King and Queen County
Founded 1691 in Virginia

County Administrator's Office
242 Allen's Circle, P. O. Box 177
King and Queen Court House, Virginia 23085
Phone: (804) 785-5975 Fax: (804) 785-5999

King and Queen County
Board of Supervisors Meeting

Monday, August 10, 2020
7:00 P.M.

AGENDA

1. Invocation and Pledge of Allegiance to the Flag of the United States
2. Approval and Signing of the July 13, 2020 minutes
3. Approval and Signing of August 2020 warrants and appropriations
4. Public Comment Period
5. Public Hearings
   a) Amend Courthouse Security Ordinance
   b) Amend Elections Ordinance/Districts and Polling Places
6. Director of Social Services and School Superintendent Reports
7. Budget Amendment – Circuit Court Clerk
8. Health Insurance Coverage – New Hires
9. New DOLI Regulations and CARES Exemption Options
10. Issuance of Subpoenas by County Staff
11. Adoption of Fund Balance Policy for FY2021
12. Roof Replacements on Courthouse Complex Buildings
13. Appointments/Reappointments to Various Boards and Commissions
14. Update on Walnut Solar
15. County Administrator's Comments
16. Board of Supervisors Comments
17. Closed Session

King & Queen Wireless Authority Meeting Held Immediately Following Board of Supervisors Meeting

AGENDA: August 10, 2020 Regular Meeting

ITEM #1:

Invocation and Pledge of Allegiance to the Flag of the United States of America

ACTION REQUESTED:

None Required

ATTACHMENTS:

None

AGENDA: August 10, 2020 Regular Meeting

ITEM #2:

Approval and signing of July 13, 2020 minutes.

ACTION REQUESTED:

Need a motion and second to approve the July 13, 2020 minutes.
There are no minutes for the June work session due to lack of quorum.

ATTACHMENTS:

- July 13, 2020 minutes

King and Queen County
Board of Supervisors Meeting
Monday, July 13. 2020

7:00 P.M.

Regular Meeting
King and Queen County Courts and Administration Building
General District Courtroom

Minutes of the Meeting

INVOCATION AND PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES

Chairman Simpkins called the regular meeting to order. Attendance at the meeting by the Board was recorded as follows:
Members in attendance at the Court House: Jim Burns, Lawrence Simpkins, Doris Morris and Rusty Bailey
Member Sherrin Alsop in attendance via video due to health concerns related to the COVID19 virus.

Rusty Bailey provided the Invocation and led the Pledge of Allegiance to the Flag of the United States.

APPROVAL AND SIGNING OF THE MAY 26, 2020 AND JUNE 8, 2020 MINUTES OF THE BOARD

A motion was made by Mr. Burns and seconded by Mr. Bailey to approve the May 26, 2020, and June 8, 2020 minutes of the Board.

AYES: S.C. ALSOP, J.L. SIMPKINS, J.M. BURNS, R.F. BAILEY, D.H. MORRIS
NAYS: NONE

APPROVAL AND SIGNING OF THE JULY 2020 WARRANTS AND APPROPRIATIONS

APPROVAL OF COUNTY WARRANTS FOR THE MONTH OF JULY

A motion was made by Ms. Alsop and seconded by Mr. Burns to approve, subject to audit, the County warrants for the month of July.

Mr. Bailey questioned the cost of invoices from Carter Machinery. Mr. Swartzwelder advised that they are for quarterly service on the generators for the county radio system. They are now approximately ten years old and are beginning to show the wear of being near end of use.

AYES: S.C. ALSOP, J.L. SIMPKINS, J.M. BURNS, R.F. BAILEY
NAYS: D.H. MORRIS

APPROPRIATION OF MAY REVENUE TO THE SCHOOL FUND IN THE AMOUNT OF $496,628.68 AND JUNE REVENUE IN THE AMOUNT OF $764,358.05

A motion was made by Mr. Bailey and seconded by Mr. Burns to approve the appropriations to the School Food Fund in the amount of $496,628.68 and $764,358.05, subject to audit.

AYES: S.C. ALSOP, J.L. SIMPKINS, J.M. BURNS, R.F. BAILEY, D.H. MORRIS
NAYS: NONE

Mr. Simpkins noted that the packet included a categorical transfer that had been approved by the School Board.

RATIFICATION OF ITEMS DISCUSSED AT JUNE 22, 2020 WORK SESSION

Due to a lack of 'in person' quorum at the June work session items were approved by consensus only. The Board needs to ratify these actions at a public meeting with a quorum. The following items were discussed that require action:

1. County Recurring Warrants
2. CARES Programs handled by DSS
3. Authorization for submission of GoVirginia grant application

A motion was made by Mr. Burns and seconded by Mr. Bailey ratifying actions taken at the June work session.

AYES: S.C. ALSOP, J.L. SIMPKINS, J.M. BURNS, R.F. BAILEY, D.H. MORRIS
NAYS: NONE

PUBLIC COMMENT PERIOD

Martha Hart, Buena Vista District – She supports the funding of the broadband project, that working from home during COVID has been difficult due to slow internet speeds.

QUARTERLY REPORTS

The following provided written reports to the Board in advance of the meeting:

- Treasurer
- Commissioner of the Revenue
- Clerk of Circuit Court
- Department of Social Services
- Cooperative Extension
- Republic Services

The following provided reports to the Board:

Sheriff Charboneau provided a written report to the Board of the activities of his office for the quarter. He advised that things have been slowed down due to COVID but are picking

back up now that people are going out more since the Governor has allowed the state to enter into Phase 2.

Meredith Adkins, Commonwealth Attorney advised that the courts have been operating on a limited schedule due to COVID advised of the judicial issues that have been created by the current restrictions.

Dr. Carol Carter, School Superintendent made the following report:

- Rescheduled graduation is set for July 24th.
- 7th grade promotion events for both elementary schools were held on June 7th.
- The School Board held a workshop last Tuesday to create a reopening plan. They are scheduled to adopt the proposed plan at their meeting on Wednesday.

Several Board members expressed concerns relating to the proposed virtual reopening. Concerns included the quality of education some children will receive by not having the benefit of in person instruction, how children with no internet access will be able to achieve and whether or not there will be an effect on the ADM.

Ron Peaks, VDOT representative provided a written report to the Board but highlighted the following items:

- Three miles of Lilly Pond Road are scheduled for paving in August or September.
- The replacement of the bridge over Poropotank Creek is scheduled to begin in the spring of 2021. This project will have Rt. 14 (Buena Vista Road) closed at the King and Queen/Gloucester line for approximate a year.
- The VDOT bridge crews are working to replace many obsolete bridges across the district.
- The requested traffic study was completed at the intersection of Rt. 608 and Rt. 609 (Clancie area). No action will be taken regarding the request to lower the speed limit.
- Asphalt paving, surface treatment, mowing and other maintenance items continue to be done and details are included in the written report.
- The memo regarding the No Through Trucks restriction on Rt. 630 Deshazo Road needs to be disregarded. The draft proposal that was included will not work because the alternate route contains bridges with weight limit restrictions.

Ms. Morris advised that she is the one who requested this NO Through Truck restriction on behalf of a citizen on the road. However, after hearing from citizens in the area as well as the memo she does not think the problem in the area is not the road, it is the lack of maintenance and replacement of bridges. There are five bridges in that area alone that have weight limit restrictions. She withdraws her request for the restriction with the caveat that VDOT fix and maintain the bridges.

WALNUT SOLAR LLC DISCUSSION

Donna Sprouse, Director of Community Development was present and provided background on the Land Use application that has been submitted by Walnut Solar. She provided the timeline of the application and the action taken by the Planning Commission to deny the SIA. Ms. Sprouse

further provided comments on the items in the "matrix" provided to the Board by the applicant. The matrix is requesting changes to the conditions that were agreed upon by the applicant and staff prior to the Planning Commission's public hearing. She explained staff's reason behind the recommendations made and referred to the Staff Recommendations Booklet that had been provided to the Board. There are 16 conditions in the matrix including project phasing, stabilization, decommissioning, perimeter landscaping, height of plantings, number of rows of trees in screening, supplemental screening, project generating capacity, notice of violation, cessation of operations, dBA on construction noise, dry hydrants, location of inverters, setbacks, use of herbicides and pesticides, remove of bisecting fence.

PUBLIC HEARING

Budget Amendment – Fiber to the Home Project (FTTH)

Chairman Simpkins asked the County Administrator to provide proof of publication and background on the proposed amendment.

Mr. Swartzwelder advised that the public hearing was advertised in the Rappahannock Times and Tidewater Review for two consecutive weeks beginning June 24th and a courtesy ad was placed in the most recent issue of the Country Courier. King and Queen County in partnership with Riverstreet Networks has received Virginia Telecommunication Initiative (VATI) grant funds in the amount of $2,020,291 from the Commonwealth of Virginia and will utilize $1,266,666.67 in local funds to build the first phase of a fiber to the home broadband project in King and Queen County. This project will amend the adopted King and Queen County adopted budget by $3,286,957.67

Chairman Simpkins opened the public hearing asking those who speak to provide their name, the district they are from and to limit comments to 3 minutes.

Carmen Thrower, Buena Vista District spoke in favor of the project and asked for a time frame of when the project would 'go live'.

Hearing no further comments, the public hearing was closed.

Mr. Burns questioned when the project would begin. Rob Taylor (Riverstreet Networks) advised that the engineering process has begun but the project cannot start until the VATI contract is approved by DHCD and the funds are released.
Mr. Swartzwelder advised that depending on how quickly DHCD executes the contract, the project may begin as early as August.

A motion was made by Mr. Burns and seconded by Mr. Bailey to amendment FY2021 budget in the amount of $3,286,957.67 and to appropriate the funds for the FTTH project. He further noted that the Board was not raising taxes to do this project.

AYES: S.C. ALSOP, J.L. SIMPKINS, J.M. BURNS, R.F. BAILEY, D.H. MORRIS
NAYS: NONE

SET DATE FOR PUBLIC HEARINGS

A motion was made by Mr. Burns and seconded by Ms. Alsop to set the August regular meeting as the date for public hearings for the following items:

- Increase in Court Security Fees
- Elections Ordinance – Central Absentee Voting Precinct

AYES: S.C. ALSOP, J.L. SIMPKINS, J.M. BURNS, R.F. BAILEY, D.H. MORRIS
NAYS: NONE

APPOINTMENTS TO VARIOUS BOARDS AND COMMISSIONS

Wetlands Board/Alternate member – Table.

Board of Zoning Appeals/Buena Vista District – A motion was made by Mr. Burns and seconded by Mr. Bailey to recommend to Judge Bondurant the reappointment of Mr. Robert Bland to the Board of Zoning Appeals.

AYES: S.C. ALSOP, J.L. SIMPKINS, J.M. BURNS, R.F. BAILEY, D.H. MORRIS
NAYS: NONE

Economic Development Authority/Stevensville District – Table.

COUNTY ADMINISTRATOR'S COMMENTS

Thomas Swartzwelder, County Administrator, provided the following comments:

- The County buildings are now back open to the public utilizing COVID recommendations for safety.
- Advised that COVID programs through DSS and items purchased for the School Division are moving forward well.
- Updated the Board on new filing requirements for EDA members. They are now required to file the Statement of Economic Interests each year like the Board of Supervisors and Constitutional Officers. The first filing is due July 31st.
- The roof replacement project that was 'sidelined' by COVID is back on track and staff hopes to have cost estimates by the July work session.
- Riverstreet has requested to place an equipment shelter on the Farmer's Market property. This will be incorporated into the Telework Center site plan. Preliminary site plans will be provided at the July work session.
- Advised that contracts for the Fiber to the Home project with Riverstreet have been fully executed. He has signed the VATI contract and has sent it to DHCD for their approval.

BOARD OF SUPERVISOR'S COMMENTS

Mr. Burns had the following comments:

- Thanked everyone for their reports and for coming out and phoning in.
- Asked for clarification on the CARES funding availability to Non-Profits and churches through the "Back to Business" program.
- Asked the County Administrator to look into the cost of having the Companion Calls to Seniors to be made a permanent program.

Ms. Morris had the following comments:

- Thanked everyone for their reports, especially Ms. Sprouse for the information on the solar project.
- Everyone have a safe evening and trip home.

Mr. Bailey had the following comments:

- Also thanked Ms. Sprouse for her presentation.
- He is glad to see Phase I of the fiber project getting started, he is proud that this is something King and Queen is doing. Thanked Mr. Swartzwelder for all of his hard work on this and the many other projects.
- Everyone have a safe trip home.

Ms. Alsop had the following comments:

- Thanked everyone for coming out and thanked the Board for allowing her to continue to participate remotely.
- Advised that she has lost five family members and friends to COVID19 and reminded everyone to stay safe and follow the rules.
- She will be participating in a Governor's Task Force meeting on COVID tomorrow.
- Everyone have a safe trip home.

Mr. Simpkins had the following comments:

- Thanked everyone for coming and phoning in.
- He attended the Planning Commission meeting this month. Every time he attends, he learns something new, they are a hardworking group that makes has to make some tough decisions.
- Everyone have a safe trip home.

IT IS ORDERED THAT THIS BOARD BE ADJOURNED

A motion was made by Mr. Bailey and seconded by Mr. Burns to adjourn the meeting.

_____

J. Lawrence Simpkins, Chairman

_____

Clerk of the Board

AGENDA: August 10, 2020 Regular Meeting

ITEM #3:

Approval and signing of August 2020 warrants and appropriations.

ACTION REQUESTED:

1. Approval of County warrants
2. Appropriation of FY21 Local funds to the School Division in the amount of $3,797,176
3. 1st Quarter lump sum appropriation to School Food Services in the amount of $87,654.25

ATTACHMENTS:

- County Warrants (Payroll and Accounts Payable)
- FY21 Budget Resolution regarding School Fund appropriation
- School Food Services appropriation request
- School AP reports for July (Informational Only)

Fulltime Payroll - August 2020

Board of Supervisors	
James Burns	$416.67
R.F. Bailey	$416.67
Doris Morris	$416.67
Lawrence Simpkins	$416.67
Sherrin Alsop	$416.67
County Administrator/County Attorney	
Tom Swartzwelder	$20,471.25
Commissioner of the Revenue	
Kelly Lumpkin	$5,366.56
Brenda Robinson	$3,121.84
Shelby Dufour	$2,478.01
Finance	
Tina Ammons	$4,611.78
Vacant/Purchasing Assistant	?
Treasurer	
Irene Longest	$5,986.53
Stephanie Sears	$3,765.68
Cheryl Jessie	$2,478.01
Registrar	
Diane Klausen	$4,104.67
Clerk of Circuit Court	
Vanessa Porter	$7,369.58
Patricia Reed	$3,121.84
Hattie Robinson	$2,478.01
Commonwealth Attorney	
Meredith Adkins	$10,463.58
Eddy, Rachel	$3,750.00
Sheriff	
John Charboneau	$6,173.75
Rob Balderson	$5,266.08
James Simmons	$4,298.08
Barry Radden	$3,224.67
Ernie Schefflien	$4,022.58
Vacant/Deputy	$3,224.67
Brian Russell	$3,224.67
Mitchell Wilson	$3,500.00
Brian Burr	$3,224.67
Michael Andrews	$3,224.67

Jon-Eric Clark	$3,224.67
Brian Wright	$3,224.67
Joshua Shipman	$3,125.00
Sciscente, Andrew	$2,833.33
Sandra Davis	$3,437.50
Cathy Brooks	$3,201.50
Shirley Hill	$3,201.50
Megan Greenwood	$2,333.33
Crystal Gibson	$2,504.58
Shannon Bristow	$2,333.33
Vacant/Dispatcher	?
Vickie Draine	$3,445.42
Rescue Services	
David Lankford	$4,440.23
Kevin Mounts	$4,111.17
Josh Schrum	$3,150.94
Robert Coggsdale	$3,937.69
Kevin Harris	$3,762.25
Phillip Jewell	$3,342.78
Gary Breen	$3,150.94
Christopher Bennett	$3,150.94
Austin Hedrick	$3,150.94
Ryan Miller	$3,342.78
Christopher Field	$3,150.94
Cameron Mitchell	$3,150.94
Curtis Pate	$3,652.72
Laura Bachrach	$3,150.94
Devin Quatro	$3,342.78
Callie Evans	$3,150.94
Building Inspections	
Randy Cash	$4,583.33
General Properties/Buildings & Grounds	
Charles Thornton	$1,982.06
Zoning/Community Development	
Donna Sprouse	$4,505.35
David McIntire	$2,937.90
	$223,047.92

Part-time Employee Payroll Run

Payroll: Wednesday, August 12, 2020

County

Cavenaugh, Wyatt	$1,449.00
Hunter, Greg	
Miller, Ed	$120.80
Smith, Nicole	$1,753.60

Electoral Board

Kendall, Pamela	$120.00
Shamwell, Alice	$145.00
Carter, Maria	$145.00
Wyatt, Sherri	$245.00
Smith, Jessica	$145.00
Banks, Nadine	$145.00
Hazzard, Nancy	$195.00
Giddings, Steven	$145.00
McDuff, Elaine	$145.00
Roane, Vickie	$145.00
Hart, Martha	$195.00
Mercer, Dorinda	$205.00
Gilbert, Dobbyn	$205.00
Ammons, Kimberly	$195.00
Button, Bill	$145.00
Carter-West, Vanessa	$145.00
Edwards, Martha	$145.00
Nickelson, Robert	$125.00
Stewart, David	$100.00
Jorgenson, Craig	$225.00
Klausen, Glenn	$155.00
Creech, Kristy	$145.00
Buchanan, Linda	$100.00
Buckley, Susan	$145.00
Rice, John	$145.00
Farmer, Katherine	$145.00
Muse, Nikki	$75.00
Green, Gayle	$75.00

Registrar

Nickelson, Robert W.	$160.00
Pro, Patricia	$1,198.00

Sheriff's Department

Burton, Melvin	$1,116.00
Cox, Robert	$1,332.00
Holt, Cassidy	$231.00
Jorgenson, Craig	$808.50

Lambert, Douglas	$2,559.25
Laufer, Sandra	$1,560.00
Shackleford, Donald	$796.25
Trent, Darryl	$496.00
Williams, Zachary	$340.00
Wilson, Megan	$404.25

Overtime/Sheriff's Deparment

Andrews, Michael	$1,485.00
Balderson, Rob	$885.00
Clark, Jon-Eric	$900.00
Russell, Brian	$750.00
Sciscente, Andrew	$150.00
Schefflien, Ernie	$660.00
Simmons, James	$270.00
Williams, Zachary	$1,260.00
Wilson, Mitchell	$270.00

Rescue Services

Barill, Kelly	$2,132.00
Beasley, Michael	$1,664.00
Boutchyard, Shaun	$352.00
Buchanan, Jennifer	$1,204.50
Chenault, Trevor	$851.00
Chisholm, Steven	$1,640.00
Coggsdale, Travis	$888.00
Day, Robert	$922.50
Floyd, David	$560.00
Heller, John	$610.50
Hoffmaster, Jacob	$1,152.00
Jewell, James	$1,160.00
Marable, Adam	$638.25
Morris, Austin	$2,840.00
Shahan, Philip	$240.88
TOTAL	**$42,055.28**

FY2020 Accruals

8/03/2020 FROM DATE- 8/10/2020
AP375 TO DATE- 8/10/2020
FUND # - 100 GENERAL FUND

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 000200 LIABILITIES

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
DMV	LIABILITIES DMV Stop Fee Payable	DMV STOP FEES	202015200638	5/31/2020	3,750.00
					3,750.00 *
				TOTAL	3,750.00

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Board of Supervisors ***				
RAPPAHANNOCK TIMES	Advertising	HEARING NOTICES	KQC001 6/20	6/30/2020	182.00
VIRGINIA MEDIA	Advertising	HEARING NOTICES	021997041000	6/30/2020	503.94
					685.94 *
				TOTAL	685.94

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** County Administrator ***				
RICOH USA, INC.	Lease of Equipment - Copier	COPY CREDIT	5057613617	9/20/2019	48.14-
					48.14-*
HORNS MIDDLESEX ACE HARDWA	Miscellaneous	FINANCE CHARGE	5975 6/20	6/30/2020	1.00
					1.00 *
COECO OFFICE SYSTEMS	Office Supplies	TONER	717174	6/26/2020	20.00
					20.00 *
				TOTAL	27.14-

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Treasurer ***				
LONGEST, IRENE	Mileage - Allowances	MILEAGE	7/27/2020	7/27/2020	46.00
SEARS, STEPHANIE	Mileage - Allowances	MILEAGE	7/24/2020	7/24/2020	10.93
					56.93 *
				TOTAL	56.93

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Electoral Board ***				
LOWER K & Q FIRE DEPT	Lease/Rent of Buildings	RENT/ELECTION DAY	6/23/2020	6/23/2020	100.00
KING & QUEEN EDA/IDA	Lease/Rent of Buildings	RENT/ELECTION DAY	6/23/2020	6/23/2020	100.00
UPPER K & Q FIRE DEPT.	Lease/Rent of Buildings	RENT/ELECTION DAY	6/23/2020	6/23/2020	100.00
					300.00 *
LEVERE, MARY ANN	Mileage-Allowances	MILEAGE	6/24/2020	6/24/2020	232.88
RANSONE, J. ARMISTEAD	Mileage-Allowances	MILEAGE	6/24/2020	6/24/2020	224.80
BROADDUS, DAVID L.	Mileage-Allowances	MILEAGE	7/20/2020	7/20/2020	139.74
					597.42 *
LEVERE, MARY ANN	Convention & Education	MEAL/TRAINING DAY	6/16/2020	6/16/2020	99.34
					99.34 *
				TOTAL	996.76

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
RICOH USA, INC.	Copier Lease	COPY OVERAGES	9028522600	7/24/2020	68.15
					68.15 *
				TOTAL	68.15

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** 9th Dist Court Service Unit ***				
JAMES CITY COUNTY	Repairs & Maintenance	COURT EXPENSES	9696	7/21/2020	156.48
JAMES CITY COUNTY	Repairs & Maintenance	COURT EXPENSES	9696	7/21/2020	108.03
					264.51 *
JAMES CITY COUNTY	Telecommunications	COURT EXPENSES	9696	7/21/2020	447.69
					447.69 *
JAMES CITY COUNTY	Lease/Rent of Buildings	COURT EXPENSES	9696	7/21/2020	1,227.83
					1,227.83 *
				TOTAL	1,940.03

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Clerk of Circuit Court ***				
ELAVON	Telecommunications	CREDIT CARD FEES	K0152101585	5/31/2020	5.31
ELAVON	Telecommunications	CREDIT CARD FEES	K0152101807	5/31/2020	12.34
ELAVON	Telecommunications	CREDIT CARD FEES	K0182101582	6/30/2020	54.76
ELAVON	Telecommunications	CREDIT CARD FEES	K0182101808	6/30/2020	15.85
					88.26 *
C. W. WARTHEN COMPANY	Microfilming & Indexing	DUPLEX PLATS	54490	6/29/2020	143.11
					143.11 *
				TOTAL	231.37

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Commonwealth Attorney ***				
ADKINS, MEREDITH	Postal Services	STAMPS	86	6/26/2020	55.00
					55.00 *
RICOH USA, INC.	Copier Lease	COPY OVERAGES	9028522600	7/24/2020	4.70
					4.70 *
				TOTAL	59.70

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Sheriff ***				
VERIZON WIRELESS	Telecommunications	WIRELESS DEVICE	9858024313	7/04/2020	27.25
					27.25 *
OFFICE DEPOT	Office Supplies	OFFICE SUPPLIES	100222413001	6/23/2020	399.09
					399.09 *
ROBERT G. ALLEY, INC.	Vehicle Maintenance & Repair	OFL/RPLC BRAKES,RTRS	12541	6/05/2020	76.99
ROBERT G. ALLEY, INC.	Vehicle Maintenance & Repair	OFL/REPLACE TIRE	12542	6/05/2020	46.99
ROBERT G. ALLEY, INC.	Vehicle Maintenance & Repair	OFL/RPR AC LINE	12544	6/08/2020	63.48
ROBERT G. ALLEY, INC.	Vehicle Maintenance & Repair	RPLC BRAKES & ROTORS	12622	6/18/2020	116.99
ROBERT G. ALLEY, INC.	Vehicle Maintenance & Repair	OIL CHANGE	12635	6/19/2020	15.00
ROBERT G. ALLEY, INC.	Vehicle Maintenance & Repair	MOUNT & BAL TIRES	12686	6/26/2020	40.00
ROBERT G. ALLEY, INC.	Vehicle Maintenance & Repair	REPAIR TIRE	12692	6/29/2020	18.00
ROBERT G. ALLEY, INC.	Vehicle Maintenance & Repair	OIL CHANGE	12716	6/30/2020	15.00
WILLIAMSBURG FORD	Vehicle Maintenance & Repair	RPLC MANIFOLD GASKET	623564	6/16/2020	817.60
					1,210.05 *
MANSFIELD OIL COMPANY	Vehicle & Equipment Fuel	FUEL	611181	7/02/2020	1,740.81
					1,740.81 *
ROBERT G. ALLEY, INC.	Vehicle & Equipment Supplies	55 GALLON DRUM/OIL	12570	6/11/2020	550.00
WILLIAMSBURG FORD	Vehicle & Equipment Supplies	ROTORS	129073	6/05/2020	204.17
WILLIAMSBURG FORD	Vehicle & Equipment Supplies	BRAKES AND ROTORS	129252	6/18/2020	241.55
					995.72 *
GALL'S LLC	Uniforms & Wearing Apparel	NAME BAR	015846723	6/11/2020	14.39
GALL'S LLC	Uniforms & Wearing Apparel	UNIFORM SHOES	015891460	6/18/2020	66.22
GALL'S LLC	Uniforms & Wearing Apparel	UNIFOMR SHOES	015929713	6/24/2020	61.96
GALL'S LLC	Uniforms & Wearing Apparel	NAME BAR	015935239	6/24/2020	13.28
DEPT OF MOTOR VEHICLES	Uniforms & Wearing Apparel	DEPUTY ID	202018200600	6/30/2020	10.00
					165.85 *
VIRGINIA CORRECTIONAL	Furniture & Fixtures	DISPATCH CHAIR	9588720	6/24/2020	732.00
SMART SIGN	Furniture & Fixtures	ASSET TAGS	MAT-158796	4/29/2020	525.25
					1,257.25 *
				TOTAL	5,796.02

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** E911 ***				
POWER PHONE INC.	CONVENTION & EDUCATION	EMD TRAINING	67178	3/18/2020	1,845.00
POWER PHONE INC.	CONVENTION & EDUCATION	EMD TRAINING	67216	3/23/2020	787.00
					2,632.00 *
IMAGE TREND, INC.	Annual Maintenance - CAD Syste	ANNUAL CAD MAINT	120562	1/27/2020	3,605.00
					3,605.00 *
				TOTAL	6,237.00

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Rescue Services ***				
BOUND TREE MEDICAL, LLC	Medical Supplies	RETURNED ITEMS	70289309	1/20/2020	29.46-
BOUND TREE MEDICAL, LLC	Medical Supplies	RESPIRATOR MASKS	83639220	5/26/2020	210.24
					180.78 *
ATLANTIC EMERGENCY	Vehicle Maintenance	RPR AC/AMBULANCE	12772HAM	6/11/2020	718.52
					718.52 *
MANSFIELD OIL COMPANY	Vehicle Fuel	FUEL	610927	7/02/2020	700.45
MANSFIELD OIL COMPANY	Vehicle Fuel	FUEL CREDIT	7/7/2020	7/07/2020	34.48-
					665.97 *
AIR-CARE, INC.	Uniforms	PPE CLEANER	14531	7/09/2020	264.54
					264.54 *
AIR-CARE, INC.	Equipment	TURN OUT GEAR	13762	4/21/2020	1,194.15
AIR-CARE, INC.	Equipment	SCBA/LOWER FIRE	14132	5/26/2020	30,826.60
					32,020.75 *
				TOTAL	33,850.56

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Radio Communications ***				
HARRIS CORPORATION	Radio Equipment	CHARGERS	93344545	5/22/2020	296.00
HARRIS CORPORATION	Radio Equipment	CHARGERS	93346899	6/30/2020	4,136.60
					4,432.60 *
CARTER MACHINERY CO, INC	Maintenance Contracts - Genera	SERVICE GENERATOR	0710511	4/21/2020	318.71
					318.71 *
				TOTAL	4,751.31

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Building Inspections ***				
MANSFIELD OIL COMPANY	Vehicle Fuel	FUEL	611027	7/02/2020	68.29
					68.29 *
				TOTAL	68.29

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
WILLIAMSBURG FORD	*** Animal Control *** Vehicle Maintenance	FULL SERVICE	625190	6/30/2020	1,995.14
					1,995.14 *
				TOTAL	1,995.14

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
KING WILLIAM COUNTY	*** Animal Shelter +++ KW/KQ Animal Shelter	SHELTER OPS/JUNE	7/20/2020	7/20/2020	3,557.16
					3,557.16 *
				TOTAL	3,557.16

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Emergency Services ***				
MSC DIRECT	Equipment Grants	MASK FACEPIECES	64313082	6/29/2020	316.00
					316.00 *
				TOTAL	316.00

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** General Properties ***				
BFPE INTERNATIONAL	Repairs & Maintenance	RPLC BATTERIES	2499042	6/30/2020	280.00
					280.00 *
OFFICE DEPOT	Janitorial Supplies	CLEANING SUPPLIES	513958716001	6/22/2020	50.99
OFFICE DEPOT	Janitorial Supplies	CLEANING SUPPLIES	513961210001	6/22/2020	100.38
RUTHERFORD SUPPLY	Janitorial Supplies	CLEANING SUPPLIES	1162905	6/29/2020	53.08
					204.45 *
AMAZON CAPITAL SERVICES	Vehicle & Equipment Supplies	RETURNED ITEMS	1JQY-PQDQ-VDV3	7/16/2020	67.06-
					67.06-*
360 HARDWARE	Building Supplies	BUILDING SUPPLIES	11001 6/20	6/30/2020	359.52
					359.52 *
LAMB EXTERMINATING	Pest Control	PEST CONTROL	57502	6/30/2020	315.00
					315.00 *
DIAMOND SPRINGS WATER,INC	Water Fountain/Circuit Court	BOTTLED WATER	000029997	6/22/2020	22.95
					22.95 *
				TOTAL	1,114.86

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
LAMB EXTERMINATING	*** Marriott School Facility *** Repairs & Maintenance	PEST CONTROL	57502	6/30/2020	65.00
					65.00 *
				TOTAL	65.00

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Shacklefords EMS Station ***				
GRAYBAR ELECTRIC	Maintenance	STATION BAY LIGHTS	9316504716	6/24/2020	2,515.70
					2,515.70 *
AMAZON CAPITAL SERVICES	Facility Supplies	KITCHEN SUPPLIES	1FJQ-YT13-4R1F	6/26/2020	117.47
BFPE INTERNATIONAL	Facility Supplies	RPLC EXTINGUISHERS	2498690	6/30/2020	308.00
L & M TILE & FLOOR COVER	Facility Supplies	FLOORING/STATION 8	CG003286	6/30/2020	1,367.00
					1,792.47 *
LAMB EXTERMINATING	Pest Control	PEST CONTROL	57502	6/30/2020	55.00
					55.00 *
				TOTAL	4,363.17

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Planning Commission ***				
RAPPAHANNOCK TIMES	Advertising	HEARING NOTICES	KQC001 6/20	6/30/2020	302.00
VIRGINIA MEDIA	Advertising	HEARING NOTICES	021997041000	6/30/2020	326.18
					628.18 *
				TOTAL	628.18

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Zoning Administrator ***				
MANSFIELD OIL COMPANY	Vehicle Equipment Fuel	FUEL	611027	7/02/2020	51.12
					51.12 *
				TOTAL	51.12

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Wetlands Board ***				
VIRGINIA MEDIA	Advertising	HEARING NOTICES	021997041000	6/30/2020	456.68
					456.68 *
				TOTAL	456.68

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Contingency Fund ***				
KAJEET	Miscellaneous Contingencies	600 DATA PLANS	INV11936	7/02/2020	5,092.72
					5,092.72 *
				TOTAL	5,092.72
				FUND TOTAL	76,104.95

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
DANA SAFETY SUPPLY, INC.	E-Summons Software	PRINTER MOUNT	650235	6/30/2020	89.04
					89.04 *
				TOTAL	89.04
				FUND TOTAL	89.04

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
AYLETT ANIMAL HOSPITAL	Veterinarian Services	EXAM AND MEDS	193628	6/26/2020	234.00
					234.00 *
				TOTAL	234.00
				FUND TOTAL	234.00

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
HARRIS CORPORATION	Radio System Project	FINAL ACCEPTANCE	P000003071R	7/08/2020	11,923.60
					11,923.60 *
COMMONWEALTH ARCHITECTS	Telework Center	TELEWORK CENTER	202007007	7/13/2020	27,424.20
					27,424.20 *
				TOTAL	39,347.80
				FUND TOTAL	39,347.80
				TOTAL DUE	115,775.79

Approved at meeting of _____ on _____.

Signed _____ _____ _____
Title Date

FY 2021

8/03/2020 FROM DATE- 8/11/2020 ACCOUNTS PAYABLE LIST
AP375 TO DATE- 8/11/2020 KING & QUEEN
FUND # - 100 Revenue - General Fund DEPT # - 016040

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
ESSEX COUNTY	Public Safety Radio System	1/2 RICHMOND RADIO	0093258	7/09/2020	20,430.00
					20,430.00 *
				TOTAL	20,430.00

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Board of Supervisors ***				
COUNTRY COURIER	Advertising	HEARING NOTICES	14534	7/22/2020	280.00
					280.00 *
BB & T BANKCARD CORP	Convention & Education	HOTEL/VACO CONFERENC	07/09/2020	7/09/2020	193.58
					193.58 *
				TOTAL	473.58

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** County Administrator ***				
PURCHASE POWER	Postal Services	POSTAGE	7/27/2020	7/27/2020	400.00
					400.00 *
COECO OFFICE SYSTEMS	Lease of Equipment - Copier	COPIER LEASE	419729744	7/21/2020	304.82
					304.82 *
BB & T BANKCARD CORP	Miscellaneous	FINANCE CHARGE	07/09/2020	7/09/2020	18.14
					18.14 *
HR DIRECT	Office Supplies	LABOR LAW POSTERS	INV9120892	6/07/2020	84.23
SHRED-IT USA, LLC	Office Supplies	SHREDDING	8180128408	7/22/2020	5.87
					90.10 *
				TOTAL	813.06

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** County Attorney ***				
LOCAL GOVERNMENT ATTORNEYS	Dues & Associations Membership	MEMBER DUES	2236	8/01/2020	325.00
					325.00 *
				TOTAL	325.00

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Commissioner of Revenue ***				
COMMISSIONER OF REVENUE	Dues & Association Membership	MEMBER DUES	7/31/2020	7/31/2020	260.00
BAI COMMISSIONERS'	Dues & Association Membership	MEMBER DUES	7/31/2020	7/31/2020	400.00
					660.00 *
OFFICE DEPOT	Office Supplies	OFFICE SUPPLIES	104288724001	7/13/2020	142.78
					142.78 *
RICOH USA, INC.	Copier Lease	COPIER LEASE	9028521222	7/18/2020	120.39
					120.39 *
				TOTAL	923.17

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Finance ***				
PURCHASE POWER	Postal Services	POSTAGE	7/27/2020	7/27/2020	400.00
					400.00 *
AMAZON CAPITAL SERVICES	Office Supplies	OFFICE SUPPLIES	1LML-CQL6-13TM	7/20/2020	47.53
					47.53 *
				TOTAL	447.53

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Treasurer ***				
LONGEST, IRENE	Mileage - Allowances	MILEAGE	7/27/2020	7/27/2020	92.00
SEARS, STEPHANIE	Mileage - Allowances	MILEAGE	7/24/2020	7/24/2020	21.85
					113.85 *
UNIVERSITY OF VIRGINIA	Convention & Education	TREASURER COURSE	43647	7/13/2020	25.00
					25.00 *
V.A.L.E.C.O.	Dues & Association Memberships	MEMBER DUES	7/31/2020	7/31/2020	40.00
TREASURERS ASSOC. OF VA.	Dues & Association Memberships	MEMBER DUES	7/31/2020	7/31/2020	325.00
BAI TREASURERS USER GROUP	Dues & Association Memberships	MEMBER DUES	5/19/2020	5/19/2020	450.00
					815.00 *
BMS DIRECT, INC.	Tax Billing Service	POSTAGE/RE BILLS	144808P	7/15/2020	1,887.70
BMS DIRECT, INC.	Tax Billing Service	POSTAGE/PP BILLS	144809P	7/15/2020	2,634.00
					4,521.70 *
RICOH USA, INC.	Copier Lease	COPIER LEASE	9028521222	7/18/2020	120.39
					120.39 *
				TOTAL	5,595.94

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Information Technology ***				
CRULLER TECHNOLOGIES, INC	Professional Services	ANTIVIRUS	22768	8/01/2020	315.00
					315.00 *
AMAZON CAPITAL SERVICES	Office Supplies/Software Upgra	PHONE TEST SET	1JG7-QMD1-P71J	7/15/2020	482.06
AMAZON CAPITAL SERVICES	Office Supplies/Software Upgra	AUTO DOOR OPENER	1KPL-GLGH-VJFD	7/14/2020	283.00
AMAZON CAPITAL SERVICES	Office Supplies/Software Upgra	OFFICE SUPPLIES	1LML-CQL6-13TM	7/20/2020	299.94
AMAZON CAPITAL SERVICES	Office Supplies/Software Upgra	INTERNAL DRIVES	1WTC-MDGC-9DWC	7/02/2020	197.20
COECO OFFICE SYSTEMS	Office Supplies/Software Upgra	COPIER LEASE	419729744	7/21/2020	222.62
					1,484.82 *
DELL MARKETING L. P.	EDP Equipment	LAPTOP	10409786925	7/22/2020	215.00
BB & T BANKCARD CORP	EDP Equipment	CREDIT CARD MACHINE	07/09/2020	7/09/2020	314.85
					529.85 *
DELL MARKETING L. P.	EDP Equipment - Sheriff	4 LAPTOPS	10408061213	7/15/2020	8,860.00
					8,860.00 *
DELL MARKETING L. P.	EDP Equipment - Rescue Service	DESPTOP COMPUTER	10408765808	7/17/2020	879.00
AMAZON CAPITAL SERVICES	EDP Equipment - Rescue Service	COMPUTER MOUNT	1YJ1-JJML-FDLX	7/08/2020	32.71
AMAZON CAPITAL SERVICES	EDP Equipment - Rescue Service	INTERNAL DRIVES	14P7-76KG-1R4M	7/12/2020	208.99
					1,120.70 *
				TOTAL	12,310.37

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
VACORP	*** Risk Management *** Vehicle Insurance	ADD VEHICLE	67823	7/28/2020	546.00
					546.00 *
				TOTAL	546.00

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Electoral Board ***				
BEN. FRANKLIN PRINTING CO	Printing & Binding	VOTER ID ENVELOPES	42417	7/13/2020	132.70
BEN. FRANKLIN PRINTING CO	Printing & Binding	VOTER CARD SHEETS	42422	7/14/2020	241.25
					373.95 *
				TOTAL	373.95

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
RICOH USA, INC.	Copier Lease	COPIER LEASE	9028521222	7/18/2020	78.49
					78.49 *
				TOTAL	78.49

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** General District Court ***				
RICOH USA, INC.	Lease/Rent of Equipment	COPIER LEASE	33797870	7/17/2020	108.58
					108.58 *
QUILL CORPORATION	Office Supplies	OFFICE SUPPLIES	8740890	7/20/2020	60.78
					60.78 *
OSBORNE, J. TERRY	Court Appointed Attorney	GC2000064100	8857066	7/09/2020	120.00
GIANNASI, KATHERINE	Court Appointed Attorney	GC1900360100	9233226	7/09/2020	120.00
VANFOSSEN, AMY	Court Appointed Attorney	GC2000060100	9115603	7/09/2020	120.00
					360.00 *
				TOTAL	529.36

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Clerk of Circuit Court ***				
RICOH USA, INC.	Lease of Equipment - Copier	COPIER LEASE	9028521222	7/18/2020	119.46
					119.46 *
REED, PATRICIA	Mileage	MILEAGE	7/27/2020	7/27/2020	78.20
ROBINSON, HATTIE	Mileage	MILEAGE	7/27/2020	7/27/2020	58.65
					136.85 *
VA COURT CLERKS ASSOC.	Dues & Association Memberships	MEMBER DUES	7/31/2020	7/31/2020	290.00
					290.00 *
				TOTAL	546.31

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
RICOH USA, INC.	Copier Lease	COPIER LEASE	9028521222	7/18/2020	87.12
					87.12 *
				TOTAL	87.12

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Sheriff ***				
KUSTOM SIGNALS, INC.	Repairs & Maintenance	RPR BODY CAMERA	575964	7/15/2020	612.00
					612.00 *
ID NETWORKS	Maintenance Service Contracts	FY21 SUPPORT	276347	7/01/2020	2,505.00
LEADS ONLINE	Maintenance Service Contracts	ANNUAL SUBSCRIPTION	255581	5/15/2020	2,128.00
					4,633.00 *
RRCJA	Dues - Rapp Criminal Justice A	FY2021 DUES	FY21DUES20	7/01/2020	11,610.00
					11,610.00 *
POSTMASTER	Postal Services	P.O. BOX 38 RENT	7/31/2020	7/31/2020	120.00
					120.00 *
COECO OFFICE SYSTEMS	Copier Lease	COPIER LEASE	419729744	7/21/2020	331.08
COECO OFFICE SYSTEMS	Copier Lease	TONER	723360	7/21/2020	20.00
					351.08 *
BULLZEYE GLASS	Vehicle Maintenance & Repair	REPLACE REAR WINDOW	19071	7/16/2020	320.00
ROBERT G. ALLEY, INC.	Vehicle Maintenance & Repair	HEADLIGHT/TIRE/BRKES	12729	7/02/2020	106.47
ROBERT G. ALLEY, INC.	Vehicle Maintenance & Repair	OFL/TIRE/BATTERY	12754	7/06/2020	74.49
ROBERT G. ALLEY, INC.	Vehicle Maintenance & Repair	OIL CHANGE	12801	7/14/2020	15.00
WILLIAMSBURG FORD	Vehicle Maintenance & Repair	SERVICE TRANSMISSION	625678	7/07/2020	255.12
WILLIAMSBURG FORD	Vehicle Maintenance & Repair	FULL SERVICE/TAURUS	626085	7/22/2020	1,460.82
					2,231.90 *
MANSFIELD OIL COMPANY	Vehicle & Equipment Fuel	FUEL	615043	7/20/2020	2,019.10
					2,019.10 *
TAPPAHANNOCK CHEVROLET	Vehicle & Equipment Supplies	REPLACE BATTERY	11727	7/13/2020	25.70
ADVANCE AUTO PARTS	Vehicle & Equipment Supplies	JUMP STARTER	2135019850183	7/16/2020	129.99
TIG'S AUTOMOTIVE REFINISH	Vehicle & Equipment Supplies	REPAIR EXPLORER	12329	7/24/2020	2,894.81
ROBERT G. ALLEY, INC.	Vehicle & Equipment Supplies	REPALCE HEADLIGHT	12755	7/06/2020	51.49
WILLIAMSBURG FORD	Vehicle & Equipment Supplies	REPLACE BATTERY	626129	7/16/2020	168.71
					3,270.70 *
AMAZON CAPITAL SERVICES	Police Supplies	BATTERY PACKS	14YG-JN3N-9JTV	7/16/2020	307.45
					307.45 *
				TOTAL	25,155.23

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** E911 ***				
KORMAN SIGNS INC.	911 ROAD SIGNS	911 SIGN NUMBERS	344448	7/23/2020	61.81
					61.81 *
MOBILE COMMUNICATIONS OF A	Annual Maintenance - CPE	ANNUAL RADIO MAINT	80047014	7/09/2020	16,200.00
					16,200.00 *
				TOTAL	16,261.81

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Rescue Services ***				
OFFICE DEPOT	Office Supplies	OFFICE SUPPLIES	104288724001	7/13/2020	52.51
					52.51 *
WEST POINT FORD	Vehicle Maintenance	INSPECTION/RPLC BULB	26452	7/10/2020	37.96
PORT RICHMOND AUTO PARTS	Vehicle Maintenance	CAR CLEAN SUPPLIES	346291	7/20/2020	26.97
PORT RICHMOND AUTO PARTS	Vehicle Maintenance	CAR CLEAN SUPPLIES	346675	7/23/2020	17.36
ADVANCE AUTO PARTS	Vehicle Maintenance	WIRE,CONNECTORS	2135018332161	7/01/2020	24.36
ELAN CORPORATE PAYMENT SYS	Vehicle Maintenance	OIL CHANGE	07/15/2020	7/15/2020	44.38
					151.03 *
MANSFIELD OIL COMPANY	Vehicle Fuel	FUEL	614780	7/20/2020	785.19
ELAN CORPORATE PAYMENT SYS	Vehicle Fuel	FUEL	07/15/2020	7/15/2020	33.09
ELAN CORPORATE PAYMENT SYS	Vehicle Fuel	FUEL	07/15/2020	7/15/2020	31.43
ELAN CORPORATE PAYMENT SYS	Vehicle Fuel	FUEL	07/15/2020	7/15/2020	35.63
ELAN CORPORATE PAYMENT SYS	Vehicle Fuel	FUEL	07/15/2020	7/15/2020	31.40
ELAN CORPORATE PAYMENT SYS	Vehicle Fuel	FUEL	07/15/2020	7/15/2020	25.28
ELAN CORPORATE PAYMENT SYS	Vehicle Fuel	fuel	07/15/2020	7/15/2020	28.68
					970.70 *
NNPDC	NNPDC Ambulance Billing Fee	EMS BILLING FEE	7/31/2020	7/31/2020	719.86
					719.86 *
				TOTAL	1,894.10

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Radio Communications ***				
RAPPAHANNOCK ELECTRIC	Electrical Services	244 LAKE POND ROAD	114292001 7/20	7/14/2020	437.11
RAPPAHANNOCK ELECTRIC	Electrical Services	490 CANTERBURY ROAD	114292002 7/20	7/17/2020	333.09
RAPPAHANNOCK ELECTRIC	Electrical Services	8786 NEWTOWN ROAD	114292003 7/20	7/15/2020	381.49
					1,151.69 *
SBA TOWERS, INC.	Tower Rent - Shacklefords Site	TOWER RENT	IN30514546	8/01/2020	5,478.81
					5,478.81 *
				TOTAL	6,630.50

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Building Inspections ***				
PURCHASE POWER	Postal Services	POSTAGE	7/27/2020	7/27/2020	200.00
					200.00 *
COECO OFFICE SYSTEMS	Lease of Equipment - Copier	COPIER LEASE	419729744	7/21/2020	152.41
					152.41 *
DELL MARKETING L. P.	Furniture & Fixtures	LAPTOP	10409786925	7/22/2020	2,000.00
					2,000.00 *
				TOTAL	2,352.41

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Emergency Services ***				
ELAN CORPORATE PAYMENT SYS	Equipment Grants	CAMERA LENS/GRANT	07/15/2020	7/15/2020	37.89
					37.89 *
ELAN CORPORATE PAYMENT SYS	Equipment - Emergency Services	BODY ARMOR	07/15/2020	7/15/2020	764.95
					764.95 *
				TOTAL	802.84

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** General Properties ***				
JAMES RIVER AIR	Repairs & Maintenance	RPR AC/HEALTH DEPT	S173672	7/17/2020	647.98
BB & T BANKCARD CORP	Repairs & Maintenance	6 ADA LOCK SETS	07/09/2020	7/09/2020	1,207.95
BFPE INTERNATIONAL	Repairs & Maintenance	RCHRG EXTINGUISHERS	2502636	7/20/2020	75.00
					1,930.93 *
VDH-OFFC.OF DRINK.WATER	Water System Testing	WATERWORKS FEE	21011215	7/01/2020	90.00
					90.00 *
HORNS MIDDLESEX ACE HARDWA	Janitorial Supplies	CLEANING SUPPLIES	28481/2	7/23/2020	9.18
					9.18 *
BB & T BANKCARD CORP	Vehicle & Equipment Supplies	BATTERY & WIPERS	07/09/2020	7/09/2020	.00
BB & T BANKCARD CORP	Vehicle & Equipment Supplies	BATTERY & WIPERS	07/09/2020	7/09/2020	49.97
					49.97 *
BB & T BANKCARD CORP	Building Supplies	911 SIGN BOLTS	07/09/2020	7/09/2020	146.54
BB & T BANKCARD CORP	Building Supplies	DOOR LOCK	07/09/2020	7/09/2020	16.64
					163.18 *
				TOTAL	2,243.26

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Marriott School Facility ***				
DOMINION LOCK & SECURITY	Repairs & Maintenance	REPLACE REAR DOORS	200618-008	7/15/2020	6,790.00
					6,790.00 *
				TOTAL	6,790.00

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Shacklefords EMS Station ***				
GRAYBAR ELECTRIC	Maintenance	STATION BAY LIGHTS	9316699913	7/08/2020	707.55
					707.55 *
HORNS MIDDLESEX ACE HARDWA	Janitorial Supplies	PLUNGER	28096/2	7/06/2020	7.99
ELAN CORPORATE PAYMENT SYS	Janitorial Supplies	CLEANING SUPPLIES	07/15/2020	7/15/2020	13.64
ELAN CORPORATE PAYMENT SYS	Janitorial Supplies	CLEANING SUPPLIES	07/15/2020	7/15/2020	103.22
					124.85 *
HORNS MIDDLESEX ACE HARDWA	Facility Supplies	STATION 8 SUPPLIES	28087/2	7/06/2020	52.93
HORNS MIDDLESEX ACE HARDWA	Facility Supplies	MICE BAIT	28282/2	7/15/2020	8.59
HORNS MIDDLESEX ACE HARDWA	Facility Supplies	STATION SUPPLIES	28378/2	7/20/2020	124.76
HORNS MIDDLESEX ACE HARDWA	Facility Supplies	RETURN ITEMS	28381-2	7/20/2020	28.80-
HORNS MIDDLESEX ACE HARDWA	Facility Supplies	STATION SUPPLIES	28382/2	7/20/2020	26.98
HORNS MIDDLESEX ACE HARDWA	Facility Supplies	STATION SUPPLIES	28481/2	7/23/2020	3.08
ELAN CORPORATE PAYMENT SYS	Facility Supplies	SUPPLIES/STATIN 8	07/15/2020	7/15/2020	.00
ELAN CORPORATE PAYMENT SYS	Facility Supplies	SUPPLIES/STATIN 8	07/15/2020	7/15/2020	577.63
ELAN CORPORATE PAYMENT SYS	Facility Supplies	PAINT	07/15/2020	7/15/2020	36.98
ELAN CORPORATE PAYMENT SYS	Facility Supplies	SUPPLIES/STATION 8	07/15/2020	7/15/2020	115.36
ELAN CORPORATE PAYMENT SYS	Facility Supplies	SUPPLIES/STATION 8	07/15/2020	7/15/2020	463.30
ELAN CORPORATE PAYMENT SYS	Facility Supplies	OVEN PARTS/STATION 8	07/15/2020	7/15/2020	34.55
ELAN CORPORATE PAYMENT SYS	Facility Supplies	CURTAINS/STATION 8	07/15/2020	7/15/2020	24.99
ELAN CORPORATE PAYMENT SYS	Facility Supplies	SUPPLIES/STATION 8	07/15/2020	7/15/2020	247.44
					1,687.79 *
				TOTAL	2,520.19

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Public Library ***				
JAMES RIVER AIR	Repairs & Maintennance	RPR AC/LIBRARY	S173605	7/17/2020	366.24
					366.24 *
				TOTAL	366.24

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Planning Commission ***				
PURCHASE POWER	Postal Services	POSTAGE	7/27/2020	7/27/2020	1,000.00
					1,000.00 *
				TOTAL	1,000.00

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Zoning Administrator ***				
PURCHASE POWER	Postal Services	POSTAGE	7/27/2020	7/27/2020	500.00
					500.00 *
COECO OFFICE SYSTEMS	Lease of Equipment - Copier	COPIER LEASE	419729744	7/21/2020	152.41
					152.41 *
OFFICE DEPOT	Office Supplies	OFFICE SUPPLIES	104288724001	7/13/2020	86.99
					86.99 *
				TOTAL	739.40

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Airport Authority ***				
MIDDLE PENINSULA REGIONAL	Airport Authority	FY21 ALLOCATION	115576	7/30/2020	30,000.00
					30,000.00 *
				TOTAL	30,000.00

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Industrial Dev. Authority ***				
FRASER III, ROBERT L.	Mileage	MILEAGE	7/15/2020	7/15/2020	18.40
LONGEST, JR., GEORGE M.	Mileage	MILEAGE	7/15/2020	7/15/2020	23.00
HOLMES, JESSE	Mileage	MILEAGE	7/15/2020	7/15/2020	36.80
ASHLEY, PAMELA	Mileage	MILEAGE	7/15/2020	7/15/2020	10.35
BENNETT, III, PAUL J.	Mileage	MILEAGE	7/15/2020	7/15/2020	8.63
					97.18 *
				TOTAL	97.18

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
THREE RIVERS SOIL AND	*** Three Rivers S & W Conv. *** Annual Contribution	FY21 CONTRIBUTION	7/17/2020	7/17/2020	9,674.00
					9,674.00 *
				TOTAL	9,674.00

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
PURCHASE POWER	*** Wetlands Board *** Postal Services	POSTAGE	7/27/2020	7/27/2020	200.00
					200.00 *
				TOTAL	200.00

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Contingency Fund ***				
KING & QUEEN EDA/IDA	Miscellaneous Contingencies	B2B REIMBURSEMENT	7/28/2020	7/28/2020	2,115.01
THE HOME DEPOT PRO	Miscellaneous Contingencies	SANTIZER & SPRAYERS	561196718	7/14/2020	17,327.99
AMAZON CAPITAL SERVICES	Miscellaneous Contingencies	SANTIZER DISPENSERS	1DXH-RVX3-QLY7	7/14/2020	1,070.22
MOBILE MINI, INC.	Miscellaneous Contingencies	STORAGE CONTAINER	9008823181	7/24/2020	137.15
PULSETECH	Miscellaneous Contingencies	5 SOLAR PULSE PACKS	94384	7/07/2020	1,279.52
A.E. SAMUEL CONSTRUCTION	Miscellaneous Contingencies	COVID SCREENING	1171	7/10/2020	2,660.00
					24,589.89 *
				TOTAL	24,589.89
				FUND TOTAL	174,796.93

FUND # - 221 Expenditures DEPT # - 031800

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
CDW-GOVERNMENT, INC	E-Summons Software	E-TICKET PRINTERS	ZGL2196	6/26/2020	3,535.30
CDW-GOVERNMENT, INC	E-Summons Software	E-TICKET PRINTERS	ZLK3426	7/17/2020	1,382.52
DANA SAFETY SUPPLY, INC.	E-Summons Software	PRINTER MOUNT	653631	7/15/2020	542.34
POS SUPPLY SOLUTIONS, INC.	E-Summons Software	PRINTER PAPER	178501	7/15/2020	751.50
					6,211.66 *
				TOTAL	6,211.66
				FUND TOTAL	6,211.66

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
GAMEWOOD TECHNOLOGY GROUP,	Maintenance	RPR CRTHOUS CONNECT	INV-1486	7/10/2020	2,562.00
					2,562.00 *
				TOTAL	2,562.00
				FUND TOTAL	2,562.00
				TOTAL DUE	183,570.59

Approved at meeting of _____ on _____.

Signed _____ _____ _____
Title Date

For Board packet - Local appropriation to School Fund $3,797,176

King and Queen County
Founded 1691 in Virginia

Office of the County Administrator
P.O. Box 177 • King and Queen Court House, Virginia 23085
Phone: (804) 785-5975 • Fax: (804) 785-5999

KING AND QUEEN COUNTY BOARD OF SUPERVISORS' RESOLUTION APPROVING AND APPROPRIATING THE FISCAL YEAR 2020-2021 ANNUAL FISCAL PLAN FOR THE COUNTY OF KING AND QUEEN

WHEREAS, the King and Queen County Board of Supervisors ("Board of Supervisors") has reviewed the General, Capital Projects, Social Services, Comprehensive Services Act, Comprehensive Services Act Administration, School, School Cafeteria, School Capital Projects, E-Summons and Court Security Funds as part of the Fiscal Year 2020-2021 Annual Fiscal Plan; and

WHEREAS, the Board of Supervisors held a duly advertised public hearing on the proposed Fiscal Year 2020-2021 Annual Fiscal Plan on April 27, 2020.

NOW THEREFORE BE IT RESOLVED this 26th day May 2020 that of this total amount, the Board of Supervisors does hereby appropriate a General Fund budget in the amount of $13,977,608, comprised of the following categories and amounts:

Board of Supervisors	$83,383
County Administrator	$182,006
County Attorney	$157,300
Independent Auditor	$40,200
Commissioner of Revenue	$216,965
Finance	$131,986
Treasurer	$251,823
Information Technology	$127,074
Risk Management	$210,500
Electoral Board	$66,791
Registrar	$104,464
Circuit Court	$2,220
9th District Circuit Court	$22,000
General District Court	$10,070
Special Magistrates	$500
JDR District Court	$4,168
9th District Court Services Unit	$57,632
Clerk of Circuit Court	$254,890

Victim Witness Assistance	$5,615
Commonwealth's Attorney	$233,442
Sheriff	$1,675,817
E911	$139,444
Volunteer Fire Departments	$111,000
Rescue Squads	$30,200
Rescue Services	$1,412,427
Radio Communications	$387,896
EMS Other	$1,110
Probation & Pretrial Services	$14,175
Regional Jail	$875,000
Board of Building Appeals	$535
Building Inspections	$116,444
Animal Control	$22,832
Animal Shelter	$152,634
Medical Examiner	$200
Emergency Services Coordinator	$58,182
Refuse Control (VPPSA)	$443,612
Litter Control	$500
General Properties	$253,687
General Properties – Marriott School	$29,100
General Properties – Shacklefords Station	$18,500
Health Department	$61,605
Chapter X CSB	$32,000
Rental Assistance Program	$3,438
State and Local Hospital Program	$6,510
Bay Aging	$12,291
Contributions	$15,212
Community College	$6,420
Mattaponi Pier	$3,840
Public Library	$185,135
Planning Commission	$12,730
Economic Development	$21,198
MPPDC	$27,757
Board of Zoning Appeals	$4,038
Zoning/Community Development	$150,874
Airport Authority	$65,000
IDA	$2,707
Soil and Water Conservation District	$9,674
Forestry Services	$11,101
Wetlands Board	$3,138
Cooperative Extension	$37,336
Reserve for Contingencies	$233,687
Transfer to Social Services	$472,270
Transfer to CSA Fund	$240,000
Transfer to CSA Administration Fund	$5,149
Transfer to School Fund	$4,297,176
Transfer to Landfill Contingency Fund	$150,000; and

BE IT FURTHER RESOLVED that the Board of Supervisors does hereby approve the Fiscal Year 2020-2021 Projected Annual Fiscal Plan for the School Fund totaling $11,208,719, to be appropriated as follows: Local funds in the amount of $3,797,176 will be appropriated on July 13th or as soon thereafter as the Board of Supervisors approves. The remaining budgeted amount of $500,000 may be appropriated on or about the April 2021 regular meeting of the Board of Supervisors. All revenue actually received by the King and Queen County Treasurer from the State or Federal Government for the benefit of the School Division for use in Fiscal Year 2020-2021, will periodically be appropriated by the Board of Supervisors (both revenue and expenditures) but in no event shall any State or Federal monies be appropriated before they are actually received and deposited by the Treasurer. In the event that there is a reduction in funding from either or both the State and Federal sources used in projecting the School Fund of $11,208,719, The Board of Supervisors is expressly not obligated to increase local funding to cover said reductions.

BE IT FURTHER RESOLVED that the Board of Supervisors in order to encourage greater frugality does hereby establish that any unspent local funds remaining in the School Fund at the end of Fiscal Year 2020-2021 shall be transferred to the Reserve Fund for School Construction.

BE IT FURTHER RESOLVED that the Board of Supervisors does hereby approve the Fiscal Year 2020-2021 Annual Fiscal Plan to include the additional fund categories:

County Capital Projects Fund	$1,625,350
Social Services Fund	$2,280,342
Comprehensive Services Act Fund	$750,000
CSA Administration Fund	$21,527
School Cafeteria Fund	$350,617
Court Security Fund	$40,907
Landfill Contingency Fund	$150,000
E-Summons	$10,000.

AYES: ALSOP, SIMPKINS, BURNS, MORRIS, BAILEY
NAYS: NONE

Thomas J. Swartzwelder, Clerk

Lump Sum Appropriation

King and Queen County Food Services
P.O. Box 97
King and Queen C.H., VA 23085

BE IT RESOLVED BY THE SCHOOL BOARD OF KING AND QUEEN COUNTY that the BOARD OF SUPERVISORS appropriate funds in the amount of $87,654.25 to meet SCHOOL FOOD SERVICE expenses through September 2020.

Budgeted Funds:

65100 School Food Services:

FEDERAL AND STATE REIMBURSEMENTS, SALES AND MISCELLANEOUS INCOME	$87,654.25

Celeste Gaine
Signature of Chairman

Carol B. Carter Ed.D.
Signature of Superintendent

Anne T. Kennedy
Signature of Clerk Date

July 2020, AP Batch #1

7/09/2020
AP375
FUND # - 231

FROM DATE- 7/09/2020
TO DATE- 7/09/2020

ACCOUNTS PAYABLE LIST
KING & QUEEN SCHOOLS
DEPT # - 061100 ** Classroom Instruction **

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	** Elementary KQES **				
VIRGINIA EMPLOYMENT	Unemployment Insurance	ACCT 908570	2Q-2020VEC	6/30/2020	91.02
					91.02 *
VACORP	Worker's Compensation	VA-KI-048B-21	65789	5/21/2020	6,195.00
					6,195.00 *
WISCONSIN CENTER FOR	Purchased Services	ACCESS FOR ELLS	2868	6/15/2020	147.08
					147.08 *
K12 MANAGEMENT	Purchased Services	VAVA	200053915	6/19/2020	28,694.75
					28,694.75 *
SCHOOL OUTFITTERS	Materials and Supplies		INV13386457	6/09/2020	2,532.99
					2,532.99 *
COMMITTEE FOR CHILDREN	Instructional Materials	CUSTOMER ID 10109336	2009392	6/19/2020	2,529.00
COMMITTEE FOR CHILDREN	Instructional Materials	CUSTOMER ID 10109336	2009402	6/19/2020	597.00
					3,126.00 *
VIRGINIA EMPLOYMENT	Unemployment Insurance	ACCT 908570	2Q-2020VEC	6/30/2020	68.44
					68.44 *
VIRGINIA EMPLOYMENT		ACCT 908570	2Q-2020VEC	6/30/2020	10.72
					10.72 *
THERAPY RESOURCES, INC.	Therapy Services		0637	6/30/2020	2,957.50
					2,957.50 *
THERAPY RESOURCES, INC.	Purchased Services		0637	6/30/2020	3,811.75
					3,811.75 *
COMDATA	Materials and Supplies	WALMART.COM	277843SBO	6/21/2020	175.04
COMDATA	Materials and Supplies	AMAZON	285588SBO	6/16/2020	65.99
					241.03 *
COMDATA		AMAZON	106543SBO	6/15/2020	19.99
COMDATA		AMAZON	167196SBO	6/18/2020	23.46
COMDATA		AMAZON	188157SBO	6/16/2020	42.45
					85.90 *
	** Elementary LMES **				
VIRGINIA EMPLOYMENT	Unemployment Insurance	ACCT 908570	2Q-2020VEC	6/30/2020	29.70
					29.70 *
VACORP	Worker's Compensation	VA-KI-048B-21	65789	5/21/2020	6,195.00
					6,195.00 *
WISCONSIN CENTER FOR	Purchased Services	ACCESS FOR ELLS	2868	6/15/2020	36.08
					36.08 *
K12 MANAGEMENT	Purchased Services	VAVA	200053915	6/19/2020	28,392.70
					28,392.70 *
SCHOOL OUTFITTERS	Materials and Supplies		INV13388227	6/13/2020	989.34
SCHOOL OUTFITTERS	Materials and Supplies		INV13389666	6/16/2020	368.00
					1,357.34 *
COMDATA	Instructional Materials	PANELCRAFT	197071SBO	6/17/2020	2,484.94
COMDATA	Instructional Materials	AMAZON	319041SBO	6/18/2020	38.98
COMDATA	Instructional Materials	AMAZON	75619SBO	6/18/2020	47.99
COMDATA	Instructional Materials	AMAZON	81470SBO	6/22/2020	30.00
COMMITTEE FOR CHILDREN	Instructional Materials	CUST ID 10109336	2009394	6/19/2020	597.00
COMMITTEE FOR CHILDREN	Instructional Materials	CUST ID 10109336	2009399	6/19/2020	2,529.00
					5,727.91 *

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
VIRGINIA EMPLOYMENT	Unemployment Insurance	ACCT 908570	2Q-2020VEC	6/30/2020	56.82
					56.82 *
THERAPY RESOURCES, INC.	Therapy Services		0637	6/30/2020	2,957.50
					2,957.50 *
THERAPY RESOURCES, INC.	Purchased Services		0637	6/30/2020	3,811.75
					3,811.75 *
COMDATA	Materials and Supplies	WALMART.COM	277839SBO	6/21/2020	175.04
COMDATA	Materials and Supplies	AMAZON	285588SBO	6/16/2020	65.99
					241.03 *
COMDATA		AMAZON	106543SBO	6/15/2020	19.99
COMDATA		AMAZON	167196SBO	6/18/2020	23.46
COMDATA		AMAZON	188157SBO	6/16/2020	42.45
					85.90 *
VIRGINIA EMPLOYMENT		ACCT 908570	2Q-2020VEC	6/30/2020	24.76
					24.76 *
	** Secondary CHS **				
VIRGINIA EMPLOYMENT	Unemployment Insurance	ACCT 908570	2Q-2020VEC	6/30/2020	42.75
					42.75 *
VACORP	Workers Comp Insurance	VA-KI-048B-21	65789	5/21/2020	6,195.00
					6,195.00 *
WISCONSIN CENTER FOR	Purchased Services	ACCESS FOR ELLS	2868	6/15/2020	63.84
					63.84 *
K12 MANAGEMENT	Purchased Services	VAVA	200053915	6/19/2020	302.05
					302.05 *
COMDATA	Materials and Supplies	TARGET	132969AK	6/04/2020	36.84
COMDATA	Materials and Supplies	AMAZON	182661DC	6/04/2020	300.11
COMDATA	Materials and Supplies	AMAZON	288176CC	5/31/2020	200.00
COMDATA	Materials and Supplies	W.T. FARY BROTHER	313647CC	5/29/2020	37.40
COMDATA	Materials and Supplies	DGC RICH WAREHOUSE	323421SBO	6/25/2020	530.00
COMDATA	Materials and Supplies	DGS RICH WAREHOUSE	323424SBO	6/25/2020	70.00
COMDATA	Materials and Supplies	DGS RICHMOND WAREHS	328496CC	6/24/2020	230.00
COMDATA	Materials and Supplies	OFFICE DEPOT	500394DC	6/04/2020	23.16
COMDATA	Materials and Supplies	AMAZON	84921DC	6/01/2020	169.80
					1,597.31 *
HOUGHTON MIFFLIN HARCOURT	Textbooks	CUST # 282276	954841510	6/19/2020	1,902.60
					1,902.60 *
VIRGINIA EMPLOYMENT	Unemployment Insurance	ACCT 908570	2Q-2020VEC	6/30/2020	17.66
					17.66 *
THERAPY RESOURCES, INC.	Therapy Services		0637	6/30/2020	729.00
					729.00 *
THERAPY RESOURCES, INC.	Purchased Services		0637	6/30/2020	493.21
					493.21 *
COMDATA	Materials and Supplies	AMAZON	285588SBO	6/16/2020	65.99
					65.99 *
HAIR FASHIONS SALON AND	Purchased Services - ISAEP	COSMETOLOGY CLASS	035	6/30/2020	2,512.50
					2,512.50 *
COMDATA		AMAZON	304884SBO	6/19/2020	2,599.87
					2,599.87 *

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
KAJEET, INC.	Instructional Materials		INV116311	6/25/2020	424.39
					424.39 *
RICHMOND PUBLIC SCHOOLS	Gifted and Talented PYMNT to J	KQ TUITION	GOVSCHOOL2021	6/23/2020	50,394.00
					50,394.00 *
VIRGINIA COLLEGE ADVISING	PURCHASED SERVICES	COLLEGE ADVISOR	VCAC 2020-2021	4/27/2020	5,000.00
					5,000.00 *
VIRGINIA HIGH SCHOOL	Member Dues	CLASS 1, REGION A	VHSL- KQPS 2021	6/18/2020	1,345.50
					1,345.50 *
VIRGINIA EMPLOYMENT	Unemployment Insurance	ACCT 908570	2Q-2020VEC	6/30/2020	37.17
					37.17 *
THE AUDIOLOGY OFFICES	Purchased Services	CALIBRATIONS	140750	6/29/2020	300.00
					300.00 *
	* Administration *				
MIDDLE PENINSULA RACE	Adult Education Program	ADULT EDUCATION	MPR-202103	7/01/2020	3,000.00
					3,000.00 *
				TOTAL	173,901.51

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
VIRGINIA EMPLOYMENT	Unemployment Insurance	ACCT 908570	2Q-2020VEC	6/30/2020	8.86
					8.86 *
COMDATA	Materials and Supplies	AMAZON	366852SBO	6/29/2020	129.80
HERFF JONES, LLC	Materials and Supplies	CUST 45000084000	1027244	6/23/2020	149.48
					279.28 *
				TOTAL	288.14

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
JOHN HENRY PRINTING, INC.	Materials and Supplies		20-3449	6/26/2020	26.17
JOHN HENRY PRINTING, INC.	Materials and Supplies		20-3449	6/26/2020	13.67
					39.84 *
JOHN HENRY PRINTING, INC.	Materials and Supplies		20-3449	6/26/2020	26.17
JOHN HENRY PRINTING, INC.	Materials and Supplies		20-3449	6/26/2020	13.67
					39.84 *
JOHN HENRY PRINTING, INC.	Materials and Supplies		20-3449	6/26/2020	26.16
JOHN HENRY PRINTING, INC.	Materials and Supplies		20-3449	6/26/2020	13.66
					39.82 *
				TOTAL	119.50

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
COMDATA	Purchased Services	ASCD	190803AS	6/23/2020	6.67
SCHOOL LEADERSHIP	Purchased Services	SURN 2020-2021	652	5/29/2020	500.00
ASCD	Purchased Services	INST MEMBERSHIP	490633-2021	6/05/2020	431.67
					938.34 *
COMDATA	Materials and Supplies	AMAZON	319395SBO	6/10/2020	25.41
					25.41 *
VIRGINIA EMPLOYMENT	Unemployment Insurance	ACCT 908570	2Q-2020VEC	6/30/2020	13.80
					13.80 *
COMDATA	Purchased Services	ASCD	190803AS	6/23/2020	6.66
SCHOOL LEADERSHIP	Purchased Services	SURN 2020-2021	652	5/29/2020	500.00
ASCD	Purchased Services	INST MEMBERSHIP	490633-2021	6/05/2020	431.67
					938.33 *
COMDATA	Materials and Supplies	AMAZON	319395SBO	6/10/2020	25.41
					25.41 *
COMDATA	Purchased Services	ASCD	190803AS	6/23/2020	26.67
SCHOOL LEADERSHIP	Purchased Services	SURN 2020-2021	652	5/29/2020	500.00
ASCD	Purchased Services	INST MEMBERSHIP	490633-2021	6/05/2020	431.66
					958.33 *
COMDATA	Materials and Supplies	AMAZON	319395SBO	6/10/2020	25.41
					25.41 *
				TOTAL	2,925.03

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
VIRGINIA EMPLOYMENT	Unemployment Insurance	ACCT 908570	2Q-2020VEC	6/30/2020	15.01
					15.01 *
VIRGINIA EMPLOYMENT	Unemployment Insurance	ACCT 908570	2Q-2020VEC	6/30/2020	11.12
					11.12 *
				TOTAL	26.13

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
PAMELA PATE	Travel	REIMBURSEMENT	PPATE-JUNE2020	6/30/2020	13.00
					13.00 *
JOHN HENRY PRINTING, INC.	Materials and Supplies		20-3449	6/26/2020	41.00
					41.00 *
VIRGINIA EMPLOYMENT	Unemployment Insurance	ACCT 908570	2Q-2020VEC	6/30/2020	10.13
					10.13 *
JOHN HENRY PRINTING, INC.	Materials and Supplies		20-3449	6/26/2020	41.00
					41.00 *
JOHN HENRY PRINTING, INC.	Materials and Supplies		20-3449	6/26/2020	41.00
					41.00 *
				TOTAL	146.13

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	** Board Services **				
COMDATA	Miscellaneous	DOLLAR GENERAL	77752AK	6/10/2020	14.20
					14.20 *
NATIONAL SCHOOL BOARDS	Dues - VSBA & NSBA	CUST ID 7654	ORD-11625-Q2Q0B	3/23/2020	975.00
VSBA	Dues - VSBA & NSBA	KQ MEMBERSHIP DUES	DUES FY2021	6/04/2020	1,987.01
					2,962.01 *
				TOTAL	2,976.21

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	** Executive Administration **				
VIRGINIA EMPLOYMENT	Unemployment Insurance	ACCT 908570	2Q-2020VEC	6/30/2020	29.51
					29.51 *
VACORP	Worker's Compensation	VA-KI-048B-21	65789	5/21/2020	1,363.00
					1,363.00 *
VIRGINIA RETIREMENT SYSTEM	Other Benefits		V05166511-2	7/01/2020	9,562.74
					9,562.74 *
COMDATA	Purchased Services	SHRED-IT	408833SBO	6/18/2020	54.18
DIAMOND SPRINGS	Purchased Services	RENTAL	0000090626	6/05/2020	19.00
DIAMOND SPRINGS	Purchased Services	1 REFILL	0000129996	6/22/2020	7.35
					80.53 *
MCGUIREWOODS LLP	Legal Services	LEGAL FEES	92309878	12/11/2020	506.50
MCGUIREWOODS LLP	Legal Services	LEGAL FEES	92320684	1/21/2020	3,888.15
MCGUIREWOODS LLP	Legal Services	LEGAL FEES	92328555	2/21/2020	25,642.25
MCGUIREWOODS LLP	Legal Services	LEGAL FEES	92344053	3/25/2020	19,273.15
MCGUIREWOODS LLP	Legal Services	LEGAL FEES	92349623	4/09/2020	1,558.95
					50,869.00 *
COMDATA	Miscellaneous	HARDEES	109951CC	6/24/2020	10.04
COMDATA	Miscellaneous	FLEMING'S ENGRAVING	188333AS	6/02/2020	237.00
COMDATA	Miscellaneous	VINNYS	334962CC	6/23/2020	25.02
					272.06 *
VASS	Member Dues		5921	7/01/2020	1,500.00
					1,500.00 *
COMDATA	Materials and Supplies	AMAZON	203429SBO	6/11/2020	31.99
COMDATA	Materials and Supplies	ADOBE SYSTEMS	224576SBO	6/14/2020	16.99
COMDATA	Materials and Supplies		289402SBO	6/11/2020	15.98
COMDATA	Materials and Supplies	AMAZON	318704SBO	6/24/2020	76.54
COMDATA	Materials and Supplies	TRACTOR SUPPLY	401143CC	6/07/2020	38.39
COMDATA	Materials and Supplies	AMAZON	43525SBO	6/15/2020	67.89
COMDATA	Materials and Supplies	AMAZON	68858SBO	6/12/2020	33.18
SCHOOL SPECIALTY, INC.	Materials and Supplies		208125139314	6/16/2020	52.54
JOHN HENRY PRINTING, INC.	Materials and Supplies	FOLD OVER CARDS	20-3455	6/29/2020	110.00
					443.50 *
COMDATA	Books & Subscriptions	MARSHALL MEMO	101848SBO	6/01/2020	50.00
					50.00 *
				TOTAL	64,170.34

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	** Human Resources **				
ADMIN PARTNERS, LLC	Purchased Services	HYBRID PLAN SERVICE	25388	6/30/2020	44.00
VACORP	Purchased Services		048B2013073485	6/16/2020	313.86
					357.86 *
COMDATA	Personnel Travel	SYMPLICITY CORP	Z01742148	6/22/2020	175.00-
COMDATA	Personnel Travel	AASPA	110615SBO	6/08/2020	250.00
COMDATA	Personnel Travel	AASPA	110618SBO	6/08/2020	225.00
					300.00 *
UNITED STATES TREASURY	Misc		720V 2020 2Q	7/01/2020	502.92
					502.92 *
COMDATA	Supplies	AMAZON	75427SBO	6/11/2020	77.24
JOHN HENRY PRINTING, INC.	Supplies		20-3449	6/26/2020	78.50
					155.74 *
				TOTAL	1,316.52

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	** Health **				
VIRGINIA EMPLOYMENT	Unemployment Insurance	ACCT 908570	2Q-2020VEC	6/30/2020	16.80
					16.80 *
MIDDLESEX HEALTH DEPT.	Purchased Services	ORG ID 133264838	1278197	5/27/2020	16.01
					16.01 *
				TOTAL	32.81

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	** Vehicle Operation **				
VIRGINIA EMPLOYMENT	Unemployment Insurance	ACCT 908570	2Q-2020VEC	6/30/2020	508.59
					508.59 *
VACORP	Worker's Compensation	VA-KI-048B-21	65789	5/21/2020	25,525.00
					25,525.00 *
COUNTY WASTE LLC	Purchased Services	WASTE PICK UP	3334201	7/02/2020	148.06
					148.06 *
VACORP	Insurance	VA-KI-048B-21	65790	5/21/2020	25,406.00
					25,406.00 *
				TOTAL	51,587.65

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	** Vehicle Maintenance **				
AYLETT TIRE	Purchased Services	INSPECTION	0139789	6/15/2020	20.00
AYLETT TIRE	Purchased Services	INSPECTION	0139791	6/15/2020	20.00
AYLETT TIRE	Purchased Services	INSPECTION	0139838	6/18/2020	20.00
AYLETT TIRE	Purchased Services	INSPECTION	0139839	6/18/2020	20.00
COMDATA	Purchased Services	IDENTIFIX	159591SBO	6/12/2020	179.00
ARC3 GASES	Purchased Services	CUST K6975	07223837	6/30/2020	17.40
					276.40 *
PORT RICHMOND AUTO PARTS	Test		343559	6/24/2020	51.07
					51.07 *
JAMES RIVER SOLUTIONS	Vehicle/Equipment Fuel		CL05828	6/28/2020	72.37
					72.37 *
PORT RICHMOND AUTO PARTS	Vehicle and Powered Equipment		341473	6/04/2020	517.03
PORT RICHMOND AUTO PARTS	Vehicle and Powered Equipment		341823	6/08/2020	592.48
PORT RICHMOND AUTO PARTS	Vehicle and Powered Equipment		341896	6/09/2020	500.96-
PORT RICHMOND AUTO PARTS	Vehicle and Powered Equipment		341915	6/09/2020	61.04
PORT RICHMOND AUTO PARTS	Vehicle and Powered Equipment		342199	6/11/2020	40.56
PORT RICHMOND AUTO PARTS	Vehicle and Powered Equipment		342581	6/15/2020	126.27
BLUE BIRD BUS SALES	Vehicle and Powered Equipment	CUST NO 4762	X006005682:01	6/12/2020	42.00
					878.42 *
				TOTAL	1,278.26

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	** Management & Direction **				
VACORP	Insurance	VA-KI-048B-21	65790	5/21/2020	8,786.00
					8,786.00 *
				TOTAL	8,786.00

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Building Services **				
VIRGINIA EMPLOYMENT	Unemployment Insurance	ACCT 908570	2Q-2020VEC	6/30/2020	89.73
					89.73 *
VACORP	Worker's Compensation	VA-KI-048B-21	65789	5/21/2020	12,297.00
					12,297.00 *
TREASURER OF VIRGINIA	Purchased Services	WATER TESTING LMES	DW016986	6/05/2020	587.27
TREASURER OF VIRGINIA	Purchased Services	WATER TESTING CHS	DW016987	6/05/2020	610.49
TREASURER OF VIRGINIA	Purchased Services	WATER TESTING KQES	DW016988	6/05/2020	974.78
MACSONS DEMOLITION & ENVIR	Purchased Services	ASBESTOS ABATEMENT	2020-04-1	6/30/2020	15,970.00
					18,142.54 *
DOMINION ENERGY VIRGINIA	Utilities		1866310004JUN20	6/30/2020	7,092.65
DOMINION ENERGY VIRGINIA	Utilities		3045950007JUN20	6/22/2020	1,926.41
DOMINION ENERGY VIRGINIA	Utilities		3564070005JUN20	6/30/2020	49.82
DOMINION ENERGY VIRGINIA	Utilities		4094420009JUN20	6/30/2020	1,010.90
DOMINION ENERGY VIRGINIA	Utilities		4104395001JUN20	6/30/2020	184.11
DOMINION ENERGY VIRGINIA	Utilities		5784087503JUN20	6/30/2020	385.42
DOMINION ENERGY VIRGINIA	Utilities		6078619084JUN20	6/26/2020	21.05
DOMINION ENERGY VIRGINIA	Utilities		7724042507JUN20	6/30/2020	66.85
DOMINION ENERGY VIRGINIA	Utilities		7784292505JUN20	6/30/2020	395.73
					11,132.94 *
COMDATA	Communications	USPS - POSTAGE	428400SBO	6/04/2020	158.60
VERIZON	Communications		351-679-987JU20	6/21/2020	272.04
VERIZON	Communications		351-681-199JU20	6/12/2020	79.66
					510.30 *
VACORP	Insurance	VA-KI-048B-21	65790	5/21/2020	21,977.00
					21,977.00 *
CARSON FLOORING INC.	Materials and Supplies	CHS GYM FOYER	9201	6/24/2020	3,132.00
COMDATA	Materials and Supplies	CREDIT	Z01642891	6/12/2020	121.99-
COMDATA	Materials and Supplies	FACE MASKS	200488SBO	6/25/2020	1,000.00
COMDATA	Materials and Supplies	AMAZON	382129AS	6/01/2020	139.96
COMDATA	Materials and Supplies	AMAZON	68381SBO	6/04/2020	255.98
WEST POINT ACE HARDWARE	Materials and Supplies		28105/2	7/07/2020	95.40
FSB INC.	Materials and Supplies	FOREARM SHIELDS	S00033164	6/22/2020	2,850.00
					7,351.35 *
				TOTAL	71,500.86

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
CARNELL HENCE	** Grounds Services ** Purchased Services	LAWN CARE	HENCE-JULY2020	7/01/2020	1,300.00
					1,300.00 *
				TOTAL	1,300.00

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
VIRGINIA EMPLOYMENT	Unemployment Ins	ACCT 908570	2Q-2020VEC	6/30/2020	.36
					.36 *
VACORP	Worker's Compensation	VA-KI-048B-21	65789	5/21/2020	985.00
					985.00 *
COMDATA	Network & Internet Services	APPLE	467558SBO	6/05/2020	.99
BLACKBOARD	Network & Internet Services	CUST NO 325556	1348958	7/07/2020	2,711.11
FRONTLINE TECHNOLOGIES GRO	Network & Internet Services	ACCT# 9024772	INVUS115989	7/01/2020	5,000.00
INTRADO INTERACTIVE SERVIC	Network & Internet Services	SCHOOL MESSENGER	119367	6/24/2020	1,473.68
VITAL RECORDS CONTROL (VIT	Network & Internet Services	VITDOCS	41123	6/12/2020	924.00
VITAL RECORDS CONTROL (VIT	Network & Internet Services	CUST 34213	41401	6/30/2020	14,950.00
					25,059.78 *
RIVERSTREET NETWORKS	Communications	INTERNET SERVICES	20266744	7/07/2020	1,000.00
					1,000.00 *
VA POWERSCHOOL USERS GROUP		POWERSCH USERS GROUP	1770	7/01/2020	200.00
					200.00 *
COMDATA	Technology Supplies	AMAZON	167242SBO	6/17/2020	59.98
COMDATA	Technology Supplies	SMARTSIGN	231994SBO	6/17/2020	579.66
COMDATA	Technology Supplies	AMAZON	3997791SBO	6/05/2020	183.96
AMAZON CAPITAL SERVICES	Technology Supplies	VGA ADAPTER	1C74-DJXX-JPDF	7/05/2020	7.99
AMERICAN TIME	Technology Supplies		833060	6/11/2020	5,791.66
					6,623.25 *
COMDATA	Software/Online Content(Non VP	ADOBE SYSTEMS	224576SBO	6/14/2020	16.99
ACHIEVE 3000	Software/Online Content(Non VP	LITERACY SOLUTIONS	37676	6/01/2020	36,528.60
ACHIEVE 3000	Software/Online Content(Non VP	ESCIENCE LICENSE	37679	6/01/2020	1,913.62
					38,459.21 *
				TOTAL	72,327.60
				FUND TOTAL	452,682.69

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	** Other Non-Instruction **				
VIRGINIA EMPLOYMENT	Unemployment Insurance	ACCT 908570	2Q-2020VEC	6/30/2020	144.80
					144.80 *
RICHMOND RESTAURANT	Food Supplies	CUST NO 117632	2136111	6/29/2020	709.32
RICHMOND RESTAURANT	Food Supplies	CUST NO 117634	2136112	6/29/2020	693.36
					1,402.68 *
				TOTAL	1,547.48
				FUND TOTAL	1,547.48
				TOTAL DUE	454,230.17

Approved at meeting of _____ on _____.

Signed _____ Title _____ Date _____

July 2020, AP Batch #2

7/14/2020
AP375
FUND # - 231

FROM DATE- 7/14/2020
TO DATE- 7/14/2020

ACCOUNTS PAYABLE LIST
KING & QUEEN SCHOOLS
DEPT # - 061100 ** Classroom Instruction **

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	** Secondary CHS **				
COLLEGE ENTRANCE	Purchased Services	CUSTOMER 36507	EP96594916	6/09/2020	361.00
					361.00 *
COLLEGE ENTRANCE	Purchased Services	CUSTOMER 36507	EP96594916	6/09/2020	85.00
					85.00 *
				TOTAL	446.00

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	** Human Resources **				
ADMIN PARTNERS, LLC	Purchased Services	HYBRID PLAN SERVICES	25515	6/30/2020	522.90
ADP, LLC	Purchased Services	EZ-LABOR MANAGEMENT	560458621	7/10/2020	211.35
					734.25 *
				TOTAL	734.25

7/14/2020
AP375
FUND # - 231

FROM DATE- 7/14/2020
TO DATE- 7/14/2020

ACCOUNTS PAYABLE LIST
KING & QUEEN SCHOOLS
DEPT # - 063400

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
JAMES RIVER SOLUTIONS	** Vehicle Maintenance ** Vehicle/Equipment Fuel	ACCT 00-0076530	CL06272	7/06/2020	33.15
					33.15 *
				TOTAL	33.15

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Building Services **				
WATER PRO INC.	Purchased Services	WATER-TESTING	105074	7/02/2020	125.00
WATER PRO INC.	Purchased Services	WATER-TESTING	1057071	7/10/2020	125.00
WATER PRO INC.	Purchased Services	WATER-TESTING	1057072	6/02/2020	125.00
STANLEY PEST CONTROL,INC.	Purchased Services	07092020	9989768-1104-2	7/09/2020	225.00
STANLEY PEST CONTROL,INC.	Purchased Services	PEST TREATMENT	9989768-1106	7/09/2020	185.00
STANLEY PEST CONTROL,INC.	Purchased Services	PEST TREATMENT	9989768-1106-2	7/09/2020	185.00
					970.00 *
DOMINION ENERGY VIRGINIA	Utilities		5123687104JUN20	7/06/2020	6.59
DOMINION ENERGY VIRGINIA	Utilities		7274330005JUN20	7/07/2020	51.74
					58.33 *
VERIZON	Communications		551-681-208JU20	6/30/2020	98.72
VERIZON	Communications		551-681-210JL20	6/30/2020	522.84
VERIZON	Communications		951-687-219JN20	6/30/2020	24.40
VERIZON WIRELESS	Communications	CELL PHONE SERVICE	9858292883	7/09/2020	665.72
PITNEY BOWES	Communications	DEPOSIT FOR POSTAGE	20086047-JUL20	7/01/2020	316.00
					1,627.68 *
LOWE'S	Materials and Supplies		901403	6/24/2020	730.14
LOWE'S	Materials and Supplies		901990	6/02/2020	242.24
LOWE'S	Materials and Supplies		902720	6/15/2020	236.39
GRAINGER	Materials and Supplies	ACCT NO 830706156	9584725502	7/09/2020	624.54
U.S. SUPPLY	Materials and Supplies		149437	7/08/2020	25.01
WEST POINT ACE HARDWARE	Materials and Supplies	CUST NO 5981	28233/2	7/13/2020	14.97
					1,873.29 *
				TOTAL	4,529.30

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	** Grounds Services **				
LOWE'S	Materials and Supplies		901990	6/02/2020	191.61
LOWE'S	Materials and Supplies		902720	6/15/2020	93.67
LOWE'S	Materials and Supplies		909894	6/02/2020	179.46-
LOWE'S	Materials and Supplies		909895	6/02/2020	108.24
					214.06 *
				TOTAL	214.06

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
POWERSCHOOL GROUP, LLC	Network & Internet Services	CUST 10002528	INV225776	6/12/2020	4,058.25
POWERSCHOOL GROUP, LLC	Network & Internet Services	CUST 10002528	INV230729	7/10/2020	9,275.66
					13,333.91 *
				TOTAL	13,333.91
				FUND TOTAL	19,290.67

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	** Other Non-Instruction **				
DORI FOODS	Purchased Services	VAKINGQUEE	526156	6/01/2020	18.54
DORI FOODS	Purchased Services	VAKINGQUEE	526586	6/08/2020	6.18
DORI FOODS	Purchased Services	VAKINGQUEE	526593	6/08/2020	23.69
DORI FOODS	Purchased Services	VAKINGQUEE	526890	6/11/2020	6.18
DORI FOODS	Purchased Services	VAKINGQUEE	526924	6/12/2020	24.72
DORI FOODS	Purchased Services	VAKINGQUEE	527198	6/17/2020	12.36
DORI FOODS	Purchased Services	VAKINGQUEE	527200	6/17/2020	12.36
DORI FOODS	Purchased Services	VAKINGQUEE	527356	6/22/2020	12.36
DORI FOODS	Purchased Services	VAKINGQUEE	527381	6/22/2020	12.36
DORI FOODS	Purchased Services	VAKINGQUEE	527470	6/23/2020	9.27
DORI FOODS	Purchased Services	VAKINGQUEE	527551	6/24/2020	24.72
DORI FOODS	Purchased Services	VAKINGQUEE	527552	6/24/2020	12.36
					175.10 *
				TOTAL	175.10
				FUND TOTAL	175.10
				TOTAL DUE	19,465.77

Approved at meeting of _____ on _____.

Signed _____ Title _____ Date _____

AGENDA: August 10, 2020 Regular Meeting

ITEM #4:

Public Comment Period.

ACTION REQUESTED:

The Board will receive comments from the public related to items not on the agenda. Have citizens state their name, the district they are from and request that they limit their comments to 3 minutes.

ATTACHMENTS:

None

AGENDA: *August 10, 2020 Regular Meeting*

ITEM #5:

Public Hearings

- Amend Courthouse Security Ordinance
- Amend Elections Ordinance/Districts & Polling Places

ACTION REQUESTED:

1) **Public Hearing – Amend Courthouse Security Ordinance – Changing established court cost in each criminal and traffic case from $10 to $20**

I now ask the County Administrator to provide proof of publication and background information.

Open the public hearing and ask citizens wishing to make comments on the proposed ordinance amendment, please come forward, state your name and the district you reside in. Once comments are received from those present, time will be allotted for anyone attending by telephone.

2) **Amend Elections Ordinance/Districts & Polling Places – Amend the Elections Ordinance to explain the Central Absentee Voting precinct and to establish its purpose, location and availability**

I now ask the County Administrator to provide proof of publication and background information.

Open the public hearing and ask citizens wishing to make comments on the proposed ordinance amendment, please come forward, state your name and the district you reside in. Once comments are received

from those present, time will be allotted for anyone attending by telephone.

ATTACHMENTS:

- Notice of public hearings
- Draft ordinances

KING AND QUEEN COUNTY, VIRGINIA
Courthouse Security Ordinance Amendment

Pursuant to Section 53.1-120 of the Code of Virginia, the Board of Supervisors of King and Queen County will hold a public hearing to consider amending Section 2-142 of the County Code. This proposed amendment will increase court costs from $10.00 to $20.00 per court case, which will be used for the funding of courthouse security personnel. The public hearing will be held during the Board's regular meeting on August 10, 2020 at 7:00 p.m. at the King and Queen County Courts and Administration Building. A copy of the proposed ordinance is available in the office of the County Administrator, 242 Allen's Circle, Suite L, King and Queen Court House, VA.

The social distancing and assembly restrictions established by the Governor in his Executive Orders will be followed.
Because of the health risks presented by the Covid 19 virus and the aforementioned restrictions the public may participate remotely.
If you wish to participate remotely, you may do so from any telephone by dialing:
1 (872) 240-3212
Access Code: 687-619-869

Authorized by Thomas J. Swartzwelder, County Administrator

OFFICE OF THE SHERIFF

P. O. Box 38 | King and Queen Courthouse, Virginia 23085 | (804) 785-7400 | Fax (804) 785-5489

SHERIFF JOHN R. CHARBONEAU

To: Tom Swartzwelder, County Administrator

King and Queen County Board of Supervisors

From: Sheriff J. R. Charboneau

Subject: Increase in Court security Fees

Date: June 23, 2020

The general assembly and the Governor signed into law effective July 1, 2020 for the counties to increase the court security fund fee to $20.00. This is a fund that we have been using to pay for our part time staff wages that work in court and equipment for court room security. Historically we have been collecting the maximum amount of $10.00 on all traffic and some criminal proceedings regardless of the agency charging. I am asking that the board authorize that our courts collect the full allowable amount of $20.00.

The increase of this fee will help with the hiring of additional staff for court security, upgrading of court security equipment and work towards increasing court security salaries to be competitive with other jurisdictions. This fee has been invaluable to our court and daily operation of our department.

Attached you will find the approved acts of assembly and the current law in regards to this fee. I would request that this matter be taken up and adopted as soon as practical and relayed to the court clerks so that the collection can begin as soon as possible.

VIRGINIA ACTS OF ASSEMBLY -- 2020 SESSION

CHAPTER 602

An Act to amend and reenact § 53.1-120 of the Code of Virginia, relating to courthouse and courtroom security; assessment.

[S 149]

Approved April 2, 2020

Be it enacted by the General Assembly of Virginia:

1. That § 53.1-120 of the Code of Virginia is amended and reenacted as follows:

§ 53.1-120. Sheriff to provide for courthouse and courtroom security; designation of deputies for such purpose; assessment.

A. Each sheriff shall ensure that the courthouses and courtrooms within his jurisdiction are secure from violence and disruption and shall designate deputies for this purpose. A list of such designations shall be forwarded to the Director of the Department of Criminal Justice Services.

B. The chief circuit court judge, the chief general district court judge and the chief juvenile and domestic relations district court judge shall be responsible by agreement with the sheriff of the jurisdiction for the designation of courtroom security deputies for their respective courts. If the respective chief judges and sheriff are unable to agree on the number, type and working schedules of courtroom security deputies for the court, the matter shall be referred to the Compensation Board for resolution in accordance with existing budgeted funds and personnel.

C. The sheriff shall have the sole responsibility for the identity of the deputies designated for courtroom security.

D. Any county or city, through its governing body, may assess a sum not in excess of ~~$10~~ *$20* as part of the costs in each criminal or traffic case in its district or circuit court in which the defendant is convicted of a violation of any statute or ordinance. If a town provides court facilities for a county, the governing body of the county shall return to the town a portion of the assessments collected based on the number of criminal and traffic cases originating and heard in the town. The imposition of such assessment shall be by ordinance of the governing body that may provide for different sums in the circuit courts and district courts. The assessment shall be collected by the clerk of the court in which the case is heard, remitted to the treasurer of the appropriate county or city and held by such treasurer to be appropriated by the governing body to the sheriff's office. The assessment shall be used solely for the funding of courthouse security personnel, and, if requested by the sheriff, equipment and other personal property used in connection with courthouse security.

Code of Virginia
Title 53.1. Prisons and Other Methods of Correction
Chapter 3. Local Correctional Facilities

§ 53.1-120. Sheriff to provide for courthouse and courtroom security; designation of deputies for such purpose; assessment

A. Each sheriff shall ensure that the courthouses and courtrooms within his jurisdiction are secure from violence and disruption and shall designate deputies for this purpose. A list of such designations shall be forwarded to the Director of the Department of Criminal Justice Services.

B. The chief circuit court judge, the chief general district court judge and the chief juvenile and domestic relations district court judge shall be responsible by agreement with the sheriff of the jurisdiction for the designation of courtroom security deputies for their respective courts. If the respective chief judges and sheriff are unable to agree on the number, type and working schedules of courtroom security deputies for the court, the matter shall be referred to the Compensation Board for resolution in accordance with existing budgeted funds and personnel.

C. The sheriff shall have the sole responsibility for the identity of the deputies designated for courtroom security.

D. Any county or city, through its governing body, may assess a sum not in excess of $10 as part of the costs in each criminal or traffic case in its district or circuit court in which the defendant is convicted of a violation of any statute or ordinance. If a town provides court facilities for a county, the governing body of the county shall return to the town a portion of the assessments collected based on the number of criminal and traffic cases originating and heard in the town. The imposition of such assessment shall be by ordinance of the governing body that may provide for different sums in the circuit courts and district courts. The assessment shall be collected by the clerk of the court in which the case is heard, remitted to the treasurer of the appropriate county or city and held by such treasurer to be appropriated by the governing body to the sheriff's office. The assessment shall be used solely for the funding of courthouse security personnel, and, if requested by the sheriff, equipment and other personal property used in connection with courthouse security.

Code 1950, § 53-168.1; 1972, c. 135; 1982, c. 636; 1986, c. 568; 1988, c. 119; 1989, c. 571; 2002, cc. 533, 756;2003, cc. 26, 44;2004, cc. 590, 432;2006, c. 495;2007, c. 377.

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

KING AND QUEEN COUNTY, VIRGINIA
Districts and Polling Places

The Board of Supervisors of King and Queen County will hold a public hearing to consider amending Section 18-31 of the County Code. This proposed amendment will explain the Central Absentee Voter Precinct and establish its purpose, location and availability. The public hearing will be held during the Board's regular meeting on August 10, 2020 at 7:00 p.m. at the King and Queen County Courts and Administration Building. A copy of the proposed ordinance is available in the office of the County Administrator, 242 Allen's Circle, Suite L, King and Queen Court House, VA.

The social distancing and assembly restrictions established by the Governor in his Executive Orders will be followed.
Because of the health risks presented by the Covid 19 virus and the aforementioned restrictions the public may participate remotely.
If you wish to participate remotely, you may do so from any telephone by dialing:
1 (872) 240-3212
Access Code: 687-619-869

Authorized by Thomas J. Swartzwelder, County Administrator

ARTICLE I. IN GENERAL

Secs. 18-1--18-30. Reserved.

ARTICLE II. DISTRICTS AND POLLING PLACES*

***State law references:** Boundaries of districts, Code of Virginia, § 15.2-1211; authority to establish, Code of Virginia, §§ 24.2-306--24.2-310.

Sec. 18-31. Districts established; populations; boundaries.

(a) Pursuant to authority contained in Code of Virginia, § 15.2-1211, the election districts of the county are hereby established as set forth in this section.

(b) The election districts with populations set forth are as follows:

TABLE INSET:

Election District	Population
Newtown	1403
St. Stephens Church	1401
Stevensville	1399
Shanghai	1351
Buena Vista	1391

(c) The boundaries of the respective election districts are as set forth as follows:

Newtown Election District

Beginning at a point in the center of the Mattaponi River at the mouth of Chapel Creek following along the center of Chapel Creek to the intersection of Chapel Creek with State Route Number 721, thence in a southerly direction along the center of State Route Number 721 to the intersection of State Route Number 721 and State Route Number 619, thence in a northerly direction along the center of State Route Number 619 to the intersection of State Route Number 619 with State Route Number 631, thence in northerly direction along the center of State Route Number 619 a distance of 2.68 miles to the intersection of State Route Number 619 with an un-named private road, follow the un-named private road in a northeasterly direction along the center of the un-named private road to a point on the boundary line between the County of King and Queen and the County of Essex; thence in a northwesterly direction along said boundary line to a point in the center of State Route Number 635 at Beazley; thence in a westerly direction along said boundary line to a point in the center of State Route Number 625 at Byrd's Mill at its intersection with Beverly Creek, the boundary line

between the County of King and Queen and the County of Caroline; thence in a southwesterly direction along said Beverly Creek to a point in the center of State Route Number 721, at its intersection with Maracossic Creek; thence in a southerly direction along said Maracossic Creek to its intersection with the northern bank of the Mattaponi River; thence in a southerly direction to a point in the center of the Mattaponi River, the boundary line between the County of King and Queen and the County of King William; thence in a southeasterly direction along said boundary line of the Mattaponi River to the intersection of the Mattaponi River and Chapel Creek, the point of beginning.

St. Stephens Church Election District

Beginning at a point in the center of the Mattaponi River at the mouth of Chapel Creek following along the center of Chapel Creek to the intersection of Chapel Creek with State Route Number 721, thence in a southerly direction along the center of State Route Number 721 to the intersection of State Route Number 721 with State Route Number 619, thence in a northerly direction along the center of State Route Number 619 to the intersection of State Route Number 619 with State Route Number 631, thence in northerly direction along the center of State Route Number 619 a distance of 2.68 miles to the intersection of State Route Number 619 with an un-named private road, follow the un-named private road in a northeasterly direction along the center of the un-named private road to a point on the boundary line between the County of King and Queen and the County of Essex; thence in a southeasterly direction along said boundary line to a point on State Route Number 621; thence along the center of State Route Number 621 to the point of intersection with U.S. Route 360; thence in an easterly direction along the center of U.S. Route 360[1] to State Route Number 707, thence in an easterly direction along the center of State Route Number 707 to the intersection of State Route Number 707 and State Route Number 620; thence in a southerly direction on State Route Number 620 to the boundary line between the County of King and Queen and County of Essex; thence in a southwesterly direction along the center of State Route Number 620 to the intersection of State Route Number 620 and State Route Number 631; thence in a northwesterly direction along the center of State Route Number 631 to the intersection of State Route

Explanatory Footnote[1] - At the time of adoption, U.S. Route 360 included old Route 360 at the Essex County line along behind properties known as presently Millers Tavern Imports and Seth Gayle Printing Company. Old Route 360 was confirmed by Virginia Department of Transportation as being the county line, as well as Essex County Zoning Administrator, Jeff Hodges.

Number 631 and State Route Number 14; thence in a southerly direction along the center of State Route Number 14 to the intersection of State Route Number 14 with State Route Number 629; thence in a southwesterly direction along the center of State Route Number 629 to the intersection of State Route Number 629 and State Route Number 633; thence in a northwesterly direction along the center of State Route Number 633 to a point at the intersection of State Route Number 633 and Clark Swamp; thence in a southerly direction along the center of Clark Swamp to the intersection of an un-named private road and said swamp near the headwaters of Walkerton Mill Pond; thence in a southerly direction along the center of the private road to the intersection with State Route Number 629; thence in a southwesterly direction along the center of State Route Number 629 to the intersection of State Route Number 629 and the center of the Mattaponi

River in a northwesterly direction along the boundary line between the County of King and Queen and the County of King William, to the point in the Mattaponi River at the intersection of Chapel Creek, the point of beginning.

Stevensville Election District

Beginning at a point in the Mattaponi River on the boundary line between the County of King and Queen and the County of King William, at the intersection of State Route Number 629, thence in a northeasterly direction along the center of State Route Number 629 a distance of 1.23 miles to the intersection with State Route Number 629 and an un-named private road, thence in a northerly direction along the center of Clark Swamp to the intersection of Clark Swamp and State Route Number 633, thence in a southeasterly direction along the center of State Route Number 633, thence in a easterly direction along the center of State Route Number 629 to the intersection of State Route Number 14; thence in a northerly direction along State Route Number 14 to the intersection of State Route Number 14 and State Route Number 631; thence in an easterly direction along the center of State Route Number 631 to the intersection of State Route Number 620; thence in an northeasterly direction along the center of State Route Number 620 to the County boundary between County of King & Queen and County of Essex along the center of the Dragon Swamp; thence in a southerly direction along the center of the Dragon Swamp being the boundary line between the County of King & Queen and County of Essex; thence in a southeasterly direction along said boundary line and swamp to a point in the center of the swamp at the intersection of said swamp and State Route Number 603, New Dragon Bridge; thence in a southwesterly direction along the center of State Route Number 603 to the intersection of State Route Number 603 and State Route Number 609; thence in a northerly direction along the center of State Route Number 609 to the intersection of State Route Number 609 and State Route Number 613; thence in a southwesterly direction along the center of State Route Number 613 to the intersection of State Route Number 613 and State Route Number 614; thence in a southerly direction along the center of State Route Number 614 to the intersection of State Route Number 614 and State Route Number 14 at Little Plymouth; thence in a northwesterly direction along the center of State Route Number 14 to the intersection of State Route Number 14 and Plymouth Swamp; thence in a westerly direction along the center of Plymouth Swamp to a point in the center of the Mattaponi River being the boundary line between the County of King and Queen and the County of King William; thence in a northwesterly direction along the center of the Mattaponi River being the boundary line to the point at the intersection of the Mattaponi River and State Route Number 629, the point of beginning.

Shanghai Election District

Beginning at a point in the Dragon Swamp at the intersection with State Route Number 603, New Dragon Bridge; thence in a southwesterly direction along the center of State Route Number 603 to the intersection of State Route Number 603 and State Route Number 609; thence in a northerly direction along the center of State Route Number 609 to the intersection of State Route Number 609 and State Route Number 613; thence in a southwesterly direction along the center of State Route Number 613 to the intersection of State Route Number 613 and State Route Number 614; thence in a southerly direction along the center of State Route Number 614 to the intersection of State Route Number 614 and

State Route Number 14 at Little Plymouth; thence in a northwesterly direction along the center of State Route Number 14 to the intersection of State Route Number 14 and Plymouth Swamp; thence in a westerly direction along the center of Plymouth Swamp to a point in the center of the Mattaponi River being the boundary line between the County of King and Queen and the County of King William; thence in a southeasterly direction along the said boundary line and river to a point at the intersection of said river and State Route Number 605; thence in an easterly direction along the center of State Route Number 605 to the intersection of State Route Number 605 and State Route Number 33; thence in an easterly direction along the center of State Route Number 33 a distance of 1.11 miles to the intersection of said road and an un-named private road; thence in a southerly direction along the center of said un-named road to the intersection of Goalders Creek; thence in an easterly direction along Goalders Creek to the intersection of Goalders Creek and State Route Number 14; thence in a northerly direction along the center of State Route Number 14 to the intersection of State Route Number 14 and State Route Number 33; thence in an easterly direction along the center of State Route Number 33 to the intersection of State Route Number 33 and State Route Number 609 which forms the boundary line between the County of King and Queen and the County of Gloucester; thence in a northerly direction along the center of State Route Number 609 to a point where the boundary line between the County of King and Queen and the County of Gloucester; thence in a northerly direction along the said boundary line to the center of the Dragon Swamp; thence in a northwesterly direction along the Dragon Swamp being the boundary line between the County of King and Queen and the County of Middlesex, to the intersection of said swamp and State Route Number 603, New Dragon Bridge, the point of beginning.

Buena Vista Election District

Beginning at a point in the Mattaponi River at the intersection of said river and State Route Number 605; thence in an easterly direction along the center of State Route Number 605 to the intersection of State Route Number 605 and State Route Number 33; thence in an easterly direction along the center of State Route Number 33 a distance of 1.11 miles to the intersection of said road and an un-named private road; thence in a southerly direction along the center of said un-named road to the intersection of Goalders Creek; thence in an easterly direction along the center of Goalders Creek to the intersection of Goalders Creek and State Route Number 14; thence in a northerly direction along the center of State Route Number 14 to the intersection of State Route Number 14 and State Route Number 33; thence in an easterly direction along the center of State Route Number 33 to the intersection of State Route Number 33 and State Route Number 609 which forms the boundary line between the County of King and Queen and the County of Gloucester; thence in a southerly direction along said boundary line to a point in the center of the Poropotank River, with said river forming the boundary line between the County of King and Queen and the County of Gloucester; thence along the center of said river and boundary line to a point in the center of the York River being the boundary line between the County of King and Queen and the County of James City; thence in a northerly direction along the centerline of said river to a point where the boundary line is between the County of King and Queen and the County of New Kent; thence along the center of said river and boundary line to a point where said river branches and becomes the Mattaponi River; thence along said river in a northerly direction being the boundary line between the County of King and

Queen and the County of King William, to a point at the intersection of said river and State Route Number 605, being the point of beginning.

(Ord. of 6-10-1991, § 3; Ord. No. 11-01, § 3, 11-8-2001, 4-11-2011)

Sec. 18-31.1 Central Absentee Voter Precinct.

(a) The central absentee voter precinct is hereby established for the purpose of receiving, counting and recording absentee ballots properly cast within King and Queen County. The central absentee voter precinct shall receive, count and record all such ballots in accordance with state and federal law. The Central Absentee Voter Precinct shall be located at King & Queen County Courts & Administrative Building, Room 124, Hearing Room 242 Allens Circle, King & Queen C.H., VA 23085. This precinct is to be used for all elections.

(b) In addition to the Office of the General Registrar, the Hearing Room located within the King & Queen County Administration Building (242 Allens Circle, King & Queen Courthouse, VA 23085) has been approved by the Board of Supervisors and is established as satellite absentee voting location. This additional location will be open on the following days:

(1) Prior to each November Presidential Election, beginning with the November 3, 2020 election. The additional location will be open seven days prior to the election, from Saturday through Saturday during the week immediately preceding the election, excluding Sundays.

Sec. 18-32. Precincts and polling places.

The county is divided into five precincts. The precincts for each election district and the polling place for each precinct are set forth as follows:

TABLE INSET:

Election District	Precinct	Polling Place
Newtown	Owenton	Upper King & Queen Rescue Squad Building, 155 Indian Neck Road, Newtown, VA 23126
St. Stephen's Church	Clark's	Pamunkey Regional Library, King & Queen County Branch, Old Marriott School 396 Newtown Road, St. Stephens Ch., VA 23148
Stevensville	Court House	Central High School, 17024 The Trail, King & Queen Court House, VA 23085
Shanghai	Old Mill	King & Queen Elementary School, 24667 The Trail, Mattaponi, VA 23110
Buena Vista	Shackleford's	Lower King & Queen Fire Department, 4764 York River Road, Shacklefords, VA 23156

CAP (Central Absentee Precinct)		King & Queen County Courts & Administrative Building, Room 124, Hearing Room 242 Allens Circle, King & Queen C.H., VA 23085

(Ord. No. 13-01, § 1, 11-8-2001, 4-11-2011)

Sec. 18-33. Election of district supervisor.

One supervisor shall be elected from each election district created in section 18-31.

(Ord. of 6-10-1991, § 4)

AGENDA: August 10, 2020 Regular Meeting

ITEM #6:

School Superintendent and Director of Social Services Reports.

ACTION REQUESTED:

The Board will receive monthly reports from Dr. Carter, School Superintendent and Betty Dougherty, Director of Social Services.

ATTACHMENTS:

- School Report
- Treasurer's Report

King and Queen County Public Schools

COVID-19 HEALTH MITIGATION PLAN

Phase II and III

Draft submitted to Three Rivers Health District
cbc

Updated: July 30, 2020

Table of Contents

Introduction

The King and Queen County Public Schools (KQPS) division serves its 650 PK-12 students in three buildings: Central High School (8th-12th grade), King and Queen Elementary School (PK-7th grade), and Lawson-Marriott Elementary School (PK-7th grade).

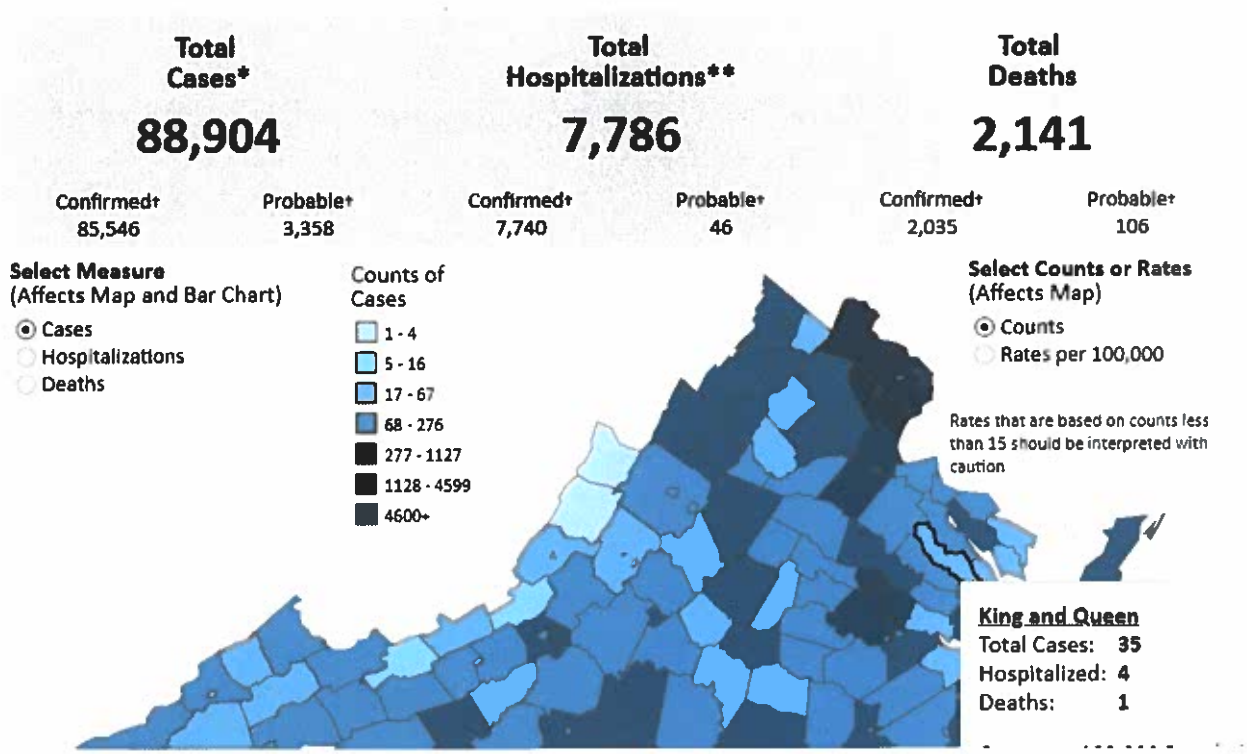
As a school division, student safety is our priority as we design mitigation strategies to allow our students to safely return to learning. An essential goal of this plan is to cultivate new norms, habits and mindsets among the student and staff population that will maximize safe behavior but also manifest patience, kindness, compassion, community-mindedness, and a sense of personal responsibility to others both within our walls and in the "outside world."

Our programs seek to accommodate the non-curricular needs of students, ranging from internet and technology access to social-emotional well-being to special circumstances such as a family member at home who is highly vulnerable to COVID-19.

Phase I	Phase II	Phase III	Beyond Phase III
• Remote learning for all students • Teleworking options available for faculty and staff	• Face-to-face instruction for students in grades K-3, Students with Special Needs, and Students who are English Learners. • Remote learning for 4-12	• Hybrid model of instruction • Staggered schedules to accommodate space limitations and social distancing guidelines • Option for students to participate 100% remotely	• Face to face instruction for all students using CDC recommendations to guide practice

LOCAL PUBLIC HEALTH CONDITIONS

The VDH COVID-19 Daily Dashboard informs the rate of transmission across our state. This information is considered as we create our Return to Learn Plan, as is input from our local Tri Rivers Health Department.



Source:
VDH COVID-19 Daily Dashboard
https://www.vdh.virginia.gov/coronavirus/covid-19-daily-dashboard/
Date Retrieved: July 30, 2020

PLANNING TO REOPEN

COVID-19 Task Force Leadership Teams

Dr. Carol B. Carter, Division Superintendent, ccarter@kqps.net

Dr. Alexis Swanson, Assistant Superintendent, aswanson@kqps.net
Chairperson- Elementary and Secondary Instructional Task Forces

Mr. David Copsmith, Assistant Superintendent of Operations,
dcopsmith@kqps.net
Chairperson- Safety, Hygiene, Health, and Operations Task Force

Mrs. Emma Hundley, Director of Budget and Finance, ehundley@kqps.net
Chairperson- Finance and Meal Distribution Task Force

Mrs. Stephanie Lambrecht, Director of Special Education and Student Services,
slambrecht@kqps.net
Chairperson- Special Populations Task Force

Mr. Michael Bruenig, Director of Technology, mbruenig@kqps.net
Chairperson- Technology Task Force

Mrs. Jennifer Perry, Director of Human Resources and Transportation,
jperry@kqps.net
Chairperson- Transportation Task Force

Mrs. Allison Jordan, Executive Director of Student Support, ajordan@kqps.net
Co-Chairperson- Family, Community, and Student Support

Mr. Preston McKellar, Director of Community and School Support,
pmckellar@kqps.net
Co-Chairperson- Family, Community, and Student Support

Ms. Ashley Reynolds, Assistant Principal- CHS, areynolds@kqps.net
Chairperson- Athletics and Extracurricular Activities

PLANNING TO REOPEN

Attendance Monitoring

All administrative assistants at each of the three schools will report daily attendance to the building principal. This information will be shared with the KQPS Division Superintendent and Administrative Team in order to monitor countywide attendance.

In instances where there is an increase in student absenteeism due to health-related concerns, the Superintendent and/or members of the Safety, Hygiene, Health and Operations Task Force will communicate with the Virginia Health Department for reporting purposes as well as guidance on future operations decisions.

Communication

Frequent communication between families, students, teachers, and staff is crucial during this period of reopening. Below are communication channels that will be used to maximize communication within the King and Queen community.

Health Safety Agreement
All families will be required to complete the Student Health Safety Agreement upon starting classes for the fall semester to assure they understand their obligations in maintaining a safe environment while at school. This form includes the obligation to complete a daily self-check via an instrument provided by the CDC prior to coming to campus.

FAQ on Website
A frequently asked questions document will be available for viewing on the KQPS website. This document will be updated as new information becomes available.

Superintendent Updates
The Division Superintendent will provide email and phone updates to families (through School Messenger). It is critical that parents have up-to-date contact information on file at their child's school.

PLANNING TO REOPEN

Communication of an Outbreak

As with all other communicable disease information, students and their families will be notified in writing, using the sample letter.

[Date]

Dear (School Name) Students and Families,

A potential positive case of COVID-19 has been identified at (school name). We are working with the local Health Department on their public health investigation and contact tracing efforts.

King and Queen County Public Schools will continue to follow the steps outlined in the Health Mitigation Plan, which can be found on our website: www.kqps.net. We are dedicated to maintaining a safe, healthy environment for all students and staff, and will continue to work with our schools to use the disinfecting procedures and processes recommended by the CDC and VDH.

Follow up actions will be provided as it becomes available.

Sincerely,

Carol B. Carter, Ed. D.
Division Superintendent

PLANNING TO REOPEN

Community Response Efforts

KQPS will work with the Three Rivers Health Districts to assist in community response efforts.

Student Health Services

School nurses will maintain their "normal" health services in schools as well as be on alert for symptoms that may indicate a COVID-19 infection. A separate room from the regular clinic will be designated at each school and will be used to separate individuals displaying COVID-19 symptoms. All isolation rooms will have ventilation that is separate from other rooms and have an exterior window for ventilation, if needed. When caring for the sick, school nurses will initiate the standard and transmission-based precautions as detailed by the CDC.

If a child is showing signs of COVID-19 (classroom, hallway, bus, etc.), the school nurse will be called and will escort the child to the isolation room. The school nurse will evaluate the child and make the necessary notifications as required by VDH guidelines - local department of health, parents, etc. The family will be encouraged to take the child to a doctor.

All medicine will be delivered in a confidential manner by the school nurse at the classroom.

Mental Health Services

While much uncertainty surrounds how and when schools will reopen, we know that social emotional learning (SEL) will be critical to re-engaging students, supporting adults, rebuilding relationships, and creating a foundation for academic learning.

This unprecedented shift to a new type of learning experience may have a lasting and profound impact on young people's academic, social, emotional, and life outcomes.

The COVID-19 pandemic has underscored the need for social emotional learning as an essential part of a high-quality education; highlighting our relationships, resiliency, and collective problem-solving as fundamental to teaching and learning.

KQPS is dedicated to ensuring the social and emotional wellness of students and their families during this unprecedented COVID-19 school closing. We invite parents to read the information below and visit the related links as we maneuver collaboratively through the challenges and questions raised during the current COVID-19 condition.

- Stress and Anxiety Management
- Mindfulness
- Change in Routine
- Hygiene
- Mental Health Resource Guide

Teachers at each school will meet regularly to discuss students' academic performance and social-emotional needs. They will work with the School Counselor, Executive Director of Student Support, Director of Community and School Support, and our KQPS families to develop plans of support for students of concern in one or both areas. School counselors will be available for parent consultation, remote counseling, or face-to-face counseling as needed throughout the year.

PROMOTING HEALTHY BEHAVIORS

Training

All staff and students will participate in training videos that reflect information from the CDC and VDH, to include (but not limited to) the following topics:

- Handwashing
- Social Distancing
- Face Coverings
- Cloth Face Coverings Do's and Don'ts
- Stop the Spread of Germs
- What to Do if You're Sick
- Know the Symptoms
- School level specific trainings that reflect building procedures

School faculty will have opportunities to view online training modules PRIOR to the start of the school year and will submit a log demonstrating their completion of the modules.

Student Family Agreement

All KQPS families will be required to review and sign the KQPS Health Safety Agreement before participating in face-to-face learning/instruction at your child's school building. Please review the agreement on the next page.

King and Queen County Student Health Safety Agreement

The health and well-being of our students, faculty and staff is a top priority. With the current and uncertain future of the COVID-19 outbreak, it is imperative we follow very specific guidelines until such time as the pandemic ends. This document provides guidelines for keeping students safe for in-person learning during the current COVID-19 pandemic.

As a condition for your return to the on-site learning environment, you will be expected to practice and follow these guidelines consistently for the safety of not only yourself but for others you will encounter on-site.

For my safety, KQPS will do the following:

- Maintain a commitment to the rigor of the curriculum, delivering quality instruction and keep interruptions to a minimum
- Initiate steps to mitigate the risk and transmission of COVID-19, including implementation of the KQPS Health Mitigation Plan
- Regularly provide updates to students and families
- Respond to student and family concerns and/or questions as they may arise, and;
- Adapt, adjust, or change procedures or policies to adhere to CDC, state, or federal policy/guidelines.

As a parent/guardian of a KQPS student, I will commit to the following:

- Complete a daily health screening before allowing my child to load the bus or dropping them off at school
- I will not send my child to school if he/she is sick, regardless of symptoms
- I will keep my child home if his/her temperature is 100.4 degrees or higher
- I will not send my child to school if he/she has been exposed to someone with COVID-19 or traveled to an area with a high incidence of COVID-19. I will quarantine him/her per CDC guidelines.
- I will call my child's school when an absence is necessary and provide a reason for absence

As a student of KQPS, I will commit to the following:

- Wear a face mask on campus and on school-provided transportation
- Follow social distancing procedures to ensure that I maintain a six-foot distance between myself and others
- Regularly utilize hand washing and hand sanitizing protocol
- Fully participate and engage in all remote instruction and do so in a timely manner.

_____	_____	_____
Student Name	Student Signature	Date
_____	_____	_____
Parent/Guardian Name	Parent/Guardian Signature	Date

PROMOTING HEALTHY BEHAVIORS

Adequate Supplies

King & Queen County Public School has obtained or has on order a sufficient amount of personal protective equipment (PPE) for our nurses, custodial and maintenance personnel, food services personnel, transportation personnel and instructional staff members. These supplies include:

- face masks
- face shields
- disposable gloves
- disinfectant products
- hand sanitizers
- touchless, infrared thermometers

Hand sanitizer stations will be installed in each classroom and in high use areas. Students and staff will be required to use hand sanitizer each time they enter and exit the building and the classroom.

Supplies necessary for proper hand hygiene and ensuring all staff and students have the opportunity to maintain cleanliness will be maintained in each school facility.

Signs and Messaging

KQPS will post signs in highly visible locations (e.g., school entrances, restrooms, etc.) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering).

KQPS will utilize CDC print and digital resources found on the CDC's communications resources main page.

PROMOTING HEALTHY BEHAVIORS

Physical Distancing

Each school facility has been mapped to determine how classrooms and communal spaces must be prepared to ensure physical distancing recommendations. Class sizes will be reduced to promote physical distancing within classrooms in accordance with CDC, VDH and American Association of Pediatrics (AAP) recommended guidelines. For more information regarding class size, please refer to the PK-7 and 8-12 Instruction section of the KQPS plan for opening schools.

Physical distancing of 6 feet will be maintained in each building while students are transitioning from the classroom to another location (bathroom, bus, etc.). Signs will be placed at 6′ intervals on the walls and on the floor to promote this behavior. When possible, staff will be present in the hallways to ensure compliance with this recommendation.

Hallways: high school students will be asked to wear a mask and walk on the right side of the hallway when transitioning; elementary students will be supervised by staff at all times and as much as possible, one class will be in the hallway at a given time.

Restricting the mixing of student cohort groups: students at the elementary level will not change classrooms and/or mix with other classes/groups of students. The "morning" cohort will remain intact throughout the school day. Due to the nature of high school student schedules, students at the high school will switch classes between periods and follow the guidelines for hallway social distancing and classroom cleaning procedures listed in this document.

Food/Dining Services

Lunch choices will be offered in homeroom classes in the morning and lunch requests will be sent to the cafeteria for preparation. Meals will be prepared in the cafeteria and delivered to the classrooms. Breakfast will be served at the classrooms with both a hot choice and cold choice offered. Elementary students will eat in their classrooms. High school students may be assigned a table in the cafeteria if a minimum of 6′ social distance can be maintained at all times and the number of students in the cafeteria does

not exceed the limits of social distancing expectations. If social distancing cannot be maintained, high school students will eat in classrooms. Meals will be prepackaged whether delivered to classrooms or obtained from the cafeteria.

Gatherings

Outdoor activities, such as recess, will be limited to a maximum of 50 people. Physical distancing of 10 feet, no contact activities, and no shared equipment will be enforced. Student groups should not be mixed. Until Phase III has been lifted, playground equipment should not be used. The maximum number of people allowed at any one gathering is 250, whether indoors or outdoors. Communal spaces such as the cafeteria, library, gymnasium and auditorium will be closed during the first nine week period and/or until Phase III has ended. The only exception would be to use the area for instruction with a group smaller than 50 and each individual socially distanced at a minimum of 6 feet. The high school may use the cafeteria for food consumption if a minimum of 6′ of distance can be maintained between students.

Face Coverings

Staff will use face coverings when physical distancing of 6 feet cannot be maintained. Face covering will be provided as necessary to maintain this requirement. Health conditions will be taken into consideration as needed to meet this requirement.

Students will be asked to use face coverings when physical distancing of 6 feet cannot be maintained, as medically and developmentally appropriate.

MAINTAINING HEALTHY ENVIRONMENTS AND OPERATIONS

Daily Health Screenings for Students

Students will be screened at home using the ***King and Queen County Student Health Safety Agreement***. Parents/Guardians will be responsible for signing the agreement at the beginning of the school year; the agreement explains and confirms the parent's/guardian's commitment to being responsible for screening his/her child each day before sending him or her to school. If a child is sent to school, the parent/ guardian is verifying the health of his or her child.

Each staff member will be on alert for students that appear ill - fever, sick stomach, altered appearance, etc.; these students will be immediately referred to the school nurse for screening.

Health Screenings for Staff

Staff members will complete the *COVID-19 Health Screening Form for Staff* on the first workday of each week. Each staff member will place his/her screening from in a sealed container; the school nurse will review each screening from within 30 minutes of staff arrival. A more intense screening will be administered if necessary after the nurse's review of the forms. Forms will stay with the nurse and will be stored in a secure location.

MAINTAINING HEALTHY ENVIRONMENTS AND OPERATIONS

Hygiene Practices

Cleaning and Disinfection
Hand sanitizer stations will be installed in each classroom and in high use areas. Students and staff will be required to use hand sanitizer each time they enter and exit the building and the classroom. Building cleaning and disinfection will take place each day; traditional methods of cleaning as well as electrostatic sprayers will be used. All high-touch areas (door handles, railings, etc.) will be cleaned and sanitized multiple times throughout the school day.

Classroom Cleaning
Each classroom will be decluttered and desks set at a minimum spacing of six feet apart. The number of students per classroom will be dictated by the number of desks that can be distanced at 6′ spacing. Teachers must wear facemasks when a distance of six feet cannot be maintained. Each high school student will wipe down his/her individual desk before leaving the classroom. Elementary and high school classrooms will be cleaned each day using traditional methods as well as electrostatic sprayers. Elementary students will stay in one room throughout the day. Teachers are responsible for clearing their desks before the end of the school day so proper cleaning may take place.

Transportation
Buses will be disinfected before and after each route has been completed; either to school or from school to home. Each bus driver will receive an electrostatic sprayer to allow him/her to disinfect the bus after each run. Bus drivers will be required to wear PPE at all times when transporting students. Buses will be unloaded one at a time upon arrival at school with social distancing emphasized as students exit the school bus and as they proceed to their classrooms. Buses will be loaded one bus at a time for afternoon dismissal to allow for social distancing and proper seating.

All vehicles transporting students will be stocked with masks for drivers, additional disposable face masks for students, spray disinfectants and hand sanitizer.

Shared Objects
KQPS will discourage sharing of items that are difficult to clean or disinfect and will ensure adequate supplies to minimize sharing of high touch materials to the greatest

extent possible (e.g., assigning each student their own equipment) or limit use of supplies and equipment to one group of students. Items used by multiple groups will be cleaned and disinfected between each use. At the elementary level, plastic storage bins will be purchased for each student to store their school supplies while they are learning remotely.

Hand washing
Students and staff should wash hands regularly throughout the day. Washing for a minimum time of 20 seconds will be encouraged and expected. Hand washing guidance will be provided to all staff and students.

Bathroom Usage
If a bathroom exists in a current classroom, the students in that room will be expected to use that particular bathroom. Handwashing will be taught and expected after each use of the restroom. When no bathroom is in the classroom, students must wear a mask and enter the room one at a time as appropriate and feasible. Bathrooms will be disinfected periodically throughout the school day using both traditional methods as well as electrostatic sprayers. As feasible, bathroom use at the high school will be discouraged during class changes; if usage is necessary, one student will be allowed in the room at a time

Ventilation Systems

KQPS will ensure ventilation systems operate properly and will increase the circulation of outdoor air as much as possible by opening windows and doors, if appropriate. KQPS Maintenance Staff will check HVAC systems and ensure filters are routinely changed according to manufacturer standards.

Water Systems

KQPS uses WaterPro to test its water and certify its suitability for drinking and other in-school uses. Water fountains will be disabled during Phase II and III, and possible usage reevaluated once further guidance has been received from the state.

Small water coolers and disposable cups will be in each classroom; teachers may serve water to a student when needed/requested.

Gatherings

Outdoor activities, such as recess, will be limited to a maximum of 50 people. Physical distancing of 10 feet, no contact activities, and no shared equipment will be enforced. Student groups should not be mixed. Until Phase III has been lifted, playground equipment should not be used. The maximum number of people allowed at any one gathering is 250, whether indoors or outdoors.

Communal spaces such as the cafeteria, library, gymnasium and auditorium will be closed during the first nine week period and/or until Phase III has ended. The only exception would be to use the area for instruction with a group smaller than 50 and each individual socially distanced at a minimum of 6 feet. The high school may use the cafeteria for food consumption if a minimum of 6' of distance can be maintained between students.

Field Trips

No field trips will be allowed during Phase II or Phase III.

Visitors

Outside visitors will only be allowed access to a school building for necessary reasons. If a visitor must enter a school building, he/she must do the following:

- Wear a face covering at all times while in the building
- Show a valid ID before entering
- Sign in and sign out according to established procedures
- Maintain a six foot distance from others at all times

Visitors will not be allowed to enter the building beyond the main entrance unless granted permission by the school principal.

Protecting Vulnerable Individuals

CDC Guidance – High-risk Existing Conditions

The Chesapeake Bay Governor's School will provide optional full-time online learning for students who are unable to return to school due to a high-risk of acquiring the virus.

Whenever possible, workplace modifications will be provided for employees who are at high-risk of acquiring the virus. Medical documentation will be required if an employee is considered high-risk.

Leave (Time Off) Policies and Excused Absence Policies

If an employee is diagnosed with COVID-19, has symptoms and is seeking medical attention, or is caring for someone that is ill with the virus, he/she may receive up to two weeks of paid leave (Families First Coronavirus Response Act - FFCRA). FFCRA leave will not be taken from their current sick leave balance.

Return to Work/Class

Students or staff with symptoms or a confirmed case of COVID-19 may return:

- At least 10 days since symptoms first appeared **and**
- At least 24 hours with no fever - without fever-reducing medication **and**
- Your symptoms have improved

If you have been exposed to a person with a confirmed case COVID-19:
It is important to remember that anyone who has close contact with someone with COVID-19 should stay home for 14 days **after exposure** to the individual. This timeframe is based on the time it takes to develop the illness.

Preparing for When Someone Gets Sick

Separation and Isolation of Symptomatic Students and Staff

KQPS will ensure that the school staff, the students and their families know that they should not come to school, and that they should notify school officials (Principal or designee) if they become sick and have COVID-19 symptoms, test positive for COVID-19, have been exposed to someone with COVID-19 symptoms or someone who has a confirmed or suspected case.

KQPS will immediately separate staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) to the designated school isolation room. Individuals who are sick will be sent home or to a healthcare facility depending on how severe their symptoms are at the time of discovery. The individual will be required to follow CDC guidance for caring for oneself and others who are sick.

Transportation

Parents/guardians will be notified and students will be required to be picked up. Students will not be permitted to ride the bus home.

Cleaning and Disinfecting

KQPS will close off areas within the school building that were visited by an individual showing symptoms of COVID-19 and/or diagnosed with COVID-19 and will not use these areas until proper cleaning and disinfecting has occurred.

Notification of Health Officials and Close Contacts

In accordance with state and local laws and regulations, the Superintendent will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disability Act (ADA). KQPS will inform those who have had close contact with a person diagnosed with COVID-19 to stay home, self-monitor for symptoms, and to follow CDC guidance if symptoms develop.

Planning for Closure Due to Severe Conditions

KQPS will work closely with the Virginia Department of Health to determine if/when school closures are warranted. Should an outbreak occur, KQPS will transition to fully remote learning.

Individual school closures will occur independently of one another, as infection rates across the county may vary at any given time.

The Pivot Back to Remote Learning: Checklists for Teachers, Principals, and Ed-Tech Leaders

Cathlean Snyder, top right, a teacher in the Caddo Parish schools in Louisiana, was juggling a full-time online teaching load, and helping her five children with their school assignments, during the coronavirus school closures. When the 2020-21 school year begins, many teachers across the country will be juggling remote teaching and child care responsibilities again.
—Henrietta Wildsmith/The Times-Picayune/The New Orleans Advocate

By Mark Lieberman

July 22, 2020

Here's the painful reality: It is likely that during the 2020-21 academic year, many school districts will have to shift back to full-time remote learning, some just for short periods and others for much longer stretches of time.

A growing number of school districts have already decided they'll be **starting the year with full-time remote learning**, acknowledging it's widely regarded as the safest approach despite stern warnings from federal officials to reopen school buildings.

Schools and society at large have an advantage this time around, though: Nearly everyone experienced it in the spring, and the memories are still fresh. Efforts to bridge tech equity gaps that became evident in the spring are **already underway**, and more time to prepare reduces the risk of being caught off guard.

But that does not mean there still isn't a lot of work to be done. Experts are imploring schools to take steps now to account for the possibility that another rapid transition back to full-time remote learning will take place if the coronavirus continues to spread in most parts of the United States.

Here's how to get ready for that rapid transition:

Teachers

Continue to learn remote teaching skills even while schools are open

Some professional development programs will be mandatory, while others will be optional. They'll cover basics like how to use the learning management system and steps for communicating more effectively with students. **Teachers will also need training** on establishing a remote learning "cadence," balancing synchronous (live lessons) and asynchronous (assignments and projects completed anytime) teaching, finding supplementary online curriculum materials, and reconfiguring time management to remote teaching environments.

Share virtual teaching tips and online curriculum ideas—now!

At a time when everyone is stretched thin, teachers can help each other by sharing lesson plans and curriculum materials, and by sharing expertise and tips on online tools with each other. They can also team up to reshape the curriculum with virtual learning in mind, by cutting out excess material and leaving more room for the fundamentals. Teachers who are comfortable working with students remotely might be assigned populations of students who most benefit from carefully designed, personalized remote instruction.

"This idea that a teacher walks into the room, closes the door, and she's the queen of her castle, that often doesn't produce as good of results as when you have folks that are team teaching in a way where folks can do things to their strengths," said Michael Barbour, an associate professor of instructional design at Touro University California.

Require that students use the learning management system

Lack of experience using learning management systems was **a problem in many places** last spring when schools pivoted to remote learning. Even if most students are in school buildings, educators can prepare them for a potential shift to full-time virtual learning by requiring that at least one assignment per week is done online, and by using the learning management system as the primary hub for course materials.

Teachers can also get the school year off on the right foot by working with students and parents to turn off unnecessary email and text notifications that the district automatically sends to parents and students.

How to Prepare for a Pivot Back To Remote Learning

Checklists for Teachers, Principals, and Tech Leaders

TEACHERS

- ✔ Continue to learn remote teaching skills even while schools are open
- ✔ Share virtual teaching tips and online curriculum ideas—now!
- ✔ Require that students use the learning management system

PRINCIPALS

- ✔ Anticipate more emails and online feedback from parents
- ✔ Construct and distribute a readiness assessment
- ✔ Explore external partnerships

TECH LEADERS

- ✔ Get 'everything' uploaded online
- ✔ Advocate for low-cost internet access
- ✔ Carefully vet tech products and scrap those that didn't work

Icons: Getty
SOURCE: Education Week reporting

Principals

Anticipate more emails and online feedback from parents

At-home learning gives parents a daily window into the classroom that they don't have when students are in school buildings. That means some will gain a new appreciation for the hard work teachers do, while others will find more opportunities to be critical of their kids' teachers and schools.

In almost all cases, parents will need more help than they usually do, whether they're seeking information about technology tools or guidance on how to help their child learn within the limited windows of time they have. Some districts are creating online "**parent academies**" that anticipate as many questions parents might have as possible. Preparing those materials ahead of time also reduces the burden on staff to answer emails and phone calls once the school year starts.

Construct and distribute a readiness assessment

The school needs to know whether parents want or need to send their children to the physical building; what kind of digital device and broadband access students will have if they stay home; and whether students' living situations and learning habits are conducive to virtual education. Teachers will also need to have a plan for how to gauge students' progress through the learning material given the disruptions this spring.

It's particularly important to understand the additional support students feel they would need to learn more effectively at home. Children of essential workers should be prioritized in this data-gathering operation, as they're most likely to need additional support while their families are not at home during the school day.

Those plans will help guide the district's next steps, which could include:

- purchasing and distributing mobile hotspots

- dispatching Wi-Fi-equipped buses to communities underserved by internet service providers
- establishing an emergency IT repair desk to handle quick fixes on students' essential equipment
- developing a list of students who will most need in-person support this fall

Explore external partnerships

State-run online schools as well as local virtual charters and online education support organizations have spent years developing resources that could be useful for districts getting up to speed with remote learning. Priorities should include:

- Borrowing or adapting digital content that's already proved effective in virtual classrooms
- Gaining insights and best practices from virtual teachers' experiences
- Establishing partnerships to share online courses and minimize duplication of resources

Tech Leaders

Get 'everything' uploaded online

Don't assume teachers and students know how to productively use even the most familiar or basic technology programs. Offer frameworks and structures that teachers can mimic for structuring content in the online platforms they use to deliver content to students. A primary goal should be getting as many learning materials as possible into a digital environment, in time for the start of the school year regardless of the reopening strategy. Similarly, schools should prioritize developing a consistent standard for measuring attendance/engagement and, where necessary, adopting a technology platform that can help teachers easily track those metrics for students.

Professional development opportunities will be most valuable to teachers if they mimic the delivery method of a course their students will experience this fall. For instance, If students will be learning at home using digital tools, professional development for teachers should be offered using those same digital tools, so teachers can see how students will experience them.

Advocate for low-cost internet access

Many internet service providers have been offering discounts on broadband service to households that need it during the pandemic. Some of those offers expired this summer, and new ones are cropping up as the new school year approaches. Keep track of the available offerings in your area, and if they aren't sufficient to address access gaps in your district, contact those providers and advocate for increased access. Be mindful of specific areas within your district that might need special attention, such as Native or rural communities.

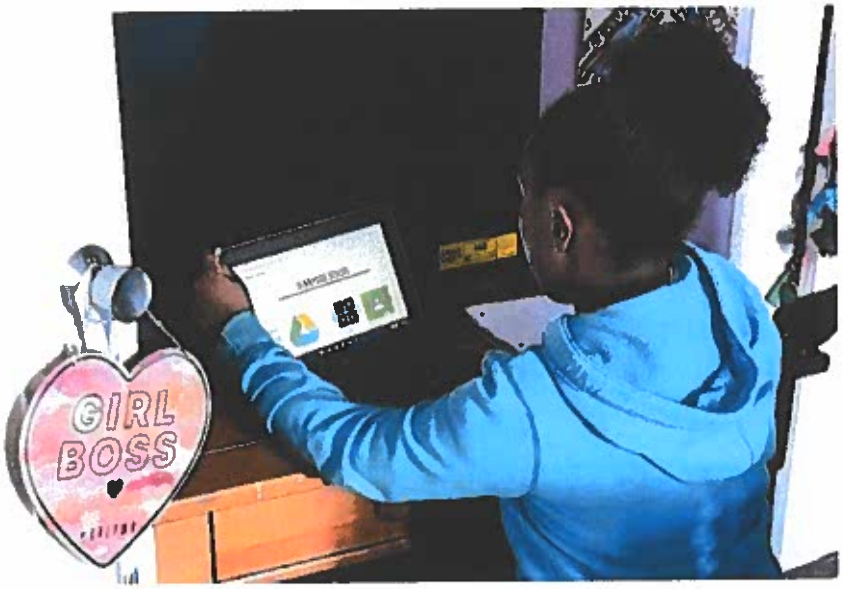
Ed-tech groups are also calling on Congress to **provide billions of dollars** to improve broadband infrastructure nationwide.

Carefully vet tech products and scrap those that didn't work

Decisions to sign contracts with technology providers should be **driven by schools' demonstrated needs**, and governed by principles including keeping students' data safe and secure, and avoiding or minimizing bias perpetuated by algorithms. Whenever possible, schools should consult usage data from the spring, combined with qualitative insights from students and teachers, to get a clear picture of the technology needs and to identify products that might not be worth another investment.

*> For more on this topic, read: **How COVID-19 Is Shaping Tech Use, What That Means When Schools Reopen***

How to Balance In-Person and Remote Instruction



Sunnyside Elementary School 4th grader Miriam Amacker tackles a school assignment at her home in San Francisco last spring. Experts say many students will likely be transitioning back and forth between remote and in-person instruction this school year.
—Jeff Chiu/AP

By Mark Lieberman

July 22, 2020

The Nashville, Tenn., schools made the decision this month to stick to full-time remote learning when the 2020-21 school year begins. In Bennington, Neb., the school district is planning to open schools for all students five days a week. And the New York City public school district is designing a hybrid model in which students would be in school a few days a week and learning remotely the other days.

Deciding among those three options can be an excruciating decision for school officials. They all have their benefits and drawbacks, and supporters and opponents. And they represent a much different look for the coming school year than what we saw this spring, when virtually all schools were operating remotely.

But the choice many schools appear to be leaning toward is the hybrid model, at least for now. Some will welcome students only four days a week. Others will split students into groups who attend for only part of the day, or on certain days of the week, or on certain weeks of the month. When they are not in school buildings, they will be learning remotely.

Some school and district leaders are leaning toward the hybrid model because they are concerned about the health of students and staff members if buildings reopen, and about the learning loss that can happen in fully remote environments. Many students will arrive

carrying traumatic experiences from the spring and summer, whether dealing with the virus firsthand or feeling the effects of long-term social isolation and academic loss. The cancellation of summative tests and the disruption to the last quarter of the school year has also set back many students from meeting learning objectives and acquiring the knowledge and skills they'll need to advance in their new classes.

These are the conditions that schools will face this fall as they reconfigure operations to meet the new reality and choose the models they think will work best for students and educators.

Here's what experts and educators say an effective hybrid model should emphasize:

6 Essentials for In-Person Instruction

1. Identify the students who would benefit most from in-person instruction

- Students in elementary school
- Students who need to work one-on-one with a tutor, assistant, or aide
- Students who lack at-home internet access or suitable digital devices
- Students whose at-home situation or whose family responsibilities for work and child care don't lend themselves to consistent remote learning
- Students learning English as a second language

2. Devote face-to-face time to technical training for students and teachers

During the first week or two of in-person instruction, teachers should walk students through the learning management system, class pages, videoconference platforms, and any other tools they might be using when they are learning remotely. Ask students to check whether the digital devices they used at home this spring are still working. Deploy IT teams where needed for troubleshooting and equipment repair.

3. Partner with local businesses and community organizations

"Learning can happen anywhere," said Susan Patrick, CEO of the Aurora Institute, a research and advocacy organization for online and blended learning. Tutors working with students at local churches or libraries can provide supplemental instruction that accounts for limited capacity in school buildings and gives students a sense that learning doesn't stop when they're not physically at school. Local organizations and businesses that are open safely can also provide internet connections for students and teachers who don't have them at home.

4. Focus on curriculum components that are most difficult to teach remotely.

Remember that in-person instruction may stop being an option at some point during the school year due to a resurgence of COVID-19. Identify material ahead of time that's a priority for in-person instruction. Reorient the structure of the course to focus on those in-person priorities.

5. Provide students with learning tools and supplies to take home

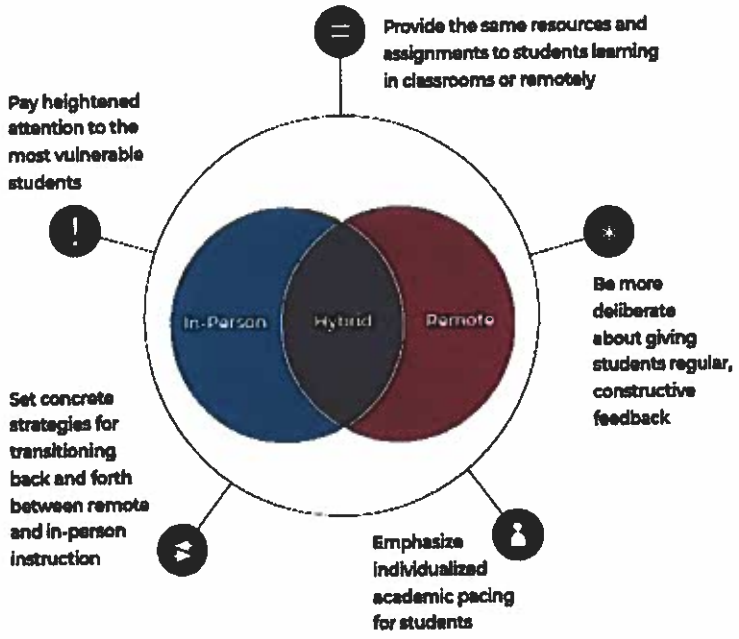
- "Manipulative" bags for elementary schoolers
  - colored chips for counting
  - base ten blocks

  - dice
  - rulers
  - readers
- School supplies
  - Crayons
  - Mini-whiteboards
  - Graph paper

6. Do not spend too much time lecturing

Particularly for teachers who aren't trained in delivering individualized instruction remotely, classroom time should be devoted to interacting with students, asking them questions, and constructing active experiences. This will give teachers an opportunity to get to know the students better and the kids opportunities to get to know each other better, so they can be a source of support for each other when they are learning remotely.

The Essentials for Hybrid Learning



SOURCE: Education Week reporting

10 Essentials for Remote Learning

1. Play to teachers' strengths

When possible, teachers with expertise in online/remote teaching should be designated to work closely with students who have chosen or been selected to remain at home for the school year. Teachers who are more comfortable with in-person teaching can work with students who are able to come in. Teachers with online expertise can pair up with teachers who need help to provide guidance and mentorship.

Some schools will send teachers to the school building regardless of whether students are attending. Those teachers will be able to use the tools and Wi-fi in their classrooms, and, in many cases, spread out more than they would at home.

2. Create a landing page in the learning management system for each course. That page should include:

- Contact information for teacher and school

- Calendar with office hours, semester schedule, and assignment due dates
- Links to virtual meetings for synchronous instruction and office hours

These pages should look the same across all courses in a school, and ideally in a district.

This summer, the Opelika school district in Alabama pulled in 60 K-12 teachers and asked them to design a virtual fourth week of the courses they regularly teach. The school's tech team gave participants parameters for which LMS and software programs to use. When the participants shared their finished work, the tech team identified which virtual classes had the cleanest layout and required the fewest clicks. Those courses will serve as a model for the visual presentation of courses throughout the district.

3. Balance high- and low-tech offerings

A 45-minute phone call with each student on a regular weekly schedule may be as effective, if not more so, than regular videoconference calls with large groups of students. Students may be using mobile devices rather than laptops or tablets while working at home, which means learning materials should be presented in digestible chunks whenever possible.

Many online tools can be accessed offline easily by downloading webpages as PDFs and loading files onto hard drives, as laid out in this **resource guide.**

4. Offer students a variety of pathways to learn

The biggest mistake newcomers to teaching remotely make, experts say, is assuming that students need to be engaged in live instruction 100 percent of the time. What students really need is variety and options, to account for their wide range of preferences and behaviors while learning. To illustrate a concept, educators should think about providing some combination of the following:

- Readings
- Videos
- Diagrams
- Images
- Animations
- Games
- Interactives

Here are some resources to consider for creating those options:

- **OER Commons**
- **CK-12**
- **Merlot**
- **MIT Open Courseware**
- **Open Course Library**
- **Open Learning Initiative**
- **CNX**
- **Florida Virtual Course**
- **eDynamics**

5. Encourage interaction among students

Use videoconference meetings to give students an opportunity to see and interact with each other. Emphasize the value of teamwork by encouraging students to collaborate or share ideas. Consider videoconferencing with small groups of students at a time rather than an entire class.

6. Prioritize helping students develop healthy habits

- Learning how to learn: Find out from students early on what kinds of synchronous and asynchronous supports they prefer. Advise them to be honest about what worked and didn't work remotely in the spring.

- Self-regulation: Clearly communicate assignments to students and be explicit about when and how they're due. Emphasize activities that encourage students to develop questions or explore areas of curiosity.
- Goal-setting: Encourage students at the start of each week to establish clear, measurable, and attainable goals. Check in with them periodically to ensure they're making progress, and offer help to students who are struggling.

7. Ask teachers what they need, such as:

- Microphones and headsets for effective videoconferencing
- Internet access (at home or in an alternative location)
- Camera for video recording
- Access to the school building/classroom (if safe and legally permitted)
- Mini-whiteboard and markers

8. Take things slow, master the technologies first

Don't rush into teaching the curriculum before students are fully acquainted with the technology they'll need to use. Focus on introducing one tool to them at a time, making sure they understand it and then moving on to the next one.

And consider chunking lesson planning into weeks rather than days. It will be difficult to ensure daily that every student is progressing through the learning material at the same pace, but setting weekly goals will help account for different approaches students will take to completing assignments and gaining knowledge.

9. Ensure contracts with education and technology companies protect students' data

Some schools entered into rapid agreements with tech companies this spring, bypassing some of the more elongated contract negotiations they'd typically do. That opened the door for some major **data privacy concerns.**

Designate a privacy expert for your school or district if you don't have one already. A few questions that person should help schools ask about technologies that will be used by teachers and students this fall:

- What was the goal for using it this spring and is it really needed for the coming school year?
- Did the technology meet that goal, and will that goal be the same in 2020-21?
- Does the tool meet the school's privacy and security standards under normal circumstances?

10. Strengthen cybersecurity protections

Cyberattacks against schools have been on the rise for years prior to the pandemic, and widespread remote learning only **heightens the risk.** Teachers and students are accessing the school network from a wider variety of devices than ever before, offering hackers more opportunities to infiltrate the system. When teachers use tech tools that haven't been officially sanctioned by the district, they risk the possibility of their account information, or students' information, getting stolen.

"Cybersecurity is a big concern for me because of the increase in remote access into our systems and users possibly logging into accounts and systems from personal devices rather than district owned devices," said Teresa Rehman, director of technology for the Roxbury district in New Jersey.

Cybersecurity priorities should include:

- Installing:
  - Intrusion prevention/detection
  - Malware scanning
  - Secure access control
- Implementing two-factor authentication for logins

Published: July 22, 2020

COVID-19 & Remote Learning: How to Make It Work

—Stephanie Shafer for Education Week

By Mark Lieberman

Few schools in the United States will get through the 2020-21 academic year without some form of remote learning, for some portion of the student body, for some period of time.

Until an effective vaccine for COVID-19 is widely available and distributed, the possibility of viral spread will pose an obstacle to many forms of in-person interaction, particularly in indoor spaces such as school buildings. Health officials' recommendations for social distancing in classrooms will limit the number of students who have the option to head to school every weekday. And safety concerns from parents, teachers, and other staff members will keep many people at home even if school buildings are permitted to reopen in some capacity.

To complicate planning for the school year, state and local education budgets are tightening, contradictory policy recommendations are circulating, and the coronavirus continues to spread. The rapid and massive shift to remote learning in the spring also revealed that access

About this Project

to Wi-Fi and digital devices at home remains inadequate for millions of U.S. households; and many schools lack the technological infrastructure or resources to ensure all students can learn online.

The burden schools will face to improve upon the scattered and chaotic remote learning efforts from the spring will be big—but not insurmountable, experts say.

"I think that too often the focus is on what's lost and not on what's potentially gained" from the constraints on traditional in-person instruction, said Chris Dede, a professor at the Harvard Graduate School of Education, who has studied the use of educational technology in schools for decades.

Dede and other experts believe educators have many high-tech and low-tech tools at their disposal to provide students with meaningful learning experiences whether they're in school physically or not. Almost every school in the country engaged in remote learning to an extent this spring, they say, which means every school has a foundation from which to grow. Add some extra time to plan over the summer, and the possibility of some in-person instruction in the fall that wasn't possible in the spring, and educators and experts alike have reason for measured optimism.

HOW WE GO BACK TO SCHOOL

Fourth in a series of eight installments.

These times are unprecedented. Through these eight installments, we will explore the steps administrators need to take to ensure the safety of students and faculty.

> **Part 1:** Socially Distanced School Day
> **Part 2:** Scheduling and Staffing
> **Part 3:** Transportation
> **Up next:** Teaching

"There's a huge opportunity for a lot of schools and classrooms right now" to break out of traditional approaches and develop new ones, said Ryan Stanley, technology director of Alaska's Educational Resource Center. "If a school is trying to do what they did, the way they used to deliver instruction, and pick it up into the distance classroom, they're missing the opportunity."

Education Week interviewed more than five dozen educators and experts, and examined numerous districts' reopening plans as well as guidance from organizations that support remote and technology-enabled learning. In the fourth installment of How We Go Back to School, we offer tips, checklists, best practices, and expert advice on how to make teaching and learning at home engaging, productive, and equitable.

- **Downloadable Guide:** How Educators Can Help Parents: 6 Remote Learning Tips

THE REMOTE LEARNING TRANSITION

How to Prepare for a Pivot Back To Remote Learning

Checklists for Teachers, Principals, and Tech Leaders

TEACHERS

- ✔ Continue to learn remote teaching skills even while schools are open
- ✔ Share virtual teaching tips and online curriculum ideas—now!
- ✔ Require that students use the learning management system

PRINCIPALS

- ✔ Anticipate more emails and online feedback from parents
- ✔ Construct and distribute a readiness assessment
- ✔ Explore external partnerships

TECH LEADERS

- ✔ Get 'everything' uploaded online
- ✔ Advocate for low-cost internet access
- ✔ Carefully vet tech products and scrap those that didn't work

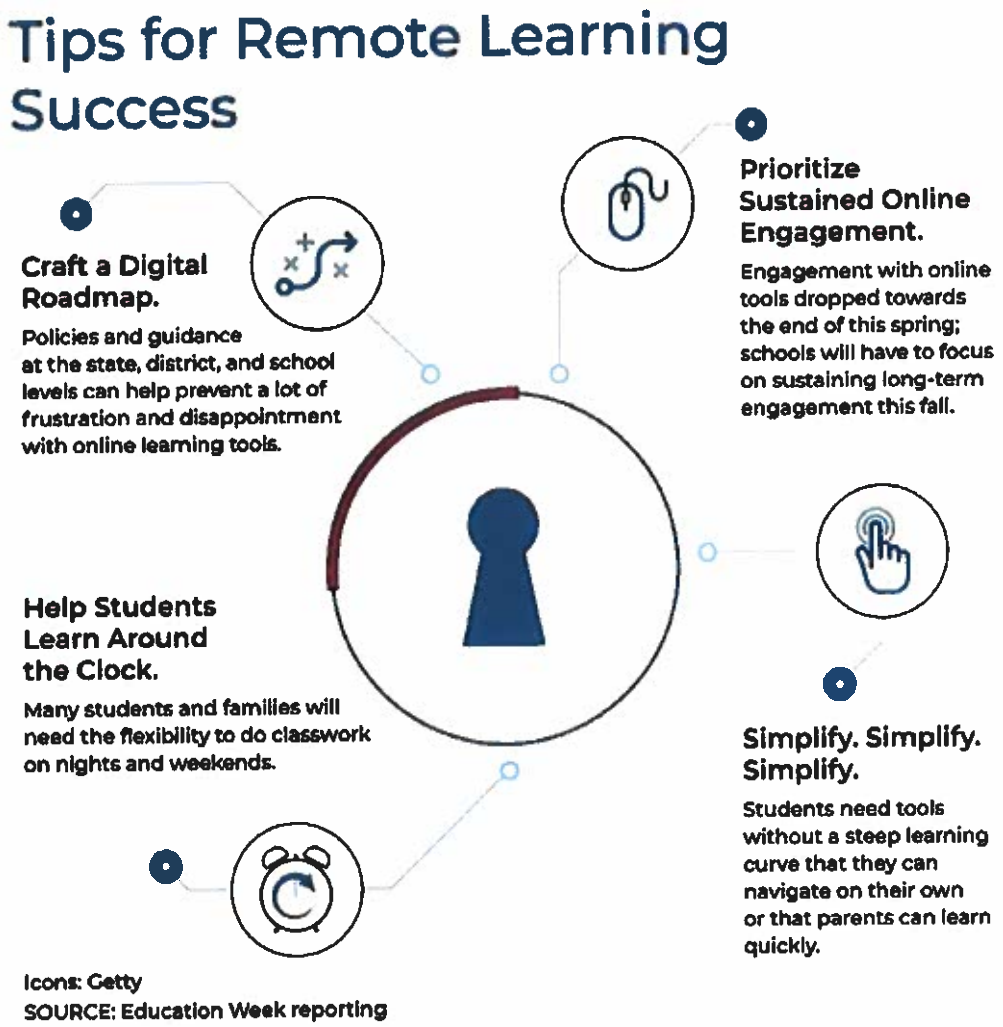
Icons: Getty
SOURCE: Education Week reporting

No one wants to repeat the nightmare scenarios from this spring, when schools across the country were confronted with rapid mandates to close school buildings and hastily begin remote instruction. But the reality is that COVID-19 won't disappear until an effective vaccine is widely available.

As the current surge of cases in several U.S. states shows, the nature of the virus in a geographic region can change dramatically in a short time. Schools need to be ready to pivot back to teaching students remotely without taking several weeks off or scrambling madly to expand access and assemble resources. These insights from educators and experts will help clarify the biggest priorities for ensuring a smooth transition, regardless of the circumstances.

- **Deep Dive:** The Pivot Back to Remote Learning: Checklists for Teachers, Principals, and Ed-Tech Leaders
- **Technology Counts:** Like It or Not, K-12 Schools Are Doing a Digital Leapfrog During COVID-19

EVALUATING ED-TECH TOOLS



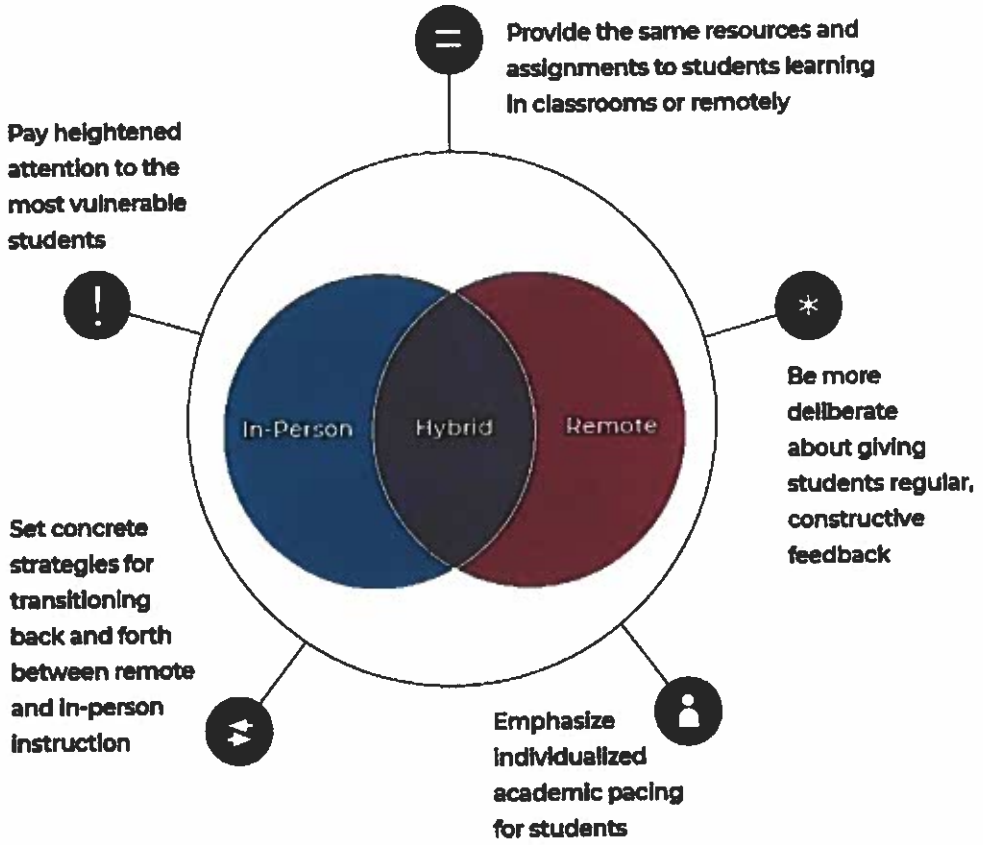
The number of students using educational technology tools skyrocketed during full-time remote learning this spring. But the uptick in usage strained educators, particularly if they hadn't previously been trained on those tools.

The benefit heading into the 2020-21 school year is that schools now have more data than ever before that can show the tools students use to learn, and how those tools are being used. Sorting through those numbers can be daunting, and figuring out what to do with the findings adds an extra layer of complexity. Education Week talked to educators, school district technology directors, and senior executives from ed-tech companies to help educators understand how to make sense of technology usage data to evaluate the effectiveness of those tools in helping all students learn.

- **Deep Dive:** Knowing How Students and Teachers Use Tech Is Vital
- **Technology Counts:** How COVID-19 Is Shaping Tech Use. What That Means When Schools Reopen

DESIGNING HYBRID INSTRUCTION

The Essentials for Hybrid Learning



SOURCE: Education Week reporting

Many students will attend school in-person this fall, but not for the full five-day week. Even schools that fully reopen will have to serve students whose parents prefer to keep them home. All school districts will have to offer hybrid learning programs to some degree, with a mixture of in-person and online instruction.

Schools that currently have or plan to develop this capability will be better-positioned to effectively serve students' learning needs in the long term, even once the pandemic is over. The key is to adopt a set of core principles that can be applied in either face-to-face or remote contexts, and to acknowledge which aspects of the learning process can and can't be accomplished remotely. Education Week outlines the best practices for each aspect of the hybrid approach.

- **Deep Dive:** How to Balance In-Person and Remote Instruction
- **Technology Counts:** How COVID-19 Is Shaping Tech Use. What That Means When Schools Reopen

VIRTUAL PD

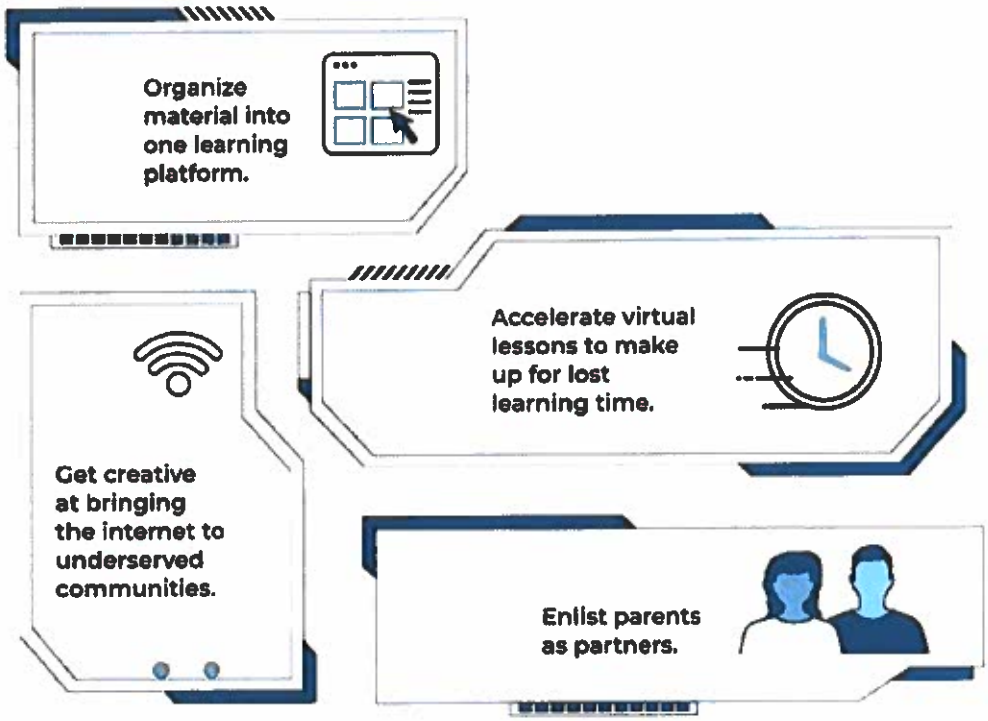
SOURCE: Education Week reporting

Well-honed online teaching skills will likely underpin the success of remote instruction this school year, moving districts away from the chaos, inconsistencies, and low student engagement from the spring. But to get there, schools will need to put in place effective, ongoing professional development programs for teachers, principals, and district administrators.

Based on interviews with educators and experts, one priority is very clear: Classroom educators, principals, and district leaders need to make a big commitment to mastering their learning management systems, honing video teaching skills, understanding what remote assessment should look like, providing PD for school and district administrators, and utilizing training resources from nonprofits and education companies.

- **Deep Dive:** 5 Tips for Remote Learning PD Success

4 Ways to Tackle the Digital Divide



Icons: Getty
SOURCE: Education Week reporting

An EdWeek Research Center survey in April found that 62 percent of leaders in districts with poverty rates under 25 percent said everyone who needed home internet access had it. For leaders in districts where the poverty rates exceed 75 percent, the reported rate of access was just 31 percent.

That is a huge digital equity gap going into the 2020-21 school year.

Many districts are using the summer to put in place approaches to begin to close such equity gaps—or at least prevent them from widening if schools return to full-time remote learning or some combination of virtual and in-person instruction. To bridge those gaps, Education Week put together five key digital equity lessons learned from the spring that can be applied to the 2020-21 school year. Those lessons learned are based on extensive interviews with school district leaders around the country, data on the digital divide, and expert analyses.

- **Deep Dive:** How to Address Big Tech Equity Challenges
- **Technology Counts:** Coronavirus Pushes Schools Closer to a Computer for Every Student

Education Week spoke to many experts for this installment. In alphabetical order, they are:
Alaina Adams, digital content expert and administrator, Phoenix Union High School District (Arizona); Salisha Adams, English department chair, KIPP Newark Collegiate Academy North (Newark, N.J.); Sarba Aguda, chief academic officer, KIPP New Jersey and Miami; Thea Andrade, chief achievement officer, Phoenix Union High School District (Arizona); John Armstrong, director of technology and information services, Joliet Public Schools (Illinois); Linnette Attai, president, PlayWell; Bernadette Ball-Oliver, executive director of high schools, Savannah-Chatham County School District (Georgia); Michael Barbour, associate professor of instructional design, Touro University California; Mary Batiwalla, director of evaluation analytics, ClassLink; Brian Beatty, associate professor of instructional technologies, San Francisco State University; Karolyn Belcher, chief academic officer, Charleston County School District (South Carolina); Kenneth Bouwens, director of CTE/STEAM and Innovation, Louisa County Public Schools (Virginia); Michelle Burke, instructional technology specialist, Madrid-Waddington Public Schools (New York); Dan Carroll, founder, Clever; Tawni Casteel, math teacher, PXU

Irene B. Longest
Treasurer, King and Queen County
July 30, 2020

Balance as of July 30, 2020

C&F - CDBG	$	101,039.68
C&F - Checking	$	1,575,835.00
C&F - Overnight Sweep Account	$	3,421,299.26
C&F - CD	$	5,079,236.81
LGIP - Republic	$	8,869,545.86
LGIP - County	$	6,263.60
LGIP - Landfill Contingency Reserve	$	966,842.95
LGIP - Rescue Squads	$	189,849.13
LGIP - Reserve	$	2,413,397.80
LGIP - Schools	$	764,959.47
VIP 1-3 Year - Landfill	$	1,080,836.78
VIP 1-3 Year - Landfill Contigency	$	1,080,836.78
VIP NAV Liquidity - Landfill	$	1,042,962.79
VIP NAV Liquidity - Landfill Contigency	$	1,041,274.68
Total	**$**	**27,634,180.59**

NOTES:

Abatements - July 2020	ABA	PTR	Total
Commissioner of Revenue	-	-	#REF!
Treasurer	$ 115.00	$ -	$ 115.00

Supplements - July 2020	Supplement	PTR
Commissoner of Revenue	-	-

* Waiting on Report from Commissioner of Revenue

Prepared by: Irene B. Longest 8/5/2020

DATE	TYPE	YEAR	CLAS	TRN	TICKET#	NAME	PP VALUE	ABA AMOUNT	PTR AMOUNT	TOTAL ABATEMENT
7/09/2020	PP	2019	AF	ABA	00066170001	ALLIE BABA	2025	30.00-		
7/09/2020	PP	2019	AF	ABA	00066500001	MOOR CLEAN	200	30.00-		
7/09/2020	PP	2019	AF	ABA	00087570001	ALLIE BABA		25.00-		
						TYPE TOTALS	2225	85.00-	.00	85.00-

DATE	TYPE	YEAR	CLAS	TRN	TICKET#	NAME	PP VALUE	ABA AMOUNT	PTR AMOUNT	TOTAL ABATEMENT
7/21/2020	RE	2019	AF	ABA	00082720001	THE BANK OF NEW YORK MELLON		30.00-		
						TYPE TOTALS		30.00-	.00	30.00-
						YEAR TOTALS	2225	115.00-	.00	115.00-
ABATEMENT COUNT =		4				TOTALS	2225	115.00-	.00	115.00-

AGENDA: August 10, 2020 Regular Meeting

ITEM #7:

Budget Amendment – Clerk of Circuit Court

ACTION REQUESTED:

Request approval of a budget amendment for the Clerk of Circuit Court. The Compensation Board approved a 9% Career Development salary increase for the Clerk, Vanessa Porter. The salary for the Clerk is covered by the Compensation Board at 100% so this amendment is pass through state funds only.

ATTACHMENTS:

- Budget Amendment Form
- Approved Compensation Board budget

KING AND QUEEN COUNTY FY 2020-2021
BUDGET AMENDMENT/TRANSFER FORM

Budget Amendment: _____

Budget Supplement: X

Budget Transfer: _____

DEPARTMENT: Clerk of Circuit Court **DATE: August 10, 2020**

A. BUDGET AMENDMENT/SUPPLEMENT

FUND	DEPT. CODE	ACCT. CODE	OBJ. CODE	PROJ. NO.*	PHASE*	REQUESTED AMENDMENT
100	21600	1100				7525.35
100	21600	2100				575.69
100	21600	2210				649.44
100	21600	2400				100.84
3-100-23070-0001 $8,851.32				Sub-Total This Page		
				GRAND TOTAL		$8,851.32

REASON FOR AMENDMENT/SUPPLEMENT: The Compensation Board approved a Career Development salary increase of 9% for the Clerk of Circuit court for FY21. The salary of the Clerk of Circuit Court is paid 100% by the state so these are pass through funds.

B. BUDGET TRANSFER

TRANSFER FROM:

FUND	DEPT. CODE	ACCT. CODE	OBJ. CODE	PROJ. NO.*	PHASE*	REQUESTED AMENDMENT

TRANSFER TO:

FUND	DEPT. CODE	ACCT. CODE	OBJ. CODE	PROJ. NO.*	PHASE*	REQUESTED AMENDMENT

REASON FOR TRANSFER:

APPROVED _____ **DENIED** _____ **DATE** _____

office = 773 locality = 097

Compensation Board
Commonwealth of Virginia

Constitutional Officers Budgets and Salaries

◆ Approved FY21 Budgets

0.0213 1.00

The Constitutional Officer Budgets provided on this site are as approved by the Compensation Board on May 1 for the following fiscal year, effective July 1 through June 30, and do not reflect any amendments, if any, approved by the Compensation Board since May 1. The Compensation Board approved budgets reflect the minimum amount that must be approved by the local government for the Constitutional Officer. Most local governments approve additional funding for Constitutional Officers than is reflected on the Compensation Board approved budgets. Local governments may approve salary supplements, additional positions and other increased expenses for Constitutional Officers; this information is not available from the Compensation Board or on the approved budgets herein. This information is available from the Constitutional Officer or local government.

FY21 Budget For the King and Queen Clerk of the Circuit Court's Office

PORTER, Clerk of the Circuit Court

Positions/Salaries:

Position Number	Class Code	Budgeted Salary	Current Salary	Estimated Fringe Benefits*
00001	CLERK	88,435	88,435	5,930
00002	DCII	31,305	31,305	2,099
00003	GOC	25,430	25,430	1,705

Total Positions by Class Code:

Class Code	Number of Positions
CLRK9	1
DCII	1
GOC	1

Total Number of Compensation Board Positions: 3

Total Salaries Budgeted: 145,170 **Estimated Fringe Benefits*:** 9,735

Total Temporary Employees Salaries Budgeted: 540 **Temporary Employees Estimated Fringe Benefits*:** 28

Total Office Expense Budgeted: 0

Total Equipment Budgeted: 0

Total May 1 Approved Compensation Board Budget*: 145,710 **(based upon budgeted amounts; does not include Fringe Benefits)**

***Fringe Benefits are not budgeted, but are reimbursed based upon salary paid.**

Phone: 804.786.0786
Fax: 804.371.0235
Contact us

Delivery Address (UPS and Fed Ex):
102 Governor Street, Suite 120
1st Floor
Richmond, VA 23219

Mailing Address
(U.S. Postal):
P.O. Box 710
Richmond, VA 23218-0710

Directions
to our building

AGENDA: August 10, 2020 Regular Meeting

ITEM #8:

Health Insurance Coverage – New Hires

ACTION REQUESTED:

County Administrator will provide background information.

ATTACHMENTS:

- Health insurance premium comparison

2020 Health Insurance Renewal Rates

	HMO 20/40 Copay Plan	High Deductible Plan
Premium	$1,246.79	$824.89
HSA Contribution	$0.00	$250.00
Monthly Cost (County)	$1,246.79	$1,074.89
Annual Cost (County)	$14,961.48	$12,898.68
Annual Savings per employee		$2,062.80

AGENDA: August 10, 2020 Regular Meeting

ITEM #9:

New DOLI Regulations and CARES Exemption Options

ACTION REQUESTED:

County Administrator will provide background information.

ATTACHMENTS:

- None

King and Queen County

Founded 1691 in Virginia

Office of the County Administrator
P.O. Box 177 • King and Queen Court House, Virginia 23085
Phone: (804) 785-5985 • Fax: (804) 785-599

MEMORANDUM

TO: BOS
FROM: Tom Swartzwelder

DATE: 8-5-2020

RE: Families First Corona Virus Response Act ("FFCRA") exemptions

---

The FFCRA provides paid sick leave and expanded Family and Medical leave. These "Paid Leave Entitlements" fall into 6 categories. To best explain this portion of FFCRA, I have attached the "Employees Rights" poster created by the US Department of Labor as well as the more detailed guidance upon which the poster is based. Upon review you will note that different categories receive different benefits.

FFCRA contains optional exemptions from these new benefits for two types of employees, "health care providers and emergency responders". DOL guidance suggests that deputies, dispatchers, firefighters, EMT's, paramedics and EMS personnel are all defined as "emergency responders

As stated above, the exemption is optional and not mandatory.

After speaking with the Sheriff and the Emergency Services Coordinator, it was their request that "emergency responders" be exempt from the benefits numbered 4, 5 and 6 on he attached poster. They were particularly concerned about items 5 and 6.

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▸ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to $511 daily and $5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to $200 daily and $2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅔ for qualifying reason #5 below for up to $200 daily and $12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▸ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

▸ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

▸ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd

WH1422 REV 03/20

U.S. DEPARTMENT OF LABOR

Wage and Hour Division

Families First Coronavirus Response Act: Employer Paid Leave Requirements

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19.[1] The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020.

Generally, the Act provides that covered employers must provide to **all employees**:[2]

- *Two weeks (up to 80 hours) of **paid sick leave** at the employee's regular rate of pay* where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- *Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee's regular rate of pay* because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.

A covered employer must provide to **employees that it has employed for at least 30 days**:[3]

- *Up to an additional 10 weeks of **paid expanded family and medical leave** at two-thirds the employee's regular rate of pay* where an employee is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

Covered Employers: The paid sick leave and expanded family and medical leave provisions of the FFCRA apply to certain public employers, and private employers with fewer than 500 employees.[4] Most employees of the federal government are covered by Title II of the Family and Medical Leave Act, which was not amended by this Act, and are therefore not covered by the expanded family and medical leave provisions of the FFCRA. However, federal employees covered by Title II of the Family and Medical Leave Act are covered by the paid sick leave provision.

Small businesses with fewer than 50 employees may qualify for exemption from the requirement to provide leave due to school closings or child care unavailability if the leave requirements would jeopardize the viability of the business as a going concern.

Qualifying Reasons for Leave:

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (**or unable to telework**) due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

Duration of Leave:

For reasons (1)-(4) and (6): A full-time employee is eligible for up to 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

For reason (5): A full-time employee is eligible for up to 12 weeks of leave at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

Calculation of Pay:[5]

For leave reasons (1), (2), or (3): employees taking leave shall be paid at either their regular rate or the applicable minimum wage, whichever is higher, up to $511 per day and $5,110 in the aggregate (over a 2-week period).

For leave reasons (4) or (6): employees taking leave shall be paid at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to $200 per day and $2,000 in the aggregate (over a 2-week period).

For leave reason (5): employees taking leave shall be paid at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to $200 per day and $12,000 in the aggregate (over a 12-week period—two weeks of paid sick leave followed by up to 10 weeks of paid expanded family and medical leave).[6]

Tax Credits: Covered employers qualify for dollar-for-dollar reimbursement through tax credits for all qualifying wages paid under the FFCRA. Qualifying wages are those paid to an employee who takes leave under the Act for a qualifying reason, up to the appropriate per diem and aggregate payment caps. Applicable tax credits also extend to amounts paid or incurred to maintain health insurance coverage. For more information, please see the Department of the Treasury's website.

Employer Notice: Each covered employer must post in a conspicuous place on its premises a notice of FFCRA requirements.[7]

Prohibitions: Employers may not discharge, discipline, or otherwise discriminate against any employee who takes paid sick leave under the FFCRA and files a complaint or institutes a proceeding under or related to the FFCRA.

Penalties and Enforcement: Employers in violation of the first two weeks' paid sick time or unlawful termination provisions of the FFCRA will be subject to the penalties and enforcement described in Sections 16 and 17 of the Fair Labor Standards Act. 29 U.S.C. 216; 217. Employers in violation of the provisions providing for up to an additional 10 weeks of paid leave to care for a child whose school or place of care is closed (or child care provider is unavailable) are subject to the enforcement provisions of the Family and Medical Leave Act. The Department will observe a temporary period of non-enforcement for the first 30 days after the Act takes effect, so long as the employer has acted reasonably and in good faith to comply with the Act. For purposes of this non-enforcement position, "good faith" exists when violations are remedied and the employee is made whole as soon as practicable by the employer, the violations were not willful, and the Department receives a written commitment from the employer to comply with the Act in the future.

[1] Wage and Hour Division does not administer this aspect of the law, but notes that every dollar of required paid leave (plus the cost of the employer's health insurance premiums during leave) will be **100%** covered by a dollar-for-dollar refundable tax credit available to the employer. For more information, please see the Department of the Treasury's website.

[2] Employers of Health Care Providers or Emergency Responders may elect to exclude such employees from eligibility for the leave provided under the Act.

[3] Employers of Health Care Providers or Emergency Responders may elect to exclude such employees from eligibility for the leave provided under the Act.

[4] Certain provisions may not apply to certain employers with fewer than 50 employees. See Department FFCRA regulations (expected April 2020).

[5] Paid sick time provided under this Act does not carry over from one year to the next. Employees are not entitled to reimbursement for unused leave upon termination, resignation, retirement, or other separation from employment.

[6] An employee may elect to substitute any accrued vacation leave, personal leave, or medical or sick leave for the first two weeks of partial paid leave under this section.

[7] The Department will issue a model notice no later than March 25, 2020.

Wage and Hour Division

An agency within the U.S.
Department of Labor

200 Constitution Ave NW
Washington, DC 20210
1-866-4-US-WAGE
1-866-487-9243
www.dol.gov

AGENDA: August 10, 2020 Regular Meeting

ITEM #10:

Issuance of Subpoenas by County Staff

ACTION REQUESTED:

County Administrator will provide background information.

ATTACHMENTS:

- Draft policy

King and Queen County

Founded 1691 in Virginia

Office of the Zoning Administrator
P.O. Box 177 • King and Queen Court House, Virginia 23085
Phone: (804) 785-5985 • Fax: (804) 785-5999

MEMORANDUM

TO: King & Queen County Board of Supervisors
Thomas J. Swartzwelder, County Administrator

FROM: Donna Sprouse, Director of Community Development

DATE: July 28, 2020

RE: Process for Addressing Zoning Violation Matters

Zoning violations are complaint driven, as we do not have staff to search for such violations. However, with our limited staff (myself and Mr. McIntire) we do well addressing them as they are reported or are discovered through some other form of permitting or review.

When a violation is reported and is founded by staff (photos are usually taken), a notice of violation notice is mailed to the property owner and is sent via certified return receipt mail. In the notice, the owner is asked to make contact with my office within 10 days from the date of the letter. If no correspondence is made in 10 days or more, a site visit is again made to verify that the violation still remains (photos are usually taken). In some cases, the owner will receive the notice, address the violation and not communication with our office of such. If the violation remains, a second notice of violation is mailed certified return receipt and again the owner is asked to make contact with my office within 10 days from the date of the letter. If no correspondence is made in 10 days or more, a site visit is made to verify that the violation still remains (usually photos are taken). If the notice is not signed for at the post office, upon its return, we will leave the notice on the access door of the residence (if provided) and take a photo of such to show that every attempt has been made to make contact. All notices are carbon copied to either the County Attorney and Commonwealth Attorney, if not both.

If the violation continues after receiving 2 notices, I prepare a criminal complaint form to go before the magistrate seeking a subpoena to appear in court. The subpoena is issued and the owner is served to appear on the court date provided. At this point most zoning violations are properly resolved and the case may be dismissed if the Commonwealth Attorney wishes. If not, the case is heard by the judge.

My office prefers to work with the owner in obtaining compliance, even if they need more time to come into compliance then what may be noted in the notice, as long as there is open communication between the owner and staff. It is our ultimate goal, either through communication or the court process, to work with the property owner in order to achieve compliance.

King and Queen County

Founded 1691 in Virginia

Office of the Zoning Administrator
P.O. Box 177 • King and Queen Court House, Virginia 23085
Phone: (804) 785-5985 • Fax: (804) 785-5999

ZONING VIOLATION COMPLIANCE POLICY STATEMENT KING AND QUEEN COUNTY PLANNING & ZONING DEPARTMENT

ADOPTED: XXXX, 2020

According to Title II, Land Development Regulations, Chapter 3, Article 21, Administration and Enforcement, Section 3-490C, Zoning Administrator Duties, states: *"The zoning administrator shall use his or her best endeavors to prevent violations of the provisions of this zoning ordinance and to detect and secure the correction of same. The zoning administrator shall be vested with all necessary authority on behalf of the board of supervisors to administer and enforce the provisions of this zoning ordinance, including, without limitation, any conditions attached to a rezoning or amendment to the zoning district map. Such authority shall include (i) the ordering, in writing, of the remedy of any noncompliance with any such conditions of this zoning ordinance, (ii) the bringing of legal action to ensure compliance with such conditions of this zoning ordinance, including injunction, abatement or other appropriate action or proceeding..."*

Further, Title II, Land Development Regulations, Chapter 3, Article 21, Administration and Enforcement, Section 3-495, Violations and Penalties, states: *"It shall be unlawful for any owner of any land, building or premises, or the agent thereof having possession or control of such property, or for any lessee, tenant, architect, engineer, builder, contractor or any other person to violate any of the provisions of this zoning ordinance or of any special exception, variance or conditional use permit granted under the provisions of this zoning ordinance. It shall be unlawful for any such owner, agent, lessee, tenant, architect, engineer, builder, contractor or other person to take part in or to assist in any such violation."*

"Violation of the provisions of this zoning ordinance shall, upon conviction, be a misdemeanor punishable as provided in Code of Virginia, §§ 15.2-2286, 15.2-2287, 15.2-2288, 15.2-2303."

It is the policy of King and Queen County to address disregarded notices of violations in order to maintain compliance of the King & Queen County Zoning Ordinance.

After a second notice of violation to the property owner, mailed certified return receipt is sent with no response or resolution regarding the violation, a criminal complaint will be completed and submitted.

Donna Elliott Sprouse
Director of Community Development

Effective Date

AGENDA: August 10, 2020 Regular Meeting

ITEM #11:

Adoption of FY21 Fund Balance Policy Recommendation

ACTION REQUESTED:

The Director of Finance provided an overview of the draft recommendations that the July work session. The policy needs to be adopted as part of the annual audit process, any changes the Board wishes to make need to included prior to adoption.

ATTACHMENTS:

- Draft FY21 Fund Balance Recommendations

Fund Balance Recommendations FY2020-21

Beginning Balance (Per FY2019 Audit Beginning Balance) $26,539,631

	FY2019 Balance	FY20 Changes	FY20 Recommend for FY2021	
Restricted				
Asset Forfeiture	$3,353	-$558	$2,795	
Court Security	$103,206	-$20,000	$83,206	
DARE Fund	$300	$0	$300	
Sheriff's Auxiliary Fund	$2,320	$0	$2,320	
K9 Fund	$886	$0	$886	
Electronic Summons Fund	$9,555	$10,475	$20,030	
Project Lifesaver Fund	$1,726	-$1,720	$6	
CDBG Client repayment	$99,525	$1,515	$80,000	
School Food Services	$80,699	-$77,333	$3,366	This is an estimate from the general ledger. There may be adjusting entries yet to be done.
	$301,570	-$87,621	$192,909	
Committed				
School Construction Projects	$1,000,000		$1,000,000	Funding for school renovation/replacement
School Capital Fund	$971,834	-$207,084	$764,750	
Landfill Contingency	$2,865,850	$150,000	$3,015,850	Funds are part of contractual agreement with landfill
Budgeted use of fund balance	$912,204	$929,347	$860,257	FY21 Operating Budget Only/Capital Listed Below
			$0	
EDA projects (general)				
Airport District			$0	
Route 360 corridor	$250,000		$250,000	
Route 33 corridor	$250,000		$250,000	
Broadband	$500,000	$0	$1,266,667	Local funds for Fiber to the Home Project/Phase I
Rescue Services	$200,000	-$200,000	$200,000	Put back in for future expansion of coverage
Capital Projects (County)	$500,000	$1,912,150	$1,880,848	FY20 change - full paid coverage of Lower County County Projects:
	$7,449,888	$2,584,413	$9,488,372	
Assigned				
Reserve for future expenditures	$2,374,065	$38,673	$2,412,738	
	$2,374,065		$2,412,738	
Unassigned Fund Balance			$14,445,613	
Recommended minimum unassigned fund balance			$3,000,000	
Fund Balance available for designation			$11,445,613	

Budgeted	
$453,000	Telework Center
$600,000	EMS Facility
$198,000	Vehicles (Sheriff)
$45,000	Vehicles (EMS)
$30,000	Flooring/Admin Building
$1,326,000	

Not Budgeted	
$304,848	Roof Replacement (Carryover from FY20)
$250,000	Various County Capital Projects
$554,848	

Presented to BOS July 27, 2020

AGENDA: August 10, 2020 Regular Meeting

ITEM #12:

Roof Replacement bids/Courthouse Complex buildings

ACTION REQUESTED:

The replacement of the roof on the Administration Building was included in the FY20 budget. The bidding process was placed on hold due to COVID. Several other buildings in the complex have since been identified as being in need of replacement. Bids have been received for roof replacement on the Administration Building, Health Department and Registrar's Office.

County Administrator will provide further information regarding this project.

ATTACHMENTS:

- Bid summary document from Garland DBS.

Garland/DBS, Inc.
3800 East 91st Street
Cleveland, OH 44105
Phone: (800) 762-8225
Fax: (216) 883-2055

ROOFING MATERIAL AND SERVICES PROPOSAL

King & Queen County
Health Department, Registrar and Administration Buildings
242 Allens Cir
King and Queen Court House, VA 23085

Date Submitted: 07/26/2020
Proposal #: 25-VA-200531
MICPA # PW1925
Virginia General Contractor License #: 2705134748

Purchase orders to be made out to: Garland/DBS, Inc.

Please Note: The following budget/estimate is being provided according to the pricing established under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with Racine County, WI and OMNIA Partners, Public Sector (U.S. Communities). The line item pricing breakdown from Attachment C: Bid Form should be viewed as the maximum price an agency will be charged under the agreement. Garland/DBS, Inc. administered an informal competitive process for obtaining quotes for the project with the hopes of providing a lower market-adjusted price whenever possible.

Scope of Work: Roofing Work - Base Bid
REGISTRAR BUILDING

1. Remove existing metal tins roof down to wood deck. All decking to be examined and replaced on a per sheet basis. To be provided on bid form.
2. Install RMER Seal ice and water shield overtop wood deck.
3. Install RMER Loc 18" 24-gauge panels and accessories per specifications/wind uplift calculations and drawings. Color will be standard emerald green.
4. Install new gutters and downspouts around entire perimeter of building with 24-gauge sheet metal. Must be ANSI-SPRI ES1.
5. Install S5! Snow rail fence around entire perimeter of metal roof sections. See snow load design document attached.
6. Ensure all areas are clean and free of debris and nails while removing existing metal tin roof. Parking lot and lawn areas to be patrolled daily with a metal roller to ensure to nails are left on the ground.
7. Contractor to provide own port-a-john onsite in designed area.
8. Upon completion of work, manufacturer will provide a 30 year warranty roof system and contractor will provide a 5-year workmanship warranty.
9. Manufacturer's representative will be onsite for inspections a minimum of 3 days per week.

ADMINISTRATION BUILDING – FLAT ROOF SECTION

1. Clean existing EPDM roof with simple green with use of power washer.
2. Reseal all previous repairs patch and any new punctures found in membrane. Any blisters should be cut and replaced with new cured EPDM material.
3. Any wet insulation found in system during IR scan, are to be removed and replaced with in like kind insulation and new cured EPDM membrane. IR scan will be performed a 3rd party company and not the contractors' responsibility. Include 200 sq.ft. of insulation in base bid.
4. Install LiquiTec base coat at a rate of 3 gallons per square over entire EPDM area.
5. Immediately installed reinforced fabric in shingle fashion starting from the low point out.
6. No more than 36 hours after installation of base coat and fabric, install LiquiTec topcoat over entire area at a rate of 2 gallons per square.
7. Ensure all coping joints are sealed and secured around perimeter.
8. Removed all caulking overtop thru wall flashing to ensure weep holes are not closed.
9. Upon completion of work, manufacturer will provide a 20-year warranty roof system and contractor will provide a 2-year workmanship warranty.
10. Manufacturer's representative will be onsite for inspections a minimum of 3 days per week.

HEALTH DEPT. AND ADMINISTRATION BUILDING – SHINGLE SECTION

1. Remove existing shingles down to wood deck. All decking to be examined and replaced on a per sheet basis. Cost to be provided in bid form.
2. Install RMER Seal ice and water shield overtop wood deck.
3. Install new architectural 40-year Timberline HD shingles to match existing color.
4. Install snow rail guards/diverters over any entrances. Existing diverters can be reused.
5. All perimeter copper fascia metal to remain in place.
6. Install new pvc/metal vents to help prevent water from entering under the barrel roofs. Replace any bad sheathing in these areas, noted during walk-through. In base bid, include 2 areas of sheathing to be replaced.
7. All new step flashing will be installed around chimneys.
8. New pipe vents to be installed at all existing locations.
9. Ensure all areas are clean and free of debris and nails while removing existing shingles. Parking lot and lawn areas to be patrolled daily with a metal roller to ensure to nails are left on the ground.
10. Contractor to provide own port-a-john onsite in designed area.
11. Upon completion of work, manufacturer will provide a 40-year warranty roof system and contractor will provide a 5-year workmanship warranty.
12. Manufacturer's representative will be onsite for inspections a minimum of 3 days per week.

LOUVERS

1. Clean the existing copper drip pans at the base of the existing louvers and caulk the end caps to prevent water from getting under the shingles and felt paper.

Attachment C: Bid Form - Line Item Pricing Breakdown

Item #	Item Description	Unit Price	Quantity	Unit	Extended Price
	Registrar Building - Metal Roof Replacement				
2.26	Tear-off & Dispose of Debris: SYSTEM TYPE Metal Roofing System - Wood / Tectum Deck	$ 2.28	1,800	SF	$ 4,104
14.01.02	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): INSULATION OPTIONS FOR ARCHITECTURAL STANDING SEAM ROOF INSTALLATION OVER SUBSTRATE: INSULATION OPTION: Architectural Application - No Insulation - WOOD DECK: Class A Fire-Retardant Underlayment	$ 3.53	1,800	SF	$ 6,354
14.03.05	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): ROOF CONFIGURATION Architectural or Structural Standing Seam Roof System; Seam Height At or Above 1" Below 2"; Aluminum Panels: THICKNESS OPTION: Bare Galvalume Coated Steel or Equal Panel Price - 24 Ga, 18" Wide Panels	$ 4.15	1,800	SF	$ 7,470
14.03.09	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): ROOF CONFIGURATION Architectural or Structural Standing Seam Roof System; Seam Height At or Above 1" Below 2"; Aluminum Panels: COLOR OPTION: Add for Standard Colors - Fluorocarbon Paint System Over Aluminum or Galvalume Coated Steel Or Equal	$ 0.95	1,800	SF	$ 1,710
14.03.24	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): ROOF CONFIGURATION Architectural or Structural Standing Seam Roof System; Seam Height At or Above 1" Below 2"; Aluminum Panels: PANEL INSTALLATION OPTION: Architectural Application - Installed Over Substrate At or Above 3:12 Slope	$ 5.97	1,800	SF	$ 10,746
	Administration Building - Flat Roof Section				
15.17	RESTORATIONS - RECOATING OF EXISTING ROOF SYSTEMS : RESTORATION OF A SINGLE-PLY ROOF OR SMOOTH-SURFACE BUR/MODIFIED BUR SYSTEMS WITH FULLY-REINFORCED, TWO-COMPONENT, LOW-ODER URETHANE Prepare Roof Surface by Cleaning with TSP or Simple Green, Use Portable Blowers to Clear the Roof Surface of Moisture; Reinforce Entire Roof Surface by Applying a Two-Component, Low-Oder Urethane 2 Gallons per Square / Reinforcement / 1 Gallon per Square (3 Gallons per Square Total Prior to Top Coat), Wait 24-48 Hours, Apply Two-Component, Low-Oder Urethane as a Top Coat at a Rate of 2 Gallons per Square Over the Entire Roof According to Manufacturer's Specifications.	$ 10.16	3,300	SF	$ 33,528

Health Dept. Building and Administration Building - Shingle Roof Section					
2.29	Tear-off & Dispose of Debris: SYSTEM TYPE Dimensional/Architectural Shingle Roof - Wood Deck	$ 0.92	29,359	SF	$ 27,010
16.02	INSTALLATION OF SHAKE, TILE, OR SHINGLE ROOF SYSTEMS: REPLACING ARCHITECTURAL SHINGLE ROOF SYSTEM - New Dimensional Shingle Roof System with Base Sheet as an Underlayment, Install Self-Adhering Underlayment on All Eaves, Peaks & Valleys	$ 5.93	29,359	SF	$ 174,099
16.07	INSTALLATION OF SHAKE, TILE, OR SHINGLE ROOF SYSTEMS: ADD/DEDIUCT TO INSTALL SELF-ADHERING UNDERLAYMENT OVER ENTIRE ROOF - Install Self-Adhering Underlayment on Entire Roof Deck	$ 1.78	29,359	SF	$ 52,259
	Sub Total Prior to Multipliers				**$ 317,280**
22.03	MULTIPLIER - MULTIPLE MATERIAL STAGINGS Multiplier is applied when labor production is effected by the time it takes to stage a roof multiple times. Situations include, but are not limited to staging materials to perform work on multiple roof levels, planned shutdowns and restarts, portion of the job is over sensitive work areas requiring staging from more than one point, etc.	20	$ 317,280	%	$ 63,456
22.08	MULTIPLIER - ROOF HEIGHT IS GREATER THAN 20 FT, BUT LESS THAN OR EQUAL TO 50 FT STORIES Multiplier is applied when labor production is effected by the roof height. This multiplier applies to roof heights that exceed an estimated 2 stories, but are less than or equal to an estimated 5 stories. Additional roof height can require increased safety requirements, larger lift equipment, tie-offs, etc.	18	$ 317,280	%	$ 57,110
22.13	MULTIPLIER - ROOF HAS GREATER THAN 4/12 SLOPE Multiplier is applied when Roof Area has a Greater than 4/12 Slope, Steeper slope reduces overall labor production and requires additional safety precautions.	22	$ 317,280	%	$ 69,802
	Total After Multipliers				**$ 507,648**

Roofing Work - Base Bid:

Total Maximum Price of Line Items under the MICPA:	**$ 507,648**
Proposal Price Based Upon Market Experience:	**$ 304,848**

Garland/DBS Price Based Upon Local Market Competition:

Phoenix Roofing	**$ 304,848**
Old Dominion Roofing & Construction, Inc.	**$ 422,593**
Roof Systems of Virginia Inc.	**$ 518,386**

Unforeseen Site Conditions

Wood Deck Replacement (per Square Foot)	$ 2.85

Potential issues that could arise during the construction phase of the project will be addressed via unit pricing for additional work beyond the scope of the specifications. This could range anywhere from wet insulation, to the replacement of deteriorated wood nailers. Proposal pricing valid 60 days from proposal date listed above.

Clarifications/Exclusions:

1. Sales and use taxes are excluded. Please issue a Tax Exempt Certificate.
2. Permits are excluded.
3. Bonds are included.
4. Plumbing, Mechanical, Electrical work is excluded.
5. Masonry work is excluded.
6. Interior Temporary protection is excluded.
7. Prevailing Wages are excluded.
8. Any work not exclusively described in the above proposal scope of work is excluded.

If you have any questions regarding this proposal, please do not hesitate to call me at my number listed below.

Respectfully Submitted,

Matt Egan

Matt Egan
Garland/DBS, Inc.
(216) 430-3662

AGENDA: August 10, 2020 Regular Meeting

ITEM #13:

Appointments/Reappointments to various Boards and Commissions

ACTION REQUESTED:

1) Wetlands Board – Alternate member to fill the unexpired term of Robert Gibson.
2) EDA/Stevensville District

ATTACHMENTS:

- None

AGENDA: August 10, 2020 Regular Meeting

ITEM #14:

Update on Walnut Solar

ACTION REQUESTED:

Chip Dicks, representative of Walnut Solar will provide an update on the solar project.

ATTACHMENTS:

- None

AGENDA: August 10, 2020 Regular Meeting

ITEM #15:

County Administrator's Comments

ACTION REQUESTED:

None

ATTACHMENTS:

None

AGENDA: August 10, 2020 Regular Meeting

ITEM #16:

Board of Supervisors Comments

ACTION REQUESTED:

None

ATTACHMENTS:

None

AGENDA: August 10, 2020 Regular Meeting

ITEM #17:

Closed Session (If Needed)

ACTION REQUESTED:

None

ATTACHMENTS:

None

King and Queen County

Wireless Services Authority Meeting

Monday, August 10, 2020

(Immediately following Board of Supervisors Meeting)

King and Queen County Courts & Administration Building

General District Courtroom

AGENDA

1. Approval and signing of July 13, 2020 minutes
2. Updates
3. Adjourn

King and Queen County
Wireless Services Authority Meeting

Monday, July 13, 2020

King and Queen County Courts and Administration Building
General District Courtroom

(immediately following the Board of Supervisors Meeting)
9:20 P.M.

"Minutes of the Meeting"

The meeting was opened at 9:20 p.m. by Lawrence Simpkins, Chairman of the Board.

APPROVAL AND SIGNING OF THE JUNE 2020 MINUTES

A motion was made by Mr. Burns and seconded by Mr. Bailey to approve the minutes for the May 11, 2020 meeting.

AYES: S.C ALSOP, J.L. SIMPKINS, J.M. BURNS, R.F. BAILEY, D.H. MORRIS
NAYS: NONE

UPDATES

Mr. Swartzwelder advised that did not have any updates at this time.

IT IS ORDERED THAT THE BOARD BE ADJOURNED

A motion was made by Mr. Bailey and seconded by Ms. Morris to adjourn the meeting.

Lawrence Simpkins, Chairman

Thomas J. Swartzwelder, Secretary