

SCOTT COUNTY VIRGINIA SCHOOLS

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

Board Meeting Agenda (Regular Meeting)

Date: August 8, 2017 (Tuesday)

Time: 6:30 p.m.

Location: Scott County School Board

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/Approval of Agenda
4. Approval of Meeting Minutes, July 6, 2017 Regular Board Meeting
5. Approval of Claims
6. Recognition of Virginia's Project WILD Facilitator of the Year – Donna Rowlett, teacher, GCHS
7. Public Comment
8. Superintendent's Report
 - A. Approval of Revised Policy Manual
 - B. Approval of Student/Parent Handbook and Code of Conduct
 - C. Approval of Facility Use Agreement with Red Cross
 - D. Approval of Milk Bid
 - E. Approval of Bread Bid
 - F. Approval of Head Start Under-enrollment Action Plan
 - G. Approval of Head Start Financial Breakdown for June, 2017
 - H. Maintenance Update – Robert Sallee
9. Closed Meeting: Motion to Enter (Specify Items) & Motion to Return to Regular Meeting/Closed Meeting Certification
10. Items by Supervisor of Personnel and Student Services – Jason Smith
 - A. Approval of Annual School Safety Audit
 - B. Approval of Classified Personnel Evaluation
 - C. Approval of Job Descriptions
 - D. Personnel
11. Board Member Comments
12. Adjournment

Next Meeting: Scott County Career & Technical Center Auditorium – 6:30 p.m., Thursday, September 7, 2017

DRAFT
SCOTT COUNTY SCHOOL BOARD
MINUTES OF REGULAR MEETING THURSDAY, JULY 6, 2017

The Scott County School Board met for a regular meeting on Thursday, July 6, 2017, at the Scott County School Board Office, with the following members present:

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

ABSENT: David M. Templeton

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; Amanda Clark, Heritage TV; Nick Shepherd, Kingsport Times News; Members of the Gate City High School Girls Basketball Team; William D. & Jennifer Houseright, Billy & Michelle Houseright, Riley & Jordan Houseright, Hunter Grizzle, Gary Collier, Elliott Smith and Nancy Godsey, Citizens.

CALL TO ORDER/MOMENT OF SILENCE/PLEDGE 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 stated that under No. 12 Items by Assistant Superintendent, add Item E) Approval of Overnight Field Trip. On a motion by Mr. McConnell, seconded by Mr. Sallee, all members voting aye, the Board approved the agenda with the addition of Item E under Items by Assistant Superintendent.

APPROVAL OF DELEGATE AND ALTERNATE DELEGATE FOR THE 2016 VSBA ANNUAL CONVENTION: Chairman Quillen stated that Mr. Steve Sallee has volunteered to serve as the Delegate again for the VSBA 2017 Annual Convention, motion by Mr. Horton, seconded by Ms. Gillenwater, all members voting aye, the Board approved Mr. Steve Sallee as the VSBA Delegate for the 2017 VSBA Annual Convention.

Chairman Quillen also stated that Mr. David Templeton would serve as the VSBA Alternate Delegate, motion by Mr. McConnell, seconded by Mr. Horton, all members voting aye, the Board approved Mr. David Templeton as the Alternate Delegate for the 2017 VSBA Annual Convention.

APPROVAL OF MEETING MINUTES OF JUNE 6, 2017 REGULAR MEETING OF THE BOARD: On a motion by Mr. Sallee, seconded by Ms. Gillenwater, all members voting aye, the Board approved the Tuesday, June 6, 2017 Regular Meeting Minutes as submitted.

APPROVAL OF JUNE 27, 2017 SPECIAL MEETING: On a motion by Mr. Horton, seconded by Mr. McConnell, all members voting aye the Board approved the minutes of the Special Meeting held June 27, 2017.

APPROVAL OF JUNE 27, 2017 BUDGET CLOSE OUT MEETING MINUTES: On a motion by Ms. Gillenwater, seconded by Mr. Sallee, all members voting aye, the Board approved the minutes of the June 27, 2017 Budget Close Out Meeting with the correction of Board Member Gail McConnell being in attendance and not counted absent.

APPROVAL OF CLAIMS On a motion by Mr. Sallee, seconded by Mr. Horton, 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 #0000000-0000000 & 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 \$00,000.00 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.

PUBLIC COMMENT: Mara Mullins, Junior at Gate City High School addressed the Board on behalf of the Gate City Girls basketball team, Mr. Jeff Thacker, Deputy for the Scott County Sheriff's office, read a letter on behalf of his step daughter and William E. Houseright "Billy" all addressed the board in support of keeping teacher Jeremy Houseright at Gate City Middle and against transferring him to Yuma Elementary.

APPROVAL OF RESOLUTION OF PAYMENT OF EARLY INVOICES: Superintendent Ferguson presented a resolution for the payment of early invoices for the 2017-2018 school year. On a motion by Mr. Sallee, seconded by Mr. McConnell all members voting aye, the Board approved the following Resolution of Payment of Early Invoices for the 2017-2018 school year.

***WHEREAS,** the Scott County School Board desires to practice financial accountability, and
WHEREAS, certain invoices are of the nature that add interest charges and additional late charges for the registration fees after a prescribed number of days, and*

***WHEREAS,** certain invoices have a discount applied if paid within a prescribed number of days, and*

***WHEREAS,** these interest, late, and additional charges are viewed as unnecessary expenses,
THEREFORE, BE IT RESOLVED that the Scott County School Board authorizes the Purchasing Clerk to forward upon approval of the Superintendent invoices for payment as follows:
Verizon, American Electric Power Company, Bristol Utilities Board, Copier Leasing Companies, Division of Motor Vehicles, Dungannon Water Department, Exxon Company, Gate City Water Department, Bank of America (Mastercard) Platinum Plus for Business, MountainNet, Nickelsville Water Department, Office Depot, Pitney Bowes, Powell Valley Electric Company, Scott County Telephone Cooperative, Scott County Public Service Authority, Scott Telecom & Electronics, Century Link, Virginia State Police, Central Registry Search, Reinhart, Borden Dairy, Sara Lee Bakery, Thrift-Way Market, Food City, Quill, Typewriter Sales & Service, McCollum Bottled Water, LLC, Scott County Lumber & Hardware, vendors for physicals and Board approved and/or bidded contracted maintenance/construction invoices, architect and engineering invoices, insurance and Board invoices, registration fees, invoices stating discounts, and invoices involving grants that are to be used for reimbursement purposes.*

***THEREFORE, BE IT FURTHER RESOLVED** that a copy of these prepaid invoices be presented to the School Board at its next regularly scheduled meeting.*

Legal Reference: Code of Virginia 22.1-122

APPROVAL OF HEAD START FINANCIAL REPORT FOR APRIL 2017: On a motion by Mr. McConnell, seconded by Mr. Sallee, all members voting aye, the Board approved the Head Start Financial Report for April, 2017 as follows:

Expenses for April 2017	\$99,888.64
Non-Federal Inkind	\$42,323.73

APPROVAL OF HEAD START FINANCIAL REPORT FOR MAY 2017: On a motion by Mr. Horton, seconded by Mr. McConnell, all members voting aye, the Board approved the Head Start Financial Report for May, 2017 as follows:

Expenses for May 2017	\$121,431.54
Non-Federal Inkind	\$43,530.41

APPROVAL OF AMENDED SCHOOL NUTRITION PROGRAM/DEBT PROCEDURES 2017-2018: On a motion by Ms. Gillenwater, seconded by Mr. Sallee, all members voting aye, the Board approved the Amended School Nutrition Program/Debt Procedures as presented:

***School Nutrition Program
Payment/Debt Procedures
2017-18***

1. *Students will always be served a reimbursable meal (breakfast or lunch). No student will be denied a meal.*
2. *Balances (positive and negative) will be carried forward from year to year.*
3. *All cafeteria accounts have a \$25 charge limit. Students **may not** purchase a la carte items if they have a \$10.00 negative balance. (Bottled water, extra entrees, etc.)*

4. When students have reached the maximum **\$25.00** charge limit, the child's parents/guardian must be notified with a call from the school office. The office will cover the cost of meals for that day.
5. All outstanding debt to the office and café must be paid in full.
6. No charges for a la carte items will be allowed after **May 1st** for the remainder of the school year.
7. **The following procedures will be followed for students with outstanding debts:**
 - Weekly notification will be made to all students who have a debt. (SCHOOL MESSENGER)
 - When debt reaches **\$10.00** written notification will be sent to parents.
 - Manager will notify school office and central office in writing when debt reaches **\$25.00**.
 - Document all calls (date, time, amount)
8. Parents/Guardians should be encouraged to apply for free/reduced lunch during first call by staff, if they have not already applied or if their income level has changed.
9. Parents/Guardians are also encouraged to sign up for online account at **myschoolbucks.com** in order to add money to their account, and view activity and balances.

2017-18 Meal Prices

<i>High/Middle School Breakfast</i>	<i>\$1.10</i>
<i>Adult Breakfast</i>	<i>\$1.70</i>
<i>Elementary Breakfast</i>	<i>\$.1.05</i>
<i>Elementary Lunch</i>	<i>\$2.05</i>
<i>High/Middle School Lunch</i>	<i>\$2.35</i>
<i>Adult Lunch</i>	<i>\$3.15</i>

CLOSED MEETING: Mr. Sallee made a motion to enter into closed meeting at 6:55 p.m. to discuss head start personnel, teachers, teaching assistants and coaches, as provided in Section 2.2-3711 A (1) of the Code of Virginia, as amended; motion was seconded by Mr. Horton, 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. Horton, 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: Larry L. Horton, Linda D. Gillenwater, Gail McConnell, Bill Quillen, Steve Sallee,

Nays: None

ABSENT DURING VOTE: None

ABSENT DURING MEETING: None

APPROVAL OF REGIONAL ALTERNATIVE EDUCATION PROJECTS FOR 2017-2018:

On a motion by Mr. McConnell, seconded by Mr. Horton, all members voting aye, the Board approved the Regional Alternative Education Projects for 2017-2018 as submitted:

REGIONAL ALTERNATIVE EDUCATION PROJECTS
2017-2018 Continuation Application
1. General Information

Project

Title of Project	Renaissance Program
2017-2018 Funding (\$)	\$355,492

Fiscal Agent

School Division	Scott County
Superintendent	Mr. John I. Ferguson

Fiscal Agent and Participating School Division Assurances

Assurances on File in Fiscal Agent School Division	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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Project Director

Name	Jason Smith
Title	Assistant Superintendent
Address	340 East Jackson Street Gate City, VA 24251
Phone Number	276-386-6118 ext 32
Fax Number	276-386-2684
E-mail	jason.smith@scottschools.com

Alternate Contact

Name	Dr. Vickie McConnell Brown
Phone Number	276-346-2107
E-mail	vickie.brown@leecountyschools.net

2. Participating Divisions
(Beginning with fiscal agent school division)

Division Name	Number of Student Slots Assigned for 2016-2017	Actual Students Placed for <u>2016-2017*</u>
Scott County	28	46
Lee County	33	27
Total	61	73

***Please state the reasons if any allocated slots were not used.**

3. Satellite Projects

If your project offers services at more than one site, list the satellite sites below.

Satellite Site Location/Name of Project	Number of Participants
Total	

4. Budget* by Object Codes and Description of Expense for Funds Appropriated by State 2017-2018

Object Codes	Description of Expense	State Funds
1. Personal Services (1000)	70% of the salary of one assistant Principal and three teachers, 100% of the salary two teachers, 1 paraprofessional, 50% of one administrator of student services, 20% for	\$260,419.17

	supervisor of student services and 20% of administrative assistant	
2. Employee Benefits (2000)	25% Fringe Benefits of the above employees	\$95,072.83
3. Purchased Services (3000)		\$0.00
4. Internal Services (4000)		\$0.00
5. Other Charges (5000)		\$0.00
6. Materials and Supplies (6000)		\$0.00
7. Capital Outlay (8000)		\$0.00
	Total State Appropriation	\$355,492

*The budget should be based on the General Assembly allocation realizing that there may be a change in the state's share due to reallocation of slots.

5. Numbers of Students and Grades Served

Estimated Number of Students to be Served for 2017-2018	80	Grades Served	6-12
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6. Program Objectives

Measurable Objectives A measurable objective has the following components:	Objectives	State up to five key objectives that will guide the program, using the five components of writing a measurable objective.
1) <u>A</u> udience (Who is the target or focus?)	1	100% of high risk students in grades 6-12 will be targeted as their career interests and plans are assessed.
2) <u>B</u> ehavior (What will be changed or improved?)	2	80% will report a more positive self-concept as they become more self-directed on their exit interviews. Social and emotional skill development will be stressed.
3) <u>C</u> ondition (By when? Under what circumstance?)	3	The average daily attendance for all students will be at least 80% or greater. This will be measured by attendance reports.
4) <u>D</u> egree (By how much? Quantitative measure or percentage rate?)	4	80% of the students will be prepared for academic success upon returning to the regular classroom as measured by at least a C average in all subjects on their report cards.
5) <u>E</u> vidence (As measured by? Test or measurement used, instrument)		

or criteria used to measure degree)	5	100% of students in grades 6-12 will be targeted for continued counseling services at the returning schools.
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7. Program Narrative

Review the 2016-2017 narrative description that is located on the Web at http://www.doe.virginia.gov/instruction/alternative_ed/programs.shtml. If the description or contact information requires updating for 2017-2018, please make changes below. If there are no changes, please check "no."

Are there changes for 2017-2018? Yes ☐ No ☒

APPROVAL OF GATE CITY HIGH/MIDDLE SCHOOL COACHING LIST: On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Saltee, seconded by Ms. Gillenwater, all members voting aye, the Board approved the following coaching list of Gate City High/Middle School as presented.

GATE CITY HIGH/MIDDLE SCHOOL	
ASSIGNMENT	2017-18 ASSIGNMENT
ATHLETIC DIRECTOR	
High School	Brent Roberts
Middle School	Scott Vermillion
ACADEMIC TEAM	
Sponsor (half supplement)	Sarah Whisenhunt
Sponsor (half supplement)	Mary Alice McClellan
BASEBALL	
Head	Terry Fields
Assistant Varsity	Jonathan Salyer
JV	Keith Warner
GIRL'S BASKETBALL	
Head	Kelly Houseright
Assistant Varsity	Jeremy Houseright
Junior Varsity	Terry Bird
9th Grade	Mark Thompson
BOY'S BASKETBALL	
Head	Scott Vermillion
Assistant Varsity	Keith Warner
Junior Varsity	Shannon Boy
9th Grade	Justin Seaver
CHEERLEADING	
Head Coach	Lindsey Redwine
Assistant	

CROSS COUNTRY (BOYS & GIRLS)	Melissa Trinkle
FOOTBALL	
Head	Chris Akers
First Assistant	Tim Burke
Other Assistant	Aaron Daugherty
Other Assistant	Steve Shockley
Other Assistant	Jamie Hackney
Other Assistant	Joel Davis/Fred Selfe (1/2 Supplement each)
Other Assistant	Mark Thompson (1/2 Supplement)
Other Assistant	Josh Christian (1/2 Supplement)
FORENSICS	Jamie Perry
GOLF 1/2 Supplement	Jody Wolfe
1/2 Supplement	Rhea McConnell
SOFTBALL	
Head	Cara Noe
Assistant Varsity	Bobby Quillen
Junior Varsity (1/2 supplement)	Stephanie Hood
Middle School (1/2 supplement)	Jason Wood
SWIMMING (no supplement)	No Team Member
TENNIS	
Head Boys	Steve Shockley
Head Girls	Delonda Spivey
THEATRE FESTIVAL	Jamie Perry (1/2 Supplement)
	Morgan Quillen (1/2 Supplement)
TRACK	
Head Boys	Tim Burke
Head Girls	Amy Reed
VOLLEYBALL	
Head	Amy Reed
Junior Varsity	Delonda Spivey
Other Assistant	Santana Bishop
SOCCER	
Head Boys	Aaron Hillman
Head Girls	Mary Beth Vaughn
Asst Girls (Split Supplement)	Sarah Whisenhunt
Asst. Boys (Split Supplement)	Mario Jaramillo
YEARBOOK	
High School	Pam Jones

Middle School	Melissa Seaver/Kelsey Jones
VOLUNTEERS	
Baseball:	
Zeke Newton	Football: Brian Gibson
Darrin Pendleton	
Girls Basketball:	
Kathy Bird	
Stan Rogers	
Boys Basketball:	Golf:
Chris Fugate	
Greg Ervin	Softball:
Jesse McMurray	Bill Oakes
Jonathon Salyer- 8 th Grade	Eric Lane
Brent Herron – 8 th Grade	
Chris McDonald – 7 th Grade	
	Soccer
Cheerleading:	Matt Carter
	Amy Bledsoe
Cross Country:	Tennis:
Shawn Becker	Jeff DeBoard - Boys
Track	Ashley Ervin – Girls
	Skip Sheets - Girls
Academic : Breanna Stokes	
Team Managers:	Team Trainers: Pat Loggans
Chase Smith (football, boys basketball boys soccer)	Austin Dayton
Justin Smith (football, girls basketball, boys basketball, volleyball)	

APPROVAL OF RYE COVE HIGH SCHOOL COACHING LIST: On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. McConnell, seconded by Ms. Gillenwater, all members voting aye, with Mr. Horton abstaining, the Board approved the following coaching list of Rye Cove High School.

RYE COVE HIGH SCHOOL	
Assignment	2017-2018 Assignment
ATHLETIC DIRECTOR	Jamie Carter
ACADEMIC TEAM-SPONSOR	Joy Davidson
BASEBALL-HEAD COACH	Michael Paul Berry
ASSISTANT COACH	Steve Lane
JV COACH	Travis Bowen
GIRL'S BASKETBALL-HEAD COACH	Kelly Hood

ASSISTANT COACH	Kristie Carter/Lisa Rhoton
JV COACH	Melissa Sanders
BOY'S BASKETBALL-HEAD COACH	Michael Paul Berry
ASSISTANT COACH	Jamie Carter
JV COACH	Cheyenne Osborne
CHEERLEADING-SPONSOR	Tammy Cassell
CROSS COUNTRY-HEAD BOYS/GIRLS	Lisa Rhoton
FOOTBALL-HEAD COACH	Adam Toney
FIRST ASSISTANT	Robin Hood
JV COACH	Brad Taylor
JV COACH	Jacob Horton
FORENSICS-COACH	Ashley Parker
GOLF-HEAD COACH	Todd Baker
SOFTBALL-HEAD COACH	Britney Salyer
ASSISTANT COACH (Added Supplement)	Larry Lawson
JV COACH	Charity Hill
THEATRE FESTIVAL-COACH	Ashley Kincer
TRACK-HEAD COACH-BOYS	Adam Toney
TRACK-HEAD COACH-GIRLS	Ashley Parker
VOLLEYBALL-HEAD COACH	Greg Gilliam
JV COACH	Britney Salyer
YEARBOOK-SPONSOR	Joy Davidson
VOLUNTEERS	
BASEBALL	Ronald Dishner, Thomas Bowen, Tony Rhoton, Robert Baker
BOY'S BASKETBALL	Tony Rhoton & Robert Baker
CHEERLEADING	Carli Cassell & Emily Mays
CROSS COUNTRY	Wendy Chambers and Lowell Bledsoe
GIRL'S BASKEBALL	Kevin Sanders, Jake Hood,
FOOTBALL	Joe Toney, Steve Lane, James Jones Chris Gilbert
GOLF	
SOFTBALL	Mark Byington & Lisa Byington
TRACK	
VOLLEYBALL	Heather Peterson, Charity Hill
SWIMMING	Christopher D'Artagnion Luce-Edwards & Melinda Goins
PRINCIPAL'S SIGNATURE: TRAVIS NICKELS	Travis Nickels
DATE:	May 24, 2017

APPROVAL OF TWIN SPRINGS HIGH SCHOOL COACHING LIST: On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Horton, seconded by Mr. Sallee, all members voting aye, with Mr. McConnell and Ms. Gillenwater abstaining, the Board approved the following coaching list of Twin Springs High School as presented.

TWIN SPRINGS HIGH SCHOOL

SPORT	NAME	POSITION
Athletic Director	Chad Hood	
Football	Chad Hood	Head/Varsity
	Jeff Kegley	Assistant
	Randy Kilgore	Assistant
	Matthew Elliott	Asst. ½ supp
	Charles Quillen	Asst. ½ supp
Basketball (Boys)	Mark Dockery	Varsity
	Jeff Lester	Assistant
	Vacant	JV boys
(Non-Stipend)	Jared Stapleton	7/8 boys
Basketball (Girls)	Brian Powers	Varsity
	Katie Jo Dockery	Assistant
	Kevin Warner	JV
(Non-Stipend)	Chris Gilmer	7/8 Girls
Baseball	Chad Hood	Varsity
	Jaren Finch	Assistant
	Christian Moore	JV
(Non-Stipend)	Matthew Elliot	
(Non-Stipend)	Gerald Reed	
Softball	Tim Lawson	Varsity
	Kevin Warner	Assistant
	Veronica Kopychenko	JV
Track (Boys)	Jeff Lester	Varsity/JV
Track (Girls)	Jenny Gose	Varsity/JV
Golf	Veronica Kopychenko	
Volleyball	Autumn McConnell	Varsity
	Laura Hammonds	JV girls
Cheerleading (Football & Basketball)	Tina Gilmer	Varsity
Academic	Anthony Shipley	
Theatre	Greg Hall	
Forensics	Autumn McConnell	
Yearbook	Mary Beth Keith	

Volunteer Football Coaches	Kelly Holbrook	
	Vance Gilmer	
	Jerry Wolfe	
	Steve Pennington	
	Blake Holbrook	
	Andy Lawson	
	Logan Gardner	
Volunteer Cheerleading Coach	Judy Flanary & Laura Hammonds	

APPROVAL OF RELIGIOUS EXEMPTIONS #20023/17 & 25369/17: On a motion by Mr. Sallee, seconded by Ms. Gillenwater, all members voting aye, the Board approved the Religious Exemption of student #20023/17.

On a motion by Mr. Horton, seconded by Mr. Sallee, all members voting aye, the Board approved the Religious Exemption of student #25369/17.

RESIGNATIONS: 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 Ms. Kristen Hall, teacher, effective August 8, 2017.

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 the resignation of Ms. Judy Calton, Administrative Assistant/Fiscal Officer for Head Start effective June 28, 2017.

EMPLOYMENT: 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 employment of Mr. Fred Selfe, Teacher effective for the 2017-2018 school year.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Ms. Gillenwater, seconded by Mr. Sallee, all members voting aye, the Board approved the employment of Mr. Joel Davis, paraprofessional effective for the 2017-2018 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. Brandy Coffman, teacher effective for the 2017-2018 school year.

APPROVAL OF OVERNIGHT FIELD TRIP: 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 overnight field trip request of Gate City High School Girls Basketball to Gatlinburg, Tennessee for the Smoky Mountain Christmas Tournament, December 21-23, 2017 (14 students, 2 sponsors, 2 chaperones).

Assistant Superintendent, Jason Smith, congratulated Mr. Dennis George for being awarded Teacher of the Year at Twin Springs High School's annual awards day held May 22.

BOARD MEMBER COMMENTS: Ms. Gillenwater and Mr. Quillen wished Ms. Judy Calton well on her future endeavors.

ADJOURNMENT: There being no further business to discuss, the Board adjourned at 9:23 p.m.

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

K.C. Linkous, Clerk

Gate City High School Biology Teacher Recognized for Project WILD Environmental Education Efforts

Donna Rowlett has been selected as Virginia's Project WILD Facilitator of the Year based on her efforts to educate and promote environmental education among the teachers and students of Southwest Virginia. Each state has a Project WILD state coordinator who may submit the name of a candidate and the candidate's accomplishments to Project WILD's National Office. The National Coordinator for Project WILD then determines which candidates will be recognized as a Facilitator of the Year based on his or her accomplishments.

The Facilitator of the Year awards were presented at the annual National Project WILD Conference which was hosted by the Commonwealth of Virginia on May 24, 2017 at the Smithsonian Conservation Biology Institute in Front Royal, Virginia. Ms. Suzie Gilley, Project WILD Coordinator, Virginia Department of Game and Inland Fisheries, presented the award to Ms. Rowlett who was the sole recipient of the award in Virginia. Ms. Rowlett was recognized for her work as a Project WILD facilitator as well as her continued avocation for increased instructional time and learning opportunities in the sciences for elementary, middle, and high school students of Southwest Virginia. In addition to her work as a Project WILD facilitator, Ms. Rowlett participates in several scientific, environmental, and science education leadership associations and organizations.

Virginia was one of only five states, along with Florida, Georgia, Ohio, and Texas, from which a candidate was selected to be recognized as a Facilitator of the Year.

###

Virginia Project WILD Educator

Donna B. Rowlett

Gate City High School

Scott County Public Schools

Gate City, Virginia

Donna Rowlett is a biology teacher at Gate City High School in southwest Virginia. In addition to teaching Biology, Donna serves as the science specialist for the school system. She is a member of VAST (Virginia Association of Science Teachers), VSELA (Virginia Science Education Leadership Association), and VAEE (Virginia Association for Environmental Education). In her spare time, she serves on the board of Natural Tunnel Education Council at Natural Tunnel State Park. In this role, she and others plan and provide workshops such as C.R.E.A.T.E. (Cove Ridge Educational Alliance for Teaching Experientially) Workshop which equips teachers in all disciplines with a variety of hands-on and especially environmentally-based activities to enrich their students.

Donna's history with WILD goes back to the early 1990s as a student at East Tennessee State University; there she had an opportunity to participate in a Project WILD workshop for pre-service teachers. "I still recall some of the activities we worked through that day. I was sold on the value of Project WILD from that day forward. I immediately began to implement these activities into my scouting work and even Vacation Bible School each summer. My passion and enthusiasm for environmental education is evident, contagious, and evidenced by the following story. For several summers, I volunteered to lead environment-based activities for my local Boy Scout Council's Cub Scout day camp. The young cubs had a challenging time recalling my name much less how to pronounce it correctly, so for one week each summer, I was affectionately addressed and identified as "The Nature Lady" – a name for which I was honored to answer." When asked to become a Growing Up WILD facilitator she jumped at the chance and later became a facilitator for Project WILD, Aquatic WILD, Flying WILD, and Science and Civics.

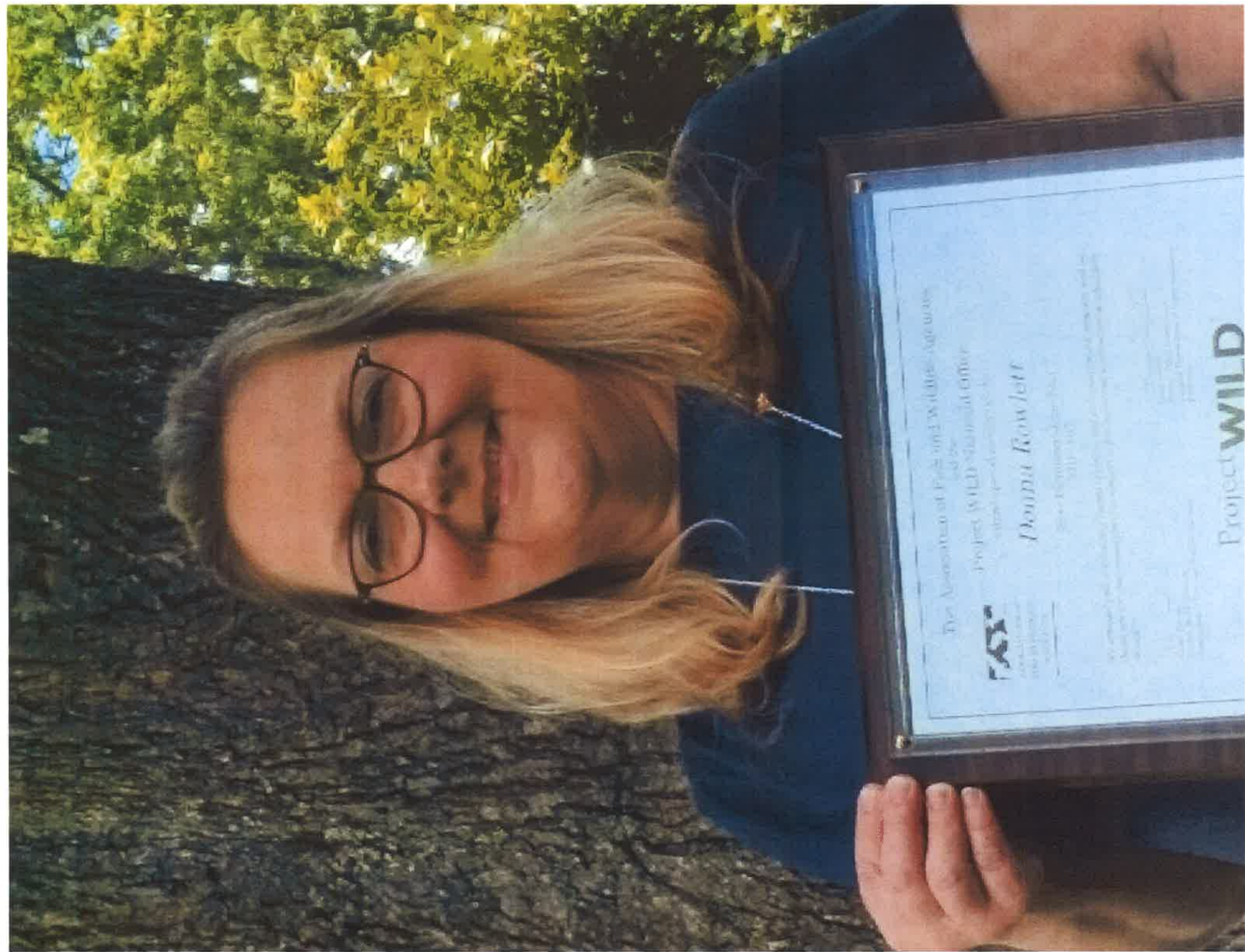
In addition to teaching all of the above, Donna collaborates with a fellow middle school teacher in a wetlands restoration project on their campus. Along with their tireless enthusiasm and the dedication of students, they have reclaimed and restored a neglected "swamp" area and transformed it into a wetlands area for local and migratory wildlife. The area also boasts an amphitheater, outdoor classroom, and a memorial garden dedicated to the memory of deceased students and staff. "Our goal is for teachers of all disciplines to use this special resource and classroom to enrich our students' reverence for the environment. We have also opened the wetlands area to our community, and in return, they have embraced it and have been very supportive, both financially and with manpower, to assist us with our continued efforts to restore and maintain this area of our campus." The wetland sits behind both the high school and middle school and serves not only as a site for science but for concerts and an outdoor theater where they borrow electric from a nearby homeowner to run the projector during summer activities for children.

Donna shared this with me this spring, "I value each opportunity to share the importance of protecting and sustaining our environment with both teachers and students, and I strive to advocate for and bring professional development opportunities to our remote area of the Commonwealth." I greatly value her as a friend and a WILD facilitator. She is definitely WILD!

Project WILD

Outstanding Facilitator of the Year Award 2016-2017

Project WILD's national office would like to recognize the facilitators in your states that help make Project WILD successful! These facilitators, along with our Coordinators, are the heart and soul of the program. We want to be sure they know how much we appreciate them! Please select a facilitator from your state to receive a Project WILD Facilitator of the Year Award. How you select this individual is up to you. We'll provide a framed certificate for you to present to them at a time of your choosing. We'll also include their name, brief description of their accomplishments, and their photo in the awards banquet program.



Tyler Association of Fish and Wildlife Agencies
and the
Project WILD National Office



Donna Rowlett

Donna Rowlett is a member of the Tyler Association of Fish and Wildlife Agencies and the Project WILD National Office. She is a member of the Tyler Association of Fish and Wildlife Agencies and the Project WILD National Office. She is a member of the Tyler Association of Fish and Wildlife Agencies and the Project WILD National Office.

Project **WILD**

**Student/Parent Information Handbook and Code of Conduct
2017-2018
Changes/Updates**

****Policy Updated Unless Noted**

Page 4	Student Absences, Excuses, Dismissals, and Tardies <ul style="list-style-type: none">• Student Attendance Policy• Compulsory Attendance Procedures
Page 5	Administering Medicines to Students <ul style="list-style-type: none">• Prescription Medications• Self-Administration of Medication
Page 10	Student Health Services and Requirements
Page 11	Student Insurance <ul style="list-style-type: none">• 2017-2018 Student Accident Insurance Coverage
Page 16	Dual Enrollment, Advanced Placement, Special Programs
Page 17	Foster Care Policies and Procedures (Added to Handbook)
Page 19	Grading System- Student with Disabilities
Page 19	Guidance and Counseling Program <ul style="list-style-type: none">• Employment Counseling and Placement Services
Page 20	Local Wellness Policy (Also Student Wellness; Policy Added)
Page 21	Homebound Instruction
Page 22	Home Instruction <ul style="list-style-type: none">• Notification by Parents
Page 23	Homeless Children and Youth
Page 25	English Learners (Policy Name Changes from Limited Proficient Students) <ul style="list-style-type: none">• Assessments• Notification
Page 37	Student Records and Release of Information
Page 44	Parental Involvement Policy <ul style="list-style-type: none">• Part II. Description of How District Will Implement Required District Wide Involvement Policy Components (4)

Page 47	School Nutrition Program Payment/Debt Procedure
Page 47	2017-2018 Café Prices
Page 55	Section 504 Eligibility Criteria/Advisory Council
Page 56	Standards of Student Conduct Overview
Page 63	Disciplining Students with Disabilities <ul style="list-style-type: none">• Short-Term Suspension• Functional Behavior Assessments and Behavior Intervention Plans• Disciplinary Actions for Behavior that is Determined Not to be a Manifestation• Change of Placement by Hearing Officer• Students Not Identified as Disabled• Reporting of Crimes

Memorandum of Understanding

Between



and

Scott County, Virginia

I. Purpose

The purpose of this Memorandum of Understanding ("MOU") is to define a working relationship between The American Red Cross (hereinafter "Red Cross") and Scott County, Virginia its lead Emergency Management agency (herein after Scott County, Virginia), and other departments, agencies, and offices in preparing for, responding to, and recovering from emergencies and disasters. This MOU provides the broad framework for cooperation and support between the Red Cross and Scott County, Virginia in assisting individuals, families and communities who have been or could be impacted by a disaster or an emergency. It also provides the descriptions of readiness and response activities, such as planning, training, exercising and resourcing, and the clarification of roles and responsibilities of the Red Cross and Scott County to the community and other agencies.

II. Parties

A. Name of County, Parish or Local Jurisdiction

The Commonwealth of Virginia Emergency Services and Disaster of 2000, as amended, provides that emergency services organizations and operations be structured around existing constitutional government. Section 44-146.19 of the *Code* established the powers and duties of political subdivision (See, Va. Code § 44-146.19.)

Scott County's Emergency Management program involves local government officials, local government agencies, private sector and non-profit organizations.

B. American Red Cross

1. Services to help people prepare for, respond to, and recover from disasters

Founded in 1881, the Red Cross is the nation's premier nonprofit disaster management organization. As part of a worldwide movement that offers neutral and impartial humanitarian care, the Red Cross is a nongovernmental organization that mobilizes communities to aid people affected by or at risk of disasters with the aim of preventing and alleviating suffering. The Red Cross provides disaster cycle services without regard to race, color, national origin, religion, gender, age, disability, sexual orientation, citizenship or veteran status. It follows the Fundamental Principles of the International Red Cross and Red Crescent Movement. The Red Cross is closely integrated into community preparedness, response, and recovery efforts, including those of federal, tribal, state and local government and other nongovernmental organizations. Our goal is to work with multi-sector partners to help individuals, families, and communities prepare for, respond to, and recover from natural and manmade disasters of all sizes.

MOU Between The American Red Cross and Scott County, Virginia

The Red Cross provides disaster cycle services pursuant to its Bylaws and other internal policies and procedures as well as its Congressional Charter (USC 36 §300101-300111). In the Charter, Congress authorized the Red Cross "to carry out a system of national and international relief in time of peace, and apply that system in mitigating the suffering caused by pestilence, famine, fire, floods, and other great national calamities, and to devise and carry out measures for preventing those calamities."

a. Preparedness

The Red Cross vision for preparedness is that we, together with community leaders, partners and other stakeholders have built community capacity and capability to survive, to minimize suffering and to recover quickly after a disaster or emergency; and that together we have made preparedness a cultural norm all across the nation. The components for achieving this vision include:

- *Assessing community hazards, priority risks, needs and asset;*
- *Engaging the community in preparedness (e.g. Home Fire Campaign);*
- *Enabling individuals and families and organizations to take preparedness actions;*
- *Leveraging our national network of volunteers and our ability to engage partners in direct preparedness actions within communities nationwide;*
- *Working with social service organizations and schools to help them, their clients and students survive and recover quickly from a disaster;*
- *Reinforcing preparedness for people and organizations who have taken preparedness actions.*

b. Response

The Red Cross vision for response is to alleviate human suffering in the face of emergencies by mobilizing and organizing community resources to meet the immediate life-sustaining needs of individuals, families and communities affected by disaster; to lay the groundwork for long-term recovery; and to build resilience for future events.

The range of services necessary to achieve this vision will vary based on the needs of those affected and the scale of the disaster. Additionally, there is often overlap between the provision of response and recovery services. The blending of the two processes is necessary for seamless service to individuals, families and communities. Response services most commonly include:

- *Home Fire Response Services*
- *Sheltering*
- *Feeding*
- *Health Services*
- *Mental Health Services*
- *Spiritual Care Services*
- *Reunification*
- *Distribution of Relief Supplies*
- *Information & Referrals*

c. Recovery

The Red Cross vision for recovery is to provide a standard and scalable set of services that align with available resources to bridge the gaps between client resources and serious human needs and that result in a similar set of assistance for similarly situated clients. Recovery services most commonly include:

- *Community Recovery Strategy Development*
- *Casework/Recovery Planning*
- *Direct Client Assistance*
- *Community Preparedness & Resiliency Building*

**For large and/or complex recovery operations, where significant donor resources are available, expanded services or assistance may be provided.*

2. Services related to the National Response Framework

The Red Cross is a co-lead for the mass care component of Emergency Support Function (ESF) #6 of the National Response Framework (NRF). In this role, the Red Cross engages in a variety of activities to support states in their planning, coordinating and executing of mass care programs and strategies. The Red Cross also takes a leadership role in working with other non-governmental organizations and private companies that provide services during a disaster. Additionally, the Red Cross is a support agency to other ESFs – including ESF-8 and ESF-15 – in the NRF.

3. Services related to the National Recovery Framework

The Red Cross is among the supporting organizations for three Recovery Support Functions: Community Planning and Capacity Building; Health and Social Services; and, Housing. In these roles, the Red Cross engages at the headquarters level, as well as at the Federal Emergency Management Agency (FEMA) regional level, to provide insight and assistance in planning by drawing on Red Cross experience and representing the perspective of non-governmental organizations and private entities that provide recovery services.

4. Organization

The Red Cross is chartered by the United States Congress to provide humanitarian services. Its national headquarters, located in Washington, D.C., is responsible for implementing policies and procedures that govern Red Cross activities and provides administrative and technical oversight and guidance to its 62 regions in seven divisions. Each region has certain authority and responsibility for carrying out Red Cross disaster preparedness, response and recovery activities, delivering local Red Cross services, and meeting corporate obligations within the territorial jurisdiction assigned to it. Each region is familiar with the hazards of the locality and surveys local resources for personnel, equipment, supplies, transportation, emergency communications, and facilities available for disaster relief. Regions also formulate cooperative plans and

procedures with local government agencies and private organizations for relief activities should a disaster occur.

Through its nationwide network, the Red Cross coordinates its total resources for use in large disasters. In order to provide these services, the Red Cross will work with federal, tribal, state and/or local government for assistance and collaboration.

III. Cooperative Actions

The Red Cross recognizes the authority assigned to local county officials of Scott County VA and will share operating plans, priorities and objectives with the delegated emergency management staff of Scott county.

Scott County recognizes the national level roles and responsibilities designated to the Red Cross in the October 22, 2010 Memorandum of Agreement between FEMA and Red Cross.

Scott County recognizes the Red Cross as having mass care responsibility in domestic disasters and when activated, authorizes and will support and coordinate with the Red Cross in the execution of these duties.

The Red Cross and Scott County, Virginia will coordinate their respective disaster cycle activities to maximize services to the community and avoid duplication of efforts in the following ways:

1. Explore ways to align business and operational processes and programs across the disaster cycle in an effort to make a more seamless disaster preparedness, response, and recovery experience for residents of Scott County.
2. Coordinate mutual activation of no-notice events through the established 24 hour notification point of contact and develop joint Standard Operating Procedures for ongoing communications, including use of electronic technology, radio communications, and other emergency coordination protocols.
3. Maintain close coordination, liaison activities, and support at all levels with conferences, meetings, and other means of communication. Include a representative of the other party in appropriate committees, planning groups and task forces formed to mitigate, prepare for, respond to, and recover from disasters and other emergencies.
4. During a disaster or emergency situation, the Red Cross will, at the request of Scott Co. Emergency Management, provide liaison personnel to Scott County Virginia Emergency Operations Center. Scott County, Virginia will provide facility access and identification, work space, and, whenever possible, other required support, such as a computer, e-mail access and a designated phone line for the Red Cross liaison personnel assigned to the Emergency Operations Center.
5. Scott County, Virginia will support the Red Cross in the use of the National Shelter

MOU Between The American Red Cross and Scott County, Virginia

System (NSS) and the Red Cross will coordinate shelter information sharing and reporting with the Scott County Emergency Management Agency.

6. Scott County, Virginia will facilitate the Red Cross use of facilities for shelters and service delivery sites wherever possible. The terms and conditions of such use will be set forth in a separate agreement.
7. During disasters and emergencies, keep each other informed of the human needs created by the events and the services they are providing. Share current data regarding disasters, to include risk and hazard analysis, statistical information, social media verifications, historical information, emerging needs and trends, damage assessments, declarations, and service delivery plans.
8. Work together to develop plans, revise planning annexes, and identify resources to facilitate delivery of services to people with disabilities or other access and functional needs during a disaster.
9. Actively participate in reviewing and carrying out responsibilities outlined in the local emergency operations plans.
10. Both parties will ensure, to the fullest extent possible, that disaster operations within the Scott County will be as accessible as possible to people with disabilities or other access and functional needs, based on the American with Disabilities Act and related federal, state and local laws.
11. Prior to and during the time of disaster, keep the public informed of cooperative efforts through the public information offices of the Red Cross and Scott County, Virginia and explore opportunities for collaboration to provide community, family, and citizen disaster preparedness within Scott County.
12. Scott County, Virginia Emergency Management recognizes that the Red Cross is dependent upon voluntary public financial donations. In accordance with applicable laws and regulations, Scott County, Virginia will support the Red Cross in locating and acquiring necessary resources in an emergency including a response to formal resource requests. Both parties will work together, as appropriate, to identify local sourcing solutions that expand disaster capabilities and enhance community resilience.
13. Both parties agree not to use or display any trademarks of the other without first receiving the express written permission to do so; however, the use of the trademarks of the other party is permitted for internal meeting notes and plans that are not publicly distributed and used during the normal course of business related to the purpose of the MOU. If either party desires to use the intellectual property of the other, the “requesting party” should submit the proposed promotional/marketing materials, press releases, website displays or other proposed use of the trademarks to the “owning party” for review in advance of dissemination or publication.

14. The Red Cross will support Scott County, Virginia Emergency Management in integrating the efforts of the non-governmental organizations (NGOs) and Voluntary Organizations Active in Disaster (VOAD) that provide mass care services (e.g. Mass Care Feeding Task Forces) during disaster response operations.
15. Make training, educational and other developmental opportunities available to the other party's personnel and explore joint training and exercises. Encourage all staff and volunteers to engage in training (e.g. ICS 300 and 400), exercises, and disaster response activities, as appropriate.
16. Widely distribute this MOU within the Red Cross and Scott County, Virginia departments and administrative offices and urge full cooperation.

IV. Periodic Review

The parties will, on an annual basis, on or around the anniversary date of this MOU, jointly evaluate their progress in implementing this MOU and revise and develop new plans, attachments or goals as appropriate. Both parties should notify the other if primary points of contact change.

V. Term and Termination.

This MOU is effective as of July 1, 2017 It expires on October 30, 2021. Six months prior to expiration, the parties will meet to review the progress and success of the cooperative effort. In connection with such review, the parties may decide to extend this MOU for an additional period not exceeding five years, and if so shall confirm this in a signed writing. This MOU may be terminated by written notification from either party to the other at any time and for any or no reason.

VI. Miscellaneous

This MOU does not create a partnership, a joint power agreement, or a joint venture and does not create any financial commitments from one party to the other. Neither party has the authority to bind the other to any obligation. It is not intended that this MOU be enforceable as a matter of law in any court or dispute resolution forum. The sole remedy for non-performance under this MOU shall be termination, with no damages or penalty.

Signature page follows.

MOU Between The American Red Cross and Scott County, Virginia

Signature Page

[Local Emergency Management Agency]

The American Red Cross

By: _____
(Signature)

Name: _____

Title: _____

Date: _____

Contact information

Telephone: _____

E-mail: _____

By: _____
(Signature)

Name: Patty Tauscher

Title: Disaster Program Manager

Date: _____

Contact information

Telephone: Ofc- 276-645-6654

Cell -423-341-8471

E-mail: patty.tauscher@redcross.org

Instructions

This agreement should be used in conjunction with the *Facility Management Standards and Procedures*. Delete these instructions before finalizing and signing the agreement, as the instructions are for internal Red Cross use only.

Immediately before using the facility, use the *Facility/Shelter Opening and Closing Inspection* form to document the date the Red Cross begins using the facility, any existing damage, and any restrictions regarding the use of the facility by Red Cross such as restrictions related to parking or areas that are off limits.

If you have any questions regarding the *Facility Use Agreement*, please contact the Disaster Logistics Center at 202-303-4099 or DLC@redcross.org. The Facilities associate will either answer your questions or contact the Office of General Counsel, as appropriate.

Follow These Steps to Complete the Facility Use Agreement:

1. Enter *Parties and Facility* information.
2. Review *Terms and Conditions* with the facility representative.
 - a. Paragraph 1 (*Use of Facility*): The Red Cross and facility representatives both initial each purpose for which the Red Cross may use the facility.
 - b. Paragraph 4 (*Food Services*) and paragraph 5 (*Custodial Services*) can be removed if those services are not relevant to the relationship with the facility by deleting the paragraphs in Microsoft Word and renumbering the remaining paragraphs or crossing the paragraphs out on a printed version and having the facility and Red Cross representatives initial next to the crossed-out paragraph.
 - c. Paragraph 10 (*Reimbursement*): The Red Cross and facility representatives both initial all utilities that Red Cross will reimburse. Make sure the facility representative understands the terms for reimbursement.
 - i. Paragraph 10(e) only applies to facilities that are owned by a municipal or state government entity. It can be removed if the facility owner is not a municipal or state government entity. If this paragraph is removed, also remove this phrase from the Paragraph 10 opening statement: "Subject to the conditions in paragraph 10(e) below,"
 - d. Paragraph 13 (Term): This paragraph describes the term of the agreement, but it does not identify the specific days the Red Cross will use the facility. The dates the Red Cross begins and ends its use of the facility are recorded on the *Shelter/Facility Opening and Closing Inspection* form during an operation.
 - e. **Modifications other than those listed above must be reviewed by the Disaster Logistics Center** at national headquarters. Send the proposed modifications to DLC@redcross.org. The Disaster Logistics Center will engage Risk Management, Office of General Counsel, and the Sheltering program as appropriate to provide coordinated input.
3. Authorized Red Cross and Facility representatives sign and date the agreement.

4. If a facility owner requests confirmation of Red Cross insurance coverage, provide them with the link to the [Downloadable Memorandum of Insurance](#), which they can review at any time.
5. File the *Facility Use Agreement* with all other documentation in the Disaster Requisition Facility File. See the *Facility Documentation Checklist* for file requirements.

Additional Instructions for Sheltering Facilities

- Before entering into an agreement to use the facility as a shelter, complete a *Shelter Facility Survey* and ensure the facility meets the Red Cross standards for sheltering facilities. In hurricane-prone areas, ensure that the facility meets the criteria outlined in the *Standards for Selecting Hurricane Evacuation Shelters (ARC 4496)*.
- Remove paragraph 9 before presenting this agreement to the partner by deleting the paragraph in Microsoft Word and renumbering the remaining paragraphs or crossing the paragraphs out on a printed version and having the facility and Red Cross representatives initial next to the crossed-out paragraph.
- Attach the *Facility Use Agreement* to the facility record in the National Shelter System. See the *Sheltering Standards and Procedures* for instructions.

Additional Instructions for Florida

- When entering into an agreement with a school district that may be required to open their facility as a shelter due to Florida Statutes §252.385(4), add the following paragraph immediately before the *Term* section, and update paragraph numbering:
 - Exception: This agreement does not apply if the school is opened for sheltering during an evacuation pursuant to Florida Statutes §252.385(4).

The American National Red Cross (“Red Cross”), a non-profit corporation chartered by the United States Congress, provides services to individuals, families and communities when disasters strike. The disaster relief activities of the Red Cross are made possible by the American public who support the Red Cross with generous donations. The Red Cross’s disaster services are also supported by facility owners who permit the Red Cross to use their buildings as shelters and other service delivery sites for disaster victims. This agreement is between the Red Cross and a facility owner (“Owner”) so the Red Cross can use the facility to provide services during a disaster. This agreement only applies when Red Cross requests use of the facility and is managing the activity at the facility.

Parties and Facility

Owner:

Full Name of Owner	
Address	
24-Hour Point of Contact Name and Title Work Phone Cell Phone	
Address for Official Notices (only if different from above address)	

Red Cross:

Chapter Name	
Chapter Address	
24-Hour Point of Contact Name and Title Work Phone Cell Phone	
Address for Official Notices	American Red Cross, Disaster Cycle Services Logistics, 8550 Arlington Blvd., Fairfax, VA 22031

Facility:

Insert name and complete street address of building or, if multiple buildings, write “See attached facility list,” and attach facility list, including complete street address of each building that is part of this agreement. If the Red Cross will use only a portion of a building, then describe the portion of the building that the Red Cross will use.

Terms and Conditions

1. **Use of Facility:** Upon request and if feasible, Owner will permit the Red Cross to use and occupy the Facility on a temporary basis to conduct emergency, disaster-related activities. The Facility may be used for the following purposes (both parties must initial all that apply):

Facility Purpose	Owner Initials	Red Cross Initials
Service Center (Operations, Client Services, or Volunteer Intake)		
Storage of supplies		
Parking of vehicles		
Disaster Shelter		

2. **Facility Management:** The Red Cross will designate a Red Cross official to manage the activities at the Facility ("Red Cross Manager"). The Owner will designate a Facility Coordinator to coordinate with the Red Cross Manager regarding the use of the Facility by the Red Cross.
3. **Condition of Facility:** The Facility Coordinator and Red Cross Manager (or designee) will jointly conduct a survey of the Facility before it is turned over to the Red Cross. They will use the first page of the Red Cross's **Facility/Shelter Opening/Closing Form** to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment in the Facility that the Red Cross should not use. The Red Cross will exercise reasonable care while using the Facility and will not modify the Facility without the Owner's express written approval.
4. **Food Services** (*This paragraph applies only when the Facility is used as a shelter or service center.*): Upon request by the Red Cross, and if such resources are available, the Owner will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate meals at the direction of and in cooperation with the Red Cross Manager. The Food Service Manager will establish a feeding schedule and supervise meal planning and preparation. The Food Service Manager and Red Cross Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies before the Facility is turned over to the Red Cross. When the Red Cross vacates the Facility, the Red Cross Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the Red Cross's activities at the Facility.
5. **Custodial Services** (*This paragraph applies only when the Facility is used as a shelter or service center.*): Upon request of the Red Cross and if such resources are available, the Owner will make its custodial resources, including supplies and workers, available to provide cleaning and sanitation services at the Facility. The Facility Coordinator will designate a Facility Custodian to coordinate these services at the direction of and in cooperation with the Red Cross Manager.
6. **Security/Safety:** In coordination with the Facility Coordinator, the Red Cross Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any security and safety issues at the Facility.
7. **Signage and Publicity:** The Red Cross may post signs identifying the Facility as a site of Red Cross operations in locations approved by the Facility Coordinator. The Red Cross will remove such signs when the Red Cross concludes its activities at the Facility. The Owner will not issue press releases or other publicity concerning the Red Cross's activities at the Facility without the written consent of the Red Cross Manager. The Owner will refer all media questions about the Red Cross activities to the Red Cross Manager.

8. **Closing the Facility:** The Red Cross will notify the Owner or Facility Coordinator of the date when the Red Cross will vacate the Facility. Before the Red Cross vacates the Facility, the Red Cross Manager and Facility Coordinator will jointly conduct a post-occupancy inspection, using the second page of the *Shelter/Facility Opening/Closing Form*, to record any damage or conditions.
9. **Fee** (*This paragraph does not apply when the Facility is used as a shelter. The Red Cross does not pay fees to use facilities as shelters.*): Both parties must initial one of the two statements below:

- a. Owner will not charge a fee for the use of the Facility.
Owner initials: _____ Red Cross initials: _____
- b. The Red Cross will pay \$_____ per day/week/month (circle one) for the right to use and occupy the Facility. Owner initials: _____ Red Cross initials: _____

10. **Reimbursement:** Subject to the conditions in paragraph 10(e) below, the Red Cross will reimburse the Owner for the following:

- a. *Damage to the Facility or other property of Owner*, reasonable wear and tear excepted, resulting from the operations of the Red Cross. Reimbursement for facility damage will be based on replacement at actual cash value. The Red Cross, in consultation with the Owner, will select from bids from at least three reputable contractors. The Red Cross is not responsible for storm damage or other damage caused by the disaster.
- b. *Reasonable costs associated with custodial and food service personnel and supplies* which would not have been incurred but for the Red Cross's use of the Facility. The Red Cross will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.
- c. *Reasonable, actual, out-of-pocket costs for the utilities indicated below*, to the extent that such costs would not have been incurred but for the Red Cross's use of the Facility. (Both parties must initial all utilities that may be reimbursed by the Red Cross):

	Owner Initials	Red Cross Initials
Water		
Gas		
Electricity		
Waste Disposal		

- d. The Owner will submit any request for reimbursement to the Red Cross within 60 days after the occupancy of the Red Cross ends. Any request for reimbursement must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked.
 - e. If the disaster is a Federally-declared disaster and Owner is a municipal or state government entity, then the Owner will work with appropriate emergency management agencies to seek cost reimbursement through the Federal Emergency Management Agency's program for administering Public Assistance Category B under the Robert T. Stafford Act. The Red Cross is not obligated to reimburse the Owner for costs covered by Public Assistance Category B.
11. **Insurance:** The Red Cross shall carry insurance coverage in the amounts of at least \$1,000,000 per occurrence for Commercial General Liability and Automobile Liability. The Red Cross shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction within which the facility is located and \$1,000,000 in Employers' Liability.

12. **Indemnification:** The Red Cross shall defend, hold harmless, and indemnify Owner against any legal liability,



Facility Use Agreement

including reasonable attorney fees, in respect to claims for bodily injury, death, and property damage arising from the negligence of the Red Cross during the use of the Facility.

13. Term: The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.

The American National Red Cross

Owner (Legal Name)

(Legal Name)

By (Signature)

By (Signature)

Name (Printed)

Patty Tauscher
Name (Printed)

Title

Disaster Program Manager
Title

Date

Date

Under-enrollment Action Plan

Grantee: Action Plan Due Date: July 14, 2017		Program Specialist: GS:			Identified TA Areas
<i>Identifying Factors</i>	<i>Action Steps</i>	<i>Person Responsible</i>	<i>Due Date</i>	<i>Progress</i>	<i>Indicate with (√)</i>
1. Recruitment area	1. Assign family service staff a weekly target schedule to recruit at specific locations on a rotating schedule.	FCSC	July 17	7	
	2. Assign recruitment target of 5 recruits/leads per week for each staff.	FCSC	July 17	6/30-sent in PO with logo and Recruitment Ad to Medibag.	
	3. Work with the Medibag Company to create Recruitment Ad to be printed on bags for Food City Pharmacy to give to their customers.	FCSC	July 31	7/5-Approved Ad proof for printing	
	4. Consider options for sending direct mailing with program information to all county residents.	FCSC			
	5. Explore social media options for sharing recruitment information - Facebook, Twitter...	MGMT Team	July 21		
	6. Approach community partners about using electronic signs and traditional signs for displaying recruitment and program information.	FCSC	July 31		

Under-enrollment Action Plan

	7. Look at community outreach at locations such as pools, recreational activities and locations.	FRS	July 21		
	8. Review memorandums of understanding to include recruitment information.	Director/ FCSC	Sept 15		
	9. Distribute recruitment flyers/ info to Policy Council Parent Representatives to distribute throughout the community at farmers markets/ yard sales/ and flea markets.	FCSC	July 20	7/20-Recruitment materials were made available to parents following monthly PC meeting	
	10. Advertise on facebook via online yard sale sites.				
	11. Meet with Regional Adult and Career Education staff to discuss ways to partner in recruitment	Director/ FCSC	July 26	7/26-Director and FCSC met with Director of RACE and staff. Strategies were generated to utilize technology and social media for client referrals between both programs. Race staff will attend Head Start staff pre-service on Aug.4 and parent orientation on Aug.17, 18 & 21, 22.	
	11. Follow recruitment plan for 2017-2018 – see attached plan.	N/A			

Under-enrollment Action Plan

2. Describe current wait list and management of wait list	Comment on status of current WL/ set small target.	N/A	N/A	N/A	N/A																							
	Current Wait List - 30																											
	<table> <tr> <td></td> <td><u><100%</u></td> <td><u>100<130%</u></td> <td><u>>130%</u></td> </tr> <tr> <td>DF</td> <td>0</td> <td>0</td> <td>9</td> </tr> <tr> <td>DG</td> <td>0</td> <td></td> <td>3</td> </tr> <tr> <td>NC</td> <td>0</td> <td></td> <td>4</td> </tr> <tr> <td>SM</td> <td>0</td> <td>2</td> <td>10</td> </tr> <tr> <td>WC</td> <td>0</td> <td></td> <td>2</td> </tr> </table>		<u><100%</u>	<u>100<130%</u>	<u>>130%</u>	DF	0	0	9	DG	0		3	NC	0		4	SM	0	2	10	WC	0		2			
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	DF	0	0	9																								
DG	0		3																									
NC	0		4																									
SM	0	2	10																									
WC	0		2																									
1. Wait list information is shared at monthly Policy Council and School Board meetings. Also, included in quarterly and annual reports.	FCSC																											
2. Review the wait list information for Early Head Start and Head Start to capture the children that need to transition.	Director FCSC	August																										
3. Wait list is reviewed and analyzed with management staff at weekly meetings, and governing bodies at monthly meetings.	Director FCSC	August																										
3. Community wide assessment and planning efforts / results	1. Obtain the number of 2, 3, and 4 year old children receiving WIC services	FCSC	July 31	7/10-Submitted request to SC Health Department 7/11- received requested information																								
	2. Obtain the number of 2, 3, and 4 year old children currently in foster care	FCSC	July 31	7/10- Submitted request to SC Dept. Social																								

Under-enrollment Action Plan

	3. Revise Community Assessment and add additional information. Program data indicates a significant increase of the number of 3 year old children served for the 2016-17 school year. Fifty five percent of the children served were three year olds. In 2015-16, forty three percent of the children served were three year olds.	Director	August	Services 7/11- received requested information	
	4. Develop flyer or poster with parent testimonials	Family Services Staff	July 28		
	5. Post testimonials of current HS parents on social media.	FCSC	July 28		
	6. Update the Head Start brochure / include parent testimonials/ Distribute brochures throughout the county.	Management Staff	July 28		
	7. Advertise on local radio	EHS Staff	June 30	6.29- Recruitment Announcement sent to 98.5 in Big Stone Gap	
	8. Advertise on local TV	FCSC Director	August 4		
	9. Develop a recruitment committee/ meet	FCSC			

Under-enrollment Action Plan

	<p>every other month talk about what else program could do to increase enrollment efforts</p> <p>10. Explore partnerships with local businesses and agencies in Kingsport to help reach Scott County residents.</p> <p>11. Discussion w/ Pre-K to help recruit/ possibility that HS could pick up more 3 year olds.</p>	<p>Management Staff</p> <p>Director FCSC</p>	<p>August 17</p> <p>August 31</p> <p>June 30</p>	<p>6/30-Discussion with SCPS School Superintendent after Under-Enrollment Meeting</p>	
4. Changing demographics and new or underserved low-income populations	<p>Target small population of migrant families we are not serving</p> <p>1. Reach out to migrant health outreach worker to share recruitment information and details about Early Head Start.</p>	FCSC	July 28	6/12-Contacted migrant health outreach worker to share recruitment information and details about Early Head Start.	
5. Facility related issues	N/A				
6. Potential collaborators	<p>1. Reach out to local community college to see if they have students who could help develop recruitment materials.</p> <p>2. Become more involved in community meetings/ possibly add 2 or 3 agencies.</p> <p>3. Review potential partnerships with high school business classes for support with developing advertisement and recruitment materials.</p> <p>4. Review recruitment activities for before the start of the year.</p>	<p>FCSC</p> <p>Management Staff</p> <p>Management Staff</p> <p>All Staff</p>	<p>August 31</p> <p>December 21</p> <p>October 31</p> <p>During Staff Pre-Service/</p>		

Under-enrollment Action Plan

			August 14		
7. Review of program options	<p>1. Propose Enrollment Reduction Current funded enrollment 173 Proposed Funded Enrollment: 164 Reduction of 3 children at the following locations; Dungannon, Nickelsville, and Shoemaker 4. These centers will serve 3 primarily 3 year olds (No more than 17 children enrolled in any class).</p> <p>2. Long term Option: Conversion / Center/Home-Base - for Early Head Start. (explore this as an option)</p>	Director			
8. Agency management procedures that impact enrollment (including staffing)	<p>1. Review management policies/procedures to make sure they are updated with the New Performance Standards.</p> <p>2. Updates for the Under-Enrollment Plan. Review and strategize with Policy Council and Board ways to increase enrollment.</p> <p>3. If changing program option, may need to change staffing. Review budget. Address Factors that will have an impact of enrollment reduction. Include board and Policy Council approval for any changes in program option.</p> <p>4. Management Staff... Weekly</p>	<p>Management Staff</p> <p>Director FSCS</p>	August 31		

Under-enrollment Action Plan

	<p>5. How to involve other staff...serve on recruitment committee, email weekly, Staff Development days</p> <p>6. How to involve governing bodies... invite them to serve on recruitment committee,</p> <p>7. Details for how you will monitor the plan as a management team. Review progress at weekly management meetings. Decide on next steps or revise plan based on progress.</p>				
9. Other (specify)	1. Risk Management step/ monthly calls with Program Specialist	Director			
	<p>2. Support from T/TA</p> <p>3. Utilize new equipment such as scanners to help during recruitment efforts and activities.</p>	Staff			

Additional Notes:

Memo

To: School Board Members
From: Jason Smith, Assistant Superintendent
Date: August 8, 2017
Re: Annual School Safety Audit

The county wide safety team met on April 27th to review the school safety audit assessment. After our review the following recommendations are made to the Board:

1. Review fencing repairs
2. Increase fire alarm systems in schools
3. Increase camera coverage in common areas