

## SCOTT COUNTY SCHOOL BOARD

### MINUTES OF REGULAR MEETING, TUESDAY, DECEMBER 3, 2019

The Scott County School Board met for a regular meeting on Tuesday, December 3, 2019 at 6:30 p.m. at the Scott County Career and Technical Center, 387 Broadwater Avenue, Gate City, VA 24251 with the following members present:

David Templeton, Chairman

ABSENT: None

Larry Horton

Gail L. McConnell

Linda Gillenwater

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

**OTHERS PRESENT:** John I. Ferguson, Division Superintendent; Jason Smith, Assistant Superintendent; Will Sturgill, School Board Attorney; Beverly Stidham, Purchasing Agent/Clerk of the Board; Angela Johnson, School Nutrition Agent/Deputy Clerk of the Board; Robert Sallee, Maintenance Supervisor; Billy Nash, SCCTC Instructor; Rhonda Kilgore, Teacher-VPE Representative; Amanda Clark, Heritage TV; Andrea Lawson, Coordinator, Scott Co. Jam Program, Members of the Scott County Jam Program; Darlene Quillen, Teacher; Tammy Quillen, Elementary Supervisor; Jennifer Frazier, Secondary Supervisor; Madelynn Hinkle, Greg Ervin, Principal, SCCTC; Brenda Robinette, Special Education Supervisor; Lisa Bevins, Teacher; VEA Representative.

**CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE:** Chairman David Templeton called the regular meeting of the Scott County School Board to order at 6:30 p.m. and welcomed everyone to the meeting. The members and audience observed a moment of silence and Mr. Larry Horton led in citing the *Pledge of Allegiance*.

**APPROVAL OF AGENDA:** On a motion by Mr. Steve Sallee, seconded by Mr. Larry Horton, all members voting aye, the Board voted to approve the agenda with the following amendments: Under (10.) Superintendent's Report, the Board voted to add H. Approval of School Calendar and under (12.) Items by Assistant Superintendent Jason Smith, the Board voted to add-F. Discussion of Indoor Track.

**APPROVAL OF NOVEMBER 7, 2019 REGULAR BOARD MEETING MINUTES:** On a motion by Mr. Gail McConnell, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the minutes of the November 7, 2019 regular meeting as presented.

**APPROVAL OF CLAIMS:** On a motion by Mr. Larry Horton, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to approve the claims as presented on December 3, 2019 as follows:

School operating fund invoices and payroll direct deposit in the amount of \$730,420.20 with Voided Check #8129837 as shown by warrants #8130005-8130271; electronic payroll direct deposit in the amount of \$1,455,018.41 as shown by electronic tax deposits in the amount of \$565,489.87. Cafeteria fund invoices and payroll in the amount of \$177,819.70 as shown by warrants #1019556-1019606 & electronic payroll direct deposit in the amount of \$45,904.84. Electronic payroll tax deposits in the amount of \$14,294.98. Head Start invoices totaling \$92,563.70 as shown by warrants #20876-20981 with Voided Check #20909.

**PRESENTATION BY SCOTT COUNTY JAM'S STUDENTS:** Ms. Andrea Lawson introduced the musicians and instructors that were present to perform for the Board and audience and gave a brief overview of the Scott County Jam Program. She explained what a success this program had been and how far outreaching their talents had spanned. She also thanked the Board and Mr. Ferguson for their continued support of this program. The students represented each of the three high schools and Cedar View Christian School; they performed several songs for the enjoyment of the audience.

**PRESENTATION OF PLAQUES FOR BOARD MEMBERS:** Superintendent Ferguson and Assistant Superintendent Jason Smith presented a plaque of appreciation to Mr. Larry Horton for his length of service as Board member and thanked him for his dedication to the students and staff while serving as Board member. The other Board members congratulated Mr. Horton and wished him well with the December meeting being the end of his term. Mr. Ferguson and Mr. Smith also presented Mrs. Darlene Quillen a plaque on behalf of Mr. Bill Quillen's service as Chairman of the Board and spoke to the fact how he has been missed as a friend and Board member. Everyone wished her well. The Central Office hosted a dinner of recognition before the meeting to honor their service.

**DISCUSSION/APPROVAL OF LITIGATION AGAINST MANUFACTURERS, DISTRIBUTORS, AND SELLERS OF ELECTRONIC CIGARETTES AND VARYING PRODUCTS:**

On a motion by Ms. Linda Gillenwater, seconded by Mr. Steve Sallee, with one other aye and two nays on this motion, the Board approved this resolution with a majority vote to proceed with the approval of litigation against manufacturers, distributors, and sellers of electronic cigarettes and varying products.

**PUBLIC COMMENT:** There was no public comment at this meeting.

**SUPERINTENDENT'S REPORT: (APPENDIX A)** Superintendent Ferguson reviewed the 2019 Superintendent's report with the Board for informational purposes and asked the Board for any comments or questions. After review, being none, the next agenda item under the Superintendent's Report was addressed:

**DISCUSSION/APPROVAL-AGREEMENT WITH SCPS AND THE APPALACHIAN OFFICIALS ASSOCIATION: (APPENDIX B)** On a motion by Mr. Larry Horton, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the agreement with the SCPS and the Appalachian Officials Association; this agreement does exclude wrestling and Scott County entered into an agreement with SW VA Soccer Association for the 2019-2020 Academic Year.

**APPROVAL OF EARLY HEAD START FINANCIAL REPORT, AUGUST 2019-FINAL: (APPENDIX C)** On a motion by Mr. Gail McConnell, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to approve the August 2019 Final Early Head Start Financial Report as presented by Superintendent Ferguson on behalf of Head Start Director Kathy Wilcox.

**APPROVAL OF EARLY HEAD START FINANCIAL REPORT, OCTOBER 2019: (APPENDIX D)** On a motion by Ms. Linda Gillenwater, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the October 2019 Early Head Start Financial Report as presented by Superintendent Ferguson on behalf of Head Start Director Kathy Wilcox.

**APPROVAL OF HEAD START FINANCIAL REPORT, OCTOBER 2019: (APPENDIX E)** On a motion by Mr. Larry Horton, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the

October 2019 Head Start Financial Report as presented by Superintendent Ferguson on behalf of Head Start Director Kathy Wilcox.

**APPROVAL OF 2019-2020 TIME LINE FOR SELF-ASSESSMENT & PROGRAM PLANNING:**

**(APPENDIX F):** On a motion by Mr. Larry Horton, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the 2019-2020 time line for Self-Assessment & Program Planning for Head Start as presented by Superintendent Ferguson on behalf of Head Start Director Kathy Wilcox.

Superintendent Ferguson presented the November 2019 Head Start Director's Report for informational purposes to the Board for their review, there being no questions or comments; the next agenda item was presented.

**REVIEW OF DECEMBER 2019, JANUARY 2020 CALENDAR:** Superintendent Ferguson presented the dates for the Holiday closings for the 12 month employees to the Board for their review. No questions raised, the next agenda item was presented.

**CLOSED MEETING:** Mr. Steve Sallee made a motion to enter into closed meeting at 7:00 p.m. to discuss Teachers, Custodians, and Cafeteria Staff as provided in Section 2.2-3711 of the Code of Virginia, as amended, the motion was seconded by Mr. Gail McConnell, all members voting aye.

**RETURN FROM CLOSED MEETING:** All members present returned from the closed meeting at 7:55 p.m. with a roll call vote being held, and on a motion by Mr. Steve Sallee, seconded by Mr. Gail McConnell, the Board return 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 the date pursuant to an affirmative recorded vote and in accordance with the provisions of the Freedom of the 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: David Templeton, Steve Sallee, Gail McConnell, Larry Horton, and Linda Gillenwater.

NAYS: None.

**ITEMS BY ASSISTANT SUPERINTENDENT, JASON SMITH:**

**APPROVAL OF OVERNIGHT FIELD TRIP REQUESTS:** On a motion by Mr. Larry Horton, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the overnight field trip request

of Rye Cove High School to attend the Band Spring Competition to Atlanta, GA on April 23-26, 2020. They will be attending the Music Showcase Music Competition.

On a motion by Mr. Steve Sallee, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to approve the overnight field trip request of Gate City Middle/High School to attend Natural Tunnel-Lake Fleming Ecology Club on December 13-14, 2019 for a Service Project and environmental education.

**PERSONNEL:**

**RESIGNATION:**

On a motion by Mr. Larry Horton, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to approve the resignation request of Amy Shaffer, school nutrition worker, effective November 18, 2019.

**EMPLOYMENT:**

On a motion by Mr. Steve Sallee, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the employment of Lacey Hufnagle, teacher, effective January 1, 2020.

On a motion by Ms. Linda Gillenwater, seconded by Mr. Larry Horton, all members voting aye, the Board voted to approve the employment of Kayli Compton, teacher, effective January 1, 2020.

On a motion by Mr. Larry Horton, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the employment of Thomas Bledsoe, custodian, effective, January 2, 2020.

On a motion by Mr. Steve Sallee, seconded by Mr. Larry Horton, all members voting aye, the Board voted to approve the employment of Lisa Calhoun, non-stipend Indoor Track Coach, effective December 3, 2019.

**APPROVAL OF RELIGIOUS EXEMPTION:**

On a motion by Mr. Steve Sallee, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to approve the Religious Exemption request for Student #02272008.

On a motion by Ms. Linda Gillenwater, seconded by Mr. Larry Horton, all members voting aye, the Board voted to approve the Religious Exemption request for Student #01152012.

On a motion by Mr. Steve Sallee, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the Religious Exemption request for Student #0511211.

**BOARD MEMBER COMMENTS:** Mr. Gail McConnell stated that he would miss serving on the Board with Mr. Horton and wished him well.

Mr. Steve Sallee wished Mr. Horton well and told him that it had been an honor to serve with him.

Ms. Linda Gillenwater expressed her appreciation to the Scott County Jam students and Instructors for performing at the Board meeting and expressed to Mr. Horton what a pleasure it had been to serve with him on the Board.

Mr. David Templeton expressed his appreciation to Mr. Horton for being able to serve with him on the Board and the years of service to the County.

Mr. Larry Horton wished everyone a Merry Christmas and Winter Break, he stated that it had been an honor to serve Scott County, the students and staff while on the Board and counted each Board member as a friend.

Mr. Jason Smith and Superintendent Ferguson both echoed these sentiments and wished Mr. Horton well and stated that it had been a pleasure serving under him as a Board member.

School Board Attorney Will Sturgill expressed his appreciation to Mr. Horton for being an outstanding Board member.

**ADJOURNMENT:** There being no further business to discuss, the regular meeting of the Scott County School Board was adjourned at 8:04 p.m.

  
\_\_\_\_\_  
David Templeton, Chairman

  
\_\_\_\_\_  
Beverly Stidham, Clerk of the Board

**APPENDIX FOR DECEMBER 3, 2019 MEETING MINUTES:**

- A. Superintendent's Report (on Scott Co. Schools Website)**
- B. Approval of Agreement with SCPS and Appalachian Officials Association**
- C. Approval of August 2019 Early Head Start Financial Report**
- D. Approval of October 2019 Early Head Start Financial Report**
- E. Approval of October 2019 Head Start Financial Report**
- F. Approval of 2019-2020 Assessment & Program Planning (HeadStart)**

February 14, 2019

Dear Mr. Ferguson,

According to Section 27-6-4 of the Virginia High School League's (VHSL) Handbook "***It is recommended that schools, districts, conferences and/or regions enter into written agreements (contracts) with chosen officials' associations.***" It has come to the attention of the Appalachian Officials Association (AOA) that our association, and the schools we serve, may be the only association in the state that are operating without an agreement (contract) for the school's athletic contest.

To follow the VHSL's suggestion, and to operate in a more businesslike manner, the AOA Board (with the guidance of legal counsel) has adopted an agreement that we hope will be satisfactory to both the schools served and our association.

Please review the enclosed agreement with your school officials and staff. There are places throughout the document for initials, and at the end of the agreement for signatures from both the Chairperson of the School Board and Superintendent. Please return the agreement in the envelope provided. The AOA Broad chairperson will sign and return an agreement to the school system and each individual school. If you have questions or concerns, please use the information enclosed.

Best Regards,

Sam McKinney  
276-780-4136  
Sammckinney67@gmail.com

**Appalachian Official Association  
Contract for Athletic Contest  
for  
2019-2020  
Sport of Football**

Sam McKinney  
PO Box 147  
Chilhowie, VA 24319  
sammckinney67@gmail.com

Due Date for Schedule: June 1, 2019

Commissioner Fee \$60

Pay for Scrimmage: \$100 (paid to the AOA Football Fund)  
Jamboree: Regular Pay

Number of officials for a regular season varsity contest	5
Number of officials for post-season contest	7
Pay per official for regular season varsity contest	\$80
Pay per official for post-season contest	\$85

The number of officials and pay for Sub Varsity Contests is left up to the schools and individual officials.

Initials of School Board Chairperson\_\_\_\_\_

Initials of Superintendent/Designee\_\_\_\_\_

AOA Chairperson\_\_\_\_\_



**Appalachian Official Association  
Contract for Athletic Contest  
for  
2019-2020  
Sport of Volleyball**

Frank Hess  
545 Hayters Gap Road  
Rosedale, VA 24280  
[frankhess@jetbroadband.com](mailto:frankhess@jetbroadband.com)

Due Date for Schedule: June 1, 2019

Commissioner Fee \$60

Pay for Scrimmage: 2 teams \$25 (paid officials working)  
3 teams \$30 (paid officials working)

Number of officials for a regular season JV/Varsity contest 2

Number of officials for post-season (including District) contest 4

Pay per official for regular season jv/varsity contest \$80

Pay per official for Middle School, JV, Varsity \$105

Pay per middle School Assignment (School's Choose) \$50

Pay per official for District Tournament contest R1 and R2 \$50  
R3 and R4 \$45

Pay per official for Regional Tournament contest R1 and R2 \$55  
R3 and R4 \$50

Invitational Tournaments per match, per official \$25

Initials of School Board Chairperson\_\_\_\_\_

Initials of Superintendent/Designee\_\_\_\_\_

AOA Chairperson\_\_\_\_\_

**Appalachian Official Association  
Contract for Athletic Contest  
for  
2019-2020  
Sport of Basketball**

Johnny Poole  
PO Box 1282  
Lebanon, VA 24266  
[Jcpoole10@gmail.com](mailto:Jcpoole10@gmail.com)  
276-701-7510

Due Date for Schedule: September 1, 2019

Commissioner Fee \$60

Pay for Scrimmage: \$100 (split between officials working)  
Jamboree Regular game fees

Number of officials for a regular season Varsity/ JV or Varsity/Varsity contest	3
Number of officials for a regular season JV/JVv	2 or 3
Number of officials for post-season contest	3
Pay per official for regular season Varsity/Varsity contest	\$105
Pay per official for regular season Varsity/JV	\$90
Varsity/Varsity/ 1JV	\$140
2 Varsity/2 JV	\$165
Pay per official for 2 man 2 JV	\$75
Pay per official for 3 man 2 JV	\$60
Pay per official for post-season (regional and above) contest-varsity	\$80

Initials of School Board Chairperson\_\_\_\_\_

Initials of Superintendent/Designee\_\_\_\_\_

AOA Chairperson\_\_\_\_\_

**Appalachian Official Association  
Contract for Athletic Contest  
for  
2019-2020  
Sport of Wrestling**

Bill Gibson

bpgibson1996@gmail.com

Due Date for Schedule: September 1, 2019

Commissioner Fee \$60

Pay for Dual Match	1 Official	\$70
Pay for Tri Match	1 Official	\$105
Pay for Tri Match	2 Officials	\$85 each
Pay for Quad Match	2 Officials	\$105 each
Pay for Quad Match	3 Officials	\$85 each

**Pay for all Tournaments:**

The following factors are used to determine the proper number of officials to be assigned-the number of teams involved and the number of mats to be used. The VHSL requires 2 man mechanics to be used for all district, regional and state tournaments. The 2 man mechanics requires a referee and an assistant referee for semi-finals matches, consolation semi-finals, as well as all placement matches. These rates are based on a match count that each official is involved as referee or as an assistant referee. In regional and sub-state tournaments that are shared with another associations (Example: Roanoke) fees are based on that associations scale since the AOA officials will not do an equal amount of work for less pay.

Any multi school event that exceed the above listing will be a tournament. There are no super quads listed in our normal pay schedule.

**Appalachian Official Association  
Contract for Athletic Contest  
for  
2019-2020  
Sport of Wrestling (cont.)**

8 man individually bracketed double elimination tournament-standard assignment is 3 officials-fee per official \$165

Other team and individually bracketed tournaments-fee per official is based on the number of individual matches in the championship bracket and in the consolation brackets that each official referees and/or works as an assistant referee.

#of matches worked up to 50 individual matches per official is \$165

#of matches worked 51-76 individuals matches worked per official is \$205

#of matches worked 77-100 individuals matches worked per official is \$255

Any tournament exceeding the above listing will be negotiated by the commissioner and the school's Athletic Director or the tournament director at a proportion rate with the above listing

Initials of School Board Chairperson\_\_\_\_\_

Initials of Superintendent/Designee\_\_\_\_\_

AOA Chairperson\_\_\_\_\_

**Appalachian Official Association  
Contract for Athletic Contest  
for  
2019-2020  
Sport of Baseball/Softball**

Joel Wyatt  
248 Little League Road  
PO Box 2371  
Coeburn, VA 24230  
[daveneandjoelwyatt@gmail.com](mailto:daveneandjoelwyatt@gmail.com)

Due Date for Schedule: December 1, 2019

Commissioner Fee \$60

Pay for Scrimmage: \$100 (paid to officials working)

Number of officials for any regular season***	2
Number of officials for post-season contest	3

Pay per official for one 7 inning game	\$70
Pay per official for 2 games 5 inning each	\$95
Pay per official for 2 games one 5, one 7 inning	\$105
Pay per official for 2 games both 7 innings	\$110

Add \$5 per official for Region, Quarter and State-Semi

\*\*\*Commissioner can work with school to only have 1 official for a sub-varsity contest and the pay will be 1.5 the above pay schedule

Pay per official for post-season contest-varsity	\$75
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Initials of School Board Chairperson\_\_\_\_\_

Initials of Superintendent/Designee\_\_\_\_\_

AOA Chairperson\_\_\_\_\_

**Appalachian Official Association  
Contract for Athletic Contest  
for  
2019-2020  
Sport of Soccer**

Dave Smith  
117 St. Andrews Drive  
Bristol, Virginia 24202  
smith19james95@gmail.com

Due Date for Schedule: December 1, 2019

Commissioner Fee \$60

Pay for Scrimmage: \$100 (paid to officials working)

Par for jamboree: negotiable (School should contact Commissioner)

Number of officials for a regular season Varsity/ JV or Varsity/Varsity contest 3  
Number of officials for a regular season JV 3

Number of officials for post-season contest 3  
Pay per official for regular season 1 JV 2 Varsity: \$165 for center referee, \$150 for assistant referees (ARs)

2 Varsity: \$125 for center referee, \$110 for ARs  
1 JV, 1 Varsity: \$115 for center referee, \$100 for ARs

1 Varsity: \$75 for center referee, \$60 for ARs

1 JV: \$60 for center, \$45 for ARs

Pay per official for post-season contest-varsity: Add \$5 per referee

Initials of School Board Chairperson\_\_\_\_\_

Initials of Superintendent/Designee\_\_\_\_\_

AOA Chairperson\_\_\_\_\_

**SCOTT COUNTY PUBLIC SCHOOL HEAD START  
EARLY HEAD START FINANCIAL REPORT  
GRANT #03HP00004902 (9/1/18-8/31/19)**

**FINAL REPORT**

**AUGUST 2019**

REVENUE	CURRENT MONTH	YTD	APPROVED FUNDING	UNCOLLECTED FUNDING	%
Federal Funds	88,731.01	378,506.00	378,506.00	-	0%
USDA	3,629.06	25,717.63	-	-	
Donations, Other Revenue	-	983.00	-	-	
<b>TOTAL</b>	<b>\$ 92,360.07</b>	<b>\$ 405,206.63</b>	<b>\$ 378,506.00</b>	<b>\$ -</b>	<b>0%</b>

EXPENSES	CURRENT MONTH	YTD	BUDGETED FUNDING	AVAILABLE FUNDING	%
<b>PERSONNEL</b>					
Payroll Expenses	19,563.94	210,378.24	202,403.00	(7,975.24)	-4%
Fringe	6,262.62	68,393.34	93,348.00	24,954.66	27%
<b>TRAVEL</b>					
Out of Town Travel	-	-	1,000.00	1,000.00	100%
<b>SUPPLIES</b>					
Office Supplies	5,728.19	6,293.26	3,000.00	(3,293.26)	-110%
Postage	543.18	763.18	100.00	(663.18)	-663%
Food Supplies	3,917.04	26,420.56	33,346.63	6,926.07	21%
Food Service Supplies	454.66	544.56	1,000.00	455.44	46%
Educational Supplies	35,184.90	38,294.86	20,983.00	(17,311.86)	-83%
Medical & Dental Supplies	263.89	333.41	1,000.00	666.59	67%
Janitorial Supplies	1,031.23	1,443.07	1,000.00	(443.07)	-44%
<b>CONTRACTUAL</b>					
Mental Health Services	82.50	337.50	1,000.00	662.50	66%
<b>EQUIPMENT</b>					
Medical & Dental Equipment	-	12,468.96	12,468.00	(0.96)	0%
<b>OTHER</b>					
Rent	-	-	-	-	0%
Utilities	595.24	2,723.84	4,500.00	1,776.16	39%
Telephone	463.12	2,779.27	3,000.00	220.73	7%
Child Liability Insurance	-	-	144.00	144.00	100%
Maintenance & Repair	18,417.63	22,679.38	6,760.00	(15,919.38)	-235%
Local Travel	224.10	306.43	660.00	353.57	54%
Parent Activities	35.55	89.14	600.00	510.86	85%
Audit Fee (Accounting & Legal)	-	-	1,000.00	1,000.00	100%
Publications, Ads, & Printing	71.86	71.86	500.00	428.14	86%
Health Services	-	52.10	1,000.00	947.90	95%
Field Trips	178.41	441.37	4,067.00	3,625.63	89%
Discretionary Funds	120.20	195.34	1,320.00	1,124.66	85%
Transition	-	-	500.00	500.00	100%
Health Examinations	-	-	300.00	300.00	100%
Assoc. Dues & Fees	325.90	1,485.34	1,500.00	14.66	1%
Training	3,010.17	8,711.62	8,707.00	(4.62)	0%
<b>TOTAL</b>	<b>\$ 96,474.33</b>	<b>\$ 405,206.63</b>	<b>\$ 405,206.63</b>	<b>\$ -</b>	<b>0%</b>

IN-KIND (NON-FEDERAL SHARE)	CURRENT MONTH	YTD	IN-KIND BUDGETED	IN-KIND REMAINING	%
Parents & Volunteer	5,295.04	67,056.51	73,463.00	6,406.49	9%
School District	845.15	10,692.82	9,150.00	(1,542.82)	-17%
Donations	1,964.38	21,663.18	12,015.00	(9,648.18)	-80%
<b>TOTAL</b>	<b>\$ 8,104.57</b>	<b>\$ 99,412.51</b>	<b>\$ 94,628.00</b>	<b>\$ (4,784.51)</b>	<b>-5%</b>

ADMINISTRATIVE COST	CURRENT MONTH	YTD	ADMIN. COST BUDGETED	ADMIN. COST REMAINING
Personnel	2,508.69	27,114.80	30,020.00	2,905.20
Travel	-	-	200.00	200.00
Supplies	1,145.64	1,258.65	600.00	(658.65)
Other	4,578.99	7,576.11	4,208.00	(3,368.11)
<b>TOTAL</b>	<b>\$ 8,233.32</b>	<b>\$ 35,949.56</b>	<b>\$ 35,028.00</b>	<b>(921.56)</b>

<b>AUG ADMIN. COST</b>	<b>1.7%</b>
<b>YTD ADMIN. COST</b>	<b>8.2%</b>

**SCOTT COUNTY PUBLIC SCHOOL HEAD START  
EARLY HEAD START FINANCIAL REPORT  
GRANT #03HP00004903 (9/1/19-8/31/20)**

**OCTOBER 2019**

REVENUE	CURRENT MONTH	YTD	APPROVED FUNDING	UNCOLLECTED FUNDING	%
Federal Funds	29,193.97	53,763.54	372,363.00	318,599.46	86%
CACFP	2,516.44	2,516.44	-	-	-
Donations, Other Revenue	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 31,710.41</b>	<b>\$ 56,279.98</b>	<b>\$ 372,363.00</b>	<b>\$ 318,599.46</b>	<b>86%</b>

EXPENSES	CURRENT MONTH	YTD	BUDGETED FUNDING	AVAILABLE FUNDING	%
<b>PERSONNEL</b>					
Payroll Expenses	19,721.68	38,121.05	217,876.00	179,754.95	83%
Fringe	6,271.80	12,442.00	82,425.00	69,983.00	85%
<b>TRAVEL</b>					
Out of Town Travel	18.40	18.40	3,024.00	3,005.60	99%
<b>SUPPLIES</b>					
Office Supplies	-	-	3,000.00	3,000.00	100%
Postage	-	-	100.00	100.00	100%
Food Supplies	2,529.60	2,529.60	10,145.44	7,615.84	75%
Food Service Supplies	-	-	1,000.00	1,000.00	100%
Classroom/Ed. Supplies	-	-	16,862.00	16,862.00	100%
Medical & Dental Supplies	-	-	1,000.00	1,000.00	100%
Transition Supplies	-	-	500.00	500.00	100%
Janitorial Supplies	-	-	1,500.00	1,500.00	100%
<b>CONTRACTUAL</b>					
Mental Health Services	-	-	1,620.00	1,620.00	100%
<b>EQUIPMENT</b>					
N/A	-	-	-	-	0%
<b>OTHER</b>					
Rent	-	-	-	-	0%
Utilities	150.00	150.00	4,500.00	4,350.00	97%
Telephone	230.88	230.88	3,000.00	2,769.12	92%
Maintenance & Repair	-	-	7,193.00	7,193.00	100%
Local Travel	54.89	54.89	660.00	605.11	92%
Parent Activities	-	-	600.00	600.00	100%
Audit Fee (Accounting & Legal)	-	-	1,000.00	1,000.00	100%
Publications, Ads, & Printing	-	-	500.00	500.00	100%
Health Services	-	-	1,000.00	1,000.00	100%
Field Trips	190.00	190.00	4,067.00	3,877.00	95%
Discretionary Funds	-	-	1,800.00	1,800.00	100%
Health Examinations	-	-	300.00	300.00	100%
Assoc. Dues & Fees	-	-	2,500.00	2,500.00	100%
Training	26.72	26.72	8,707.00	8,680.28	100%
<b>TOTAL</b>	<b>\$ 29,193.97</b>	<b>\$ 53,763.54</b>	<b>\$ 374,879.44</b>	<b>\$ 321,115.90</b>	<b>86%</b>

IN-KIND (NON-FEDERAL SHARE)	CURRENT MONTH	YTD	IN-KIND BUDGETED	IN-KIND REMAINING	%
Parents & Volunteer	6,520.16	14,572.66	68,271.00	53,698.34	79%
School District	-	8,776.76	9,205.00	428.24	5%
Donations	465.40	14,191.40	15,615.00	1,423.60	9%
<b>TOTAL</b>	<b>\$ 6,985.56</b>	<b>\$ 37,540.82</b>	<b>\$ 93,091.00</b>	<b>\$ 55,550.18</b>	<b>60%</b>

ADMINISTRATIVE COST	CURRENT MONTH	YTD	ADMIN. COST BUDGETED	ADMIN. COST REMAINING
Personnel/Fringe	2,012.53	8,027.69	28,778.00	20,750.31
Travel	2.94	2.94	484.00	481.06
Supplies	-	-	496.00	496.00
Other	13.06	415.67	6,993.00	6,577.33
<b>TOTAL</b>	<b>\$ 2,028.53</b>	<b>\$ 8,446.30</b>	<b>\$ 36,751.00</b>	<b>28,304.70</b>

OCT. ADMIN. COST	0.5%
YTD ADMIN. COST	2.0%



**SCOTT COUNTY PUBLIC SCHOOL HEAD START  
EARLY HEAD START PROGRAM  
FINANCIAL REPORT SUMMARIZATION  
GRANT #03HP00004903 (9/1/19-8/31/20)**

**OCTOBER 2019**

**REVENUES:** \$29,193.97 – Federal Funds; \$2,516.44 – CACFP (September)

**EXPENSES:**

**Personnel**

- Payroll/Fringe: EHS staff (contracted/non-contracted) payroll & fringe benefits.

**Travel**

- Out of Town Travel: Meal purchased during out of town travel.

**Supplies**

- Food Supplies/Food Service Supplies: CACFP meals purchased for centers & non-food meal preparation supplies.

**Other**

- Utilities: Utility service for centers.
- Telephone: Telephone/internet service for centers.
- Local Travel: Gasoline for HS vans; mileage reimbursement for program staff.
- Field Trips: Admission fees to Punkin Patch Farms
- Training: Refreshments purchased for staff training.

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**In-Kind Match:** \$6,985.56. The remaining in-kind for the budget period is 60%.

**Administrative Costs:** \$2,028.53. The year-to-date administrative cost is 2%, not to exceed 15%.

**Credit Card Expenses:** \$137.08. See attached credit card expense report.

Custom Transaction Detail Report  
October 2019

Name	Memo	Account	Debit	Credit	Balance
Powell Valley National Bank	meal during out of town meeting	5504 · Out of Town Travel	18.40		-18.40
Powell Valley National Bank	WC EHS- infant formula	6002 · Food Supplies	118.68		-137.08
			<u>137.08</u>	<u>0.00</u>	<u>-137.08</u>

**SCOTT COUNTY PUBLIC SCHOOL HEAD START**  
**HEAD START FINANCIAL REPORT**  
**GRANT #03CH3469-05 (1/1/19-12/31/19)**

**OCTOBER 2019**

REVENUE	CURRENT MONTH	YTD	APPROVED FUNDING	UNCOLLECTED FUNDING	%
Federal Funds	102,098.86	1,030,889.80	1,747,094.00	716,204.20	41%
CACFP	14,760.47	100,163.16	-	-	-
Donations, Other Revenue	-	831.42	-	-	-
<b>TOTAL \$</b>	<b>116,859.33</b>	<b>\$ 1,131,884.38</b>	<b>\$ 1,747,094.00</b>	<b>\$ 716,204.20</b>	<b>41%</b>

EXPENSES	CURRENT MONTH	YTD	BUDGETED FUNDING	AVAILABLE FUNDING	%
<b>PERSONNEL</b>					
Payroll Expenses	66,324.68	676,066.21	854,943.00	178,876.79	21%
Fringe	24,323.00	250,785.73	326,918.00	76,132.27	23%
<b>TRAVEL</b>					
Out of Town Travel	-	247.45	1,500.00	1,252.55	84%
<b>SUPPLIES</b>					
Office Supplies	259.73	5,978.23	8,000.00	2,021.77	25%
Postage	106.10	514.89	1,000.00	485.11	49%
Food Supplies	15,236.67	83,104.02	106,633.16	23,529.14	22%
Food Service Supplies	-	741.59	2,000.00	1,258.41	63%
Educational Supplies	9.49	17,451.34	39,180.42	21,729.08	55%
Medical & Dental Supplies	-	87.39	1,500.00	1,412.61	94%
Janitorial Supplies	393.02	2,099.11	2,000.00	(99.11)	-5%
<b>EQUIPMENT</b>					
Classroom/Outdoor Equipment	-	-	95,000.00	95,000.00	100%
<b>CONTRACTUAL</b>					
Mental Health Services	-	825.00	2,500.00	1,675.00	67%
Other Contracts	-	-	288,210.00	288,210.00	100%
<b>OTHER</b>					
Rent	800.00	8,800.00	9,600.00	800.00	8%
Utilities	1,653.23	13,534.90	21,000.00	7,465.10	36%
Telephone	1,101.20	10,696.82	14,400.00	3,703.18	26%
Child Liability Insurance	-	-	740.00	740.00	100%
Maintenance & Repair	3,384.32	14,545.99	20,000.00	5,454.01	27%
Local Travel	384.43	2,129.34	2,300.00	170.66	7%
Parent Activities	1,779.68	2,791.68	3,500.00	708.32	20%
Audit Fee (Accounting & Legal)	-	-	2,750.00	2,750.00	100%
Publications, Ads, & Printing	1,473.36	12,817.64	14,500.00	1,682.36	12%
Health Services	-	171.24	3,125.00	2,953.76	95%
Field Trips	-	1,398.30	1,000.00	(398.30)	-40%
Discretionary Funds	197.61	850.73	3,300.00	2,449.27	74%
Health Examinations	104.42	245.63	250.00	4.37	2%
Assoc. Dues & Fees	831.08	3,270.00	1,840.00	(1,430.00)	-78%
Training	2,461.03	21,654.98	20,399.00	(1,255.98)	-6%
<b>TOTAL \$</b>	<b>120,823.05</b>	<b>\$ 1,130,808.21</b>	<b>\$ 1,848,088.58</b>	<b>\$ 717,280.37</b>	<b>39%</b>

IN-KIND (NON-FEDERAL SHARE)	CURRENT MONTH	YTD	IN-KIND BUDGETED	IN-KIND REMAINING	%
Parents & Volunteer	27,327.79	124,478.37	134,686.00	10,207.63	8%
School District	-	243,509.21	246,379.00	2,869.79	1%
Donations	1,686.44	45,380.37	55,709.00	10,328.63	19%
<b>TOTAL \$</b>	<b>29,014.23</b>	<b>\$ 413,367.95</b>	<b>\$ 436,774.00</b>	<b>\$ 23,406.05</b>	<b>5%</b>

ADMINISTRATIVE COST	CURRENT MONTH	YTD	ADMIN. COST BUDGETED	ADMIN. COST REMAINING
Personnel	13,189.57	136,816.29	159,915.00	23,098.71
Travel	-	27.22	165.00	137.78
Supplies	97.11	962.21	1,300.00	337.79
Other	1,477.32	27,049.69	31,796.00	4,746.31
<b>TOTAL \$</b>	<b>14,764.00</b>	<b>\$ 164,855.41</b>	<b>\$ 193,176.00</b>	<b>28,320.59</b>

OCTOBER ADMIN. COST	1.0%
YTD ADMIN. COST	10.6%

**SCOTT COUNTY PUBLIC SCHOOL HEAD START  
HEAD START PROGRAM  
FINANCIAL REPORT SUMMARIZATION  
GRANT #03CH3469-05 (1/1/19-12/31/19)**

**OCTOBER 2019**

**REVENUES:** Federal Funds - \$102,098.86; CACFP - \$14,760.47 (Sept. reimbursement)

**EXPENSES:**

**Personnel**

- Payroll/Fringe: Head Start staff (contracted/non-contracted) payroll & fringe benefits.

**Supplies**

- Office Supplies/Postage: General expenses for program.
- Food Supplies/Food Service Supplies: CACFP meals purchased for centers & non-food meal preparation supplies.
- Educational Supplies: General expenses for program.
- Janitorial Supplies: General expenses for program.

**Other**

- Rent: HS Office, November 19.
- Utilities: Utility service for centers & HS office.
- Telephone: Telephone/internet service for office & centers.
- Maintenance & Repair: Annual fire alarm inspections & repairs.
- Local Travel: Gasoline for HS vans & staff mileage reimbursement.
- Parent Activities: Mileage reimbursement to PC representatives, budgeted PC activity funds
- Publications, Ads, & Printing: Copier contracts for office & centers, newspaper subscription.
- Discretionary Funds: Reimbursements to education staff for the purchase of classroom materials.
- Health Examinations: Fees for required staff tb/physical examinations.
- Association, Dues & Fees: Pre-employment screening fees, health & fire permits.
- Training: Ready Rosie parenting curriculum (\$2,400), meals purchased during out of town trainings.

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**In-Kind Match:** \$29,014.23. The remaining in-kind for the budget period is 5%.

**Administrative Costs:** \$14,764.00. The year-to-date administrative cost is 10.6%, not to exceed 15%.

**Credit Card Expenses:** \$483.59. See attached credit card expense report.

# Scott County Public School Head Start Custom Transaction Detail Report

11/14/19  
 Accrual Basis

October 2019

Name	Memo	Account	Debit	Credit	Balance
Bank of America-Platinum Plus	duffield 2-postage	5201 · Postage	104.95		-104.95
Bank of America-Platinum Plus	volunteers workers for resource fair	5505 · Parent Activities	19.68		-124.63
Bank of America-Platinum Plus	Quickbooks supscription October 2019	6001 · Office Supplies	141.00		-265.63
Bank of America-Platinum Plus	1177-pediatric first aid/cpr training for staff member	20-3800 · Training	30.00		-295.63
Bank of America-Platinum Plus	4864330376-1178-food supplies	6002 · Food Supplies	63.57		-359.20
Bank of America-Platinum Plus	4864330376-1178-educational supplies	6013 · Educational Supplies	104.39		-463.59
Bank of America-Platinum Plus	November discretionary funds for parent meeting-s.henry	6017 · Discretionary Center Funds	20.00		-483.59
			<b>483.59</b>	<b>0.00</b>	<b>-483.59</b>

**SCOTT COUNTY PUBLIC SCHOOL HEAD START  
2019--2020  
TIME LINE FOR SELF ASSESSMENT AND PROGRAM PLANNING  
Including  
SCHOOL BOARD & POLICY COUNCIL MEETING AGENDAS**

October 24, 2019	Policy Council Luncheon Meeting	Training: 10:00 a.m. Head Start Office Policy Council Community Representatives Business: Approve: <ul style="list-style-type: none"> <li>• Seating of Newly Elected Parent Reps</li> <li>• Election and Seating of Community Reps</li> <li>• Election of Officers</li> </ul>
November 13 -- 15, 2019	Health & Family Institute	Health & Families: Richmond, VA
November 19, 2019	Health Advisory Committee Meeting	9:00 a.m. -- 10:30 a.m. Head Start Office
November 21, 2019	Policy Council Meeting	10:00 a.m. Head Start Office  Head Start Governing Training <ul style="list-style-type: none"> <li>• Funding Source</li> <li>• History of Head Start</li> <li>• Roles &amp; Responsibilities of Governing Board</li> <li>• Roles &amp; Responsibilities of Policy Council</li> <li>• Parliamentary Procedures</li> <li>• By-Laws Overview</li> <li>• Fiscal Overview</li> <li>• Business: Approve <ul style="list-style-type: none"> <li>○ Time-line for Self-Assessment &amp; Program Planning</li> </ul> </li> </ul>
November 27 --29, 2019	Fall Break	Head Start/ Early Head Start

December 3 – 4, 2019	Region III Promoting Child Safety & Well-Being Institute	Gettysburg, PA
December 5, 2019	Tender Loving Caregivers Conference	Southwest Virginia Higher Ed Center Abingdon, VA
December 6, 2019	Quarterly Data Outcomes Meeting	9:00 a.m. – 12:00 p.m. Head Start Office
December 12, 2019	Policy Council	10:00 a.m. Head Start Office Training Overview of Performance Standards Using Ongoing Monitoring Results/ School Readiness Data
January 6, 2020	Staff Development Day	8:00 a.m. – 4:00 p.m. Head Start Office Training Focus: Social Emotional Development
January 16 – 17, 2020	Facilities & Safe Learning Environments Institute	Philadelphia, PA
January 23, 2020	Policy Council Meeting	10:00 a.m. Head Start Office Training <ul style="list-style-type: none"> <li>• Overview of Monitoring Policy &amp; Procedures</li> <li>• Head Start Eligibility Final Rule</li> <li>• Business: Quarterly Data Outcomes Report</li> </ul>
February 11, 2020	Quarterly Outcomes Data Meeting	9:00 a.m. – 12:00 p.m. Head Start Office
February, 2020	School Board Meeting	Training Overview of Performance Standards Roles & Responsibilities of School Board Head Start Eligibility Final Rule

February 20, 2020	Policy Council Meeting	10:00 a.m. Head Start Office Training: Community Assessment Process Program Planning/Goal Setting Process
March 05, 2020	Health Advisory Committee	9:00 a.m. – 11:00 a.m. Head Start Office
March, 2020	Smart Beginnings Summit	Mountain Empire Community College
March 19, 2020	Policy Council Meeting	10:00 a.m. Head Start Office Training: Overview of Self Assessment Process Self-Assessment Committee Sign Up Business: Approve Quarterly Data Outcomes Report Strategic Planning: Development of Goals
March 31 - April 2, 2020	Annual Virginia Head Start Conference Growing & Thriving with Resiliency Including Kindergarten Readiness Partnership Institute	Fredricksburg, VA
April 13 – 17, 2020	Spring Break - Head Start	Head Start Closed
April 13 – 15, 2020	Spring Break - Early Head Start	Early Head Start Closed
April 20 – 24, 2020	Celebration of the Week of the Young Child	Activities to be Announced
April 7, 2020	Early Head Start Self-Assessment	9:00 a.m. – 12:00 p.m. Head Start Office
April 8, 2020	Early Head Start Self-Assessment Results Analysis & Report Development	9:00 a.m. – Noon



April 23, 2020	Policy Council Meeting	<p>Training</p> <p>Approve FY 2020 Early Head Start Self Assessment Results</p> <p>Approve FY 2020 Early Head Start Continuation Application</p> <p>Approve FY 2020 Early Head Training Plan</p> <p>Approve 2020-2021 Program Goals &amp; Objectives</p>
May, 2020	School Board Meeting	<p>Approve FY 2020 Early Head Start Self Assessment Results</p> <p>Approve FY 2020 Early Head Start Continuation Application</p> <p>Approve FY 2020 Early Head Start Training Plan</p> <p>Approve 2020-2021 Program Goals &amp; Objectives</p>
May 12, 2020	Annual Outcomes Data Meeting	9:00 a.m. – Noon; Head Start Office
May 13, 2020	Head Start Self-Assessment	9:00a.m – 2:00p.m. Head Start Office
May 14, 2020	Self Assessment Results Analysis	9:00a.m. – Noon
May 21, 2020	Policy Council Meeting	<p>10:00 a.m. Head Start Office</p> <p>Training:</p> <p>Personnel Committee Training (as needed)</p> <p>Business:</p> <p>Approve Head Start Self –Assessment Results Report</p> <p>Approve Service Plans</p>
June 23-25, 2020	Head Start Director's Meeting Fiscal Management Institute	Virginia Beach, VA
June, 2020 TBA	Policy Council Meeting (as needed)	Approve Employment of Staff (as needed)
July, 2020	School Board Meeting	<p>FY 2019 Annual Report</p> <p>Strategic Planning: Development of Annual Goals</p>
July 16, 2020	Policy Council Meeting	<p>FY 2019 Annual Report</p> <p>Strategic Planning: Development of Annual Goals</p>

August 22, 2020 Policy Council Meeting

10:00 a.m. Head Start Office  
 Approve FY 2021 Head Start Grant Continuation Application  
 Approve FY 2021 Training Plan  
 Approve FY 2020-2021 Program Goals & Objectives

September 19, 2020 Policy Council Meeting

10:00 a.m. Policy Council Meeting  
 Regular/As Needed Business

September 2020 School Board Meeting

Approve FY 2021 Head Start Grant Continuation Application  
 Approve FY 2021 Training Plan  
 2020-2021 Program Goals & Objectives

Policy Council Approval of Timeline:  
 School Board Approval of Timeline: