (non-stipend), effective August 17, 2016.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Sallee, seconded by Mr. Templeton, all members voting aye, the Board approved Mr. Josh Christian, assistant football coach at Gate City High School (non-stipend), effective August 17, 2016.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Horton, seconded by Mr. Sallee, all members voting aye, the Board approved Ms. Anita Kinard, bus aide, effective August 18, 2016.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Sallee, seconded by Mr. Horton, all members voting aye, the Board approved Ms. Jarlene Wells, bus aide, effective August 18, 2016.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Horton, seconded by Mr. Sallee, all members voting aye, the Board approved Ms. Tara Dillon, part-time administrative assistant, effective August 25, 2016.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Horton, seconded by Mr. Templeton, all members voting aye, the Board approved Ashley Kincer, theatre coach at Rye Cove High School, effective September 8, 2016.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Templeton, seconded by Mr. Sallee, all member voting aye with Mr. Horton abstaining, the Board approved Travis Bowen, assistant baseball coach at Rye Cove High School, effective 2016-2017 season.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Sallee, seconded by Ms. Gillenwater, all members voting aye, the Board approved Mark Thompson, assistant girls basketball coach at Gate City High School, effective September 8, 2016.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Horton, seconded by Mr. Templeton, all members voting aye, the Board approved Thomas Bowen, assistant baseball coach at Rye Cove High School (non-stipend), effective 2016-2017 season.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Templeton, seconded by Mr. Horton, all members voting aye, the Board approved Sabrena Groscclose, teaching assistant, effective September 19, 2016.

RETIREMENT: On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. McConnell, seconded by Ms. Gillenwater, all members voting aye, the Board approved the retirement request of Mr. Kenneth Lane, custodian, effective November 1, 2016.

TERMINATIONS: On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Horton, seconded by Mr. Sallee, all members voting aye, the Board approved the termination of Ms. Sara Edwards, bus aide, effective August 16, 2016.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Sallee, seconded by Mr. Templeton, all members voting aye, the Board approved the termination of Mr. Joey Reed, assistant football coach, effective August 30, 2016.

APPROVAL OF OVERNIGHT FIELD TRIPS: On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Sallee, seconded by Mr. Templeton, all members voting aye the Board approved the overnight field trip request of Gate City High School Senior Class to Atlanta, Georgia, March 31-April 2, 2017 (160 or less students, 4 sponsors, 6 chaperones).

BOARD MEMBER COMMENTS: Mr. Horton thanked the retired teachers for their work with the students and also congratulated the students and teams that made it to state sporting competitions.

Mr. Sallee and Mr. Quillen send condolences to retired school personnel, Tom & Chris Haynes and their family and also to Daniel Boone High School.

Ms. Gillenwater congratulated the retirees and thanked them for their dedication to our students.

ADJOURNMENT: There being no further business to discuss, the Board adjourned at 9:25 p.m.

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

K.C. Linkous, Clerk

KC Linkous

From: Ralph Quesinberry
Sent: Monday, September 26, 2016 10:30 AM
To: KC Linkous
Subject: K-12_Sample Letter_ScottCounty
Attachments: K-12_Sample Letter_ScottCounty.docx

K.C.
Attached is a letter in support of Northeast State's application to create a professional development experience through the Regional Center of Advanced manufacturing for K-12 teachers, counselors and administrators that highlight career opportunities available in advanced manufacturing.
I will send correspondence from both Jeff Frazier, Dean of the Regional Center of Advanced Manufacturing and Jeff McCord, Vice President for Economic and Workforce Development at Northeast State Community College.
I can attend the meeting if you think it is necessary or you can simply have them sign the letter of support.
Thanks,
Ralph

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

September 26, 2016

Dr. Janice H. Gilliam
President
Northeast State Community College
P. O. Box 246
Blountville, TN 37617

Dear Dr. Gilliam:

As the Chairman of the Scott County School Board for the Scott County, Virginia School District, We are pleased to support Northeast State's application to create a professional development experience through the Regional Center of Advanced Manufacturing (RCAM) for K-12 teachers, counselors and administrators that highlights the career opportunities available in advanced manufacturing and demonstrates the skills necessary to be successful in industrial work environment.

Our school system serves 3,447 students and employs 547 faculty and staff. We welcome the opportunity to work collaboratively on this project which will provide professional development experience for our K-12 educators. The system will assist with project implementation by distributing program information, encouraging faculty and staff participation, promoting summer camps, and working collaboratively to schedule professional development days during the school year.

We strongly believe that this project will create new opportunities for our students by promoting the understanding of our educators.

Sincerely,

William R. Quillen, Jr.
Chairman
Scott County School Board

2016-2017
PARENT ADVISORY COUNCIL FOR FEDERAL PROGRAMS

Tammy Quillen	Central Office Representative
Paula Proctor	Duffield Primary School
Angel Hughes	Dungannon Intermediate School
Lacy Mann	Fort Blackmore Primary School
Kelsey Taylor	Hilton Elementary School
Jennifer Wallace	Nickelsville Elementary School
Tammy Mead	Rye Cove Intermediate School
Reba Kindle	Shoemaker Elementary School
Joy Hurd	Weber City Elementary School
Amber Ketron	Yuma Elementary School

Scott County Public School Head Start Hiring Procedure

When hiring for a Head Start position, the subsequent procedure will be followed: The job opening will be advertised in the local media to ensure equal opportunity for all interested persons to file an application and to be considered for employment. The Director will set a date after which no application will be accepted.

The Administrative Assistant or Secretary will receive all applications for employment and keep them on file in the Head Start Office. The Regional Office must approve the Director and Fiscal Officer applicants recommended by Policy Council and School Board.

The Director will schedule a time for the Personnel Committee composed of a Scott County School Board representative, the Head Start Director, Policy Council members, (two parents and one community representative) and one appropriate staff member. All applications will be screened on the basis of hiring criteria developed in advance specifically for the job and as advertised. Those applicants whose credentials do not meet the hiring criteria will receive no further consideration.

All references listed on the employment application for full or part-time work are contacted by the Administrative Assistant/Fiscal Officer or Secretary. The reference response is written on the Reference Response Form and two written references must be listed. This form must be signed by the person recording the references.

The Administrative Assistant will schedule appointments for personal interviews with the Personnel Committee. The Personnel Committee will interview applicants and will select the candidate for employment whose interview and credentials show that they are best qualified to perform the functions of the job.

Pending satisfactory clearance for a Virginia State Police criminal record check (No Conviction Data/ No Sex Offender Registration Record) and Virginia Department of Social Services Central Registry Release (individual whose name was being searched is NOT identified in the Central Registry of Child Abuse/Neglect, the Personnel Committee will recommend a candidate to Policy Council for approval. Upon approval from the Policy Council, candidate applications and interview information will be given to the Superintendent of Schools for the School Board's approval.

If the Policy Council or the School Board declines to approve the candidate for employment, the Personnel Committee may recommend the first alternate for approval. If the Council or School Board refuses to approve the first alternate, the Personnel Committee may recommend the second alternate. If the Council or School Boards fail to approve the second alternate, then the position will be re-advertised.

Criminal Record Check/ Va. Social Services Central Registry Release of Information Requirements including the process to obtain the appropriate documentation.

Prior to being hired, all potential employees must pass a satisfactory clearance for a criminal record check (No Conviction Data/ No Sex Offender Registration Record) through the Virginia State Police. Also, all employees must pass a satisfactory clearance to meet the Virginia Department of Social Services Child Day Centers requirements (individual whose name was being searched is NOT identified in the Central Registry of Child Abuse/Neglect. Va.

Scott County Public School Head Start is required by the Office of Head Start and/or Virginia Department of Social Services Licensing Division to complete the following forms:

1. Sworn Disclosure Statements
2. Criminal Record Check Request and Sex Offender Registry (Virginia State Police)

3. Central Registry Release of Information – Va. Department of Social Services

Sworn Disclosure Statements are completed when employment applications are completed. After a potential employee has been chosen by the Personnel Committee, the candidate must complete a Virginia Department of Social Services Central Registry Release of Information form. The Release of Information form must be notarized by a Notary Public. Administrative Assistant/Fiscal Officer will complete a Criminal Record Check and Sex Offender Registry search (Virginia State Police) for the potential employee. The AAFO will submit forms to the appropriate agency.

Monitoring Criminal Record Checks

Once a Criminal Record check is returned to the Central Office, the Director will review the potential employee's record and utilize the Criminal Check Record Monitoring form to complete the following:

- List Name of Potential Employee
- Date the CRC was requested
- Date Received by Va. State Police
- Date and Response by Va. State Police

(No Conviction Data/ No Sex Offender Registration Record)

- Date Received by Head Start
- Date Reviewed by Head Start Director
- Hire Date

After the review, the Director will initial the criminal record check and place the record in the Administrative Assistant/Fiscal Officer's in box. The AAFO will enter the information

into the ChildPlus tracking system. The AAFO will file the CRC in the employee's personnel file.

After the program receives a satisfactory clearance of a Virginia State Police criminal record check, approval by Policy Council and School Board, the Director will notify the applicant to inform him/her of the start date for beginning work. The Director will notify the appropriate Head Start Supervisor of the date that the employee will begin work.

Monitoring for Va. Department of Social Services Central Registry Search of Child Abuse/Neglect.

Once a Social Services Central Registry Release of Information Form is returned to the Central Office, the Director will review the potential employee's record and utilize the Social Services Central Registry Release of Information monitoring form to complete the following:

- List Name of Potential Employee
- Date of Notary Signature
- Date Received by DSS
- Date of Completed Search and Results
- Date Received by Head Start
- Date Reviewed by Head Start Director
- Hire Date

After the review, the Director will initial the Central Registry Release of Information Form and place the record in the Administrative Assistant/Fiscal Officer's inbox. The AAFO will enter the information into the ChildPlus tracking system. The AAFO will file the Central Registry Release of Information Form in the employee's personnel file.

All Criminal Record Checks and Social Services Central Registry Release of Information forms are kept in a locked file in the AAFO's office. Criminal Record Check and Social Services Monitoring forms are kept in a locked file in the Director's office.

Monitoring and Follow Up

Monthly

The Director and AA/ FO will utilize Child Plus to monitor all Background checks. Report 1125 Employment Background Check will be used to review follow-up dates for all employees. Report 1130 Personnel Agency –Specific Fields – is utilized to monitor the DSS Child Registry Search/ Sworn Disclosure. Reports will be reviewed at the end of each month. The Director and the AA/ FO will utilize these reports to ensure that all follow ups are completed in a timely manners. Criminal Record Checks must be completed every 3 years.

Quarterly

The Director and AA/FO will complete a report that indicates the number of background checks that have been completed in the Quarter. This will include staff that has been hired within that quarter. Also, it will include staff that needed follow-up.

**Scott County Public School Head Start Program
Environmental Health & Safety**

Date Plan Submitted

Corrective Action Plan					
<p>Non-Compliance/Performance Standard (s): Head Start Act Sec.648 A. Staff Qualifications and Development (g) Staff Recruitment and Selection Procedures – Before a Head Start agency employs an Individual, such agency shall – (3) obtain—(A) a State, tribal, or Federal criminal record check covering all jurisdictions where the grantee provides Head Start services; (B) a State, tribal, or Federal criminal record check as required by the law of the jurisdiction where the grantee provides Head Start services; or (C) a criminal record check as otherwise required by Federal law.</p>					
<p>GOAL: The program will strengthen their procedures for obtaining criminal record checks prior to employing individuals in order to ensure compliance in staffing and supervision and safety for all children.</p>					
Objective(s)	Action Steps/Strategies	Time Frame	Person(s) Responsible	Plan Status/Report	Documentation/Verification of Compliance
1. Revise and update the written hiring procedures for Scott County Public School Head Start Program.	<ul style="list-style-type: none"> • Discuss as a management team. • Write new steps for the process of obtaining criminal record checks. • Consult with TA for additional support in the revision of the written procedure. • Management team meets to review and revise written hiring procedures. • Implement written procedures and inform appropriate staff of changes. 	July-Sept 2016	Director	Prior to the end of September the plan will be finalized and will be provided to Policy Council and the School Board for approval.	Revised written hiring procedure.

<p>2. Strengthen monitoring and follow up of criminal record checks.</p>	<ul style="list-style-type: none"> • Creation of the new criminal record check monitoring form. • Written procedures for the monitoring and follow up in the hiring procedures. • Utilize the criminal record check monitoring form to ensure compliance. • The effective revisions of child plus tracking. 	<p>July-Sept 2016</p>	<p>Director, AAFO</p>	<p>Criminal Record Check monitoring form was utilized in July 2016.</p>	<p>A completed new Criminal Record Check monitoring form.</p> <p>Child Plus Report 1125 Employment Background Check</p> <p>Child Plus Report 1130 Personnel Agency – Specific Field --- DSS Child Registry</p>
<p>3. To include getting approval from policy council and the school board for the plan and accompanying documents.</p>	<ul style="list-style-type: none"> • The corrective action plan and accompanying documents will be submitted to Policy Council for approval in September. 	<p>September 15, 2016.</p>	<p>Director</p>	<p>Plan and accompanying documents were approved by the Policy Council on September 15, 2016</p>	<p>Policy Council and School Board agenda, minutes, and sign in sheets.</p>
	<ul style="list-style-type: none"> • The corrective action plan and accompanying documents will be submitted to the School Board for approval in October. 	<p>October 4, 2016.</p>	<p>Director</p>		

Criminal History Record Monitoring

[illegible]

Scott County Public School Head Start

US Department of Social Services Central Registry Release of Information Monitoring

[illegible]

SCOTT COUNTY PUBLIC SCHOOL HEAD START

Breakdown for the month of August 2016

Head Start expense for the month of August: \$108,100.84

Administrative cost for the month: 13,253.86

NON-FEDERAL INKIND: 22,394.54

SCOTT COUNTY PUBLIC SCHOOL HEAD START
MONITORING FORM AUGUST 2016

2016 cola aded	YTD BUDGET	OTHER/HS	TOTAL	MONTHLY	PREVIOUS	EXPENSES	BUDGET
	ACTUAL	FUNDS	BUDGETED	EXPENSES	EXPENSES	TO DATE	BALANCE
SALARY	\$ 277,712.57	\$ 13,956.00	\$ 291,668.57	\$ 81,726.90	\$ 537,083.43	\$ 618,810.33	\$ 209,941.67
MENTAL HEALTH SERVICES	\$ 762.50		\$ 762.50	\$ -	\$ 1,237.50	\$ 1,237.50	\$ 762.50
FRINGE	\$ 200,202.56	\$ 8,313.00	\$ 208,515.56	\$ 14,166.07	\$ 98,353.44	\$ 112,519.51	\$ 194,349.49
TRAINING	\$ 11,728.42		\$ 11,728.42	\$ 491.55	\$ 8,670.58	\$ 9,162.13	\$ 11,236.87
EDUCATIONAL TRAINING	\$ 1,199.77		\$ 1,199.77	\$ -	\$ 300.23	\$ 300.23	\$ 1,199.77
HEALTH SERVICES	\$ 3,633.01		\$ 3,633.01	\$ -	\$ 366.99	\$ 366.99	\$ 3,633.01
	\$ 3,000.00		\$ 3,000.00		\$ -	\$ -	\$ 3,000.00
MAINTENANCE & REPAIRS	\$ 5,304.35		\$ 5,304.35	\$ 100.00	\$ 7,338.65	\$ 7,438.65	\$ 5,204.35
COPIER CONTRACT SERVICES	\$ 3,444.14		\$ 3,444.14	\$ 828.55	\$ 7,070.86	\$ 7,899.41	\$ 2,615.59
UTILITIES	\$ 55.95		\$ 55.95	\$ 695.51	\$ 16,705.05	\$ 17,400.56	\$ (639.56)
POSTAGE	\$ 564.86		\$ 564.86	\$ -	\$ 435.14	\$ 435.14	\$ 564.86
TELEPHONE	\$ 4,788.18		\$ 4,788.18	\$ 2,149.32	\$ 6,272.82	\$ 8,422.14	\$ 2,638.86
RENT	\$ 8,000.00		\$ 8,000.00	\$ 1,600.00	\$ 1,600.00	\$ 3,200.00	\$ 6,400.00
LOCAL TRAVEL	\$ 2,582.95		\$ 2,582.95	\$ 143.60	\$ 417.05	\$ 560.65	\$ 2,439.35
FIELD TRIPS	\$ 423.48		\$ 423.48	\$ 269.62	\$ 1,276.52	\$ 1,546.14	\$ 153.86
OUT-OF-TOWN TRAVEL	\$ 5,311.49		\$ 5,311.49	\$ 604.92	\$ 449.51	\$ 1,054.43	\$ 4,706.57
PARENT ACTIVITIES	\$ 2,266.74		\$ 2,266.74		\$ 1,071.26	\$ 1,071.26	\$ 2,266.74
ACCOCIATION, DUES AND FEES,	\$ 1,280.00		\$ 1,280.00	\$ 206.10	\$ 720.00	\$ 926.10	\$ 1,073.90
OFFICES SUPPLIES	\$ 3,028.34		\$ 3,028.34	\$ 194.40	\$ 5,971.66	\$ 6,166.06	\$ 2,833.94
FOOD SERVICE	\$ 17,963.32		\$ 17,963.32	\$ 14.67	\$ 57,338.43	\$ 57,353.10	\$ 17,948.65
USDA REIMBURSEMENT			\$ -				\$ -
FOOD SERVICE SUPPLIES	\$ 429.10		\$ 429.10				\$ 429.10
MEDICAL AND DENTAL SUPPLIES	\$ 933.50		\$ 933.50	\$ 4,603.66	\$ -	\$ 4,603.66	\$ (3,670.16)
JANITORIAL SUPPLIES	\$ 1,703.25		\$ 1,703.25		\$ 1,296.75	\$ 1,296.75	\$ 1,703.25
VEHICLE & EQUIPMENT SUPPLIES	\$ -		\$ -		\$ -	\$ -	\$ -
EDUCATIONAL SUPPLIES	\$ 6,607.10		\$ 6,607.10	\$ 305.97	\$ 4,410.90	\$ 4,716.87	\$ 6,301.13
TRANSITION	\$ -		\$ -		\$ -	\$ -	\$ -
DISCRETIONARY FUNDS	\$ 3,238.22		\$ 3,238.22		\$ 61.78	\$ 61.78	\$ 3,238.22
HEALTH & WELLNESS	\$ 970.43		\$ 970.43		\$ 29.57	\$ 29.57	\$ 970.43
REC DISC	\$ (251.06)	251.06	\$ -	\$ -	\$ -	\$ -	\$ -
CHILD LIABILITY INSURANCE	\$ 747.00		\$ 747.00		\$ -	\$ -	\$ 747.00
GRAND TOTAL	\$ 567,630.17	\$ 22,520.06	\$ 590,150.23	\$ 108,100.84	\$ 758,478.12	\$ 618,810.33	\$482,049.39

**ATTACHMENT TO MONTHLY FINANCIAL REPORT
FOR THE MONTH OF AUGUST 2016**

PERSONNEL

Personnel category is for all Head Start Staff and Substitute Teacher Assistants. Administrative cost for the program includes the Director, Administrative Assistant/Fiscal Officer, Division of Federal Program and the Payroll Clerk, Receptionist/Data Secretary and Secretary. Administrative cost must not exceed 15% of our grant.

FRINGE BENEFITS

The fringe rate for salaried personnel is 43%. This includes Taxes, Retirement, Group Life, Health and Dental Insurance.

TRAVEL

Travel includes Out-of Town Travel for Parents and Staff for State and Regional Head Start Association meetings.

EQUIPMENT

No equipment was purchased.

SUPPLIES

Supplies Category includes Office, Educational, Janitorial, Medical, and Dental.

OTHER

Other categories include Mental Health, Education Training, Health Services, Audit Fee, Maintenance & Repairs, Maintenance Service, Utilities, Postage, Telephone, Rent, Local Travel, Food Supplies, Food Service Supplies, Transition, Discretionary Funds, Health Examination and Vehicle & Equipment supplies.

Credit Card One thru Six expenses were \$629.92

TRAINING AND TECHNICAL ASSISTANCE

T & TA Expense was \$491.55

EXPENSES

Expenses for the month of August were \$108,100.84. This leaves a budget balance of \$482,049.39 for September thru December.

NON-FEDERAL IN-KIND

In-kind for the month of August was \$22,394.54. This leaves an in-kind balance of \$73,294.41 to be donated for September thru December

ADMINISTRATIVE COST

Administrative Cost for the month of August is 1% of our budget which includes the Head Start Budget and Non-Federal In-kind and our Administrative Cost for the year is 9%.

SCOTT COUNTY PUBLIC SCHOOL HEAD START

ADMINISTRATIVE COST

ADMINISTRATIVE COST IN-KIND

Aug-16

PERCENT				TOTAL ADM IK			
				COST	%	COST	
Admin Personnel	Salary &Fringe	\$ 10,790.92	100	\$ 10,790.92			
ott	Travel	\$ 604.92	11	\$ 66.54			
office	Supplies	\$ 194.40	30	\$ 58.32			
janitor	Supplies	\$ -	30	\$ -			
audit	Other	\$ -	100	\$ -			
main&rep	Other	\$ 100.00	100	\$ 100.00			
maint.serv	Other	\$ 628.55	30	\$ 188.57			
util.	Other	\$ 393.03	11	\$ 43.23			
postage	Other		30	\$ -			
tele.	Other	\$ 495.52	2	\$ 99.10			
rent	Other	\$ 800.00	47	\$ 376.00			
local trav	Other	\$ 143.60	11	\$ 15.80			
Assoc/Dues	Other	\$ 206.10	30	\$ 61.83			
Health and Wellness	Other	\$ -	11	\$ -			
Foodsupplies	Other		30	\$ -			
Training	T&TA	\$ 491.55	11	\$ 49.16			
TOTAL		\$ 14,848.59		\$ 11,849.46		TOTAL	\$ 1,404.40
\$ 13,253.86	TOTAL MONTH	\$ 0.01					
\$ 111,427.00	TOTAL YEAR	\$ 0.09					

SCOTT COUNTY PUBLIC SCHOOL HEAD START
IN-KIND REPORT
AUGUST 2016

IN-KIND	BUDGET	RECORDED THIS MONTH	RECORDED PREVIOUSLY	RECORDED TO DATE	IN-KIND REMAINING
PARENTS AND VOLUNTEERS	\$ 133,275.00	\$ 6,531.84	\$ 74,903.07	\$ 81,434.91	\$ 51,840.09
SCHOOL DISTRICT	\$ 148,496.00	\$ 12,880.78	\$ 122,125.58	\$ 135,006.36	\$ 13,489.64
DONATIONS	\$ 38,183.00	\$ 2,981.92	\$ 27,236.40	\$ 30,218.32	\$ 7,964.68
TOTAL	\$ 319,954.00	\$ 22,394.54	\$ 224,265.05	\$ 246,659.59	\$ 73,294.41

Scott County Public School Head Start
Expenses by Vendor Detail
August 2016

	Type	Date	Memo	Account	Split	Debit	Balance
Bank of America-Platinum Plus							
	Bill	08/08/2016	big break-gas for van	5501 · Local Travel	2001 · Accounts Payable	25.00	25.00
	Bill	08/08/2016	sheraton-director meeting	5504 · Out of Town Travel	2001 · Accounts Payable	604.92	629.92
Total Bank of America-Platinum Plus						629.92	629.92
TOTAL						629.92	629.92

**SCOTT COUNTY PUBLIC SERVICE AUTHORITY
SEWER USER AGREEMENT
FOR
HILTONS SEWER PROJECT**

This Agreement is made on this ____ day of _____, 201____, between the Scott County Public Service Authority, hereinafter called the "Authority," and _____ ("User"), the term User in all cases shall mean the owner of the property herein described.

Whereas, the User desires to purchase sewer service from the Authority and to enter into a Sewer User Agreement as required by the Authority, now therefore, in consideration of the mutual covenants, promises, and agreements herein contained, it is hereby understood and agreed by the parties hereto as follows:

Upon successful funding and construction of the proposed Sewer Project, the Authority shall furnish, subject to the limitation set out in its Bylaws and Rules and Regulations as hereafter adopted (which are on file at the office of the Scott County Public Service Authority, 156 Legion Street, Weber City, Virginia), a sewer tap with adequate capacity for the User in connection with User's property located at:

(911 address or Tax Map Number)
or within a reasonable distance from the final constructed location of the sewer pipes constructed as a part of the Sewer Project. The Authority shall have the final authority to decide what constitutes a reasonable distance from existing sewer piping based on the cost of installation and other circumstances relating to each individual connection that is requested. It is the intent of the Authority to provide those individuals signing this agreement with sewer service at the earliest possible opportunity; however, the actual date that this service can be provided will depend upon the successful funding and construction of sewage collection pipes in the area.

This Agreement assures that User's property will be included in the Sewer Project engineering evaluation. It does not guarantee sewer service will be made available to User's property as there may be technical and financial issues that would prevent building a sewer to serve User's property. This Agreement obligates User to pay for sewer service only if the sewer is made available to User's property.

The Authority will charge Connection Fees to Users as follows: (1) No connection fee for residential and equivalent Users who sign a Sewer User Agreement during the funding period, that is, before funding has been secured. (2) After funding has been secured and prior to the end of construction, a fee of \$1,000.00 for residential and equivalent customers. (3) After construction of the project is completed, a fee of \$2,000.00 for residential and equivalent customers. (4) After construction has ended, installation of a sewer tap for services deemed to be under unusual circumstances may be subject to additional charges. (5) For sewer taps to serve customers larger than residential and equivalent, the connection fee will be based on the Authority's cost to install the tap. (6) For residential customers, the Authority may finance the connection fee for a period of up to 12 months at no interest.

The User shall install and maintain at the User's sole expense a sewer service line which shall begin at the Authority's sewer tap and extend to the dwelling or place of use. The service line shall connect with the collection system of the Authority at the nearest place of desired use by the User, provided the Authority has determined in advance that the system has sufficient capacity to permit collection of User's sewage at that point, and provided further that the tap shall be placed at User's property line unless that point is deemed impractical by the Authority for installation and maintenance. The Authority shall have final authority in any question of location of any sewer service line connection to its collection system. The Authority may disconnect the User's premises from the Authority's sewer system if the User allows a connection to or an extension of the User's service line for the purpose of providing sewer service to another user.

The User agrees to comply with and be bound by the Articles, Bylaws, Rules, and Regulations of the Authority, now in force, or as hereafter duly and legally adopted, supplemented, amended, or changed. The User also agrees to pay for sewer service at such rates, time, and place as shall be determined by the Authority, and agrees to the imposition of such penalties for noncompliance as are set out in the Authority's Bylaws and Rules and Regulations, or which may be hereafter adopted and imposed by the Authority.

The current residential user charge is \$25.61 for the first 2,000 gallons and \$11.14 for each 1,000 gallons used over 2,000 gallons. These user charges are subject to increases and any such increases will apply to the User. The Authority charges a refundable deposit in the amounts of \$150.00 to all renters and \$50.00 to all owners. The Authority charges a \$50.00 Administrative Fee to establish all new accounts. The Authority will commence charging the User on the date sewer service is made available to the User, regardless of the date the User requests a meter to be set. The User shall pay at least the minimum rate (for 2,000 gallons a month) for sewer service for a period of 10 years from the date service is available, regardless of whether the User actually uses the service.

The following penalties pertain to the User's account and the Authority's meter:

1. Nonpayment within 10 days after the due date will result in a penalty charge of 10% of the delinquent amount.
2. Nonpayment within 30 days after the due date will result in disconnection of the premises from the sewer system or from the water system if the User is also a water customer.
3. In the event of disconnection, the Authority will charge a reconnection fee. The current reconnection fee is \$50.00.
4. A lien may be placed against the property served for unpaid delinquent service charges.
5. Tampering with, bypassing, or damaging metering devices shall be prosecuted in accordance with Code of Virginia 18.2-162, 18.2-162.1 & 18.2-163.

USER

I have read and understand this agreement and will comply with the terms herein.

User (Print): _____ Signed: _____ Date: ____/____/20____

Phone No.: (____) _____ Billing Address: _____

**SCOTT COUNTY PUBLIC SERVICE AUTHORITY
WATER USER AGREEMENT FOR**

PROJECT: BIG STONEY CREEK WATER PROJECT

This Agreement is made on this _____ day of _____ 2016, between the Scott County Public Service Authority, hereinafter called the "Authority," and _____ ("User"), the term User in all cases shall mean the owner of the property herein described.

Whereas, the User desires to purchase water from the Authority and to enter into a Water Users Agreement as required by the Authority. NOW THEREFORE, in consideration of the mutual covenants, promises, and agreements herein contained, it is hereby understood and agreed by the parties hereto as follows

Upon successful funding and construction of the proposed Water Project, the Authority shall furnish, subject to the limitation set out in its Bylaws and Rules and Regulations as hereafter adopted, (which are on file at the office of the Scott County Public Service Authority, 156 Legion Street, Weber City, Virginia) such quantity of water as User may desire in connection with User's property located at _____ (physical (911) address) or within a reasonable distance from the final constructed location of the water lines constructed as a part of the Water Project. The Authority shall have the final authority to decide what constitutes a reasonable distance from existing water lines based on the cost of installation and other circumstances relating to each individual connection that is requested. It is the intent of the Authority to provide those individuals signing this agreement with water service at the earliest possible opportunity, however, the actual date that this service can be provided will depend upon the successful funding and construction of distribution lines in the area.

The User shall install and maintain at the User's sole expense a service line which shall begin at the meter and extend to the dwelling or place of use. The service line shall connect with the distribution system of the Authority at the nearest place of desired use by the User, provided the Authority has determined in advance that the system has sufficient capacity and pressure to permit delivery of water at that point, and provided further that the meter shall be placed at User's property line unless that point is deemed impractical by the Authority for maintenance and installation.

The User agrees to comply with and be bound by the Articles, Bylaws, Rules, and Regulations of the Authority, now in force, or as hereafter duly and legally adopted, supplemented, amended, or changed. The User also agrees to pay for water at such rates, time, and place as shall be determined by the Authority, and agrees to the imposition of such penalties for noncompliance as are set out in the Authority's Bylaws and Rules and Regulations, or which may be hereafter adopted and imposed by the Authority.

On new Water Line Extensions, no connection fee will be charged, if the User signs before funding has been secured. After funds have been secured and prior to the end of construction, the User agrees to pay a connection fee of \$750.00 for residential and commercial customers for a 3/4" X 5/8" meter. After construction, the connection fee will be \$1,500.00. Installation of residential services, after construction, deemed to be under extreme circumstances additional charges may be applied. Installation of any commercial, industrial or other nonresidential services will be charged the actual cost of installation plus 10% administration fee.

The Authority shall purchase and install a water meter and pressure reducing valve to protect the meter and a cut off valve for each service. Only one service is allowed for each meter. The Authority is only required to provide at a minimum 20 psi at the meter at all times. Connecting more than one service to a meter is in violation of the Authority's Rules and Regulation and is subject to legal penalties and fines. The Authority shall have exclusive right to use such cutoff and water meter and by signing this agreement you are giving the authority the right to install the meter on your property line (If the property abuts VDOT Right of Way, otherwise the meter will be placed at the outer limits of the water main easement.) and the right to enter the property to repair, replace and to read the meter for billings purposes. User agrees to allow the Authority to locate a Fire Hydrant on the user's property, provided the proposed water system has the capabilities to provide fire flows in accordance with the Virginia Department of Health Waterworks Regulations and fire protection is included in the project scope of work.

The Authority shall have final authority in any question of location of any service line connection to its distribution system; shall determine the allocation of the water to Users in the event of a water shortage; and may shut off water to a User who allows a connection or extension to be made of the User's service line for the purpose of supplying water to another user. In the event the total water supply shall be insufficient to meet all of the needs of the Users, or in the event there is a shortage of water the Authority may prorate the water available among the various Users on such basis as is deemed equitable by the Authority and may also prescribe a schedule of hours covering use of water for garden purposes by particular Users and require adherence thereto or prohibit the use of water for garden purposes; provided that, if at any time the total water supply shall be insufficient to meet all of the needs of all of the Users, the Authority must first satisfy all of the needs of all Users for domestic purposes before supplying any water for livestock purposes and must satisfy all needs of all Users for both domestic and livestock purposes before supplying any water for garden purposes.

The User agrees that no other present or future source of water will be connected to any water lines served by the Authority's water lines unless prior approval is given by the Authority, consistent with its own rules, regulations, and ordinances, and will disconnect from the present water supply prior to connecting to and switching to the Authority's system and shall eliminate their present or future cross connections in the User's system. The Authority is not responsible for failure of PRV's.

The User shall connect the service lines to the Authority's distribution system and shall commence to use water from the system on the date the water is made available to the User by the Authority, and Water charges to the User shall commence on the date service is made available to the User, regardless of the date the User requests a meter to be set. The User shall pay the minimum set water rate for a period of TEN (10) years from the date service is available, regardless of whether User actually uses such service. The current residential user charge is \$24.36 for the first 2,000 gallons and \$8.44 for each 1,000 gallons used over 2,000 gallons. The authority charges a \$150.00 refundable deposit on all renters and a \$50.00 refundable deposit on all owners. The Authority charges a \$50.00 administration fee on all existing property transfers.

The failure of a User to pay water charges duly imposed shall result in the automatic imposition of the following penalties:

1. Non payment within ten days from the due date will be subject to a penalty of ten percent of the delinquent amount.
2. Non payment within twenty days from the User's due date will result in the water being shut off from the User's property.
3. In the event it becomes necessary for the Authority to shut off the water from a User's property, a fee set by the Authority in its rate schedule will be charged for a disconnect and reconnecting of the service. The current fee is \$50.00 as of January 1, 2008.
4. ~~A lien may be placed against the property served for unpaid delinquent water service charges.~~
5. Tampering, bypassing, damaging meter with metering devices shall be prosecuted in accordance with Code of Virginia 18.2-162, 18.2-162.1 & 18.2-163.
6. User in consideration that the potable water service of the Authority benefits the User's property, does covenant for himself/herself, heirs, successors and assigns that the User's agreements in this instrument including but not limited to the obligation to pay for the service and its availability to the land, shall run with and apply to said land and this Agreement shall be recorded in the Circuit Court Clerk's Office of Scott County, Virginia.
7. The User does hereby acknowledge, transfer and convey this agreement to its successors and assigns.

USER

I have read and understand this agreement and will comply with the terms herein.

User Date

Phone #: Billing Address: _____

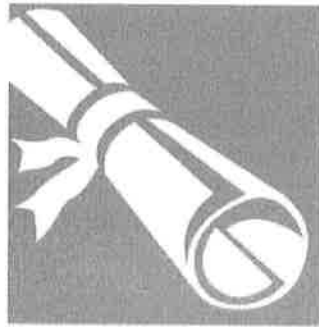
STATE OF VIRGINIA
AT LARGE:

The foregoing instrument was acknowledged before me in the County of Scott, Virginia, this _____ day of _____, 2015, by _____.

My commission expires: _____
NOTARY PUBLIC

SCOTT COUNTY PUBLIC SERVICE AUTHORITY

By: _____
Executive Director



VSBA

Virginia School Boards Association

Leadership • Advocacy • Support

**VSBA Bullying Prevention
Month**

October 2016

OCTOBER 2016 – VSBA BULLYING PREVENTION MONTH

Dear School Board Member/Superintendent:

In an effort to promote awareness of school bullying, the VSBA Board of Directors has designated the month of October as VSBA Bullying Prevention Month.

Childhood bullying is a significant problem nationwide. It can cause school absenteeism, mental and physical stress, poor school performance, poor self-esteem, and in some cases, school violence. Statistics show that 160,000 children in the United States miss school each day as a result of being bullied.

School board members, superintendents, teachers, and parents play a critical role in creating a climate where bullying is not tolerated. It has been proven that when adults and children stand together bullying ends.

VSBA will publicize Bullying Prevention Month in our newsletter, on the VSBA website, through social media and will send out a statewide news release urging news organizations to provide coverage of local activities. School divisions are encouraged to issue their own news releases, and it would be helpful if divisions would apprise the VSBA of any related activities taking place in their division. Potential activities could include:

- Adopt a proclamation similar to the one adopted by the VSBA Board of Directors (see enclosed).
- Write a letter to the editor or contact a local reporter to see if they will do a story about bullying prevention initiatives taking place in the division.
- Hold school or division student contests (poster, video, writing, etc.) around the theme of "VSBA Bullying Prevention Month".
- Conduct parent/caregiver workshops on bullying, which could include the opportunity for parents/caregivers to spend time with their child's guidance counselor.

This guide includes several resources to assist you in these efforts, including references to VSBA policies on bullying, a sample news release, and a proclamation adopted by the VSBA Board of Directors.

We hope you will take advantage of this opportunity to help spread awareness of the serious nature of bullying in our schools.

Sincerely,



William S. Kidd
VSBA President



Gina G. Patterson
Executive Director

VSBA ANTI-BULLYING POLICIES

The VSBA Policy Manual includes several policies that address bullying. For example, Policy JFC-R Standards of Student Conduct states:

Bullying

A student, either individually or as a part of a group, shall not bully others either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. Prohibited conduct includes, but is not limited to, physical, verbal, or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities.

"Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict.

Policy IGAI Character Education states that the division's character education program will include instruction on the inappropriateness of bullying.

Policy GCL Professional Staff Development provides that the division's professional development program educates school board employees about bullying and the need to create a bully-free environment.

In addition to policies that address bullying by name, it is important to remember that bullying is a term which incorporates many types of conduct. Some of that conduct, such as hitting, may amount to criminal misconduct. When that is the case, the conduct must be reported to law enforcement officials pursuant to VSBA Policy CLA Reporting Acts of Violence and Substance Abuse. The conduct may also be addressed by VSBA Policy JFHA/GBA Prohibition Against Harassment and Retaliation. Whenever a division is confronted with conduct that may be bullying, it should carefully consider whether the conduct is also prohibited harassment. When a division discovers harassment, it should consider not only appropriate discipline for the harasser(s) but should also consider whether broader remedies, such as school-wide or division-wide training are necessary.

Additional information from the Office for Civil Rights (OCR) is available by visiting <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201010.html>

VSBA BOARD OF DIRECTORS PROCLAMATION

WHEREAS, school bullying has become an increasingly significant problem in the United States and Virginia; and

WHEREAS, over twenty percent of the youth in the United States are estimated to be involved in bullying each year, either as a bully or as a victim; and

WHEREAS, an estimated one hundred sixty thousand students in kindergarten through twelfth grade miss school every day due to a fear of being bullied; and

WHEREAS, bullying can take many forms, including verbal, physical, and most recently in cyberspace, and can happen in many places on and off school grounds; and

WHEREAS, it is important for Virginia parents, students, teachers, and school administrators to be aware of bullying, and to encourage discussion of the problem as a school community; and

WHEREAS, the VSBA has developed a model policy on anti-bullying to encourage positive behaviors and to eliminate bullying behaviors;

Now, **THEREFORE**, the Virginia School Boards Association recognizes the month of October 2016 as VSBA Bullying Prevention Month, with the intention that the issue of bullying and its prevention be discussed in Virginia schools and classrooms during that time.