

SCOTT COUNTY SCHOOL BOARD

DECEMBER 6, 2022

MINUTES OF REGULAR MEETING

The Scott County School Board met for a regular School Board meeting on Tuesday, December 6, 2022, 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
Lon Stephen "Steve" Sallee, Vice Chairman
Gail McConnell
Robin Hood
William "Bill" Houseright via Zoom

ABSENT: Linda Gillenwater

OTHERS PRESENT: John Ferguson, Superintendent; Jason Smith, Assistant Superintendent; Kim Henderson, Clerk of the Board/Purchasing Clerk; Sherri Christian, Deputy Clerk/Medicaid Specialist; Will Sturgill, School Board Attorney; David Hartley, Heritage TV; Kathy Musick, VPE Representative; Vickie Kitts, VEA Representative; Gabe Edmunds, Scott County Virginia Star; Robert Sallee, Maintenance Supervisor; Angie Vermillion, School Social Worker and Sue Price.

CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE: Chairman David Templeton called the meeting to order at 6:30 p.m. and welcomed everyone. He asked everyone to please stand for the moment of silence and led in reciting the *Pledge of Allegiance*.

APPROVAL FOR MR. BILL HOUSERIGHT TO JOIN MEETING VIA ZOOM: On a motion by Vice Chairman Steve Sallee, seconded by Mr. Gail McConnell, all members voting aye, the Board approved Mr. Bill Houseright to join the meeting via Zoom.

ITEMS TO ADD TO THE AGENDA: Chairman David Templeton asked if there were any changes to be made to the agenda. There were no additions or changes to the agenda.

APPROVAL OF AGENDA: On a motion by Vice Chairman Steve Sallee, seconded by Mr. Robin Hood, all members voting aye, the Board approved the agenda as presented.

APPROVAL OF MINUTES FOR NOVEMBER 1, 2022 REGULAR MEETING: On a motion by Mr. Gail McConnell, seconded by Mr. Robin Hood, all members voting aye, the Board approved the minutes of the November 1, 2022 regular meeting as written.

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

School operating fund invoices and payroll in the amount of \$1,154,345.46 as shown by warrants #8136168-8136363 and #9002441-9002442; electronic payroll direct deposit in the amount of \$2,101,221.77 and electronic tax deposits in the amount of \$818,545.72. Cafeteria fund invoices and payroll in the amount of \$285,145.00 as shown by warrants #1020983-1021035; electronic payroll direct deposit for cafeteria in the amount of \$80,695.46 and electronic tax deposits in the amount of \$26,994.04. Head Start invoices totaling \$72,928.97 as shown by warrants #23895-23938.

PUBLIC COMMENT: There was no public comment.

RECOGNITION OF SUE PRICE FOR DONATION OF COATS: Superintendent John Ferguson asked Ms. Sue Price to come before the Board to thank her and present a framed resolution in recognition of her donation of 500 coats to the students of our school system. Ms. Price encouraged everyone to take time to purchase two coats during the year and donate to the school system to ensure every student that needs a coat has an opportunity to receive one.

SUPERINTENDENT'S REPORT:

EXCELLENCE IN RISK MANAGEMENT AWARD: Superintendent John Ferguson announced that Scott County Schools out of 132 school divisions was awarded the Excellence in Risk Management Award by the Virginia School Boards Association at their annual meeting. This award was given because Scott County had the lowest number of workmen's compensation claims for school divisions of our size during this past year.

VIRGINIA DEPARTMENT OF EDUCATION SCHOOL SECURITY EQUIPMENT GRANT: Superintendent Ferguson informed the Board that Scott County received \$123,855.00 from the Virginia Department of Education for the School Security Equipment Grant.

SUPERINTENDENT'S ANNUAL REPORT: Superintendent John Ferguson presented the Board with a copy of the Superintendent's Annual Report that shows the progress of Scott County throughout the years. The report will be posted on the division web site for review.

CORRECTION OF RECOGNITION OF RCHS TRACK TEAM – STATE COMPETITION MEMBERS: Superintendent John Ferguson mentioned the recognition of the RCHS Track Team as honorable mentions at a previous board meeting but those students had actually participated in the State competition. He delivered a resolution for participating at State level to each of those students and wanted to publicly recognize the correction. The students were Morgyn Bledsoe, Harley Cress, Alexa Goins, Harley Mosley, Eva Roach, Emma Gibson, Eva Herron, Abby Lewis and Kaylee Lamb.

RECOGNITION OF SCOTT COUNTY ROTARY CLUB ESSAY WINNERS: Superintendent John Ferguson recognized students who participated in the Scott County Rotary Club essay contest. Madelyn Perry, Gate City High School, finished first place and will receive a \$1,000. Asia Grace Marshall, Gate City High School, placed second and will receive \$700. Arabella Reed, Gate City High School, placed third and will receive \$500. Two Honorable Mentions: Holly Caldwell, Twin Springs High School and Kevin Price, Gate City High School, will receive \$100 each for their essay.

APPROVAL OF AMENDED HEALTH COMMITTEE BYLAWS (APPENDIX A): On a motion by Chairman David Templeton, seconded by Mr. Gail McConnell, all members voting aye, the Board approved the Amended Health Committee Bylaws (Appendix A).

APPROVAL OF HEALTH AND DENTAL PREMIUMS BEGINNING JANUARY 2023 (APPENDIX B): On a motion by Vice Chairman Steve Sallee, seconded by Mr. Gail McConnell, all members voting aye, the Board approved the Health and Dental Premiums Beginning January 2023 (Appendix B) as presented.

APPROVAL OF POLICY IIA INSTRUCTIONAL MATERIALS (APPENDIX C): On a motion by Chairman David Templeton, seconded by Vice Chairman Steve Sallee, all members voting aye, the Board approved Policy IIA regarding instructional materials (Appendix C).

APPROVAL OF SCHEDULE FOR CHRISTMAS BREAK/BEGINNING OF SECOND SEMESTER (APPENDIX D): On a motion by Vice Chairman Steve Sallee, seconded by Mr. Robin Hood, all members voting aye, the Board approved the Schedule for Christmas break/beginning of second semester (Appendix D).

APPROVAL OF HEAD START BUDGET REVISION – EQUIPMENT PURCHASE APPLICATION (APPENDIX E): On a motion by Mr. Gail McConnell, seconded by Mr. Robin Hood, all members voting aye, the Board approved the Head Start Budget Revision – Equipment Purchase Application (Appendix E).

APPROVAL OF HEAD START CARRYOVER REQUEST APPLICATION (APPENDIX F): On a motion by Mr. Gail McConnell, seconded by Mr. Robin Hood, all members voting aye, the Board approved the Head Start Carryover Request Application (Appendix F).

APPROVAL OF HEAD START FINANCIAL REPORT, OCTOBER 2022 (APPENDIX G): On a motion by Mr. Robin Hood, seconded by Vice Chairman Steve Sallee, all members voting aye, the Board approved the Head Start Financial Report for October 2022 (Appendix G).

APPROVAL OF HEAD START TIMELINE FOR SELF-ASSESSMENT AND PROGRAM PLANNING (APPENDIX H): On a motion by Mr. Gail McConnell, seconded by Vice Chairman Steve Sallee, all members voting aye, the Board approved the Head Start Timeline for Self-Assessment and Program Planning (Appendix H).

HEAD START DIRECTOR’S REPORT, NOVEMBER 2022: Superintendent John Ferguson presented the November 2022 Head Start Director’s Report on behalf of Head Start Director Cindy Raymond. With no comments or questions raised regarding the report, the next agenda item was presented.

CLOSED MEETING: Vice Chairman Steve Sallee made a motion to enter into closed meeting at 6:57 p.m. to discuss Head Start personnel, teachers, coaches, custodians and nurses as provided in Section 2.2-3711A (1) 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 closed meeting at 8:07 p.m. with a roll call vote being held and on a motion by Chairman David Templeton, seconded by Vice Chairman Steve Sallee, the Board returned to regular session and 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 Information Act and,

WHEREAS, Section 2.2-3711A (1) 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, Robin Hood and Bill Houseright

NAYES: None

ABSENT: Linda Gillenwater

ITEMS BY ASSISTANT SUPERINTENDENT JASON SMITH:

PERSONNEL – RESIGNATIONS AND EMPLOYMENTS

RESIGNATIONS: On a motion by Mr. Gail McConnell, seconded by Vice Chairman Steve Sallee, all members voting aye, the Board approved the following resignations:

Lisa Gibson, nurse, effective November 18, 2022

Nancy Johnson, teacher, effective January 9, 2023

Joey Kilbourne, technology specialist, effective December 6, 2022

Katie England, head start teacher, effective November 7, 2022

Brenda Todd, head start teaching assistant, effective November 2, 2022

Kayela Lawson, head start teaching assistant, effective November 11, 2022

Laura Hammonds, assistant volleyball coach, TSHS, effective November 16, 2022

EMPLOYMENTS: On a motion by Vice Chairman Steve Sallee, seconded by Mr. Gail McConnell, all members voting aye, the Board approved the following employments:

Luke Reed, non-stipend middle school boys' basketball coach, GCHS, effective Nov. 3, 2022

Jason Howell, non-stipend middle school boys' basketball coach, GCHS, effective Nov. 3, 2022

Eli Starnes, non-stipend middle school boys' basketball coach, GCHS, effective Nov. 3, 2022

Stella Townsend, bus aide, effective November 28, 2022

Kelly Frazier, custodian, effective November 18, 2022

Tristan Shell, school nurse, effective November 28, 2022

Lenora Dingus, non-stipend indoor track coach, TSHS, effective November 28, 2022

Aleena Sweeney, head start teaching assistant, effective December 1, 2022

Tosha Robinette, head start teaching assistant, effective January 1, 2023

Angela Taylor, head start teacher, effective December 1, 2022

Andy Lawson, boys' track coach, RCHS, effective December 6, 2022

Chelsea Hyden, school counselor, effective January 9, 2023

SUBSTITUTES: On a motion by Chairman David Templeton, seconded by Vice Chairman Steve Sallee, all members voting aye, the Board approved the list of substitutes as presented.

APPROVAL OF OVERNIGHT FIELD TRIP REQUEST: On a motion by Vice Chairman Steve Sallee, seconded by Mr. Robin Hood, all members voting aye, the Board approved the overnight field trip request for Rye Cove High School Band to attend the All District Band Festival at Virginia Higher Education Center in Abingdon, Virginia on February 3-4, 2023.

BOARD MEMBER COMMENTS:

Chairman David Templeton expressed appreciation to all school employees and wished everyone a Merry Christmas and a Happy New Year.

Mr. Robin Hood wished everyone a Merry Christmas and a Happy New Year.

Mr. Gail McConnell wished everyone a Merry Christmas and a Happy New Year.

Mr. Bill Houseright wished everyone a Merry Christmas.

Vice Chairman Steve Saltee wished everyone a Merry Christmas and a Happy New Year.

Mrs. Linda Gillenwater sent her wishes for a Merry Christmas and a Happy New Year through Superintendent John Ferguson.

ADJOURNMENT: With no further business to discuss, the regular meeting of the Scott County School Board was adjourned at 8:13 p.m. The next meeting of the Scott County School Board will be Tuesday, January 3, 2023, at 6:30 p.m. at the Scott County Career and Technical Center.


David Templeton, Chairman


Kim Henderson, Clerk of the Board

APPENDIX INDEX

APPENDIX A – Approval of Amended Health Committee Bylaws

APPENDIX B – Approval of Health and Dental Premiums Beginning January 2023

APPENDIX C – Approval of Policy IIA Instructional Materials

APPENDIX D – Approval of Schedule for Christmas Break/Beginning of Second Semester

APPENDIX E – Approval of Head Start Budget Revision – Equipment Purchase Application

APPENDIX F – Approval of Head Start Carryover Request Application

APPENDIX G – Approval of Head Start Financial Report, October 2022

APPENDIX H – Approval of Head Start Timeline for Self-Assessment and Program Planning

SELF-FUNDED HEALTH INSURANCE COMMITTEE BY-LAWS
(Amended 11-29-2022)

I. NAME

The name of this Committee for the benefit of the Scott County School Board shall be the Self-Funded Health Insurance Committee.

II. PURPOSE AND RESPONSIBILITY OF THE COMMITTEE

The Self-Funded Health Insurance Committee shall assist the Scott County School Board in the development, evaluation, and implementation of policies and programs in regard to all matters pertaining to Health Insurance for all eligible Health Plan beneficiaries in the Scott County School System. The Self-Funded Health Insurance Committee shall make recommendations to the Scott County School Board that the Committee finds in the best interests of the School System and/or the beneficiaries of the Health Insurance Plans.

The Self-Funded Insurance Committee shall work in collaboration with Health Plan administrators and/or the Health Insurance Consultant in order to develop and evaluate the most efficient and cost-effective policies. The Committee shall make reports and recommendations to the School Board on an as-needed basis to ensure that the most efficient, cost-effective, and best overall policies and programs are implemented.

III. COMMITTEE MEMBER COMPOSITION

1. The Committee members shall be appointed by the School Board and to serve in terms designated by the School Board. Terms for Committee membership begin on January 1st.
2. The Committee shall consist of the following: two School Board Members, with one serving a two-year term and one serving a four-year term; Division Superintendent, School Board Attorney, a representative from the Scott County Education Association and Virginia Professional Educators, and the Health Insurance Clerks, each holding a permanent position on the Board. The remaining membership of the Committee shall consist of one individual from each location with the following classifications listed below:

1. Retiree
2. Teacher
3. Head Start Personnel
4. Classified Personnel
5. Administrator

Each of the above individuals must have a vested interest in the health insurance program. If a member of the Committee no longer wishes to serve on the Committee, the position will be filled in by the process outlined in Section IV of this document.

IV. COMMITTEE MEMBER SELECTION PROCESS:

1. A drawing held to select from each location (school, maintenance) one representative to serve on the Committee.
2. A drawing held from Administrators currently on the health program, with one to serve on the Committee.
3. A drawing held from Retirees currently on the health program, with one to serve on the Committee.
4. An Administrator of Head Start currently on the health program.

V. ORGANIZATION

1. The Committee shall consist of a Chairperson and a Secretary.
2. Each Officer shall serve a term of one year after appointment. There are no consecutive term limits for appointment of Officers.
3. Any Officer vacancies resulting from resignations or other causes shall be filled by a majority vote at the next regularly scheduled meeting of the Committee.
4. Officers for the Committee shall be elected at the first meeting following the new appointment of membership to the Committee.
5. The duties of the Officers shall be as follows:
 - The Chairperson shall preside at all meetings of the Committee and exercise such other powers as are delegated by the members of the Committee
 - The Secretary ensures that all meeting minutes are recorded appropriately, including a written record of all motions, recommendations, and discussion of such recommendations.

VI. MEETINGS

1. Only members of the Committee shall be able to vote (except for the Superintendent, School Board Members, Health Insurance Clerks, and School Board Attorney), make motions, nominate, or hold office.
2. The Committee shall meet a minimum of six times per year at the Central Office.
3. Additional meetings may be called by the Chairperson or upon request by three committee members.
4. The meetings shall be conducted following voting procedures set forth by Roberts Rules of Order.
5. A quorum shall consist of any simple majority of the Committee members.

VII. Amendment of By-Laws

These by-laws can be amended at any scheduled meeting of the Committee by a two-thirds majority vote of the Committee, provided that ample notice was given of such proposal to amend the by-laws.

SCOTT COUNTY VIRGINIA SCHOOLS

“Every Child, Every Opportunity”

SCHOOL BOARD MEMBERS

David M. Templeton - Chairman
L. Stephen Sallee, Jr. – Vice-Chairman
Linda D. Gillenwater
Robin Hood
William D. “Bill” Houseright
Gail L. McConnell



DIVISION SUPERINTENDENT

John I. Ferguson
340 East Jackson Street
Gate City, Virginia 24251
Phone: (276) 386-6118
Fax: (276) 386-2684

SCOTT COUNTY SCHOOLS HEALTH AND DENTAL

ACTIVE EMPLOYEE BEGINNING JANUARY 2023

<u>Category</u>	<u>Employee Premium</u>	<u>Employer Premium</u>	<u>Total Premium</u>
Employee Only	\$ 90.00	\$516.00	\$606.00
Employee + 1	\$460.00	\$615.00	\$1075.00
Employee + 2 or more	\$490.00	\$807.00	\$1297.00

DENTAL

<u>Category</u>	<u>Employee Premium</u>	<u>Employer Premium</u>	<u>Total Premium</u>
Employee Only	\$17.00	\$20.00	\$37.00
Employee + 1	\$32.00	\$20.00	\$52.00
Employee + 2 or more	\$56.00	\$20.00	\$76.00

PART TIME VISION/DENTAL

<u>Category</u>	<u>Employee Premium</u>	<u>Employer Premium</u>	<u>Total Premium</u>
Employee Only	\$25.00	\$20.00	\$45.00
Employee + 1 or more	\$48.00	\$20.00	\$68.00

* These rates are for January, 2023– December 2023 and are subject to an increase in 2023 based on utilization

INSTRUCTIONAL MATERIALS

The Scott County School Board ensures parental notification of any instructional material that includes sexually explicit content.

The Scott County School Board provides nonexplicit instructional material and related academic activities to any student whose parent requests that the student be provided with such instructional material and/or activities.

The superintendent is responsible for creating, implementing, and periodically updating procedures for implementing this policy. Those procedures will include:

- a process for identifying instructional materials, including supplementary materials, with sexually explicit content;
- a process for identifying, prior to the start of each school year, any instructional material that includes sexually explicit content that may be used during the upcoming school year;
- a process by which principals will provide written notice to parents at least 30 days prior to the use of any instructional materials with sexually explicit content, that (a) specifically identifies the instructional materials with sexually explicit content, (b) informs parents of their right to review such instructional materials, and (c) informs parents of their right to have their child use, upon request, in a non-punitive manner, alternative instructional materials that do not include sexually explicit content;
- a process by which parents may change their decision with respect to the use of alternative instructional materials by providing written notice;
- a process for maintaining a current list of instructional materials with sexually explicit content by grade and subject matter on the division's website; and
- a process for online access for parental review of instructional materials that include sexually explicit content unless such review is not technically feasible or is prohibited by copyright protection. The process shall include provisions requiring schools to have instructional materials including sexually explicit content available for review by parents.

Definitions

"Instructional material" and "instructional materials" mean any content used by one or more students for an educational purpose in connection with Pulaski County Public Schools regardless of (a) its format, whether printed, representational, audiovisual, electronic, or digital (such as materials, social media content, and software applications accessible through the internet), or (b) the time, place and manner in which the content is used. Library materials are considered instructional materials when used (a) for completion of an assignment from Pulaski County Public Schools, or (b) as part of an academic or extracurricular education program conducted by Pulaski County Public Schools. They include any division, school, and/or classroom purchased or created assessments. They do not include standardized national or state assessments, such as ACT, SAT, NAEP (National Assessment of Educational Progress), AP (Advanced Placement) or SOL (Standards of Learning) exams.

"Parent" or "parents" means any parent, guardian, or legal custodian.

"Sexually explicit content" means (a) any description of or (b) any picture, photograph, drawing, motion picture film, digital image or similar visual representation depicting nudity, sexual excitement, and/or other forms of sexual conduct, as those terms are defined in Virginia Code § 18.2-390, as amended from time to time. Notwithstanding the foregoing, instructional materials shall not be designated as sexually explicit based solely on the sexual orientation of the characters therein.

Adopted:

Legal Refs: 20 U.S.C. § 1232h.
Code of Virginia, 1950, as amended, § 2.2-2827, 18.2-390, 22.1-1, 22.1-16.8.
8 VAC 20-720-160.

Cross Ref: IGAE - Family Life Education
IGBC - Parent and Family Engagement
IIAA - Textbook Selection, Adoption, and Purchase
IIAB - Supplementary Materials Selection and Adoption
IIBD - School Libraries/Media Centers
IIBEA/GAB - Acceptable Computer System Use
INB - Teaching About Controversial Issues
JOB - Administration of Surveys and Questionnaires
KLB - Public Complaints about Learning Resources

To: Scott County School Board Members

From: John I. Ferguson, Superintendent

Subject: Christmas Break 2022/Second Semester 2023 Schedule

Good evening. The following schedule will be followed for Christmas Break and the beginning of the second semester of the 2022-2023 school year:

December 16, 2022	1:00 pm Dismissal
December 19, 2022 to January 2, 2023	Christmas Break- Schools Closed
December 23, 2022 to December 26, 2022	Christmas Holiday- 12 month employees
December 29, 2022	Payday- All Employees
December 30, 2022 to January 2, 2023	New Year's Holiday- 12 month employees
January 3, 2022	Staff/Students Return
January 6, 2023	Last Day of First Semester
January 9, 2023	Teacher Workday- Schools Closed
January 10, 2023	First Day of Second Semester



BUDGET REVISION REQUEST

#03CH011328

01/01/2022-12/31/2022

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

SCOTT COUNTY PUBLIC SCHOOL HEAD START PROGRAM

www.scottcountyheadstart.org

(276) 386-6051

centraloffice@scottcountyheadstart.org

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SECTION I. BUDGET REVISION REQUEST

Planned Use of Revised Budgeted Funds

Recruitment efforts to reach more families often include extended travel throughout the program's service area and into neighboring parts of Tennessee. Recruitment staff currently travel to local food pantries, social services, and community-wide events in order to reach eligible children and their families. The two furthest points throughout the county's rural terrain is approximately 45 minutes, therefore local travel is a necessity to ensure families most in need receive information about the availability of program services. Community assessment data reveals many eligible families have one shared vehicle and rely heavily upon school bus transportation for services. Increasing gas prices has also created challenges for many vulnerable families. Recruitment staff often meet families in their homes to assist them in the application process when transportation needs arise. This also allows recruitment staff who serve as family advocates, a chance to begin building foundational relationships with families. Additionally, the program provides support in assisting enrolled children and their families to and from required health screenings.

Many program participants live in areas throughout the service area that are inaccessible without four-wheel drive capability. There are currently four vehicles in the program's fleet, one of which is four-wheel drive. All vehicles are regularly serviced by the Bus Garage of Scott County Schools. Three out of the four vehicles currently in the fleet are between the ages of 14-20 years old and have in excess of 100,000 miles. Two of the vehicles have been inaccessible for several months due to the extensive repairs needed and lack of parts available. Some repairs are beyond local maintenance and have had to be outsourced resulting in additional costs incurred. Since these vehicles are no longer used for long distance travel, staff must use their personal

vehicles and are submitting mileage reimbursement claims or the Scott County School System's fleet is used with very limited availability. The program also relies on its vehicles to transport center meal items to each classroom weekly. These trips include twelve different stops throughout the county and are essential to ensuring classrooms receive adequate meal supplies.

In 2019, the program converted HS slots to eight additional EHS slots increasing enrollment for infant and toddler children and their families. The program currently has one bus that can safely transport infants and toddlers. Due to a lack of sufficient seating, parents are unable to travel by bus with their children during program-wide field trips. SCPSHS provides transportation through the use of program vehicles for EHS parents during such events.

Based on program needs, this proposal is to move budgeted funds from personnel and fringe to equipment for the purchase of a 2023 Ford Explorer. This equipment would benefit both Head Start and Early Head Start families, therefore the cost of this purchase would be allocated between programs utilizing an approved cost allocation rate of 81/16% as defined in the program's Cost Allocation Plan.

SCPSHS will follow federal regulations governing procurement as well as the purchasing policies and procedures approved by the Scott County Board of Supervisors. Scott County Schools announced a public notice of bid acceptance for a 2023 Ford Explorer on November 9, 2022. This information was made available in two editions of the county's local paper, and online at Scott County Schools and the County of Scott County's websites. Bids were to be submitted to the Scott County School Board central office by Wednesday, November 23, 2022 and to be opened on Monday, November 29, 2022. During the bid opening, it was announced that no sealed bids were submitted.

Due to a lack of sealed bids, a quote was secured from Sheehy Ford of Richmond utilizing the Virginia Sheriff's Association state contract rate, contract #ADMN2200192 in the amount of \$37,723.20. Scott County Schools utilizes the Virginia state procurement system, eVA, which is an electronic marketplace for buyers and sellers. According to the county's policies and procedures, a formal sealed bid process and quote system is not necessary when ordering from a Virginia state contract rate.

Revised Budget Justification

Like many other programs throughout the country, SCPSHS has faced a staffing shortage since the beginning of the COVID-19 pandemic. Factors that have affected the program's personnel and fringe costs include: number of staff in a long-term substitute position and ineligible for benefits during a period of time, varied rates of pay for staff who leave versus a new hire, fewer staff taking advantage of health benefits provided, implementation of the teacher waiver for staff who do not meet credential requirements, the number of new education staff hired with an Associate's degree instead of a Bachelor's degree, elimination of the Program Nurse position, and vacant Classroom Aide positions throughout the program.

Based on a purchase price of **\$37,723.20** Funds in the amount of **\$33,555.79 (HS - \$30,555.79 / EHS - \$3,000)** would be moved from the FRINGE object class category to EQUIPMENT and **\$4,167.41 (EHS - \$4,167.41)** from the PERSONNEL object class category to EQUIPMENT.



CARRYOVER REQUEST

#03CH011328

01/01/2022-12/31/2022

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SECTION I. CARRYOVER REQUEST

Planned Use of Carryover Funds

SCPSHS is requesting to carry funds from grant #03CH011328-03 for the purchase of a 2023 Ford Explorer to grant #03CH011328-04. These funds were previously allocated in the program's base funding for grant #03CH011328-03 in the amount of **\$37,723.20 (HS - \$30,555.79 / EHS - \$7,167.41)**.

These funds were allocated for the purchase of a program vehicle to aid in recruitment efforts, transportation for children and their families to program events/health screenings, and out of town travel to trainings by staff.

The order bank for the purchase of a 2023 Ford Explorer is currently open to Ford dealerships, however vehicles will not be delivered to buyers until Spring 2023. As a result, these funds will not be expended prior to the end of the budget period, December 2022. This proposal is to carry over these funds into the upcoming budget period, #03CH011328-04 (January 1, 2023 – December 31, 2023).

Revised Budget Justification

Carryover funds in the amount of **\$37,723.20 (HS - \$30,555.79 / EHS - \$7,167.41)** will be allocated to the EQUIPMENT object class category and used specifically for the purchase of a 2023 Ford Explorer.

SCOTT COUNTY PUBLIC SCHOOL HEAD START

FINANCIAL REPORT, OCTOBER 2022

GRANT AWARDS

<i>1/1/22-12/31/22 – YEAR 3</i> <i>03CH011328-03</i>	BASE FUNDING	T&TA	NFS	TOTAL
<i>Continuation - 00/01</i>				
<i>Head Start</i>	\$1,287,723	\$18,132	\$326,464	\$1,632,319
<i>Early Head Start</i>	\$139,225	\$2,267	\$35,373	\$176,865
<i>Change in Scope - 02</i>				
<i>Head Start</i>				
<i>Early Head Start</i>	\$136,960	\$8,707	\$36,417	\$182,084
<i>COLA/Quality Improvement - 03</i>				
<i>Head Start</i>	\$38,557			\$38,557
<i>Early Head Start</i>	\$23,345			\$23,345
TOTAL	\$1,625,810	\$29,106	\$398,254	\$2,053,170
<i>4/1/21-3/31/23</i> <i>03HE000869-01</i>	BASE FUNDING	T&TA	NFS	TOTAL
<i>CCRSA (C5) - 00</i>	\$51,766			\$51,766
<i>ARPA (C6) - 01</i>	\$205,798			\$205,798
TOTAL	\$257,564	\$0	\$0	\$257,564

\$9,653

Approximate amount of federal funding awarded per child

Available Funding as of October 31, 2022

<i>Head Start</i>	\$352,199.50
<i>Early Head Start</i>	\$132,203.96
<i>CCRSA</i>	\$00.00
<i>ARPA</i>	\$102,555.93
<i>Total</i>	\$586,959.39

CCRSA & ARP FUNDS

AWARDED AS ONE-TIME SUPPLEMENTAL GRANTS IN RESPONSE TO COVID-19.

NON-FEDERAL SHARE (NFS)

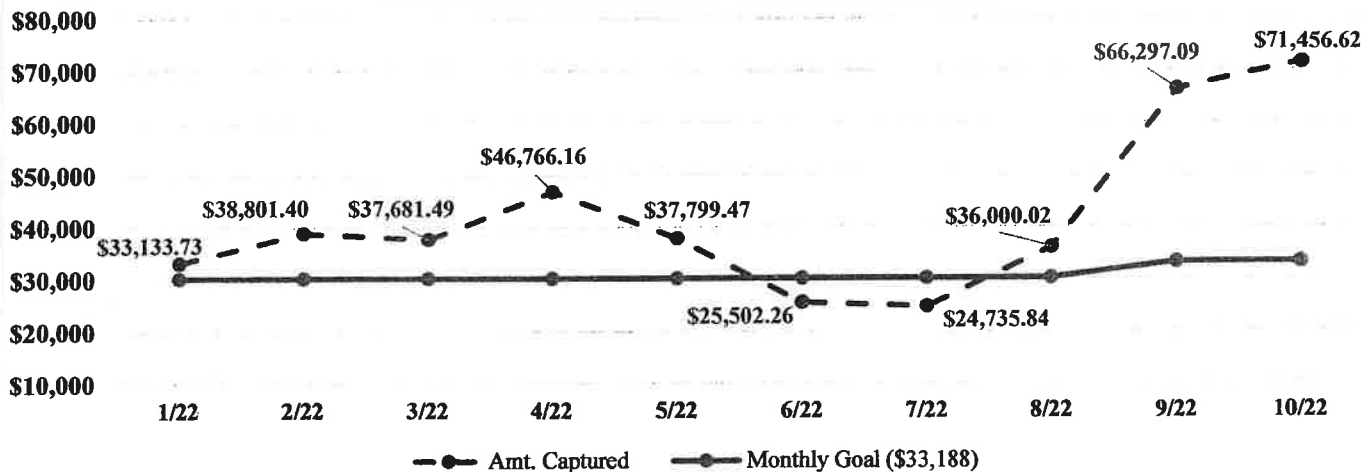
Non-federal funding match is a statutory requirement of the Head Start Act Section 640(b). As stated in the Act, the grantee agency must provide 20% of the total costs of the program.

	Current Month	YTD	Budgeted	Remaining	% Remaining
Parents & Volunteer	\$ 39,718.53	\$ 149,554.45	\$ 136,251.00	\$ (13,303.45)	-10%
School District	\$ 28,954.07	\$ 217,670.19	\$ 239,723.00	\$ 22,052.81	9%
Donations	\$ 2,784.02	\$ 50,949.44	\$ 22,280.00	\$ (28,669.44)	-129%
Total	\$ 71,456.62	\$ 418,174.08	\$ 398,254.00	\$ (19,920.08)	-5%

34%

Percentage of non-federal share anticipated by program parent volunteers

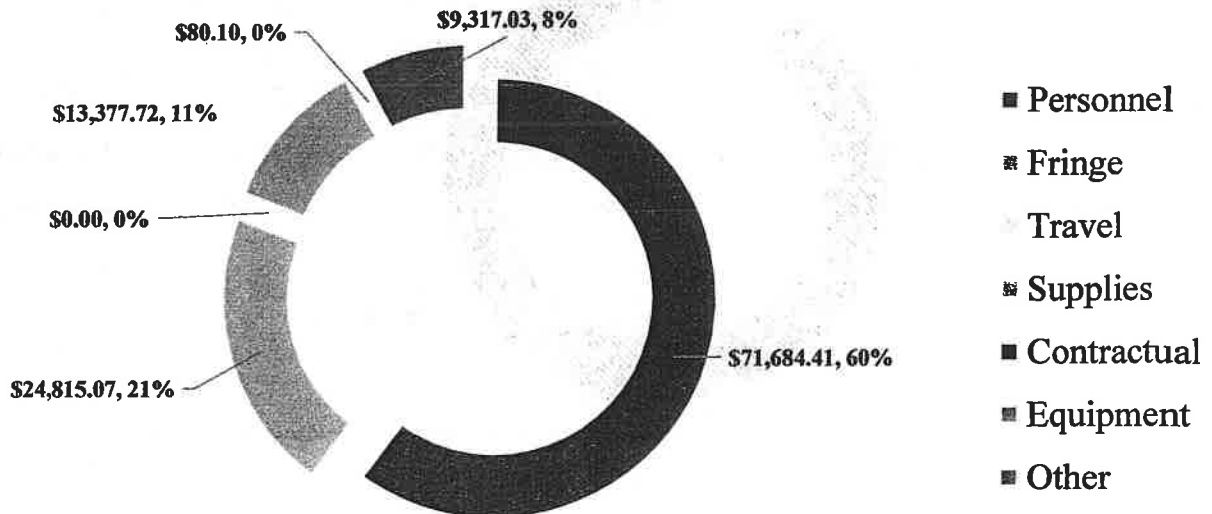
NON-FEDERAL SHARE TREND ANALYSIS



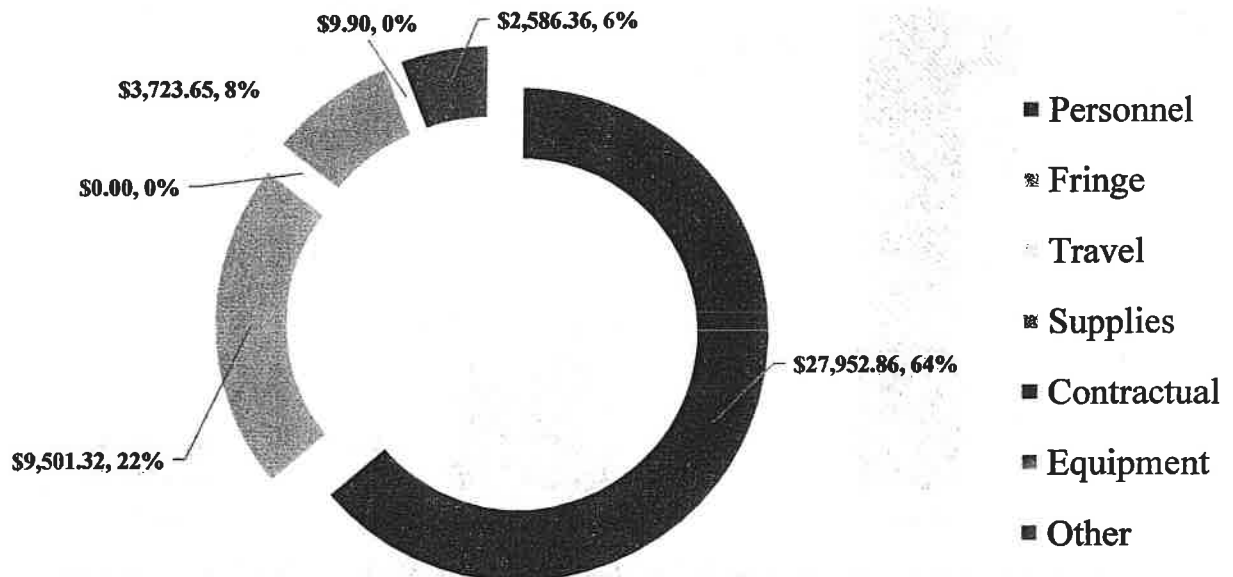
SCOTT COUNTY PUBLIC SCHOOLS PROVIDES **60%** OF THE PROGRAM'S NON-FEDERAL SHARE THROUGH BUS TRANSPORTATION, UTILITIES, DONATED TIME, AND OTHER ADMINISTRATIVE SERVICES.

BUDGET SUMMARY

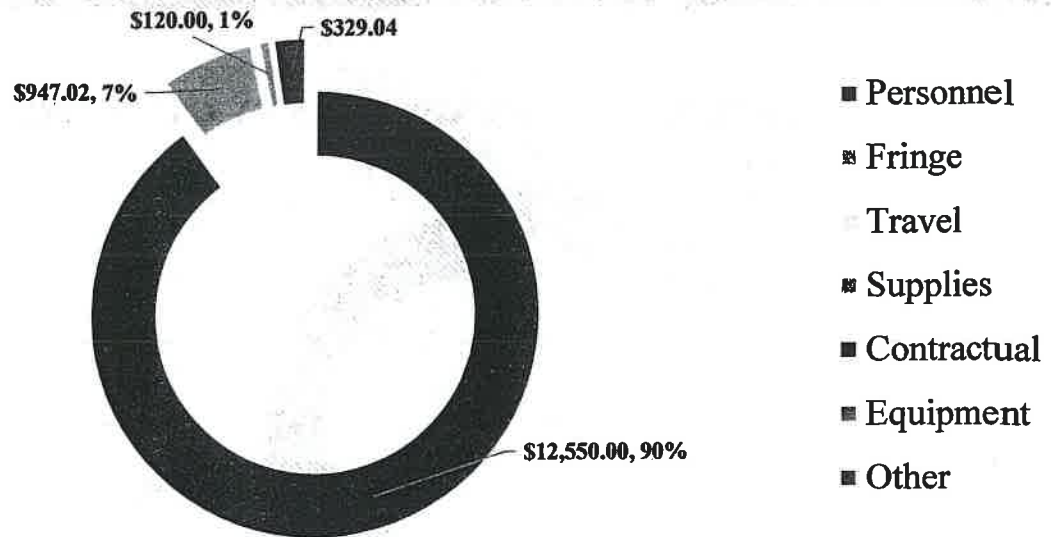
HEAD START EXPENDITURES BY CATEGORY



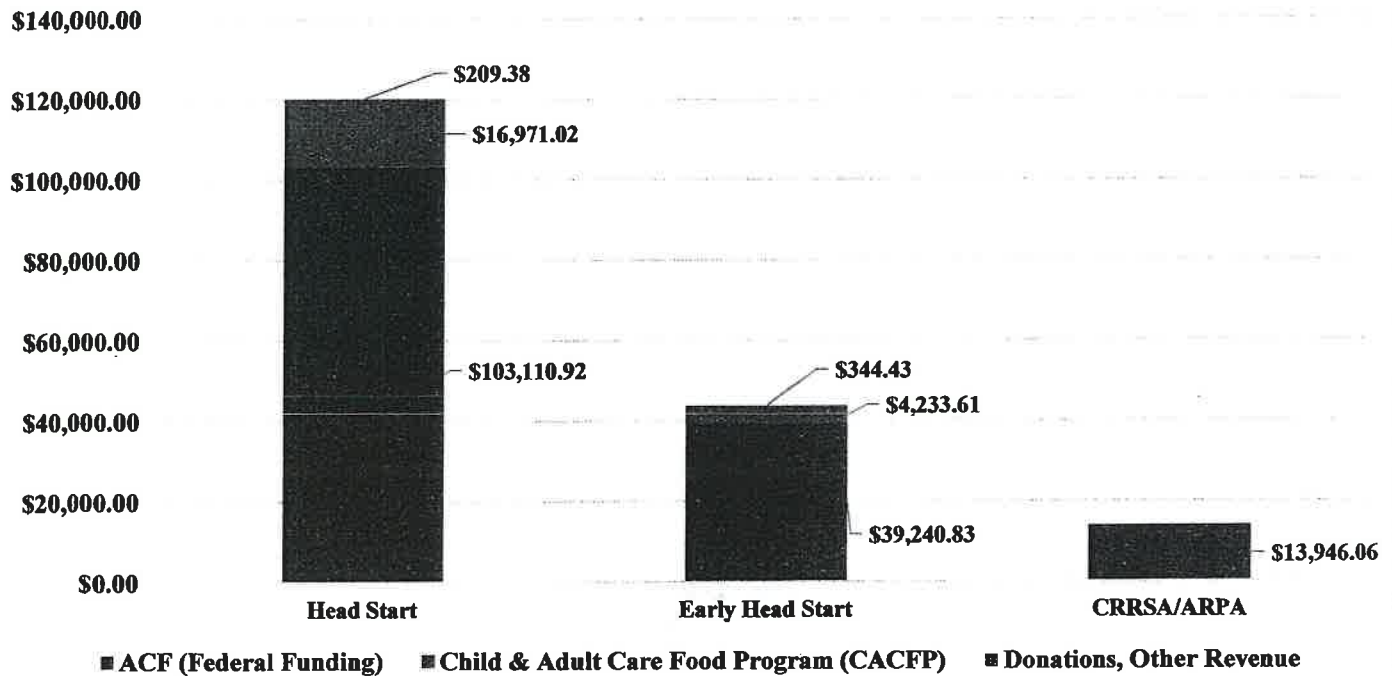
EARLY HEAD START EXPENDITURES BY CATEGORY



CRRSA/ARPA EXPENDITURES BY CATEGORY



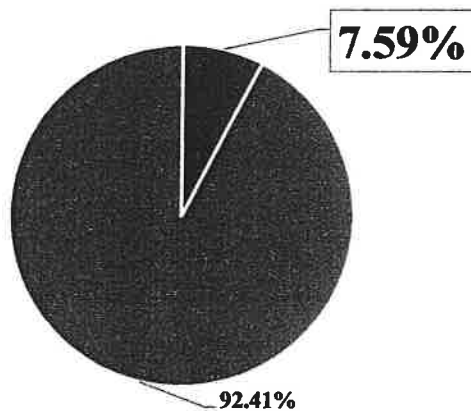
REVENUES BY FUNDING SOURCE



ADMINISTRATIVE COSTS

Allowable costs to develop and administer a program cannot exceed 15% of the total approved program costs, which includes both federal and non-federal costs. *HSPPS 1303.5*

YTD Costs by Classification



■ Administrative ■ Programmatic

CURRENT MONTH

Personnel	\$12,204.28
Fringe	\$3,866.31
Travel	\$0
Supplies	\$402.20
Contractual	\$63.12
Other	\$3,192.48
Total	\$19,728.39
	1.1%

HEAD START BUDGET - OCTOBER 2022
03CH011328-03 (01/01/22-12/31/22)

REVENUES	CURRENT MONTH	YTD	BUDGETED TOTAL	BUDGET REMAINING	% REMAINING
ACF-OHS	\$ 103,110.92	\$ 992,212.50	\$ 1,344,412	\$ 352,199.50	26.2%
CACFP	\$ 16,971.02	\$ 86,399.66	\$ 123,981	\$ 37,581.34	30.3%
Donations, Other Revenue	\$ 209.38	\$ 1,944.73	\$ -	\$ (1,944.73)	0.0%
Total	\$ 120,291.32	\$ 1,080,556.89	\$ 1,468,393	\$ 387,836.11	26.4%
EXPENDITURES					
Personnel	\$ 71,684.41	\$ 657,535.01	\$ 833,469	\$ 175,933.99	21.1%
Personnel Total	\$ 71,684.41	\$ 657,535.01	\$ 833,469	\$ 175,933.99	21.1%
Fringe	\$ 24,815.07	\$ 234,571.30	\$ 343,869	\$ 109,297.70	31.8%
Fringe Total	\$ 24,815.07	\$ 234,571.30	\$ 343,869	\$ 109,297.70	31.8%
Out of Town Travel	\$ -	\$ 2,606.44	\$ 7,280	\$ 4,673.56	64.2%
Travel Total	\$ -	\$ 2,606.44	\$ 7,280	\$ 4,673.56	64.2%
Office Supplies	\$ 1,159.79	\$ 3,359.57	\$ 7,111	\$ 3,751.43	52.8%
Postage	\$ -	\$ 14.63	\$ 444	\$ 429.37	96.7%
Food Supplies	\$ 9,402.29	\$ 66,499.03	\$ 132,000	\$ 65,500.97	49.6%
Food Service Supplies	\$ 850.65	\$ 2,532.40	\$ 5,759	\$ 3,226.60	56.0%
Classroom/Ed. Supplies	\$ 1,628.30	\$ 10,367.54	\$ 10,033	\$ (334.54)	-3.3%
Medical & Dental Supplies	\$ -	\$ 1,221.33	\$ 1,778	\$ 556.67	31.3%
Transition Supplies	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Janitorial Supplies	\$ 336.69	\$ 1,603.30	\$ 4,444	\$ 2,840.70	63.9%
Supplies Total	\$ 13,377.72	\$ 85,597.80	\$ 161,569	\$ 75,971.20	47.0%
Mental Health Services	\$ 80.10	\$ 2,936.98	\$ 3,600	\$ 663.02	18.4%
Other Contractual Services	\$ -	\$ 14,652.78	\$ 14,276	\$ (376.78)	-2.6%
Contractual Total	\$ 80.10	\$ 17,589.76	\$ 17,876	\$ 286.24	1.6%
Equipment	\$ -	\$ -	\$ -	\$ -	0.0%
Equipment Total	\$ -	\$ -	\$ -	\$ -	0.0%
Rent	\$ 729.00	\$ 7,556.01	\$ 8,160	\$ 603.99	7.4%
Utilities	\$ 1,693.06	\$ 13,329.12	\$ 15,111	\$ 1,781.88	11.8%
Telephone	\$ 922.37	\$ 10,366.88	\$ 11,467	\$ 1,100.12	9.6%
Child Liability Insurance	\$ -	\$ -	\$ 770	\$ 770.00	0.0%
Maintenance & Repair	\$ 580.49	\$ 6,795.38	\$ 3,000	\$ (3,795.38)	-126.5%
Local Travel	\$ 365.56	\$ 814.28	\$ 1,000	\$ 185.72	18.6%
Parent Activities	\$ 343.40	\$ 2,163.60	\$ 840	\$ (1,323.60)	-157.6%
Audit Fee	\$ 1,243.77	\$ 1,966.89	\$ 2,578	\$ 611.11	23.7%
Publications, Ads, & Printing	\$ 394.08	\$ 8,412.63	\$ 13,860	\$ 5,447.37	39.3%
Health Services	\$ -	\$ -	\$ 2,800	\$ 2,800.00	100.0%
Field Trips	\$ 576.72	\$ 3,353.43	\$ 2,222	\$ (1,131.43)	-50.9%
Discretionary Funds	\$ -	\$ 433.76	\$ 3,000	\$ 2,566.24	85.5%
Health Examinations/Wellness	\$ -	\$ -	\$ 250	\$ 250.00	100.0%
Assoc., Dues, & Fees	\$ 72.33	\$ 2,175.69	\$ 3,556	\$ 1,380.31	38.8%
Substitutes	\$ 1,227.26	\$ 6,598.19	\$ 22,440	\$ 15,841.81	70.6%
Training	\$ 1,168.99	\$ 16,329.43	\$ 13,276	\$ (3,053.43)	-23.0%
Other Total	\$ 9,317.03	\$ 80,295.29	\$ 104,330	\$ 24,034.71	23.0%
Expenditures Total	\$ 119,274.33	\$ 1,078,195.60	\$ 1,468,393	\$ 390,197.40	26.6%
Income (Loss)	\$ 1,016.99	\$ 2,361.29			

EARLY HEAD START BUDGET - OCT. 2022

03CH011328-03 (01/01/22-12/31/22)

REVENUES	CURRENT		YTD	BUDGETED	BUDGET	%
	MONTH			TOTAL	REMAINING	REMAINING
AC F-OHS	\$ 39,240.83	\$	178,300.04	\$ 310,504	\$ 132,203.96	42.6%
CACFP	\$ 4,233.61	\$	10,549.86	\$ 22,542	\$ 11,992.14	53.2%
Donations, Other Revenue	\$ 344.43	\$	344.43	\$ -	\$ (344.43)	0.0%
Total	\$ 43,818.87	\$	189,194.33	\$ 333,046	\$ 143,851.67	43.2%
EXPENDITURES						
Personnel	\$ 27,952.86	\$	122,791.60	\$ 185,021	\$ 62,229.40	33.6%
Personnel Total	\$ 27,952.86	\$	122,791.60	\$ 185,021	\$ 62,229.40	33.6%
Fringe	\$ 9,501.32	\$	40,315.88	\$ 64,211	\$ 23,895.12	37.2%
Fringe Total	\$ 9,501.32	\$	40,315.88	\$ 64,211	\$ 23,895.12	37.2%
Out of Town Travel	\$ -	\$	860.62	\$ 3,133	\$ 2,272.38	72.5%
Travel Total	\$ -	\$	860.62	\$ 3,133	\$ 2,272.38	72.5%
Office Supplies	\$ 1,036.71	\$	1,304.33	\$ 2,056	\$ 751.67	36.6%
Postage	\$ -	\$	8.33	\$ 88	\$ 79.67	90.5%
Food Supplies	\$ 1,929.74	\$	7,741.03	\$ 24,166	\$ 16,424.97	68.0%
Food Service Supplies	\$ 109.88	\$	325.08	\$ 2,848	\$ 2,522.92	88.6%
Classroom/Ed. Supplies	\$ 582.19	\$	1,203.49	\$ 10,692	\$ 9,488.51	88.7%
Medical & Dental Supplies	\$ -	\$	110.00	\$ 1,222	\$ 1,112.00	91.0%
Transition Supplies	\$ -	\$	-	\$ 200	\$ 200.00	100.0%
Janitorial Supplies	\$ 65.13	\$	372.83	\$ 1,723	\$ 1,350.17	78.4%
Supplies Total	\$ 3,723.65	\$	11,065.09	\$ 42,995	\$ 31,929.91	74.3%
Mental Health Services	\$ 9.90	\$	363.02	\$ 1,080	\$ 716.98	66.4%
Other Contractual Services	\$ -	\$	1,811.02	\$ 3,964	\$ 2,152.98	54.3%
Contractual Total	\$ 9.90	\$	2,174.04	\$ 5,044	\$ 2,869.96	56.9%
Equipment	\$ -	\$	-	\$ -	\$ -	0.0%
Equipment Total	\$ -	\$	-	\$ -	\$ -	0.0%
Rent	\$ 171.00	\$	1,263.99	\$ 1,560	\$ 296.01	19.0%
Utilities	\$ 777.97	\$	2,869.41	\$ 2,700	\$ (169.41)	-6.3%
Telephone	\$ 537.37	\$	1,827.12	\$ 1,935	\$ 107.88	5.6%
Child Liability Insurance	\$ -	\$	-	\$ 88	\$ 88.00	0.0%
Maintenance & Repair	\$ 91.79	\$	645.53	\$ 3,394	\$ 2,748.47	81.0%
Local Travel	\$ 48.21	\$	246.14	\$ 390	\$ 143.86	36.9%
Parent Activities	\$ 36.11	\$	415.17	\$ 296	\$ (119.17)	-40.3%
Audit Fee	\$ 153.73	\$	243.11	\$ 822	\$ 578.89	70.4%
Publications, Ads, & Printing	\$ 21.67	\$	994.39	\$ 2,514	\$ 1,519.61	60.4%
Health Services	\$ -	\$	-	\$ 827	\$ 827.00	100.0%
Field Trips	\$ 135.28	\$	433.69	\$ 1,004	\$ 570.31	56.8%
Discretionary Funds	\$ -	\$	-	\$ 1,160	\$ 1,160.00	100.0%
Health Examinations/Wellness	\$ -	\$	-	\$ 300	\$ 300.00	100.0%
Assoc., Dues, & Fees	\$ 29.46	\$	236.03	\$ 1,182	\$ 945.97	80.0%
Substitutes	\$ 583.77	\$	1,503.57	\$ 6,072	\$ 4,568.43	75.2%
Training	\$ -	\$	1,689.70	\$ 8,398	\$ 6,708.30	79.9%
Other Total	\$ 2,586.36	\$	12,367.85	\$ 32,642	\$ 20,274.15	62.1%
Expenditures Total	\$ 43,774.09	\$	189,575.08	\$ 333,046	\$ 143,470.92	43.1%
Income (Loss)	\$ 44.78	\$	(380.75)			

CRRSA/ARPA BUDGET - OCTOBER 2022

03HE000869-01 (04/01/21-3/31/23)

	CURRENT		BUDGETED	BUDGET	%
REVENUES	MONTH	YTD	TOTAL	REMAINING	REMAINING
ACF-OHS	\$ 13,946.06	\$ 155,008.07	\$ 257,564	\$ 102,555.93	39.8%
CACFP	\$ -	\$ -	\$ -	\$ -	0.0%
Donations, Other Revenue	\$ -	\$ -	\$ -	\$ -	0.0%
Total	\$ 13,946.06	\$ 155,008.07	\$ 257,564	\$ 102,555.93	39.8%
EXPENDITURES					
Personnel	\$ 12,550.00	\$ 107,979.45	\$ 14,400	\$ (93,579.45)	-649.9%
Personnel Total	\$ 12,550.00	\$ 107,979.45	\$ 14,400	\$ (93,579.45)	-649.9%
Fringe	\$ 947.02	\$ 8,319.39	\$ 1,239	\$ (7,080.39)	-571.5%
Fringe Total	\$ 947.02	\$ 8,319.39	\$ 1,239	\$ (7,080.39)	-571.5%
Out of Town Travel	\$ -	\$ -	\$ -	\$ -	0.0%
Travel Total	\$ -	\$ -	\$ -	\$ -	0.0%
Office Supplies	\$ 120.00	\$ 18,394.97	\$ -	\$ (18,394.97)	0.0%
Postage	\$ -	\$ -	\$ -	\$ -	0.0%
Food Supplies	\$ -	\$ 119.85	\$ 408	\$ 288.15	70.6%
Food Service Supplies	\$ -	\$ 441.89	\$ -	\$ (441.89)	0.0%
Classroom/Ed. Supplies	\$ -	\$ 5,029.78	\$ 98,780	\$ 93,750.22	94.9%
Medical & Dental Supplies	\$ -	\$ 5,536.51	\$ 2,000	\$ (3,536.51)	-176.8%
Transition Supplies	\$ -	\$ -	\$ -	\$ -	0.0%
Janitorial Supplies	\$ -	\$ 2,737.72	\$ 3,600	\$ 862.28	24.0%
Supplies Total	\$ 120.00	\$ 32,260.72	\$ 104,788	\$ 72,527.28	69.2%
Mental Health Services	\$ -	\$ -	\$ 93,600	\$ 93,600.00	100.0%
Other Contractual Services	\$ -	\$ -	\$ -	\$ -	0.0%
Contractual Total	\$ -	\$ -	\$ 93,600	\$ 93,600.00	100.0%
Equipment	\$ -	\$ -	\$ -	\$ -	0.0%
Equipment Total	\$ -	\$ -	\$ -	\$ -	0.0%
Rent	\$ -	\$ 819.80	\$ 2,460	\$ 1,640.20	66.7%
Utilities	\$ -	\$ 71.08	\$ -	\$ (71.08)	0.0%
Telephone	\$ -	\$ 209.00	\$ -	\$ (209.00)	0.0%
Child Liability Insurance	\$ -	\$ -	\$ -	\$ -	0.0%
Maintenance & Repair	\$ -	\$ 2,435.31	\$ -	\$ (2,435.31)	0.0%
Local Travel	\$ -	\$ -	\$ -	\$ -	0.0%
Parent Activities	\$ -	\$ -	\$ 3,000	\$ 3,000.00	100.0%
Audit Fee	\$ -	\$ -	\$ -	\$ -	0.0%
Publications, Ads, & Printing	\$ -	\$ 2,080.48	\$ 8,699	\$ 6,618.52	76.1%
Health Services	\$ -	\$ -	\$ -	\$ -	0.0%
Field Trips	\$ -	\$ -	\$ -	\$ -	0.0%
Discretionary Funds	\$ -	\$ -	\$ -	\$ -	0.0%
Health Examinations/Wellness	\$ -	\$ -	\$ -	\$ -	0.0%
Assoc., Dues, & Fees	\$ -	\$ -	\$ 15,000	\$ 15,000.00	100.0%
Substitutes	\$ 329.04	\$ 429.62	\$ 1,800	\$ 1,370.38	76.1%
Training	\$ -	\$ 403.22	\$ 12,578	\$ 12,174.78	96.8%
Other Total	\$ 329.04	\$ 6,448.51	\$ 43,537	\$ 37,088.49	85.2%
Expenditures Total	\$ 13,946.06	\$ 155,008.07	\$ 257,564	\$ 102,555.93	39.8%
Income (Loss)	\$ -	\$ -			

1:54 PM
11/01/22

Scott County Public School Head Start
Reconciliation Summary
2300 - Bank of America CC, Period Ending 10/31/2022

	<u>Oct 31, 22</u>
Beginning Balance	4,775.14
Cleared Transactions	
Charges and Cash Advances - 28 items	-8,756.83
Payments and Credits - 3 items	4,775.14
Total Cleared Transactions	<u>-3,981.69</u>
Cleared Balance	<u><u>8,756.83</u></u>
Register Balance as of 10/31/2022	8,756.83
Ending Balance	8,756.83

Scott County Public School Head Start
Reconciliation Detail
2300 - Bank of America CC, Period Ending 10/31/2022

Type	Date	Numb	Name	Clr	Amount	Balance
Beginning Balance						4,775.14
Cleared Transactions						
Charges and Cash Advances						
- 28 items						
Credit Card Charge	11/1/2022		Feldesman Tucker Leifer Fidell LLP	✓	-1,999.00	-1,999.00
Credit Card Charge	11/1/2022		Fender's Farm	✓	-1,449.99	-3,448.99
Credit Card Charge	11/1/2022		Handle w/ Care Behavior Mgmt. System Inc.	✓	-1,375.00	-4,823.99
Credit Card Charge	11/1/2022		Fender's Farm	✓	-1,282.94	-6,106.93
Credit Card Charge	11/1/2022		HR Web Advisor	✓	-1,095.00	-7,201.93
Credit Card Charge	11/1/2022		Wal-Mart	✓	-222.84	-7,424.77
Credit Card Charge	11/1/2022		Roger Brown's Restaurant	✓	-179.01	-7,603.78
Credit Card Charge	11/1/2022		Zira Technologies Inc.	✓	-171.00	-7,774.78
Credit Card Charge	11/1/2022		Feldesman Tucker Leifer Fidell LLP	✓	-150.00	-7,924.78
Credit Card Charge	11/1/2022		Pizza Plus	✓	-136.53	-8,061.31
Credit Card Charge	11/1/2022		Teachstone Training LLC	✓	-125.00	-8,186.31
Credit Card Charge	11/1/2022		Dollar Tree	✓	-98.75	-8,285.06
Credit Card Charge	11/1/2022		Price Less Foods	✓	-62.34	-8,347.40
Credit Card Charge	11/1/2022		Exxon	✓	-44.00	-8,391.40
Credit Card Charge	11/1/2022		Dollar General Store	✓	-40.00	-8,431.40
Credit Card Charge	11/1/2022		Dollar Tree	✓	-37.52	-8,468.92
Credit Card Charge	11/1/2022		Exxon	✓	-37.00	-8,505.92
Credit Card Charge	11/1/2022		Dollar General Store	✓	-33.55	-8,539.47
Credit Card Charge	11/1/2022		Dollar Tree	✓	-32.50	-8,571.97
Credit Card Charge	11/1/2022		United Way of Southwest Virginia	✓	-30.00	-8,601.97
Credit Card Charge	11/1/2022		United Way of Southwest Virginia	✓	-30.00	-8,631.97
Credit Card Charge	11/1/2022		United Way of Southwest Virginia	✓	-30.00	-8,661.97
Credit Card Charge	11/1/2022		Dollar General Store	✓	-25.65	-8,687.62
Credit Card Charge	11/1/2022		Dollar General Store	✓	-21.06	-8,708.68
Credit Card Charge	11/1/2022		Dollar Tree	✓	-20.00	-8,728.68
Credit Card Charge	11/1/2022		Dollar General Store	✓	-12.32	-8,741.00
Credit Card Charge	11/1/2022		Postmaster	✓	-9.25	-8,750.25
Credit Card Charge	11/1/2022		Dollar Tree	✓	-6.58	-8,756.83
Total Charges and Cash Advances					-8,756.83	-8,756.83

Scott County Public School Head Start
Reconciliation Detail
2300 - Bank of America CC, Period Ending 10/31/2022

Payments and Credits - 3			Type	Date	Num	Name	Clr	Amount	Balance
Items									
			Bill	10/5/2022		Bank of America 1	✓	850.96	850.96
			Bill	10/5/2022		Bank of America 1	✓	1,689.34	2,540.30
			Bill	10/5/2022		Bank of America 1	✓	2,234.84	4,775.14
Total Cleared Transactions								-3,981.69	-3,981.69
Cleared Balance								3,981.69	8,756.83
Register Balance as of 10/31/2022								3,981.69	8,756.83
Ending Balance								3,981.69	8,756.83

SCOTT CO PUBLIC SCHOOL

Platinum Plus® for Business

September 26, 2022 - October 25, 2022

Company Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
BANK OF AMERICA
PO BOX 660441
DALLAS, TX 75266-0441

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$8,756.83
Minimum Payment Due **\$87.57**
Payment Due Date 11/21/22

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
\$19.00 for balance less than \$100.01
\$29.00 for balance less than \$1,000.01
\$39.00 for balance less than \$5,000.01
\$49.00 for balance equal to or greater than \$5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance \$4,775.14
Payments and Other Credits -\$4,825.14
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$8,806.83
Fees Charged **\$0.00**
Finance Charge **\$0.00**
New Balance Total \$8,756.83

Credit Limit \$26,000
Credit Available \$17,243.17
Statement Closing Date 10/25/22
Days in Billing Cycle 30

Cardholder Activity Summary

Account Number	Credit Limit	Total Activity	Payments and Other Credits	Balance Transfer Activity	Cash Advance Activity	Purchases and Other Charges	Fees Charged
FIVE, HEAD START							
6,000		261.00	-50.00	0.00	0.00	311.00	0.00
ONE, HEAD START							
10,000		56.32	0.00	0.00	0.00	56.32	0.00
SIX, HEAD START							
10,000		1,423.17	0.00	0.00	0.00	1,423.17	0.00

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

SCOTT CO PUBLIC SCHOOL
CORPORATE ACCOUNT
305 LEGION ST
WEBER CITY, VA 24290-7329

Account Number: [REDACTED]
September 26, 2022 - October 25, 2022

New Balance Total \$8,756.83
Minimum Payment Due **\$87.57**
Payment Due Date 11/21/22

Enter payment amount

\$

For change of address/phone number, see reverse side.

Mail this coupon along with your check payable to:
BUSINESS CARD,
or make your payment online at
www.bankofamerica.com

CUSTOMER STATEMENT OF DISPUTED ITEM (You must use a separate form for each dispute. Please print.)

If you believe a transaction on your statement is an error, complete and sign a copy of this form using blue or black ink, or write a detailed letter on a separate sheet of paper. Then return it to: **PO BOX 53101, PHOENIX, AZ 85072-3101** no later than 60 days after we sent you the first bill on which the transaction or error appeared. If you prefer to speak with a representative about your dispute, please call **1.866.601.4410, 8am-8pm Est.** You do not have to pay any amount in question while we are investigating, but you are obligated to pay the parts of your bill that are not in question.

PLEASE DO NOT ALTER WORDING ON THIS FORM OR MAIL YOUR LETTER WITH YOUR PAYMENT. Provide copies of all documentation that will help us investigate your dispute (e.g. contracts, invoices, detailed letter, sales slips, return receipts, or second opinions).

Your Name: _____ Account Number: _____
Posting Date: _____ Transaction Date: _____ Reference Number: _____
Amount: _____ Disputed Amount: _____ Merchant Name: _____

Below tell us why you think the item noted above is in error. **Check one box only.**

- ☐ 1. I certify that I do not recognize the transaction. I have attempted to contact the merchant to verify this transaction.
- ☐ 2. I certify that the charge listed above was not made by me or a person authorized by me to use my card, nor were the goods or services represented by the transaction received by me or authorized by me.
- ☐ 3. Although I did engage in a transaction with this merchant, I was billed for _____ transaction(s) totaling \$ _____. that I did not engage in. I have my card in my possession. If available, enclose a copy of the sales slip for the valid charge.
- ☐ 4. I have not received the merchandise that was to be shipped to me on ____/____/____ (MM/DD/YY). I have asked the merchant to credit my account.
- ☐ 5. Merchandise shipped to me was not as described. Please explain in detail and if applicable provide proof of return.

- ☐ 6. Merchandise shipped to me arrived damaged and/or defective.
I returned it on ____/____/____ (MM/DD/YY) and asked the merchant to credit my account. Please provide proof of return and describe how the merchandise was damaged and/or defective.

- ☐ 7. Although I did engage in the above transaction, I dispute the entire charge or a portion in the amount of \$ _____. I have contacted the merchant, returned the merchandise on ____/____/____ (MM/DD/YY) and requested a credit adjustment. I am disputing this charge because
Please supply proof of return or if unable to return merchandise please explain.

- ☐ 8. I notified the merchant on ____/____/____ (MM/DD/YY) to cancel the preauthorized order or reservation. Please note cancellation # and if available, enclose a copy of your telephone bill showing date and time of cancellation. Reason for cancellation: _____
- ☐ 9. Although I did engage in the above transaction, I have contacted the merchant for credit. The services to be provided on ____/____/____ (MM/DD/YY) were not received. Please describe the services to be received and explain the merchant's failure to provide the services.

- ☐ 10. I was issued a credit slip that was not shown on my statement. A copy of my credit slip is enclosed. If the merchant has agreed to issue a credit, be advised the merchant has up to 30 days to supply this credit to your account.
- ☐ 11. The amount of the charge was increased from \$ _____ to \$ _____ or my sales slip was added incorrectly.
Enclosed is a copy of the sales slip that shows the correct amount.
- ☐ 12. Other: Please explain _____

Merchants often provide telephone numbers with their names on your billing statement. If you do not recognize a transaction, attempt first to contact the merchant for transaction information.

Cardholder Signature (required): _____ Date: _____
Home Telephone: (____) _____ Business Telephone: (____) _____

PLEASE KEEP A COPY OF BOTH SIDES OF THIS STATEMENT FOR YOUR RECORDS

PAYMENTS

We credit a payment as of the date we receive it if the payment is: 1) received by 5:00 p.m. (Eastern Time) Monday through Friday (except legal holidays). 2) received at the payment address indicated on the front of this statement. 3) paid with a check drawn in U.S. dollars on a U.S. financial institution or a U.S. dollar money order, and 4) sent in the return envelope with only the bottom portion of your statement accompanying it. Payments received after 5:00 p.m. (Eastern Time) Friday, but that otherwise meet the above requirements, will be processed on the next business day, which is usually the following Monday. Saturdays, Sundays, and holidays are not business days. Credit for payments received in any other manner may be delayed up to five business days, during which time finance charges, if applicable will continue to accrue. We will reject any payments that are not drawn in U.S. dollars and those drawn on a financial institution located outside of the United States. Please do not send cash, credit cards, correspondence, staples or paper clips with your payment. Mail your payment at least 7 days in advance of the payment due date to ensure timely delivery.

CUSTOMER CORRESPONDENCE

If you prefer to send a written inquiry regarding your account, please send the request to: **BANK OF AMERICA, PO BOX 660441, DALLAS, TX, 75266-0441, USA.** This address should not be utilized to dispute merchant transactions appearing on your billing statement. Please see the paragraph above for instructions regarding dispute procedures.

For address/phone number changes on all accounts in your program, have the authorized contact make a request at **WWW.BANKOFAMERICA.COM**

SCOTT CO PUBLIC SCHOOL

September 26, 2022 - October 25, 2022

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Cardholder Activity Summary

Account Number Credit Limit	Total Activity	Payments and Other Credits	Balance Transfer Activity	Cash Advance Activity	Purchases and Other Charges	Fees Charged
THREE, HEAD START						
6,000	2,555.87	0.00	0.00	0.00	2,555.87	0.00
TWO, HEAD START						
10,000	4,460.47	0.00	0.00	0.00	4,460.47	0.00

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
SCOTT CO PUBLIC SCHOOL				
Account Number:				
		Payments and Other Credits		
10/11	10/07	PAYMENT - THANK YOU	2841530000000595471800	- 4,775.14
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$4,775.14
FIVE, HEAD START				
Account Number:				
		Payments and Other Credits		
10/05	10/04	WPY*United Way of Sout 855-999-3729 VA	55432862277209877515559	- 50.00
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$50.00
		Purchases and Other Charges		
10/04	10/03	WPY*United Way of Sout 855-999-3729 VA	55432862276209586381674	50.00
10/04	10/03	WPY*United Way of Sout 855-999-3729 VA	55432862276209586381690	30.00
10/04	10/03	WPY*United Way of Sout 855-999-3729 VA	55432862276209586381724	30.00
10/05	10/04	WPY*United Way of Sout 855-999-3729 VA	55432862277209919480762	30.00
10/24	10/22	ZIRA-TECH SAN FRANCISCO CA	82711162295000009560392	171.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$311.00
ONE, HEAD START				
Account Number:				
		Purchases and Other Charges		
10/06	10/05	DOLLAR GENERAL #23695 JONESBOROUGH TN	05436842279500140872467	12.32
10/25	10/24	EXXONMOBIL 42092015 OILVILLE VA	05486802298378001323221	44.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$56.32
SIX, HEAD START				
Account Number:				
		Purchases and Other Charges		
10/21	10/20	DOLLARTREE WEBER CITY VA	05436842294000349157365	6.58
10/24	10/21	DKG MEDIA, LP 8009447668 TX	55429502294745237955213	1,095.00
10/24	10/21	DOLLARTREE WEBER CITY VA	05436842295000357503558	98.75
10/24	10/21	WM SUPERCENTER #742 KINGSPORT TN	05436842295400083206205	222.84
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$1,423.17
THREE, HEAD START				
Account Number:				
		Purchases and Other Charges		
09/26	09/23	USPS PO 5135041251 GATE CITY VA	02305372267000624427026	9.25
10/03	09/30	DOLLAR GENERAL #14921 WEBER CITY VA	05436842274500191917612	25.65
10/03	09/30	DOLLAR GENERAL #14921 WEBER CITY VA	05436842274500191917794	21.06
10/03	09/30	DOLLAR GENERAL #14921 WEBER CITY VA	05436842274500191917877	33.55
10/03	09/30	DOLLAR GENERAL #14921 WEBER CITY VA	05436842274500191917950	40.00
10/03	09/30	DOLLARTREE WEBER CITY VA	05436842274000351124810	37.52
10/03	09/30	DOLLARTREE WEBER CITY VA	05436842274000351124992	32.50
10/14	10/13	Feldesman Tucker Leife 2024668960 DC	75337002287300000191445	1,999.00
10/14	10/13	Feldesman Tucker Leife 2024668960 DC	75337002287300000191510	150.00
10/18	10/17	TEACHSTONE TRAINING CHARLOTTESVILLE VA	82711162290000011840340	125.00
10/19	10/18	DOLLARTREE WEBER CITY VA	05436842292000343837030	20.00
10/20	10/18	PRICE LESS FOODS #48 WEBER CITY VA	05140482292710001049726	62.34
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$2,555.87
TWO, HEAD START				
Account Number:				
		Purchases and Other Charges		
10/05	10/04	SQ *FENDER'S FARM Jonesborough TN	55432862277209884661743	1,383.17
10/05	10/04	SQ *FENDER'S FARM Jonesborough TN	55432862277209889145023	66.82
10/06	10/05	SQ *FENDER'S FARM Jonesborough TN	55432862278200166533659	1,282.94
10/10	10/07	PIZZA PLUS OF CARTERS CHURCH HILL TN	25247802280000492067566	136.53
10/17	10/14	HANDLE WITH CARE GARDINER NY	85353542289980002414449	1,375.00
10/25	10/24	TST* Roger Browns Rest Portsmouth VA	55432862298205717906292	179.01

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Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
10/25	10/24	EXXONMOBIL 42092015 OILVILLE VA	05486802298378001323239	37.00
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$4,460.47

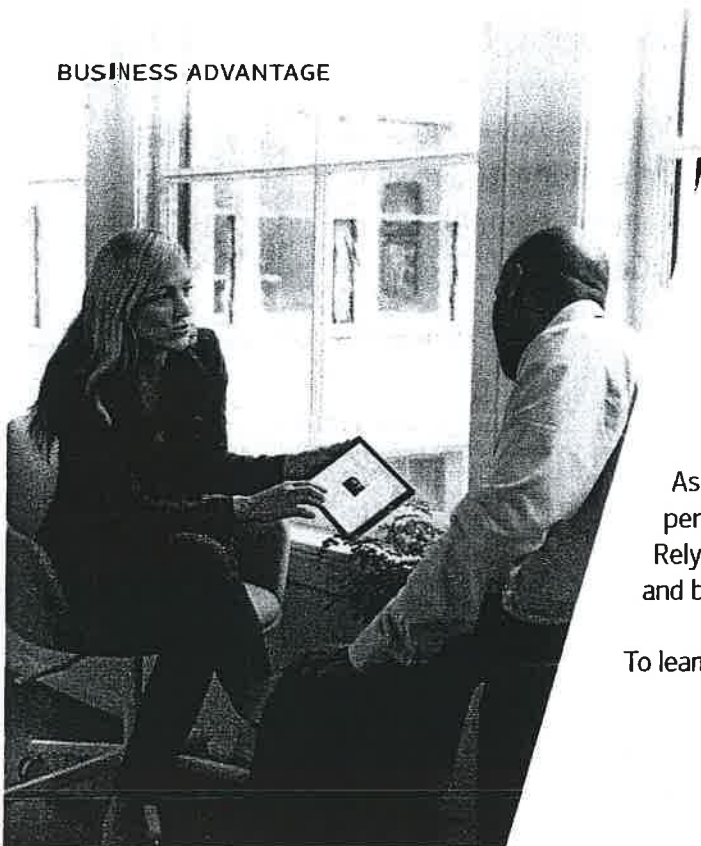
Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	\$0.00	\$0.00
CASH	27.24% V	\$0.00	\$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

BUSINESS ADVANTAGE

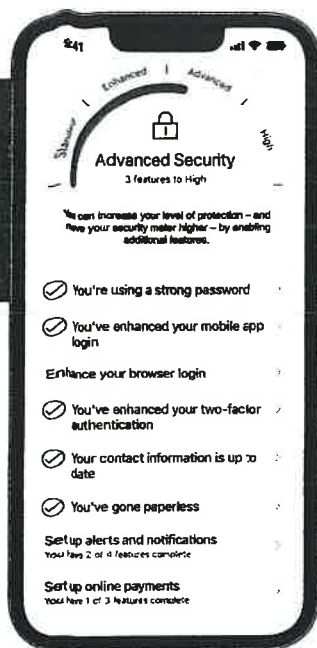


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BANK OF AMERICA BUSINESS ADVANTAGE



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SSM-06-22-0009C | 4762393

Making moves that matter

We're celebrating National Women's Small Business Month with women business owners who are keeping our economy moving forward.

To learn about our commitment to women business owners, visit **bankofamerica.com/SBwomen**.



SCOTT CO PUBLIC SCHOOL

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SCOTT COUNTY PUBLIC SCHOOL HEAD START
2022-2023
TIME LINE FOR SELF ASSESSMENT AND PROGRAM PLANNING
SCHOOL BOARD & POLICY COUNCIL MEETING AGENDAS
 Including

October 20, 2022	Policy Council Meeting	10:00 a.m.
	Business:	
	• Seating of Newly Elected Parent Reps	
	• Election and Seating of Community Reps	
	• Election of Officers	
	Training:	
	Head Start Governing Training	
	• Funding Source	
	• History of Head Start	
	• Roles & Responsibilities of Governing Board	
	• Roles & Responsibilities of Policy Council	
	• Parliamentary Procedures	
	• By-Laws Overview	
	• Fiscal Overview	
October 25, 2022	Program Wide Workshop	10:00 a.m. Head Start Office
October 25-27, 2022	VAHSA's Annual Conference	Portsmouth, Virginia
October 27-28, 2022	Tender Loving Caregivers Conference & Rural Summit	Southwest Virginia Higher Ed Center Abingdon, VA
November 1, 2022	School Board Meeting	
November 15, 2022	Program Wide Workshop & Health Advisory Committee Meeting	10:00 a.m. – 10:30 a.m. Head Start Office

November 17, 2022	Policy Council Meeting	10:00 a.m. Head Start Office
		Training: Overview of HSPPS Introduction to PC Manual & By Laws Committee Sign Ups
November 23 –25, 2022	Fall Break	Head Start/ Early Head Start
December 6, 2022	School Board Meeting	
December 7, 2022	Fall Data Outcomes Meeting	9:00 a.m. – 12:00 p.m. Head Start Office
December 8, 2022	SA / Program Goals Review	9:00 a.m.- 12:00 p.m. Head Start Office
December 14, 2022	Program Wide Workshop	10:00 a.m. Head Start Office
December 15, 2022	Policy Council	10:00 a.m. Head Start Office Training: Overview of Monitoring Policy & Procedures Using On-Going Monitoring Results / School Readiness and Data Procedures HS Eligibility & Final Rule
December 19, 2022	In-Service Day EHS Only	Center Closed for Staff Development Day
December 20-Jan. 2	Winter Break	Early Head Start
December 19- Jan. 2	Winter Break	Head Start
January 3, 2023	School Board Meeting	
January 9, 2023	Staff Development Day	EHS / HS: 8:00 a.m. – 4:00 p.m. Head Start Office Training Focus:

January 17, 2023	Program Wide Workshop	10:00 a.m. Head Start Office
January 19, 2023	Policy Council Meeting	10:00 a.m. Head Start Office Training: Community Assessment Process Program Planning / Goal Setting Process
February, TBD, 2023	School Board Meeting	
February 9, 2023	Winter Data Outcomes Meeting	9:00 a.m.-12:00 p.m. Head Start Office
February, 2023	School Board Meeting	Training Overview of Performance Standards Roles & Responsibilities of School Board Head Start Eligibility Final Rule
February 16, 2023	Policy Council Meeting	10:00 a.m. Head Start Office Training:
February 23, 2023	Program Wide Workshop	10:00 a.m. Head Start Office
March, TBD, 2023	School Board Meeting	
March, 2023	Smart Beginnings Summit	Mountain Empire Community College
March 16, 2023	Policy Council Meeting	10:00 a.m. Head Start Office Training:
March 23, 2023	Program Wide Workshop & Health Advisory Meeting	10:00 a.m. Head Start Office

March /- April 2023	Health & Family Institute	VAHSA: Location TBA
April, TBD, 2023	School Board Meeting	
April 3– 7, 2023	Celebration of the Week of the Young Child	Activities to be Announced
April 7 – 14, 2023	Spring Break - HS	Head Start Closed
April 7-11, 2023	Spring Break- EHS	Early Head Start Closed
April 20, 2023	Policy Council Meeting	Training: Overview of Self-Assessment Process with Sign Up for Committees
April 25, 2023	Program Wide Workshop (Completion of Nurturing Parenting)	10:00 a.m. – 12:00 a.m. Head Start Office
May, TBD, 2023	School Board Meeting	
May 4, 2023	Annual Outcomes Data Meeting &	9:00 a.m. – Noon; Head Start Office
May 8-11, 2023	National Head Start Association Conference	Phoenix, AR.
May 16-17, 2023	Program Self-Assessment	9: 00 a.m. – 1:00p.m. Head Start Office
May 18, 2023	Policy Council Meeting	10:00 a.m. Head Start Office Training
May 25, 2023	Self-Assessment Results Analysis & Report Development	9:00a.m. – Noon

		Personnel Committee Training (as needed)
May 30, 2023	FY 2023 Program Goals	Head Start Office 9 a.m.-Noon
June, TBD, 2023	School Board Meeting	Approve FY 2023 Head Start Program Self-Assessment Results
June, 2023	LEADS Conference	Virtual
June 13-15, 2023	Head Start Director's Meeting	Virginia Beach, VA
June, 2023 TBA	Policy Council Meeting (as needed)	Approve Employment of Staff (as needed)
July, TBD, 2023	School Board Meeting	FY 2023 Annual Report Strategic Planning: Development of Annual Goals
July 20, 2023	Policy Council Meeting	FY 2023 Annual Report Strategic Planning: Development of Annual Goals
August, TBD, 2023	School Board Meeting	
August 17, 2023	Policy Council Meeting	10:00 a.m. Head Start Office Approve FY 2024 Head Start Grant Continuation Application Approve FY 2024 Training Plan
September 21, 2023	Policy Council Meeting	10:00 a.m. Policy Council Meeting Regular/As Needed Business
September, TBD, 2023	School Board Meeting	Approve FY 2024 Head Start Grant Continuation Application Approve FY 2024 Training Plan 2023-2024 Program Goals & Objectives