

# SCOTT COUNTY VIRGINIA SCHOOLS

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

## **Board Meeting Agenda (Regular Meeting)**

**Date:** April 10, 2018 (Tuesday)

**Time:** 6:30 p.m. Regular Meeting

**Location:** Scott County School Board Office  
340 East Jackson Street, Gate City, VA 24251



1. Call To Order
2. Moment of Silence/*Pledge of Allegiance*
3. Items to Add/Approval of Agenda
4. Approval of Minutes: March 6, 2018 Regular Meeting  
Approval of Minutes: March 15, 2018 Special Meeting
5. Approval of Claims
6. Public Comment
7. Superintendent's Report
  - A. Discussion/Approval of 2018 High School Graduation Dates/School Calendar
  - B. Approval of 2018-2019 CTE Local Plan & Budget Application – Perkins Funds
  - C. Approval of CTE Class: Cybersecurity Fundamentals
  - D. Approval of Head Start Financial Breakdown for February, 2018
  - E. Approval of Early Head Start Financial Breakdown for February, 2018
  - F. Approval of Head Start & Early Head Start Eligibility Priorities & Recruitment Plan
8. Closed Meeting: Motion to Enter (Specify Items)
9. Motion to Return to Regular Meeting and Closed Meeting Certification
10. Items by Supervisor of Personnel and Student Services – Jason Smith
  - A. Overnight Field Trip Request
  - B. Personnel
11. Approval of Non-renewal of Contracts for Non-Tenured Teachers & Classified Employees – Superintendent Ferguson
12. Board Member Comments
13. Adjourn

**Next Regular Meeting:** **Scott County Career & Tech Center** – 6:30 p.m., Tuesday, May 1, 2018

**DRAFT**  
**SCOTT COUNTY SCHOOL BOARD**  
**MINUTES OF REGULAR MEETING THURSDAY, MARCH 8, 2018**

The Scott County School Board met for a regular meeting on Thursday, March 8, 2018, at the Scott County School Board Office in Gate City, Virginia, with the following members present:

William "Bill" R. Quillen, Jr., Chairman  
 David M. Templeton, Vice Chairman  
 Linda D. Gillenwater  
 Gail L. McConnell  
 Lon Stephen "Steve" Sallee, Jr.

**ABSENT:** Larry L. Horton

**OTHERS PRESENT:** John I. Ferguson, Superintendent; Jason Smith, Assistant Superintendent; K.C. Linkous, Clerk Of The Board/Human Resource Manager; Beverly Stidham, Deputy Clerk/Purchasing Agent; Kathy Musick, Virginia Professional Educators Representative; Robert Sallee, Maintenance Supervisor; Lisa Bevins, Scott County Education Association; Scot Fleming, Teacher; Travis Nickels, Principal, RCHS; Donna Rowlett, Teacher; Dawn Williams, Teacher; Mark Williams, Citizen; Lil Dupree, Imagination Library; Melissa Goins, Parent, R.J. Goins, Student RCHS; Dart Edwards, Volunteer Swim Coach RCHS; Cassandra Thacker, Parent.

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

**APPROVAL OF AGENDA:** Chairman Quillen stated that some items needed to be added to Superintendent's Report: (F) Maintenance Update; (G) Veterinary Building Project with Farm Bureau; (H) Budge Update (I) Approval of Replacement for District 3 of the Scott County Scholarship Committee.

On a motion by Mr. McConnell, seconded by Mr. Templeton, all members voting, aye, the Board approved the Agenda as amended.

**APPROVAL OF JANUARY 9, 2018 BOARD MEETNIG MINUTES:** On a motion by Mr. McConnell, seconded by Mr. Ms. Gillenwater, all members voting aye, the Board approved the January 9, 2018 Board Meeting Minutes as presented.

**APPROVAL OF FEBRUARY 6, 2018 REGULAR MEETING MINUTES AND PROPOSED BUDGET MEETING:** On a motion by Ms. Gillenwater, seconded by Mr. McConnell, all members voting aye, the Board approved the Tuesday, February 6, 2018 Regular Meeting Minutes and Proposed Budget Meeting as submitted.

**APPROVAL OF CLAIMS:** On a motion by Mr. Sallee, seconded by Ms. Gillenwater, all members voting aye, the Board approved claims as follows:

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

**PRESENTATION BY LIL DUPREE FROM IMAGINATON LIBRARY:** Ms. Lil Dupree, Executive Director of AppCAA, addressed the Board for the annual Imagination Library donation.

On a motion by Mr. Templeton, seconded by Mr. Sallee, all members voting aye, the Board approved a donation of \$2,500 to the Imagination Library.

**RESOLUTION TO R J GOINS STATE SWIM MEET TOP TEN FINISHER:** Superintendent Ferguson presented R.J. Goins, sophomore at RCHS, with a resolution recognizing his accomplishments as VHSL State Swim Meet Top 10 Finisher and also Region D Swimmer of the Year.

Superintendent Ferguson also recognized Mr. Dart Edwards, volunteer swim coach for Rye Cove High School.

**RECOGNITION OF MS. DAWN WILLIAMS & MS. DONNA ROWLETT – SCIENCE TEACHERS:** The Board recognized Ms. Dawn Williams, Earth Science Teacher at Gate City High School and Ms. Donna Rowlett, Biology Teacher at Gate City Middle School for receiving the RISE (Recognition in Science Education) Award from the Virginia Association of Science Teachers.

**PUBLIC COMMENT:** Ms. Casandra Thacker addressed the Board concerning the Guidance Counselors at Gate City High School.

**SALARY, FRINGE BENEFITS & SCHOOL CALENDAR COMMITTEE PRESENTATION:** Dr. Travis Nickels, Principal RCHS & Mr. Scot Fleming, Teacher, presented the Salary/Fringe Benefit Committee Proposals and the 2018-2019 School Calendar.

The Board thanked the Salary/Fringe Benefits and Calendar committee for their recommendations, hard work and diligence for their considerations of the upcoming school year.

2017-2018

#### SALARY & FRINGE BENEFITS/SCHOOL CALENDAR COMMITTEE

Duffield Primary School  
Dungannon Intermediate School  
Fort Blackmore Primary School  
Gate City High School  
Gate City Middle School  
Hilton Elementary School  
Nickelsville Elementary School  
Rye Cove High School  
Rye Cove Intermediate School  
Scott County Career & Technical Center  
Shoemaker Elementary School  
Twin Springs High School  
Weber City Elementary School  
Yuma Elementary School  
Central Office Representative  
Principal Representative  
Support Staff Representative  
VPE Representative  
SCEA Representative  
School Board Member

Tiffany Scott  
Karen Hartsock  
Sherry Kilgore  
Rhea McConnell  
Scot Fleming  
Amy Hall  
David Gwinn  
Monica McClelland  
Rhonda Dorton  
Shawna Vermillion  
Karianne Counts  
Joey Shipley  
Kim Wilson  
Amy Wallace  
Jason Smith  
Travis Nickels  
Gary Adams  
Rhonda Kilgore  
Lisa Bevins  
Linda Gillenwater

#### SALARY/FRINGE BENEFITS COMMITTEE PROPOSAL FOR THE 2018-2019 SCHOOL YEAR

1. The committee recommends funding a step increase for all eligible employees and a 3% salary increase, based on actual salary, for all employees.
2. The committee recommends continuing (a) to maintain health insurance premiums for employees at the lowest possible rates without a reduction in benefits, (b) to offer the sick leave bank to eligible employees, (c) to provide duty-free lunch for elementary teachers, and (d) to issue employee contracts as early as possible before the end of the 2017-2018 school year.
3. The committee recommends increasing the salary Step 29 to \$60,000.
4. The committee recommends funds to be budgeted to support appropriate staff development for licensure renewal.
5. The committee recommends increasing the Masters' degree pay to \$2,277 and Doctorate degree pay to \$3,000

6. The committee recommends developing a policy to donate sick leave days to employees that need them.

**APPROVAL OF SCHOOL CALENDAR FOR 2018-2019:** On a motion by Mr. Templeton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the 2018-2019 School Calendar as presented. (Appendix D)

**APPROVAL OF SECOND SEMESTER SCHOOL ALLOCATIONS FOR 2017-2018:** On a motion by Mr. Sallee, seconded by Mr. McConnell, all members voting aye, the Board approved the Second Semester School allocations for 2017-2018 as presented.

2017-2018

2<sup>nd</sup> SEMESTER –MARCH 6, 2018

SCHOOL	COPIERS		CUSTODIAL	TOTAL
DPS	\$3,145.00		\$7,500.00	\$10,645.00
DIS	\$2,000.00		\$2,000.00	\$4,000.00
FBPS	\$2,000.00		\$2,000.00	\$4,000.00
HES	\$2,000.00		\$3,000.00	\$5,000.00
NES	\$2,200.00		\$5,000.00	\$7,200.00
RCI	\$2,000.00		\$3,000.00	\$5,000.00
SES	\$4,625.00		\$10,000.00	\$14,625.00
WCES	\$2,750.00		\$6,000.00	\$8,750.00
YES	\$2,000.00		\$3,750.00	\$5,750.00
GCMS	\$4,400.00		\$10,000.00	\$14,400.00
GCHS	\$4,150.00		\$9,500.00	\$13,650.00
ISHS	\$2,275.00		\$6,000.00	\$8,275.00
RCHS	\$2,670.00		\$7,000.00	\$9,670.00
SCCTC	\$2,000.00	\$15,000.00	\$3,500.00	\$20,500.00
<b>TOTAL</b>	<b>\$38,215.00</b>	<b>\$15,000.00</b>	<b>\$78,250.00</b>	<b>\$131,465.00</b>

**APPROVAL OF HEAD START FINAL FINANCIAL BREAKDOWN FOR DECEMBER, 2017:** On a motion by Mr. Templeton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the Head Start Final Financial breakdown for December, 2017 as follows:

Expenses:	\$240,811.21
Inkind:	\$ 52,507.11

**APPROVAL OF HEAD START FINANCIAL BREAKDOWN FOR JANUARY, 2018:** On a motion by Mr. McConnell, seconded by Mr. Templeton, all members voting aye, the Board approved the Head Start Financial Breakdown for January, 2018 as follows:

Expenses:	\$93,987.17
Inkind:	\$36,925.85

**APPROVAL OF EARLY HEAD START FINANCIAL BREAKDOWN FOR JANUARY, 2018:** On a motion by Mr. Templeton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the Early Head Start Financial Breakdown for January, 2018 as follows:

Expenses:	\$25,731.23
Inkind:	\$15,874.80

**APPROVAL OF EXTENSION OF DAIRY BID FOR 2018-2019 SCHOOL YEAR:** On a motion by Mr. Templeton, seconded by Mr. McConnell, all members voting aye, the Board approved extending the Dairy Bid with Borden Dairy Company for the 2018-2019 school year.

**MAINTENANCE UPDATE:** Robert Sallee, Maintenance Supervisor, updated the Board on some major maintenance projects: (1) Twin Springs High School Water Treatment Plant – Mr. Sallee stated that the low bid for this project came in at \$71,520. (2) Nickelsville Elementary Gym – Mr. Sallee explained that a water line busted and flooded part of the gym floor and that insurance funds, after claim was filed, came in at \$66,000. He also stated that he is seeking bids for both, replacing the entire floor and

replacing just the floor that was damaged. (3) Rye Cove High School Roofing Project – Mr. Sallee explained that the entire 2<sup>nd</sup> floor roof will be replaced and that bids are due in on March 27, 2018.

Mr. Robert Sallee also handed out a list of about 48 maintenance projects for Spring/Summer, 2018.

**VETERINARY SCIENCE BUILDING PROJECT WITH FARM BUREAU:** Superintendent Ferguson stated that Farm Bureau has purchased the necessary materials to construct a post steel 30 x 40 building to help the veterinary science class at the Career & Tech Center. This building will give students hands on experience with farm animals. Superintendent Ferguson thanked the Farm Bureau President, William Johnson and Vice President, Larry Huff and the rest of the Board of Directors, for donating the supplies for this project.

**BUDGET UPDATE:** Superintendent Ferguson read an update on the budget from Mr. Tom Smith, Virginia Association of School Superintendents Legislative Liason, which stated “they just announced on the House floor that there will NOT be a State Budget by the end of the Session (March 10, 2018) and it is unclear what will be the next step.

**APPROVAL OF REPLACEMENT OF DISTRICT 3 MEMBER OF THE SCOTT COUNTY SCHOLARSHIP COMMITTEE:** Superintendent Ferguson recommended Ms. LaMerle Francisco to serve as District 3 member of the Scott County Scholarship Committee as the previous member resigned due to health reasons.

On a motion by Ms. Gillenwater, seconded by Mr. McConnell, all members voting aye, the Board approved Ms. LaMerle Francisco as District 3 Scholarship Committee Member.

**CLOSED MEETING:** Mr. Templeton made a motion to enter into closed meeting at 7:33 p.m. to discuss teachers, coaches, bus drivers, maintenance staff and cafeteria staff, as provided in Section 2.2-3711 A (1) of the *Code of Virginia*, as amended, motion was seconded by Mr. McConnell, all members voting aye.

**RETURN FROM CLOSED MEETING:** All members returned from closed meeting at 9:20 p.m. and on a motion by Mr. Templeton, seconded by Mr. McConnell, the Board returned to regular session and Mr. Templeton cited the following certification of the closed meeting:

**CERTIFICATION OF CLOSED MEETING**

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

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

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

**ROLL CALL VOTE**

*Ayes: Linda Gillenwater, Gail McConnell, Bill Quillen, Steve Sallee, David Templeton*

*Nays: None*

*ABSENT DURING VOTE: None*

*ABSENT DURING MEETING: None*

**RESIGNATION:** On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Templeton, seconded by Mr. Sallee, all members voting aye, the Board approved the resignation request of Ms. Judy Spears, School Nutrition Worker, effective March 5, 2018.

**EMPLOYMENT:** On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. McConnell, seconded by Mr. Sallee, all members voting aye, the Board approved the employment of Mr. Brad Taylor, head boys track coach, RCHS, effective February 9, 2018.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Templeton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the employment of Mr. Michael Vermillion, substitute bus driver, effective February 23, 2018.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Ms. Gillenwater, seconded by Mr. Templeton, all members voting aye, the Board approved the employment of Mr. Christopher Mann, non-stipend baseball coach, GCHS, effective March 6, 2018.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Templeton, seconded by Mr. Sallee, all members voting aye, the Board approved the employment of Mr. Jason Jenkins, non-stipend baseball coach, GCHS, effective March 6, 2018.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Templeton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the employment of Mr. John Dalton Ferguson, non-stipend boys tennis coach, GCHS, effective March 6, 2018.

**DISCUSSION CONCERNING NON-RENEWAL OF CONTRACTS FOR NON-TENURED TEACHERS AND CLASSIFIED EMPLOYEES:** Superintendent Ferguson explained to the Board that April of each year he presents the list of Non-Tenured Teachers and Classified employees for the recommendation of non-renewal of contracts. He explained that we don't want to see anyone lose their jobs, but that this is standard procedure according to the *Virginia Code*.

**BOARD MEMBER COMMENTS:** Mr. Templeton thanked the following schools for the gifts and meals during School Board Appreciation: Nickelsville Elementary, Weber City Elementary, Twin Springs High School, Gate City Middle and High School.

**ADJOURNMENT:** There being no further business the Board adjourned at 9:25 p.m.

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

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K.C. Linkous, Clerk

**DRAFT**  
**SCOTT COUNTY SCHOOL BOARD**  
**MINUTES OF SPECIAL MEETING, THURSDAY, MARCH 15, 2018**

The Scott County School Board met for a special meeting on Thursday, March 15, 2018 at the School Board Office Conference Room in Gate City, Virginia with the following members present:

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

**Absent:** L. Stephen "Steve" Sallee, Jr.

**OTHER PRESENT:** John I. Ferguson, Division Superintendent; Jason Smith, Assistant Superintendent; K.C. Linkous, Clerk of the Board/Human Resource Manager; Beverly Stidham, Deputy Clerk of the Board/Purchasing Agent; Will Sturgill, School Board Attorney; April Carter, Head Start Fiscal Officer.

**CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLIGIANCE:** Chairman Quillen called the meeting to order at 4:30 p.m. The audience observed a moment of silence and Mr. McConnell led in citing the *Pledge of Allegiance*.

**APPROVAL OF AGENDA:** On a motion by Mr. Horton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the agenda as submitted.

**DISCUSSION/APPROVAL OF EARLY HEAD START (NON-PARTNERSHIP) SUPPLEMENTAL APPLICATION FOR:** Ms. April Carter, Head Start Fiscal Officer, stated to the Board that Head Start is anticipating receiving one-time supplemental funds in the amount of \$108,750, but the application has to be turned in by today. Ms. Carter explained that Head Start will use the funds, if approved, as follows:

Equipment: Classroom/outdoor	\$ 20,000
Supplies: Outdoor Educational Supplies	\$ 35,000
Contractual: Playground Surfacing	\$ 40,000
Other: Building Maintenance /Repair	\$ 4,750
Security System	<u>\$ 9,000</u>
	\$108,750

On a motion by Mr. Templeton, seconded by Mr. Horton, all members voting aye, the Board approved the Early Head Start (Non-Partnership) Supplemental Application.

**ADJOURNMENT:** There being no further business, the Board adjourned at 4:35 p.m.

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

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K.C. Linkous, Clerk

\*On recommendation of the Secondary Principals, the following graduation dates are requested for approval:

Twin Springs High School      Tuesday, May 29 @7:00  
 Gate City High School      Wednesday, May 30 @ 7:00  
 Rye Cove High School      Thursday, May 31 @ 7:00

\*\*If we miss any more days of school due to inclement weather or emergency situations, the school year will be extended by adding additional day(s) to the options listed below for consideration. At a minimum, the length of the 2017-2018 school year will be 175 instructional school days if Policy IC/ID is implemented. The options are for your review and/or approval.

<u>Number of Days Missed</u>	<u>Days Missed</u>	<u>Make-Up Days</u>	<u>Make-Up Days</u>
		<u>Calendar</u>	<u>Option</u>
1	January 8	May 30	April 4
2	January 9	May 31	April 5
3	January 16	June 1	April 6
4	January 17	June 4	May 30
5	January 18	June 5	May 31
6	January 19	June 6	June 1
7	January 30	April 6	June 4
8	February 2	April 5	June 5
9	February 5	April 4	June 6
10	February 12	June 7	
11	February 13	June 8	
12	March 14	June 11	
13	March 21	June 12	

\*\*\*Policy IC/ID has been included for your review.

File: IC/ID  
 (5/15 VSBA)

### **SCHOOL YEAR/SCHOOL DAY**

#### **School Year**

The length of the school year is at least 180 teaching days or 990 teaching hours. Days on which a school or schools or all the schools in the division are closed due to severe weather or other emergencies are made up as provided below if necessary to meet these requirements.



## **Make Up Days**

If severe weather conditions or other emergency situations result in the closing of a school or schools or all the schools in the school division for

- five or fewer days, all missed days are made up by adding teaching days to the school calendar or extending the length of the school day;
- six days or more, the first five days plus one day for each two days missed in excess of the first five are made up by adding teaching days to the school calendar or extending the length of the school day.

If severe weather conditions or other emergency situations result in the closing of any school in the school division and such school has been unable to meet the 180 teaching day requirement, the school division may make up the missed teaching days by providing its students with instructional hours equivalent to such missed teaching days to meet the minimum 990 teaching hour requirement.

The Board of Education may waive the requirement that the school division provide additional teaching days or teaching hours to compensate for school closings resulting from a declared state of emergency or severe weather conditions or other emergency situations under certain circumstances. If the School Board desires a waiver, it will submit a request to the Board of Education. The request will include evidence of efforts that have been made by the school division to reschedule as many days as possible and certification by the superintendent and chairman of the School Board that every reasonable effort for making up lost teaching days or teaching hours was exhausted before requesting a waiver. If the waiver is denied, the school division will make up the missed instructional time.

## **School Calendar**

The first day of school is after Labor Day unless the Board of Education waives this requirement based on the School Board's certifying that it meets one of the good cause requirements in the Va. Code § 22.1-79.1.B.

The School Board establishes the division's calendar and teaching contracts in accordance with applicable regulations of the Board of Education to include contingencies for making up teaching days and teaching hours missed for emergency situations.

An advisory committee composed of teachers, parents and school administration may be utilized to recommend a proposed calendar to the superintendent. The recommendation of this committee is advisory.

## **School Day**

The standard school day for students in grades 1 through 12 averages at least 6 hours excluding breaks for meals. The standard school day for kindergarten is a minimum of three hours.

All students in grades 1 through 12 maintain a full day schedule of classes (6 hours) unless a waiver is granted in accordance with policies defined by the School Board.

Each elementary school provides students with a daily recess during the regular school year, as determined appropriate by the school.

The secondary school class schedule contains a minimum of 140 clock hours for each unit of credit. When credit is awarded in less than whole units, the increment awarded is no greater than the fractional part of the 140 hours of instruction provided.

The time for opening and closing schools is established by the School Board upon recommendation of the superintendent, provided that the daily program for students in grades 1 through 12 averages at least 6 hours, not including meal intermissions. If the required program length is maintained, the School Board may approve occasional shortened days for staff development, conferences, planning and other activities designed to improve the instructional program, provided that no more than one day in each five-day week may be shortened to no less than four hours. The daily program for kindergarten is at least three hours, not including meal intermissions.

When exceptions in the length of the daily program are necessary for special education, alternative education, double shifts and scheduling or other unusual situations, the Board requests approval by the Superintendent of Public Instruction of the exceptions by August 1 preceding the school year for which they are requested.

The length of the work day for employees is determined by the School Board. It is of sufficient length to allow for the daily program for students and additional time as may be necessary for such activities as planning, preparation, meetings, workshops, conferences, meal intermissions, or other contractual obligations.

#### Certification

The superintendent and School Board chair certify the total number of teaching days and teaching hours each year as part of the annual report to the Board of Education.

Legal Refs.:      Code of Virginia, 1950, as amended §§ 22.1-26, 22.1-79.1, 22.1-98.  
                         8 VAC 20-131-150.  
                         8 VAC 20-131-200.

Cross Ref.:      BCF                      Advisory Committees to the School Board  
                         GAA                      Staff Time Schedules

## CTEMS SCHEDULE 17 (Continued on next page)

Budget of Perkins Funds  
2018-2019 Plan

1. CAREER AND TECHNICAL ACTIVITIES FUNDED (Indicate Required or Permissive Use of Funds)  See Appendix B	2. CAREER AND TECHNICAL PROGRAM AREAS FUNDED	3. NARRATIVE DESCRIPTION (Describe how the expenditure will assist your division in continuously improving the academic and technical skills of students participating in career and technical education programs and in meeting the state levels of performance established under Section 113 of the Perkins IV Act. (Section 134(b)(1, 2 and 10) (Section 135(a-c)	4. OBJECT CODE  See Appendix C	5. BUDGETED FUNDS AND SOURCE OF FUNDS	
				Fed., State, or Local	Amount
Required Use:  Professional Development	ix. All	We will provide professional development programs to teachers and administrators to include in-service training. We will attend the State, Regional and National ACTE and VACTE conferences. We will send administrators and teachers to local and regional meetings and workshops.	5000 - Other Charges	FED	12,000.00
Required Use:  Activities for Special Populations (to include nontraditional)	ix. All	We will create promotional programs and activities that encourages completion of a standard diploma for special population students consisting of special education, economic disadvantaged and non-traditional students that are completers in a CTE program and that do not plan on receiving a regular diploma. The budged funds will be used for prointing material and actual prinitng cost.	3000 - Purchased Services	FED	1,000.00
Required Use:  Regional Program Participation (only divisions submitting Schedule 15)					

## CTEMS SCHEDULE 17 (Continued on from previous page)

## Budget of Perkins Funds

## 2018-2019 Plan

1. CAREER AND TECHNICAL ACTIVITIES FUNDED (Indicate Required or Permissive Use of Funds)	2. CAREER AND TECHNICAL PROGRAM AREAS FUNDED	3. NARRATIVE DESCRIPTION (Describe how the expenditure will assist your division in continuously improving the academic and technical skills of students participating in career and technical education programs and in meeting the state levels of performance established under Section 113 of the Perkins IV Act. (Section 134(b)(1, 2 and 10) (Section 135(a-c)	4. OBJECT CODE  <u>See Appendix C</u>	5. BUDGETED FUNDS AND SOURCE OF FUNDS	
				Fed., State, or Local	Amount
See Appendix B					
R7--Initiate, improve, expand, and modernize quality career and technical education programs, including relevant technology.	viii. Trade and Industrial Education	We plan to purchase equipment and tools to meet accreditation standards for NATEF for Auto Technology and Auto Body Technology.	8000 – Capital Outlay/Equipment	FED	5,477.95
R7--Initiate, improve, expand, and modernize quality career and technical education programs, including relevant technology.	viii. Trade and Industrial Education	We plan to purchase a 7 Microcomputer industrial computerized automatic sheet hydraulic paper cutter and a Riley Pro Plus complete screen printing shop package.	8000 – Capital Outlay/Equipment	FED	34,495.98
R7--Initiate, improve, expand, and modernize quality career and technical education programs, including relevant technology.	iv. Family and Consumer Sciences	We plan to purchase and install kitchen and classroom equipment for the family and consumer science lab.	8000 – Capital Outlay/Equipment	FED	3,550.86

## 2018-2019 Plan

1. CAREER AND TECHNICAL ACTIVITIES FUNDED (Indicate Required or Permissive Use of Funds)  See Appendix B	2. CAREER AND TECHNICAL PROGRAM AREAS FUNDED	3. NARRATIVE DESCRIPTION (Describe how the expenditure will assist your division in continuously improving the academic and technical skills of students participating in career and technical education programs and in meeting the state levels of performance established under Section 113 of the Perkins IV Act. (Section 134(b)(1, 2 and 10) (Section 135(a-c)	4. OBJECT CODE  See Appendix C	5. BUDGETED FUNDS AND SOURCE OF FUNDS	
				Fed., State, or Local	Amount

## Budget of Perkins Funds 2018-2019 Plan

1. CAREER AND TECHNICAL ACTIVITIES FUNDED (Indicate Required or Permissive Use of Funds)  See Appendix B	2. CAREER AND TECHNICAL PROGRAM AREAS FUNDED	3. NARRATIVE DESCRIPTION (Describe how the expenditure will assist your division in continuously improving the academic and technical skills of students participating in career and technical education programs and in meeting the state levels of performance established under Section 113 of the Perkins IV Act. (Section 134(b)(1, 2 and 10) (Section 135(a-c)	4. OBJECT CODE  See Appendix C	5. BUDGETED FUNDS AND SOURCE OF FUNDS	
				Fed., State, or Local	Amount
Career and Technical Education Programs or Activities Funded			Federal	56,524.79	
			State	0.00	
			Local	0.00	
Administration/Administrative Equipment Total from CTEMS Schedule 18 (Line 3)				0.00	
Grand Total Career and Technical Education Federal Budget			56,524.79		

**CTEMS SCHEDULE 18 (Continued from previous page)**  
**Administration/Administrative Equipment Funds and Budget Summary Worksheet**  
**2018-2019 Plan**

<b>SUMMARY BUDGET WORKSHEET</b> <b>(A summary of the budget worksheets relevant to plan objectives that includes line items under the broad expenditures.)</b>	
<b>Expenditure Categories</b> <small>See Appendix C for Object Code Definitions</small>	<b>Amount</b>
1000 - Personal Services	0.00
2000 - Employee Benefits	0.00
3000 - Purchased Services	1,000.00
4000 - Internal Services	0.00
5000 - Indirect Costs and Other Charges	12,000.00
<b>6000 – Materials and Supplies (THIS IS NOT ALLOWED for Perkins funds.)</b>	<b>NOT ALLOWED</b>
8000 – Capital Outlay/Equipment	43,524.79
<b>TOTAL</b> <i>Expenditure Category Budget is calculated from the CTEMS Schedule 17 Budget and CTEMS Schedule 18 Administration/Administrative Equipment Funds and Budget Summary Worksheet (Federal)</i>	<b>56,524.79</b>

## KC Linkous

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**From:** Stephen Taylor  
**Sent:** Tuesday, March 13, 2018 11:14 AM  
**To:** KC Linkous  
**Cc:** Jennifer Frazier  
**Subject:** FW: Cybersecurity Fundamentals endorsements  
**Attachments:** cybersecurity-fundamentals-tasklist.doc

KC,

Here is the course description from VERSO:

Cybersecurity affects every individual, organization, and nation. This course focuses on the evolving and all-pervasive technological environment with an emphasis on securing personal, organizational, and national information. Students will be introduced to the principles of cybersecurity, explore emerging technologies, examine threats and protective measures, and investigate the diverse high-skill, high-wage, and high-demand career opportunities in the field of cybersecurity.

I have also attached a competency list for the course, in case the board wanted more detailed information about what will be taught in the course. Please let me know if you need anything else!

Thanks,  
Stephen

---

**From:** Jennifer Frazier  
**Sent:** Tuesday, March 13, 2018 10:43 AM  
**To:** Stephen Taylor <Stephen.Taylor@scottsschools.com>  
**Cc:** KC Linkous <KC.Linkous@scottsschools.com>  
**Subject:** FW: Cybersecurity Fundamentals endorsements

Stephen,  
We will need to get this course board approved. Can you please send a course description to KC.

Thank you,  
Jennifer

*Jennifer B. Frazier, M.Ed.*  
*Scott County Schools*  
*Supervisor of Secondary Education and School Nutrition*  
*Phone: 276-386-6118*  
*Fax: 276-386-2684*  
[Jennifer.frazier@scottsschools.com](mailto:Jennifer.frazier@scottsschools.com)



**2017/2018 Student Competency Record**  
**Cybersecurity Fundamentals**  
**6302 - 36 weeks**

<hr/> <b>Student</b>	<hr/> <b>School Year</b>
<hr/> <b>School</b>	<hr/> <b>Teacher Signature</b>

Traditional letter or numerical grades do not provide adequate documentation of student achievement in competency-based education; therefore, the Virginia Standards for CBE require a recording system to provide information about competencies achieved to employer, student-employee, and teacher. The Student Competency Record provides a means for keeping track of student progress. Ratings are assigned by the teacher for classroom competency achievement and by the teacher-coordinator in conjunction with the training sponsor when competence is evaluated on the job.

Tasks/competencies designated "Required" are considered essential statewide and are required of all students. In some courses, all tasks/competencies have been identified as required. Tasks/competencies marked "Optional" are considered optional; they and/or additional tasks/competencies may be taught at the discretion of the school division. Tasks/competencies marked with an asterisk (\*) are considered sensitive, and teachers should obtain approval by the school division before teaching them. Student competency records should be kept as long as the student is enrolled in the school and for five years after the student graduates/leaves the school.

**Note: Students with an Individualized Education Program (IEP) or an Individualized Student Alternative Education Plan (ISAEP) will be rated, using the following scale, only on the competencies identified in their IEP or ISAEP.**

Students will be expected to achieve a **satisfactory rating** (one of the three highest marks) on the Student Competency Record (SCR) rating scale on at least 80% of the required (essential) competencies in a CTE course.

**...RATING SCALE...**

- 1 - Can teach others**
- 2 - Can perform without supervision**
- 3 - Can perform with limited supervision**
- 4 - Can perform with supervision**
- 5 - Cannot perform**

6302 36 weeks	Cybersecurity Fundamentals TASKS/COMPETENCIES		Date	Rating
	<b>Demonstrating Workplace Readiness Skills: Personal Qualities and People Skills</b>			
Required	1	Demonstrate positive work ethic.		
Required	2	Demonstrate integrity.		
Required	3	Demonstrate teamwork skills.		
Required	4	Demonstrate self-representation skills.		
Required	5	Demonstrate diversity awareness.		
Required	6	Demonstrate conflict-resolution skills.		
Required	7	Demonstrate creativity and resourcefulness.		
	<b>Demonstrating Workplace Readiness Skills: Professional Knowledge and Skills</b>			
Required	8	Demonstrate effective speaking and listening skills.		
Required	9	Demonstrate effective reading and writing skills.		
Required	10	Demonstrate critical-thinking and problem-solving skills.		
Required	11	Demonstrate healthy behaviors and safety skills.		
Required	12	Demonstrate an understanding of workplace organizations, systems, and climates.		
Required	13	Demonstrate lifelong-learning skills.		
Required	14	Demonstrate job-acquisition and advancement skills.		
Required	15	Demonstrate time-, task-, and resource-management skills.		
Required	16	Demonstrate job-specific mathematics skills.		
Required	17	Demonstrate customer-service skills.		
	<b>Demonstrating Workplace Readiness Skills: Technology Knowledge and Skills</b>			
Required	18	Demonstrate proficiency with technologies common to a specific occupation.		
Required	19	Demonstrate information technology skills.		
Required	20	Demonstrate an understanding of Internet use and security issues.		
Required	21	Demonstrate telecommunications skills.		
	<b>Examining All Aspects of an Industry</b>			
Required	22	Examine aspects of planning within an industry/organization.		
Required	23	Examine aspects of management within an industry/organization.		
Required	24	Examine aspects of financial responsibility within an industry/organization.		

Required	25	Examine technical and production skills required of workers within an industry/organization.		
Required	26	Examine principles of technology that underlie an industry/organization.		
Required	27	Examine labor issues related to an industry/organization.		
Required	28	Examine community issues related to an industry/organization.		
Required	29	Examine health, safety, and environmental issues related to an industry/organization.		
<b>Addressing Elements of Student Life</b>				
Required	30	Identify the purposes and goals of the student organization.		
Required	31	Explain the benefits and responsibilities of membership in the student organization as a student and in professional/civic organizations as an adult.		
Required	32	Demonstrate leadership skills through participation in student organization activities, such as meetings, programs, and projects.		
Required	33	Identify Internet safety issues and procedures for complying with acceptable use standards.		
<b>Exploring Cybersecurity Fundamentals</b>				
Required	34	Describe <i>cybersecurity</i> .		
Required	35	Define <i>information assurance</i> .		
Required	36	Describe the critical factors of information security.		
Required	37	Explain cybersecurity services as they relate to intrusion prevention capabilities that protect systems against unauthorized access, exploitation, and data exfiltration.		
Required	38	Define <i>risk</i> .		
Required	39	Identify the concepts of cybersecurity risk management.		
Required	40	Describe cybersecurity threats to an organization.		
Required	41	Explain why organizations need to manage risk.		
Required	42	Discuss national or industry standards/regulations that relate to cybersecurity.		
Required	43	Describe the cyberattack surface of various organizations.		
Required	44	Analyze risks affecting critical infrastructure.		
<b>Examining Computer Networks as a Foundational Element of Cybersecurity</b>				
Required	45	Describe a network.		
Required	46	Describe a wired/cabled network.		
Required	47	Describe a wireless network.		

Optional	48	Compare cabled/wired and wireless networks.		
Optional	49	Compare networking conceptual models.		
Optional	50	Discuss services, their relationship to the OSI model, and potential vulnerabilities.		
Required	51	Differentiate among network types.		
Required	52	Examine the concept of the Internet as a network of connected systems.		
Required	53	Identify networking protocols.		
<b>Understanding Cyber Threats and Vulnerabilities</b>				
Required	54	Describe the difference between a cyber threat and a vulnerability.		
Required	55	Describe types of cyber threats.		
Required	56	Analyze types of current cyber threats.		
Required	57	Identify the perpetrators of different types of malicious hacking.		
Required	58	Describe the characteristics of vulnerabilities.		
Required	59	Identify the prevention of and protections against cyber threats.		
Optional	60	Identify the cyber risks associated with bring your own device (BYOD) opportunities on computer networks.		
<b>Exploring Ethics as it Relates to Cybersecurity</b>				
Required	61	Differentiate between ethics and laws.		
Required	62	Distinguish among types of ethical concerns.		
Required	63	Define <i>cyber bullying</i> .		
Required	64	Identify actions that constitute cyber bullying.		
Optional	65	Identify possible warning signs of someone being cyber bullied.		
Required	66	Identify laws applicable to cybersecurity.		
Required	67	Explain the concept of “personally identifiable information.”		
Required	68	Explain how and why personal data is valuable to both an individual and to the organizations (e.g., governments, businesses) that collect it, analyze it, and make decisions based on it.		
Required	69	Identify ways to control and protect personal data.		
Optional	70	Demonstrate net etiquette ( <i>netiquette</i> ) as it relates to cybersecurity.		
Required	71	Analyze the social and legal significance of the ongoing collection of personal digital information.		

	<b>Examining Data Security as it Relates to Cybersecurity</b>			
Required	72	Distinguish between data, information, and knowledge.		
Required	73	Identify the most common ways data is collected.		
Required	74	Identify the most common ways data can be stored.		
Required	75	Explain the difference between data at rest, data in transit, and data being processed.		
Required	76	Identify the most common ways data is used.		
Required	77	Discuss how data can be compromised, corrupted, or lost.		
Required	78	Explain how businesses and individuals can protect themselves against threats to their data (e.g., firewalls, encryption, disabling, backups, permissions).		
	<b>Securing Operating Systems</b>			
Required	79	Define the function of a computer operating system.		
Optional	80	Identify the components of an operating system.		
Required	81	List types of operating systems.		
Required	82	Evaluate the potential vulnerabilities, threats, and common exploits to an operating system.		
Required	83	Identify best practices for protecting operating systems.		
Required	84	Describe the concept of malware and techniques to guard against it.		
Required	85	Evaluate critical operating system security parameters.		
Optional	86	Describe security and auditing logs.		
Optional	87	Describe the role of a system backup.		
Required	88	Define <i>virtualization technology</i> .		
Optional	89	Identify advantages and disadvantages of using virtual machines.		
	<b>Programming as a Component of Cybersecurity</b>			
Required	90	Define <i>programming</i> in the context of cybersecurity.		
Required	91	Differentiate between computer programming languages.		
Required	92	Evaluate common programming flaws that lead to vulnerabilities.		
Required	93	Identify best practices in secure coding and design.		
	<b>Exploring Cybersecurity Implications for Current and Emerging Technologies</b>			
Required	94	Identify ubiquitous computing.		
Required	95	Discuss security and privacy implications of ubiquitous computing.		
	<b>Exploring Cybersecurity Careers</b>			

[illegible]

# SCOTT COUNTY PUBLIC SCHOOL HEAD START FINANCIAL REPORT

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

FEBRUARY 2018

REVENUE	MONTH TO-DATE	YEAR TO-DATE	APPROVED FUNDING	UNCOLLECTED FUNDING	%
Federal Funds	106,617.55	201,133.83	1,292,412.00	1,091,278.17	84%
USDA	9,169.28	9,169.28	-	-	
Donations	-	-	-	-	
<b>TOTAL \$</b>	<b>115,786.83</b>	<b>\$ 210,303.11</b>	<b>\$ 1,292,412.00</b>	<b>\$ 1,091,278.17</b>	<b>84%</b>

EXPENSES	MONTH TO-DATE	YEAR TO-DATE	BUDGETED FUNDING	AVAILABLE FUNDING	%
Mental Health Services	-	-	2,000.00	2,000.00	100%
Training	172.69	172.69	20,399.00	20,226.31	99%
Fringe	26,091.78	52,150.11	321,511.00	269,360.89	84%
Health Services	-	-	4,000.00	4,000.00	100%
Audit Fee	-	-	3,500.00	3,500.00	100%
Maintenance & Repair	1,362.87	1,362.87	24,543.00	23,180.13	94%
Maintenance Service Contract	1,128.03	1,868.87	10,515.00	8,646.13	82%
Utilities	1,682.21	1,682.21	16,761.00	15,078.79	90%
Postage	-	-	1,000.00	1,000.00	100%
Telephone	965.35	965.35	11,061.00	10,095.65	91%
Child Liability Insurance	-	-	747.00	747.00	100%
Rent	800.00	1,600.00	9,600.00	8,000.00	83%
Local Travel	147.77	147.77	5,057.00	4,909.23	97%
Field Trips	-	-	1,700.00	1,700.00	100%
Out of Town Travel	-	-	5,760.00	5,760.00	100%
Parent Activities	108.73	108.73	2,212.00	2,103.27	95%
Assoc. Dues & Fees	39.90	39.90	2,500.00	2,460.10	98%
Office Supplies	371.66	371.66	9,000.00	8,628.34	96%
Food Supplies	3,137.42	3,137.42	15,639.28	12,501.86	80%
Food Service Supplies	-	-	2,000.00	2,000.00	100%
Medical & Dental Supplies	-	-	1,000.00	1,000.00	100%
Janitorial Supplies	54.04	54.04	3,000.00	2,945.96	98%
Educational Supplies	3,816.03	3,816.03	16,520.00	12,703.97	77%
Discretionary Center Funds	11.94	11.94	3,300.00	3,288.06	100%
Health Examinations	-	-	1,000.00	1,000.00	100%
Payroll Expenses	67,276.19	133,664.19	807,256.00	673,591.81	83%
Equipment	-	-	-	-	0%
<b>TOTAL \$</b>	<b>107,166.61</b>	<b>\$ 201,153.78</b>	<b>\$ 1,301,581.28</b>	<b>\$ 1,100,427.50</b>	<b>85%</b>

IN-KIND (NON-FEDERAL SHARE)	MONTH TO-DATE	YEAR TO-DATE	IN-KIND BUDGETED	IN-KIND REMAINING	%
Parents & Volunteer	11,415.78	20,385.23	50,052.00	29,666.77	59%
School District	23,886.04	48,086.78	237,194.00	189,107.22	80%
Donations	3,121.92	6,877.58	35,857.00	28,979.42	81%
<b>TOTAL \$</b>	<b>38,423.74</b>	<b>\$ 75,349.59</b>	<b>\$ 323,103.00</b>	<b>\$ 247,753.41</b>	<b>77%</b>

ADMINISTRATIVE COST	MONTH TO-DATE	YEAR-TO-DATE ADMIN COST	ADMIN. COST BUDGETED	ADMIN. COST REMAINING
Personnel	13,050.16	25,779.71	158,662.00	132,882.29
Travel	-	-	634.00	634.00
Supplies	127.71	127.71	4,200.00	4,072.29
Other	3,641.98	5,717.37	47,348.00	41,630.63
<b>TOTAL \$</b>	<b>16,819.85</b>	<b>\$ 31,624.79</b>	<b>\$ 210,844.00</b>	<b>179,219.21</b>

FEBRUARY ADMIN. COST	1.0%
YTD ADMIN. COST	2.0%

# SCOTT COUNTY PUBLIC SCHOOL EARLY HEAD START FINANCIAL REPORT

GRANT #03HP00004901 (3/1/17-2/28/18)

FEBRUARY 2018

REVENUE	MONTH TO-DATE	YEAR TO-DATE	APPROVED FUNDING	UNCOLLECTED FUNDING	%
Federal Funds	28,306.99	379,479.83	621,739.00	242,259.17	39%
USDA	1,594.10	7,652.38	-	-	
Donations (In-Kind)	-	3,488.00	-	-	
<b>TOTAL \$</b>	<b>\$ 29,901.09</b>	<b>\$ 390,620.21</b>	<b>\$ 621,739.00</b>	<b>\$ 242,259.17</b>	<b>39%</b>

EXPENSES	MONTH TO-DATE	YEAR TO-DATE	BUDGETED FUNDING	AVAILABLE FUNDING	%
Mental Health Services	-	-	-	-	0%
Training	28.00	13,281.85	28,724.00	15,442.15	54%
Fringe	5,910.16	48,385.21	82,542.00	34,156.79	41%
Health Services	-	-	2,000.00	2,000.00	100%
Audit Fee	-	800.00	2,718.00	1,918.00	71%
Contractual Services	-	46,049.17	38,223.00	(7,826.17)	-20%
Maintenance & Repair	322.23	14,605.81	20,610.00	6,004.19	29%
Maintenance Service Contract	-	-	780.00	780.00	100%
Utilities	638.89	1,455.46	6,000.00	4,544.54	76%
Postage	-	58.80	600.00	541.20	90%
Telephone	232.31	1,444.32	2,126.00	681.68	32%
Child Liability Insurance	-	-	145.00	145.00	100%
Rent	-	-	-	-	0%
Local Travel	30.30	158.75	3,500.00	3,341.25	95%
Field Trips	-	-	2,300.00	2,300.00	100%
Out of Town Travel	-	1,262.93	2,000.00	737.07	37%
Parent Activities	-	46.11	300.00	253.89	85%
Assoc. Dues & Fees	49.22	3,012.68	3,800.00	787.32	21%
Office Supplies	-	955.18	5,000.00	4,044.82	81%
Food Supplies	2,134.35	9,502.06	14,197.38	4,695.32	33%
Food Service Supplies	21.59	2,101.99	16,400.00	14,298.01	87%
Medical & Dental Supplies	81.22	727.22	1,000.00	272.78	27%
Janitorial Supplies	45.29	338.37	2,000.00	1,661.63	83%
Educational Supplies	2,468.26	49,277.39	68,550.00	19,272.61	28%
Transition	-	-	2,000.00	2,000.00	100%
Discretionary Center Funds	-	-	-	-	0%
Health Examinations	-	-	500.00	500.00	100%
Payroll Expenses	16,345.18	132,142.86	195,610.00	63,467.14	32%
Construction	-	60,000.00	60,000.00	-	0%
Equipment	-	3,400.00	71,254.00	67,854.00	0%
<b>TOTAL \$</b>	<b>\$ 28,307.00</b>	<b>\$ 389,006.16</b>	<b>\$ 632,879.38</b>	<b>\$ 243,873.22</b>	<b>39%</b>

IN-KIND (NON-FEDERAL SHARE)	MONTH TO-DATE	YEAR TO-DATE	IN-KIND BUDGETED	IN-KIND REMAINING	%
Parents & Volunteer	1,768.42	14,429.77	141,303.00	126,873.23	90%
School District	7,130.40	13,990.28	4,254.00	(9,736.28)	-229%
Donations	2,544.22	28,039.09	9,878.00	(18,161.09)	-184%
<b>TOTAL \$</b>	<b>\$ 11,443.04</b>	<b>\$ 56,459.14</b>	<b>\$ 155,435.00</b>	<b>\$ 98,975.86</b>	<b>64%</b>

ADMINISTRATIVE COST	MONTH TO-DATE	YEAR TO-DATE	ADMIN. COST BUDGETED	ADMIN. COST REMAINING
Personnel	6,177.45	22,998.13	26,856.00	3,857.87
Travel	-	252.59	360.00	107.41
Supplies	-	191.04	900.00	708.96
Other	810.99	9,511.61	47,559.00	38,047.39
<b>TOTAL \$</b>	<b>\$ 6,988.44</b>	<b>\$ 32,953.37</b>	<b>\$ 75,675.00</b>	<b>42,721.63</b>

FEBRUARY ADMIN. COST	0.9%
YTD ADMIN. COST	4.2%



## **Scott County Public School Head Start and Early Head Start Eligibility and Enrollment Priorities**

To be eligible for services in Scott County, children must be age 6 weeks to 4 years old. For Head Start, a child must turn 3 years old by the date used to determine eligibility for public school, and be no older than the age required to attend school. According to Virginia Law, a child must be 5 years old by **September 30** of the current year to attend Kindergarten.

Children enrolled as income eligible remain eligible through the second year of their enrollment in Head Start. An income eligible child may be enrolled as of his/her third birthday when it falls after September 30 of the current enrollment year and may be enrolled in Head Start for three years. To enroll for a third year of Head Start, family income must be re-verified.

### **Head Start Selection/ Enrollment Priorities**

1. Age eligible children returning from the preceding school year.
2. Early Head Start transition
3. Foster child or homeless
4. Family is eligible or receiving public assistance through TANF (Temporary Assistance for Needy Families) or the SSI (Supplemental Security Income) program.
5. Income eligible child under 100% of poverty level with a suspected or documented disability.
6. Child with family income at greatest % below 100% of poverty level
7. Oldest income eligible child under 100% of poverty level.
8. Child with special family circumstances. For example: A single parent working or in school, a child in the care of a relative, or a child of an incarcerated parent.

## **Scott County Public School Head Start and Early Head Start Eligibility and Enrollment Priorities**

### **Early Head Start Selection/ Enrollment Priorities**

1. Age eligible children returning from the preceding school year.
2. Foster child or homeless
3. Family is eligible or receiving public assistance through TANF (Temporary Assistance for

Needy Families) or the SSI (Supplemental Security Income) program.

4. Income eligible child under 100% of poverty level with a suspected or documented disability.
5. Child with family income at greatest % below 100% of poverty level and is working or attending school.
6. Income eligible child under 100% of poverty level.
7. Child with special family circumstances. For example: A single parent working or in school, a child in the care of a relative, or a child of an incarcerated parent.

Any enrollment slots remaining may be filled from the prioritized by area waiting list of over-income children, as long as the income-eligible waiting list under 100% has been exhausted. The total over income children may not exceed 10% of the funded enrollment. Over-income children enrolled in a given year are not automatically eligible the following year, but must again be screened for eligibility.

An additional 35% of children may be between 100-130% of the federal poverty line if the program ensures that it has followed the above criteria. The program has established and implemented outreach, and enrollment policies and procedures to ensure it is meeting the needs of pregnant woman or children, and children with disabilities, before serving children that do not meet the above criteria.

## Scott County Public School Head Start Recruitment Plan

2018-2019

### *Program Objectives:*

To establish and maintain an outreach and recruitment process to serve eligible children in Scott County which systematically ensures:

- Increased program participation of underserved populations of eligible children
- Full enrollment of age eligible children who meet one of the following criteria:
  - Foster Child
  - Child's Family is homeless
  - Child's Family is receiving public assistance
  - Child's family income is below the poverty line
- Ten percent actual enrollment includes services to children with disabilities

To maintain waiting lists by obtaining a number of applications prior to the beginning of the enrollment year that is greater than the enrollment opportunities

### *Recruitment Activities:*

Activity	Person Responsible	Timeline
Recruit siblings within current Head Start classrooms	Family Service Staff	January/ February
Include recruitment flyer in Parent Newsletter	Family & Community Services Coordinator	February & March
Place recruitment yard signs at approved locations within the county	Family Service Staff	February/ Ongoing
Place 3 x 4 recruitment signs at approved locations within the county	Family Service Staff	February/ Ongoing
Place 3 x 5 banner signs at approved locations within the county	Family Service Staff	February/ Ongoing
Advertise in Scott County VA Star Newspaper	Family & Community Services Coordinator	February
Advertise on Scott Co. Cable TV	Family & Community Services Coordinator	February
Update Recruitment Announcement on SCPSHS Facebook Page	Management Staff	February/ Ongoing
Update Recruitment Announcement on SCPSHS Website	Management Staff	February/ Ongoing
Recruitment announcements at parent meetings	Family Service Staff	Monthly (February -May)
Hang H.S. recruitment flyers/ posters at each center, local businesses, agencies, and doctor and medical professional offices and businesses/ medical professional offices that border Scott County.	Family Service Staff Policy Council	February

# Scott County Public School Head Start Recruitment Plan

2018-2019

Activity	Person Responsible	Timeline
Provide small flyers to restaurants, grocery stores, and local merchants to place in individual shopping bags	Family Service Staff	February/ Ongoing
Set up recruitment booth at each Kindergarten registration site	Family Service Staff	March/ April
Registration Day at individual centers	Family Service Staff	March/ April
Recruit foster children: contact DSS	Family & Community Services Coordinator	April/ Ongoing
Recruit homeless families: 1.) Contact Hope House, DSS, AppCAA, and SCPS Homeless Liaison & send/ post recruitment flyers 2.) Post recruitment flyer at laundromats	Family & Community Services Coordinator Family Service Staff	February February
Recruit migrant and non-English speaking families: contact Clinch River Migrant Health Network and SCPS	Family & Community Services Coordinator	April/ Ongoing
Contact agencies serving children with severe disabilities (Infant Toddler Connection, LEA, Child Development Clinic, and DSS)	Child Development Services Coordinator	April/ Ongoing
Week of the Young Child: Display of artwork in local businesses	Education Staff	April
Press Release in Scott County VA Star of Week of the Young Child Activities	Family & Community Services Coordinator	April
Announcement in church bulletins	Family & Community Services Coordinator	April
Provide recruitment flyers to all primary and elementary schools to be sent home	Family & Community Services Coordinator	April
Day Cares: Share info that we are recruiting	Family & Community Services Coordinator	April/ Ongoing
Meet with LEA to coordinate enrollment with the Pre-K Program	Family & Community Services Coordinator	April/ May
Collaborate with SCPS in Child Find efforts: Plan, organize/ participate in Early Childhood Fair at Food City	Child Development Services Coordinator Family Service Staff	May
Accept and ensure follow up on referrals from doctors and other professionals, community agencies, and school system	Management Staff	Ongoing
Ensure applications are available at the Head Start Office, each center, and primary and elementary schools	All Staff	Ongoing

## Scott County Public School Head Start Recruitment Plan

2018-2019

Activity	Person Responsible	Timeline
Conduct community outreach by participating in community meetings and other agency's in-service training	Management Staff	Ongoing
Door to door recruitment	Family Service Staff	May/ Ongoing
Change answering machine message for summer months Ex: We are closed for the summer. Our children will return to class on..... We are accepting new applications for fall enrollment. To apply, please contact the Head Start Office at 386-6051	Education Staff	End of program year