

## SCOTT COUNTY SCHOOL BOARD

JUNE 7, 2022

### MINUTES OF REGULAR MEETING

The Scott County School Board met for a regular School Board meeting on Tuesday, June 7, 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

ABSENT: None

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

Linda Gillenwater

Gail McConnell

Robin Hood

William "Bill" Houseright

**OTHERS PRESENT:** John I. Ferguson, Division Superintendent; Jason Smith, Assistant Superintendent; Will Sturgill, School Board Attorney; Kim Henderson, Clerk of the Board/Purchasing Clerk; Sherri Christian, Medicaid Specialist/Deputy Clerk; David Hartley, Heritage TV; Kathy Musick, VPE Representative; Vickie Kitts, VEA Representative; Morgan Snodgrass, SCEA Representative; Alan Clark, grandparent; Gate City High School possible dance program representatives – Kristen Ramey, Terry Jones, Ciara Kegley, Amber Kegley, Eliza Sanders, Gracie Blevins, Reggie Ramey, and Aaliyah Kegley.

**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*.

**ITEMS TO ADD TO THE AGENDA:** Chairman Templeton asked if there were any items to be added to the agenda. The agenda was amended to add the following items: Item M – Approval of Science Textbooks, Item N – Approval of Line of Credit 2022-23 School Year and Item O – Approval of Resolution for Virginia Public School Authority under Item 9 – Superintendent's Report.

**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 amended.

**APPROVAL OF MINUTES FOR MAY 3, 2022 REGULAR MEETING AND MAY 23, 2022 SPECIAL CALLED MEETING:** On a motion by Mr. Bill Houseright, seconded by Vice Chairman Steve Sallee, all members voting aye, the Board voted to approve the minutes for May 3, 2022 regular meeting and May 23, 2022 special called meeting as written.

**APPROVAL OF CLAIMS:** On a motion by Chairman David Templeton, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the claims as follows:

School operating fund invoices and payroll in the amount of \$1,930,955.93 as shown by warrants #8135216-8135388 (voided #8135095, #8135121) and #9002434; electronic payroll direct deposit in the amount of \$1,586,963.98 and electronic tax deposits in the amount of \$603,596.91. Cafeteria fund invoices and payroll in the amount of \$178,206.15 as shown by warrants #1020743-1020788; electronic payroll direct deposit for cafeteria in the amount of \$44,257.05 and electronic tax

deposits in the amount of \$13,765.17. Head Start invoices totaling \$79,523.53 as shown by warrants 23594-23674 (#23601-23604 and #23662-23673 are missing).

**PUBLIC COMMENT:** Alan Clark, grandparent of student, addressed the Board about his concern that the school system is doing enough for security measures for our students at each school. Assistant Superintendent Jason Smith replied to Mr. Clark that the school system currently employs 10 school resource officers and has applied to receive funding for at least two more officers which will provide an officer at each school except two which will share an officer. He stated that door security devices were on all entrance doors and door knobs had been taken off on entry doors for security purposes. He stated that there are more security measures that can be taken and a security committee is looking at other possible options. Training is also being provided to all school resource officers for possible encounters.

**PRESENTATION FOR A DANCE TEAM AT GATE CITY HIGH SCHOOL BY CIARA KEGLEY AND OTHER STUDENTS:** Several students from Gate City High School along with other interested people presented the Board with information about the merits of having a Dance Team to encourage school spirit along with the cheerleaders at pep rallies, games and other events at the school. On a motion by Vice Chairman Steve Sallee, seconded by Chairman David Templeton, all members voting aye, the Board gave approval for a Dance Team to be formed at Gate City High School.

**APPROVAL OF THE BUDGET CLOSE-OUT MEETING TO BE ON JUNE 28, 2022:** On a motion by Mr. Gail McConnell, seconded by Mrs. Linda Gillenwater, all members voting aye, the Board approved the Budget Close-Out meeting to be held on June 28, 2022 at 6:30 p.m. at the Scott County School Board Office.

**SUPERINTENDENT'S REPORT:**

**NOTIFICATION OF VIRGINIA DEPARTMENT OF EDUCATION SCHOOL NUTRITION GRANT AWARD:** Superintendent John Ferguson informed the Board that the Virginia Department of Education awarded Scott County Schools the School Nutrition Grant in the amount of \$31,839.00 to be used at Duffield Primary School for a walk-in freezer purchase. Application was made for all schools but due to limited funding, only one school was awarded in our county.

**CANCELLATION OF AMERICORPS SENIORS FOSTER GRANDPARENT PROGRAM BY MEOC:** Superintendent John Ferguson shared with the Board that the Americorps Seniors Foster Grandparent Program by MEOC (Mountain Empire Older Citizens) which we have participated in for many years has been cancelled. He thanked all the foster grandparents who participated in the program for their support of our students.

**VACORP INSURANCE PREMIUM FOR THE 2022-2023 SCHOOL YEAR:** Superintendent John Ferguson relayed to the Board that VACORP insurance premium for the 2022-2023 school year will be estimated at \$252,413.17 compared to the 2021-2022 total of \$256,603.54. One of the reasons the upcoming premium is less than the current premium is due to the decrease of workers' compensation claims at this time.

**APPROVAL OF LOCALLY AWARDED VERIFIED CREDIT FOR STUDENT #31174:** On a motion by Vice Chairman Steve Sallee, seconded by Mr. Robin Hood, all members voting aye, the Board approved the locally awarded verified credit for student #31174.

**APPROVAL OF HONORS VIRGINIA AND UNITED STATES HISTORY CLASS (APPENDIX A) FOR FALL 2022:** On a motion by Mrs. Linda Gillenwater, seconded by Mr. Robin Hood, all members voting aye, the Board approved the addition of Honors Virginia and United States History class (Appendix A) for Fall 2022.

**APPROVAL OF SURPLUS SALE ITEMS AND SALE DATE (APPENDIX B) IN JULY 2022:** On a motion by Mr. Bill Houseright, seconded by Vice Chairman Steve Saltee, all members voting aye, the Board approved the surplus sale items and the sale date as Saturday, July 9, 2022 (Appendix B).

**APPROVAL OF HEALTH INSURANCE CONSULTANT FOR JANUARY 1, 2023-DECEMBER 31, 2026 (APPENDIX C):** On a motion by Mr. Gail McConnell, seconded by Vice Chairman Steve Saltee, all members voting aye, the Board approved the health insurance consultant (Appendix C) for January 1, 2023-December 31, 2026 as recommended by the Insurance Committee.

**APPROVAL OF HEAD START CONTRACT EMPLOYEE LIST FOR 2022-2023 (APPENDIX D):** On a motion by Mr. Bill Houseright, seconded by Mr. Robin Hood, all members voting aye, the Board approved the Head Start contract employee list (Appendix D) for 2022-2023.

**APPROVAL OF HEAD START CHANGE IN SCOPE APPLICATION #03CH011328 (GRANT CONSOLIDATION) (APPENDIX E):** On a motion by Mr. Robin Hood, seconded by Mr. Gail McConnell, all members voting aye, the Board approved the Head Start change in scope application #03CH011328 (grant consolidation) (Appendix E) as presented.

**APPROVAL OF HEAD START TRANSPORTATION WAIVER FOR 2022-2023 (APPENDIX F):** On a motion by Mr. Bill Houseright, seconded by Mrs. Linda Gillenwater, all members voting aye, the Board approved the Head Start transportation waiver (Appendix F) for 2022-2023 as presented.

**APPROVAL OF HEAD START FINANCIAL REPORT, APRIL 2022 (APPENDIX G):** On a motion by Mr. Gail McConnell, seconded by Vice Chairman Steve Saltee, all members voting aye, the Board approved the Head Start Financial Report for April 2022 (Appendix G).

**HEAD START DIRECTOR'S REPORT, MAY 2022:** Superintendent Ferguson presented the May 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.

**APPROVAL OF TEXTBOOKS FOR ENVIRONMENTAL SCIENCE AND ELEVATE MIDDLE GRADES SCIENCE (APPENDIX H):** On a motion by Chairman David Templeton, seconded by Mr. Gail McConnell, all members voting aye, the Board approved the purchase of textbooks for Environmental Science and Elevate Middle Grades Science (Appendix H).

**APPROVAL OF SCHOOL OPERATING FUND LINE OF CREDIT FOR 2022-2023:** On a motion by Chairman David Templeton, seconded by Vice Chairman Steve Saltee, all members voting aye, the Board approved the School Operating Fund line of credit for 2022-2023 in the amount of \$4,000,000.00.

**APPROVAL OF RESOLUTION OF VIRGINIA PUBLIC SCHOOL AUTHORITY (APPENDIX I):** On a motion by Mr. Gail McConnell, seconded by Mr. Bill Houseright, all members voting aye, the Board approved the Resolution of Virginia Public School Authority (Appendix I) as presented.

**CLOSED MEETING:** Vice Chairman Steve Sallee made a motion to enter into closed meeting at 7:14 p.m. to discuss Head Start personnel, teachers, teaching assistants, coaches, secretaries, custodians and cafeteria staff 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 8:50 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, Linda Gillenwater, Gail McConnell, Bill Houseright and Robin Hood

NAYES: None

ABSENT: None

**ITEMS BY ASSISTANT SUPERINTENDENT JASON SMITH – PERSONNEL:**

**RESIGNATIONS:** On a motion by Mr. Bill Houseright, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to accept the following resignations:

Mariah Lane, Head Start nurse, effective May 25, 2022

Larry Collier, Maintenance, effective June 3, 2022

Carrie Stansberry, custodian, effective May 12, 2022

Makayla Jaramillo, theater coach, TSHS, effective May 6, 2022

Laura Dingus, teacher, effective at the end of the 2021-22 school year

Matt Reed, teacher, effective at the end of the 2021-22 school year

Sarah Melton, teacher, effective at the end of the 2021-22 school year

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

Brett Lane, custodian, effective July 1, 2022

James Mann, custodian, effective July 1, 2022

Leslie Meade, administrative assistant, effective July 1, 2022

Stacie Wilson, head cheer coach, RCHS, effective May 5, 2022

Amanda Fleming, Physical Therapist, effective for the 2022-23 school year

Bethany Reed, cook, effective for the 2022-23 school year  
Angela Lyons, cook, effective for the 2022-23 school year  
Tyler Maggard, teacher, effective for the 2022-23 school year  
Amy Dean, teacher, effective for the 2022-23 school year  
Celesa Broadwater, teacher, effective for the 2022-23 school year  
Karen Culbertson, teacher, effective for the 2022-23 school year  
Melissa Qualls, paraprofessional, effective for the 2022-23 school year  
Allison Lewis, teaching assistant, effective for the 2022-23 school year  
Melinda Stallard, teaching assistant, effective for the 2022-23 school year  
Rebecca Williams, teaching assistant, effective for the 2022-23 school year  
Amanda Musick, teaching assistant, effective for the 2022-23 school year

**RETIREMENTS:** On a motion by Mr. Gail McConnell, seconded by Mr. Bill Houseright, all members voting aye, the Board approved the following retirement:

John McCrary, teacher, effective at the end of the 2021-22 school year

**LEAVE OF ABSENCE:** On a motion by Vice Chairman Steve Sallee, seconded by Chairman David Templeton, all members voting aye, the Board approved the following leave of absence:

Lindsey Smith, teacher, effective for the 2022-23 school year

**NON-RENEWAL:** On a motion by Vice Chairman Steve Sallee, seconded by Mr. Gail McConnell, all members voting aye, the Board approved the following non-renewal:

Lacey Hufnagle, teacher, effective June 7, 2022

**APPROVAL OF OVERNIGHT FIELD TRIP REQUEST:** On a motion by Chairman David Templeton, seconded by Mr. Gail McConnell, all members voting aye, the Board approved the Overnight Field Trip Request for Scott County Career and Technical Center FFA to attend the Hippology Competition at the State FFA Convention at Virginia Tech in Blacksburg, Virginia. The event will be held from June 27-30, 2022.

**BOARD MEMBER COMMENTS:**

Vice Chairman Steve Sallee wished Mr. McCrary a happy retirement.  
Mr. Bill Houseright congratulated Mr. McCrary and wished everyone a happy summer.  
Mr. Robin Hood complimented the ladies on an excellent job with their presentation.  
Mr. Gail McConnell congratulated Mr. McCrary on reaching his milestone.  
Chairman David Templeton congratulated Mr. McCrary also.

**ADJOURNMENT:** With no further business to discuss, the regular meeting of the Scott County School Board was adjourned at 8:58 p.m. The next meeting of the Scott County School Board will be Tuesday, June 28, 2022, at 6:30 p.m. at the Scott County School Board Office.

  
David Templeton, Chairman

  
Kim Henderson, Clerk of the Board

## **APPENDIX INDEX**

**APPENDIX A – Approval of Honors Virginia & U.S. History Class Fall 2022**

**APPENDIX B – Approval of Surplus Sale Items & Sale Date, July 9, 2022**

**APPENDIX C – Approval of Health Insurance Consultant for January 1, 2023 – December 31, 2026**

**APPENDIX D – Approval of Head Start Contract Employee List 2022-2023**

**APPENDIX E – Approval of Head Start Change in Scope Application #03CH011328 (Grant Consolidation)**

**APPENDIX F – Approval of Head Start Transportation Waiver 2022-2023**

**APPENDIX G – Approval of Head Start Financial Report, April 2022**

**APPENDIX H – Approval of Textbooks for Environmental Science & Elevate Middle Grades Science**

**APPENDIX I – Approval of Resolution of Virginia Public School Authority**

Fall 2022  
Honors Virginia and United States History  
Syllabus

Course Information

Course Title:	Honors Virginia and United States History
Instructor:	Andy Horton Lawson III
Instructor Email:	andy.lawson@scottsschools.org
Course Website:	<a href="https://sites.google.com/scottsschools.org/rchs-fall22-honors-us/home">https://sites.google.com/scottsschools.org/rchs-fall22-honors-us/home</a>

Course Description

The course examines the history of the Commonwealth of Virginia and the United States of America. Content in this course will focus on the historical significance and impact of economic, political, and social events and issues related to Early Civilizations, Colonization, The Revolutionary Period, The New Nation, Expansion, The Civil War and Reconstruction, The Gilded Age, Imperialism, The 1920s and 1930s, World War II, The Cold War, The Civil Rights Movements, and Modern America.

Course Goals

1. Students will develop historical critical thinking and analytical skills to be used in a collegiate setting and careers.
2. Students will develop advanced knowledge of the history of the Commonwealth of Virginia and of The United States of America.
3. Students will display advanced knowledge of the history of the Commonwealth of Virginia and of The United States of America through the use of projects.

Course Grading

The assessments of the students knowledge and skills, and how they are weighed in the overall grade for the course.

Exams	10%
Projects	30%
Quizzes	20%
Essays	20%
Daily Work	20%

Fall 2022  
Honors Virginia and United States History  
Syllabus

Letters Grade ranges for this course.

100	A+	95	A-	90	B	85	C+	80	C	75	D+	70	D-
99	A+	94	B+	89	B	84	C+	79	C	74	D	<70	F
98	A	93	B+	88	B	83	C	78	C	73	D		
97	A	92	B	87	B-	82	C	77	C	72	D		
96	A-	91	B	86	B-	81	C	76	C-	71	D		

### Course Resources

Textbook: Prentice Hall United States History 2011

*There will be various articles, videos, and handouts for primary and secondary source analysis.*

### Course Assignments

Exams	Students will take a cumulative exam at the end of each quarter (nine weeks). Exams are built to include question styles covering different levels of learning.
Projects	Projects are designed to have students engage with historical knowledge and material in a format that reflects their interests. These are rubric based grades that amplify the students' understanding and creative focus of historical knowledge.
Quizzes	Formal assessments for classwork and readings.
Essays	Summative assessments for analysis and critique of historical events.
Daily Work	Practice and assessments of students daily knowledge.

### Course Policies

Students are expected to follow the rules and regulations set forth by Scott County Public Schools.

### Academic Honesty

Plagiarism and cheating result in an automatic zero for the assignment and a referral to the office. No exceptions.



Fall 2022  
Honors Virginia and United States History  
Syllabus

**Accommodations**

Students with accommodations will have those accommodations fulfilled and met in this class. Expectations of both the teacher and student will be met for the achievement of the student.

**Attendance**

Students are expected to follow the attendance policy of Scott County Public School. Assignments due on the day of absence are expected to be turned in on the next day of attendance. Quizzes, daily work, and exams are due within five academic days on return to school.

**Tardiness**

Students who are tardy must comply with regulations set forth by Scott County Public Schools. Students are responsible for the work they miss because of the tardy.

**Electronic Devices**

Students are expected to use their Chromebooks for a majority of the classwork. Other electronic devices, unless needed for medical purposes or academic uses, are not to be present in the classroom. A warning, followed by a referral to the office will be administered for neglecting to comply with this rule.

**Leaving the classroom**

Students are required to sign out to leave the classroom outside of called meetings or evacuations.. They have five minutes to perform their task. If they require more time, more time will be given to them. Students are responsible for any work missed during this time.

**Expectations and Student Responsibilities**

1. Follow Google Classroom. All material for the class will be posted on the Google Classroom.
2. Bring your Chromebook. A majority of your work will be done on the chromebook.
3. Turn in your work by the due date and time.
4. Communicate. I am available via email. If a problem arises, send me a message as soon as possible. I will respond and work with you if the issue is brought to my attention before the due dates.

Fall 2022  
Honors Virginia and United States History  
Syllabus

Course Outline

Unit 1 Skills VUS.1

Aug 16, 2022 - Aug 19, 2022

Project 1

Unit 2 Early America VU.2-3

Aug 22, 2022 - Sep 1, 2022

Early American Civilizations

Prentice Hall CH1

Essay 1

Colonization

Prentice Hall CH2

Prentice Hall CH3

Project 2

Unit 3 Revolutionary Period VUS.4-5

Sep 6, 2022 - Sep 16, 2022

Revolution

Prentice Hall CH4

Essay 2

A New Nation

Prentice Hall CH5

Prentice Hall CH6

Project 3

Unit 4 Expansion VUS.6

Sep 19, 2022 - Sep 20, 2022

Prentice Hall CH7

Prentice Hall CH8

Prentice Hall CH9

Essay 3

Project 4

Fall 2022  
Honors Virginia and United States History  
Syllabus

Unit 5 Civil War and Reconstruction VUS.7

Oct 3, 2022 - Oct 14, 2022

Civil War

Prentice Hall CH10

Prentice Hall CH11

Essay 4

Reconstruction

Prentice Hall CH12

Project 5

Exam 1

Unit 6 Industrialization VUS.8

Oct 17, 2022 - Oct 28, 2022

Prentice Hall CH13

Prentice Hall CH14

Prentice Hall CH15

Prentice Hall CH16

Essay 5

Project 6

Unit 7 Emergence of Modern America and World Conflicts VUS.9 -11

Oct 31, 2022 - Nov 18, 2022

Imperialism

Prentice Hall CH17

Prentice Hall CH18

Prentice Hall CH19

1920s - 1930s

Prentice Hall CH20

Prentice Hall CH21

Prentice Hall CH22

Essay 6

Fall 2022  
Honors Virginia and United States History  
Syllabus

World War II  
Prentice Hall CH23  
Prentice Hall CH24

Project 7

Unit 8 The United States since World War II      VUS.12 - 14  
Nov 28, 2022 - Dec 16, 2022

Cold War  
Prentice Hall CH25  
Prentice Hall CH26  
Prentice Hall CH29

Essay 7

Civil Rights  
Prentice Hall CH27  
Prentice Hall CH28  
Prentice Hall CH30

Essay 8

Modern America  
Prentice Hall CH31  
Prentice Hall CH32  
Prentice Hall CH33  
Project 8

Exam 2

## SURPLUS SALE 2021-2022

Duffield Primary	
Fort Blackmore Primary	N/A
Dungannon Elementary	Filing cabinets
Hilton Elementary	N/A
Nickelsville Elementary	N/A
Rye Cove Intermediate	
Shoemaker Elementary	
Weber City Elementary	
Yuma Elementary	
Gate City High School	N/A
Gate City Middle School	
Rye Cove High School	N/A
Scott County Vocational	Cafeteria Equipment
Twin Springs High School	
Bus Shop	
Maintenance	Light fixtures

**DUFFIELD PRIMARY:**

**John Deere Mower---purchased a new one last year to replace this one**

**4 large cubbies**

**Laminator—Not working at this time**

**1 TV**

**Computer tables**

**Rolling chairs**

**Straight back chairs**

**Computer lab chairs**

**RYE COVE INTERMEDIATE:**

**Cafeteria table with rack**

**3 boxes of Sunbrite cleaner**

**Large tables and chairs**

**Filing Cabinet**

**7 science tables**

**14 chairs**

**8 stools**

**WEBER CITY ELEMENTARY:**

**Sharp TV 24 inch**

**Set of 35 Retevis Walkie talkies**

**Sharp VCR**

**3 Panasonic TV/VCR/DVD 24 inch**

**RCA TV 24 inch**

**Emerson TV 24 inch**

**Magnavox VCR combo 20 inch**

**2 rolling TV carts**

**YUMA ELEMENTARY:**

**Pressure washer (the pump is bad)**

**Metal Cart**

**Piano**

**Student desk (they are broken)**

**Minuteman Sprayer**

**GATE CITY MIDDLE SCHOOL:**

**2 filing cabinets**

**3 DVD/VHS players**

**VHS videos (approx.. 50)**

**10 Desks/tables (used in computer lab)**

**Wooden piece that was the top part of an old desk**

**TWIN SPRINGS HIGH SCHOOL:**

**Gang Mower**

**2 green saw horses**

**Milk cooler**

**TV**

**3 small filing cabinets**

**ECCO hedge trimmer**

**6 sets of acetylene hoses**

**2 shop tables**

**Computer table**

**Sewing machine**

**Piano**

**BUS SHOP:**

**11 Buses**

**Bus numbers: 2/11/16/20/58/75/81/89/93/84/76**

**1 car**

**SHOEMAKER ELEMENTARY:**

**4-Black office lobby chairs**

**1 Potato chip stand display**

**1-small popcorn machine**

**Paper towel dispensers**

**1 mini fridge**

**Multiple chairs**

**Multiple desks**

**Glass front cooler**

**Multiple sound system speakers**

**Amplifier**



The elected sub-committee of five members of the Insurance Committee interviewed representatives of Bayse Benefit Advisors and Mark III Brokerage, Inc., on May 16 and 17, 2022, respectively. Following the interview on May 17, the elected five members voted unanimously to allow Mr. Alan Bayse of Bayse Benefit Advisors to continue serving as our health insurance consultant, and that motion was approved unanimously by the entire Insurance Committee on May 24, 2022.

A handwritten signature in black ink, reading "Anthony J. Shipley". The signature is written in a cursive, flowing style with a large initial 'A'.

Anthony J. Shipley

**SCOTT COUNTY PUBLIC SCHOOL HEAD START**  
**CONTRACT EMPLOYEE LIST**  
**JULY 1, 2022 – JUNE 30, 2023**

**190-day contracts**

Adams, Charnita	Teacher Assistant
Davidson, Kristy	Teacher
Duty, Brittany	Teacher Assistant
Edwards, Lori	Teacher Assistant
England, Kaitlin	Teacher
Holley, Kayla	Teacher
Hufnagle, Donna	Teacher
Johnson, Tara	Teacher
Lawson, Brittany	Teacher Assistant
Martinez, Ana	Teacher Assistant
Mattfeld, Sara	Teacher Assistant
Pruitt, Pamela	Teacher
Roberts, Amber	Teacher
Wallen, Michelle	Teacher Assistant

**200-day contracts**

Henry, Sandra	Family Resource Specialist
Parks, Melissa	Family Resource Specialist
Robinette, Nora	Family Resource Specialist

**220-day contracts**

Bledsoe, Kelly	Family & Community Services Coordinator
Ratliff, Jerri Michelle	Receptionist/Data Secretary

**240-day contracts**

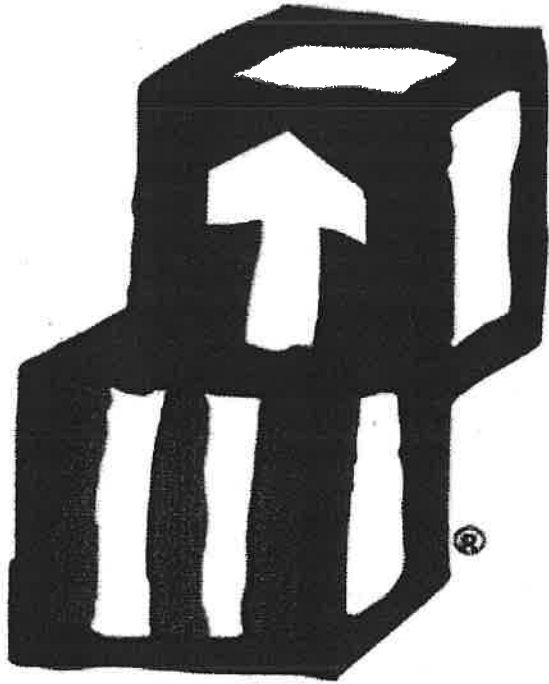
Alsup, Stacey	EHS Teacher
Dison, Rebecca	Child Development Services Coordinator
Franklin, Bailey	EHS Teacher
Horne, Ashlyn	EHS Teacher
Lane, Susan	EHS Teacher
Lloyd, Alexandra	EHS Teacher
Pennington, Hollie	EHS Teacher
Ramsey, Faith	EHS Teacher
Russell, Kellie	EHS Teacher
Smith, Candace	Health Services Coordinator

**260-day contracts**

Carter, April	HR/Fiscal Officer
Raymond, Cindy	Head Start Director

**TBD**

Teacher / Teacher Assistant	TBD
Teacher Assistant	TBD



CHANGE IN SCOPE FUNDING  
APPLICATION

#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](http://www.scottcountyheadstart.org)  
(276) 386-6051  
[centraloffice@scottcountyheadstart.org](mailto:centraloffice@scottcountyheadstart.org)

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# BUDGET AND BUDGET JUSTIFICATION NARRATIVE

## 1. Detailed Narrative

The program's Change-in-Scope (Grant Consolidation) funding guidance letter projects **\$1,563,908** (HS - \$1,287,723 / EHS - \$276,185) in federal funds to successfully operate the program for the budget period of 1/1/2022-12/31/2022. In addition, the training and technical assistance funding allocation will be **\$23,301** (HS - \$18,132 / EHS - \$5,169). Non-federal matching funds in the amount of **\$396,802** (HS - \$326,464 / EHS - \$70,338) will be achieved through the implementation of this grant. Total funding for this budget period is **\$1,984,011** (HS - \$1,632,319 / EHS - \$351,692). This funding will cover slots absorbed from grant #03HP000497 for the period of 9/1/2022-12/31/2022.

### A. Personnel

SCPSHS has allocated a total of **\$969,201** (HS - **\$802,045** / EHS - **\$167,156**) of federal funds for payment of personnel.

Of the total amount **\$872,750** (HS - **\$734,696** / EHS - **\$138,054**) has been allotted for the payment of contracted, full-time employees. These funds will be used to pay salaries for the positions listed in the chart below. An average monthly salary multiplied by four months was added for employees whose salaries were partially or fully funded by #03HP000497.

CONTRACTED POSITION	# OF EMPLOYEES
Early Head Start Teacher (EHST)	8
Head Start Teacher (HST)	8
Head Start Teacher Assistant (TA)	8
Family Resource Specialist (FRS)	3
Family & Community Services Coordinator (FCSC)	1
Receptionist/Data Secretary (R/DS)	1
Head Start Director (DIR)	1
HR/Fiscal Officer (HR/FO)	1

Child Development Services Coordinator (CDSC)	1
Health Services Coordinator (HSC)	1
Program Nurse (PN)	1

Of the total amount **\$96,451** (HS - **\$67,349** / EHS - **\$29,102**) has been allotted for the payment of seventeen non-contracted, part-time employees. These funds will be used to pay wages for the positions listed in the chart below. An estimated number of hours scheduled for the period of 9/1/2022-12/31/2022 was used for employees whose wages were partially or fully funded by #03HP000497.

NON-CONTRACTED POSITION	# OF EMPLOYEES
Early Head Start Floater	1
Classroom Aide	8
Food Service Provider	3
Nutrition Support / Educational Assistant	1
Food Delivery Technician	1
Payroll/Invoice Clerk	1
Janitorial Services Technician	1
Technology Support Specialist	1

PERSONNEL			
	HS	EHS	TOTAL
Child Health & Development	\$548,482	\$140,618	\$689,100
Family & Community Partnership	\$122,870	\$10,971	\$133,841
Program Design & Management	\$130,693	\$15,567	\$146,260
<b>TOTAL</b>	<b>\$802,045</b>	<b>\$167,156</b>	<b>\$969,201</b>

#### *B. Fringe Benefits*

SCPSHS has allocated **\$395,467** (HS - **\$336,736** / EHS - **\$58,731**) of the total federal funds for payment of employee fringe benefits. These allocated funds will provide payments for the program's share of employer payroll taxes, insurance, retirement, and other fringe benefits listed throughout this section. Calculations have been determined based on section A. *Personnel*

and section *F. Other (Substitutes)*, if applicable, multiplied by the fringe benefit rate. Increases to section A. and F. due to the grant consolidation will reflect an increase in each fringe benefit cost based on the fringe benefit percentage rate. The following chart is a summary of the wage type and total used to calculate fringe benefits.

WAGE TYPE	HS TOTAL	EHS TOTAL
Contracted Wages	<b>\$734,696</b>	<b>\$138,054</b>
All Wages (including Substitutes)	<b>\$824,485</b>	<b>\$173,228</b>

FRINGE BENEFIT	%	WAGE TYPE APPLIED	CALCULATION
FICA	7.65%	All Wages	HS - \$824,485 x 7.65% = \$63,073 EHS - \$173,228 x 7.65% = \$13,252
WORKER'S COMP	.28%	All Wages	HS - \$824,485 x .28% = \$2,309 EHS - \$173,228 x .28% = \$485
UNEMP.	.53%	All Wages	HS - \$824,485 x .53% = \$4,370 EHS - \$173,228 x .53% = \$918
HEALTH		Contracted	HS - (16 x \$460 x 12) + (1 x \$550 x 12) + (3 x \$725 x 12) = \$121,020 EHS - (2 x \$460 x 12) + (3 x \$460 x 4) = \$16,560
DENTAL		Contracted	HS - 14 x \$20 x 12 = \$3,360 EHS - (2 x \$20 x 12) + (3 x \$20 x 4) = \$720
GROUP LIFE	1.34%	Contracted	HS - \$734,696 x 1.34% = \$9,845 EHS - \$138,054 x 1.34% = \$1,850
VRS	16.62%	Contracted	HS - \$734,696 x 16.62% = \$122,106 EHS - \$138,054 x 16.62% = \$22,945
VLDP	.24%	Contracted	HS - \$734,696 x .24% = \$1,763 EHS - \$138,054 x .24% = \$331
HIC	1.21%	Contracted	HS - \$734,696 x 1.21% = \$8,890 EHS - \$138,054 x 1.21% = \$1,670

**FICA** – This line item represents the program’s share of Medicare and Social Security taxes.

**WORKER’S COMPENSATION** – This line item represents the program’s share of worker’s compensation insurance provided by Scott County Schools.

**UNEMPLOYMENT** – This line item represents the program’s share of unemployment costs.

**HEALTH INSURANCE** – This line item represents the program’s share of health/vision insurance benefits offered by Scott County Schools. The monthly employer cost for each employee is contingent upon coverage type and is outlined in the chart below.

COVERAGE TYPE	EMPLOYER COST
Employee Only	\$460
Employee + 1	\$550
Family	\$725

Based on historical data, the program anticipates 25 contracted staff (20 Head Start & 5 Early Head Start) will participate in employer provided health insurance. This line item was previously budgeted for two EHS staff, but an adjustment has been made to add coverage for three additional staff for the period of 9/1/2022-12/31/2022 due to the grant consolidation.

**DENTAL INSURANCE** – This line item represents the program’s share of dental insurance benefits offered by Scott County Schools. The monthly employer cost for each employee is \$20 for any chosen coverage type. Based on historical data, the program anticipates 19 contracted staff (14 Head Start & 5 Early Head Start) will participate in employer provided dental insurance. This line item was previously budgeted for two EHS staff, but an adjustment



has been made to add coverage for three additional staff for the period of 9/1/2022-12/31/2022 due to the grant consolidation.

**GROUP LIFE** – This line item represents the program’s share of group life insurance costs offered by Scott County Schools.

**RETIREMENT** – This line item represents the program’s share of retirement costs for eligible employees through the Virginia Retirement System (VRS). The employer cost of retirement is approximately 16.62% of an employee’s gross earnings.

Eligible employees hired on or after January 1, 2014, are enrolled in the VRS Hybrid model plan. Hybrid plan employees can opt-in to additional investment contributions with employer matching incentives. Hybrid plan employees are eligible for the Virginia Local Disability Plan (VLDP). The program anticipates approximately 50% of employees are eligible for VLDP with a monthly employer cost of .47% of an employee’s gross earnings.

In addition, VRS members are eligible to receive a health insurance credit upon retirement to assist with the cost of health insurance premiums. This credit is established by the Virginia General Assembly for each year of service and added to a retiree’s monthly retirement benefit. The monthly employer cost of the health insurance credit is 1.21% of an employee’s gross earnings.

<b>FRINGE</b>				
	<b>%</b>	<b>HS</b>	<b>EHS</b>	<b>TOTAL</b>
<i>Social Security (FICA), State Disability, Unemployment (FUTA), Worker’s Compensation, State Unemployment Insurance</i>				<b>\$84,407</b>
FICA	7.65%	\$63,073	\$13,252	
Worker’s Compensation	.28%	\$2,309	\$485	
Unemployment	.53%	\$4,370	\$918	
<b>TOTAL</b>	<b>8.46%</b>	<b>\$69,752</b>	<b>\$14,655</b>	
<i>Health / Dental / Life Insurance</i>				<b>\$153,355</b>

Health Insurance	8.73%	\$121,020	\$16,560	
Dental Insurance	.5%	\$3,360	\$720	
Group Life Insurance	1.34%	\$9,845	\$1,850	
<b>TOTAL</b>	<b>10.57%</b>	<b>\$134,225</b>	<b>\$19,130</b>	
<i>Retirement</i>				<b>\$157,705</b>
VRS	16.62%	\$122,106	\$22,945	
VLDP	.24%	\$1,763	\$331	
Health Insurance Credit	1.21%	\$8,890	\$1,670	
<b>TOTAL</b>	<b>18.07%</b>	<b>\$132,759</b>	<b>\$24,946</b>	
<b>FRINGE TOTAL</b>	<b>37.1%</b>	<b>\$336,736</b>	<b>\$58,731</b>	<b>\$395,467</b>

### C. Travel

Of the total federal funds, **\$2,981 (HS - \$2,424 / EHS - \$557)** has been allocated for travel expenses incurred by staff while attending the Virginia Head Start Association Director's Council and other related trainings. This out of town travel will include lodging (\$180 nightly + 12% tax rate x 3 staff x 4 nights) and gasoline (\$333). Expenditures incurred within this line item will adhere to federal per diem rates and policies and procedures established in the program's Fiscal Manual regarding out of town travel.

<b>TRAVEL</b>			
	<b>HS</b>	<b>EHS</b>	<b>TOTAL</b>
Staff Out-of-Town Travel	\$2,424	\$557	\$2,981
<b>TRAVEL TOTAL</b>	<b>\$2,424</b>	<b>\$557</b>	<b>\$2,981</b>

### D. Supplies

SCPSHS has budgeted **\$58,041 (HS - \$37,588 / EHS - \$20,453)** to purchase supplies necessary for this grant. The program has evaluated the existing supply expenditures along with historical data to develop the supply budget. Each line item listed below has been revised to meet the supply needs of three additional Early Head Start classrooms.

**OFFICE SUPPLIES** – This line item has been allotted at **\$9,699 (HS - \$7,555 / EHS - \$2,144)** for the budget period. These expenditures include the cost of consumable office supplies

such as file folders, copier paper, pens, scissors, and printer cartridges. Of the total office supplies budget, \$532 (HS - \$444 / EHS - \$88) has been allotted for postage.

**CHILD & FAMILY SERVICES SUPPLIES** – This line item has been allotted at **\$23,925 (HS - \$11,811 / EHS - \$12,114)** for the budget period. Of the total amount, \$20,725 (HS - \$10,033 / EHS - \$10,696) has been allotted for classroom/educational supplies. These expenditures include the cost of diapering/toilet training supplies, COR Advantage License, ChildPlus, PQA, Kindermusik, Ready Rosie, and any additional classroom/educational supplies needed. Of the total amount \$3,000 (HS - \$1,778 / EHS - \$1,222) has been allotted to medical and dental supplies. These expenditures include the cost of toothbrush kits and medical supplies such as First Aid kits. Of the total amount, \$200 (EHS) has been allocated to transition supplies. These expenditures include the cost of a resource fair, Early Intervention into Head Start fair, and appropriate transition children's books.

**FOOD SUPPLIES** – This line item has been allotted at **\$18,250 (HS - \$13,778 / EHS - \$4,472)** for the budget period. Of the total amount, \$15,746 (HS - \$12,000 / EHS - \$3,746) has been allotted to food supplies. These expenditures include the purchase of nutritional food supplies for children in the centers. These funds are in addition to CACFP funds the program will apply for through the State of Virginia. Expenditures from this line item may include field trips, food experiences, and non-CACFP reimbursable meals purchased for staff members, who are required to eat with the children. Of the total budgeted line item, \$2,504 (HS - \$1,778 / EHS - \$726) has been allotted for food service supplies. These expenditures include the cost incurred for the replacement of appliances, serving utensils, food storage products, non-food consumable supplies for center meal preparation, and the purchase of chlorine test strips used in the centers.

**JANITORIAL SUPPLIES** – This line item has been allotted at \$6,167 (HS - \$4,444 / EHS - \$1,723) for the budget period. Expenditures from this line item include sanitization and disinfectant products purchased to maintain clean facilities.

<b>SUPPLIES</b>			
	<b>HS</b>	<b>EHS</b>	<b>TOTAL</b>
<i>Office Supplies</i>			<b>\$9,699</b>
Office Supplies	\$7,111	\$2,056	
Postage	\$444	\$88	
<b>TOTAL</b>	<b>\$7,555</b>	<b>\$2,144</b>	
<i>Child &amp; Family Services Supplies</i>			<b>\$23,925</b>
Classroom/Educational Supplies	\$10,033	\$10,692	
Medical & Dental Supplies	\$1,778	\$1,222	
Transition		\$200	
<b>TOTAL</b>	<b>\$11,811</b>	<b>\$12,114</b>	
<i>Food Supplies</i>			<b>\$18,250</b>
Food Supplies	\$12,000	\$3,746	
Food Service Supplies	\$1,778	\$726	
<b>TOTAL</b>	<b>\$13,778</b>	<b>\$4,472</b>	
<i>Janitorial Supplies</i>			<b>\$6,167</b>
Janitorial Supplies	\$4,444	\$1,723	
<b>TOTAL</b>	<b>\$4,444</b>	<b>\$1,723</b>	
<b>SUPPLIES TOTAL</b>	<b>\$37,588</b>	<b>\$20,453</b>	<b>\$58,041</b>

*E. Contractual*

SCPSHS has budgeted \$22,920 (HS - \$17,876 / EHS - \$5,044) for contractual services.

The program routinely evaluates contract agreements to ensure contracts are necessary for providing quality services.

**HEALTH/DISABILITIES SERVICES** – This line item has been allotted at \$4,680 (HS - \$3,600 / EHS - \$1,080) for the budget period. SCPSHS has a contract with Frontier Health Inc. for child observations and other mental health services. Frontier Health provides this service at a cost of \$30 per hour. The program estimates 1.5 hours of mental health services per classroom monthly. This line item has been revised to include mental health services for three

additional EHS classrooms for the period of 9/1/22-12/31/22. The following calculation is used to determine this line item:  $HS - \$30 \times 1.5 \times 8 \times 10 = \$3,600$ ;  $EHS - \$30 \times 1.5 \times 1 \times 12 + \$30 \times 1.5 \times 3 \times 4 = \$1,080$ .

SCPSHS provides high quality, cost effective services for the children and families in this area and has a strong base for the creation of this in the on-going budget. Costs incurred for mental health services is reasonable in light of the services provided to participating children and families.

**OTHER CONTRACTS** – This line item has been allotted at **\$18,240 (HS - \$14,276 / EHS - \$3,964)** for the budget period. SCPSHS contracts with Scott County Schools to provide maintenance support to the program. The negotiated rate is based on 50% of the total cost of a full-time contracted position within the school’s maintenance department. This is an approximate annual program cost of \$22,000. Utilizing the cost allocation plan, \$16,060 (73%) of the total maintenance services expense is for this grant program. This line item has been revised to reflect Early Head Start’s percentage of expenses for the period of 9/1/22-12/21/22.

<b>CONTRACTUAL</b>			
	<b>HS</b>	<b>EHS</b>	<b>TOTAL</b>
<i>Health / Disabilities Services</i>			<b>\$4,680</b>
Mental Health Services	\$3,600	\$1,080	
<i>Other Contracts</i>			<b>\$18,240</b>
Maintenance Services	\$14,276	\$3,964	
<b>CONTRACTUAL TOTAL</b>	<b>\$17,876</b>	<b>\$5,044</b>	<b>\$22,920</b>

*F. Other*

SCPSHS has allotted **\$115,298 (HS - \$91,054 / EHS - \$24,244)** for the payment of line items within the “Other” category of the budget. The expenditures contained within this category are explained by line item below. All line items listed within this category have been revised to

reflect budget needs for three additional Early Head Start classrooms for the period of 9/1/22-12/31/22.

**RENT** – This line item has been allotted at **\$9,720 (HS - \$8,160 / EHS - \$1,560)** for the budget period. SCPSHS has a rental agreement with Cozart Rental Company for property located at 303, 305, & 307 Legion St. These locations house two Early Head Start classrooms, one Head Start classroom, and Central Office, which has both administrative and programmatic staff. This rental agreement is effective May 1, 2017 – December 31, 2035. Listed within this agreement is a monthly rental rate of \$900 for the period of January 1, 2021 – December 31, 2025.

**UTILITIES, TELEPHONE** – This line item has been allotted at **\$31,213 (HS - \$26,578 / EHS - \$4,635)** for the budget period. Of the total amount, \$17,811 (HS - \$15,111 / EHS - \$2,700) has been budgeted for utilities. This includes electricity and/or propane for central office and nine classrooms. Of the total amount, \$13,402 (HS - \$11,467 / EHS - \$1,935) has been allotted for telephone expenditures. This includes the cost of two cell phones and phone/internet for central office and all classrooms.

**STUDENT ACCIDENT INSURANCE** – This line item has been allotted at **\$858 (HS - \$770 / EHS - \$88)** for the budget period. Student accident insurance is provided through VACORP and paid to Scott County Schools at the rate of approximately \$5.50 per child. The following calculation is used in determining this line item *HS -  $\$5.50 \times 140 \text{ children} = \$770$ ; EHS -  $\$5.50 \times 8 \text{ children} + \$5.50 \times 24 = \$132 / 12 \text{ mos.} = \$11 \times 4 = \$44 = \$88$ .*

**BUILDING MAINTENACE/REPAIR** – This line item has been allotted at **\$6,394 (HS - \$3,000 / EHS - \$3,394)** for the budget period. These expenditures include the cost of routine

pest control by a licensed exterminator, bi-annually, general routine maintenance to the playgrounds, center classrooms, and other repairs as needed.

**LOCAL TRAVEL** – This line item has been allotted at **\$1,390 (HS - \$1,000 / EHS - \$390)** for the budget period. These expenditures are for the purchase of gasoline for program-owned vehicles or mileage reimbursements for staff during circumstances when a program vehicle is unavailable for use.

**SUBSTITUTES** – This line item has been allotted at **\$28,512 (HS - \$22,440 / EHS - \$6,072)** for the budget period. The program anticipates approximately 12 hours each day spent on substitutes working in the Head Start classrooms for a total of 170 days. The following calculation has been used to determine this line item: *12 hours x 170 days x \$11 per hour = \$22,440*. The program anticipates substitutes working in Early Head Start classrooms for 12 hours each day for approximately 46 days (21% of child contact days per year). The following calculation has been used to determine this line item: *12 hours x 46 days x \$11 per hour = \$6,072*.

**PARENT SERVICES / ACTIVITIES** – This line item has been allotted at **\$1,136 (HS - \$840 / EHS - \$296)** for the budget period. These expenditures include \$10 mileage reimbursements to parents for policy council meetings, annual parent enrichment trip, and any additional scheduled parent activities.

**ACCOUNTING & LEGAL SERVICES** – This line item has been allotted at **\$3,400 (HS - \$2,578 / EHS - \$822)** for the budget period. An independent contracted auditor is selected by Scott County government on an annual basis to provide auditing services.

**PUBLICATIONS, ADVERTISING, PRINTING** – This line item has been allotted at \$16,374 (HS - \$13,860 / EHS - \$2,514) for the budget period. These funds will be utilized for copier contracts, educational magazine subscriptions, job advertisements, and procurement bid announcements.

**HEALTH SERVICES** – This line item has been allotted at \$3,627 (HS - \$2,800 / EHS - \$827) for the budget period. These expenditures include the cost of payments for any medical or dental expenses incurred by enrolled children.

**FIELD TRIPS** – This line item has been allotted at \$3,226 (HS - \$2,222 / EHS - \$1,004) for the budget period. These expenditures include admission, transportation, and any additional costs for children and families while attending program field trips.

**DISCRETIONARY FUNDS** – This line item has been allotted at \$4,160 (HS - \$3,000 / EHS - \$1,160) for the budget period. Discretionary funds are used by classroom and family resource staff to purchase educational items for individual classrooms. Each classroom receives up to \$30 per month. Family resource staff receive up to \$20 per month each to purchase family engagement materials that promote school readiness. All purchases must be pre-approved by supervisors and receipts must be submitted for reimbursement

**HEALTH WELLNESS** – This line item has been allotted at \$550 (HS - \$250 / EHS - \$300) for the budget period. This line item is used to pay the cost of required health physicals and TB screenings for un-insured staff. SCPSHS utilizes the Scott County Health Department for staff physicals and TB screenings if needed.



**ASSOCIATION, DUES, FEES, & MARKETING** – This line item has been allotted at \$4,738 (HS - \$3,556 / EHS - \$1,182) for the budget period. These expenditures include the cost of licensing the centers, recruitment materials, and pre-employment screenings for staff.

<b>OTHER</b>			
	<b>HS</b>	<b>EHS</b>	<b>TOTAL</b>
		<i>Rent</i>	<b>\$9,720</b>
Rent	\$8,160	\$1,560	
		<i>Utilities, Telephone</i>	<b>\$31,213</b>
Utilities	\$15,111	\$2,700	
Telephone	\$11,467	\$1,935	
<b>TOTAL</b>	<b>\$26,578</b>	<b>\$4,635</b>	
		<i>Building &amp; Child Liability Insurance</i>	<b>\$858</b>
Student Accident Insurance	\$770	\$88	
		<i>Building Maintenance / Repair</i>	<b>\$6,394</b>
Building Maintenance / Repair	\$3,000	\$3,394	
		<i>Local Travel</i>	<b>\$1,390</b>
Local Travel	\$1,000	\$390	
		<i>Substitutes</i>	<b>\$28,512</b>
Substitutes	\$22,440	\$6,072	
		<i>Parent Services / Activities</i>	<b>\$1,136</b>
Parent Services / Activities	\$840	\$296	
		<i>Accounting &amp; Legal Services</i>	<b>\$3,400</b>
Accounting & Legal Services	\$2,578	\$822	
		<i>Publications / Advertising / Printing</i>	<b>\$16,374</b>
Publications / Advertising / Printing	\$13,860	\$2,514	
		<i>Health Services</i>	<b>\$3,627</b>
Health Services	\$2,800	\$827	
		<i>Field Trips</i>	<b>\$3,226</b>
Field Trips	\$2,222	\$1,004	
		<i>Discretionary Funds</i>	<b>\$4,160</b>
Discretionary Funds	\$3,000	\$1,160	
		<i>Health Wellness</i>	<b>\$550</b>
Health Wellness	\$250	\$300	
		<i>Association, Dues, Fees, &amp; Marketing</i>	<b>\$4,738</b>
Association, Dues, Fees, & Marketing	\$3,556	\$1,182	
<b>OTHER TOTAL</b>	<b>\$91,054</b>	<b>\$24,244</b>	<b>\$115,298</b>

#### G. Training & Technical Assistance Allocation

Training and technical assistance funds have been allocated to the program in the amount of \$23,301 (HS - \$18,132 / EHS - \$5,169). Justification of budget line items are detailed in the program's Training & Technical Assistance Plan.

TRAVEL			
	HS	EHS	TOTAL
Staff Out-of-Town Travel	\$4,856	\$1,592	
<b>TRAVEL TOTAL</b>	<b>\$4,856</b>	<b>\$1,592</b>	<b>\$6,448</b>

OTHER			
	HS	EHS	TOTAL
Training & Staff Development	\$13,276	\$3,577	
<b>OTHER TOTAL</b>	<b>\$13,276</b>	<b>\$3,577</b>	<b>\$16,853</b>

#### H. Administrative Costs

The HR/Fiscal Officer records and monitors administrative costs monthly utilizing the allocation of administrative costs as defined in the Cost Allocation Plan. These costs are reported on the monthly financial report made available to policy council and the governing body.

The 15% maximum allowable administrative cost for this budget period is \$297,601 (HS - \$244,847 / EHS - \$52,754). The below listed chart details the budget allocations for administrative cost per line item category.

PERSONNEL			
	HS	EHS	TOTAL
Program Design & Management	\$114,795	\$14,681	
<b>PERSONNEL TOTAL</b>	<b>\$114,795</b>	<b>\$14,681</b>	<b>\$129,476</b>

FRINGE BENEFITS				
	%	HS	EHS	TOTAL
<i>Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance</i>				<b>\$10,953</b>

FICA	7.65%	\$8,782	\$1,123	
Worker's Compensation	.28%	\$321	\$41	
Unemployment	.53%	\$608	\$78	
<b>TOTAL</b>	<b>8.46%</b>	<b>\$9,711</b>	<b>\$1,242</b>	
<i>Health / Dental / Life Insurance</i>				<b>\$13,686</b>
Health Insurance	8.73%	\$10,022	\$1,282	
Dental Insurance	.5%	\$574	\$73	
Group Life Insurance	1.34%	\$1,538	\$197	
<b>TOTAL</b>	<b>10.57%</b>	<b>\$12,134</b>	<b>\$1,552</b>	
<i>Retirement</i>				<b>\$23,397</b>
VRS	16.62%	\$19,079	\$2,440	
VLDP	.24%	\$276	\$35	
Health Insurance Credit	1.21%	\$1,389	\$178	
<b>TOTAL</b>	<b>18.07%</b>	<b>\$20,744</b>	<b>\$2,653</b>	
<b>FRINGE TOTAL</b>	<b>37.1%</b>	<b>\$42,589</b>	<b>\$5,447</b>	<b>\$48,036</b>

Fringe benefits were calculated based on the percentage of the employee's salary defined as administrative costs multiplied by the actual fringe benefit percentage (e.g. 100% administrative salary x 7.65% FICA).

<b>TRAVEL</b>				
	<b>%</b>	<b>HS</b>	<b>EHS</b>	<b>TOTAL</b>
<i>Travel</i>				<b>\$660</b>
Staff Out-of-Town Travel	7%	\$510	\$150	
<b>TRAVEL TOTAL</b>		<b>\$510</b>	<b>\$150</b>	<b>\$660</b>

<b>SUPPLIES</b>				
	<b>%</b>	<b>HS</b>	<b>EHS</b>	<b>TOTAL</b>
<i>Office Supplies</i>				<b>\$679</b>
Office Supplies	7%	\$498	\$144	
Postage	7%	\$31	\$6	
<b>TOTAL</b>		<b>\$529</b>	<b>\$150</b>	
<i>Janitorial Supplies</i>				<b>\$432</b>
Janitorial Supplies	7%	\$311	\$121	
<b>SUPPLIES TOTAL</b>		<b>\$840</b>	<b>\$271</b>	<b>\$1,111</b>

<b>CONTRACTUAL</b>				
	<b>%</b>	<b>HS</b>	<b>EHS</b>	<b>TOTAL</b>
<i>Other Contracts</i>				<b>\$1,715</b>
Maintenance Services/Solid Waste	6%	\$1,348	\$367	

<b>CONTRACTUAL TOTAL</b>		<b>\$1,348</b>	<b>\$367</b>	<b>\$1,715</b>
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<b>OTHER</b>				
	<b>%</b>	<b>HS</b>	<b>EHS</b>	<b>TOTAL</b>
<i>Rent</i>				<b>\$5,400</b>
Rent	25%	\$4,533	\$867	
<i>Utilities, Telephone</i>				<b>\$2,261</b>
Utilities	6%	\$1,123	\$200	
Telephone	7%	\$803	\$135	
<b>TOTAL</b>		<b>\$1,926</b>	<b>\$335</b>	
<i>Building &amp; Child Liability Insurance</i>				<b>\$1,297</b>
Building & Contents	6%	\$484	\$90	
Public Employees Bond	100%	\$593	\$130	
<b>TOTAL</b>		<b>\$1,077</b>	<b>\$220</b>	
<i>Building Maintenance / Repair</i>				<b>\$865</b>
Building Maintenance / Repair	6%	\$524	\$341	
<i>Local Travel</i>				<b>\$97</b>
Local Travel	7%	\$70	\$27	
<i>Accounting &amp; Legal Services</i>				<b>\$3,400</b>
Accounting & Legal Services	100%	\$2,578	\$822	
<i>Publications / Advertising / Printing</i>				<b>\$1,146</b>
Publications / Advertising / Printing	7%	\$970	\$176	
<i>Training</i>				<b>\$1,179</b>
Training	7%	\$929	\$250	
<i>Health Wellness</i>				<b>\$39</b>
Health Wellness	7%	\$18	\$21	
<i>Association, Dues, Fees, &amp; Marketing</i>				<b>\$332</b>
Association, Dues, Fees, & Marketing	7%	\$249	\$83	
<i>Automobile Insurance</i>				<b>\$448</b>
Automobile Insurance	7%	\$390	\$58	
<b>OTHER TOTAL</b>		<b>\$13,264</b>	<b>\$3,200</b>	<b>\$16,464</b>

**TOTAL** **\$197,462 (HS - \$173,346 / EHS - \$24,116)**

Administrative cost calculations are detailed in the Cost Allocation Plan. This plan has been uploaded into HSES as supporting documentation. The total administrative cost percentage for the budget period is as follows: *HS – 11%; EHS – 7%.*

2. Delegate Agency Agreement, Partnership Contract, & Any Single Item Costing More than \$150,000

SCPSHS does not have any delegate agency agreement or partnership contracts. The program is not requesting the purchase of any single item costing more than \$150,000 in the “Contractual” or “Other” budget categories.

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

When cost of living, quality, or other improvement funds are allocated to the program, policy council and the school board determine the allocation of funds. COLA funds are applied to all steps on the salary scale.

4. Organization’s Financial & Property Management; Internal Controls

There are no proposed change to the program’s financial & property management or internal controls.

5. Non-Federal Match

SCPSHS will provide the non-federal match and in-kind from center volunteers, donations from the community, and Scott County Schools in the amount of **\$396,802 (HS - \$326,464 / EHS - \$70,338).**

*A. Personnel*

The Scott County Schools Nurse Coordinator provides technical assistance to the program on health-related needs and serves on the program’s Health Advisory Committee. The School Nurse Coordinator spends approximately 27 hours per year (*1.5 hours x 2 Health Advisory Committee meetings + 24 hours as needed*) working with SCPSHS. The entry level hourly rate of pay for this position is \$29.76 (200-day employee). The non-federal match for this position is \$804. This non-federal match benefits multi-grant projects. Utilizing the cost allocation plan, \$563 (HS – \$500 / EHS - \$63) or 70% of the total match is for this project.

The additional 40% match, \$241 (\$80 for 4-month period) has been added to this grant from #03HP000497. The revised budget amount for this position is **\$643 (HS - \$500 / EHS - \$143)**.

The Scott County Schools Speech Language Pathologist (SLP) provides annual training on increasing language and vocabulary skills and participates in the program's annual self-assessment. The SLP spends approximately 10 hours annually (*8 hours for self-assessment, 2 hours for training*) working with SCPSHS. The entry level hourly rate of pay for this position is \$32.21 (200-day employee). The non-federal match for this position is \$322. This non-federal match benefits multi-grant projects. Utilizing the cost allocation plan, \$225 (HS - \$200 / EHS - \$25) or 70% of the total match is for this project.

The additional 40% match, \$97 (\$32 for 4-month period) has been added to this grant from #03HP000497. The revised budget amount for this position is **\$257 (HS - \$200 / EHS - \$57)**.

The Scott County Schools Kindergarten Teacher provides annual training to program parents on kindergarten transition. The kindergarten teacher spends approximately 4 hours annually (*2 hours + training + 2 hours self-assessment*) working with the program. The entry level hourly rate of pay for this position is \$27.30 (200-day employee). The non-federal match for this position is **\$109 (HS)**.

The Scott County Schools Supervisor of Secondary Education and School Nutrition serves as a nutrition resource for the program and ensures CACFP components are met for meals in the SFA agreement. This position spends approximately 4 hours per month, 48 hours annually, working with SCPSHS. The entry level hourly rate of pay for this position is \$42.54 (260-day

employee). The non-federal match for this position is \$2,042. This non-federal match benefits multi-grant projects. Utilizing the cost allocation plan, \$1,736 (HS - \$1,543 / EHS - \$193) or 85% of the total match is for this grant project.

The additional 15% match, \$306 (\$102 for 4-month period) has been added to this grant from #03HP000497. The revised budget amount for this position is **\$1,838 (HS - \$1,543 / EHS - \$295).**

The Scott County Schools Division Superintendent and/or designee provides oversight to the program. This position signs off on purchase orders, grant applications for federal funds, and provides technical assistance in all personnel and fringe matters. The Division Superintendent spends approximately 120 hours (10 hours per month) annually working with SCPSHS. The entry level hourly rate of pay for this position is \$51.00 (260-day employee). The non-federal match for this position is \$6,120. This non-federal match benefits multi-grant projects. Utilizing the cost allocation plan, \$5,202 (HS - \$4,624 / EHS - \$578) or 85% of the total match is for this grant project.

The additional 15% match, \$918 (\$306 for 4-month period) has been added to this grant from #03HP000497. The revised budget amount for this position is **\$5,508 (HS - \$4,624 / EHS - \$884).**

Hourly rates of pay for the above listed positions have been verified by the Payroll Manager for Scott County Schools.

<b>PERSONNEL</b>			
<b>CHILD HEALTH &amp; DEVELOPMENT</b>			
	<b>HS</b>	<b>EHS</b>	<b>TOTAL</b>
<i>Teachers / Infant Toddler Teachers</i>			<b>\$109</b>
Kindergarten Teacher	\$109		

<i>Health/Mental Health Services Personnel</i>			<b>\$643</b>
School Nurse Coordinator	\$500	\$143	
<i>Disabilities Services Personnel</i>			<b>\$257</b>
Speech Language Pathologist	\$200	\$57	
<i>Nutrition Services Personnel</i>			<b>\$1,838</b>
Supervisor of Secondary Ed./School Nutrition	\$1,543	\$295	
<b>PROGRAM DESIGN &amp; MANAGEMENT</b>			
<i>Executive Director</i>			<b>\$5,508</b>
Division Superintendent of Schools	\$4,624	\$884	
<b>PERSONNEL TOTAL</b>	<b>\$6,976</b>	<b>\$1,379</b>	<b>\$8,355</b>

### *B. Fringe Benefits*

The fringe benefits non-federal share match for the positions listed above is as follows:

<b>FRINGE BENEFITS</b>				
	<b>%</b>	<b>HS</b>	<b>EHS</b>	<b>TOTAL</b>
<i>Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance</i>				<b>\$707</b>
FICA	7.65%	\$534	\$105	
Worker's Compensation	.28%	\$20	\$4	
Unemployment	.53%	\$37	\$7	
<b>TOTAL</b>	<b>8.46%</b>	<b>\$591</b>	<b>\$116</b>	
<i>Health / Dental / Life Insurance</i>				<b>\$882</b>
Health Insurance	8.73%	\$609	\$120	
Dental Insurance	.5%	\$35	\$7	
Group Life Insurance	1.34%	\$93	\$18	
<b>TOTAL</b>	<b>10.57%</b>	<b>\$737</b>	<b>\$145</b>	
<i>Retirement</i>				<b>\$1,508</b>
VRS	16.62%	\$1,159	\$229	
VLDP	.24%	\$16	\$3	
Health Insurance Credit	1.21%	\$84	\$17	
<b>TOTAL</b>	<b>18.07%</b>	<b>\$1,259</b>	<b>\$249</b>	
<b>FRINGE TOTAL</b>	<b>37.1%</b>	<b>\$2,587</b>	<b>\$510</b>	<b>\$3,097</b>

### *C. Contractual*

**MENTAL HEALTH SERVICES** - Frontier Health Inc. provides mental health services to SCPSHS at a discounted rate of \$100 per hour. This non-federal share donation is approximately \$10,400 (HS – **\$8,000** / EHS - **\$2,400**). The following calculation is used in determining the rate: HS - \$100 x 1 hr. x 10 months x 8 classrooms = \$8,000; EHS - \$100 x 1 hr.



$x 12 \text{ months} \times 1 \text{ classroom} = \$1,200 + \$100 \times 1 \text{ hr.} \times 4 \text{ months} \times 3 \text{ classrooms} = \$1,200 = \$2,400$ ).

This non-federal share has been updated to reflect 3 additional EHS classrooms for the period of 9/1/2022-12/31/2022.

**TRANSPORTATION** – The program anticipates **\$188,972 (HS)** in school bus transportation provided to and from the centers for Head Start children. The following calculation is used in determining the rate: *HS - \$7.94 per child x 140 children x 170 days = \$188,972.*

**SOLID WASTE COLLECTION** – Scott County schools provides solid waste collection for all program facilities. Based on rates for comparable services offered, this service is provided as a non-federal share match of \$12,626 yearly. Utilizing the cost allocation plan, \$9,217 (HS - **\$8,193** / EHS - **\$1,024**) or 73% of the total share benefits this grant project.

The additional 27% match, \$3,409 (\$1,136 for 4-month period) has been added to this grant from #03HP000497. The revised budget amount for this position is **\$10,353 (HS - \$8,193 / EHS - \$2,160).**

<b>CONTRACTUAL</b>			
	<b>HS</b>	<b>EHS</b>	<b>TOTAL</b>
<i>Health / Disabilities Services</i>			<b>\$10,400</b>
Mental Health Services	\$8,000	\$2,400	
<i>Child Transportation Services</i>			<b>\$188,972</b>
School Bus Transportation	\$188,972		
<i>Other Contracts</i>			<b>\$10,353</b>
Solid Waste Collection	\$8,193	\$2,160	
<b>CONTRACTUAL TOTAL</b>	<b>\$205,165</b>	<b>\$4,560</b>	<b>\$209,725</b>

*D. Other*

**RENT** – SCPSHS has a lease agreement with Cozart Rental Company for commercial building space and land located at 303, 305, & 307 Legion Street. This lease is being provided to the program at a discounted rate of \$900 monthly. According to the program's most recent appraisal report, the market rental rate of this property is \$2,000 monthly, resulting in a non-federal share match of \$13,200 yearly. This non-federal share match benefits multi-grant projects. Utilizing the cost allocation plan, \$11,220 (HS - \$9,973 / EHS - \$1,247) or 85% of the total amount is non-federal share match for this grant project.

The additional 15% match, \$1,980 (\$660 for 4-month period) has been added to this grant from #03HP000497. The revised budget amount for this position is **\$11,880 (HS - \$9,973 / EHS - \$1,907).**

**UTILITIES/TELEPHONE** – Scott County Schools provides a match in the form of utilities at an amount of **\$4,240 (HS - \$3,600 / EHS - \$640)** annually. Electricity services are paid by the school system at 218 Shoemaker Dr. (Shoemaker 4). Water services are paid by the school system at 657 Duff-Patt Hwy. (Duffield 1 & 2), 218 Shoemaker Dr. (Shoemaker 4), and 11477 Nickelsville Hwy. (Nickelsville). The following calculation is used to determine this match: *water \$40 monthly x 2 x 12 + \$80 monthly x 12 = \$1,920 + electricity \$140 monthly x 12 = \$1,680 = \$3,600.*

Electricity and water/sewer services are paid by the school system at 659 Duff-Patt Hwy. (Duffield EHS). The following calculation is used to determine this match: *\$120 monthly x 4 = \$480 + \$40 monthly x 4 = \$160 = \$640.*

**BUILDING & CHILD LIABILITY INSURANCE** – *Building, contents general/excess*

*liability, and cyber risk insurance* is provided by Scott County Schools through VACORP.

Based on coverage rates effective 7/1/2020, 15% of the total annual contribution is a non-federal share match for SCPSHS. The estimated non-federal share match is \$10,551. This non-federal share match benefits multi-grant projects. Utilizing the cost allocation plan, \$9,074 (HS - \$8,066 / EHS - \$1,008) or 86% of the total amount is non-federal share match for this grant project.

The additional 14% match, \$1,477 (\$492 for 4-month period) has been added to this grant from #03HP000497. The revised budget amount for this position is **\$9,566 (HS - \$8,066 / EHS - \$1,500).**

Additionally, *educator's legal liability and crime insurance* is provided by Scott County Schools through VACORP. Based on coverage rates effective 7/1/2020, 15% of the total annual contribution is a non-federal share match for SCPSHS. The estimated non-federal share match is \$834. This non-federal share match benefits multi-grant projects. Utilizing the cost allocation plan, \$667 (HS - \$593 / EHS - \$74) or 80% of the total amount is non-federal share match for this grant project.

The additional 20% match, \$167 (\$56 for 4-month period) has been added to this grant from #03HP000497. The revised budget amount for this position is **\$723 (HS - \$593 / EHS - \$130).**

**MAINTENANCE & REPAIRS** – Scott County Schools provides lawn care and mowing services to the following locations for the period of April – September each year at non-federal share donation of approximately \$350 monthly per site: Duffield, Dungannon, Nickelsville, and Shoemaker. This non-federal share match benefits multi-grant projects. The

following calculation is used to determine this match:  $HS - \$350 \times 6 = \$2,100 \times 73\% = \$1,533 + \$350 \times 2 \times 6 = \$4,200 = \$5,733$ ;  $EHS - \$350 \times 1 \times 6 = \$2,100$

The additional 27% match, \$567 (\$189 for 4-month period) has been added to this grant from #03HP000497. The revised budget amount for this position is **\$8,022 (HS - \$5,733 / EHS - \$2,289)**.

**VOLUNTEERS** – SCPSHS anticipates volunteer match in the amount of **\$134,799 (HS - \$78,199 / EHS - \$56,600)**. Of this total amount, \$111,870 (HS - \$58,546 / EHS - \$53,324) will be achieved by parents and families volunteering in the centers, home visits, field trips, family engagement days, scheduled program meetings, medical and dental appointments, at home parent and child activities, community members, and the Foster Grandparent program. The following calculation is used to determine the classroom volunteer non-federal match:  $HS - 3 \text{ hours} \times \$15.64 \times 170 \text{ days} \times 8 \text{ classrooms} = \$58,546 \text{ (amount rounded down)}$ ;  $EHS - 8.5 \text{ hours} \times \$15.48 \times 220 \text{ days} \times 1 \text{ classroom} = \$28,948 + 8 \text{ hours} \times \$15.48 \times 68 \text{ days} \times 3 \text{ classrooms} = \$24,376 \text{ (amount rounded down)} = \$53,324$ . The Head Start hourly classroom volunteer rate is determined by the entry level rate of pay for a Teacher Assistant plus a fringe rate of 37.1%. The Early Head Start hourly classroom volunteer rate is determined by the entry level rate of pay for an EHS Teacher plus a fringe rate of 37.1%.

The remaining \$22,929 (HS - \$19,653 / EHS - \$3,276) will be achieved through policy council meetings. The following calculation is used to determine this volunteer non-federal match:  $HS - 24 \text{ members} \times 2 \text{ hours} \times 12 \text{ meetings} \times \$34.12 = \$19,653$ ;  $EHS - 2 \text{ members} \times 2 \text{ hours} \times 12 \text{ meetings} \times \$34.12 = \$1,638 + 6 \text{ members} \times 2 \text{ hours} \times 4 \text{ meetings} \times \$34.12 = \$1,638 = \$3,276$ . The hourly policy council rate is determined by the entry level rate of pay for the Head Start Director plus a fringe rate of 37.1%.

This non-federal share has been updated to reflect 3 additional EHS classrooms for the period of 9/1/2022-12/31/2022.

**VEHICLE INSURANCE** – *Bus and automobile insurance* is provided by Scott County Schools through VACORP. Based on coverage rates effective 7/1/2020, 15% of the total annual contribution is a non-federal share match for SCPSHS. The estimated non-federal share match is \$7,290. This non-federal share match benefits multi-grant projects. Utilizing the cost allocation plan, \$6,269 (HS - \$5,572 / EHS - \$697) or 86% of the total amount is non-federal share match for this grant project.

The additional 14% match, \$378 (\$126 for 4-month period) has been added to this grant from #03HP000497. The revised budget amount for this position is **\$6,395 (HS - \$5,572 / EHS - \$823)**.

<b>OTHER</b>			
	<b>HS</b>	<b>EHS</b>	<b>TOTAL</b>
		<i>Rent</i>	<b>\$11,880</b>
Rent	\$9,973	\$1,907	
		<i>Utilities</i>	<b>\$4,240</b>
Utilities	\$3,600	\$640	
		<i>Building &amp; Child Liability Insurance</i>	<b>\$10,289</b>
Building & Contents Insurance	\$8,066	\$1,500	
Public Employee Bond (Employee Liability)	\$593	\$130	
<b>TOTAL</b>	<b>\$8,659</b>	<b>\$1,630</b>	
		<i>Building Maintenance / Repair &amp; Occupancy</i>	<b>\$8,022</b>
Maintenance & Repairs	\$5,733	\$2,289	
		<i>Volunteers</i>	<b>\$134,799</b>
Classroom Volunteers	\$58,546	\$53,324	
Policy Council Volunteers	\$19,653	\$3,276	
<b>TOTAL</b>	<b>\$78,199</b>	<b>\$56,600</b>	
		<i>Automobile Insurance</i>	<b>\$6,395</b>
Automobile Insurance	\$5,572	\$823	
<b>OTHER TOTAL</b>	<b>\$111,736</b>	<b>\$63,889</b>	<b>\$175,625</b>

6. Non-Federal Share Match Waiver

SCPSHS is not requesting a non-federal share match waiver.

7. Administrative Cost Waiver

SCPSHS is not requesting a 15% limitation on development and administrative cost waiver.

8. Enrollment Reduction Request

SCPSHS is not requesting a reduction in enrollment.

9. Conversion

SCPSHS is not requesting a conversion.

10. Purchase, Construction, or Major Renovation of Facilities

SCPSHS is not requesting funds for the purchase, construction, or major renovation of program facilities.

11. Equipment

SCPSHS is not requesting funds for the purchase of equipment as defined in 45 CFR 75.2.

May 20, 2022

**Head Start Transportation Waiver Request  
Office of Head Start**

**Grant # 03CH011328**

Scott County Public School Head Start is requesting a Transportation Waiver for the current 2022-2023 school year, effective October 1, 2022 through September 30, 2023.

Scott County Public School Head Start has been in operation since the summer of 1965. Transportation for Head Start enrolled children has been provided consistently over the past 40 plus years by the grantee, Scott County Public Schools, with few school bus accidents.

On an annual basis, the school division purchases, operates, and maintains school buses; hires and trains bus drivers; develops and supervises bus routes throughout the mountainous terrain of rural Scott County, Virginia, transporting Head Start enrolled children along with elementary, middle, and high school students. This is free service to parents and the program because the school division realizes the majority of Head Start children have no other means of getting to school. We anticipate an increase in the actual number of bus riders based on the high cost of fuel for all families.

Scott County Public School Head Start requests a waiver from the requirement that each Head Start child be transported in a safety restraint (Transportation Child Safety Restraint System requirement 1303.71(d) and 1303.72(a)(1) and from the Transportation Bus Monitor requirement 1303.72 (a)(4).

**Grantee's Justification for Requesting a Transportation Waiver  
Barriers to Meeting the Transportation Child Safety Restraint System Requirement  
1303.71 (d)**

1. Despite the fact that SCPSHS provides a child safety restraint for each enrolled child, safety restraints cannot be used on any of our buses. As per Department of Education Pupil Transportation Services; the Operational Assessment that was done in April 2009, by Mr. Michael Brown, states that we can no longer use the Star Seat child safety restraint system on our buses. According to Mr. Brown, our bus seats do not conform to safety standards, as far as securing the seat.
2. Historically, the majority of the funded enrollment of 140 children depends on the school division to provide transportation to and from school. These children will be unable to get to school if they do not ride the school bus. Without doubt, not providing school bus transportation for Head Start enrollees would cause significant disruption to the Head Start program as attendance and enrollment would suffer greatly.

3. Having no bus service for Head Start children means that services will be denied to children from rural, isolated southern Appalachia where there is no public transportation and where families have limited personal transportation. The high cost of gasoline coupled with the fact that, in Virginia, personal automobiles must be inspected annually for safety standards, causes a hardship for many families. Very few, if any, families have more than one automobile and that one automobile takes Mom or Dad to work - not children to school. Automobiles which do not pass the inspection must be repaired or cannot be tagged and put on the road.
4. Having no Head Start services would have critical implications for those 140 low-income children and their families. Children denied the opportunity to attend Head Start will enter kindergarten unprepared for the rigors of the Virginia Kindergarten Standards of Learning; unprepared to interact appropriately with their peers one-on-one or in a group situation; unprepared by lacking those emergent literacy skills to needed to fully compete with students who have had more positive early childhood experiences. Equally important, Head Start parents will be denied the opportunity to learn how to fully advocate for their child throughout their child's public-school experience. Finally, parents will be denied the opportunity to be exposed to developmentally appropriate practice in the educational system in Scott County. During the past school year, 10 parents underwent substitute teacher assistant training in best practices and were gainfully employed on a part-time basis as a Friday Assistant and/or a substitute in the Head Start classroom. Countless other Head Start parents have earned their Child Development Associate credential through Head Start involvement and are competent to work in the child care arena.
5. Historically, bus drivers reserved the seat directly behind the driver for Head Start children. Head Start staff provide parent training in bus safety and pedestrian safety and stress the important role of the parent in working closely with the bus driver and teacher by putting their child on the bus in the morning and getting their child off the bus in the afternoon to further ensure their child's safety while riding a school bus. With this waiver, we will be able to continue to provide bus transportation to those parents who must use it to get their child to the Head Start program/center.

**Barriers to Meeting the Transportation Bus Monitor Regulations (1303.72 (a)(4):**

1. Although the school system would be willing for non-school personnel (volunteers or paid monitors) to ride the bus, there is simply no room for additional riders.
2. There are not enough people in a county of 25,000 plus population who would be available for two runs per day for 173 days per year to cover 50 buses throughout the county.



3. Even if we were able to identify 50 monitors in a given year, it would pose a challenge for Head Start to find funding for the personnel wages, training, Tuberculosis testing, physical examinations and background checks.
4. Historically it is a challenge even for the school system to find, train, certify and keep qualified transportation staff albeit offering a higher pay rate for drivers than Head Start could offer Bus Monitors.

### **Conclusion**

It is the opinion of both Policy Council and the School Board that the collaborative relationship we have had in place for the past 40 plus years is the best effort we can give toward providing low-income parents transportation access to Head Start services in our rural county. There is no public transportation system in place, therefore; no opportunity to utilize or contract with such a service.

Not providing transportation could result in our being unable to meet the 85% attendance requirement as stated in the Performance Standards, as well as impact negatively on our ability to maintain full enrollment. Due to the serious lack of resources for all families in Scott County, such as no movie theaters, no colleges or universities, no shopping malls, few grocery stores, no hospitals, and few restaurants, low-income families look to Head Start to provide family gatherings and social events. Low-income families vie for enrollment in Head Start because of our reputation for helping parents prepare their child for kindergarten. Without this waiver, impoverished children will be denied Head Start services, simply because they could not ride a school bus to school.

Sincerely,

Cindy Raymond

cc: **Shellie Peters**

Early Head Start-Child Care Partnerships Program Specialist

Administration for Children and Families

*NEW ADDRESS*

**U.S. Department of Health and Human Services**

**Administration for Children and Families**

**801 Market St., Suite 8300**

**Philadelphia, PA 19107-3134**

# SCOTT COUNTY PUBLIC SCHOOL HEAD START

FINANCIAL REPORT, APRIL 2022

## GRANT AWARDS

<i>Head Start</i> 1/1/22-12/31/22	Funding Type	Federal Share	NFS	Total Funding
03CH011328-03-00	Continuation	\$1,447,347	\$361,837	\$1,809,184
	Total	\$1,447,347	\$361,837	\$1,809,184

<i>Early Head Start</i> 9/1/21-8/31/22	Funding Type	Federal Share	NFS	Total Funding
03HP000497-01-00	Baseline	\$419,588	\$103,659	\$523,247
	Total	\$419,588	\$103,659	\$523,247

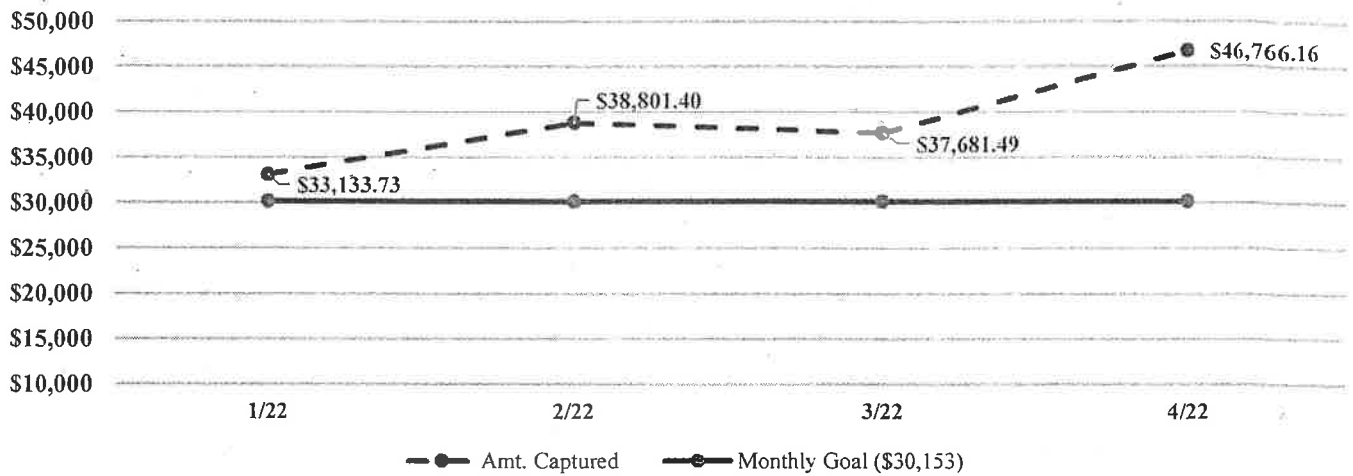
<i>CRRSA/ARP</i> 4/1/21-3/31/23	Funding Type	Federal Share	NFS	Total Funding
03HE000869-01-00	Supplemental (C5)	\$51,766	\$0	\$51,766
03HE000869-01-01	Supplemental (C6)	\$205,798	\$0	\$205,798
	Total	\$257,564	\$0	\$257,564

## NON-FEDERAL SHARE (NFS)

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

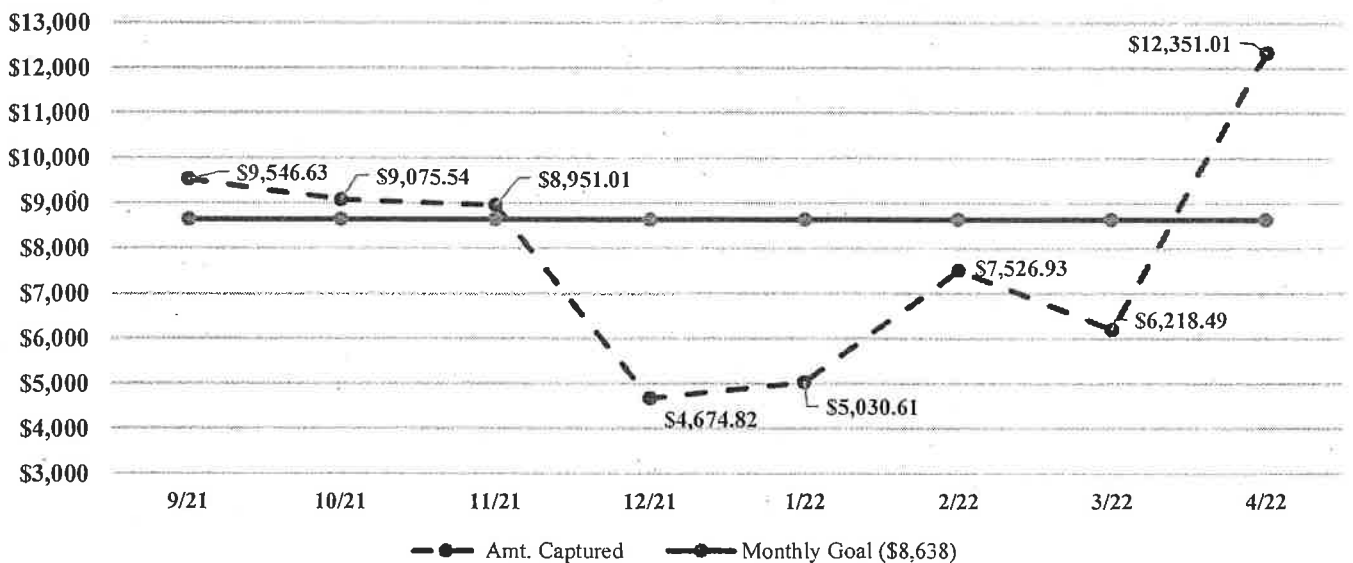
Head Start	Current Month	YTD	Budgeted	Remaining	% Remaining
Parents & Volunteer	\$ 18,871.91	\$ 60,162.01	\$ 105,044.00	\$ 44,881.99	43%
School District	\$ 20,334.17	\$ 78,613.13	\$ 236,373.00	\$ 157,759.87	67%
Donations	\$ 7,560.08	\$ 17,607.64	\$ 20,420.00	\$ 2,812.36	14%
<b>Total</b>	<b>\$ 46,766.16</b>	<b>\$ 156,382.78</b>	<b>\$ 361,837.00</b>	<b>\$ 205,454.22</b>	<b>57%</b>

### Head Start NFS Trend Analysis



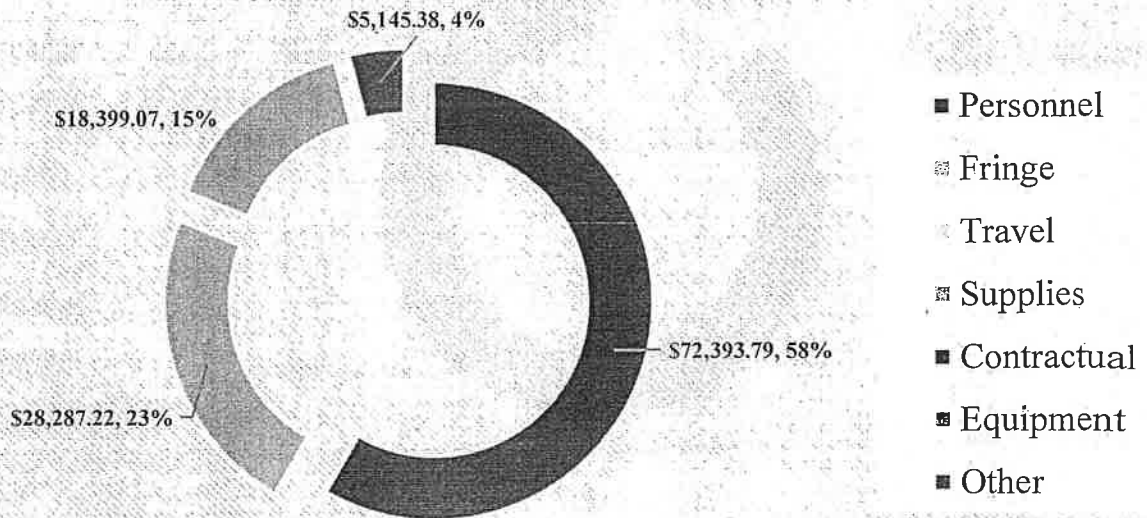
Early Head Start	Current Month	YTD	Budgeted	Remaining	% Remaining
Parents & Volunteer	\$ 7,228.21	\$ 47,265.31	\$ 73,542.00	\$ 26,276.69	36%
School District	\$ 629.69	\$ 6,500.12	\$ 10,620.00	\$ 4,119.88	39%
Donations	\$ 4,493.11	\$ 9,609.61	\$ 19,497.00	\$ 9,887.39	51%
<b>Total</b>	<b>\$ 12,351.01</b>	<b>\$ 63,375.04</b>	<b>\$ 103,659.00</b>	<b>\$ 40,283.96</b>	<b>39%</b>

### Early Head Start NFS Trend Analysis

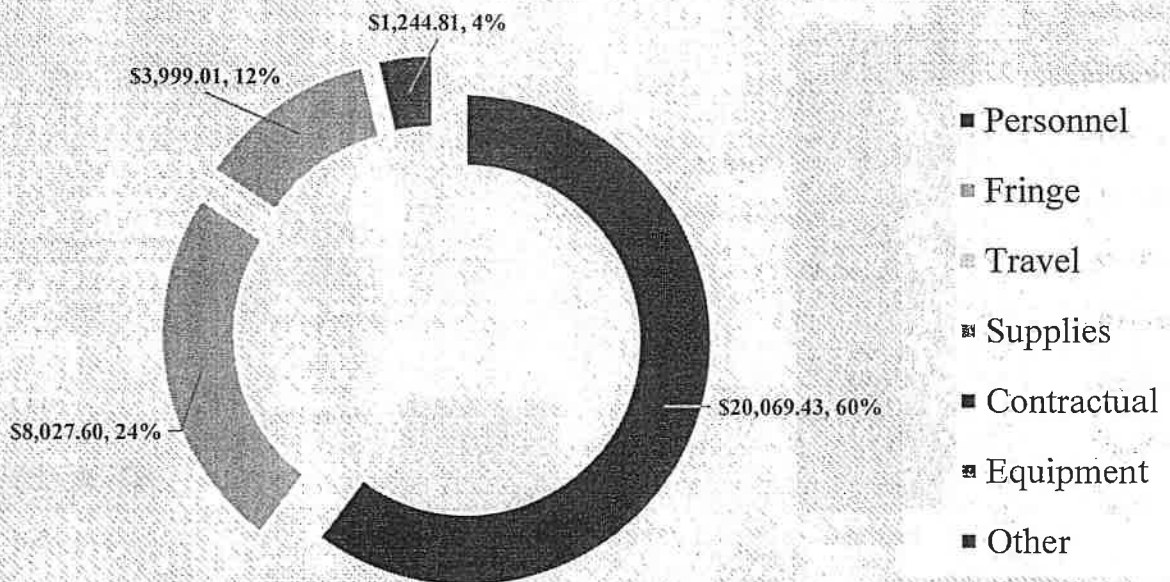


## BUDGET SUMMARY

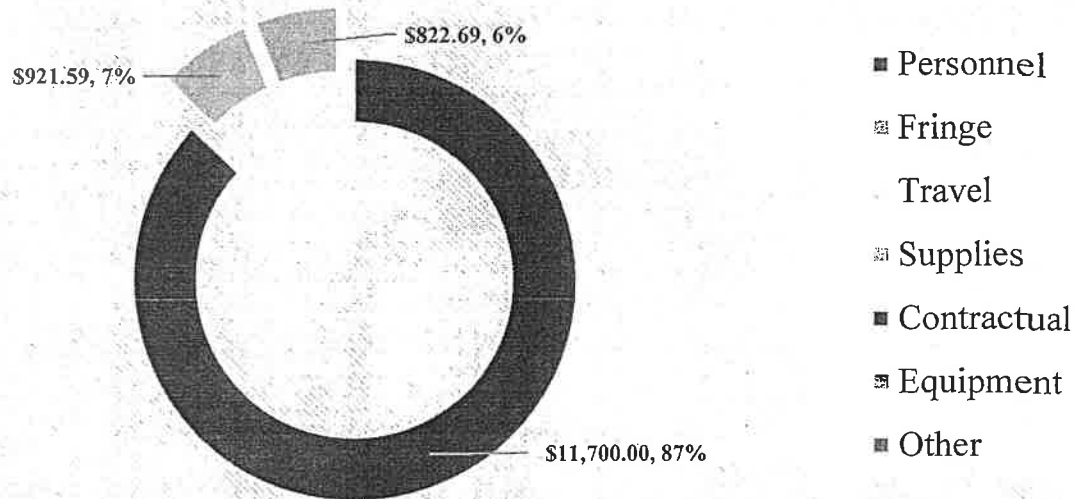
### HEAD START EXPENDITURES BY CATEGORY



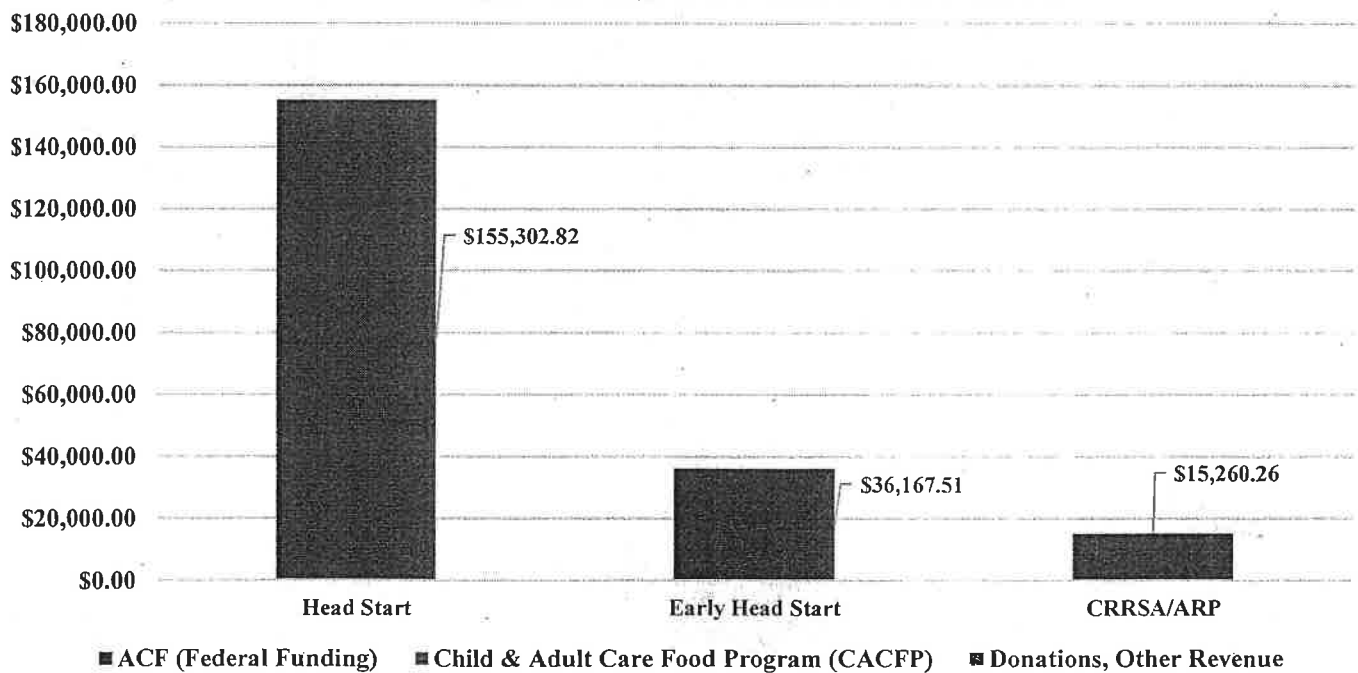
### EARLY HEAD START EXPENDITURES BY CATEGORY



### CRRSA/ARP EXPENDITURES BY CATEGORY



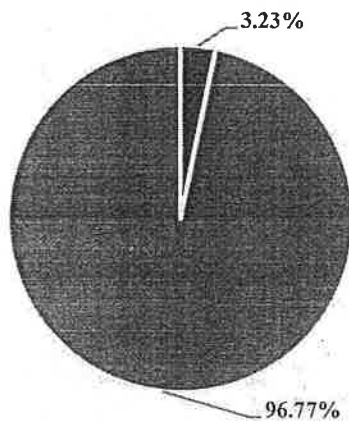
### REVENUES BY FUNDING SOURCE



## ADMINISTRATIVE COST

*Allowable costs to develop and administer a Head Start program cannot exceed 15 percent of the total approved program costs, which includes both federal costs and non-federal match.  
(Head Start Program Performance Standards 1303.5)*

### HEAD START

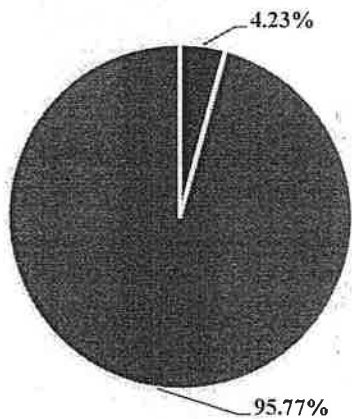


■ YTD Administrative Cost   ■ Total Funding

### CURRENT MONTH

Personnel	\$9,994.36
Fringe	\$3,177.07
Travel	\$0.00
Supplies	\$45.56
Contractual	\$46.08
Other	\$740.31
<b>Total</b>	<b>\$14,003.37</b>
	<b>.77%</b>

### EARLY HEAD START



■ YTD Administrative Cost   ■ Total Funding

### CURRENT MONTH

Personnel	\$1,854.54
Fringe	\$526.90
Travel	\$0.00
Supplies	\$32.29
Contractual	\$17.04
Other	\$126.10
<b>Total</b>	<b>\$2,556.86</b>
	<b>.49%</b>

# CREDIT CARD TRANSACTIONS

BANK OF AMERICA	VENDOR	OBJ.	DEBIT	CREDIT	TOTAL
First Aid/CPR fees, 1 staff	American Red Cross	20-3800	\$ (35.00)	\$ -	\$ (35.00)
Parent activity items	Dollar Tree	6017	\$ (37.50)	\$ -	\$ (72.50)
Parent activity items	Dollar Tree	6017	\$ (37.25)	\$ -	\$ (109.75)
Lunch provided at Mar. in-service	Jersey Mikes	20-3800	\$ (243.70)	\$ -	\$ (353.45)
Refreshment, PC meeting 3/24/22	Subway	5505	\$ (82.46)	\$ -	\$ (435.91)
Infant formula	Wal-Mart	6002	\$ (204.24)	\$ -	\$ (640.15)
Door prizes for parent meeting	Wal-Mart	6017	\$ (35.73)	\$ -	\$ (675.88)
Items for math kit demonstration	Wal-Mart	5505	\$ (147.07)	\$ -	\$ (822.95)
Zira user license, 3/22/22-4/22/22	Zira Technologies	6001	\$ (120.00)	\$ -	\$ (942.95)
POWELL VALLEY					
Infant formula, bottle accessories	Target	6002	\$ (63.48)	\$ -	\$ (63.48)
Baby wipes, diapers	Target	6013	\$ (105.94)	\$ -	\$ (169.42)
Diaper rash ointment	Target	6004	\$ (7.96)	\$ -	\$ (177.38)



# HEAD START BUDGET - APRIL 2022

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

REVENUES	CURRENT MONTH	YTD	BUDGETED TOTAL	BUDGET REMAINING	% REMAINING
ACF-OHS	\$ 155,302.82	\$ 472,019.98	\$ 1,447,347	\$ 975,327.02	67.4%
CACFP	\$ -	\$ 23,290.88	\$ 135,703	\$ 112,412.12	82.8%
Donations, Other Revenue	\$ -	\$ 880.87	\$ -	\$ (880.87)	0.0%
<b>Total</b>	<b>\$ 155,302.82</b>	<b>\$ 496,191.73</b>	<b>\$ 1,583,050</b>	<b>\$ 1,086,858.27</b>	<b>68.7%</b>
<b>EXPENDITURES</b>					
Personnel	\$ 72,393.79	\$ 293,849.90	\$ 886,245	\$ 592,395.10	66.8%
<b>Personnel Total</b>	<b>\$ 72,393.79</b>	<b>\$ 293,849.90</b>	<b>\$ 886,245</b>	<b>\$ 592,395.10</b>	<b>66.8%</b>
Fringe	\$ 28,287.22	\$ 109,684.20	\$ 369,348	\$ 259,663.80	70.3%
<b>Fringe Total</b>	<b>\$ 28,287.22</b>	<b>\$ 109,684.20</b>	<b>\$ 369,348</b>	<b>\$ 259,663.80</b>	<b>70.3%</b>
Out of Town Travel	\$ -	\$ -	\$ 8,221	\$ 8,221.00	100.0%
<b>Travel Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,221</b>	<b>\$ 8,221.00</b>	<b>100.0%</b>
Office Supplies	\$ 468.33	\$ 781.97	\$ 8,000	\$ 7,218.03	90.2%
Postage	\$ -	\$ 1.36	\$ 500	\$ 498.64	99.7%
Food Supplies	\$ 16,759.75	\$ 36,218.49	\$ 144,250	\$ 108,031.51	74.9%
Food Service Supplies	\$ -	\$ -	\$ 7,703	\$ 7,703.00	100.0%
Classroom/Ed. Supplies	\$ (6.50)	\$ 157.50	\$ 12,922	\$ 12,764.50	98.8%
Medical & Dental Supplies	\$ 995.01	\$ 995.01	\$ 2,000	\$ 1,004.99	50.2%
Transition Supplies	\$ -	\$ -	\$ 200	\$ 200.00	100.0%
Janitorial Supplies	\$ 182.48	\$ 234.49	\$ 5,000	\$ 4,765.51	95.3%
<b>Supplies Total</b>	<b>\$ 18,399.07</b>	<b>\$ 38,388.82</b>	<b>\$ 180,575</b>	<b>\$ 142,186.18</b>	<b>78.7%</b>
Mental Health Services	\$ -	\$ 1,395.00	\$ 4,140	\$ 2,745.00	66.3%
Other Contractual Services	\$ -	\$ 7,925.35	\$ 16,060	\$ 8,134.65	50.7%
<b>Contractual Total</b>	<b>\$ -</b>	<b>\$ 9,320.35</b>	<b>\$ 20,200</b>	<b>\$ 10,879.65</b>	<b>53.9%</b>
Equipment	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Equipment Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
Rent	\$ -	\$ 3,825.00	\$ 9,180	\$ 5,355.00	58.3%
Utilities	\$ 653.65	\$ 6,609.11	\$ 16,811	\$ 10,201.89	60.7%
Telephone	\$ 1,185.11	\$ 4,699.48	\$ 12,602	\$ 7,902.52	62.7%
Child Liability Insurance	\$ -	\$ -	\$ 814	\$ 814.00	0.0%
Maintenance & Repair	\$ 247.18	\$ 282.18	\$ 3,727	\$ 3,444.82	92.4%
Local Travel	\$ 132.44	\$ 243.87	\$ 1,222	\$ 978.13	80.0%
Parent Activities	\$ 310.85	\$ 432.36	\$ 936	\$ 503.64	53.8%
Audit Fee	\$ -	\$ -	\$ 2,900	\$ 2,900.00	100.0%
Publications, Ads, & Printing	\$ 603.12	\$ 3,794.41	\$ 15,374	\$ 11,579.59	75.3%
Health Services	\$ -	\$ -	\$ 2,960	\$ 2,960.00	100.0%
Field Trips	\$ -	\$ -	\$ 2,394	\$ 2,394.00	100.0%
Discretionary Funds	\$ 231.63	\$ 291.44	\$ 3,560	\$ 3,268.56	91.8%
Health Examinations/Wellness	\$ -	\$ -	\$ 300	\$ 300.00	100.0%
Assoc., Dues, & Fees	\$ -	\$ 56.90	\$ 3,906	\$ 3,849.10	98.5%
Substitutes	\$ 712.24	\$ 2,002.34	\$ 26,840	\$ 24,837.66	92.5%
Training	\$ 1,069.16	\$ 5,452.70	\$ 14,935	\$ 9,482.30	63.5%
<b>Other Total</b>	<b>\$ 5,145.38</b>	<b>\$ 27,689.79</b>	<b>\$ 118,461</b>	<b>\$ 90,771.21</b>	<b>76.6%</b>
<b>Expenditures Total</b>	<b>\$ 124,225.46</b>	<b>\$ 478,933.06</b>	<b>\$ 1,583,050</b>	<b>\$ 1,104,116.94</b>	<b>69.7%</b>
<b>Income (Loss)</b>	<b>\$ 31,077.36</b>	<b>\$ 17,258.67</b>			



**EARLY HEAD START BUDGET - APRIL 2022**  
**03HP000497-01 (09/01/21-8/31/22)**

<b>REVENUES</b>	<b>CURRENT MONTH</b>	<b>YTD</b>	<b>BUDGETED TOTAL</b>	<b>BUDGET REMAINING</b>	<b>% REMAINING</b>
ACF-OHS	\$ 36,167.51	\$ 232,358.25	\$ 419,588	\$ 187,229.75	44.6%
CACFP	\$ -	\$ 16,705.52	\$ 35,166	\$ 18,460.48	52.5%
Donations, Other Revenue	\$ -	\$ 46.56	\$ -	\$ (46.56)	0.0%
<b>Total</b>	<b>\$ 36,167.51</b>	<b>\$ 249,110.33</b>	<b>\$ 454,754</b>	<b>\$ 205,643.67</b>	<b>45.2%</b>
<b>EXPENDITURES</b>					
Personnel	\$ 20,069.43	\$ 161,494.51	\$ 252,118	\$ 90,623.49	35.9%
<b>Personnel Total</b>	<b>\$ 20,069.43</b>	<b>\$ 161,494.51</b>	<b>\$ 252,118</b>	<b>\$ 90,623.49</b>	<b>35.9%</b>
Fringe	\$ 8,027.60	\$ 53,879.13	\$ 86,740	\$ 32,860.87	37.9%
<b>Fringe Total</b>	<b>\$ 8,027.60</b>	<b>\$ 53,879.13</b>	<b>\$ 86,740</b>	<b>\$ 32,860.87</b>	<b>37.9%</b>
Out of Town Travel	\$ -	\$ -	\$ 1,272	\$ 1,272.00	100.0%
<b>Travel Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,272</b>	<b>\$ 1,272.00</b>	<b>100.0%</b>
Office Supplies	\$ 431.59	\$ 780.66	\$ 3,500	\$ 2,719.34	77.7%
Postage	\$ -	\$ -	\$ 100	\$ 100.00	100.0%
Food Supplies	\$ 3,268.33	\$ 17,874.58	\$ 34,488	\$ 16,613.42	48.2%
Food Service Supplies	\$ -	\$ 103.53	\$ 6,678	\$ 6,574.47	98.4%
Classroom/Ed. Supplies	\$ 105.94	\$ 1,216.55	\$ 12,094	\$ 10,877.45	89.9%
Medical & Dental Supplies	\$ 163.44	\$ 163.44	\$ 3,000	\$ 2,836.56	94.6%
Transition Supplies	\$ -	\$ -	\$ 750	\$ 750.00	100.0%
Janitorial Supplies	\$ 29.71	\$ 164.23	\$ 3,500	\$ 3,335.77	95.3%
<b>Supplies Total</b>	<b>\$ 3,999.01</b>	<b>\$ 20,302.99</b>	<b>\$ 64,110</b>	<b>\$ 43,807.01</b>	<b>68.3%</b>
Mental Health Services	\$ -	\$ 427.50	\$ 1,620	\$ 1,192.50	73.6%
Other Contractual Services	\$ -	\$ 2,931.30	\$ 6,544	\$ 3,612.70	55.2%
<b>Contractual Total</b>	<b>\$ -</b>	<b>\$ 3,358.80</b>	<b>\$ 8,164</b>	<b>\$ 4,805.20</b>	<b>58.9%</b>
Equipment	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Equipment Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
Rent	\$ -	\$ 1,215.00	\$ 1,620	\$ 405.00	25.0%
Utilities	\$ 2.67	\$ 1,441.29	\$ 3,000	\$ 1,558.71	52.0%
Telephone	\$ 192.93	\$ 1,445.47	\$ 2,386	\$ 940.53	39.4%
Child Liability Insurance	\$ -	\$ -	\$ 132	\$ 132.00	0.0%
Maintenance & Repair	\$ 98.26	\$ 423.26	\$ 8,000	\$ 7,576.74	94.7%
Local Travel	\$ 21.56	\$ 37.64	\$ 500	\$ 462.36	92.5%
Parent Activities	\$ 19.40	\$ 543.17	\$ 600	\$ 56.83	9.5%
Audit Fee	\$ -	\$ 455.00	\$ 1,500	\$ 1,045.00	69.7%
Publications, Ads, & Printing	\$ 45.28	\$ 272.11	\$ 3,000	\$ 2,727.89	90.9%
Health Services	\$ -	\$ -	\$ 2,000	\$ 2,000.00	100.0%
Field Trips	\$ -	\$ 95.90	\$ 2,500	\$ 2,404.10	96.2%
Discretionary Funds	\$ 19.48	\$ 103.91	\$ 1,800	\$ 1,696.09	94.2%
Health Examinations/Wellness	\$ -	\$ -	\$ 750	\$ 750.00	100.0%
Assoc., Dues, & Fees	\$ -	\$ 126.27	\$ 2,500	\$ 2,373.73	94.9%
Substitutes	\$ 586.69	\$ 2,494.96	\$ 3,951	\$ 1,456.04	36.9%
Training	\$ 258.54	\$ 1,420.92	\$ 8,111	\$ 6,690.08	82.5%
<b>Other Total</b>	<b>\$ 1,244.81</b>	<b>\$ 10,074.90</b>	<b>\$ 42,350</b>	<b>\$ 32,275.10</b>	<b>76.2%</b>
<b>Expenditures Total</b>	<b>\$ 33,340.85</b>	<b>\$ 249,110.33</b>	<b>\$ 454,754</b>	<b>\$ 205,643.67</b>	<b>45.2%</b>
<b>Income (Loss)</b>	<b>\$ 2,826.66</b>	<b>\$ -</b>			

**CRRSA/ARP BUDGET - APRIL 2022**  
**03HE000869-01 (04/01/21-3/31/23)**

<b>REVENUES</b>	<b>CURRENT</b>		<b>YTD</b>	<b>BUDGETED</b>	<b>BUDGET</b>	<b>%</b>
	<b>MONTH</b>			<b>TOTAL</b>	<b>REMAINING</b>	<b>REMAINING</b>
ACF-OHS	\$ 15,260.26	\$	98,099.59	\$ 257,564	\$ 159,464.41	61.9%
CACFP	\$ -	\$	-	\$ -	\$ -	0.0%
Donations, Other Revenue	\$ -	\$	-	\$ -	\$ -	0.0%
<b>Total</b>	<b>\$ 15,260.26</b>	<b>\$</b>	<b>98,099.59</b>	<b>\$ 257,564</b>	<b>\$ 159,464.41</b>	<b>61.9%</b>
<b>EXPENDITURES</b>						
Personnel	\$ 11,700.00	\$	60,937.13	\$ 14,400	\$ (46,537.13)	-323.2%
<b>Personnel Total</b>	<b>\$ 11,700.00</b>	<b>\$</b>	<b>60,937.13</b>	<b>\$ 14,400</b>	<b>\$ (46,537.13)</b>	<b>-323.2%</b>
Fringe	\$ 921.59	\$	4,760.13	\$ 1,239	\$ (3,521.13)	-284.2%
<b>Fringe Total</b>	<b>\$ 921.59</b>	<b>\$</b>	<b>4,760.13</b>	<b>\$ 1,239</b>	<b>\$ (3,521.13)</b>	<b>-284.2%</b>
Out of Town Travel	\$ -	\$	-	\$ -	\$ -	0.0%
<b>Travel Total</b>	<b>\$ -</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
Office Supplies	\$ 120.00	\$	17,674.97	\$ -	\$ (17,674.97)	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	\$ 702.69	\$	5,099.04	\$ 2,000	\$ (3,099.04)	-155.0%
Transition Supplies	\$ -	\$	-	\$ -	\$ -	0.0%
Janitorial Supplies	\$ -	\$	2,737.72	\$ 3,600	\$ 862.28	24.0%
<b>Supplies Total</b>	<b>\$ 822.69</b>	<b>\$</b>	<b>31,103.25</b>	<b>\$ 104,788</b>	<b>\$ 73,684.75</b>	<b>70.3%</b>
Mental Health Services	\$ -	\$	-	\$ 93,600	\$ 93,600.00	100.0%
Other Contractual Services	\$ -	\$	-	\$ -	\$ -	0.0%
<b>Contractual Total</b>	<b>\$ -</b>	<b>\$</b>	<b>-</b>	<b>\$ 93,600</b>	<b>\$ 93,600.00</b>	<b>100.0%</b>
Equipment	\$ -	\$	-	\$ -	\$ -	0.0%
<b>Equipment Total</b>	<b>\$ -</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
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	\$ -	\$	-	\$ -	\$ -	0.0%
Local Travel	\$ -	\$	-	\$ -	\$ -	0.0%
Parent Activities	\$ -	\$	-	\$ 3,000	\$ 3,000.00	100.0%
Audit Fee	\$ -	\$	-	\$ -	\$ -	0.0%
Publications, Ads, & Printing	\$ -	\$	-	\$ 8,699	\$ 8,699.00	100.0%
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	\$ -	\$	41.80	\$ 1,800	\$ 1,758.20	97.7%
Training	\$ -	\$	157.40	\$ 12,578	\$ 12,420.60	98.7%
<b>Other Total</b>	<b>\$ -</b>	<b>\$</b>	<b>1,299.08</b>	<b>\$ 43,537</b>	<b>\$ 42,237.92</b>	<b>97.0%</b>
<b>Expenditures Total</b>	<b>\$ 13,444.28</b>	<b>\$</b>	<b>98,099.59</b>	<b>\$ 257,564</b>	<b>\$ 159,464.41</b>	<b>61.9%</b>
<b>Income (Loss)</b>	<b>\$ 1,815.98</b>	<b>\$</b>	<b>-</b>			

## Kim Henderson

---

**From:** Jennifer Frazier  
**Sent:** Friday, June 3, 2022 1:11 PM  
**To:** Kim Henderson  
**Subject:** Environmental Science, 2021c  
**Attachments:** Scott Cnty SD VA\_SSL\_EnvScience\_2022-05-20.pdf;  
RevisedforSoleSource\_ENVSCI\_COSTPROPOSAL\_05232022.pdf

Kim,  
We will be purchasing classroom sets of Environmental Science as well as the digital component for every student. We currently do not have a textbook for this class, and it's a requirement for all 9<sup>th</sup> grade students. Attached is the single source document as well as the quote. If you need anything else just let me know.

Thanks,  
Jennifer

**From:** Jennifer Frazier <>  
**Sent:** Tuesday, May 24, 2022 8:16 AM  
**To:** 'John Ferguson (John.Ferguson@scottschools.com)' <John.Ferguson@scottschools.com>  
**Subject:** FW: \*\*\*WARNING, External Mail\*\*\*Re: FW: \*\*\*WARNING, External Mail\*\*\*Fwd: sole source letter -- Environmental Science, 2021c

**From:** Melissa Haney <[melissa.haney@savvas.com](mailto:melissa.haney@savvas.com)>  
**Sent:** Monday, May 23, 2022 1:22 PM  
**To:** Jennifer Frazier <[Jennifer.Frazier@scottschools.com](mailto:Jennifer.Frazier@scottschools.com)>  
**Subject:** \*\*\*WARNING, External Mail\*\*\*Re: FW: \*\*\*WARNING, External Mail\*\*\*Fwd: sole source letter -- Environmental Science, 2021c

Hi Jennifer,  
The revised quote (under \$30,000) and the revised sole source letter are both attached. I also changed the name on the quote (to you instead of Anita).

Please let me know if there is anything else I can do to help!



**Savvas Learning Company**  
15 East Midland Ave. Suite 502  
Paramus, NJ 07652

May 20, 2022

Via [jennifer.frazier@scottsschools.com](mailto:jennifer.frazier@scottsschools.com)

Scott Co School District  
340 East Jackson St  
Gate City, VA 24251-3526

**Attn: Ms. Jennifer Fraizer**

Dear Sir / Madam:

This letter is to inform you that Savvas Learning Company LLC ("Savvas Learning") is the sole publisher and copyright holder for the products listed below:

ISBN	PRODUCT NAME
9781418358488	ENVIRONMENTAL SCIENCE 2021 STUDENT EDITION + DIGITAL COURSEWARE 7-YEAR LICENSE GRADE 9/12
9781418336370	ENVIRONMENTAL SCIENCE 2021 STUDENT EDITION STUDY WORKBOOK GRADE 9/12
9781418358464	ENVIRONMENTAL SCIENCE 2021 DIGITAL COURSEWARE 7-YEAR LICENSE GRADE 9/12
9781418336363	ENVIRONMENTAL SCIENCE 2021 ANNOTATED TEACHER EDITION GRADE 9/12

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- Telephone: 1-800 848-9500, Monday through Friday from 8am to 8pm Eastern Time
- Fax: at 1-877-260-2530

or login to your OASIS account: <https://oasis.savvas.com>

Best regards,

Christopher M. Wawack  
Manager, Adoption Contracts

cc: [Angelica.Arroyo@Savvas.com](mailto:Angelica.Arroyo@Savvas.com)



Ms. Jennifer Frazier  
Title II Programs Director  
Scott Co School District  
340 East Jackson St  
Gate City, VA 24251-3526  
United States

Quote Number: 121564-4  
Quote Creation Date: 05-23-2022  
Quote Expiration Date: 09-30-2022  
Quote Release: 4

### Price Quote Summary

Solution	Base Amount	Free Amount	Total
Environmental Science	\$ 28,395.00	\$ 6,751.32	\$ 28,395.00
<b>Solution Subtotal</b>	<b>\$ 28,395.00</b>	<b>\$ 6,751.32</b>	<b>\$ 28,395.00</b>
Shipping & Handling			\$ 1,445.85
<b>Total</b>			<b>\$ 29,840.85</b>

### Price Quote Detail

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
<b>Environmental Science</b>						
<b>Environmental Science ©2021</b>						
9781418358488	ENVIRONMENTAL SCIENCE 2021 STUDENT EDITION + DIGITAL COURSEWARE 7-YEAR LICENSE GRADE 9/12	\$126.00	0	135	\$0.00	\$17,010.00
9781418336370	ENVIRONMENTAL SCIENCE 2021 STUDENT EDITION STUDY WORKBOOK GRADE 9/12	\$13.97	150	0	\$2,095.50	\$0.00
9781418358464	ENVIRONMENTAL SCIENCE 2021 DIGITAL COURSEWARE 7-YEAR LICENSE GRADE 9/12	\$99.00	36	115	\$3,564.00	\$11,385.00
9781418336363	ENVIRONMENTAL SCIENCE 2021 ANNOTATED TEACHER EDITION GRADE 9/12	\$181.97	6	0	\$1,091.82	\$0.00
<b>Environmental Science ©2021 Subtotal</b>					<b>\$ 6,751.32</b>	<b>\$ 28,395.00</b>
<b>Environmental Science Subtotal</b>					<b>\$ 6,751.32</b>	<b>\$ 28,395.00</b>



**Savvas Learning Company**  
15 East Midland Ave. Suite 502  
Paramus, NJ 07652

May 23, 2022

**Via [reagan.mullins@scottsschools.com](mailto:reagan.mullins@scottsschools.com)**

Scott Co School District  
340 East Jackson St  
Gate City, VA 24251-3526

**Attn: Reagan Mullins**

Dear Sir / Madam:

This letter is to inform you that Savvas Learning Company LLC ("Savvas Learning") is the sole publisher and copyright holder for the products listed below:

ISBN	PRODUCT NAME
9781418329945	ELEVATE MIDDLE GRADES SCIENCE 2021 VIRGINIA STUDENT EDITION 7-YEAR + DIGITAL COURSEWARE 7-YEAR LICENSE GRADE 6
9781418329693	ELEVATE MIDDLE GRADE SCIENCE 2021 VIRGINIA ENGINEERING DESIGN NOTEBOOK GRADE 6
9781418329631	ELEVATE MIDDLE GRADE SCIENCE 2021 VIRGINIA TEACHER EDITION GRADE 6
9781418329662	ELEVATE MIDDLE GRADE SCIENCE 2021 VIRGINIA TEACHER LAB RESOURCE GRADE 6
9781418329952	ELEVATE MIDDLE GRADES SCIENCE 2021 VIRGINIA LIFE STUDENT EDITION 7-YEAR + DIGITAL COURSEWARE 7-YEAR LICENSE GRADE 7
9781418329686	ELEVATE MIDDLE GRADE SCIENCE 2021 VIRGINIA LIFE ENGINEERING DESIGN NOTEBOOK GRADE 7
9781418329624	ELEVATE MIDDLE GRADE SCIENCE 2021 VIRGINIA LIFE TEACHER EDITION GRADE 7
9781418329655	ELEVATE MIDDLE GRADE SCIENCE 2021 VIRGINIA LIFE TEACHER LAB RESOURCE GRADE 7
781418329969	ELEVATE MIDDLE GRADES SCIENCE 2021 VIRGINIA PHYSICAL STUDENT EDITION 7-YEAR + DIGITAL COURSEWARE 7-YEAR LICENSE GRADE 8
781418329709	ELEVATE MIDDLE GRADE SCIENCE 2021 VIRGINIA PHYSICAL ENGINEERING DESIGN NOTEBOOK GRADE 8



9781418329648	ELEVATE MIDDLE GRADE SCIENCE 2021 VIRGINIA PHYSICAL TEACHER EDITION GRADE 8
9781418329679	ELEVATE MIDDLE GRADE SCIENCE 2021 VIRGINIA PHYSICAL TEACHER LAB RESOURCE GRADE 8

For ordering and other information, please go to: <https://support.savvas.com>

For additional assistance with ordering, please contact Savvas Learning's Customer Service:

- Telephone: 1-800 848-9500, Monday through Friday from 8am to 8pm Eastern Time
- Fax: at 1-877-260-2530

or login to your OASIS account: <https://oasis.savvas.com>

We appreciate the opportunity to support your educational needs!

Best regards,

A handwritten signature in black ink, appearing to read "Ch" followed by a stylized flourish.

Christopher M. Wawack  
Manager, Adoption Contracts

cc: Angelica.Arroyo@Savvas.com



Reagan Mullins  
Secondary Curriculum  
Scott Co School District  
340 East Jackson St  
Gate City, VA 24251-3526  
United States

Quote Number: 190935-1  
Quote Creation Date: 05-13-2022  
Quote Expiration Date: 09-30-2022  
Quote Release: 1

VA Elevate Science  
Price Quote Summary

Solution	Base Amount	Free Amount	Total
Elevate Science Middle Grades	\$ 102,574.35	\$ 18,340.39	\$ 102,574.35
<b>Solution Subtotal</b>	<b>\$ 102,574.35</b>	<b>\$ 18,340.39</b>	<b>\$ 102,574.35</b>
	<b>Shipping &amp; Handling</b>		<b>\$ 10,257.44</b>
		<b>Total</b>	<b>\$ 112,831.79</b>

Price Quote Detail

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
<b>Elevate Science Middle Grades</b>						
<b>Virginia elevateScience™ for Grades 6-8 ©2021 - Grade 6</b>						
9781418329945	ELEVATE MIDDLE GRADES SCIENCE 2021 VIRGINIA STUDENT EDITION 7-YEAR + DIGITAL COURSEWARE 7-YEAR LICENSE GRADE 6	\$119.97	0	265	\$0.00	\$31,792.05
9781418329693	ELEVATE MIDDLE GRADE SCIENCE 2021 VIRGINIA ENGINEERING DESIGN NOTEBOOK GRADE 6	\$16.97	265	0	\$4,497.05	\$0.00
9781418329631	ELEVATE MIDDLE GRADE SCIENCE 2021 VIRGINIA TEACHER EDITION GRADE 6	\$193.97	7	0	\$1,357.79	\$0.00
9781418329662	ELEVATE MIDDLE GRADE SCIENCE 2021 VIRGINIA TEACHER LAB RESOURCE GRADE 6	\$45.47	7	0	\$318.29	\$0.00
<b>Virginia elevateScience™ for Grades 6-8 ©2021 - Grade 6 Subtotal</b>					<b>\$ 6,173.13</b>	<b>\$ 31,792.05</b>



ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
<b>Virginia elevateScience™ for Grades 6-8 ©2021 - Life</b>						
9781418329952	ELEVATE MIDDLE GRADES SCIENCE 2021 VIRGINIA LIFE STUDENT EDITION 7-YEAR + DIGITAL COURSEWARE 7-YEAR LICENSE GRADE 7	\$119.97	0	295	\$0.00	\$35,391.15
9781418329686	ELEVATE MIDDLE GRADE SCIENCE 2021 VIRGINIA LIFE ENGINEERING DESIGN NOTEBOOK GRADE 7	\$16.97	295	0	\$5,006.15	\$0.00
9781418329624	ELEVATE MIDDLE GRADE SCIENCE 2021 VIRGINIA LIFE TEACHER EDITION GRADE 7	\$193.97	5	0	\$969.85	\$0.00
9781418329655	ELEVATE MIDDLE GRADE SCIENCE 2021 VIRGINIA LIFE TEACHER LAB RESOURCE GRADE 7	\$45.47	5	0	\$227.35	\$0.00
<b>Virginia elevateScience™ for Grades 6-8 ©2021 - Life Subtotal</b>					<b>\$ 6,203.35</b>	<b>\$ 35,391.15</b>
<b>Virginia elevateScience™ for Grades 6-8 ©2021 - Physical</b>						
9781418329969	ELEVATE MIDDLE GRADES SCIENCE 2021 VIRGINIA PHYSICAL STUDENT EDITION 7-YEAR + DIGITAL COURSEWARE 7-YEAR LICENSE GRADE 8	\$119.97	0	295	\$0.00	\$35,391.15
9781418329709	ELEVATE MIDDLE GRADE SCIENCE 2021 VIRGINIA PHYSICAL ENGINEERING DESIGN NOTEBOOK GRADE 8	\$16.97	295	0	\$5,006.15	\$0.00
9781418329648	ELEVATE MIDDLE GRADE SCIENCE 2021 VIRGINIA PHYSICAL TEACHER EDITION GRADE 8	\$193.97	4	0	\$775.88	\$0.00
9781418329679	ELEVATE MIDDLE GRADE SCIENCE 2021 VIRGINIA PHYSICAL TEACHER LAB RESOURCE GRADE 8	\$45.47	4	0	\$181.88	\$0.00
<b>Virginia elevateScience™ for Grades 6-8 ©2021 - Physical Subtotal</b>					<b>\$ 5,963.91</b>	<b>\$ 35,391.15</b>
<b>Elevate Science Middle Grades Subtotal</b>					<b>\$ 18,340.39</b>	<b>\$ 102,574.35</b>
<b>Solution Subtotal</b>					<b>\$ 18,340.39</b>	<b>\$ 102,574.35</b>
<b>Shipping and Handling</b>						<b>\$ 10,257.44</b>
<b>Total</b>						<b>\$ 112,831.79</b>

## RESOLUTION

RESOLUTION NO. \_\_\_\_\_

### **RESOLUTION OF THE SCOTT COUNTY SCHOOL BOARD OF SCOTT COUNTY DECLARING ITS INTENTION TO REIMBURSE ITSELF FROM THE PROCEEDS OF ONE OR MORE GRANTS MADE BY THE COMMONWEALTH OF VIRGINIA FOR CERTAIN EXPENDITURES MADE AND/OR TO BE MADE IN CONNECTION WITH CERTAIN CAPITAL IMPROVEMENTS**

WHEREAS, Scott County School System (the "Division") is a political subdivision organized and existing under the laws of the Commonwealth of Virginia; and

WHEREAS, the Division [has paid, beginning no earlier than June 7, 2022 and] will pay, on and after the date hereof, certain expenditures (the "Expenditures") in connection with the capital project (the "Project"), as more fully described in Appendix A attached hereto; and

WHEREAS, the Scott County School Board of the Division (the "Board") has determined that the money [previously advanced no more than 60 days prior to the date hereof and] to be advanced on and after the date hereof to pay the Expenditures are available only for a temporary period and it is necessary to reimburse the Division for the Expenditures from the proceeds of one or more grants to be made by the Commonwealth of Virginia (the "Grants") from the proceeds of its tax exempt equipment notes (the "Notes").

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

Section 1. The Board hereby declares the Division's intent to reimburse the Division with the proceeds of the Grants for the Expenditures with respect to the Project made on and after June 7, 2022, which date is no more than 60 days prior to] the date hereof. The Division reasonably expects on the date hereof that it will reimburse the Expenditures with the proceeds of the Grants.

Section 2. Each Expenditure [was and] will be of a type properly chargeable to capital account under general federal income tax principles (determined in each case as of the date of the Expenditure).

Section 3. The maximum cost of the Project is expected to be \$388,000.00.

Section 4. The Division will make a reimbursement allocation, which is a written allocation by the Division that evidences the Division's use of proceeds of the Grants to reimburse an Expenditure, no later than 18 months after the later of the date on which the

Expenditure is paid or the Project is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The Division recognizes that exceptions are available for certain "preliminary expenditures," costs of issuance, certain de minimis amounts, expenditures by "small issuers" (based on the year of issuance and not the year of expenditure) and expenditures for construction projects of at least 5 years.

Section 5. This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this 7<sup>th</sup> day of June, 2022



David Templeton  
School Board Chairman



John I. Ferguson  
Division Superintendent

Attest to:



Kim Henderson  
Clerk of the Board

## DESCRIPTION OF PROJECT

Check the Applicable Box(es):

√	<b>(1) Classroom Multimedia Network Computers</b> Requests in this category include only the cost of the new computer system itself (e.g., monitor, CPU, keyboard, mouse, operating system software). Additional software or peripherals such as printers or modems should not be included in this category
√	<b>(2) Internet-Ready Local Area Network (LAN) Capability</b> Requests in this category include costs related to networking, retrofitting, upgrading of school buildings, and operating software related to Internet-ready local area network capability (e.g., wiring, servers, power upgrade, etc.).
√	<b>(3) Assure Adequate High-Speed, High-Bandwidth Capability</b> Requests in this category include costs related to networking, retrofitting, upgrading of school buildings, and operating software related to access the Internet (e.g., wiring, servers, power upgrade, etc.).
√	<b>(4) Instructional Software</b> Requests in this category shall not exceed 1/13th of the amount spent on Classroom Multimedia Network Computers (see A1 on the reimbursement form). Software purchased must have a useful life of at least one year and be included in the division's approved technology plan.
√	<b>(5) Handheld Devices</b> Requests in this category include handheld multi-functional computing devices that support a broad range of applications and that are controlled by operating systems providing full multimedia support and mobile Internet.