

SCOTT COUNTY SCHOOL BOARD

MINUTES OF REGULAR MEETING, APRIL 1, 2021

The Scott County School Board met for their regular meeting on Thursday, April 1, 2021 at 6:30 p.m. at the Scott County Career & Technical Center, 387 Broadwater Avenue, Gate City, VA 24251 with the following members present:

David Templeton, Chairman	ABSENT: None
Lon Stephen "Steve" Sallee, Jr., Vice-Chairman	
Linda Gillenwater	
Gail L. McConnell	
Robin Hood	
William "Bill" Houseright	

OTHERS PRESENT: Jason Smith, Assistant Superintendent; Will Sturgill, School Board Attorney; Beverly Stidham, Purchasing Agent/School Board Clerk; Angela Johnson, School Nutrition Agent/Head Start Payroll Clerk/School Board Deputy Clerk; Justin Smith, Pastor-First Baptist Weber City; Chris Monroe, Parent; Stephanie Monroe, Parent; Emily Porter, Parent; Amanda Gillenwater, Parent; Todd Gillenwater, Parent; Ada Gillenwater, Student; Nikki Taylor, Citizen; Robert Sallee, Maintenance Supervisor; Amanda Clark, Heritage TV; Greg Ervin, Principal, SCCTC; Adam Keith, Assistant Principal, SCCTC.

CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE: Chairman Templeton called the regular meeting of the Scott County School Board to order at 6:30 p.m. and welcomed everyone to the meeting. After doing so, he asked everyone present to observe a moment of silence; Chairman Templeton asked the Board and audience to let this moment of silence be in observance of the passing of Tyler Tipton, a Senior Student at Twin Springs High School who was loved by the school students, staff and community. He then led in citing the *Pledge of Allegiance*.

ITEMS TO ADD TO THE AGENDA/APPROVAL OF AGENDA: After Review of the agenda, no items were added and a motion was asked to approve the agenda as presented.

On a motion by Mr. Steve Sallee, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the agenda as presented.

APPROVAL OF THE MARCH 2, 2021 REGULAR MEETING MINUTES: On a motion by Mr. Bill Houseright, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to approve the March 2, 2021 regular meeting minutes as written.

APPROVAL OF CLAIMS: On a motion by Mr. Robin Hood, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the claims as follows:

School operating fund invoices and payroll in the amount of \$1,098,259.14 as shown by warrants #8132777-8132985 and electronic payroll direct deposit in the amount of \$1,400,816.24 & electronic tax deposits in the amount of \$521,086.61. Cafeteria fund invoices & payroll in the amount of \$167,110.07 as shown by warrants #1020183-1020220; electronic payroll direct deposit for cafeteria in the amount of \$45,146.95; and electronic tax deposits in the amount of \$13,799.53. Head Start expenditures totaling \$129,204.45 as shown by warrants #21224-21331.

PUBLIC COMMENT: Several concerned parents and citizens addressed the Board regarding the Girls' Softball Program and one of the Coaches involved with that program. There was one student that

also addressed the Board asking if complaints of unfair treatment on the team could be looked into. The Board heard each concern from the student and the parents/citizens. Chairman Templeton addressed the audience to state that the Board is always glad to hear from the community/students and wants to be made aware; however, during Public Comment the Board does not give opinion nor do they offer suggestions towards resolution to situations. He assured the audience that this matter would be taken into consideration and looked into. Chairman Templeton thanked everyone for coming and addressing the Board and reassured the audience the Board does not take these matters lightly.

SUPERINTENDENT'S REPORT: In Superintendent Ferguson's absence, Assistant Superintendent Jason Smith led the Superintendent's Report-

DISCUSSION/APPROVAL OF HIGH SCHOOL GRADUATION DATES FOR 2020-2021 SCHOOL YEAR:

The following dates as presented were discussed and then asked for approval from the Board for the graduation dates for each High School: The last day of School was noted for information as being June 2, 2021.

Rye Cove High School Graduation:

May 24, 2021 – 7:00 p.m.
Rain Date #1 –
May 26, 2021 – 7:00 p.m.
Rain Date #2-
May 27, 2021 – 7:00 p.m.

Gate City High School Graduation:

Graduation:
May 26, 2021 – 7:00 p.m.
Rain Date #1-
May 27, 2021 – 7:00 p.m.
Rain Date #2-
May 28, 2021 – 7:00 p.m.

Twin Springs High School Graduation:

Graduation:
May 27, 2021 – 7:00 p.m.
Rain Date #1-
June 1, 2021 – 7:00 p.m.
Rain Date #2-
June 2, 2021 – 7:00 p.m.

DISCUSSION/APPROVAL OF MILK PRICES FOR THE 2021-2022 SCHOOL YEAR: (APPENDIX A):

Assistant Superintendent Jason Smith presented the Attached Appendix A breakdown of milk prices for the 2021-2022 Academic Year. With no change in prices, no motion was needed for acceptance.

STAFF VACCINATION UPDATE: Mr. Smith informed the Board of the recent statistics of the staff of Scott County COVID-19 Vaccination update. He told the Board that we are now at 82% of getting our staff vaccinated.

PROPERTY TRANSFER-HILTON SEWER PLANT TO SCOTT COUNTY PUBLIC SERVICE AUTHORITY: (APPENDIX B):

Mr. Jason Smith asked Mr. Robert Sallee, Maintenance Supervisor, to explain to the Board the details of the Property transfer at the Hilton Sewer plant to the Scott County Public Service Authority. Mr. Sallee reviewed the map with the Board and explained the scope of work to be done with the pump station being installed with this project. After discussion and a question and answer time, a motion was asked from the floor to accept this property transfer from the Scott County School Board at the Hilton Sewer Plant to the Scott County Public Service Authority.

On a motion by Mr. Bill Houseright, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to accept the property transfer from the Scott County School Board for the parcel of Land designated by Appendix B at the Hilton Sewer Plant to Scott County Public Service Authority.

APPROVAL OF HEAD START FINANCIAL REPORT, DECEMBER 2020 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 December 2020 (final) Head Start financial report as presented by Assistant Superintendent Jason Smith on behalf of Head Start Director, Cindy Raymond.

APPROVAL OF HEAD START FINANCIAL REPORT, FEBRUARY, 2021 (APPENDIX D): On a motion by Mr. Steve Sallee, seconded by Mr. Bill Houseright, all members voting aye the Board voted to approve the February 2021 Head Start financial report as presented by Assistant Superintendent Jason Smith on behalf of Head Start Director, Cindy Raymond.

APPROVAL OF EARLY HEAD START FINANCIAL REPORT, FEBRUARY, 2021 (APPENDIX E): On a motion by Mr. Gail McConnell, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the February 2021 Early Head Start financial report as presented by Assistant Superintendent Jason Smith on behalf of Head Start Director, Cindy Raymond.

APPROVAL OF HEAD START COLA FUNDING APPLICATION #03CH011328 (APPENDIX F): On a motion by Mr. Robin Hood, seconded by Mr. Bill Houseright, all members voting aye, the Board voted to approve the Head Start COLA (Cost of Living Adjustment funding) as presented by Assistant Superintendent Jason Smith on behalf of Head Start Director, Cindy Raymond.

APPROVAL OF EARLY HEAD START COLA FUNDING APPLICATION #03HP000049 (APPENDIX G): On a motion by Mr. Steve Sallee, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to approve the Early Head Start COLA (Cost of Living Adjustment funding) as presented by Assistant Superintendent Jason Smith on behalf of Head Start Director, Cindy Raymond.

Mr. Jason Smith presented the March 2021 Head Start Director's Report for the Board's review and informational purposes. With no discussion or questions raised, the next agenda item was presented.

CLOSED MEETING: Mr. Steve Sallee made a motion to enter into closed meeting at 7:05 p.m. to discuss Coaches, Principals, Secretaries, Bus Drivers, and Central Office 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 returned from closed meeting at 9:25 p.m. with a roll call vote being held, and on a motion by Mr. Steve Sallee, seconded by Mr. Gail McConnell, the Board returned to regular session and Mr. Steve 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, Linda Gillenwater, Gail McConnell, Robin Hood and Bill Houseright.

NAYS: None.

ABSENT: None.

ITEMS BY ASSISTANT SUPERINTENDENT JASON SMITH:

PERSONNEL:

EMPLOYMENT:

On a motion by Mr. Steve Sallee, seconded by Mr. Bill Houseright, all members voting aye, the Board voted to approve the employment of Sarah Casteel, assistant girls' soccer coach, Gate City High School, effective March 4, 2021. (1/2 supplement)

On a motion by Mr. David Templeton, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the employment of Alexis Flanary, non-stipend softball coach, Gate City High School, effective March 5, 2021.

On a motion by Mr. David Templeton, seconded by Mr. Bill Houseright, all members voting aye, the Board voted to approve the employment of Keeley Quillen, non-stipend softball coach, Gate City High School, effective March 5, 2021.

On a motion by Ms. Linda Gillenwater, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the employment of Garrett Clark, assistant baseball coach, Twin Springs High School, effective march 9, 2021.

On a motion by Mr. Steve Sallee, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to approve the employment of Madison Ferrell, non-stipend theatre coach, Gate City High School, effective March 15, 2021.

On a motion by Mr. Bill Houseright, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the employment of Mark Tipton, non-stipend track coach (boys/girls), Gate City High School, effective March 22, 2021.

On a motion by Ms. Linda Gillenwater, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the employment of Brittany Tomlinson, non-stipend middle school softball coach, Twin Springs High School, effective March 23, 2021.

On a motion by Ms. Linda Gillenwater, seconded by Mr. Gail McConnell all members voting aye except for one abstention, the Board voted to approve the employment of Scotty Vermillion, Principal at Gate City High School, effective July 1, 2021.

RETIREMENT:

On a motion by Mr. David Templeton, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to approve the retirement request of Katrina Smith-Toole, school psychologist, effective at the end of the 2020-2021 school year.

On a motion by Mr. David Templeton, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to approve the retirement request of Beverly Stidham, Purchasing Specialist/Clerk of the School Board, effective July 1, 2021.

On a motion by Mr. Gail McConnell, seconded by Ms. Steve Sallee, all members voting aye, the Board voted to approve the retirement request of Vickie Lane, budget specialist, effective July 1, 2021.

On a motion by Mr. Bill Houseright, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the retirement request of Ms. Elizabeth (Betsy) Bledsoe, teacher, effective as of January 1, 2021.

On a motion by Mr. Gail McConnell, seconded by Mr. Robin Hood, all members voting aye, the Board voted to approve the retirement request of Barbara Baker, administrative assistant, effective July 1, 2021.

TERMINATION:

On a motion by Mr. David Templeton, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the termination of Jason Hurd, teacher, effective March 8, 2021.

APPROVAL OF SUBSTITUTES:

On a motion by Mr. David Templeton, seconded by Mr. Bill Houseright, all members voting aye, the Board voted to approve the list of substitutes as presented by Assistant Superintendent, Jason Smith for teachers and custodial work.

APPROVAL OF FFCR (FAMILIES FIRST CORONAVIRUS RELIEF ACT)- (APPENDIX H): Mr. Jason Smith explained to the Board that this information in review would extend the leave until September 30, 2021. This is the latest bill (ARPA) to address the ongoing economic impacts of COVID-19 and has been signed into law. Parts of this bill do affect the HR function and this has now been extended to cover families from April 1, 2021 through September 30, 2021.

On a motion by Mr. Bill Houseright, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to approve the extension of the FFCR (Families First Coronavirus Relief Act) which extends coverage from April 1, 2021 through September 30, 2021.

BOARD MEMBER COMMENTS:

Mr. Bill Houseright stated that the County is losing some quality people and hope everyone enjoys their retirement.

Mr. Robin Hood spoke to the Twin Springs community how his heart goes out to them and everyone who loved Tyler and his thanks to Mr. Mullins of how he has handled the situation with the school during this very sad time.

Mr. Steve Sallee also offered his condolences to the Twin Springs community and wished everyone well on their retirement.

Ms. Linda Gillenwater also wished everyone a Happy Retirement and also stated how her heart goes out to the family of Tyler Tipton and the Twin Springs community during this very sad time in losing a Senior at Twin Springs High School.

Chairman David Templeton expressed his sentiments of sadness of what a tough time it has been for the school and what a great loss for the students, faculty, and the community. He also wished everyone well on their retirement and stated he would miss those retiring.

ADJOURMENT: There being no further business to discuss, the regular meeting of the Scott County School Board was adjourned at 9:35 p.m.

A handwritten signature in black ink, reading "David Templeton", written over a horizontal line.

David Templeton, Chairman

A handwritten signature in blue ink, reading "Beverly Stidham", written over a horizontal line.

Beverly Stidham, Clerk of the Board

Appendix for April 1, 2021 School Board Meeting Minutes:

- A.** Discussion/Approval of milk prices for the 2021-2022 School Year
- B.** Property Transfer-Hilton Sewer Plant to Scott County Public Service Authority
- C.** Approval of Head Start Financial Report, December 2020 (Final)
- D.** Approval of Head Start Financial Report, February 2021
- E.** Approval of Early Head Start Financial Report, February, 2021
- F.** Approval of Head Start Cola Funding Application #03CH011328
- G.** Approval of Early Head Start Cola Funding Application #03HP000049
- H.** Approval of FFCR (Families First Coronavirus Relief Act)



Borden Dairy Company

March 8, 2021

Ms. Jennifer Frazier
School Nutrition Supervisor
Scott County Schools

Re: Renewal 2020-2021 School Term

Dear Ms. Frazier,

Borden Dairy of Kentucky is pleased to extend the current Dairy Bid for the 2021-2022 school year (July 1, 2021 – June 30, 2022). All terms and conditions of the current bid will be honored for the 2021-2022 term.

We thank you for the opportunity to serve your students for another term. Please do not hesitate to contact us with any questions you may have.

Please sign and date in the space below to confirm your approval.

Regards,

Mark Warmoth
Sales Director, Mid-South Zone

MW/sc

Jennifer Frazier
School Nutrition Supervisor
Scott County Schools

3-9-2021

Date

DATE 03/11/21
TIME 09:16:23

PAGE 1

PRICE CHANGE NOTICE
AS OF: 03/01/21

PRCLET: 0

SCOTT CO. SCHOOLS
11415 NICKELSVILLE HWY
NICKELSVILLE VA 24271-3517

SCHEDULE: 948094-000000-000000
SALESREP: 94-J Duley
ROUTE: 4522-07

PRODUCT						
UPC CODE	NUMBER	PRODUCT DESCRIPTION	NEW PRICE	OLD PRICE	DIFF	
08143810004	5022	CLIMAX WATER 16.9z/24	9.05830	9.05830		
01400000628	6003	BDN SR CR 5#/2	7.16000	7.07000	.09000	
01400000805	6022	BDN CC 4% SmCd 5#/2	7.36440	7.32440	.04000	
01400000472	6024	BDN CC 1% LF 5#/2	7.39030	7.36030	.03000	
07230000002	6722	FOR HOMO PL HGL	1.71330	1.72620	.01290-	
07230000032	6773	FOR 2% PL HGL	1.72590	1.72970	.00380-	
07230000162	6860	FOR SKIM PL HGL	1.85000	1.85000		
81547301223	6902	BDN FF BMILK PLHG/9	1.74590	1.73620	.00970	
81547301748	16398	BDN 1% DUTCH CH8z Cn	.23840	.23800	.00040	
04090000173	22410	DS SR CR 100ct 1oz/Bx	17.40890	17.40890		
81547301037	25083	BDN WHL P1 HG/9	1.71330	1.72620	.01290-	
81547301038	25084	BDN 2% P1 HG/9	1.72590	1.72970	.00380-	
81547301039	25085	BDN 1% P1 HG/9	1.73620	1.73270	.00350	
81547301040	25086	BDN SKIM P1 HG/9	1.85000	1.85000		
81547301041	25087	BDN WHL Choc PLHG/9	1.72280	1.73480	.01200-	
81547301047	25095	BDN WHL P1 PT	.71580	.71900	.00320-	
81547301048	25096	BDN 2% P1 PT	.71900	.72000	.00100-	
81547301051	25099	BDN WHL CHOC P1PT	.71820	.72120	.00300-	
81547301052	25100	BDN 1% CHOC PT	.72350	.72270	.00080	
81547301505	25216	FOR 1% P1 HG/9	1.73620	1.73270	.00350	
81547301125	25351	BDN FM 1% Cs 8z Cn 50	.22590	.22550	.00040	
81547301126	25352	BDN FM FF Cs 8z Cn 50	.22550	.22420	.00130	
81547301149	25388	BDN OJ Cs 4z Cn 75	.17000	.17000		
81547301215	25544	BDN BMILK WHL HG/9	1.71420	1.72700	.01280-	
81547301265	25603	BDN FF Stw RS188z Cn	.23550	.23420	.00130	
81547301262	25604	BDN FF Cho RS188z Cn	.23050	.22920	.00130	
81547301263	25605	BDN FF Van RS188z Cn	.23550	.23420	.00130	
81547301299	540702	BDN LacFree FF HG	2.80170	2.78170	.02000	
81547301298	540703	BDN LacFree 2% HG	2.74160	2.72490	.01670	
81547301297	540704	BDN LacFree WHLHG	2.71170	2.69670	.01500	

We Appreciate Your Business



March 18, 2021

Mr. Robert Sallee
Scott County Public Schools
Maintenance Supervisor
340 East Jackson Street
Gate City, VA 24251

**RE: Hilton Community Sewer Extension Project Phase I
Pump Station Property Acquisition/Transfer**

Dear Mr. Sallee:

Thank you for your time to with Cody Culbertson to discuss our upcoming Hiltons Community Sewer System Project. We are currently working with Scott County Public Service Authority to design a sewer system which will provide sanitary sewer service from the Hiltons Community to Weber City along U.S. Route 58. The project will provide sanitary sewer service to over 300 residents including the commercial business and the Hiltons Elementary School.

In order to complete the project, a sanitary sewer pump station must be installed on property owned by the Scott County Public Schools. The location of the proposed pump station will be adjacent to the existing treatment facility owned and operated by Scott County Public Schools. The pump station site will include a 30' x 30' fenced lot with an entrance included in the property acquisition. A map has been provided to you by Mr. Culbertson that provides the location and dimension of the proposed pump station. The boundary survey for the pump station property will be the responsibility of the PSA along with all associated cost for the survey. The property will be a deed of gift for the Scott County School to PSA.

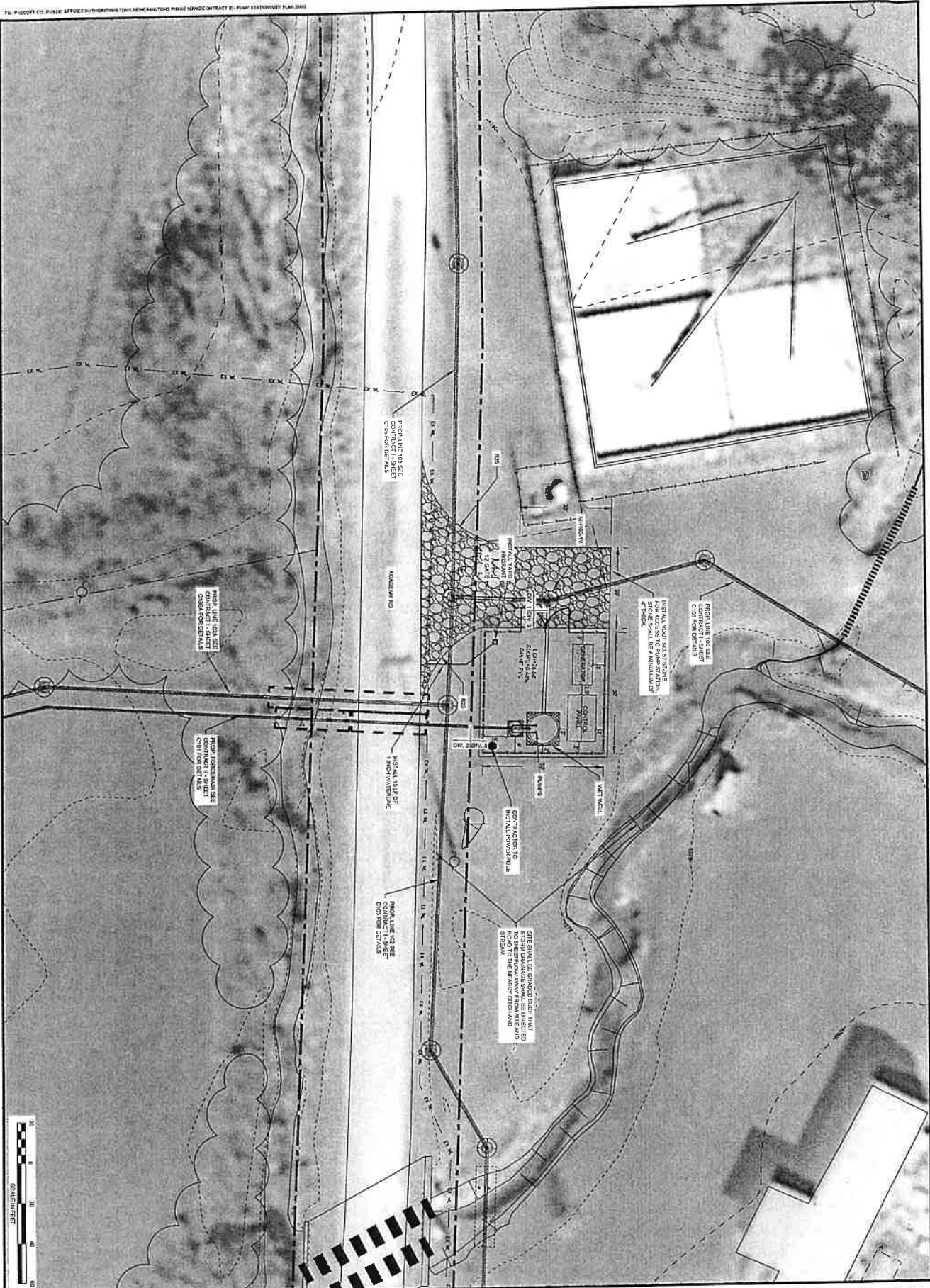
We are currently in the final phases of the property acquisition and we anticipate the advertisement for construction in the fall of 2021. Construction will be complete 18 months after the advertisement.

If you have any questions please feel free to contact me.

Sincerely,
THE LANE GROUP

Jonathan Broskey, P.E.
Partner/Project Manager

cc: C. Michael Dishman, P.E., SCPSA



Lg^{the}LANE GROUP | engineering
architecture
environmental

10000 LANE DRIVE, SUITE 1000, DALLAS, TEXAS 75243
TEL: 214.635.1234 FAX: 214.635.1235
WWW.LGTHELANE.COM

From: Robert Sallee Robert.Sallee@scottsschools.com
Subject: FW: ***WARNING, External Mail***RE: ***WARNING, External Mail***FW: Hiltons Pump Station
Date: March 23, 2021 at 8:59 AM
To: John Ferguson John.Ferguson@scottsschools.com
Cc: Beverly Stidham Beverly.Stidham@scottsschools.com, Jason Smith Jason.Smith@scottsschools.com

John,

Please see the attached revised copy for the land acquisition for Hiltons Elementary to be approved at the April 1 Board Meeting.

I will also forward you the copy of the land map so you can make the color copies for the board packet.

Thanks
Robert

From: Jon Broskey <jbroskey@thelanegroupinc.com>
Sent: Tuesday, March 23, 2021 7:47 AM
To: Cody Culbertson <cculbertson@thelanegroupinc.com>; Robert Sallee <Robert.Sallee@scottsschools.com>
Subject: ***WARNING, External Mail***RE: ***WARNING, External Mail***FW: Hiltons Pump Station

Good morning Mr. Sallee,

Please find attached a revised letter to the Scott County Public Schools.

Thank you,

Jonathan E. Broskey, P.E. – Partner | Project Manager | Branch Manager
276.523.3771 – office | 276.523.3568 – fax | 276.870.0013 – mobile



engineering | architecture | environmental
Abingdon | Big Stone Gap | Galax



From: Cody Culbertson <cculbertson@thelanegroupinc.com>
Sent: Thursday, March 18, 2021 4:42 PM
To: Jon Broskey <jbroskey@thelanegroupinc.com>
Subject: FW: ***WARNING, External Mail***FW: Hiltons Pump Station

See below

Thanks,

Cody Culbertson – Designer
276.523.3771 – office | 276.523.3568 – fax



From: Robert Sallee <Robert.Sallee@scottsschools.com>
Sent: Thursday, March 18, 2021 4:09 PM
To: Cody Culbertson <cculbertson@thelanegroupinc.com>
Subject: RE: ***WARNING, External Mail***FW: Hiltons Pump Station

Cody,

I received your letter, could you include the price for the acquisition. I was also thinking that the survey would be completed at no cost to the school system, if that is correct could you please include that information so the board will know.

Thanks
Robert

From: Cody Culbertson <cculbertson@thelanegroupinc.com>
Sent: Thursday, March 18, 2021 8:14 AM
To: Robert Sallee <Robert.Sallee@scottsschools.com>
Cc: Jon Broskey <jbroskey@thelanegroupinc.com>
Subject: ***WARNING, External Mail***FW: Hiltons Pump Station

Robert,

Please see the attached letter for the Hiltons Property Acquisition.

If you need anything else, let us know.

Thanks,

Cody Culbertson – Designer
276.523.3771 – office | 276.523.3568 – fax



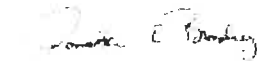
in order to complete the project, a boundary survey pump station must be installed on property owned by the Scott County Public Schools. The location of the proposed pump station will be adjacent to the existing treatment facility owned and operated by Scott County Public Schools. The pump station site will include a 30' x 30' fenced lot with an entrance included in the property acquisition. A map has been provided to you by Mr. Culbertson that provides the location and dimension of the proposed pump station. The boundary survey for the pump station property will be the responsibility of the PSA along with all associated cost for the survey. The property will be a deed of gift for the Scott County School to PSA.

We are currently in the final phases of the property acquisition and we anticipate the advertisement for construction in the fall of 2021. Construction will be complete 18 months after the advertisement.

If you have any questions please feel free to contact me.

Sincerely,

THE LANE GROUP



Jonathan Broskey, P.E.
Partner/Project Manager

cc: C. Michael Dishman, P.E., SCPSA

316 East Fifth Street South Big Stone Gap, Virginia 24219
a: 276.523.3771 f: 276.523.3568

SCOTT COUNTY PUBLIC SCHOOL HEAD START

HEAD START FINANCIAL REPORT

GRANT #03CH011328-01 (1/1/20-12/31/20)

DECEMBER 2020 FINAL REPORT

GRANT AWARDS	FUNDING TYPE	FEDERAL SHARE	IN-KIND (NFS)	TOTAL FUNDING
03CH011328-01-00	Baseline	1,348,584.00	337,146.00	1,685,730.00
03CH011328-01-02 (COVID-19)	Supplement	130,063.00	-	130,063.00
03CH011328-01-03 (COLA/QI)	Supplement	81,564.00	-	81,564.00
TOTAL		\$ 1,560,211.00	\$ 337,146.00	\$1,897,357.00

REVENUE	CURRENT MONTH	YTD	FUNDING	UNCOLLECTED FUNDING	%
ACF - OHS	218,736.08	1,536,047.95	1,560,211.00	24,163.05	2%
CACFP*	31,250.73	77,158.99	110,080.00		
Donations, Other Revenue	6,994.77	8,494.77	8,494.77	-	
TOTAL		\$ 256,981.58	\$ 1,621,701.71	\$ 24,163.05	1%

*Funding estimated reimbursement anticipated, YTD actual.

OHS EXPENDITURES	CURRENT MONTH	YTD	BUDGETED FUNDING	AVAILABLE FUNDING	%
PERSONNEL: \$848,973					
Payroll Expenses (Full-Time)	71,778.05	765,598.12	848,973.00	83,374.88	10%
PERSONNEL TOTAL	71,778.05	765,598.12	848,973.00	83,374.88	10%
FRINGE: \$345,895					
FICA	5,647.09	60,742.75	71,463.00	10,720.25	15%
Worker's Compensation	-	2,142.56	2,617.00	474.44	18%
Unemployment	(1,001.28)	(385.40)	3,548.00	3,933.40	111%
Medical/Dental Insurance	10,503.98	114,540.96	123,827.00	9,286.04	7%
Life Insurance	912.50	10,081.26	10,748.00	666.74	6%
Retirement	11,288.48	125,356.87	133,692.00	8,335.13	6%
FRINGE TOTAL	27,350.77	312,479.00	345,895.00	33,416.00	10%

TRAVEL: \$2,757 - T&TA: \$4,858 = \$7,615

Out of Town Travel	-	1,080.06	7,615.00	6,534.94	86%
TRAVEL TOTAL	-	1,080.06	7,615.00	6,534.94	86%

SUPPLIES: \$118,891

Office Supplies	22,869.13	32,566.86	10,444.00	(22,122.86)	-212%
Postage	421.25	835.85	922.00	86.15	9%
Food Supplies	3,039.05	7,975.20	14,294.00	6,318.80	44%
Food Service Supplies	599.55	2,910.65	5,111.00	2,200.35	43%
Classroom/Ed. Supplies	39,503.45	103,583.30	64,010.00	(39,573.30)	-62%
Medical & Dental Supplies	810.54	7,604.73	11,666.00	4,061.27	35%
Transition Supplies	-	-	166.00	166.00	100%
Janitorial Supplies	1,258.12	11,559.12	12,278.00	718.88	6%
SUPPLIES TOTAL	68,501.09	167,035.71	118,891.00	(48,144.71)	-40%

CONTRACTUAL: \$14,140

Mental Health Services	180.00	562.50	4,140.00	3,577.50	86%
Other Contractual Services	4,500.00	5,900.00	10,000.00	4,100.00	41%
CONTRACTUAL TOTAL	4,680.00	6,462.50	14,140.00	7,677.50	54%

EQUIPMENT: \$0

Equipment	-	-	-	-	0%
EQUIPMENT TOTAL	-	-	-	-	0%

OTHER: \$209,156 - T&TA: \$15,541 = \$224,697

Rent	204.95	10,359.70	9,600.00	(759.70)	-8%
Utilities	3,471.74	14,448.34	20,400.00	5,951.66	29%
Telephone	1,279.93	13,145.43	13,960.00	814.57	6%
Child Liability Insurance	-	753.50	-	(753.50)	0%

Maintenance & Repair	51,985.55	133,951.48	47,534.00	(86,417.48)	-182%
Local Travel	175.34	547.57	2,265.00	1,717.43	76%
Parent Activities	58.63	338.03	3,312.00	2,973.97	90%
Audit Fee (Accounting & Legal)	2,795.00	2,795.00	2,778.00	(17.00)	-1%
Publications, Ads, & Printing	7,972.25	23,438.67	13,055.00	(10,383.67)	-80%
Health Services	-	225.00	3,111.00	2,886.00	93%
Field Trips	-	1,828.07	2,200.00	371.93	17%
Discretionary Funds	218.56	1,160.69	3,360.00	2,199.31	65%
Health Examinations (Staff)	-	682.50	300.00	(382.50)	-128%
Assoc. Dues & Fees	990.64	5,410.71	2,136.00	(3,274.71)	-153%
Other Payroll Expenses (Part-Time)	5,344.69	66,510.61	85,145.00	18,634.39	22%
Training	8,571.19	27,441.35	15,541.00	(11,900.35)	-77%
OTHER TOTAL	\$ 83,068.47	\$ 303,036.65	\$ 224,697.00	\$ (78,339.65)	-35%

CACFP EXPENDITURES	CURRENT MONTH	YTD	CACFP BUDGET	EST. FUNDING AVAILABLE	%
FRINGE					
FICA	52.86	427.04	574.00	146.96	26%
Unemployment	0.51	2.45	17.00	14.55	86%
FRINGE TOTAL	53.37	429.49	591.00	161.51	27%
SUPPLIES					
Food Supplies	14,611.28	56,008.70	93,004.00	36,995.30	40%
Food Service Supplies	498.92	3,501.71	7,985.00	4,483.29	56%
SUPPLIES TOTAL	15,110.20	59,510.41	100,989.00	41,478.59	41%
OTHER					
Local Travel	166.38	487.77	1,000.00	512.23	51%
Other Payroll Expenses (Part-Time)	691.03	5,582.00	7,500.00	1,918.00	26%
OTHER TOTAL	857.41	6,069.77	8,500.00	2,430.23	29%
BUDGET TOTAL	\$ 271,399.36	\$ 1,621,701.71	\$ 1,645,864.76	\$ 24,163.05	

PROGRAM NET INCOME \$ (14,417.78) \$

A carryover request application has been submitted for #03CH011328-01-02 (\$24,163).

EXPENDITURE DETAIL

Payroll Expenses (Full-Time)	December payroll, full-time staff.
Fringe	December fringe benefits, full-time and part-time staff.
Supplies	General expenses for program.
Mental Health Services	October services.
Other Contractual Services	Sanitization services, Appraisal fees.
Rent	Storage unit rental fees.
Utilities/Telephone	Utility/telephone expenses for HS office and centers.
Maintenance & Repair	Flooring install at DF & SM1&2, Awning install at SM and DF.
Local Travel	Mileage reimbursement, Gasoline purchase for program vehicles.
Parent Activities	Items purchased for policy council meetings.
Audit Fee	19/20 audit fee.
Publications, Ads, & Printing	Copier contracts for HS office and centers.
Discretionary Funds	Consumable educational supplies purchased for classrooms and/or parent meetings.
Assoc., Dues, & Fees	Job advertisement fees, food permit fees, Prime membership.
Payroll Expenses (Part-Time)	December payroll, part-time staff.
Training	Ready Rosie curriculum, VHSA Health Institute, Training resources.

IN-KIND (NFS)	CURRENT MONTH	YTD	IN-KIND BUDGETED	IN-KIND REMAINING	%
Parents & Volunteer	11,626.33	153,647.78	133,087.00	(20,560.78)	-15%
School District	4,372.06	171,687.02	159,076.00	(12,611.02)	-8%
Donations	3,497.71	42,474.62	44,983.00	2,508.38	6%
TOTAL	\$ 19,496.10	\$ 367,809.42	\$ 337,146.00	\$ (30,663.42)	-9%

ADMINISTRATIVE COST	CURRENT MONTH	YTD	AC BUDGETED	AC REMAINING
Personnel	14,269.73	125,157.42	118,098.00	(7,059.42)
Fringe	4,351.87	46,841.27	37,850.00	(8,991.27)
Travel	-	75.60	686.00	610.40
Supplies	1,649.24	3,081.00	958.00	(2,123.00)
Other	10,931.82	33,581.24	25,923.00	(7,658.24)
TOTAL \$	31,202.66	\$ 208,736.53	\$ 183,515.00	(25,221.53)

DEC. ADMIN. COST	2.1%
YTD ADMIN. COST	13.9%

CREDIT CARD TRANSACTIONS					
MEMO	OBJ. CODE	DEBIT	CREDIT	BALANCE	
BOA Credit Card:					
Registration fees for 2 staff to attend training	20-3800	\$ (700.00)	\$ -	\$ (700.00)	
Training - working lunch	20-3800	\$ (79.68)	\$ -	\$ (779.68)	
1 yr. business prime membership	5801	\$ (79.00)	\$ -	\$ (858.68)	
Quickbooks fees, Dec. 2020	6001	\$ (141.00)	\$ -	\$ (999.68)	
Laptops for remote work	6001	\$ (4,796.00)	\$ -	\$ (5,795.68)	
Christmas decorations for office	6001	\$ (68.92)	\$ -	\$ (5,864.60)	
Remote family engagement supplies	6013	\$ (162.47)	\$ -	\$ (6,027.07)	
Educational supplies for remote learning	6013	\$ (923.12)	\$ -	\$ (6,950.19)	
Prep tables for kitchens	6002A	\$ (465.98)	\$ -	\$ (7,416.17)	

SCOTT COUNTY PUBLIC SCHOOL HEAD START
HEAD START FINANCIAL REPORT
GRANT #03CH011328-02 (1/1/21-12/31/21)

FEBRUARY 2021

GRANT AWARDS	FUNDING TYPE	FEDERAL SHARE	IN-KIND (NFS)	TOTAL FUNDING
03CH011328-02-01	Continuation	1,430,148.00	357,538.00	1,787,686.00
		-	-	-
		-	-	-
TOTAL		\$ 1,430,148.00	\$ 357,538.00	\$1,787,686.00

REVENUE	CURRENT MONTH	YTD	AWARDED FUNDING	UNCOLLECTED FUNDING	%
ACF - OHS	103,154.98	198,403.47	1,430,148.00	1,231,744.53	86%
CACFP*	4.51	4.51	170,544.00		
Donations, Other Revenue	-	-	-	-	
TOTAL		\$ 103,159.49	\$ 198,407.98	\$ 1,600,692.00	\$ 1,231,744.53 86%

*Funding estimated reimbursement anticipated, YTD actual.

EXPENDITURES	CURRENT MONTH	YTD	BUDGETED FUNDING	AVAILABLE FUNDING	%
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OHS FUNDING

PERSONNEL: \$824,052					
Payroll Expenses (Full-Time)	62,843.09	127,148.58	824,052.00	696,903.42	85%
PERSONNEL TOTAL	62,843.09	127,148.58	824,052.00	696,903.42	85%

FRINGE: \$362,344					
FICA	4,846.30	9,592.76	69,296.00	59,703.24	86%
Worker's Compensation	-	-	2,537.00	2,537.00	100%
Unemployment	147.24	297.32	2,083.00	1,785.68	86%
Medical/Dental Insurance	9,200.00	19,178.67	138,491.00	119,312.33	86%
Life Insurance	842.16	1,704.47	11,042.00	9,337.53	85%
Retirement	11,296.57	22,082.87	138,895.00	116,812.13	84%
FRINGE TOTAL	26,332.27	52,856.09	362,344.00	309,487.91	85%

TRAVEL: \$2,757 - T&TA: \$4,858 = \$7,615					
Out of Town Travel	-	-	7,615.00	7,615.00	100%
TRAVEL TOTAL	-	-	7,615.00	7,615.00	100%

SUPPLIES: \$37,032					
Office Supplies	151.00	335.96	8,644.00	8,308.04	96%
Postage	-	-	939.00	939.00	100%
Food Supplies	-	-	5,673.00	5,673.00	100%
Food Service Supplies	-	-	1,950.00	1,950.00	100%
Classroom/Ed. Supplies	-	-	12,993.00	12,993.00	100%
Medical & Dental Supplies	-	-	1,833.00	1,833.00	100%
Transition Supplies	-	-	400.00	400.00	100%
Janitorial Supplies	6.99	6.99	4,600.00	4,593.01	100%
SUPPLIES TOTAL	157.99	342.95	37,032.00	36,689.05	99%

CONTRACTUAL: \$21,834					
Mental Health Services	-	-	4,140.00	4,140.00	100%
Other Contractual Services	-	-	17,694.00	17,694.00	100%
CONTRACTUAL TOTAL	-	-	21,834.00	21,834.00	100%

EQUIPMENT: \$0					
Equipment	-	-	-	-	0%
EQUIPMENT TOTAL	-	-	-	-	0%

OTHER: \$161,730 - T&TA: \$15,541 = \$177,271					
Rent	1,734.95	2,704.90	9,180.00	6,475.10	71%
Utilities	1,689.90	1,689.90	20,400.00	18,710.10	92%
Telephone	1,049.45	2,255.34	12,000.00	9,744.66	81%

Child Liability Insurance	-	-	-	-	0%
Maintenance & Repair	175.00	175.00	6,546.00	6,371.00	97%
Local Travel	28.79	28.79	2,595.00	2,566.21	99%
Parent Activities	-	-	2,567.00	2,567.00	100%
Audit Fee (Accounting & Legal)	-	-	2,945.00	2,945.00	100%
Publications, Ads, & Printing	1,193.70	1,487.70	13,889.00	12,401.30	89%
Health Services	-	-	3,278.00	3,278.00	100%
Field Trips	-	-	750.00	750.00	100%
Discretionary Funds	13.74	49.54	3,360.00	3,310.46	99%
Health Examinations (Staff)	-	-	300.00	300.00	100%
Assoc. Dues & Fees	47.00	66.95	2,136.00	2,069.05	97%
Other Payroll Expenses (Part-Time)	3,076.66	3,749.66	81,784.00	78,034.34	95%
Training	-	-	15,541.00	15,541.00	100%
OTHER TOTAL	\$ 9,009.19	\$ 12,207.78	\$ 177,271.00	\$ 165,063.22	93%

CACFP FUNDING

SUPPLIES

Food Supplies	4,012.96	4,780.59	120,156.00	115,375.41	96%
Food Service Supplies	14.98	14.98	1,500.00	1,485.02	99%
SUPPLIES TOTAL	4,027.94	4,795.57	121,656.00	116,860.43	96%

OTHER

Local Travel	132.55	132.55	500.00	367.45	73%
Other Payroll Expenses (Part-Time)	632.00	900.00	12,938.00	12,038.00	93%
OTHER TOTAL	764.55	1,032.55	13,438.00	12,405.45	92%

BUDGET TOTAL \$ 103,135.03 \$ 198,383.52 \$ 1,430,152.51 \$ 1,231,768.99 86%

PROGRAM NET INCOME \$ 24.46 \$ 24.46

EXPENDITURE DETAIL

Payroll Expenses (Full-Time)	February payroll, full-time staff.
Fringe	February fringe benefits, full-time & part-time staff.
Supplies	General expenses for program.
Rent	HS office rent, storage unit rentals.
Utilities/Telephone	Utility/telephone expenses for HS office and centers.
Maintenance & Repair	Heat pump service call at Dun HS.
Local Travel	Gasoline for program vehicles.
Publications, Ads, & Printing	Copier contracts for HS office and centers.
Discretionary Funds	Reimbursements to education staff for the purchase of classroom supplies.
Assoc. Dues & Fees	Personnel background check fees.
Other Payroll Expenses (Part-Time)	February payroll, part-time staff.

IN-KIND (NFS)	CURRENT MONTH	YTD	IN-KIND BUDGETED	IN-KIND REMAINING	%
Parents & Volunteer	12,452.29	23,267.16	155,978.00	132,710.84	85%
School District	8,024.25	12,973.67	162,399.00	149,425.33	92%
Donations	7,814.43	10,931.67	39,161.00	28,229.33	72%
TOTAL	\$ 28,290.97	\$ 47,172.50	\$ 357,538.00	\$ 310,365.50	87%

ADMINISTRATIVE COST	CURRENT MONTH	YTD	AC BUDGETED	AC REMAINING
Personnel	8,276.85	18,857.76	123,896.00	105,038.24
Fringe	2,940.97	6,637.72	54,590.00	47,952.28
Travel	-	-	533.00	533.00
Supplies	11.06	24.01	993.00	968.99
Other	2,103.29	3,175.61	36,233.00	33,057.39
TOTAL	\$ 13,332.17	\$ 28,695.10	\$ 216,245.00	187,549.90

FEB. ADMIN. COST	0.8%
YTD ADMIN. COST	1.8%

CREDIT CARD TRANSACTIONS

MEMO	OBJ. CODE	DEBIT	CREDIT	BALANCE
BOA Credit Card:				
Quickbooks monthly subscription, February 2021	6001	\$ 141.00	\$ -	\$ 141.00

**SCOTT COUNTY PUBLIC SCHOOL HEAD START
EARLY HEAD START FINANCIAL REPORT
GRANT #03HP000049-04 (9/1/20-8/31/21)**

FEBRUARY 2021

GRANT AWARDS	FUNDING TYPE	FEDERAL SHARE	IN-KIND (NFS)	TOTAL FUNDING
03HP000049-04-00	Continuation	372,363.00	93,091.00	465,454.00
03HP000049-04-01 (COVID-19)	Supplement	21,091.00	-	21,091.00
03HP000049-04-02 (COLA/QI)	Supplement	42,273.00	-	42,273.00
TOTAL \$		435,727.00	\$ 93,091.00	\$ 528,818.00

REVENUE	CURRENT MONTH	YTD	AWARDED FUNDING	UNCOLLECTED FUNDING	%
ACF - OHS	26,836.41	167,119.31	435,727.00	268,607.69	62%
CACFP*	-	9,670.83	34,848.00	-	-
Donations, Other Revenue	-	168.00	-	-	-
TOTAL \$	26,836.41	\$ 176,958.14	\$ 470,575.00	\$ 268,607.69	62%

*Funding estimated reimbursement anticipated, YTD actual.

EXPENDITURES	CURRENT MONTH	YTD	BUDGETED FUNDING	AVAILABLE FUNDING	%
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OHS FUNDING

PERSONNEL: \$212,630

Payroll Expenses (Full-Time)	15,985.36	101,084.52	212,630.00	111,545.48	52%
PERSONNEL TOTAL	15,985.36	101,084.52	212,630.00	111,545.48	52%

FRINGE: \$97,115

FICA	1,386.35	8,854.98	19,080.00	10,225.02	54%
Worker's Compensation	-	-	697.00	697.00	100%
Unemployment	42.31	115.50	948.00	832.50	88%
Medical/Dental Insurance	1,400.00	9,409.54	39,204.00	29,794.46	76%
Life Insurance	214.21	1,332.22	1,346.00	13.78	1%
Retirement	2,895.53	16,979.52	35,840.00	18,860.48	53%
FRINGE TOTAL	5,938.40	36,691.76	97,115.00	60,423.24	62%

TRAVEL: \$586 - T&TA: \$586 = \$1,172

Out of Town Travel	-	-	1,172.00	1,172.00	100%
TRAVEL TOTAL	-	-	1,172.00	1,172.00	100%

SUPPLIES: \$44,182

Office Supplies	-	824.56	3,000.00	2,175.44	73%
Postage	-	-	100.00	100.00	100%
Food Supplies	-	1,336.21	5,629.00	4,292.79	76%
Food Service Supplies	-	-	3,000.00	3,000.00	100%
Classroom/Ed. Supplies	495.80	1,898.79	23,453.00	21,554.21	92%
Medical & Dental Supplies	4.29	170.94	3,000.00	2,829.06	94%
Transition Supplies	-	-	500.00	500.00	100%
Janitorial Supplies	-	1,333.65	5,500.00	4,166.35	76%
SUPPLIES TOTAL	500.09	5,564.15	44,182.00	38,617.85	87%

CONTRACTUAL: \$9,620

Mental Health Services	-	-	1,620.00	1,620.00	100%
Other Contractual Services	-	1,000.00	8,000.00	7,000.00	88%
CONTRACTUAL TOTAL	-	1,000.00	9,620.00	8,620.00	90%

EQUIPMENT: \$0

Equipment	-	-	-	-	0%
EQUIPMENT TOTAL	-	-	-	-	0%

OTHER: \$62,887 - T&TA: \$8,121 = \$71,008

Rent	270.00	885.00	1,560.00	675.00	0%
Utilities	359.11	963.95	4,500.00	3,536.05	79%
Telephone	170.84	1,014.90	2,374.00	1,359.10	57%

Child Liability Insurance	-	-	-	-	0%
Maintenance & Repair	-	3,464.24	7,610.00	4,145.76	54%
Local Travel	-	45.00	500.00	455.00	91%
Parent Activities	-	17.21	600.00	582.79	97%
Audit Fee (Accounting & Legal)	-	455.00	1,000.00	545.00	55%
Publications, Ads, & Printing	-	-	2,208.00	2,208.00	100%
Health Services	-	-	1,000.00	1,000.00	100%
Field Trips	-	-	1,000.00	1,000.00	100%
Discretionary Funds	-	69.40	1,800.00	1,730.60	96%
Health Examinations (Staff)	-	-	250.00	250.00	100%
Assoc. Dues & Fees	-	598.97	1,700.00	1,101.03	65%
Other Payroll Expenses (Part-Time)	1,214.87	9,675.98	36,785.00	27,109.02	74%
Training	-	769.59	8,121.00	7,351.41	91%
OTHER TOTAL	2,014.82	17,959.24	71,008.00	53,048.76	75%

CACFP FUNDING

SUPPLIES

Food Supplies	1,193.74	7,984.71	24,552.00	16,567.29	67%
Food Service Supplies	-	63.76	1,500.00	1,436.24	96%
SUPPLIES TOTAL	1,193.74	8,048.47	26,052.00	18,003.53	69%

OTHER

Local Travel	-	-	500.00	500.00	100%
Other Payroll Expenses (Part-Time)	1,204.00	6,610.00	8,296.00	1,686.00	20%
OTHER TOTAL	1,204.00	6,610.00	8,796.00	2,186.00	25%

BUDGET TOTAL \$ 26,836.41 \$ 176,958.14 \$ 445,565.83 \$ 268,607.69 60%

PROGRAM NET INCOME \$ - \$ -

EXPENDITURE DETAIL

Payroll Expenses (Full-Time)	February payroll, full-time staff.
Fringe	February fringe benefits, part-time & full-time staff.
Supplies	General expenses for program.
Rent	HS office, February & March rent.
Utilities/Telephone	Utility/telephone expenses for centers.
Other Payroll Expenses (Part-Time)	February payroll, part-time staff.

IN-KIND (NFS)	CURRENT MONTH	YTD	IN-KIND BUDGETED	IN-KIND REMAINING	%
Parents & Volunteer	4,533.52	20,849.27	68,271.00	47,421.73	69%
School District	724.96	3,545.14	9,205.00	5,659.86	61%
Donations	1,797.74	14,578.16	15,615.00	1,036.84	7%
TOTAL \$	7,056.22	\$ 38,972.57	\$ 93,091.00	\$ 54,118.43	58%

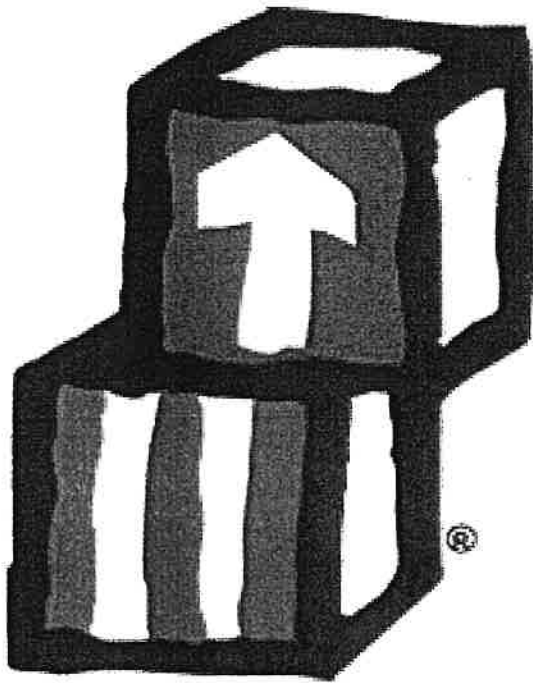
ADMINISTRATIVE COST	CURRENT MONTH	YTD	AC BUDGETED	AC	REMAINING
Personnel	1,716.48	10,326.58	22,328.00		12,001.42
Fringe	509.87	2,842.60	7,466.00		4,623.40
Travel	-	-	82.00		82.00
Supplies	-	151.07	462.00		310.93
Other	239.88	4,226.26	13,268.00		9,041.74
TOTAL \$	2,466.23	\$ 17,546.51	\$ 43,606.00		26,059.49

FEB. ADMIN. COST 0.51%

YTD ADMIN. COST 3.62%

CREDIT CARD TRANSACTIONS

MEMO	OBJ. CODE	DEBIT	CREDIT	BALANCE
PV Credit Card:				
Electricity bill	5100	\$ 293.27	\$ -	\$ 293.27
Training pants, diapers, wipes	6013	\$ 495.80	\$ -	\$ 789.07



SCOTT COUNTY
PUBLIC SCHOOL
HEAD START
PROGRAM

www.scottcountyheadstart.org

(276) 386-6051

centraloffice@scottcountyheadstart.org

COLA FUNDING APPLICATION

#03CH011328

01/01/2021-12/31/2021

*"Guiding low-income families toward school readiness and
self-sufficiency"*

TABLE OF CONTENTS

COST OF LIVING ADJUSTMENT FUNDING	2
1. Planned Use of Cost-of-Living Adjustment (COLA)	2
2. Budget Justification & Narrative.....	2
<i>A. Line Item Detail</i>	<i>2</i>
<i>B. Non-Federal Share.....</i>	<i>5</i>
<i>C. Administrative Cost Computations</i>	<i>5</i>

COST OF LIVING ADJUSTMENT FUNDING

1. Planned Use of Cost-of-Living Adjustment (COLA)

According to the ACF funding guidance letter issued on 3/17/2021, Scott County Public School Head Start has received funding in the amount of **\$17,199** (\$15,521 – HS / \$1,678 – EHS) to support an increase of 1.22% towards staff salaries and fringe benefits for grant #03CH011328.

Scott County Public School Head Start proposes to use these funds to provide a 1.5% cost-of-living adjustment (COLA) to all contracted Head Start staff salaries and fringe benefits. As a result, a 1.5% increase will be reflected on all steps of the organization's salary scale.

2. Budget Justification & Narrative

A. Line Item Detail

PERSONNEL – Of the total amount, **\$12,002** (\$11,088 – HS / \$914 – EHS) allocated to the Personnel line item. These funds will be used to pay salary increases for eight Head Start Teachers, eight Teacher Assistants, and dual-program employees within the following service areas: Child Health & Development, Family & Community Partnership, and Program Design & Management. The following chart is a breakdown in the percentage of time spent working on this grant based on job title:

JOB TITLE	# OF EMPLOYEES	% OF TIME ALLOCATED
Family Resource Specialist	3	95%
Family & Community Services Coordinator	1	95%
Receptionist/Data Secretary	1	95%
Head Start Director	1	85%
HR/Fiscal Officer	1	85%
Child Development Services Coordinator	1	70%
Health Services Coordinator	1	70%

Program Nurse	1	70%
Program Services Assistant	1	40%

Cost allocation amounts are determined based on the roles and responsibilities of each position and defined within job descriptions. Additionally, the Cost Allocation Plan has been approved by Policy Council and the Scott County School Board. This plan is reviewed on an annual basis to determine allowability, reasonableness, and allocability of costs.

The following chart provides a line item detail of the 1.5% increase allocated across positions within the program.

PERSONNEL			
	HS	EHS	TOTAL
CHILD HEALTH & DEVELOPMENT			
<i>Program Managers & Content Area Experts</i>			\$453
Child Development Services Coordinator	\$429	\$24	
<i>Teachers / Infant Toddler Teachers</i>			\$4,841
Teacher, Duffield 1	\$406		
Teacher, Duffield 2	\$516		
Teacher, Dungannon	\$516		
Teacher, Nickelsville	\$516		
Teacher, Shoemaker 1	\$559		
Teacher, Shoemaker 2	\$516		
Teacher, Shoemaker 4	\$516		
Teacher, Shoemaker EHS		\$361	
Teacher, Shoemaker EHS		\$330	
Teacher, Weber City	\$605		
<i>Teacher Aides & Other Educational Personnel</i>			\$2,133
Teacher Assistant, Duffield 1	\$322		
Teacher Assistant, Duffield 2	\$259		
Teacher Assistant, Dungannon	\$259		
Teacher Assistant, Nickelsville	\$259		
Teacher Assistant, Shoemaker 1	\$259		
Teacher Assistant, Shoemaker 2	\$257		
Teacher Assistant, Shoemaker 4	\$259		
Teacher Assistant, Weber City	\$259		
<i>Health/Mental Health Services Personnel</i>			\$675
Health Services Coordinator	\$376	\$22	
Program Nurse	\$262	\$15	
<i>Other Child Services Personnel</i>			\$104
Program Services Assistant	\$98	\$6	

FAMILY & COMMUNITY PARTNERSHIP			
<i>Program Managers & Content Area Experts</i>			\$687
Family & Community Services Coordinator	\$650	\$37	
<i>Other Family & Community Partnership Personnel</i>			\$1,256
Family Resource Specialist	\$467		
Family Resource Specialist	\$453		
Family Resource Specialist	\$318	\$18	
PROGRAM DESIGN & MANAGEMENT			
<i>Head Start/Early Head Start Director</i>			\$770
Head Start Director	\$728	\$42	
<i>Clerical Personnel</i>			\$439
Receptionist/Data Secretary	\$415	\$24	
<i>Fiscal Personnel</i>			\$644
HR/Fiscal Officer	\$609	\$35	
PERSONNEL TOTAL	\$11,088	\$914	\$12,002

COLA amounts for staff working with both Head Start and Early Head Start were determined based on dividing the COLA by the total number of children served and then multiplied by the number of children served per program (e.g. CDSC \$453 / 148 children = \$3.06 x 8 EHS children = \$24; \$3.06 x 140 HS children = \$429).

FRINGE BENEFITS – In addition to salary increase, fringe benefits impacted by the increase have been allocated in the amount of **\$5,197** (\$4,433 – HS / \$764 – EHS). The following chart provides a line item detail of the fringe benefits allocation.

FRINGE				
		HS	EHS	TOTAL
Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance				\$980
FICA	7.65%	\$848	\$70	
Worker's Compensation	.28%	\$31	\$3	
Unemployment	.23%	\$26	\$2	
Health / Dental / Life Insurance				\$2,048
Health Insurance		\$1,338	\$509	
Dental Insurance	.33%	\$37	\$3	
Group Life Insurance	1.34%	\$149	\$12	
Retirement				\$2,169
VRS	16.62%	\$1,843	\$152	

VLDP	.24%	\$27	\$2	
Health Insurance Credit	1.21%	\$134	\$11	
FRINGE TOTAL		\$4,433	\$764	\$5,197

B. Non-Federal Share

The novel coronavirus (COVID-19) pandemic has significantly impacted communities across the nation, including the service area served by Scott County Public School Head Start. The lack of resources brought on by this major disaster may result in the program's inability to meet the 20% match requirement for this project. The program proposes to waive the COLA non-federal share match amount of **\$4,300** (\$3,880 – HS / \$420 – EHS). Scott County Public School Head start will continue its' efforts to capture all non-federal share available to the program during this budget period.

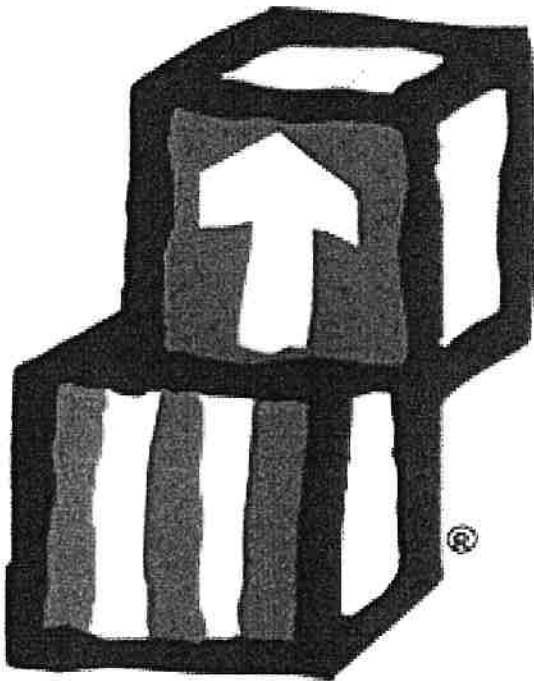
C. Administrative Cost Computations

Scott County Public School Head Start will not exceed the 15% limitation on administrative costs. These costs are reviewed on a monthly basis by the HR/Fiscal Officer and the Head Start Director. These costs will be reported on the monthly financial report made available to policy council and the governing body. Methods for the allocation of administrative costs are included in the Cost Allocation Plan. The 15% maximum allowable administrative cost is \$2,258 (\$17,199 – \$2,148 = \$15,051 x 15%). The below listed chart details the budget allocations for administrative cost per line item category.

PERSONNEL (PROGRAM DESIGN & MANAGEMENT)				
	%	HS	EHS	TOTAL
<i>Head Start / Early Head Start Director</i>				\$770
Director	100%	\$728	\$42	
<i>Clerical Personnel</i>				\$198
Receptionist/Data Secretary	45%	\$187	\$11	
<i>Fiscal Personnel</i>				\$644
HR/Fiscal Officer	100%	\$609	\$35	
PERSONNEL TOTAL		\$1,524	\$88	\$1,612

FRINGE BENEFITS				
	%	HS	EHS	TOTAL
<i>Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance</i>				\$134
FICA	7.65%	\$117	\$7	
Worker's Compensation	.28%	\$4	\$1	
Unemployment	.23%	\$4	\$1	
<i>Health / Dental / Life Insurance</i>				\$110
Health Insurance	5%	\$76	\$4	
Dental Insurance	.5%	\$8	\$1	
Group Life Insurance	1.34%	\$20	\$1	
<i>Retirement</i>				\$292
VRS	16.62%	\$253	\$15	
Health Insurance Credit	1.21%	\$18	\$1	
VLDP	.24%	\$4	\$1	
FRINGE TOTAL		\$504	\$32	\$536
ADMINISTRATIVE COST TOTAL				\$2,148

Fringe benefits are calculated based on the percentage of the employee's salary defined as administrative cost multiplied by the actual fringe benefit percentage (*i.e. 100% administrative salary x 7.65% FICA*). Total administrative cost is 14.27%.



SCOTT COUNTY
PUBLIC SCHOOL
HEAD START
PROGRAM

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COLA FUNDING APPLICATION

#03HP000049

09/01/2021-08/31/2022

*"Guiding low-income families toward school readiness and
self-sufficiency"*

TABLE OF CONTENTS

COST OF LIVING ADJUSTMENT FUNDING	2
1. Planned Use of Cost-of-Living Adjustment (COLA)	2
2. Budget Justification & Narrative.....	2
<i>A. Line Item Detail</i>	<i>2</i>
<i>B. Non-Federal Share.....</i>	<i>4</i>
<i>C. Administrative Cost Computations</i>	<i>4</i>

COST OF LIVING ADJUSTMENT FUNDING

1. Planned Use of Cost-of-Living Adjustment (COLA)

According to the ACF funding guidance letter issued on 3/17/2021, Scott County Public School Head Start has received funding in the amount of **\$4,952** to support an increase of 1.22% towards staff salaries and fringe benefits for grant #03HP000049.

Scott County Public School Head Start proposes to use these funds to provide a 1.5% cost-of-living adjustment (COLA) to all contracted Early Head Start staff salaries and fringe benefits. As a result, a 1.5% increase will be reflected on all steps of the organization's salary scale.

2. Budget Justification & Narrative

A. Line Item Detail

PERSONNEL – Of the total amount, **\$3,226** allocated to the Personnel line item. These funds will be used to pay salary increases for six Early Head Start Teachers and dual-program employees within the following service areas: Child Health & Development, Family & Community Partnership, and Program Design & Management. The following chart is a breakdown in the percentage of time spent working on this grant based on job title:

JOB TITLE	# OF EMPLOYEES	% OF TIME ALLOCATED
Family Resource Specialist	3	5%
Family & Community Services Coordinator	1	5%
Receptionist/Data Secretary	1	5%
Head Start Director	1	15%
HR/Fiscal Officer	1	15%
Child Development Services Coordinator	1	30%
Health Services Coordinator	1	30%
Program Nurse	1	30%
Program Services Assistant	1	60%