

**SCOTT COUNTY SCHOOL BOARD  
MINUTES OF REGULAR MEETING-THURSDAY, APRIL 11, 2019**

The Scott County School Board met for a regular meeting on Thursday, April 11, 2019 at the Gate City Middle School Library, 170 Harry Fry Drive, Gate City, VA 24251 at 6:30 p.m. with the following members present:

William "Bill" R. Quillen, Jr., Chairman	ABSENT: None
David Templeton, Vice-Chairman	
Larry L. Horton	
Gail L. McConnell	
Linda Gillenwater	
Lon Stephen "Steve" Sallee, Jr.	

**OTHERS PRESENT:** John I. Ferguson, Division Superintendent; Jason Smith, Assistant Superintendent; William Sturgill, School Board Attorney; Beverly Stidham, Purchasing Agent, School Board Clerk; Angela Johnson, Head Start Payroll Clerk/School Nutrition Agent/ Deputy Clerk of the Board; Lisa Bevins, Teacher/SCEA Representative, Scot Fleming, Teacher/SCEA Representative; April Carter, Head Start Fiscal Officer; Kathy Wilcox, Head Start Director; Robert Sallee, Maintenance Supervisor; Mike Lane, Gate City High School Principal; Scotty Vermillion, Gate City Middle School Coach/Assistant Principal; Leanne Vermillion, Teacher; Jody Wolfe, Coach/Teacher; Susan Wolfe, Transition Coordinator for Scott County; Mary Alice McClellan, Teacher-Gate City Middle School; Sarah Whisenhunt, Teacher-Gate City Middle School; Members of Gate City Academic Team; Rhonda Kilgore, VPE; Amanda Clark, Heritage TV.

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

**RECOGNITION FROM CHAIRMAN QUILLEN-REGION VII SUPERINTENDENT OF THE YEAR:**

Chairman Quillen addressed the audience with a recognition of Mr. John I. Ferguson being named 2018-19 Region VII Superintendent of the Year, he spoke to the fact of how proud he was of Mr. Ferguson and the honor it is to serve on the Board with him. Mr. Quillen spoke to Mr. Ferguson's effective but quiet demeanor and made mention of having him in school and reflected on his kindness and strength even as a young person; He opened the floor for others to offer their accolades. Mr. Jason Smith spoke on behalf of the Central office of what a pleasure it is to work with Mr. Ferguson and how much he is appreciated in the office and what a well-deserved honor this is from the State. Mr. David Templeton expressed his congratulations and spoke that while being on trips for the VSBA that other superintendents speak to the fact that Mr. Ferguson is a calming presence in the room when negotiations are going on and how highly everyone speaks of him; Mrs. Linda Gillenwater echoed those sentiments and congratulated Mr. Ferguson and wanted him to know that it is an honor and privilege to work with him for the good of the kids of Scott County; Mr. Larry Horton wished him the best for being named Region VII Superintendent of the Year; and Mr. Steve Sallee also wished him Congratulations for this honor. After everyone had spoken, Chairman Quillen presented Superintendent Ferguson with a personalized pocket watch on behalf of the Central Office Staff to commemorate this honor.

Mr. Ferguson spoke and thanked everyone for their kind words and the gift; he thanked everyone for the reception that was held in his honor prior to the Board meeting and for everyone that helped with it.

**APPROVAL OF AGENDA:** On a motion by Mr. David Templeton, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the agenda with the following additions being made: Under Superintendent's Report: J. APPCA, Approval of Funding for Imagination Library; K. Kathy Wilcox, Head Start Director, Supplemental One-Time Funding Application

**APPROVAL OF MINUTES-MARCH 5, 2019:** On a motion by Mr. Larry Horton, seconded by Ms. Linda Gillenwater, all members voting aye, the Board approved the March 5, 2109 regular meeting minutes as presented at the meeting.

**APPROVAL OF CLAIMS:** On a motion by Mr. Gail McConnell, seconded by Mr. Steve Saltee, all members voting aye, the Board voted to approve the claims on April 11, 2019 as follows;

School operating fund invoices and payroll direct deposit in the amount of \$789,509.03 as shown by warrants #8128094-8128154 (Ck. #'s 8128155-8128189 are voided due to printing error) warrants #8128190-8128249; 8128344-8128388; electronic payroll direct deposit in the amount of \$1,230,138.41 as shown by electronic tax deposits in the amount of \$910,008.86. Cafeteria fund invoices and payroll in the amount of \$157,757.67 as shown by warrants #101 & electronic payroll direct deposit in the amount of \$39,494.55. Electronic payroll tax deposits in the amount of \$13,580.99. Head Start invoices totaling \$79,862.86 as shown by warrants #20179-20269.

**RECOGNITION OF LOREN VERMILLION, 2019 WINNER OF VA HISTORY WRITING CONTEST:** Mr. Ferguson recognized Loren Vermillion for her accomplishment of winning the 2019 Virginia History Writing contest; her essay was featured in the Strong Men/Women entries in the State. He was very proud to have someone from Scott County to win this award.

**RECOGNITION OF ESSAY FINALISTS/BLACK HISTORY MONTH:** Mr. Ferguson recognized four students who were Eastman Essay finalists in the Black History Month essay contest: Kate Pendleton, Charlie Quinn, Damian Gooden, and Caitlin Dodson.

**RECOGNITION OF STUDENT ATHLETES/ACADEMIC STATE PARTICIPANTS:** Mr. Ferguson recognized the following from Gate City High School as State Participants: **VHSL Scholastic Academic Bowl:** Kayla Berry, Ethan Billips, Vayda Darnell, Caitlin Dotson, Matthew Gobble, Shauna Shepard, and Ross Stokes; **Forensics:** Trevor Meade and Andrew Mathes, 2A State Champs-Serious Duo; Loren Vermillion, 3<sup>rd</sup> place in Oratory; Kayla "Ollie" Hall, 4<sup>th</sup> Place in Humorous Interpretation; Kallie Berry, 4<sup>th</sup> place in Poetry; Megan Cooper, Swim Meet; Gate City High School Boys Basketball Team-State Semi-Finalists; State Golf Participant, Sarah Arnold. Superintendent Ferguson also recognized student athlete and academic state participants from Rye Cove High School as follows: **Forensics:** Josh Jones, Extemporaneous Speaking, Hayden Dean, Extemporaneous Speaking; Swim: RJ Goins, State Champion; Golf, Tyler Starnes, Michael Griffin; Cross Country Team: Grace Rhoton, Emilee Carlson, Myranda Brown, Katy Roller, Vivian Boles, and Hannah Peak. Mr. Ferguson congratulated all of these young men and women and thanked them for representing Scott County so well.

**PRESENTATION FROM SUSAN WOLFE, TRANSITION COORDINATOR:** Ms. Susan Wolfe, School Counselor/Transition Coordinator for Scott County Schools first congratulated Mr. Ferguson on being named Region VII Superintendent of the Year; she then proceeded to present an overview of her job description for the Board being her first year in this new job as Transition Coordinator. She spoke to the fact of the rewards of working with students with disabilities and students with non-disabilities to make jobs available to utilize skills they have to make them marketable in the workforce. She listed businesses that she has contacted on behalf of her students (**Appendix A**) and informed the Board that she had met with all seniors at Rye Cove High School, Twin Springs High School and Gate City High School. Each student was given a survey to complete to see where their career path was at, whether entering the workforce, going to college, or entering a trade-type educational establishment to make them job ready for a career in skilled labor.

**PUBLIC COMMENT:** Lisa Bevins, Teacher at Gate City Middle School, SCEA Representative congratulated Mr. Ferguson on his recognition of being named Region VII Superintendent of the Year. She thanked the Board for being supportive of the staff and wanted to inform the Board that on April 15<sup>th</sup> there would be an informational meeting on a local level for members and non-members (for a fee) to notify every one of their legal rights as employees. She thanked the Board for their time.

**SUPERINTENDENT'S REPORT:**

**DISCUSSION/APPROVAL OF HIGH SCHOOL GRADUATION DATES FOR 2018-2019 SCHOOL YEAR:**

On a motion by Mr. David Templeton, seconded by Mr. Larry Horton, all members voting aye, the Board voted to approve the 2018-2019 High School Graduation Dates as follows: Gate City High School-May 28, 2019 at 7:00 p.m.; Twin Springs High School, May 29, 2019 at 7:00 p.m.; and Rye Cove High School at 7:00 p.m.

After discussion of days missed for the 2018-2019 school year, Superintendent Ferguson discussed with the Board the Policy IC/ID for the last day of school, upon review of this policy (Appendix A), The Board so moved to set the last day of school for the 2018-2019 School Year.

On a motion by Mr. Larry Horton, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the last day of school as June 4, 2019 pending that no other days are missed.

**APPROVAL OF SECOND SEMESTER/2<sup>ND</sup> QUARTER ALLOCATIONS:** (**Appendix B**) On a motion by Mr. Steve Sallee, seconded by Mrs. Linda Gillenwater, all members voting aye, the Board voted to approve the Second semester/2<sup>nd</sup> Quarter allocations for the schools.

**APPROVAL OF 2019-2020 CTEMS-PERKINS BUDGET:** (**Appendix C**) Mr. Greg Ervin presented to the Board the preliminary budget for the 2019-2020 CTEMS Perkins Grant; he informed the Board that the numbers could fluctuate slightly due to staff travel but that this was the most accurate estimation at this time. On a motion by Mr. David Templeton, seconded Mr. Gail McConnell, all members voting aye, the Board voted to approve the 2019-2020 CTEMS-Perkins Budget as presented.

**DISCUSSION/APPROVAL OF COMPETITIVE CHEER FOR 2019-2020 SCHOOL YEAR:** Mr. Mike Lane spoke to the Board on behalf of Gate City High School having a competitive cheer squad for the 2019-2020 school year. He explained that the interest in cheer has grown and we have a need to explore the possibilities of this in addition to sideline cheering which is currently what Gate City offers.

He explained that this is controlled by the VHSL and there is a \$35.00 fee as with other sports in the Virginia High School League; any other costs associated with this sport is uncertain at this time.

On a motion by Mr. Steve Sallee, seconded by Mr. David Templeton, all members voting aye, the Board voted to approve the Competitive Cheer for the 2019-2020 School Year.

**APPROVAL OF HEAD START FINANCIAL REPORT, DECEMBER, 2018 FINAL: (APPENDIX D)** On a motion by Mr. Larry Horton, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the Head Start December 2018-Final Financial Report as presented by Superintendent Ferguson on behalf of Head Start Director Kathy Wilcox.

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

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

Mr. Ferguson presented to the Board on behalf of Head Start Director Kathy Wilcox the Winter Quarterly 2018-19 Report; and the March 2019 Director's Report; with no questions being asked, the Board moved to the next agenda item.

**APPROVAL OF APPCA (APPALACHIAN COMMUNITY ACTION & DEVELOPMENT AGENCY, INC.) REQUEST FOR IMAGINATION LIBRARY:** Rebecca Dillow, Executive Director of AppCAA requested a financial donation from Scott County School Board to help fund the Dolly Parton Imagination Library to help support young readers in Scott County. The request was made in the amount of \$2,500.00.

On a motion by Mr. David Templeton, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to approve the request by AppCAA (Appalachian Community Action & Development Agency, Inc.) for the financial donation of \$2,500.00 donation for Dolly Parton's Imagination Library for the young readers in Scott County.

**APPROVAL OF HEAD START SUPPLEMENTAL ONE-TIME FUNDING APPLICATION #3CH3469: (APPENDIX G)**

Ms. Kathy Wilcox spoke to the Board and asked for their consideration of approval for Head Start to submit the application for one-time funding in the amount \$398,510 for 6 playgrounds for 5 Head start sites. The sites are outlined as follows: Duffield, Dungannon, Nickelsville, Gate City (Shoemaker 1, 2, 3 & 4 classrooms) & Weber City. After Discussion of the proposed use of funds and how it would benefit the Head Start classrooms, the Board asked Ms. Wilcox a few questions and thanked her for the presentation.

On a motion by Mr. Larry Horton, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the application #3CH3459 Head Start Supplemental One-Time funding process as presented by Head Start Director, Kathy Wilcox.

**CLOSED MEETING:** Mr. David Templeton made a motion to enter into closed meeting at 7:39 p.m. to discuss Teachers, Teaching Assistants, Coaches, Bus Drivers, and Central Office Staff as provided in Section 2.2-3711 of the Code of Virginia, as amended, the motion was seconded by Mr. Gail McConnell, all members voting aye.

**RETURN FROM CLOSED MEETING:** All members present returned from the closed meeting at 9:22 p.m. with a roll call vote being held, and on a motion by Mr. Steve Sallee, seconded by Mr. Gail McConnell, the Board returned to regular session and Mr. Sallee cited the following certification of the closed meeting.

*CERTIFICATION OF CLOSED MEETING:*

*WHEREAS*, the Scott County School Board has convened a closed meeting on the date pursuant to an affirmative recorded vote and in accordance with the provisions of the Freedom of the Information Act and,

*WHEREAS*, Section 2.2-3711 of the Code of Virginia requires certification, by this Scott County School Board that such meeting was conducted in conformity with Virginia law;

*NOW, THEREFORE, BE IT RESOLVED*, that the Scott County School Board hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies and (ii) only such public matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Scott County School Board in the closed meeting

**ROLL CALL VOTE:**

AYES: David Templeton, Steve Sallee, Gail McConnell, Larry Horton, and Linda Gillenwater.

NAYS: None.

ABSENT DURING THE MEETING: None. (Chairman Quillen left early from the Closed Session-no vote)

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

**RESIGNATION:**

On a motion by Mr. Larry Horton, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the resignation of Greg Gilliam, Head Volleyball Coach, Rye Cove High School, effective March 18, 2019.

**EMPLOYMENT:**

On a motion by Ms. Linda Gillenwater, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the employment of Jessica Thomas, teacher, effective for the 2019-2020 school year.

On a motion by Mr. Larry Horton, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the employment of Lisa Rhoton, Head Girls' basketball coach, Rye Cove High School, effective April 11, 2019.

On a motion by Mr. Steve Sallee, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to approve the employment of Melissa Sanders, assistant Girls' basketball coach, Rye Cove High school, effective April 11, 2019.

On a motion by Mr. Larry Horton, , seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the employment of Kristin Sanders, JV Girls' basketball coach, Rye Cove High School, effective April 11, 2019.

On a motion by Ms. Linda Gillenwater, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the employment of Britney Salyers, Head Volleyball Coach, Rye Cove High School, effective April 11, 2019.

On a motion by Mr. Gail McConnell, seconded by Mr. Larry Horton, all members voting aye, the Board voted to approve the employment of Heather Peterson, Assistant Volleyball Coach, Rye Cove High School, effective April 11, 2019.

On a motion by Mr. Larry Horton, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the employment of Charity Hill, JV Volleyball Coach, Rye Cove High School, effective, April 11, 2019.

On a motion by Ms. Linda Gillenwater, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the employment of Tyler Webb, teacher, effective for the 2019-2020 school year.

On a motion by Mr. Gail McConnell, seconded by Mr. Larry Horton, all members voting aye, the Board voted to approve the employment of Tyler Webb, Head Boys' Basketball Coach, Twin Springs High School, effective April 11, 2019.

On a motion by Mr. Larry Horton, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the employment of Emily Lane, substitute bus driver, effective April 11, 2019.

**RETIREMENTS:**

On a motion by Mr. Larry Horton, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the retirement of Theresa Newton, Health and Nutrition Coordinator, Head Start, effective July, 1, 2019.

On a motion by Mr. Steve Sallee, seconded by Mr. Larry Horton, all members voting aye, the Board voted to approve the retirement of Glenda Edens, paraprofessional, effective at the end of the 2018-2019 school year.

**APPROVAL OF OVERNIGHT FIELD TRIP REQUEST:** On a motion by Mr. Steve Sallee, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the overnight field trip request by Gate City High School's Academic Team to attend the NAQT High School National Championship Tournament in Atlanta, Georgia on May 24-27, 2019 to compete at the national level in a quiz bowl competition.

**BOARD MEMBER COMMENTS:** Mr. Larry Horton wished to congratulate all students who received resolutions from the Board for being State participants in academics and sports.

Ms. Linda Gillenwater seconded those sentiments by wishing Congratulations to our Student State Winners and Participants and Congratulated Mr. Ferguson again for being Region VII Superintendent of the Year.

**ADJOURNMENT:** There being no further business to discuss, the regular meeting of the Scott County School Board was adjourned at 9:30 p.m.



William (Bill) R. Quillen, Jr., Chairman



Beverly Stidham, Clerk

**April 11, 2019 Appendix List:**

**A:** Presentation from Susan Wolfe, Transition Coordinator

**B:** Second Semester, 2<sup>nd</sup> Quarter Allocations

**C:** Approval of 2019-2020 CTEMS-Perkins Budget

**D:** Head Start December 2018 Financial Report (Final)

**E.** Head Start February 2019 Financial Report

**F.** Early Head Start February 2019 Financial Report

**G.** Head Start Supplemental One-Time Funding Application #3CH3469

Hi my name is Susan Wolfe and I am a school counselor/transition coordinator for Scott Co Schools. This is my first year in this position and I've worked very hard to make students with disabilities and students with non-disabilities aware of jobs available and skills available to make them marketable to the workforce. I'd like to share with you some of the contacts I've made during the past year.

I've contacted the following businesses:

Food City

Addington Oil

Colonial Funeral Home

The Family Bakery

Roberts and Jones

Scott Co Chamber of Commerce

Workforce Development

Pioneer Center

Pal's Gate City

Pal's Lynn Garden

McDonald's

Ballad Health

Target

Nova

Food Country

Tempur-Pedic

Hair Studio

Taco Bell

Campus

Pizza Plus

Long John Silver's

Mountain View Market

Eastman Chemical Co

The Both of Us Hair salon

Hardee's

Fairway Ford

Fairway Chevrolet

Fairway Volkswagen

Legacy Hair

Kingsport Academy of Hair and Nails

Belladonna's Academy of Cosmetology

New Image Hair Salon

At the beginning of the school year I contacted all seniors at Rye Cove, Twin Springs, and Gate City High Schools. I went to each school and met with each all seniors and gave them a survey to complete. On this survey, I asked students a series of questions consisting of plans after high school, career paths they're interested in, CTE courses interested in, and if they're interested in getting a job. When I received the surveys, I contacted each student that had stated that they're interested in employment. These students were contacted by email.

With this job I have partnered with Lauren O'Quinn from the VA Department for Aging and Rehabilitation services. With this partnership Ms. O'Quinn aids in providing services for our population of students with disabilities. Ms. O'Quinn and I work collectively together to provide opportunities for employment and job shadowing experience. Together we have worked with over 15 students to provide them with skill sets to be employed after high school.

I have helped students apply at Hardee's, McDonald's, Taco Bell, Food Lion, Food City, Food Country, and Pal's. Also, I have contacted Weber City Drug, dermatology associates, and Gastroenterology of Kingsport/Bristol to do job shadowing.

I was taking a CNA group to Holston Valley in December on a hospital tour. This tour, however, was cancelled due to the snowstorm.

2018-19 Allocations - Second Semester  
Second Quarter

SCHOOL	0.25 COPIER	.25 REM/INS	.25 CUST	TOT MARCH
DPS	\$ 1,750.00	\$ 2,400.00	\$ 3,600.00	\$ 7,750.00
DIS*	\$ 1,000.00	\$ 550.00	\$ 900.00	\$ 2,450.00
FBPS	\$ 1,000.00	\$ 550.00	\$ 900.00	\$ 2,450.00
HES	\$ 1,000.00	\$ 1,100.00	\$ 1,800.00	\$ 3,900.00
NES	\$ 1,500.00	\$ 1,925.00	\$ 3,150.00	\$ 6,575.00
RCI*	\$ 1,000.00	\$ 1,375.00	\$ 2,250.00	\$ 4,625.00
SES	\$ 2,750.00	\$ 4,400.00	\$ 5,875.00	\$ 13,025.00
WCES	\$ 2,125.00	\$ 2,750.00	\$ 4,500.00	\$ 9,375.00
YES	\$ 1,125.00	\$ 1,375.00	\$ 2,250.00	\$ 4,750.00
GCMS*	\$ 1,700.00	\$ 2,750.00	\$ 4,500.00	\$ 8,950.00
GCHS*	\$ 2,500.00	\$ 5,225.00	\$ 7,675.00	\$ 15,400.00
TSHS*	\$ 1,020.00	\$ 1,650.00	\$ 2,700.00	\$ 5,370.00
RCHS*	\$ 1,190.00	\$ 1,925.00	\$ 3,150.00	\$ 6,265.00
SCCTC*	\$ 1,000.00	\$ 6,250.00	\$ 1,750.00	\$ 9,000.00

**CTEMS SCHEDULE 17 (Continued on next page)****Budget of Perkins Funds****2019-2020 Plan**

1 Career and Technical Activities Funded	2 Aligned Comprehensive Local Needs Assessment		3 Local Use of Funds Options	4 Local Use of Funds Selection	5 Career and Technical Program Area(s) Funded	6 Narrative Description	7 Object Code	8 Budgeted Funds and Source of Funds	
			<u>See Appendix B</u>				<u>See Appendix C</u>	Fed, State, or Local	Amount
<b>Required Use:</b> Professional Development	A.)	B	1 (A-F)	R2C	All	We will provide professional development programs to teachers and administrators to include in-service training. We will attend the State, Regional and National ACTE and VACTE conferences. We will send administrators and teachers to local and regional meetings and workshops.	5000	Fed	12,000.00
	B.)		2 (A-I)						
	C.)		3						
	D.)		4 (A or B)						
	E.)		5 (A-T)						
			6						
<b>Required Use:</b> Activities for Special Populations (to include nontraditional)	A.)	B	1 (A-F)	R2E	All	We will create promotional programs and activities that encourages completion of a standard diploma for special population students consisting of special education, economic disadvantaged and non-traditional students that are completers in a CTE program and that do not plan on receiving a regular diploma. The budged funds will be used for printing material and actual printinig cost.	4000	Fed	1,000.00
	B.)		2 (A-I)						
	C.)		3						
	D.)		4 (A or B)						
	E.)		5 (A-T)						
			6						
<b>Required Use:</b> Regional Program Participation (only divisions submitting Schedule 15)	A.)		1 (A-F)						
	B.)		2 (A-I)						
	C.)		3						
	D.)		4 (A or B)						
	E.)		5 (A-T)						
			6						
	A.)		1 (A-F)						
	B.)		2 (A-I)						
	C.)		3						
	D.)		4 (A or B)						
	E.)		5 (A-T)						
			6						

**CTEMS SCHEDULE 17 (Continued)**  
**Budget of Perkins Funds**  
**2019-2020 Plan**

1 Career and Technical Activities Funded	2 Aligned Comprehensive Local Needs Assessment		3 Local Use of Funds Options	4 Local Use of Funds Selection	5 Career and Technical Program Area(s) Funded	6 Narrative Description	7 Object Code	8 Budgeted Funds and Source of Funds	
			<u>See Appendix B</u>				<u>See Appendix C</u>	Fed, State, or Local	Amount
	A.)	B	1 (A-F)	R3	Trade and Industrial Education	We plan to purchase equipment and tools to meet accreditation standards for NATEF for Auto Technology and Auto Body Technology.			
	B.)		2 (A-I)				8000	Fed	1,000.00
	C.)		3						
	D.)		4 (A or B)						
	E.)		5 (A-T)						
			6						
	A.)	B	1 (A-F)	R3	Trade and Industrial Education	We plan to purchase a Riley Pro Plus complete screen printing shop package			
	B.)		2 (A-I)				8000	Fed	27,000.00
	C.)		3						
	D.)		4 (A or B)						
	E.)		5 (A-T)						
			6						
	A.)	B	1 (A-F)	R3	Trade and Industrial Education	We plan to purchase equine farrier equipment, other equine equipment, eye wash station, and other misc. equipment			
	B.)		2 (A-I)				8000	Fed	2,568.68
	C.)		3						
	D.)		4 (A or B)						
	E.)		5 (A-T)						
			6						
	A.)	B	1 (A-F)	R3	Technolog y Education	We plan to purchase Foundations Digital Classroom Annual License for 250 Gate City High students, 100 Rye Cove High students and 100 Twin Springs students			
	B.)		2 (A-I)				8000	Fed	4,500.00
	C.)		3						
	D.)		4 (A or B)						
	E.)		5 (A-T)						
			6						

**CTEMS SCHEDULE 17 (Continued)****Budget of Perkins Funds****2019-2020 Plan**

1 Career and Technical Activities Funded	2 Aligned Comprehensive Local Needs Assessment		3 Local Use of Funds Options	4 Local Use of Funds Selection	5 Career and Technical Program Area(s) Funded	6 Narrative Description	7 Object Code	8 Budgeted Funds and Source of Funds	
			See Appendix B				See Appendix C	Fed, State, or Local	Amount
	A.)	B	1 (A-F)	P5D	Technolog y Education	We plan to purchase new textbooks for Programming and Gaming			
	B.)		2 (A-I)				8000	Fed	5,000.00
	C.)		3						
	D.)		4 (A or B)						
	E.)		5 (A-T)						
			6						
	A.)	B	1 (A-F)	R3	Agricultura l Education	We plan to upgrade the Greenhouses			
	B.)		2 (A-I)				8000	Fed	7,000.00
	C.)		3						
	D.)		4 (A or B)						
	E.)		5 (A-T)						
			6						
	A.)	B	1 (A-F)	R3	Technolog y Education	We are planning on a STEM lab			
	B.)		2 (A-I)				8000	Fed	2,000.00
	C.)		3						
	D.)		4 (A or B)						
	E.)		5 (A-T)						
			6						
	A.)		1 (A-F)						
	B.)		2 (A-I)						
	C.)		3						
	D.)		4 (A or B)						
	E.)		5 (A-T)						
			6						

**CTEMS SCHEDULE 17 (Continued)**  
**Budget of Perkins Funds**  
**2019-2020 Plan**

1 Career and Technical Activities Funded	2 Aligned Comprehensive Local Needs Assessment		3 Local Use of Funds Options	4 Local Use of Funds Selection	5 Career and Technical Program Area(s) Funded	6 Narrative Description	7 Object Code	8 Budgeted Funds and Source of Funds	
			<u>See Appendix B</u>				<u>See Appendix C</u>	Fed, State, or Local	Amount
	A.)		1 (A-F)						
	B.)		2 (A-I)						
	C.)		3						
	D.)		4 (A or B)						
	E.)		5 (A-T)						
			6						
	A.)		1 (A-F)						
	B.)		2 (A-I)						
	C.)		3						
	D.)		4 (A or B)						
	E.)		5 (A-T)						
			6						
	A.)		1 (A-F)						
	B.)		2 (A-I)						
	C.)		3						
	D.)		4 (A or B)						
	E.)		5 (A-T)						
			6						
	A.)		1 (A-F)						
	B.)		2 (A-I)						
	C.)		3						
	D.)		4 (A or B)						
	E.)		5 (A-T)						
			6						

**CTEMS SCHEDULE 17 (Continued)**  
**Budget of Perkins Funds**  
**2019-2020 Plan**

1 Career and Technical Activities Funded	2 Aligned Comprehensive Local Needs Assessment		3 Local Use of Funds	4 Local Use of Funds Selection	5 Career and Technical Program Area(s) Funded	6 Narrative Description	7 Object Code	8 Budgeted Funds and Source of Funds	
			<u>See Appendix B</u>				<u>See Appendix C</u>	Fed, State, or Local	Amount
	A.)		1 (A-F)						
	B.)		2 (A-I)						
	C.)		3						
	D.)		4 (A or B)						
	E.)		5 (A-T)						
	6								
	A.)		1 (A-F)						
	B.)		2 (A-I)						
	C.)		3						
	D.)		4 (A or B)						
	E.)		5 (A-T)						
	6								
	A.)		1 (A-F)						
	B.)		2 (A-I)						
	C.)		3						
	D.)		4 (A or B)						
	E.)		5 (A-T)						
	6								
Career and Technical Education Programs or Activities Funded						Federal	62,068.68		
						State	0.00		
						Local	0.00		
Administration/Administrative Equipment Total from CTEMS Schedule 18 (Line 3)							0.00		
Grand Total Career and Technical Education Federal Budget							62,068.68		

**CTEMS SCHEDULE 18****Administration/Administrative Equipment Funds and Budget Summary Worksheet  
2019-2020 Plan****(Administration/Administrative Equipment not to exceed five percent of the total federal grant)**

<b>Administration - Description</b>		<b>Amount</b>
1000 - Personal Services		
2000 - Employee Benefits		
3000 - Purchased Services		
4000 - Internal Services		
5000 - Indirect Cost		
5000 - Other Charges		
<b>Line 1 Administration SUBTOTAL</b>		<b>0.00</b>
<b>Administrative Equipment - Description - (All Object Code 8000)</b>		<b>Amount</b>
8000 - Capital Outlay/Equip.		
8000 - Capital Outlay/Equip.		
8000 - Capital Outlay/Equip.		
<b>Line 2 Administrative Equipment SUBTOTAL</b>		<b>0.00</b>
<b>Administration/Administrative Equipment</b>		<b>Amount</b>
<b>Line 3 Administration/Administrative Equipment TOTAL (transfers to Schedule 17)</b>		<b>0.00</b>

**CTEMS SCHEDULE 18 (Continued from previous page)**  
**Administration/Administrative Equipment Funds and Budget Summary Worksheet**

**2017-2018 Plan**

<b>SUMMARY BUDGET WORKSHEET</b> <b>(A summary of the budget worksheets relevant to plan objectives that includes line items under the broad expenditures.)</b>	
<b>Expenditure Categories</b> <small>See Appendix C for Object Code Definitions</small>	<b>Amount</b>
1000 - Personal Services	0.00
2000 - Employee Benefits	0.00
3000 - Purchased Services	0.00
4000 - Internal Services	1,000.00
5000 - Indirect Costs and Other Charges	12,000.00
6000 - Materials and Supplies (THIS IS NOT ALLOWED for Perkins funds.)	<b>NOT ALLOWED</b>
8000 - Capital Outlay/Equipment	49,068.68
<b>TOTAL</b>	<b>62,068.68</b>
<i>Expenditure Category Budget is calculated from the CTEMS Schedule 17 Budget and CTEMS Schedule 18 Administration/Administrative Equipment Funds and Budget Summary Worksheet (Federal)</i>	

## COMMENTS

### 2019-2020 Plan

Please use this page for any additional comments you may have on any of the previous schedules. Please identify the schedule number with the comments.

# SCOTT COUNTY PUBLIC SCHOOL HEAD START

## FINANCIAL REPORT

GRANT #03CH3469-04 (1/1/18-12/31/18)

DECEMBER 2018

REVENUE	MONTH TO-DATE	YEAR TO-DATE	APPROVED FUNDING	UNCOLLECTED FUNDING	%
Federal Funds	168,212.51	1,325,484.00	1,325,484.00	-	0%
USDA	21,907.93	136,268.28	-	-	-
Donations, Other Revenue	2,320.01	3,226.26	-	-	-
<b>TOTAL \$</b>	<b>192,440.45</b>	<b>\$ 1,464,978.54</b>	<b>\$ 1,325,484.00</b>	<b>\$ -</b>	<b>0%</b>

EXPENSES	MONTH TO-DATE	YEAR TO-DATE	BUDGETED FUNDING	AVAILABLE FUNDING	%
Mental Health Services	660.00	2,040.00	2,000.00	(40.00)	-2%
Training	2,183.42	16,021.23	20,399.00	4,377.77	21%
Fringe	33,750.64	311,697.38	331,327.00	19,629.62	6%
Health Services	-	1,329.62	4,000.00	2,670.38	67%
Audit Fee	-	2,475.00	3,500.00	1,025.00	29%
Maintenance & Repair	40,881.82	64,379.27	24,543.00	(39,836.27)	-162%
Maintenance Service Contract	1,868.79	15,246.62	10,515.00	(4,731.62)	-45%
Utilities	5,244.93	22,228.66	16,761.00	(5,467.66)	-33%
Postage	165.76	281.98	1,000.00	718.02	72%
Telephone	1,402.05	12,559.89	11,061.00	(1,498.89)	-14%
Child Liability Insurance	-	-	747.00	747.00	100%
Rent	-	9,600.00	9,600.00	-	0%
Local Travel	222.53	2,939.25	5,057.00	2,117.75	42%
Field Trips	382.95	3,481.79	1,700.00	(1,781.79)	-105%
Out of Town Travel	-	-	5,760.00	5,760.00	100%
Parent Activities	209.91	1,665.74	2,212.00	546.26	25%
Assoc. Dues & Fees	123.83	4,522.14	2,500.00	(2,022.14)	-81%
Office Supplies	1,834.72	7,344.82	9,271.26	1,926.44	21%
Food Supplies	17,200.81	115,435.70	142,738.28	27,302.58	19%
Food Service Supplies	15.25	337.93	2,000.00	1,662.07	83%
Medical & Dental Supplies	570.34	1,220.48	1,000.00	(220.48)	-22%
Janitorial Supplies	325.53	2,422.02	3,000.00	577.98	19%
Educational Supplies	16,877.36	33,283.87	19,475.00	(13,808.87)	-71%
Discretionary Center Funds	158.91	930.48	3,300.00	2,369.52	72%
Health Examinations	-	114.24	1,000.00	885.76	89%
Payroll Expenses	69,999.90	833,420.43	830,512.00	(2,908.43)	0%
Equipment	-	-	-	-	0%
<b>TOTAL \$</b>	<b>194,079.45</b>	<b>\$ 1,464,978.54</b>	<b>\$ 1,464,978.54</b>	<b>\$ -</b>	<b>0%</b>

IN-KIND (NON-FEDERAL SHARE)	MONTH TO-DATE	YEAR TO-DATE	IN-KIND BUDGETED	IN-KIND REMAINING	%
Parents & Volunteer	9,632.68	125,467.56	58,320.00	(67,147.56)	-115%
School District	23,886.04	247,276.20	237,194.00	(10,082.20)	-4%
Donations	3,875.62	46,688.55	35,857.00	(10,831.55)	-30%
<b>TOTAL \$</b>	<b>37,394.34</b>	<b>\$ 419,432.31</b>	<b>\$ 331,371.00</b>	<b>\$ (88,061.31)</b>	<b>-27%</b>

ADMINISTRATIVE COST	MONTH TO-DATE	YEAR-TO-DATE ADMIN COST	ADMIN. COST BUDGETED	ADMIN. COST REMAINING
Personnel	11,565.98	158,266.24	158,662.00	395.76
Travel	-	-	634.00	634.00
Supplies	652.65	3,149.86	4,200.00	1,050.14
Other	16,741.93	65,062.71	47,348.00	(17,714.71)
<b>TOTAL \$</b>	<b>28,960.56</b>	<b>\$ 226,478.81</b>	<b>\$ 210,844.00</b>	<b>(15,634.81)</b>

<b>DEC. ADMIN. COST</b>	<b>1.8%</b>
<b>YTD ADMIN. COST</b>	<b>14.0%</b>

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

**FEBRUARY 2019**

REVENUE	CURRENT MONTH	YTD	APPROVED FUNDING	UNCOLLECTED FUNDING	%
Federal Funds	110,406.40	205,370.11	1,325,484.00	1,120,113.89	85%
USDA	14,254.27	14,254.27	-	-	
Donations, Other Revenue	-	831.42	-	-	
<b>TOTAL \$</b>	<b>124,660.67</b>	<b>\$ 220,455.80</b>	<b>\$ 1,325,484.00</b>	<b>\$ 1,120,113.89</b>	<b>85%</b>

EXPENSES	CURRENT MONTH	YTD	BUDGETED FUNDING	AVAILABLE FUNDING	%
<b>PERSONNEL</b>					
Payroll Expenses	71,162.35	138,651.92	838,976.00	700,324.08	83%
Fringe	25,465.73	50,988.48	319,785.00	268,796.52	84%
<b>TRAVEL</b>					
Out of Town Travel	-	-	1,500.00	1,500.00	100%
<b>SUPPLIES</b>					
Office Supplies	191.90	304.70	8,000.00	7,695.30	96%
Postage	-	-	1,000.00	1,000.00	100%
Food Supplies	3,913.36	4,315.15	20,724.27	16,409.12	79%
Food Service Supplies	-	-	2,000.00	2,000.00	100%
Educational Supplies	3,876.21	3,876.21	23,880.42	20,004.21	84%
Medical & Dental Supplies	-	-	1,500.00	1,500.00	100%
Janitorial Supplies	-	-	2,000.00	2,000.00	100%
<b>CONTRACTUAL</b>					
Mental Health Services	-	-	2,500.00	2,500.00	100%
<b>OTHER</b>					
Rent	800.00	1,600.00	9,600.00	8,000.00	83%
Utilities	735.85	735.85	21,000.00	20,264.15	96%
Telephone	979.90	1,959.02	14,400.00	12,440.98	86%
Child Liability Insurance	-	-	740.00	740.00	100%
Maintenance & Repair	444.77	444.77	20,000.00	19,555.23	98%
Local Travel	142.15	142.15	2,300.00	2,157.85	94%
Parent Activities	155.30	155.30	3,500.00	3,344.70	96%
Audit Fee (Accounting & Legal)	-	-	2,750.00	2,750.00	100%
Publications, Ads, & Printing	1,361.04	1,684.44	14,500.00	12,815.56	88%
Health Services	-	-	3,125.00	3,125.00	100%
Field Trips	-	-	1,000.00	1,000.00	100%
Discretionary Funds	98.57	98.57	3,300.00	3,201.43	97%
Health Examinations	-	-	250.00	250.00	100%
Assoc. Dues & Fees	140.00	140.00	1,840.00	1,700.00	92%
Training	840.23	985.98	20,399.00	19,413.02	95%
<b>TOTAL \$</b>	<b>110,307.36</b>	<b>\$ 206,082.54</b>	<b>\$ 1,340,569.69</b>	<b>\$ 1,134,487.15</b>	<b>85%</b>

IN-KIND (NON-FEDERAL SHARE)	CURRENT MONTH	YTD	IN-KIND BUDGETED	IN-KIND REMAINING	%
Parents & Volunteer	7,505.47	17,129.41	51,838.00	34,708.59	67%
School District	24,165.45	48,197.96	243,750.00	195,552.04	80%
Donations	4,028.52	7,500.44	35,783.00	28,282.56	79%
<b>TOTAL \$</b>	<b>35,699.44</b>	<b>\$ 72,827.81</b>	<b>\$ 331,371.00</b>	<b>\$ 258,543.19</b>	<b>78%</b>

ADMINISTRATIVE COST	CURRENT MONTH	YTD	ADMIN. COST BUDGETED	ADMIN. COST REMAINING
Personnel	13,144.39	26,472.48	159,915.00	133,442.52
Travel	-	-	165.00	165.00
Supplies	19.19	30.47	1,300.00	1,269.53
Other	2,055.59	3,783.24	31,796.00	28,012.76
<b>TOTAL \$</b>	<b>15,219.17</b>	<b>\$ 30,286.19</b>	<b>\$ 193,176.00</b>	<b>162,889.81</b>

<b>FEB. ADMIN. COST</b>	<b>0.9%</b>
<b>YTD ADMIN. COST</b>	<b>1.8%</b>

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

**FEBRUARY 2019**

**REVENUES:** \$110,406.40 – Federal Funds, \$14,254.27 – USDA

**EXPENSES:**

**Personnel**

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

**Supplies**

- Office: General expenses for program.
- Food Supplies: USDA meals purchased for centers & non-food meal preparation supplies.
- Educational Supplies: Child Plus contract & general expenses for program.

**Other**

- Rent: Office rent, February 2019.
- Utilities: Utility service for centers & HS office.
- Telephone: Telephone/internet service for office & centers.
- Maintenance & Repair: Pest control & routine maintenance fees for centers.
- Local Travel: Gasoline for program vehicles & mileage reimbursement to staff.
- Parent Activities: Mileage reimbursement & items purchased for parent workshops.
- Publications, Ads, & Printing: Copier contracts for office & centers.
- Discretionary Funds: Reimbursements to education staff for classroom supplies.
- Association, Dues, & Fees: Annual license renewal for three centers.
- Training: Travel & lodging fees for Practice-Based Coaching class for one employee.

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**In-Kind Match:** \$35,699.44. The remaining in-kind for the budget period is 78%.

**Administrative Costs:** \$15,219.17. The year-to-date administrative cost is 1.8%, not to exceed 15%.

**Credit Card Expenses:** \$1,301.66. See attached credit card expense report.

**Scott County Public School Head Start**  
**Custom Transaction Detail Report**  
**February 2019**

Name	Memo	Account	Debit	Credit	Balance
Bank of America-Platinum Plus	2731-Flight for training to Washington DC	20-3800 · Training	435.20		-435.20
Bank of America-Platinum Plus	2732-lodging Washington DC1/29-1/31/19	20-3800 · Training	377.04		-812.24
Bank of America-Platinum Plus	Quickbooks monthly Feb. 2019	6001 · Office Supplies	112.80		-925.04
Bank of America-Platinum Plus	Family Engagement Night at the Museum	6002 · Food Supplies	82.90		-1,007.94
Bank of America-Platinum Plus	Family Engagement Night at the Museum	6002 · Food Supplies	227.70		-1,235.64
Bank of America-Platinum Plus	training Washington DC	20-3800 · Training	10.20		-1,245.84
Bank of America-Platinum Plus	training Washington DC	20-3800 · Training	4.67		-1,250.51
Bank of America-Platinum Plus	training Washington DC	20-3800 · Training	23.90		-1,274.41
Bank of America-Platinum Plus	training Washington DC	20-3800 · Training	7.43		-1,281.84
Bank of America-Platinum Plus	training Washington DC	20-3800 · Training	7.09		-1,288.93
Bank of America-Platinum Plus	training Washington DC	20-3800 · Training	12.73		-1,301.66
			<b>1,301.66</b>	<b>0.00</b>	<b>-1,301.66</b>

# Scott County Public School Head Start School Board Report February 2019

Date	Num	Name	Memo	Amount	Balance
02/01/2019	20091	Susan Lane	Hospital The Standard R...	-36.39	-36.39
02/01/2019	20092	The Standard	Hospital The Standard fo...	-36.39	-72.78
02/06/2019	20093	Child Plus	child plus license fee 4/1...	-3,855.23	-3,928.01
02/06/2019	20094	Food City Credit Card		-517.14	-4,445.15
02/06/2019	20095	Food City Credit Card 1		-604.87	-5,050.02
02/06/2019	20096	GreatAmerica Financial Services	xerox 7970, January 2019	-439.88	-5,489.90
02/06/2019	20097	MELANIE SLOAN	reimbursement for duct t...	-7.37	-5,497.27
02/06/2019	20098	Tim's Maintenance	1/9-1/11/19	-186.77	-5,684.04
02/06/2019	20099	Treasurer of Virginia2	duff 1,2, dung, shoe 3	-140.00	-5,824.04
02/07/2019	20100	American Electric Power Company	Electricity	-545.53	-6,369.57
02/07/2019	20101	Bank of America-Platinum Plus	January 2019	-4,263.34	-10,632.91
02/07/2019	20102	Big Cut Enterprises	filled pot holes/spread gr...	-400.00	-11,032.91
02/07/2019	20103	Discount School Supply		-2,859.18	-13,892.09
02/07/2019	20104	Dollar General Store - Weber City		-52.50	-13,944.59
02/07/2019	20105	Gate City Water Department	shoemaker 1&2	-445.28	-14,389.87
02/07/2019	20106	Kingsport Awing	dungannon	-9,700.00	-24,089.87
02/07/2019	20107	Kingsport Awing 1	Shoemaker 3	-9,700.00	-33,789.87
02/07/2019	20108	Kingsport Awing 2	Weber City	-9,000.00	-42,789.87
02/07/2019	20109	Livewire Communications		-4,896.95	-47,686.82
02/07/2019	20110	Quill Corporation		-595.32	-48,282.14
02/07/2019	20111	Scott County Public Service Autho...	Weber City, HSO	-119.65	-48,401.79
02/07/2019	20112	The Battery Depot	Shoe 1 & 2	-79.90	-48,481.69
02/07/2019	20113	Tri-State Complete Chemical & Pa...		-481.77	-48,963.46
02/07/2019	20114	Verizon Wireless	12/17/18-1/16/19	-107.14	-49,070.60
02/07/2019	20115	Woodway Stone Company		-706.97	-49,777.57
02/11/2019	20116	American Electric Power Company	Electricity	-416.13	-50,193.70
02/11/2019	20117	Bank of America-Platinum Plus	January 2019	-1,235.64	-51,429.34
02/11/2019	20118	Boone's Heating & Air LLC	Weber City	-200.00	-51,629.34
02/11/2019	20119	Cindy Raymond (Other)	Jan. mileage	-69.19	-51,698.53
02/11/2019	20120	Dollar General Store - Weber City		-80.70	-51,779.23
02/11/2019	20121	Dungannon Water & Sewer	water bill Jan. 2019	-42.00	-51,821.23
02/11/2019	20122	Food City Credit Card		-1,040.95	-52,862.18
02/11/2019	20123	Food City Credit Card 1		-1,065.13	-53,927.31
02/11/2019	20124	Food City Credit Card 2		-585.69	-54,513.00
02/11/2019	20125	GreatAmerica Financial Services	xerox AltaLink B8045, Fe...	-323.40	-54,836.40
02/11/2019	20126	Hungate Business Services, Inc.	xerox 7970, January 2019	-272.76	-55,109.16
02/11/2019	20127	MELANIE SLOAN		-31.71	-55,140.87
02/11/2019	20128	Powell Valley Electric Cooperative	12/31/18-2/1/19	-277.72	-55,418.59
02/11/2019	20129	Ratliff Exterminating		-58.00	-55,476.59
02/11/2019	20130	Scott County Head Start Petty Cash		-45.00	-55,521.59
02/11/2019	20131	Scott County Telephone Co-Op.	34849558	-979.90	-56,501.49
02/11/2019	20132	Scott County Tobacco Warehouse	February 2019	-800.00	-57,301.49
02/11/2019	20133	Shred-It USA	1/10/19	-79.10	-57,380.59
02/11/2019	20134	Tri-City Business Machines		-325.00	-57,705.59
02/12/2019	20135	American Electric Power Company	Electricity	-175.00	-57,880.59
02/12/2019	20136	Anthony Ratliff	duffield EHS	-226.46	-58,107.05
02/12/2019	20137	Duffield Lumber & Hardware	Duffield EHS	-23.09	-58,130.14
02/12/2019	20138	Food City Credit Card		-878.36	-59,008.50
02/12/2019	20139	Lowe's	February 2019	-27.62	-59,036.12
02/12/2019	20140	Powell Valley National Bank	Jan.-Feb. 2019	-269.10	-59,305.22
02/12/2019	20141	Scott County Public Service Autho...	Weber City EHS	-59.43	-59,364.65
02/12/2019	20142	Scott County Schools Cafeteria Fu...		-1,168.60	-60,533.25
02/12/2019	20143	Scott County Telephone Co-Op.		-229.26	-60,762.51
02/12/2019	20144	Tim's Maintenance	Feb. 2019	-268.04	-61,030.55
02/12/2019	20145	Tri-State Complete Chemical & Pa...	supplies	-181.73	-61,212.28
02/20/2019	20146	Bank of America-Platinum Plus	Feb. 2019	-200.04	-61,412.32
02/20/2019	20147	Dollar General Store - Weber City	tooth paste	-40.00	-61,452.32
02/20/2019	20148	First Book National Book Bank	book of the month	-1,969.60	-63,421.92
02/20/2019	20149	Frontier Health, Inc.	Oct-Dec 2018	-120.00	-63,541.92
02/20/2019	20150	Livewire Communications	nickelsville	-2,117.25	-65,659.17
02/20/2019	20151	Quill Corporation	copy paper-pocket folder	-148.32	-65,807.49
02/20/2019	20152	Tri-State Complete Chemical & Pa...	meal supplies	-150.11	-65,957.60
02/22/2019	20153	Boston Mutual Life Insurance Com...		-122.72	-66,080.32
02/22/2019	20154	Mid Atlantic Trust Co.		-257.24	-66,337.56
02/22/2019	20155	Scott County School Board - EE R...		-77.00	-66,414.56
02/22/2019	20156	Scott County School Board - HIC		-172.81	-66,587.37
02/22/2019	20157	Scott County School Board - Life. I...		-188.65	-66,776.02

04/23/19

# Scott County Public School Head Start School Board Report February 2019

Date	Num	Name	Memo	Amount	Balance
02/22/2019	20158	Scott County School Board - Retir...		-2,643.84	-69,419.86
02/22/2019	20159	The Standard		-36.39	-69,456.25
02/22/2019	20160	Treasurer of Scott Co - Dental Insu...		-185.00	-69,641.25
02/22/2019	20161	Treasurer of Scott Co - Health Insu...		-2,750.00	-72,391.25
02/22/2019	20162	Treasurer of Scott Co.-County Tax		-93.30	-72,484.55
02/22/2019	20163	VACORP		-42.46	-72,527.01
02/28/2019	20164	Allstate		-49.04	-72,576.05
02/28/2019	20165	Boston Mutual Life Insurance Com...	000000	-178.22	-72,754.27
02/28/2019	20166	Mid Atlantic Trust Co.	VOID:	0.00	-72,754.27
02/28/2019	20167	Mid Atlantic Trust Co. 1	VOID:	0.00	-72,754.27
02/28/2019	20168	Mid Atlantic Trust Co. 2		-177.40	-72,931.67
02/28/2019	20169	Scott County School Board - EE R...		-1,661.85	-74,593.52
02/28/2019	20170	Scott County School Board - HIC		-781.82	-75,375.34
02/28/2019	20171	Scott County School Board - Life. I...		-853.41	-76,228.75
02/28/2019	20172	Scott County School Board - Retir...		-11,048.12	-87,276.87
02/28/2019	20173	The Standard		-140.10	-87,416.97
02/28/2019	20174	Treasurer of Scott Co - Dental Insu...		-645.00	-88,061.97
02/28/2019	20175	Treasurer of Scott Co - Health Insu...		-9,810.00	-97,871.97
02/28/2019	20176	Treasurer of Scott Co.-County Tax		-374.63	-98,246.60
02/28/2019	20177	VACORP		-105.35	-98,351.95
02/28/2019	20178	VRSI	BIN# AD000104	-695.00	-99,046.95
*** Missing numbers here ***					
02/28/2019	20188	Mid Atlantic Trust Co.		-438.70	-99,485.65
02/28/2019	20189	Mid Atlantic Trust Co. 1		-170.59	-99,656.24

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

**FEBRUARY 2019**

REVENUE	CURRENT MONTH	YTD	APPROVED FUNDING	UNCOLLECTED FUNDING	%
Federal Funds	26,144.15	148,888.33	378,506.00	229,617.67	61%
USDA	2,122.70	10,536.81	-	-	
Donations, Other Revenue	-	983.00	-	-	
<b>TOTAL</b>	<b>\$ 28,266.85</b>	<b>\$ 160,408.14</b>	<b>\$ 378,506.00</b>	<b>\$ 229,617.67</b>	<b>61%</b>

EXPENSES	CURRENT MONTH	YTD	BUDGETED FUNDING	AVAILABLE FUNDING	%
<b>PERSONNEL</b>					
Payroll Expenses	16,343.83	103,686.48	202,403.00	98,716.52	49%
Fringe	6,334.96	36,972.62	93,348.00	56,375.38	60%
<b>TRAVEL</b>					
Out of Town Travel	-	-	1,000.00	1,000.00	100%
<b>SUPPLIES</b>					
Office Supplies	-	-	3,000.00	3,000.00	100%
Postage	-	-	100.00	100.00	100%
Food Supplies	2,305.67	11,536.48	18,165.81	6,629.33	36%
Food Service Supplies	-	-	1,000.00	1,000.00	100%
Educational Supplies	94.43	331.20	20,983.00	20,651.80	98%
Medical & Dental Supplies	-	19.96	1,000.00	980.04	98%
Janitorial Supplies	48.53	57.52	1,000.00	942.48	94%
<b>CONTRACTUAL</b>					
Mental Health Services	-	-	1,000.00	1,000.00	100%
<b>EQUIPMENT</b>					
Medical & Dental Equipment	-	-	12,468.00	12,468.00	100%
<b>OTHER</b>					
Rent	-	-	-	-	0%
Utilities	234.43	1,241.90	4,500.00	3,258.10	72%
Telephone	229.26	1,167.95	3,000.00	1,832.05	61%
Child Liability Insurance	-	-	144.00	144.00	100%
Maintenance & Repair	545.21	2,111.51	6,760.00	4,648.49	69%
Local Travel	-	82.33	660.00	577.67	88%
Parent Activities	-	-	600.00	600.00	100%
Audit Fee (Accounting & Legal)	-	-	1,000.00	1,000.00	100%
Publications, Ads, & Printing	-	-	500.00	500.00	100%
Health Services	-	52.10	1,000.00	947.90	95%
Field Trips	49.16	203.96	4,067.00	3,863.04	95%
Discretionary Funds	-	31.90	1,320.00	1,288.10	98%
Transition	-	-	500.00	500.00	100%
Health Examinations	-	-	300.00	300.00	100%
Assoc. Dues & Fees	-	810.86	1,500.00	689.14	46%
Training	-	20.00	8,707.00	8,687.00	100%
<b>TOTAL</b>	<b>\$ 26,185.48</b>	<b>\$ 158,326.77</b>	<b>\$ 390,025.81</b>	<b>\$ 231,699.04</b>	<b>59%</b>

IN-KIND (NON-FEDERAL SHARE)	CURRENT MONTH	YTD	IN-KIND BUDGETED	IN-KIND REMAINING	%
Parents & Volunteer	6,038.03	36,544.96	73,463.00	36,918.04	50%
School District	845.15	5,621.92	9,150.00	3,528.08	39%
Donations	1,488.96	9,611.55	12,015.00	2,403.45	20%
<b>TOTAL</b>	<b>\$ 8,372.14</b>	<b>\$ 51,778.43</b>	<b>\$ 94,628.00</b>	<b>\$ 42,849.57</b>	<b>45%</b>

ADMINISTRATIVE COST	CURRENT MONTH	YTD	ADMIN. COST BUDGETED	ADMIN. COST REMAINING
Personnel	2,208.87	13,469.37	30,020.00	16,550.63
Travel	-	-	200.00	200.00
Supplies	-	-	600.00	600.00
Other	169.46	1,014.97	4,208.00	3,193.03
<b>TOTAL</b>	<b>\$ 2,378.33</b>	<b>\$ 14,484.34</b>	<b>\$ 35,028.00</b>	<b>20,543.66</b>

<b>FEB. ADMIN. COST</b>	<b>0.5%</b>
<b>YTD ADMIN. COST</b>	<b>3.1%</b>

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

**FEBRUARY 2019**

**REVENUES:** \$26,144.15 – Federal Funds, \$2,122.70 – January USDA

**EXPENSES:**

**Personnel**

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

**Supplies**

- Food Supplies: USDA meals purchased for centers & non-food meal preparation supplies.
- Educational Supplies
- Janitorial Supplies

**Other**

- Utilities
- Telephone: Telephone/internet service for centers.
- Maintenance & Repair: Routine maintenance charges for centers.
- Field Trips: Admission fees for Duffield EHS field trip.

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**In-Kind Match:** \$8,372.14. The remaining in-kind for the budget period is 45%.

**Administrative Costs:** \$2,378.33. The year-to-date administrative cost is 3.1%, not to exceed 15%.

**Credit Card Expenses:** \$269.10. See attached credit card expense report.

12.20 PM  
03/13/19  
Accrual Basis

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

Name	Memo	Account	Debit	Credit	Balance
Powell Valley National Bank	1/23/19-Duffield-Just Jump	5502 · Field Trips	49.16		-49.16
Powell Valley National Bank	2728-Weber City-infant formula	6002 · Food Supplies	63.98		-113.14
Powell Valley National Bank	2741-supplies	6002 · Food Supplies	11.97		-125.11
Powell Valley National Bank	2748-infant formula WC EHS	6002 · Food Supplies	37.98		-163.09
Powell Valley National Bank	2741-supplies	6005 · Janitorial Supplies	11.58		-174.67
Powell Valley National Bank	2741-supplies	6013 · Educational Supplies	94.43		-269.10
			<u>269.10</u>	<u>0.00</u>	<u>-269.10</u>



# **Scott County Public School**

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## **Head Start**

**Supplemental One-Time Funding  
Application #3CH3469**

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## **INTRODUCTION**

The mission of Scott County Public School Head Start (SCPSHS) is *"Guiding low income families toward self-sufficiency and success in school."* SCPSHS is currently funded to operate nine full school year, 6.5 hour per day center-based classrooms and funded to serve 173 children ages three and four. The program has served the area of Scott County since 1965.

Scott County Public School Head Start provides comprehensive child development services. The program has implemented systems to ensure health and safety are a top priority. One of the long-term goals for SCPSHS is to *cultivate and maintain safe, secure, and healthy environments that support children's learning and development.*

## **STATEMENT OF NEED**

Typically, a standard playground area should see a new installation or update within 8-10 years after its original installation date. The program's playground sites are between 20-25 years old, outdated, and reaching the end of their useful life. While the program continues to provide routine maintenance to these playground areas, little to no updates have been made due to a lack of funding.

SCPSHS currently has six playground sites accommodating nine classrooms. These sites are located in the following areas: Duffield, Dungannon, Nickelsville, Gate City (Shoemaker 1, 2, 3, & 4 classrooms), & Weber City.

## **Scott County Public School Head Start**

### ***Supplemental One-Time Funding Application #3CH3469***

Five of the six playground sites are equipped with a wooden play structure. Due to the aged wood, the program continues to repair splintering wood and replace cracked planks. The metal components found on these play structures are also in continuous need of repair.

Additionally, the current landscaping timbers used as playground bordering have a short life-span requiring additional maintenance costs when rotted wood must be replaced.

These wooden play structures and borders are susceptible to outdoor elements, such as rain, temperature changes, and wood-eating insects. The program routinely spends funds on pest control to address insects found on these play structures.

All six playground sites utilize a pea gravel based surfacing. This surfacing has proven to be very inconsistent. Pea gravel can shift and move causing level displacement and creating a shift in the minimum fall height requirements. While it is a relatively low cost option initially, it does require ongoing maintenance. The program has utilized wear mat inserts under swings and fall zone areas to reduce surfacing displacement. One playground site located in Gate City has incurred additional surfacing maintenance costs. A combination of seasonal rain mixed with a sloped terrain has created a higher level of displacement in comparison to the other sites.

The program service area is a rural county located on the southern edge of the Southwest Virginia coalfields. Accessibility to community parks and playgrounds is geographically limited.

## **PROJECT DESCRIPTION**

SCPSHS proposes to utilize grant funding to update all six playground sites within the service area. This project will enhance the vitality of SCPSHS by creating inclusive outdoor play areas for children ages 3-5 years of age.

**Scott County Public School Head Start**  
**Supplemental One-Time Funding Application #3CH3469**

The program proposes to equip five of the six playgrounds with a compacted plastic resin and durable steel playground structure featuring a variety of activities to engage imagination and promote child-directed play. These playground structures are coated with safety coverings to prevent overheating and burning during child-contact. The longevity of plastic/steel structures far exceed that of its counterparts since they do not split, crack, or warp based on weather elements. Three of the five proposed playground structures will meet a capacity of at least 20 children and two will meet a capacity of at least 40 children. All equipment will be professionally installed and meet ASTM safety standards in addition to licensing standards set forth by the State of Virginia.

In addition to play structures, the program proposes equipping all six playgrounds with a poured-in-place (PIP) rubber surfacing, known to have a longer life span, little-to-no maintenance, and safer protection against falls and accidents. PIP rubber is also one of the best surfaces for ADA accessibility. This type of surfacing is composed of fine rubber particles applied into two layers for maximum shock absorption. After reviewing all available options, SCPSHS could best minimize maintenance fees and other long-term surfacing costs with the PIP surfacing. Additionally, most playground vendors provide a guarantee warranty up to 10 years for PIP surfacing.

## **GOALS & OBJECTIVES**

As previously stated, one of the program's long-term goals is to "*cultivate and maintain safe, secure, and healthy environments that support children's learning and development.*" In order to meet this goal, the program's objectives for this project are as follows:

## **Scott County Public School Head Start**

### ***Supplemental One-Time Funding Application #3CH3469***

- Reduce playground injuries through the installation of safer surfacing and playground equipment.
- Minimize maintenance costs at playground sites.
- Create a more inclusive outdoor play area for all children.
- Provide opportunities for outdoor play in a geographically limited area.
- Promote moderate and rigorous levels of physical activities that lead to strength, endurance, flexibility, balance, and cardiovascular fitness.

## **PROJECT EVALUATION**

The Scott County School System is the grantee for the SCPSHS program and will oversee the bid process of the project. The school system adheres to the Purchasing Guidelines set forth by the Scott County Administrative Office. Announcement of the bid will be advertised online and through a variety of media outlets. The school system's Purchasing Agent will provide procurement oversight and the Maintenance Supervisor will ensure bids address all necessary safety and technical needs.

Once a bid is accepted, SCPSHS staff will schedule a pre-installation meeting with the awarded vendor and then proceed with the installation process. Once completed, the State of Virginia (Department of Social Services) Licensing Division will inspect the playground for compliance. The program anticipates completion of the project within six months of acceptance of award.

## **BUDGET NARRATIVE & JUSTIFICATION**

The program is requesting \$398,510 in funds for the project. The below listed chart details the approximate cost of the project per playground site.

## Scott County Public School Head Start

### Supplemental One-Time Funding Application #3CH3469

#### DUFFIELD 1 & 2

Play structure (40 child capacity) .....	\$25,000
Site Preparation (drainage, excavation, sub-surfacing) .....	\$15,000
Removal of existing structure .....	\$3,000
Shipping of equipment/materials .....	\$2,000
Installation of playground equipment & surfacing .....	\$13,000
Bordering .....	\$4,500
Surfacing (1,176 sq. ft. x \$15) .....	\$17,640
<b>TOTAL .....</b>	<b>\$80,140</b>

#### DUNGANNON

Play structure (20 child capacity) .....	\$15,000
Site Preparation (drainage, excavation, sub-surfacing) .....	\$7,250
Removal of existing structure .....	\$3,000
Shipping of equipment/materials .....	\$2,000
Installation of playground equipment & surfacing .....	\$13,000
Bordering .....	\$2,040
Surfacing (840 sq. ft. x \$15) .....	\$12,600
<b>TOTAL .....</b>	<b>\$54,890</b>

#### NICKELSVILLE

Play structure (20 child capacity) .....	\$15,000
Site Preparation (drainage, excavation, sub-surfacing) .....	8,000
Removal of existing structure .....	\$3,000
Shipping of equipment/materials .....	\$2,000
Installation of playground equipment & surfacing .....	\$13,000
Bordering .....	\$3,000
Surfacing (966 sq. ft. x \$15) .....	\$14,490
<b>TOTAL .....</b>	<b>\$58,490</b>

#### SHOEMAKER 1, 2, & 3

Hypar Shade Structure .....	\$2,500
Child's Bench .....	\$500
Site Preparation (drainage, excavation, sub-surfacing) .....	\$15,000
Shipping of equipment/materials .....	\$2,000
Installation of playground equipment & surfacing .....	\$13,000
Bordering .....	\$4,500
Surfacing (1,350 sq. ft. x \$15) .....	\$20,250
<b>TOTAL .....</b>	<b>\$57,750</b>

#### SHOEMAKER 4

Play Structure (40 child capacity) .....	\$25,000
Hypar shade structure (2) .....	\$5,000
ADA Accessible Picnic Tables (2) .....	\$2,400
Site Preparation (drainage, excavation, sub-surfacing) .....	\$10,000

## Scott County Public School Head Start

### Supplemental One-Time Funding Application #3CH3469

Removal of existing structure .....	\$3,000
Shipping of equipment/materials .....	\$2,000
Installation of playground equipment & surfacing .....	\$15,000
Bordering .....	\$4,500
Surfacing (1,176 sq. ft. x \$15) .....	\$17,640
<b>TOTAL .....</b>	<b>\$84,540</b>

#### WEBER CITY

Play Structure (20 child capacity) .....	\$15,000
Hypar Shade Structure (2) .....	\$2,500
ADA Accessible Picnic Tables .....	\$2,400
Site Preparation (drainage, excavation, sub-surfacing) .....	\$8,000
Removal of existing structure .....	\$3,000
Shipping of equipment/materials .....	\$2,000
Installation of playground equipment & surfacing .....	\$13,000
Bordering .....	\$3,000
Surfacing (920 sq. ft. x \$15) .....	\$13,800
<b>TOTAL .....</b>	<b>\$62,700</b>

#### NON-FEDERAL MATCH

SCPSHS will provide a total of \$99,628 in non-federal match and in-kind from center volunteers, donations from the community, and the Scott County Public School System.

The program anticipates parents and families will provide a match of \$68,251 in the form of volunteering in the centers, home visits, field trips, family engagement days, scheduled program meetings, medical/dental appointments, and at home parent and child activities. The following calculation is used to determine parent match 9 classrooms x 6 hours x 86 days x \$14.92. This amount has been rounded down to meet the non-federal share minimum requirement however, the program anticipates exceeding the parent volunteer match. The rate of \$14.92 is entry level Teacher Assistant rate of pay + 38% fringe rate.

Additionally, the program anticipates obtaining volunteers from the community to assist in the removal of the existing playground structures and surfacing. The anticipated match amount

## **Scott County Public School Head Start**

### ***Supplemental One-Time Funding Application #3CH3469***

for community volunteers is \$8,822 (16 hours x 5 sites x 6 people x \$18.38 (rate of Scott County Schools Maintenance staff x 38% fringe rate)).

Many playground vendors provide discounts to Head Start agencies for the acceptance of bids. The program anticipates receiving a 5% discount on each playground site in the approximate amount of \$19,926.

The program also anticipates matching funds from the Scott County School System for providing oversight and assistance during the bid process and project. The anticipated match amount for the Scott County School System is \$2,629 (Division Superintendent – 10 hours x \$70.38 = \$703.80 + Maintenance Supervisor – 40 hours x \$32.19 = \$1,288 + Purchasing Agent – 20 hours x \$31.85 = \$637).

## **CONCLUSION**

Newer commercial playground areas have been known to last as long as 15-20 years without any updates. Due to the age of the existing structures, SCPSHS is proposing to replace play structures and surfacing at Head Start playground sites throughout the service area. Since accessibility to community parks and playgrounds is very limited, SCPSHS believes this project will create an opportunity to encourage daily outdoor activity and child-directed play for children enrolled in the program.