

SCOTT COUNTY SCHOOL BOARD

MINUTES OF REGULAR MEETING – TUESDAY, AUGUST 6, 2019

The Scott County School Board met for a regular meeting on Tuesday, August 6, 2019 at the Scott County School Board Central Office, 340 E. Jackson Street, Gate City, VA 24251 at 6:30 p.m. with the following members present:

David Templeton, Vice-Chairman
Larry L. Horton
Gail L. McConnell
Linda Gillenwater
Lon Stephen "Steve" Sallee, Jr.

ABSENT: None

OTHERS PRESENT: John I. Ferguson, Division Superintendent; Jason Smith, Assistant Superintendent; Will Sturgill, School Board Attorney; Elizabeth Ewing, VSBA Attorney; Beverly Stidham, Purchasing Agent, Clerk of the Board; Angela Johnson, School Nutrition Agent/Head Start Payroll Clerk/Deputy Clerk of the Board; Billy Nash, SCCTC Instructor; Makayla Jaramillo, Teacher/ SCEA President; Amanda Clark, Heritage TV; Doris Boitnott, VEA representative; Kathy Wilcox, Head Start Director; April Carter, Head Start, Fiscal Agent; and Kathy Musick, VPE representative.

CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE: Vice-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. Steve Sallee led in citing the *Pledge of Allegiance*.

Before proceeding with the meeting, Vice-Chairman David Templeton gave everyone a chance to speak about Chairman Bill Quillen, who recently passed away. He wanted to acknowledge his presence being missed at the August meeting and opened the floor for anyone who wanted to speak.

Mr. Steve Sallee opened the remarks about the importance of Mr. Quillen's impact on the Board and how he loved Big Blue football and that he will be greatly missed.

Ms. Linda Gillenwater echoed those sentiments of enjoying her time with Mr. Quillen serving on the Board.

Mr. David Templeton talked about Mr. Quillen's service on the Board for 7 ½ years and he stated how Mr. Quillen taught him to love History and the appreciation he had for him for his service to Scott County as a teacher and Board member/Chairman.

Mr. Gail McConnell reiterated those thoughts by talking about him and Mr. Quillen teaching together in 1970 and coaching together. He also reflected on good times they had together during those years and how he had also enjoyed the time spent with him on the Board serving Scott County in that capacity.

Mr. Larry Horton spoke about Mr. Quillen's service to the Board and the students of Scott County, he stated what an asset Mr. Quillen was to the School System. He extended his prayers and sympathy to the family on behalf of the School Board.

Mr. Jason Smith, Assistant Superintendent expressed his thoughts of Mr. Quillen loving life and living life to the fullest. He expressed everyone's sentiments that Mr. Quillen will be greatly missed.

Superintendent Ferguson echoed everyone's expressions of care and also stated that Mr. Quillen was someone as a friend and Board member that would not be able to be replaced.

Mr. Will Sturgill, School Board Attorney, expressed his thoughts and reiterated Mr. Ferguson's sentiments that Mr. Bill Quillen will be sorely missed and what a great education advocate he was.

Beverly Stidham, Clerk of the Board and Angela Johnson, Deputy Clerk of the Board offered their sentiments of good memories of Mr. Quillen as a teacher, and now as a Board member and stated how he would be missed coming into the office and the support he gave the Central Office staff.

APPROVAL OF AGENDA: On a motion by Mr. Gail McConnell, seconded by Mr. Larry Horton, all members voting aye, the Board voted to approve the agenda with the amended additions of changing #11 from Board member comments to #11 as Board member Vacancy Filled presented from Will Sturgill and #12 being Board member comments. This will present Adjournment as #13 on the Agenda.

APPROVAL OF JULY 9, 2019 REGULAR BOARD MEETING MINUTES: On a motion by Mr. Gail McConnell, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to approve the July 9, 2019 regular Board meeting minutes as written.

APPROVAL OF CLAIMS: On a motion by Mr. Larry Horton, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the claims as presented on August 6, 2019 as follows: School operating fund invoices and payroll direct deposit in the amount of \$525,819.09 as shown by warrants #8129287-8129428; electronic payroll direct deposit in the amount of \$1,284,537.35 as shown by electronic tax deposits in the amount of \$524,911.02. Cafeteria fund invoices and payroll in the amount of \$29,093.20 as shown by warrants #1019437-1019446 & electronic payroll direct deposit in the amount of \$37,489.86. Electronic payroll tax deposits in the amount of \$13,050.75. Head Start invoices totaling \$44,182.77 as shown by warrants #20530-20582.

PUBLIC COMMENT: No public comment was given at the August 6, 2019 meeting.

PRESENTATION BY HEAD START DIRECTOR, KATHY WILCOX: Ms. Kathy Wilcox, Head Start Director presented to the Board the current Head Start enrollment figures. She stated that the enrollment figure is currently at 134. She spoke about the possibility of writing a grant to ask for a reduction of 25 slots in enrollment to keep funding costs in place as is. With the 2017 Head Start Act in place currently, Head Start can serve 148 children versus 173 children.

SUPERINTENDENT'S REPORT:

APPROVAL OF 2019-2020 POLICY MANUAL: (APPENDIX A) On a motion by Mr. Steve Sallee, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to approve the 2019-2020 Policy manual with the update to reflect the change on Page 3 IGAE/IGAF, the change should be 20-I.

APPROVAL OF STUDENT/PARENT HANDBOOK AND CODE OF CONDUCT 2019-2020: On a motion by Mr. Gail McConnell, seconded by Mr. Larry Horton, all members voting aye, the Board voted to approve the 2019-2020 Student/Parent Handbook and Code of Conduct.

DISCUSSION/APPROVAL OF CONTRACTED EMPLOYEES-DIRECT DEPOSIT: (APPENDIX B) Superintendent Ferguson discussed with the Board starting October 1, 2019 that all contracted employees will be required to have direct deposit to eliminate the need for paper checks to mail or distribute.

On a motion by Ms. Linda Gillenwater, seconded by Mr. Larry Horton, all members voting aye, the Board voted to approve that beginning October 1, 2019 that all contracted employees will be required to have direct deposit.

APPROVAL OF EXTENSION OF MILK BID FOR 2019-2020: (APPENDIX C) On a motion by Mr. Larry Horton, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the extension of the milk bid for the Cafeteria for the 2019-2020 Academic year.

APPROVAL OF 2019-2020 CAFÉ' MEAL PRICES, REVISION FOR ADULT BREAKFAST: (APPENDIX D) On a motion by Mr. Steve Sallee, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to approve the revision to the adult breakfast price for the 2019-2020 café meal prices.

APPROVAL OF MAY 2019 HEAD START FINANCIAL REPORT: (APPENDIX E) On a motion by Mr. Larry Horton, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the May 2019 Head Start Financial Report as presented by Superintendent Ferguson on behalf of Head Start Director, Kathy Wilcox.

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

APPROVAL OF JUNE 2019 HEAD START FINANCIAL REPORT: (APPENDIX G) On a motion by Ms. Linda Gillenwater, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the June 2019 Head Start Financial report as presented by Superintendent Ferguson on behalf of Head Start Director, Kathy Wilcox.

APPROVAL OF JUNE 2019 EARLY HEAD START FINANCIAL REPORT: (APPENDIX H) On a motion by Mr. Larry Horton, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the June 2019 Early Head Start Financial report as presented by Superintendent Ferguson on behalf of Head Start Director, Kathy Wilcox.

Superintendent Ferguson presented to the Board the July 2019 Head Start Director's Report and the 2018-19 Annual Head Start Report for Head Start Director, Kathy Wilcox for informational purposes to the Board. After review and no questions, the next agenda item was presented.

Mr. Ferguson welcomed Ms. Elizabeth Ewing, VSBA Attorney for the State of Virginia to the meeting and introduced her to the audience and expressed his appreciation for her attendance.

CLOSED MEETING: Mr. Steve Sallee made a motion to enter into closed meeting at 7:05 p.m. to discuss Head Start Personnel, Teachers, Teaching Assistants, Coaches, Secretaries, Bus drivers, 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 8:05 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. 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:

REVIEW OF ANNUAL SCHOOL SAFETY AUDIT: Mr. Jason Smith presented the Annual School Safety Audit for the Board's review, no action was needed at this time.

PERSONNEL:

RESIGNATIONS:

On a motion by Mr. Larry Horton, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the resignation of Amy Wallace, teacher, effective July 9, 2019.

On a motion by Mr. Gail McConnell, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to approve the resignation of Greg Hall, theater coach, TSHS, effective August 6, 2019.

On a motion by Mr. Steve Sallee, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the resignation of Emily Glenn, Head Start teacher, effective July 23, 2019.

On a motion by Mr. Larry Horton, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the resignation of Lisa Farley, child nutrition worker, effective July 23, 2019.

On a motion by Ms. Linda Gillenwater, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the resignation of Hagan McClellan, paraprofessional, effective, July 24, 2019.

On a motion by Mr. Steve Sallee, seconded by Mr. Larry Horton, all members voting aye, the Board voted to approve the resignation of Chris Akers, teacher, effective July 30, 2019.

EMPLOYMENT:

On a motion by Ms. Linda Gillenwater, seconded by Mr. Steve Sallee, all members voting aye except for one abstention, the Board approved the employment of Kristy McConnell, part-time administrative assistant, effective August 6, 2019.

On a motion by Mr. Larry Horton, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to approve the employment of Olivia Morgan, teacher, effective August 5, 2019.

On a motion by Ms. Linda Gillenwater, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the employment of Tommie Ducker, child nutrition worker, effective August 5, 2019.

On a motion by Mr. Steve Sallee, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to approve the employment of Robin Bellamy, child nutrition worker, effective August 5, 2019.

On a motion by Mr. Larry Horton, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the employment of Jamie Davis, teacher, effective August 5, 2019.

On a motion by Ms. Linda Gillenwater, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the employment of Makayla Jaramillo, theater coach, TSHS, effective August 6, 2019.

On a motion by Ms. Linda Gillenwater, seconded by Mr. Larry Horton, all members voting aye, the Board voted to approve the employment of Pennie Jarrett, paraprofessional-Art, effective August 5, 2019.

On a motion by Mr. Gail McConnell, seconded by Mr. Larry Horton, all members voting aye, the Board voted to approve the employment of Jed Spicer, paraprofessional, effective August 5, 2019.

On a motion by Ms. Linda Gillenwater, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the employment of Heather Kirk, Head Start Teacher, effective August 1, 2019.

On a motion by Mr. Larry Horton, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the employment of Leisa Dougherty, paraprofessional, effective August 5, 2019.

On a motion by Mr. Larry Horton, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the employment of Frank Taylor, teacher, effective August 5, 2019.

On a motion by Mr. Steve Sallee, seconded by Mr. Larry Horton, all members voting aye, the Board voted to approve the employment of Ezekiel Newton, teacher, effective August 5, 2019.

On a motion by Mr. Larry Horton, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the employment of Henry Taylor, bus driver, effective August 6, 2019.

On a motion by Mr. Larry Horton, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to approve the employment of Jessica Hensley, bus aide, effective, August 6, 2019.

On a motion by Mr. Gail McConnell, seconded by Mr. Larry Horton, all members voting aye, the Board voted to approve the employment of Jessica Howell, child nutrition worker, effective August 6, 2019.

BOARD VACANCY: WILL STURGILL: Will Sturgill, School Board Attorney spoke to the Board about the legal options they have about filling the vacancy on the Board. He explained that the Vice-Chairman now assumes all responsibilities of the Chairman. Secondly, The Board can decide to have a Special Appointment to fill the vacant Board seat, he explained that the Special Election process is not an option for our Board. There is a 45 day window to appoint someone to the Board.

Thirdly, Mr. Sturgill explained that the Board can petition the Court for an interim position to fill the vacancy and the 4th option is to do nothing until the November 2019 Election.

After discussion, The Board decided to fill the Chairman and Vice-Chairman position at this meeting and review the options as presented by Mr. Sturgill.

On a nomination by Mr. Gail McConnell, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to approve Mr. David Templeton as Chairman of the Board.

On a nomination by Mr. Larry Horton, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve Mr. Steve Sallee as Vice –Chairman of the Board.

BOARD MEMBER COMMENTS:

Mr. Larry Horton expressed his wishes for everyone to have a great start and wonderful school year.

Ms. Linda Gillenwater wanted to wish all the teachers a wonderful school year.

ADJOURNMENT: There being no further business to discuss, the regular meeting of the Scott County School was adjourned at 8:13 p.m.

David Templeton, Vice-Chairman

Beverly Stidham, Clerk

Appendix for August 6, 2019 Meeting Minutes:

- A.** Approval of 2019-2020 Policy Manual
- B.** Approval of Contracted Employees-Direct Deposit
- C.** Approval of Extension of 2019-2020 Milk Bid
- D.** Approval of 2019-2020 Cafe' Meal Prices, revision for adult breakfast
- E.** Approval of May 2019 Head Start Financial Report
- F.** Approval of May 2019 Early Head Start Financial Report
- G.** Approval of June 2019 Head Start Financial Report
- H.** Approval of June 2019 Early Head Start Financial Report

Scott County Policy Manual Revisions 2019-2020

Explanation of Revisions – February 2019 Policy Update

Policy Code	Page	Revision
AE	5-A	School Division Goals and Objectives Policy updated.
AF	6-A	Comprehensive Plan Policy updated.
AFA	7-A	Evaluation of School Board Operational Procedures Policy updated.
BCEA	24-B	Disciplinary Committee Policy updated.
BDDG	41-B	Minutes Policy updated to reflect content of Legal References. Cross References and Legal References updated.
BG	46-B	Board-Staff Communications (also GBD) Policy and Legal References updated.
BHD	49-B	School Board Member Compensation and Benefits Policy and Legal References updated.
BHE	50-B	School Board Member Liability Insurance Policy updated.
CBA	3-C	Qualifications and Duties for the Superintendent Policy updated. Legal References updated based on amendments to Board of Education regulations that became effective in August, 2018.
DGC	5-D	School Activity Funds Policy and Legal References updated.
DJB	13-D	School Activity Funds Policy updated to reflect Legal Reference.
DLB	22-D	Salary Deductions Policy updated.
DM	28-D	Cash in School Buildings Legal References updated.

DO	31-D	Non-Locally Funded Programs Policy updated.
EBCD	50-E	School Closings Policy updated.
ECA	52-E	Inventory and Reporting of Loss or Damage Policy updated.
ECAB	53-E	Vandalism Policy and Legal References updated.
EDC	55-E	Authorized use of School-Owned Facilities and Materials Title of Policy, Policy and Legal References updated.
EF	62-E	Food Service Management Legal References and Cross References updated.
EFD	67-E	Food Sanitation Program Cross References added.
EI	74-E	Insurance Management Legal References updated.
ET	75-E	Educational Technology Foundations and Public School Foundations Policy, Legal References and Cross References updated.
GAA	5-G	Staff Time Schedules Policy and Legal References updated to reflect amendments to Board of Education regulations that became effective January 11, 2018.
GBC	33-G	Staff Compensation Procedures Policy, Legal Reference and Cross References updated.
GBD (also BG)	36-G	Board-Staff Communications Policy and Legal References updated.
GBI	49-G	Staff Gifts and Solicitation Policy and Cross References Updated.
GBLA	51-G	Third-Party Complaints Against Employees Policy and Cross References updated.
GCBEA	102-G	Leave Without Pay Cross References updated.

IAA	6-I	Notification of Learning Objectives Policy and Cross References updated.
IB	7-I	Academic Freedom Policy updated.
IGAE/IGAF	²⁰ 19 -I	Health Education/Physical Education Policy updated to reflect amendments to Va. Cod 22.1-253.13:1 by HB 357 from the 2016 General Assembly which became effective in 2018. Legal References updated.
IGAI	24-I	Character Education Cross Reference updated.
IGAK	26-I	Alternatives to Animal Dissection Policy updated.
IIA	55-I	Instructional Materials Policy and Legal References updated.
IIAB	58-I	Supplementary Materials Selection and Adoption Legal References updated.
IKF	89-I	The Virginia Assessment Program and Graduation Requirements Legal References updated.
IKFA	104-I	Locally Awarded Verified Credits Policy and Legal Reference updated to reflect adoption of revised BOE Guidelines for Standard Diploma Credit Accommodations for Students with Disabilities in September 2018.
IKH	109-I	Retaking SOL Assessments Policy and Legal References updated.
JECB	34-J	Admission of Nonpublic School Students for Part-Time Enrollment Policy and legal References updated.
JHCA	125-J	Physical Examinations of Students Policy updated.
JHCCA	132-J	Blood Borne Contagious of Infectious Diseases Policy and Cross References updated.

JHCCA-E	133-J	Guidelines for School Attendance for Students with Human Immunodeficiency Virus Guidelines updated.
JL	163-J	Fundraising and Solicitation Policy and Cross References updated.
KBA	5-K	Requests for Public Records Policy and Cross References updated.
KBA-F1	13-K	Request for Public Records Form updated to reflect recent opinion of the FOIA Council.
KBA-R	10-K	Requests for Public Records Title and Cross References updated. Policy updated to reflect recent opinions of the FOIA
KGA	29-K	Sales and Solicitations in Schools Policy and Cross References updated.

Explanation of Revisions – May 2019 Policy Update

Policy Code	Page	Revision
BBFA	10-B	Conflict of Interests and Disclosure of Economic Interests Policy updated to reflect amendment of Va. Code § 22.1-3119 by SB 1491. Policy and Legal Reference updated to reflect enactment of Va. Code § 2.2-3132 by SB 1430.
BDCA	33-B	Calling and Certification of Closed Meetings Policy and Legal References updated to reflect amendment of Va. Code § 2.2-3714 by SB 1554.
BDDF	40-B	Voting Method Policy updated.
DL	21-D	Payroll Procedures Policy updated to reflect amendment of Va. Code § 22.1-296 by HB 1652/ SB1005.
EB	4-E	School Crisis, Emergency Management and Medical Emergency Response Plan Policy updated to reflect amendment of Va. Code § 22.1-279.8 by HB 1737/SB1220. Cross References updated.

EBB	14-E	Threat Assessment Teams Policy updated based on amendment to Va. Code § 22.1-79.4 by HB 1734/SB 1213.
EBCB	48-E	Safety Drills Policy updated to reflect enactment of Va. Code § 22.1-137.3 by HB 1732/SB1215.
EBCBA	49-E	Electronic Room Partitions NEW POLICY reflecting the amendment of Va. Code § 22.1-138 by HB 1753.
EFB	63-E	Food Services Policy title updated. Policy and Legal Reference updated to reflect enactment of Va. Code § 22.1-207.2:1 by HB 2400. Cross References updated.
FEA	5-F	Educational Facilities Specifications Policy updated to reflect amendment of Va. Code § 22.1-138 by HB 1725.
FEG	8-F	Construction Planning Policy updated to reflect amendment of Va. Code § 22.1-140 by HB 1738.
GA	4-G	Personnel Policies Goals Legal References and Cross Reference updated.
GAE	17-G	Child Abuse and Neglect Reporting Policy code updated. Policy updated to reflect second enactment clause of HB 683 (2104). Legal References and Cross References updated.
GBEC/JFCH/KGC	45-G	Tobacco Products and Nicotine Vapor Products Policy renamed and updated to reflect amendment of Va. Code §§ 22.1-79.5 and 22.1-279.6 by HB 2384/SB 1295 Legal References updated.
GBECA		Electronic Cigarettes Policy deleted . Content is now covered in Policy BEC/JFCH/KGC Tobacco Products and Nicotine Vapor Products
GCCB	106-G	Employment of Family Members Policy updated to reflect amendment of Va. Code § 22.1-3119 by SB 1491.

GCDA	108-G	Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect Legal References updated.
IC/ID	8-I	School Year/School Day 4 th paragraph in Make Up Days section added to reflect amendment of Va. Code § 22.1-98 by HB 2124/SB 1269. New language in footnote in School Calendar section added to reflect amendment of Va. Code § 22.1-79.1 by HB 1652/SB 1005 and enactment of Acts 2019, c. 637 by HB 2140.
IGAD	18-I	Career and Technical Education Policy updated to reflect amendment of Va. Code § 22.1-227.1 by HB 1729 and amendment of Va. Code § 22.1-253.13:1 by HB 2123.
IGAG	21-I	Teaching About Drugs, Alcohol and Tobacco Policy updated to reflect amendment of Va. Code § 22.1-206 by HB 1881. Legal References and Cross References updated.
IGAH	22-I	Family Life Education Policy Updated to reflect amendment of Va. Code § 22.1-207.1:1 by HB 2205, SB 1141 and SB 1159. Policy and Legal References updated to remove references to Board of Education Guidelines.
IGAI	24-I	Character Education Policy updated to reflect enactment of Va. Code § 22.1-207.2:1 by HB 2107.
IGBF	40-I	English Learners Policy and Legal References updated to reflect amendment of Va. Code § 22.1-253.13:4 by HB 442 by 2018 General Assembly. The 2018 amendment had a delayed effective date and become effective July 1, 2019. Cross References updated.
IGBGA	45-I	Online Courses and Virtual School Programs Policy and Cross References updated.
JEB	21-J	Entrance Age/Admission of Persons Not of School Age Policy Updated.
JEC	23-J	School Admission Policy updated to reflect amendment of Va. Code § 22.1-3 by HB 1623/SB 1249 and amendment of Va. Code § 22.1-3 by HB 2297.

JFC-R	48-J	Standards of Student Conduct Regulation and Legal References updated to reflect amendment of Va. Code § 22.1-279.6 by HB 2384.
JFCE	83-J	Gang Activity or Association Policy and Cross References Updated.
JFCF	84-J	Drugs in School Policy updated to reflect repeal of Va. Code § 18.2-248.1: by HB 1112 (2014).
JFCH/GBEC/KGC	86-J	Tobacco Products and Nicotine Vapor Products Policy updated to reflect amendment of Va. Code §§ 22.1-79.5 and 22.1-279.6 by HB 2384. Legal References updated.
JFG	91-J	Search and Seizure Policy updated to reflect enactment of Va. Code § 22.1-280.2:3 by 1733/SB1214.
JHCF	145-J	Student Wellness Policy updated based on conversations with the Virginia Department of Education.
JHCH		School Meals and Snacks Policy DELETED based on conversations with the Virginia Department of Education. Content moved to Policy EFB Food Services and JHCF Student Wellness.
JHG/GAE		Child Abuse and Neglect Reporting Policy deleted to complete move to G section.
JHH	153-J	Suicide Prevention Policy updated to reflect enactment of Va. Code § 22.1-207.2:1 by HB 2107. Policy updated to remove reference to BOE Guidelines.
JJAC	154-J	Student-Athlete Concussions Title of policy updated. Policy updated to reflect amendments to Va. Code § 22.1-271.5 by HB 1930.
JJAC-R	156-J	Scott County Schools Head Concussion Policy Regulation updated.
JO	168-J	Student Records Policy updated to reflect amendment of Va. Code § 22.1-287.1 by HB 2449 and enactment of Va. Code § 22.1-279.3:2 by HB 1997. Legal References and Cross References updated.

JOB (previously KFB)	185-J	Administration of Surveys and Questionnaires Policy moved to J section. Policy and Cross References updated.
JP	193-J	Student Publications Policy and Cross references updated.
KB	4-K	Public Information Program Cross Reference updated.
KBA	5-K	Requests for Public Records Policy and Legal References updated to reflect amendment of Va. Code § 2.2-3714 by SB 1554.
KBE	16-K	Internet Privacy Policy updated to reflect unavailability of authority previously relied on as a reference.
KF	21-K	Distribution of Information/Materials First paragraph of policy updated for clarification. Second paragraph of policy updated to reflect amendment of Va. Code §§ 22.1-79.5 and 22.1-279.6 by HB 2384/SB1295. Legal References updated.
KFB (now JOB)	185-J	Administration of Surveys and Questionnaires Policy moved to J section. Policy and Cross References updated.
KG	23-K	Community Use of School Facilities Cross References updated.
KGB	30-K	Public Conduct on School Property Policy, Legal References and Cross References updated to reflect amendment of Va. Code § 22.1-79.5 by HB 2384.
KGC/GBEC/JFCH	31-K	Tobacco Products and Nicotine Vapor Products Policy updated to reflect amendment of Va. Code §§ 22.1-79.5 and 22.1-279.6 by HB 2384. Legal References updated.
KH	32-K	Public Gifts to the Schools Policy updated to reflect content of Legal Reference.
KJ	33-K	Advertising in the Schools Policy Updated.
KLB-E	40-L	Request for Reconsideration of Learning Resources Exhibit updated.

KNAJ	48-K	Relations with Law Enforcement Authorities Policy updated to reflect enactment of Va. Code § 22.1-280.2:3 by HB 1733. Legal References updated.
KQ.	92-K	Commercial, Promotional and Corporate Sponsorships and Partnerships Policy updated to reflect amendment of Va. Code §§ 22.1-79.5 by HB 2384/SB 1295.
LC	6-L	Charter Schools Policy and Legal References updated to reflect amendment of Va. Code § 22.1-3 by HB 1623/SB1249. Cross References updated.

Explanation of Revisions – July 2019 Policy Update

<u>Policy Code</u>	<u>Page</u>	<u>Revision</u>
IKEC-R	84-I	Grading System Regulation updated.
IKG-R	106-I	Honors, Awards, and Class Rank Regulation updated.
JED-R	39-J	Student Absences/Excuses/Dismissals Regulation updated.

Authorization for Direct Deposit-Employee Form

This authorizes Scott County School Board
to send credit entries (and appropriate debit and adjustment entries), electronically or by any other commercially accepted method, to
my (our) account(s) indicated below and to other accounts I (we) identify in the future (the "Account"). This authorizes the financial
institution holding the Account to post all such entries.

☐ School

☐ Cafeteria

Account #1

Account #1 Type (check one): ☐ Checking ☐ Savings

Employee Bank Name

Bank Routing # (ABA#)

Account #

Percentage of Dollar Amount to be Deposited to This Account

Account #2 (remainder to be deposited to this account)

Account #2 Type (check one): ☐ Checking ☐ Savings

Employee Bank Name

Bank Routing # (ABA#)

Account #

Please attach a voided check for each account here.

This authorization will be in effect until the company receives a written termination notice from myself and has a reasonable opportunity to act on it.

Signature

☐ I elect not to participate in Direct Deposit

Printed Name

Employee ID#

Date

IMPORTANT: This document must be signed by employees requesting automatic deposit of paychecks and retained on file by their employer. Employees must attach a voided check for each of their accounts to help verify their account numbers and bank routing numbers.

Employee: Please fill out and return to your employer.

Employer: Please save for your files only.

Borden Dairy Company of Kentucky, LLC



July 10, 2019

Ms. Jennifer Frazier
Food Service Director
Scott County Schools
340 E. Jackson Street
Gate City, VA 24251

Re: Renewal 2018-2019 School Term

Dear Ms. Frazier:

Borden Dairy of Kentucky is pleased to extend the current Dairy Bid for the 2019-2020 school year (August 1, 2019 – July 31, 2020). All terms and conditions of the current bid contract will be honored for this term.

We thank you for the opportunity to serve your students for another school year. 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 and return to me.

Regards,

Mark Warmoth
Sales Director Mid-South Zone

Mark Warmoth
Borden Dairy Company of Kentucky LLC

Jennifer Frazier, Food Service Director
Scott County Schools VA

7-10-2019

Date

7-12-19

Date

SCOTT COUNTY VIRGINIA SCHOOLS

SCHOOL BOARD MEMBERS

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



DIVISION SUPERINTENDENT

John I. Ferguson
340 East Jackson Street
Gate City, Virginia 24251
Phone: (276) 386-6118
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SCOTT COUNTY SCHOOL NUTRITION

CAFÉ MEAL PRICES: 2019-20

High/Middle School Breakfast	Adult Breakfast	Elementary Breakfast	Elementary Lunch	High/Middle School Lunch	Adult Lunch
\$1.10	\$2.15	\$1.05	\$2.05	\$2.35	\$3.75



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

MAY 2019

REVENUE	CURRENT MONTH	YTD	APPROVED FUNDING	UNCOLLECTED FUNDING	%
Federal Funds	92,220.93	501,800.79	1,325,484.00	823,683.21	62%
USDA	32,599.58	61,080.44	-	-	
Donations, Other Revenue	-	831.42	-	-	
TOTAL	\$ 124,820.51	\$ 563,712.65	\$ 1,325,484.00	\$ 823,683.21	62%

EXPENSES	CURRENT MONTH	YTD	BUDGETED FUNDING	AVAILABLE FUNDING	%
PERSONNEL					
Payroll Expenses	71,045.01	347,173.98	838,976.00	491,802.02	59%
Fringe	24,765.94	126,061.47	319,785.00	193,723.53	61%
TRAVEL					
Out of Town Travel	-	-	1,500.00	1,500.00	100%
SUPPLIES					
Office Supplies	822.53	3,000.60	8,000.00	4,999.40	62%
Postage	-	59.74	1,000.00	940.26	94%
Food Supplies	14,339.55	42,175.02	67,550.44	25,375.42	38%
Food Service Supplies	133.12	133.12	2,000.00	1,866.88	93%
Educational Supplies	46.97	5,736.66	23,880.42	18,143.76	76%
Medical & Dental Supplies	12.45	63.46	1,500.00	1,436.54	96%
Janitorial Supplies	114.45	400.21	2,000.00	1,599.79	80%
CONTRACTUAL					
Mental Health Services	270.00	825.00	2,500.00	1,675.00	67%
OTHER					
Rent	800.00	4,800.00	9,600.00	4,800.00	50%
Utilities	2,161.68	7,092.94	21,000.00	13,907.06	66%
Telephone	1,119.38	5,259.94	14,400.00	9,140.06	63%
Child Liability Insurance	-	-	740.00	740.00	100%
Maintenance & Repair	1,888.88	3,924.65	20,000.00	16,075.35	80%
Local Travel	262.62	687.16	2,300.00	1,612.84	70%
Parent Activities	107.97	554.49	3,500.00	2,945.51	84%
Audit Fee (Accounting & Legal)	-	-	2,750.00	2,750.00	100%
Publications, Ads, & Printing	1,269.09	5,752.24	14,500.00	8,747.76	60%
Health Services	-	171.24	3,125.00	2,953.76	95%
Field Trips	-	-	1,000.00	1,000.00	100%
Discretionary Funds	107.05	372.87	3,300.00	2,927.13	89%
Health Examinations	-	72.91	250.00	177.09	71%
Assoc. Dues & Fees	1,117.11	1,387.11	1,840.00	452.89	25%
Training	3,806.38	7,357.20	20,399.00	13,041.80	64%
TOTAL	\$ 124,190.18	\$ 563,062.01	\$ 1,387,395.86	\$ 824,333.85	59%

IN-KIND (NON-FEDERAL SHARE)	CURRENT MONTH	YTD	IN-KIND BUDGETED	IN-KIND REMAINING	%
Parents & Volunteer	20,193.26	68,004.17	51,838.00	(16,166.17)	-31%
School District	24,032.51	120,295.49	243,750.00	123,454.51	51%
Donations	4,051.15	18,585.43	35,783.00	17,197.57	48%
TOTAL	\$ 48,276.92	\$ 206,885.09	\$ 331,371.00	\$ 124,485.91	38%

ADMINISTRATIVE COST	CURRENT MONTH	YTD	ADMIN. COST BUDGETED	ADMIN. COST REMAINING
Personnel	13,429.31	66,733.71	159,915.00	93,181.29
Travel	-	-	165.00	165.00
Supplies	93.70	358.00	1,300.00	942.00
Other	2,784.57	11,453.41	31,796.00	20,342.59
TOTAL	\$ 16,307.58	\$ 78,545.12	\$ 193,176.00	114,630.88

MAY ADMIN. COST	1.0%
YTD ADMIN. COST	5.4%

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

MAY 2019

REVENUES: \$92,220.93 – Federal Funds \$32,599.58 – USDA Reimbursement (Mar. & Apr.)

EXPENSES:

Personnel

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

Supplies

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

Contractual

- Mental Health Services: March services.

Other

- Rent: Office rent, June.
- Utilities: Utility service for centers & HS office.
- Telephone: Telephone/internet service for office & centers.
- Maintenance & Repair: Routine maintenance fees for centers.
- Local Travel: Gasoline for program vehicles & mileage reimbursement to staff.
- Parent Activities: Mileage reimbursement & refreshments for policy council meetings.
- Publications, Ads, & Printing: Copier contracts for office & centers.
- Discretionary Funds: Reimbursements to education staff for classroom supplies.
- Association, Dues, & Fees: Pre employment fees, Job advertising fees, Health permit, & NHSA membership fees.
- Training: Pediatric First Aid/CPR training fees, CDA application fees, ETSU conference fees, out of town lodging/meals for training, Director's Council registration fees, & Pre-K recertification exam.

In-Kind Match: \$48,276.92. The remaining in-kind for the budget period is 38%.

Administrative Costs: \$16,307.58. The year-to-date administrative cost is 5.4%, not to exceed 15%.

Credit Card Expenses: \$4,337.83. See attached credit card expense report.

11:28 AM
06/06/19
Accrual Basis

Scott County Public School Head Start Custom Transaction Detail Report

May 2019

Name	Memo	Account	Debit	Credit	Balance
Bank of America-Platinum Plus	61697-2820 pre-k recertification tests	20-3800 · Training	250.00		-250.00
Bank of America-Platinum Plus	gas out of town travel	20-3800 · Training	35.12		-285.12
Bank of America-Platinum Plus	1008-CDA initial application fees	20-3800 · Training	425.00		-710.12
Bank of America-Platinum Plus	29079806-2821-pediatric first aid/cpr	20-3800 · Training	30.00		-740.12
Bank of America-Platinum Plus	1013&1014-lodging fees for out of town training	20-3800 · Training	638.66		-1,378.78
Bank of America-Platinum Plus	3885,3884,3883/4692-VA Director's Council 2019	20-3800 · Training	855.00		-2,233.78
Bank of America-Platinum Plus	1018-first aid/cpr training	20-3800 · Training	30.00		-2,263.78
Bank of America-Platinum Plus	1020-resource books for TPOT	20-3800 · Training	287.72		-2,551.50
Bank of America-Platinum Plus	4695-ETSU early childhood conference 2019	20-3800 · Training	945.00		-3,496.50
Bank of America-Platinum Plus	quickbooks monthly subscription May 2019	6001 · Office Supplies	141.00		-3,637.50
Bank of America-Platinum Plus	1012-food supplies	6002 · Food Supplies	28.95		-3,666.45
Bank of America-Platinum Plus	1012-medical supplies	6004 · Medical & Dental Supplies	12.45		-3,678.90
Bank of America-Platinum Plus	1012-educational supplies	6013 · Educational Supplies	46.97		-3,725.87
Bank of America-Platinum Plus	1005-Bleach Strips	6002A · Food Service Supplies	32.00		-3,757.87
Bank of America-Platinum Plus	meal for out of town training	20-3800 · Training	7.19		-3,765.06
Bank of America-Platinum Plus	meal for out of town training	20-3800 · Training	13.47		-3,778.53
Bank of America-Platinum Plus	meal for out of town training	20-3800 · Training	10.70		-3,789.23
Bank of America-Platinum Plus	meal for out of town training	20-3800 · Training	4.91		-3,794.14
Bank of America-Platinum Plus	working lunch	20-3800 · Training	59.48		-3,853.62
Bank of America-Platinum Plus	26914634-1-2817-lodging fees to attend fiscal training	20-3800 · Training	111.28		-3,964.90
Bank of America-Platinum Plus	CCR analytics for surveys	5201 · Postage	19.05		-3,983.95
Bank of America-Platinum Plus	stamps	5201 · Postage	330.00		-4,313.95
Bank of America-Platinum Plus	7542-1030-vegetabel plants for raised gardens	6013 · Educational Supplies	23.88		-4,337.83
			4,337.83	0.00	-4,337.83

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

MAY 2019

REVENUE	CURRENT MONTH	YTD	APPROVED FUNDING	UNCOLLECTED FUNDING	%
Federal Funds	21,851.37	230,648.54	378,506.00	147,857.46	39%
USDA	4,843.31	17,515.05	-	-	
Donations, Other Revenue	-	983.00	-	-	
TOTAL	\$ 26,694.68	\$ 249,146.59	\$ 378,506.00	\$ 147,857.46	39%

EXPENSES	CURRENT MONTH	YTD	BUDGETED FUNDING	AVAILABLE FUNDING	%
PERSONNEL					
Payroll Expenses	16,893.25	152,035.75	202,403.00	50,367.25	25%
Fringe	4,737.81	51,104.11	93,348.00	42,243.89	45%
TRAVEL					
Out of Town Travel	-	-	1,000.00	1,000.00	100%
SUPPLIES					
Office Supplies	-	394.81	3,000.00	2,605.19	87%
Postage	-	-	100.00	100.00	100%
Food Supplies	3,656.29	18,508.87	25,144.05	6,635.18	26%
Food Service Supplies	10.20	88.41	1,000.00	911.59	91%
Educational Supplies	70.05	1,240.25	20,983.00	19,742.75	94%
Medical & Dental Supplies	-	69.52	1,000.00	930.48	93%
Janitorial Supplies	36.95	292.66	1,000.00	707.34	71%
CONTRACTUAL					
Mental Health Services	60.00	180.00	1,000.00	820.00	82%
EQUIPMENT					
Medical & Dental Equipment	-	12,468.96	12,468.00	(0.96)	0%
OTHER					
Rent	-	-	-	-	0%
Utilities	156.08	1,924.80	4,500.00	2,575.20	57%
Telephone	228.64	1,855.73	3,000.00	1,144.27	38%
Child Liability Insurance	-	-	144.00	144.00	100%
Maintenance & Repair	1,337.80	3,810.51	6,760.00	2,949.49	44%
Local Travel	-	82.33	660.00	577.67	88%
Parent Activities	53.59	53.59	600.00	546.41	91%
Audit Fee (Accounting & Legal)	-	-	1,000.00	1,000.00	100%
Publications, Ads, & Printing	-	-	500.00	500.00	100%
Health Services	-	52.10	1,000.00	947.90	95%
Field Trips	29.00	232.96	4,067.00	3,834.04	94%
Discretionary Funds	33.16	75.14	1,320.00	1,244.86	94%
Transition	-	-	500.00	500.00	100%
Health Examinations	-	-	300.00	300.00	100%
Assoc. Dues & Fees	222.33	1,108.19	1,500.00	391.81	26%
Training	1,217.24	1,237.24	8,707.00	7,469.76	86%
TOTAL	\$ 28,742.39	\$ 246,815.93	\$ 397,004.05	\$ 150,188.12	38%

IN-KIND (NON-FEDERAL SHARE)	CURRENT MONTH	YTD	IN-KIND BUDGETED	IN-KIND REMAINING	%
Parents & Volunteer	6,149.74	52,689.17	73,463.00	20,773.83	28%
School District	845.15	8,157.37	9,150.00	992.63	11%
Donations	1,266.72	15,526.26	12,015.00	(3,511.26)	-29%
TOTAL	\$ 8,261.61	\$ 76,372.80	\$ 94,628.00	\$ 18,255.20	19%

ADMINISTRATIVE COST	CURRENT MONTH	YTD	ADMIN. COST BUDGETED	ADMIN. COST REMAINING
Personnel	2,203.33	20,079.36	30,020.00	9,940.64
Travel	-	-	200.00	200.00
Supplies	-	78.96	600.00	521.04
Other	615.89	1,838.94	4,208.00	2,369.06
TOTAL	\$ 2,819.22	\$ 21,997.26	\$ 35,028.00	\$ 13,030.74

MAY ADMIN. COST	0.6%
YTD ADMIN. COST	5.0%

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

MAY 2019

REVENUES: \$21,851.37 – Federal Funds; \$4,843.31 – USDA

EXPENSES:

Personnel

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

Supplies

- Food Supplies: USDA meals purchased for centers & non-food meal preparation supplies.
- Food Service Supplies: Serving utensils for centers.
- Educational Supplies: General program expenses.
- Janitorial Supplies: General program expenses.

Contractual

- Mental Health Services: March services

Other

- Utilities: Utility service for centers.
- Telephone: Telephone/internet service for centers.
- Maintenance & Repair: Routine maintenance charges for centers.
- Parent Activities: Refreshments provided during self-assessment.
- Field Trips: Admission fees to Kingsport Carousel.
- Discretionary Funds: Reimbursement to education staff for classroom supplies purchased.
- Association, Dues, & Fees: Job advertising fees.
- Training: Gasoline & meals purchased during out-of-town training, registration fees for ETSU conference, & educational resources for staff.

In-Kind Match: \$8,261.61. The remaining in-kind for the budget period is 19%.

Administrative Costs: \$2,819.22. The year-to-date administrative cost is 5%, not to exceed 15%.

Credit Card Expenses: \$1,526.22. See attached credit card expense report.

Scott County Public School Head Start Custom Transaction Detail Report

Name	Memo	May 2019	Account	Debit	Credit	Balance
Powell Valley National Bank	4/29/19-meals during out of town training		20-3800 · Training	42.03		-42.03
Powell Valley National Bank	4/29/19-meals during out of town training		20-3800 · Training	40.05		-82.08
Powell Valley National Bank	4/29/19-gas during out of town training		20-3800 · Training	44.00		-126.08
Powell Valley National Bank	4-29-19-meals during out of town training		20-3800 · Training	25.18		-151.26
Powell Valley National Bank	4/29/19-meals during out of town training		20-3800 · Training	48.17		-199.43
Powell Valley National Bank	4/29/19-meals during out of town training		20-3800 · Training	52.93		-252.36
Powell Valley National Bank	4/29/19-meals during out of town training		20-3800 · Training	45.83		-298.19
Powell Valley National Bank	4/11/19-ehs-self assessment refreshments		5505 · Parent Activities	37.04		-335.23
Powell Valley National Bank	1004-infant formula		6002 · Food Supplies	40.26		-375.49
Powell Valley National Bank	2811-Duffield-butterfly garden for classroom		6017 · Discretionary Center Funds	33.16		-408.65
Powell Valley National Bank	1006-serving tongs		6002A · Food Service Supplies	10.20		-418.85
				418.85	0.00	-418.85

Name	Memo	Account	Debit	Credit	Balance
Powell Valley National Bank 1	1015-educational resources	20-3800 · Training	24.49		-24.49
Powell Valley National Bank 1	1016-educational resources	20-3800 · Training	27.01		-51.50
Powell Valley National Bank 1	4/29/19 meals during out of town training	20-3800 · Training	57.55		-109.05
Powell Valley National Bank 1	106668/4694-ETSU early childhood conference 2019	20-3800 · Training	810.00		-919.05
Powell Valley National Bank 1	1017-infant formula	6002 · Food Supplies	118.27		-1,037.32
Powell Valley National Bank 1	1002-wipes,diapers, dishwasing liquid	6013 · Educational Supplies	70.05		-1,107.37
			1,107.37	0.00	-1,107.37

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

JUNE 2019

REVENUE	CURRENT MONTH	YTD	APPROVED FUNDING	UNCOLLECTED FUNDING	%
Federal Funds	125,498.98	627,299.77	1,325,484.00	698,184.23	53%
USDA	18,947.39	80,027.83	-	-	
Donations, Other Revenue	-	831.42	-	-	
TOTAL	\$ 144,446.37	\$ 708,159.02	\$ 1,325,484.00	\$ 698,184.23	53%

EXPENSES	CURRENT MONTH	YTD	BUDGETED FUNDING	AVAILABLE FUNDING	%
PERSONNEL					
Payroll Expenses	70,801.45	417,975.43	838,976.00	421,000.57	50%
Fringe	19,095.09	145,156.56	319,785.00	174,628.44	55%
TRAVEL					
Out of Town Travel	247.45	247.45	1,500.00	1,252.55	84%
SUPPLIES					
Office Supplies	783.00	3,783.60	8,000.00	4,216.40	53%
Postage	349.05	408.79	1,000.00	591.21	59%
Food Supplies	22,342.56	64,517.58	86,497.83	21,980.25	25%
Food Service Supplies	584.51	717.63	2,000.00	1,282.37	64%
Educational Supplies	388.19	6,124.85	23,880.42	17,755.57	74%
Medical & Dental Supplies	-	63.46	1,500.00	1,436.54	96%
Janitorial Supplies	465.02	865.23	2,000.00	1,134.77	57%
CONTRACTUAL					
Mental Health Services	-	825.00	2,500.00	1,675.00	67%
OTHER					
Rent	800.00	5,600.00	9,600.00	4,000.00	42%
Utilities	1,847.28	8,940.22	21,000.00	12,059.78	57%
Telephone	1,112.02	6,371.96	14,400.00	8,028.04	56%
Child Liability Insurance	-	-	740.00	740.00	100%
Maintenance & Repair	688.24	4,612.89	20,000.00	15,387.11	77%
Local Travel	526.37	1,213.53	2,300.00	1,086.47	47%
Parent Activities	1,223.76	1,778.25	3,500.00	1,721.75	49%
Audit Fee (Accounting & Legal)	-	-	2,750.00	2,750.00	100%
Publications, Ads, & Printing	1,935.11	7,687.35	14,500.00	6,812.65	47%
Health Services	-	171.24	3,125.00	2,953.76	95%
Field Trips	90.00	90.00	1,000.00	910.00	91%
Discretionary Funds	44.58	417.45	3,300.00	2,882.55	87%
Health Examinations	-	72.91	250.00	177.09	71%
Assoc. Dues & Fees	-	1,387.11	1,840.00	452.89	25%
Training	2,155.35	9,512.55	20,399.00	10,886.45	53%
TOTAL	\$ 125,479.03	\$ 688,541.04	\$ 1,406,343.25	\$ 717,802.21	51%

IN-KIND (NON-FEDERAL SHARE)	CURRENT MONTH	YTD	IN-KIND BUDGETED	IN-KIND REMAINING	%
Parents & Volunteer	-	68,004.17	51,838.00	(16,166.17)	-31%
School District	1,232.81	121,528.30	243,750.00	122,221.70	50%
Donations	2,981.92	21,567.35	35,783.00	14,215.65	40%
TOTAL	\$ 4,214.73	\$ 211,099.82	\$ 331,371.00	\$ 120,271.18	36%

ADMINISTRATIVE COST	CURRENT MONTH	YTD	ADMIN. COST BUDGETED	ADMIN. COST REMAINING
Personnel	13,634.06	80,367.77	159,915.00	79,547.23
Travel	27.22	27.22	165.00	137.78
Supplies	229.52	587.52	1,300.00	712.48
Other	2,434.62	13,888.03	31,796.00	17,907.97
TOTAL	\$ 16,325.42	\$ 94,870.54	\$ 193,176.00	98,305.46

JUNE ADMIN. COST	1.0%
YTD ADMIN. COST	6.5%

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

JUNE 2019

REVENUES: \$125,498.98 – Federal Funds \$18,947.39 – USDA Reimbursement, May

EXPENSES:

Personnel

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

Out of Town Travel

- Mileage reimbursement to staff for out of town training.

Supplies

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

Other

- Rent: Office rent, July.
- Utilities: Utility service for centers & HS office.
- Telephone: Telephone/internet service for office & centers.
- Maintenance & Repair: Routine maintenance fees for centers.
- Local Travel: Gasoline for program vehicles & mileage reimbursement to staff.
- Parent Activities: Mileage reimbursement, refreshments for policy council meetings, Parent enrichment trip fees, & Spring Fling fees.
- Publications, Ads, & Printing: Copier contracts for office & centers.
- Field Trips: Bays Mountain Park admission fees.
- Discretionary Funds: Reimbursements to education staff for classroom supplies.
- Training: Out of town lodging/meals for training, First Aid/CPR certification, resource books, & Early Childhood Summit registration fees.

In-Kind Match: \$4,214.73. The remaining in-kind for the budget period is 36%.

Administrative Costs: \$16,325.42. The year-to-date administrative cost is 6.5%, not to exceed 15%.

Credit Card Expenses: \$3,163.07. See attached credit card expense report.

1:35 PM
07/15/19
Accrual Basis

Scott County Public School Head Start Custom Transaction Detail Report

June 2019

Name	Memo	Account	Debit	Credit	Balance
Bank of America-Platinum Plus	TPOT training	20-3800 · Training	10.99		-10.99
Bank of America-Platinum Plus	TPOT training	20-3800 · Training	34.22		-45.21
Bank of America-Platinum Plus	TPOT training	20-3800 · Training	15.00		-60.21
Bank of America-Platinum Plus	TPOT training	20-3800 · Training	23.00		-83.21
Bank of America-Platinum Plus	TPOT training	20-3800 · Training	41.02		-124.23
Bank of America-Platinum Plus	TPOT training	20-3800 · Training	40.01		-164.24
Bank of America-Platinum Plus	TPOT training	20-3800 · Training	23.50		-187.74
Bank of America-Platinum Plus	TPOT training	20-3800 · Training	26.77		-214.51
Bank of America-Platinum Plus	TPOT training	20-3800 · Training	44.29		-258.80
Bank of America-Platinum Plus	TPOT training	20-3800 · Training	73.40		-332.20
Bank of America-Platinum Plus	TPOT training	20-3800 · Training	43.45		-375.65
Bank of America-Platinum Plus	TPOT training	20-3800 · Training	56.50		-432.15
Bank of America-Platinum Plus	TPOT training	20-3800 · Training	31.10		-463.25
Bank of America-Platinum Plus	TPOT training	20-3800 · Training	24.12		-487.37
Bank of America-Platinum Plus	TPOT training	20-3800 · Training	42.29		-529.66
Bank of America-Platinum Plus	TPOT training	20-3800 · Training	87.07		-616.73
Bank of America-Platinum Plus	TPOT training	20-3800 · Training	29.14		-645.87
Bank of America-Platinum Plus	TPOT training	20-3800 · Training	270.00		-915.87
Bank of America-Platinum Plus	1060-TPOT training	20-3800 · Training	101.33		-1,017.20
Bank of America-Platinum Plus	1059-TPOT training	20-3800 · Training	344.06		-1,361.26
Bank of America-Platinum Plus	1058-TPOT training	20-3800 · Training	303.99		-1,665.25
Bank of America-Platinum Plus	gas for van-circle V	5501 · Local Travel	26.01		-1,691.26
Bank of America-Platinum Plus	1042-parent enrichment trip-admission fees	5505 · Parent Activities	396.55		-2,087.81
Bank of America-Platinum Plus	parent enrichment trip 5/21/19	5505 · Parent Activities	429.70		-2,517.51
Bank of America-Platinum Plus	quickbooks subscription fees-June 2019	6001 · Office Supplies	141.00		-2,658.51
Bank of America-Platinum Plus	1051-artificial plangs for office	6001 · Office Supplies	15.98		-2,674.49
Bank of America-Platinum Plus	spring filing recruitment event	6002 · Food Supplies	96.88		-2,771.37
Bank of America-Platinum Plus	KPC Butcher Shop-Hot Dogs	6002 · Food Supplies	100.27		-2,871.64
Bank of America-Platinum Plus	Duff 1- Pizza Plus	6002 · Food Supplies	44.96		-2,916.60
Bank of America-Platinum Plus	1053-vacuum cleaner for classroom	6013 · Educational Supplies	74.99		-2,991.59
Bank of America-Platinum Plus	1056-supplies	6013 · Educational Supplies	105.14		-3,096.73
Bank of America-Platinum Plus	1048-supplies	6002A · Food Service Supplies	66.34		-3,163.07
			3,163.07	0.00	-3,163.07

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

JUNE 2019

REVENUE	CURRENT MONTH	YTD	APPROVED FUNDING	UNCOLLECTED FUNDING	%
Federal Funds	25,648.76	256,297.30	378,506.00	122,208.70	32%
USDA	2,678.47	20,193.52	-	-	
Donations, Other Revenue	-	983.00	-	-	
TOTAL	\$ 28,327.23	\$ 277,473.82	\$ 378,506.00	\$ 122,208.70	32%

EXPENSES	CURRENT MONTH	YTD	BUDGETED FUNDING	AVAILABLE FUNDING	%
PERSONNEL					
Payroll Expenses	18,890.13	170,925.88	202,403.00	31,477.12	16%
Fringe	4,893.23	55,997.34	93,348.00	37,350.66	40%
TRAVEL					
Out of Town Travel	-	-	1,000.00	1,000.00	100%
SUPPLIES					
Office Supplies	170.26	565.07	3,000.00	2,434.93	81%
Postage	220.00	220.00	100.00	(120.00)	-120%
Food Supplies	2,524.96	21,033.83	27,822.52	6,788.69	24%
Food Service Supplies	1.49	89.90	1,000.00	910.10	91%
Educational Supplies	159.89	1,400.14	20,983.00	19,582.86	93%
Medical & Dental Supplies	-	69.52	1,000.00	930.48	93%
Janitorial Supplies	107.60	400.26	1,000.00	599.74	60%
CONTRACTUAL					
Mental Health Services	30.00	210.00	1,000.00	790.00	79%
EQUIPMENT					
Medical & Dental Equipment	-	12,468.96	12,468.00	(0.96)	0%
OTHER					
Rent	-	-	-	-	0%
Utilities	73.40	1,998.20	4,500.00	2,501.80	56%
Telephone	228.22	2,083.95	3,000.00	916.05	31%
Child Liability Insurance	-	-	144.00	144.00	100%
Maintenance & Repair	451.24	4,261.75	6,760.00	2,498.25	37%
Local Travel	-	82.33	660.00	577.67	88%
Parent Activities	-	53.59	600.00	546.41	91%
Audit Fee (Accounting & Legal)	-	-	1,000.00	1,000.00	100%
Publications, Ads, & Printing	-	-	500.00	500.00	100%
Health Services	-	52.10	1,000.00	947.90	95%
Field Trips	30.00	262.96	4,067.00	3,804.04	94%
Discretionary Funds	-	75.14	1,320.00	1,244.86	94%
Transition	-	-	500.00	500.00	100%
Health Examinations	-	-	300.00	300.00	100%
Assoc. Dues & Fees	51.25	1,159.44	1,500.00	340.56	23%
Training	147.75	1,384.99	8,707.00	7,322.01	84%
TOTAL	\$ 27,979.42	\$ 274,795.35	\$ 399,682.52	\$ 124,887.17	31%

IN-KIND (NON-FEDERAL SHARE)	CURRENT MONTH	YTD	IN-KIND BUDGETED	IN-KIND REMAINING	%
Parents & Volunteer	4,704.63	57,393.80	73,463.00	16,069.20	22%
School District	845.15	9,002.52	9,150.00	147.48	2%
Donations	3,013.76	18,540.02	12,015.00	(6,525.02)	-54%
TOTAL	\$ 8,563.54	\$ 84,936.34	\$ 94,628.00	\$ 9,691.66	10%

ADMINISTRATIVE COST	CURRENT MONTH	YTD	ADMIN. COST BUDGETED	ADMIN. COST REMAINING
Personnel	2,203.33	22,282.69	30,020.00	7,737.31
Travel	-	-	200.00	200.00
Supplies	34.05	113.01	600.00	486.99
Other	234.47	2,073.41	4,208.00	2,134.59
TOTAL	\$ 2,471.85	\$ 24,469.11	\$ 35,028.00	10,558.89

JUNE ADMIN. COST	0.5%
YTD ADMIN. COST	5.6%

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

JUNE 2019

REVENUES: \$28,327.23 – Federal Funds; \$2,678.47 – USDA (March)

EXPENSES:

Personnel

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

Supplies

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

Contractual

- Mental Health Services: April services

Other

- Utilities: Utility service for centers.
- Telephone: Telephone/internet service for centers.
- Maintenance & Repair: Routine maintenance charges for centers.
- Field Trips: Admission fees to Bays Mountain Park.
- Association, Dues, & Fees: Pre-employment screening fees & annual food permit.
- Training: Pediatric First Aid/CPR for staff.

In-Kind Match: \$8,563.54. The remaining in-kind for the budget period is 10%.

Administrative Costs: \$2,471.85. The year-to-date administrative cost is 5.6%, not to exceed 15%.

Credit Card Expenses: \$527.64. See attached credit card expense report.

07/15/19
Accrual Basis

Scott County Public School Head Start
Custom Transaction Detail Report
June 2019

Name	Memo	Account	Debit	Credit	Balance
Powell Valley National Bank	1054-pediatric first aid/cpr for 5 staff	20-3800 · Training	150.00		-150.00
Powell Valley National Bank	112-3368372-5601840	20-3800 · Training		2.25	-147.75
Powell Valley National Bank	1039-Stamps	5201 · Postage	220.00		-367.75
Powell Valley National Bank	1027-diapers, wipes, sunscreen	6013 · Educational Supplies	159.89		-527.64
			<u>529.89</u>	<u>2.25</u>	<u>-527.64</u>