

SCOTT COUNTY VIRGINIA SCHOOLS

Phone: 276-386-6118 Fax: 276-386-2684 <http://scott.k12.va.us>

Board Meeting Agenda (Organizational Meeting)

Date: January 3, 2017

Time: 6:30 p.m.

Location: Scott County School Board Office
340 East Jackson Street, Gate City, Va. 24251



1. Call To Order
2. Moment of Silence Followed by *Pledge of Allegiance*
3. Election and Appointment of Officers for 2017
 - A. Elect Chairman
 - B. Elect Vice Chairman
 - C. Appoint Clerk
 - D. Appoint Deputy Clerk
4. Items to Add to Agenda/Approval of Agenda
5. Approval of Minutes of December 6, 2016 Regular Meeting
6. Approval of Claims
7. Approval of Board Meeting Dates
8. Public Comment
9. Superintendent's Report
 - A. Approval of Budget Committee for Fiscal Year 2017-2018
 - B. Approval of First Half of Second Semester School Allocations
 - C. Approval of Head Start Financial Breakdown for November, 2016
10. Closed Meeting: Motion to Enter (Specify Items)/Motion to Return to Regular Meeting/Closed Meeting Certification
11. Items by Assistant Superintendent: Jason Smith
 - A. Personnel
12. Board Member Comments
13. Adjournment

Next Meeting: To Be Scheduled

DRAFT
SCOTT COUNTY SCHOOL BOARD
MINUTES OF REGULAR MEETING, TUESDAY, DECEMBER 6, 2016

The Scott County School Board met for a regular meeting on Tuesday, December 6, 2016, at the Scott County School Board Office in Gate City, Virginia, with the following members present:

William "Bill" R. Quillen, Jr., Chairman
 Larry L. Horton
 Linda D. Gillenwater
 Gail L. McConnell

ABSENT: David M. Templeton
 L. Stephen "Steve" Sallee

OTHERS PRESENT: John I. Ferguson, Superintendent; Jason Smith, Assistant Superintendent; K.C. Linkous, Clerk Of The Board/Human Resource Manager; Beverly Stidham, Deputy Clerk/Purchasing Agent; Will Sturgill, School Board Attorney; Kathy Musick, Virginia Professional Educators Representative; Lisa Bevins, Teacher/Virginia Education Association Representative; Doris Boitnott, VEA/NEA Uniserv Director; Lisa Taylor, Citizen; Melinda Taylor & Mitch Taylor, parents of Chance Taylor, Golf Team Member GCHS; Rhea McConnell, GCHS Golf Coach; Travis Nickels, Principal RCHS; Donna Rowlett & Dawn Williams, Science Teachers at GCMS; Ramona Russell, Teaching Assistant; Amanda Clark, Heritage TV; and Nancy Godsey, Citizen.

CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE: Chairman Quillen called the meeting to order at 6:30 p.m. The audience observed a moment of silence and Mr. Horton led in citing the *Pledge of Allegiance*.

APPROVAL OF AGENDA: On a motion by Mr. Horton, seconded by Mr. McConnell, all members voting aye, the Board approved the agenda as presented.

APPROVAL OF NOVEMBER 3, 2016 MEETING MINUTES: On a motion by Ms. Gillenwater, seconded by Mr. McConnell, all members voting aye, the Board approved the Thursday, November 3, 2016 Regular Meeting Minutes, as submitted.

APPROVAL OF CLAIMS: On a motion by Mr. Horton, seconded by Mr. McConnell, all members voting aye, the Board approved claims as follows:

School Operating Fund invoices & payroll in the amount of \$000,000.00 as shown by warrants #0000000-0000000 & electronic payroll direct deposit in the amount of \$0,000,000.00 & electronic payroll tax deposits in the amount of \$000,000.00. Cafeteria Fund invoices & payroll in the amount of \$000,000.00 as shown by warrants #0000000-0000000 & electronic payroll direct deposit in the amount of \$00,000.00 & electronic payroll tax deposit in the amount of \$00,000.00. Head Start invoices & payroll totaling \$00,000.00 as shown by warrants #00000-00000.

PRESENTATION TO GATE CITY HIGH SCHOOL GOLF TEAM MEMBER CHANCE TAYLOR: Superintendent Ferguson presented a Resolution to Chance Taylor, GCHS Golf Team Member and Rhea McConnell, GCHS Golf Coach, recognizing Chance Taylor for placing 14th in the 2A State Golf Tournament and making the 2A All State Golf Tournament.

PRESENTATION TO RYE COVE HIGH SCHOOL GIRL'S CROSS COUNTRY TEAM: Superintendent Ferguson presented a Resolution to Dr. Travis Nickels, Principal of RCHS, recognizing the Rye Cove High School Girls Cross Country Team for being the 2016 Cumberland Conference District Champions, placing 5th in the 1A West Region and being a 1A State Participant.

PRESENTATION TO RYE COVE HIGH SCHOOL BOY'S CROSS COUNTRY TEAM MEMBER MALACHI GILLIAM: Superintendent Ferguson presented a Resolution to Dr. Travis Nickels, Principal of RCHS, recognizing Malachi Gilliam, Rye Cove High School Boys Cross Country Team Member for finishing 2nd in the Cumberland Conference Meet and qualifying high enough in the Region IA West to qualify for Group 1A State Meet.

PRESENTATION OF VIRGINIA ASSOCIATION OF ENVIRONMENTAL EDUCATION (VSELA/VAST) OPPORTUNITY – DONNA ROWLETT & DAWN WILLIAMS:

Ms. Dawn Williams and Ms. Donna Rowlett, science teachers at Gate City Middle School, presented a power point presentation on the “Lake Fleming - Wetlands” project that has been ongoing since October, 2009. This project has been awarded a \$25,000 Grant from the State Farm Neighborhood Assistance Program. The awards ceremony will take place on Thursday, December 8, at 4:30 p.m. at Lake Fleming.

Ms. Williams and Ms. Rowlett have been asked to present their “Wetlands” presentation all over the state of Virginia and also have been asked to share their knowledge with school systems in other states.

PUBLIC COMMENTS: Lisa Taylor, Citizen, addressed the board with concerns of drug testing all employees of Scott County Schools and placing cameras in the special needs classrooms. She also explained that there needs to be visitor parking up front at the Scott County Career & Technical School. Ms. Taylor also invited the school board to the special needs Christmas dinner Thursday evening, December 8.

REPORT ON HOLIDAY AND PAYROLL SCHEDULE: Superintendent Ferguson presented the following Holiday and Payroll Schedule for the Board’s information:

12 Month Employees Holidays:

Christmas – Friday, December 23 & Monday, December 26

New Year’s – Friday, December 30 & Monday, January 2, 2017

Payroll for December: Thursday, December 29, 2016

Winter Break:

Friday, December 16 – students dismissed at 1:00 p.m.

Monday, January 3, 2017 – Teacher Workday/Schools Closed

Tuesday, January 4, 2017 – Second Semester Begins (Students return to school)

APPROVAL OF HEAD START 2016-2017 TIME LINE FOR SELF-ASSESSMENT & PROGRAM PLANNING: Superintendent Ferguson presented the Head Start 2016-2017 Time Line for Self-Assessment & Program Planning for approval. On a motion by Mr. McConnell, seconded by Ms. Gillenwater, all members voting aye, the Board approved the 2016-2017 Head Start Time Line for Self-Assessment & Program Planning (Appendix D)

APPROVAL OF HEAD START STANDARDS OF CONDUCT: Superintendent Ferguson presented the Head Start Standards of Conduct for approval. He explained that these have not been updated for several years. On a motion by Mr. Horton, seconded by Mr. McConnell, all members voting aye, the Board approved the Head Start Standards of Conduct effective 2016-2017 (Appendix D)

APPROVAL OF HEAD START FINANCIAL BREAKDOWN FOR OCTOBER 2016: On a motion by Ms. Gillenwater, seconded by Mr. McConnell, all members voting aye, the Board approved the Head Start Financial Breakdown for October, 2016 as follows:

Head Start Expenses for October	\$108,568.82
Administrative Cost	\$ 16,296.70
Nonfederal In-Kind	\$ 57,126.31

CLOSED MEETING: Mr. McConnell made a motion to enter into closed meeting at 7:00 p.m. to discuss teachers, coaches, custodians and central office staff as provided in Section 2.2-3711 A (1) of the Code of Virginia, as amended, motion was seconded by Mr. Horton, all members voting aye.

RETURN FROM CLOSED MEETING: All members returned from closed meeting at 8:13 p.m. and on a motion by Mr. McConnell, seconded by Mr. Horton, the Board returned to regular session and Mr. McConnell cited the following certification of the closed meeting:

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Scott County School Board has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Freedom of 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: Linda Gillenwater, Larry Horton, Gail McConnell, Bill Quillen,

Nays: None

ABSENT DURING VOTE: None

ABSENT DURING MEETING: None

APPROVAL OF OVERNIGHT FIELD TRIP REQUEST: On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Horton, seconded by Mr. McConnell, the Board approved the overnight field trip request of Scott County Career & Technical School, FFA Program to National Farm Machinery Show in Louisville, Kentucky, February 18-19, 2017 (12 students, 2 chaperones).

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Horton, seconded by Mr. McConnell, all members voting aye, the Board approved the overnight field trip request of Scott County Career & Tech Center, FFA Program, to Virginia Tech Stockmans & Livestock Judging in Blacksburg, Virginia, February 24-25, 2017 (12 students, 2 chaperones).

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. McConnell, seconded by Ms. Gillenwater, all members voting aye, the Board approved the overnight field trip request of Scott County Career & Technical Center, FFA Program, to Virginia Tech Hippology & Horse Judging in Blacksburg, Virginia, February 10-11, 2017 (8 students, 1 chaperone).

APPROVAL OF SUBSTITUTE TEACHERS: On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Horton, seconded by Ms. Gillenwater, all members voting aye, the Board approved Madison Garrett, Brittney Duty, Rebecca France, Larry Tolley, Amanda Stansberry, Somer Osborne, Cindy White and Israel Currier as substitute teachers.

EMPLOYMENT: On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. McConnell, seconded by Mr. Horton, all members voting aye, the Board approved the employment of Mr. Charles Oakes, custodian, effective December 6, 2016

RETIREMENTS: On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Horton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the retirement request of Ms. Ruby Rogers, Gifted Coordinator, effective January 1, 2017.

BOARD MEMBER COMMENTS: All the Board members wished everyone with the school system a Merry Christmas and a Happy New Year.

Mr. Horton expressed his appreciation to Ms. Williams and Ms. Rowlett for their presentation.

Ms. Gillenwater congratulated Gate City Middle school for the \$25,000 State Farm Grant and also congratulated Chance Taylor on his All State Golf Tournament and expressed well wishes to Ms. Ruby Rogers on her retirement and future endeavors.

ADJOURNMENT: The Board adjourned the December 6, 2016 regular meeting at 8:20.

William "Bill" R. Quillen, Jr., Chairman

K.C. Linkous, Clerk

2016-17 ALLOCATIONS
1ST HALF OF SECOND SEMESTER-JANUARY 3, 2017

SCHOOL	COPIERS	CUSTODIAL	TOTAL
DPS	\$1,572.50	\$3,750.00	\$5,322.50
DIS	\$1,000.00	\$1,000.00	\$2,000.00
FBPS	\$1,000.00	\$1,000.00	\$2,000.00
HES	\$1,000.00	\$1,500.00	\$2,500.00
NES	\$1,100.00	\$2,500.00	\$3,600.00
RCI	\$1,000.00	\$1,500.00	\$2,500.00
SES	\$2,312.50	\$5,000.00	\$7,312.50
WCES	\$1,375.00	\$3,000.00	\$4,375.00
YES	\$1,000.00	\$1,875.00	\$2,875.00
GCMS	\$2,200.00	\$5,000.00	\$7,200.00
GCHS	\$2,075.00	\$4,750.00	\$6,825.00
TSHS	\$1,137.50	\$3,000.00	\$4,137.50
RCHS	\$1,335.00	\$3,500.00	\$4,835.00
SCCTC	\$1,000.00	\$1,750.00	\$2,750.00
TOTAL	\$19,107.50	\$39,125.00	\$58,232.50

SCOTT COUNTY PUBLIC SCHOOL HEAD START

Breakdown for the month of November 2016

Head Start expense for the month of November
\$112,922.07

Administrative cost: \$16,146.86

Nonfederal In-kind \$41,894.21

SCOTT COUNTY PUBLIC SCHOOL HEAD START
FINANCIAL MONITORING REPORT NOVEMBER 16

	YTD BUDGET	OTHER/HS	TOTAL	MONTHLY	PREVIOUS	EXPENSES
	ACTUAL	FUNDS	BUDGETED	EXPENSES	EXPENSES	TO DATE
SALARY	\$ 56,394.79		\$ 56,394.79	\$ 78,165.23	\$ 617,990.75	\$ 696,155.98
MENTAL HEALTH SERVICES	\$ 560.00		\$ 560.00	\$ 832.50	\$ 1,260.00	\$ 2,092.50
FRINGE	\$ 166,450.92		\$ 166,450.92	\$ 13,642.49	\$ 113,339.09	\$ 126,981.58
TRAINING	\$ 3,002.01		\$ 3,002.01	\$ 96.54	\$ 12,464.03	\$ 12,560.57
EDUCATIONAL TRAINING	\$ 1,039.77		\$ 1,039.77		\$ 300.23	\$ 300.23
HEALTH SERVICES	\$ 3,032.65		\$ 3,032.65	\$ 171.24	\$ 317.40	\$ 488.64
AUDIT FEE	\$ 3,000.00		\$ 3,000.00		\$ -	\$ -
MAINTENANCE & REPAIRS	\$ 1,905.62		\$ 1,905.62	\$ 911.98	\$ 7,380.43	\$ 8,292.41
COPIER CONTRACT SERVICES	\$ 62.29		\$ 62.29	\$ 641.92	\$ 7,864.48	\$ 8,506.40
UTILITIES	\$ (4,207.74)		\$ (4,207.74)	\$ 1,765.62	\$ 16,035.00	\$ 17,800.62
POSTAGE	\$ 689.50		\$ 689.50		\$ 435.14	\$ 435.14
TELEPHONE	\$ 190.53		\$ 190.53	\$ 1,434.81	\$ 8,422.14	\$ 9,856.95
RENT	\$ 5,600.00		\$ 5,600.00	\$ -	\$ 3,200.00	\$ 3,200.00
LOCAL TRAVEL	\$ 1,903.31		\$ 1,903.31	\$ 125.21	\$ 560.65	\$ 685.86
FIELD TRIPS	\$ 153.86		\$ 153.86		\$ 1,546.14	\$ 1,546.14
OUT-OF-TOWN TRAVEL	\$ 4,706.57		\$ 4,706.57		\$ 1,054.43	\$ 1,054.43
PARENT ACTIVITIES	\$ 2,120.74		\$ 2,120.74		\$ 1,071.26	\$ 1,071.26
ASSOCIATION, DUES AND FEES,	\$ (142.10)		\$ (142.10)	\$ 110.00	\$ 926.10	\$ 1,036.10
OFFICE SUPPLIES	\$ 5,241.23		\$ 5,241.23	\$ -	\$ 3,307.27	\$ 3,307.27
FOOD SERVICE	\$ 22,988.06		\$ 39,608.93	\$ 13,430.57	\$ 63,833.21	\$ 77,263.78
USDA REIMBURSEMENT	\$ 16,620.87					
FOOD SERVICE SUPPLIES	\$ 632.70		\$ 632.70			
MEDICAL AND DENTAL SUPPLIES	\$ (3,895.85)		\$ (3,895.85)	\$ 119.25	\$ 4,603.66	\$ 4,722.91
JANITORIAL SUPPLIES	\$ 1,874.40		\$ 1,874.40		\$ 984.04	\$ 984.04
VEHICLE & EQUIPMENT SUPPLIES	\$ -		\$ -		\$ -	\$ -
EDUCATIONAL SUPPLIES	\$ 8,331.55		\$ 8,331.55	\$ 1,393.76	\$ 2,416.55	\$ 3,810.31
TRANSITION	\$ -		\$ -		\$ -	\$ -
DISCRETIONARY FUNDS	\$ 3,187.80		\$ 3,187.80		\$ 63.82	\$ 63.82
HEALTH & WELLNESS	\$ 970.43		\$ 970.43	\$ 80.95	\$ 29.57	\$ 110.52
EQUIPMENT	\$ -		\$ -		\$ -	\$ -
CHILD LIABILITY INSURANCE	\$ 747.00		\$ 747.00		\$ -	\$ -
GRAND TOTAL	\$ 303,160.91	\$ -	\$ 303,160.91	\$ 112,922.07	\$ 869,405.39	\$ 982,327.46

**ATTACHMENT TO MONTHLY FINANCIAL REPORT
FOR THE MONTH OF NOVEMBER 2016**

PERSONNEL

Personnel category is for all Head Start Staff and Substitute Teacher Assistants. Administrative cost for the program includes the Director, Administrative Assistant/Fiscal Officer, Division of Federal Program and the Payroll Clerk, Receptionist/Data Secretary and Secretary. Administrative cost must not exceed 15% of our grant.

FRINGE BENEFITS

The fringe rate for salaried personnel is 42%. This includes Taxes, Retirement, Group Life, Health and Dental Insurance.

TRAVEL

Travel includes Out-of Town Travel for Parents and Staff for State and Regional Head Start Association meetings.

EQUIPMENT

No equipment was purchased.

SUPPLIES

Supplies Category includes Office, Educational, Janitorial, Medical, and Dental.

OTHER

Other categories include Mental Health, Health Services, Audit Fee, Maintenance & Repairs, Maintenance Service, Utilities, Postage, Telephone, Rent, Local Travel, Field Trips, Parent Activities, Association, Dues, Fees, Medical, Dental, & Janitorial Supplies, Food Supplies, Food Service Supplies, Transition, Discretionary Funds, Health Examination.

Food Supplies-USDA Report for the month of: October 2016 Credited back to the Food Supply Line Item was \$16,620.68

Operating Days:21

Number of Centers:7

Total Attendance:

Food Service by Type: Breakfasts 2,751, Lunches 2,849, and Snacks 2,626.

Credits Card One thru Six expenses were \$224.34.

TRAINING AND TECHNICAL ASSISTANCE

T & TA line item expenses were \$96.54

EXPENSES

Expenses for the month of November 2016 were \$112,922.07. This leaves a budget balance of 190,238.84 thru December 2016.

NON-FEDERAL IN-KIND

In-kind for the month of November was \$\$41,894.21. This leaves an in-kind balance of \$0.00.

ADMINISTRATIVE COST

Administrative Cost for the month of November is 1 % of our budget, which includes the Head Start budget, and Non-Federal In-kind Administrative Cost for the year is 13 %.

1:42 PM
 12/13/16
 Accrual Basis

**Scott County Public School Head Start
 Expenses by Vendor Detail
 November 2016**

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Account</u>
Bank of America-Platinum Plus				
	Bill	11/08/2016	Wal-mart p.o. 20.45	6002 · Food Supplies
	Bill	11/08/2016	Wal-mart p.o. 2045	6013 · Educational Supplies
	Bill	11/08/2016	McDonald's	20-3800 · Training
	Bill	11/08/2016	Panera Bread	20-3800 · Training
	Bill	11/08/2016	Wawa-gas	20-3800 · Training
	Bill	11/08/2016	gas-n-go	20-3800 · Training
	Bill	11/08/2016	Scotty's Market-gas	20-3800 · Training
	Bill	11/08/2016	Walmart p.o. 2046	6013 · Educational Supplies

Total Bank of America-Platinum Plus

1:42 PM
 12/13/16
 Accrual Basis

**Scott County Public School Head Start
 Expenses by Vendor Detail
 November 2016**

<u>Clr</u>	<u>Split</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
Bank of America-Platinum Plus				
	2001 · Accounts Payable	75.31		75.31
	2001 · Accounts Payable	31.70		107.01
	2001 · Accounts Payable	7.64		114.65
	2001 · Accounts Payable	12.88		127.53
	2001 · Accounts Payable	34.01		161.54
	2001 · Accounts Payable	32.01		193.55
	2001 · Accounts Payable	10.00		203.55
	2001 · Accounts Payable	20.79		224.34
		<u>224.34</u>	<u>0.00</u>	<u>224.34</u>
		<u>224.34</u>	<u>0.00</u>	<u>224.34</u>

Total Bank of America-Platinum Plus

TOTAL