

# SCOTT COUNTY VIRGINIA SCHOOLS

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

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

**Date:** August 2, 2016 (Tuesday)

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

**Location:** Scott County School Board

340 East Jackson Street, Gate City, VA 24251



1. Call to Order
2. Moment of Silence Followed By *Pledge of Allegiance*
3. Items to Add to Agenda/Approval of Agenda
4. Approval of Meeting Minutes
  - A. July 5, 2016 Regular Meeting Minutes
  - B. July 18, 2016 Special Meeting Minutes
  - C. Approval of Amended Minutes of April 5, 2016
5. Approval of Claims
6. Approval of Competitive Early Head Start Expansion Grant – Kathy Wilcox, Head Start Director  
Approval of Head Start Budget for June, 2016
6. Public Comment
7. Superintendent's Report
  - A. Approval of Revised Policy Manual
  - B. Approval of Student/Parent Handbook and Code of Conduct
  - C. Approval of School Allocations
  - D. Approval of Extension of Bread Bid
  - E. Approval of Schools to Apply for a MasterCard Business Card
8. Closed Meeting: Motion to Enter (Specify Items) & Motion to Return to Regular Meeting/Closed Meeting Certification
9. Items by Supervisor of Personnel and Student Services – Jason Smith
  - A. Annual Review of Crisis Plans
  - B. Approval of Evaluation Handbook (Non-School Based Administration)
  - B. Personnel
10. Board Member Comments
11. Adjournment

**Next Meeting:** Scott County Career & Technical Center Auditorium – 6:30 p.m., Thursday, September 8, 2016

**DRAFT**  
**SCOTT COUNTY SCHOOL BOARD**  
**MINUTES OF REGULAR MEETING TUESDAY, JULY 5, 2016**

The Scott County School Board met for a regular meeting on Tuesday, July 5, 2016, at the Scott County School Board Office, with the following members present:

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

**ABSENT:** None

**OTHERS PRESENT:** John I. Ferguson, Superintendent; Jason Smith, Supervisor of Personnel; K.C. Linkous, Clerk Of The Board/Human Resource Manager; Beverly Stidham, Deputy Clerk/Purchasing Agent; Doris Boitnott, VEA/NEA Uniserv Director; Amanda Clark, Heritage TV; Kathie Wilcox, Head Start Director; Ashley Culbertson and Claire Ross, Fort Blackmore Primary PTO and Nancy Godsey, Citizen.

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

**ITEMS TO ADD TO AGENDA/APPROVAL OF AGENDA:** Chairman Quillen stated that under Superintendent's Report, Item D. Approval of College Fund Board of Directors, is to be added to the agenda. On a motion by Mr. Templeton, seconded by Mr. Horton, all members voting aye, the Board approved the agenda with the addition of Item D.

**APPROVAL OF DELEGATE AND ALTERNATE DELEGATE FOR THE 2016 VSBA ANNUAL CONVENTION:** Chairman Quillen made a motion that Mr. Steve Sallee has served the county well as the Delegate or the past few years, motion was seconded by Mr. Horton, all members voting aye, the Board approved Mr. Steve Sallee as the VSBA Delegate for the 2016 Annual Convention.

Chairman Quillen also made a motion that Mr. David Templeton serve as the VSBA Alternate Delegate, seconded by Mr. Sallee, all members voting aye, the Board approved Mr. David Templeton as the Alternate Delegate for the 2016 Annual Convention.

**CHANGING THE DATE OF THE SEPTEMBER REGULAR BOARD MEETING:** On a motion by Mr. Horton, seconded by Mr. McConnell, all members voting aye, the Board voted to change the date of the September Regular Board Meeting to Thursday, September 8, 2016

**APPROVAL OF MEETING MINUTES OF JUNE 7, 2016 REGULAR MEETING OF THE BOARD:** On a motion by Mr. McConnell, seconded by Mr. Templeton, all members voting aye, the Board approved the Tuesday, June 7, 2016 Regular Meeting Minutes as submitted.

**APPROVAL OF JUNE 16, 2016 SPECIAL MEETING:** On a motion by Mr. Horton, seconded by Mr. Sallee, all members voting aye the Board approved the minutes of the Special Meeting held June 16, 2016.

**APPROVAL OF JUNE 23, 2016 BUDGET CLOSE OUT MEETING MINUTES:** On a motion by Mr. Sallee, seconded by Mr. McConnell, all members voting aye, the Board approved the minutes of the June 23, 2016 Budget Close Out Meeting.

**APPROVAL OF CLAIMS:** Mr. Steve Sallee questioned two claims to Beeson, Lusk & Street. Ms. Beverly Stidham, Deputy Clerk/Purchasing Agent, explained that the claim for \$1,110.00 was for the Duffied Primary Gym addition of a concession stand and the claim for \$2,365 was for a booklet on the roofing projects. Mr. David Templeton questioned a claim to Kingsport Armature & Electric in the amount of \$10,000. Ms. Stidham stated that this is for the custom outlets being installed in the drop ceilings at each school.

On a motion by Mr. Templeton, seconded by Ms. Gillenwater, all members voting aye, Mr. Steve Sallee opposed, the Board approved claims as follows:

School Operating Fund invoices & payroll in the amount of \$0,000,000.00 as shown by warrants #00000-00000 & 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 \$00,000.00 as shown by warrants #00000-00000 & 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 FROM FORT BLACKMORE PTO:** Ms. Ashley Culbertson, President of the Fort Blackmore Primary PTO and Ms. Clair Ross, Secretary/Treasurer of FBP PTO, presented a request to the board for a \$10,000 donation toward Playground Equipment for the school and community use. The Board asked who would be installing the equipment and Ms. Culbertson stated that the Fort Blackmore Community, PTO and Rotary will help with the installation and that the mulch and borders will be donated. Mr. Culbertson also stated that the PTO would like cameras to be installed around the area and Superintendent Ferguson explained that the School System would take care of these. Mr. Horton asked about the liability of the school system with the community installing the equipment and using the equipment. Mr. Jason Smith, Supervisor of Personnel, stated that the school system would want to discuss the installation of the project further before a decision is made.

On a motion by Mr. Sallee, seconded by Mr. Horton, all members voting aye, the Board voted to table the request of the Fort Blackmore Primary PTO to further discuss the details.

**APPROVAL OF HEAD START FINANCIAL REPORT FOR MAY, 2016:** On a motion by Mr. Sallee, seconded by Mr. Templeton, all members voting aye, the Board approved the Head Start Financial Report for May, 2016 as follows:

Administrative Cost for May 2016	\$12,266.91
Expenses for May 2016	\$113,852.96
In-kind for May 2016	\$31,011.86

**APPROVAL OF HEAD START TO PURSUE AN EARLY HEAD START EXPANSION GRANT:** Ms. Kathie Wilcox, Head Start Director, presented information on an Early Head Start Expansion and Early Head Start-Child Care Partnership Grants. Ms. Wilcox stated that Scott County currently does not have an early head start program and that the grant is \$135,000,000 and will be awarded to 75 grantees nationwide. Ms. Wilcox considers this an opportunity for Scott County to explore an Early Head Start Program. She explained that the ages for this program will be birth to three years old and that she currently has one facility available right now. Ms. Wilcox also stated that the deadline for the grant application is August 24 and that she would need to present this to the Board for approval at the August 2, 2016, Regular Meeting.

Mr. David Templeton made a motion that the Board table this until more information on availability of facilities to house these children can be obtained. No second was made and therefore the motion failed.

On a motion by Mr. McConnell, seconded by Mr. Sallee, all members voting aye, Mr. Templeton opposed, the Board approved the pursuit of the Early Head Start Expansion & Early Head Start-Child Care Partnership Grant.

**PUBLIC COMMENT:** No one from the public came forward.

**APPROVAL OF RESOLUTION OF PAYMENT OF EARLY INVOICES:** Superintendent Ferguson presented a resolution for the payment of early invoices for the 2016-2017 school year. On a motion by Mr. Templeton, seconded by Ms. Gillenwater all members voting aye, the Board approved the following Resolution of Payment of Early Invoices for the 2016-2017 school year.

***WHEREAS,** the Scott County School Board desires to practice financial accountability, and  
**WHEREAS,** certain invoices are of the nature that add interest charges and additional late charges for the registration fees after a prescribed number of days, and*

***WHEREAS,** certain invoices have a discount applied if paid within a prescribed number of days, and*

***WHEREAS,** these interest, late, and additional charges are viewed as unnecessary expenses,*

**THEREFORE, BE IT RESOLVED** that the Scott County School Board authorizes the Purchasing Clerk to forward upon approval of the Superintendent invoices for payment as follows: Verizon, American Electric Power Company, Bristol Utilities Board, Copier Leasing Companies, Division of Motor Vehicles, Dungannon Water Department, Exxon Company, Gate City Water Department, Bank of America (Mastercard) Platinum Plus for Business, MountainNet, Nickelsville Water Department, Office Depot, Pitney Bowes, Powell Valley Electric Company, Scott County Telephone Cooperative, Scott County Public Service Authority, Scott Telecom & Electronics, Century Link, Virginia State Police, Central Registry Search, Reinhart, Borden Dairy, Sara Lee Bakery, Thrift-Way Market, Food City, Quill, Typewriter Sales & Service, McCollum Bottled Water, LLC, Scott County Lumber & Hardware, vendors for physicals and Board approved and/or bidded contracted maintenance/construction invoices, architect and engineering invoices, insurance and Board invoices, registration fees, invoices stating discounts, and invoices involving grants that are to be used for reimbursement purposes.

**THEREFORE, BE IT FURTHER RESOLVED** that a copy of these prepaid invoices be presented to the School Board at its next regularly scheduled meeting.

**Legal Reference: Code of Virginia 22.1-122**

**APPROVAL OF ITEMS FOR SURPLUS SALE:** On a motion by Mr. Horton, seconded by Mr. Sallee, all members voting aye, the Board approved the items for surplus sale list as presented:

**Fort Blackmore Primary** - (1) Tall shelf (2) TV Carts (1) Utility Cart (2) Teacher desks (2) book Shelves (4) corner tables (2) blue chairs (18) children's chairs (1) VCR-DVR (1) Folding table (1) projector screen & stand (2) dividers (15) metal lockers and (1) Corner computer Desk

**Hiltons Elementary** - Overhead Projector, TV, Book Shelf, Trash Cans, Metal Computer Desks Cafeteria Table, Couch

**Gate City Middle School** - Copier, Old Kitchen Serving Line, RCA 19" TV, CD Players Tape player, Video tape cleaner, cassette player, pocket chart, VCR's, Calculators, RCA Small Wonder Video Recorder, MyCap Jr., Averkey 3 Plus, HP Scanner, Mitsubishi Video Projector, office chairs, Gold Star TV/DVD, Sony Digital Still Camera, HP Laserjet printer, Classroom Jeopardy Set, Interwrite Classroom Remote System, Savin 9027 Copier, Paper Shredder

**Gate City High School** - (11) Channel 1 TV's (2) Fax Machines; TV/VCR Cart, (2) TV Carts (1) Chalkboard; Projector Screen (3) Sharp TV's (2) Phillips Magnavox VHS Players; Dell Speakers; (8) TV Carts; Small Metal Cart, Magnavox TV, (2) Gold Star VHS Players; Case of Interwrite PRS Remotes, RCA/VHS Player, (2) Magnavox DVD Players; Linksys 8-port Gigabit Switch, Pioneer Cable Box, (2) Mitsubishi TV's; Panasonic VHS Player, Zenith TV, RCA/DVD Player, RCA TV, Emerson VHS/DVD Player, NEC Projector, (3) Infocus projectors (2) Mitsubishi Projectors; Notevision Projector; (6) Computer Keyboards; Typewriter, Califone Cassette Recorder/CD Player with Speakers, Seenite Opaque Projector, Record Player, Ringmaster SL/CA Player; (2) Listening Centers, (4) Kodak Slide Trays (2) Boxes of Career VHS Videos, (2) chairs.

**Twin Springs High School** - (4) Welders (9) Tape Recorders (8) Microscopes (1) Electric Stove (2) Microwaves (1) Overhead Projector (1) Scanner

**Nickelsville Elementary** - (1) Big Wood Table (2) Old Classroom Tables (1) PA System (2) Speakers & Stands (3) Rolling Carts (5) TV's (1) Copier (1) Printer (7) VCR's (1) Laminator (1) Teacher Desk (2) Small Chairs (1) Projector (2) Tissue Holders (8) Old Desks; Some Old Tables

**Rye Cove Intermediate** - (2) Rolling Computer Tables (2) Trapezoid Tables (1) Small Round Table (18) Padded Chairs (1) Bucket of Aquarium Supplies (2) Rolling Computer Chairs (1) Oak Chair (1) Stereo Component (4) VCR's (1) Document Camera (1) Infocus Projector (2) TV's (1) Gray Computer Chair (1) Jeopardy Game (1) Desk (broken), Maps, (1) Old Popcorn Popper

**Rye Cove High School** - (5) TV's (2) Printers; Fax/Printer; Riding Mower (Red) and Copier

**Weber City Elementary** - Grill, Computer Monitor, Projector, Blue Mat, (2) Sleds; Teacher Desk, Flags, DVR, TV, Tumbling Composter, Metal Desk, Dance Game, Rabbit Fence, Propane Tanks (3); VCR and Composite

**Yuma Elementary** - Speakers, Cafeteria Tables, TV Carts, TV's, Overhead Projector

**Shoemaker Elementary** - Podium/Lectern and Clothes Dryer

**Maintenance** - (28) 5 Gallon Buckets of Perma-Crete Sealer; (3) 115volt Robinair Vacuum Pumps (1) Campbell Hausfeld 30 Gallon 115volt Air Compressor & Tank; (1)

Lincoln 230volt 225amp Arc Welder (1) Lincoln 230/460volt 250amp Arc Welder (15) Copper  
115volt 320watt High Bay Metal Halide Light Fixtures; (approximately 320) T-8 Four Foot  
Fluorescent Light Bulbs; (approximately 60) T-12 Four Foot Fluorescent Light Bulbs

**Bus Garage** – 2009 Thomas Saf-T-Liner 78 Passenger Bus (body only); 1993 International School Bus 52  
Passenger; 2000 Toyota Echo 4 Door; Pressure Washer

**School Board Office** – TV's, VCR's, Chairs, Fish Tanks, Copy Machine, Cabinets, Typewriter, Filing  
Cabinets, Old Cafeteria Tables, Cafeteria Equipment (mixer, kettles, etc.), Old Student Desks, Old  
Tables, Walkie Talkies, PA System, Metal Lockers, Desks, Projectors

**APPROVAL OF REVISED CAFETERIA MEAL PRICES:** Superintendent Ferguson  
explained that the revision to the meal prices is a \$.05 increase above what was approved in May and that  
this is applied only to the lunch prices. He stated that the breakfast prices stayed the same.

On a motion by Mr. Sallee, seconded by Mr. Horton, all members voting aye, the Board approved  
the Revised Cafeteria Prices as presented:

High/Middle School Breakfast	\$1.00
Adult Breakfast	\$1.60
Elementary Breakfast	\$0.95
Elementary Lunch	\$1.90
High/Middle School Lunch	\$2.25
Adult Lunch	\$3.05

**APPROVAL OF THE REVISED SCOTT COUNTY SCHOOL BOARD COLLEGE FUND  
RECOMMENDATION OF BOARD OF DIRECTORS:** Superintendent Ferguson explained that due to  
extenuating circumstances one Board Member from the list approved in June, 2015, could not serve and  
therefore the listed has been revised.

On a motion by Mr. Templeton, seconded by Mr. Horton, all members voting aye, the Board  
approved the following list of the Board of Directors for the Scott County School Board College Fund:

**SCOTT COUNTY SCHOOL BOARD  
COLLEGE FUND  
RECOMMENDATION OF  
BOARD OF DIRECTORS**

Carolyn Dishner  
65 Dunham Circle  
Johnson City, TN 37601  
423-202-3935

Henry Clabaugh  
P.O. Box 206  
Gate City, VA 24251  
276-386-9574

Donna Williams  
2741 Hilton Road  
Gate City, VA 24251  
423-571-0559

David Wininger  
1577 Yuma Road  
Gate City, VA 24251  
276-386-6758

Barbara Hillman  
P.O. Box 373  
Dungannon, VA 24245  
276-386-2238

Tommy Green  
177 Timothy Street  
Nickelsville, Va. 24271  
276-479-29

**CLOSED MEETING:** Mr. Sallee made a motion to enter into closed meeting at 7:00 p.m. to discuss head start personnel, teachers, teaching assistants, coaches, and 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 8:57 p.m. and on a motion by Mr. Sallee, seconded by Mr. McConnell, the Board returned to regular session and Mr. Sallee cited the following certification of the closed meeting:

**CERTIFICATION OF CLOSED MEETING**

*WHEREAS, the Scott County School Board has convened a closed meeting on 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: Larry L. Horton, Linda D. Gillenwater, Gail McConnell, Bill Quillen, Steve Sallee, David M. Templeton*

*Nays: None*

*ABSENT DURING VOTE: None*

*ABSENT DURING MEETING: None*

**APPROVAL OF GATE CITY HIGH/MIDDLE SCHOOL COACHING LIST:** On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Sallee, seconded by Mr. McConnell, all members voting aye, the Board approved the following coaching list of Gate City High/Middle School as presented.

<b>GATE CITY HIGH/MIDDLE SCHOOL</b>	
<b>ASSIGNMENT</b>	<b>2015-16 ASSIGNMENT</b>
<b>ATHLETIC DIRECTOR</b>	
High School	Brent Roberts
Middle School	Scott Vermillion
<b>ACADEMIC TEAM</b>	
Sponsor (half supplement)	Sarah Whisenhunt
Sponsor (half supplement)	Mary Alice McClellan
<b>BASEBALL</b>	
Head	Terry Fields
Assistant Varsity	Jonathan Salyer
JV	Keith Warner
<b>GIRL'S BASKETBALL</b>	
Head	Kelly Houseright
Assistant Varsity	Jeremy Houseright
Junior Varsity	Terry Bird
9th Grade	Not Filled

<b>BOY'S BASKETBALL</b>	
Head	Scott Vermillion
Assistant Varsity	Keith Warner
Junior Varsity	Shannon Boy
9th Grade	Justin Seaver
<b>CHEERLEADING</b>	
Head Coach	Tiffany Hawley (2/3 Supplement)
Assistant	Lindsey Redwine (1/3 Supplement)
<b>CROSS COUNTRY (BOYS &amp; GIRLS)</b>	Melissa Trinkle
<b>FOOTBALL</b>	
Head	Chris Akers
First Assistant	Jeremy Houseright
Other Assistant	Gary Collier
Other Assistant	Steve Shockley
Other Assistant	Justin Seaver
Other Assistant	Joey Reed
Other Assistant (Split Supplement)	Mark Thompson (1/2 Supplement)
Other Assistant (Split Supplement)	Keith Warner (1/2 Supplement)
<b>FORENSICS</b>	Jamie Perry
<b>GOLF</b> 1/2 Supplement	Jody Wolfe
1/2 Supplement	Rhea McConnell
<b>SOFTBALL</b>	
Head	Cara Noe
Assistant Varsity	Kandace Haigler
Junior Varsity (1/2 supplement)	Stephanie Hood
Middle School (1/2 supplement)	Bill Oakes
<b>SWIMMING</b> (no supplement)	No Team Member
<b>TENNIS</b>	
Head Boys	Steve Shockley
Head Girls	Delonda Spivey
<b>THEATRE FESTIVAL</b>	Jamie Perry (1/2 Supplement)
	Morgan Quillen (1/2 Supplement)
<b>TRACK</b>	
Head Boys	Justin Seaver
Head Girls	Amy Reed
<b>VOLLEYBALL</b>	
Head	Amy Reed

Junior Varsity	Delonda Spivey
Other Assistant	Jessica Lewis (1/2 Supplement)
	Eric Winingar (1/2 Supplement)
<b>SOCCER</b>	
Head Boys	Aaron Hillman
Head Girls	Mary Beth Vaughn
Asst Girls ( Split Supplement)	Sarah Whisenhunt
Asst. Boys (Split Supplement)	Lauren McInturff
<b>YEARBOOK</b>	
High School	Pam Jones
Middle School	Melissa Trinkle/Sarah Medukas
<b>VOLUNTEERS</b>	
<b>Baseball:</b>	
Mark Williams	<b>Football:</b>
	Tyler Parks
<b>Girls Basketball:</b>	
Kathy Bird	
Stan Rogers	
<b>Boys Basketball:</b>	<b>Golf:</b>
Chris Fugate	
Greg Ervin	<b>Softball:</b>
Jesse McMurray	Bobby Quillen
Jonathon Salyer 7 <sup>th</sup> Grade	Valerie Babb
Jason Howell 8 <sup>th</sup> Grade	Eric Lane
Johnny Gose 8 <sup>th</sup> Grade	
	<b>Soccer</b>
<b>Cheerleading:</b>	Amy Bledsoe
	Mario Jaramillo
<b>Cross Country:</b>	<b>Tennis:</b>
Shawn Becker	Jeff DeBoard
<b>Track</b>	Ashley Ervin
Shawn Becker	Skip Sheets
Ron Light	John D Ferguson
Austin Reed	

**APPROVAL OF RYE COVE HIGH SCHOOL COACHING LIST:** On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Horton, seconded by Mr. McConnell, all members voting aye, the Board approved the following coaching list of Rye Cove High School.

<b>RYE COVE HIGH SCHOOL</b>	
<b>Assignment</b>	<b>2015-2016 Assignment</b>
<b>ATHLETIC DIRECTOR</b>	Jamie Carter



<b>ACADEMIC TEAM-SPONSOR</b>	Joy Davidson
<b>BASEBALL-HEAD COACH</b>	Michael Paul Berry
<b>ASSISTANT COACH (ADDED SUPPLEMENT)</b>	Thomas Bowen
<b>JV COACH</b>	Steve Lane
<b>GIRL'S BASKETBALL-HEAD COACH</b>	Kelly Hood
<b>ASSISTANT COACH</b>	Kristie Carter/Lisa Rhoton
<b>JV COACH</b>	Melissa Sanders
<b>BOY'S BASKETBALL-HEAD COACH</b>	Michael Paul Berry
<b>ASSISTANT COACH</b>	Jamie Carter
<b>JV COACH</b>	Cheyenne Osborne
<b>CHEERLEADING-SPONSOR</b>	Tammy Cassell
<b>CROSS COUNTRY-HEAD BOYS/GIRLS</b>	Lisa Rhoton
<b>FOOTBALL-HEAD COACH</b>	Adam Toney
<b>FIRST ASSISTANT</b>	Robin Hood
<b>JV COACH</b>	Joe Toney
<b>JV COACH</b>	Travis Bowen
<b>FORENSICS-COACH</b>	Ashley Bowen
<b>GOLF-HEAD COACH</b>	Todd Baker
<b>SOFTBALL-HEAD COACH</b>	Britney Salyer
<b>ASSISTANT COACH (Added Supplement)</b>	Larry Lawson
<b>JV COACH</b>	Charity Lawson
<b>THEATRE FESTIVAL-COACH</b>	Joy Davidson
<b>TRACK-HEAD COACH-BOYS</b>	Adam Toney
<b>TRACK-HEAD COACH-GIRLS</b>	Ashley Parker
<b>VOLLEYBALL-HEAD COACH</b>	Greg Gilliam
<b>JV COACH</b>	Britney Salyer
<b>YEARBOOK-SPONSOR</b>	Joy Davidson
<b>VOLUNTEERS</b>	
<b>BASEBALL</b>	Michael Edwards, Ronald Dishner, Travis Bowen
<b>BOY'S BASKETBALL</b>	
<b>CHEERLEADING</b>	Whitney Egan
<b>CROSS COUNTRY</b>	Wendy Chambers and Lowell Bledsoe
<b>GIRL'S BASKEBALL</b>	Kevin Sanders, Jake Hood,
<b>FOOTBALL</b>	, Garrick Hillman, Mickey Gibson, James Jones, Andy Meade,
<b>GOLF</b>	
<b>SOFTBALL</b>	Jonathon Salyer
<b>TRACK</b>	Robin Hood
<b>VOLLEYBALL</b>	Regina Wallen, Melissa Sanders, Heather Petersen
<b>PRINCIPAL'S SIGNATURE: TRAVIS NICKELS</b>	Travis Nickels
<b>DATE:</b>	June 20, 2016

**APPROVAL OF TWIN SPRINGS HIGH SCHOOL COACHING LIST:** On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Sallee, seconded by Mr. Templeton, all members voting aye, with Mr. McConnell and Ms. Gillenwater abstaining, the Board approved the following coaching list of Twin Springs High School as presented.

**TWIN SPRINGS HIGH SCHOOL**

<b>SPORT</b>	<b>NAME</b>	<b>POSITION</b>
Athletic Director	Chad Hood	
Football	Chad Hood	Head/Varsity
	Not Filled	Assistant
	Jeff Kegley	Assistant
	Daniel Barnette	Asst. ½ supp
	Randy Kilgore	Asst. ½ supp
Basketball (Boys)	Mark Dockery	Varsity
	Not Filled	Assistant
	Not Filled	JV boys
Basketball (Girls)	Brian Powers	Varsity
	Katie Jo Dockery	Assistant
	Kevin Warner	JV
Baseball	Chad Hood	Varsity
	Derek Cassel	Assistant
	Not Filled	JV
Softball	Tim Lawson	Varsity
	Kevin Warner	Assistant
	Brian Powers	JV ½ supp
	Mike Compton	JV ½ supp
Track (Boys)	Not Filled	Varsity/JV
Track (Girls)	Jenny Gose	Varsity/JV
Golf	Anthony Shipley	
Volleyball	Katie Jo Dockery	Varsity
	Autumn McConnell	JV girls
Cheerleading (Football & Basketball)	Jackie Meade	Varsity
Academic	Anthony Shipley	
Theatre	Greg Hall	
Forensics	Autumn McConnell	
Yearbook	Mary Beth Keith	

Volunteer Football Coaches	Matthew Elliot	
	Charles Quillen	
	Jerry Wolfe	
	Kelly Holbrook	
	Austin Gullett	
	Steve Pennington	
Volunteer Cheerleading Coach	Debra Keith	

**RESIGNATIONS:** On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Horton, seconded by Mr. Sallee, all members voting aye, the Board approved the resignation of Mr. Ben Robertson, teacher, effective July 5, 2016.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Sallee, seconded by Mr. McConnell, all members voting aye, the Board approved the resignation of Mr. Josh Castle, teacher, effective July 5, 2016.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Sallee, seconded by Mr. Horton, all members voting aye, the Board approved the resignation of Ms. Kellie Johnson, principal, effective June 30, 2016.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Horton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the resignation of Mr. Justin Forrester, teacher, effective the end of the 2015-2016 school year.

**EMPLOYMENT:** On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Templeton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the employment of Ms. Holli Criswell, teacher, effective for the 2016-2017 school year.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Sallee, seconded by Mr. McConnell, all members voting aye, the Board approved the employment of Mr. Brad Taylor, teacher, effective for the 2016-2017 school year.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Ms. Gillenwater, seconded by Mr. Sallee, all members voting aye, the Board approved the employment of Ms. Deanna McClain, teacher, effective for the 2016-2017 school year.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Horton, seconded by Mr. Sallee, all members voting aye, the Board approved the employment of Ms. Sherry Vanzant, teaching assistant, effective the 2016-2017 school year.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Templeton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the employment of Ms. Debra Keith, teaching assistant, effective the 2016-2017 school year.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. McConnell, seconded by Ms. Gillenwater, all members voting aye, the Board approved Mr. Jordan Mullins, principal, effective July 5, 2016.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Templeton, seconded by Mr. Sallee, all members voting aye, the Board approved Ms. Kathy Arnold, assistant teacher for Head Start, effective July 5, 2016.

Mr. Jason Smith, Supervisor of Personnel commented on Gate City High School receiving the Claudia Dodson VHSL Sportsmanship, Ethics & Integrity Award and mentioned that the Board will recognize Gate City High School at the September meeting.

**BOARD MEMBER COMMENTS:** Ms. Gillenwater and Mr. Quillen congratulated Gate City High School on receiving the Claudia Dodson VHSL Sportsmanship Award.  
Mr. Templeton thanked the Board for changing the September Regular Board Meeting date.

**ADJOURNMENT:** There being no further business to discuss, the Board adjourned at 9:02 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, MONDAY, July 18, 2016**

The Scott County School Board met for a special meeting on Monday, July 18, 2016 at the School Board Office Conference Room in Gate City, Virginia with the following members present:

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

**Absent:** None

**OTHER PRESENT:** Jason Smith, Supervisor of Personnel; K.C. Linkous, Clerk of the Board/Human Resource Manager; Beverly Stidham, Deputy Clerk of the Board/Purchasing Agent; Will Sturgill, School Board Attorney.

**CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLIGIANCE:** Chairman Quillen called the meeting to order at 6:00 p.m. The Board observed a moment of silence and Mr. Templeton led in citing the *Pledge of Allegiance*.

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

**CLOSED MEETING:** Mr. Sallee made a motion to enter into closed meeting at 6:01 p.m. to discuss teachers, coaches and principals as provided in Section 2.2-3711 A (1) of the *Code of Virginia*, as amended; motion was seconded by Mr. Horton, all members voting aye.

**RETURN FROM CLOSED MEETING:** All members returned from closed meeting at 6:50 p.m. and on a motion by Mr. Sallee, seconded by Mr. McConnell, the Board returned to regular session and Mr. Sallee cited the following certification of the closed meeting:

*CERTIFICATION OF CLOSED MEETING*

*WHEREAS, the Scott County School Board has convened a closed meeting on 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 D. Gillenwater, Larry L Horton, Gail McConnell, Bill Quillen, Steve Sallee, David M. Templeton*  
*Nays: None*                      *ABSENT DURING VOTE: None*                      *ABSENT DURING MEETING: None*

**RESIGNATIONS:** On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Templeton, seconded by Mr. Sallee, all members voting aye, the Board approved the resignation of Mr. Dominick A. Colobro, teacher, effective July 5, 2016.

**EMPLOYMENT:** On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Sallee, seconded by Ms. Gillenwater, all members voting aye, the Board approved the employment of Ms. Tracy Stallard, principal, effective July 18, 2016.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Horton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the employment of Ms. Dorina Lewis, teacher, effective for the 2016-2017 school year.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Templeton, seconded by Mr. Sallee, all members voting aye, the Board approved the employment of Ms. Hailey Qualls, teacher, effective for the 2016-2017 school year.

On the recommendation of Mr. Jason Smith and on a motion by Mr. McConnell, seconded by Mr. Horton, all members voting aye, the Board approved the employment of Mr. Jeff Lester, teacher, effective for the 2016-2017 school year.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Horton, seconded by Mr. Templeton, all members voting aye, the Board approved the employment of Mr. Joshua Christian, teacher, effective for the 2016-2017 school year.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. McConnell, seconded by Mr. Templeton, all members voting aye, the Board approved the employment off Mr. Kevin Warner, assistant football coach (split supplement), effective July 18, 2016.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Ms. Gillenwater, seconded by Mr. Horton, all members voting aye, the Board approved the employment of Mr. Matthew Elliot, assistant football coach (split supplement), effective July 18, 2016..

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Horton, seconded by Mr. Sallee, all members voting aye, the Board approved the employment of Mr. Charles Quillen, assistant football coach (split supplement), effective July 18, 2016.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Sallee, seconded by Mr. McConnell, all members voting aye, the Board approved the employment of Mr. Eddie Hood, non-stipend football coach, effective July 18, 2016

**ADJOURNMENT:** There being no further business to discuss the Board adjourned at 6:54 p.m.

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

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K.C. Linkous, Clerk

will be an architect fee of 5% of the total cost of both bid projects added to the cost of the roofing project. He also stated that the money for this roofing project will come from the construction loan of \$300,000.

**CLOSED MEETING:** Mr. Sallee made a motion to enter into closed meeting at 6:55 p.m. to discuss teachers, coaches, principals, and bus drivers 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 7:52 p.m. and on a motion by Mr. Sallee, seconded by Mr. McConnell, the Board returned to regular session and Mr. Sallee cited the following certification of the closed meeting:

**CERTIFICATION OF CLOSED MEETING**

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

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

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

**ROLL CALL VOTE**

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

*Nays: None*

*ABSENT DURING VOTE: None*

*ABSENT DURING MEETING: None*

**APPROVAL OF OVERNIGHT FIELD TRIPS:** On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Templeton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the field trip request of Gate City High School, one student, one sponsor and one chaperone to attend the All State Band Festival in Fairfax, Virginia, April 6 - 9, 2016.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. McConnell, seconded by Mr. Horton, all members voting aye the Board approved the field trip request of Twin Springs High School Band end of the year trip to Atlanta, Georgia, June 23-25, 2016 (18 students, 12 chaperones).

**APPROVAL OF SUBSTITUTE TEACHERS:** On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Templeton, seconded by Mr. Sallee, all members voting aye, the Board approved the following as substitute teachers: Matthew Bays, Jason Dean, Christina Hurd and Magdalene Mason.

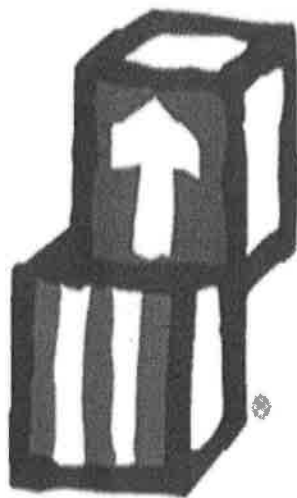
**EMPLOYMENT:** On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Horton, seconded by Mr. McConnell, all members voting aye the Board approved the employment of Ms. Jenny Gose, Girls Track Coach, Twin Springs High School, effective February 26, 2016.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Sallee, seconded by Mr. McConnell, all members voting aye, the Board approved the employment of Billy Nash, substitute bus driver, effective April 5, 2016.

**LEAVE OF ABSENCE:** On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Horton, seconded by Ms. Gillenwater, all members voting aye the Board approved the leave of absence of Ms. Amy Wampler Marchant, effective for the 2016-2017 school year.

**VOLUNTEER COACHES:** On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Templeton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the recommendation of Mr. Darren Pendleton as a volunteer baseball coach for Gate City High School, effective, March 10, 2016.

Scott County  
Public School  
Early Head Start  
(Non-Partnership)  
Expansion Grant  
Application



**Scott County  
Head Start**



## **Project Summary/Abstract**

Early Head Start (Non-Partnership)Expansion Grant  
Scott County Public School Head Start  
305 Legion Street  
Weber City, VA 24290  
276-386-6051 ext. 12  
[scottcounty.headstart@sctv.coop](mailto:scottcounty.headstart@sctv.coop)  
<http://www.scottcountyheadstart.org>

Scott County Public School Head Start proposes to use Early Head Start Expansion funds in the amount of \$345,486 per year in funding and a start up budget of 353,186 to address the needs for underserved and at-risk infants and toddlers living in this rural community.

Scott County Public School Head Start's service area includes all of Scott County, located in the Appalachian Mountains of rural Southwest Virginia. The Head Start Program in Scott County, Virginia has been in place since 1965. The program's mission is "Guiding low income families with three and four year old children toward self sufficiency and success in school." Priority should be given to Scott County because the program has a 50 year history of providing high quality services to more than 8,000 Head Start children and families.

The proposed Early Head Start Expansion funds will target low-income Scott County residents and expects to enhance the Birth-to-Five Continuum by providing intensive and comprehensive child development and family services to 20 infants and toddlers in our community. We will enroll 12 children in the Gate City area. The EHS center will be located in Weber City (two miles from Gate City) adjacent to the Head Start office and an existing center for three and four year olds. We will enroll 8 (16 months -36 months) in the Duffield area. This EHS center will be located in our existing parent building which is adjacent to an existing center that serves 40 three and four year old children. The centers will operate from 8:00 a.m. to 4:00 pm, five days per week for 205 days. These centers are centrally located to offer services to working families and families who are attending school at Mountain Empire Community College.

Scott County is a rural county located on the southern edge of the Southwest Virginia coalfields in rural southwestern Appalachia. It contains 536 square miles of land area and is bordered by Lee, Wise, and Russell Counties. The County is served by a road system consisting of 116.76 miles of primary roads and 690.16 miles of secondary roads. A succession of hills, high ridges and narrow limestone valleys characterize most of the county. Elevations range from 1,200 feet to 4,000 feet. The Jefferson National Forest comprises a large portion of the county, and this largely unpopulated area is sparsely populated farming districts, leaving 80% of the population concentrated in the extreme areas of the county.

There are six small incorporated towns in the county: Duffield, Gate City, Weber City, Nickelsville, Clinchport, and Dungannon. These communities are located near rivers or large creeks, valleys, and in natural passageways through mountain chains. About 20% of the county's population resides in these incorporated towns.

SCPSCHS completed a Community Assessment Update in July 2016. The following description of this service area contains information gathered from this Community Assessment. This information provided by the Community Assessment shows the need for financial assistance to provide Early Head Start Services in Scott County, Virginia. A critical need for EHS Services was clearly determined by utilizing our current data base system Child Plus, and the Family Resource Specialists to identify and interview families with expectant mothers and/or siblings in the EHS age range from 0-36 months. The Head Start generated data revealed that 20 currently enrolled families with either an income expectant mother or a sibling of Early Head Start age was in need of additional services.

Partnering with Scott County Health Department and the Scott County Department of Social Services, we found that 86% of our current client base is demanding additional assistance.

That assistance not only addresses the child growth and development needs of their children, but will also meet their demand and need for child care to keep them employed and/or in school and mitigate the region-wide high poverty level. Our data resource, Scott County Health Department, using their WIC guidelines, determined a target demand for services based on their current WIC enrollment numbers. These numbers include more than 62 expectant mothers; more than 82 clients with children in the 0-12 month stage; and 204 children age two to five, for a staggering total estimated number of eligible EHS/HS children to 348. Scott County DSS data for FY June 2015-May 2016 shows that 116 families with 240 children and 38 within the 0-3 range receive TANF. Thirty families (64 children/ with 10 within the 0-3 range) participated in the View program. Nine children from birth to 3 years are in Foster Care.

SCPSEHSP projects that approximately 127 infant and toddlers are eligible for Head Start services. Due to lack of funding, only two children are receiving child care subsidy.

Scott County is a small, rural Southwest VA, county, with a population of 22,781. Poverty is high, with a median household of \$38,355 compared with the state average of \$63,907 and family education levels are below average. The poverty rate for the county is 7% higher than the state average while the unemployment rate is 1% higher, Scott County Schools has a local composite index of .193, making it the 3<sup>rd</sup> poorest county & one of the most economically disadvantaged school systems in the Commonwealth. According to the 2012 census, over 26% of parents have not completed high school & only 12% of adults have been educated beyond high school. As the third poorest county in VA., needs are profound & resources are critically limited due the county's isolation & tax base. Need for support to families with levels of Education; 22% of the county's adults have less than a ninth grade education and another 14.4% have between a ninth and twelfth grade education without a diploma. Families have stated that they

would like to pursue their G.E.D., but they need childcare for their infants and toddlers. There are currently no public center-based programs available in our county.

Other child care providers are limited in the service area. One private religious exempt child care center is located in Weber City. They have 12 infants, 16 toddlers, and 20 two year olds. All of these children are served in 3 classrooms. They maintain the ratio of 1 to 4 up until the age of 2. Also, this childcare serves preschool and school age children. They have reached their building capacity, and are unable to partner w/EHS at this time. They have partnered with SCPSS to accommodate their school age summer program. The staff does not have any formal credentials or certifications. The classrooms have limited materials and equipment. No child care providers exist in Duffield except for Head Start.

According to the community needs assessment, the Non-Partnership EHS Expansion model best meets the needs of the community. Staff have been in direct contact and held meetings with the following: DSS staff, Infant Toddler Connection of DILENOWISCO staff, Religious Exempt Child care Director, Family Preservation, SC Health Department, Frontier Health, Child Care Awareness, and Appalachian Community Action Agency.

Quality childcare is almost non-existent in Scott County. SCPSHSP operates 7 centers that are licensed through the DSS. One religious exempt childcare is running at full capacity. The Director of this program stated that low income working families can't afford to pay the cost of child care and there are limited funds through the DSS. Due to the lack of quality childcare in the service area, this opportunity will grow the supply of effective early learning opportunities for young children in the community. Expanding the program to serve 20 infants and toddlers will give families an opportunity to quality childcare and respond to the child care needs of working families.

In response to the socioeconomic status of the children and families of Scott County, and the lack of child care programs in this area, the need and demand of the community to overwhelming and additional child care for infants and toddlers is critical. SCPSEHSP will meet the requirements for full-day, full-year services by providing 8 hours per day, 5 days per week and 41 weeks per year for a total of 1,640 hours per year.

### **Enrollment Plan**

SCPSEHSP projected date to begin delivering services is March 1, 2017.

The following is a projected timeline:

**December 2016** Early Head Start will be trained on ERSEA including the Final Rule to ensure that employees are fully aware of the consequences established by the grantee for employees who knowingly sign a verification form that contains false information. Review ERSEA Policy, Procedures, and Forms; Submit ERSEA Policy to Policy Council and School Board for Approval Purchase recruitments signs for Early Head Start; Outreach to Agency and Service Organization Contacts; Ensure new posters, applications, and brochures are updated to reflect Early Head Start Services.

**January 2017** Early Head Staff will begin Recruitment for the centers. EHS Coordinator and Director will screen and review all applications.

**February 2017** Early Head Staff will continue to Recruit. EHS Coordinator and Director will screen and review all applications. From the Enrollment Priority listing, the Director and EHS Coordinator will select all categorically eligible children. If there are any enrollment slots remaining the next selection of children will be those who are income eligible below 100% of Federal Poverty Guidelines. Priority will be given to working families and those enrolled in school who have the greatest needs.

**Mid-February 2017** SCPSEHSP anticipates to be fully enrolled.

While it is projected that this EHS will be fully operational in March, 2017, the program will begin serving enrolled children in a home-based option the third week of February.

The SCPSEHSP will develop a recruitment strategy and selection criteria ensuring services will be provided to those in greatest need. The SCPSEHSP recognizes that recruitment is an ongoing process requiring year-round attention from staff, policy council, parent committees as well as community partners.

In an effort to locate age and income eligible infant and toddlers in the service area, a recruitment flyer will be placed in the program's newsletter bi-monthly. A list of siblings will be generated from currently enrolled children which are age eligible for the Early Head Start program. SCPSEHSP will advertise in the local paper, cable TV, and radio, that the program accepts and provides services to infant and toddlers, including those with disabilities.

Recruitment signs will be placed throughout the county.

In an effort to recruit homeless families, the EHS will work with local agencies including Hope House Domestic Violence Shelter, Scott County DSS, Appalachian Community Action Agency and SCPSS Homeless Liaison to determine if they are serving homeless families with Early Head Start age eligible children. Recruitment flyers will be posted at all four agency sites and other business throughout the county.

To recruit foster children, the EHS will communicate with the Scott County DSS to determine if age eligible children are currently in foster care. The SCPSEHSP will collaborate with Early Intervention in Child Find Efforts. In addition, the program will participate in an Early Childhood Fair at a local well frequented grocery store. Staff works to identify children eligible for Early Head Start and special education services.

In an effort to recruit migrant and Non-English speaking families, the FCSC will contact the Clinch River Migrant Health Network and SCPSS to obtain assistance in recruiting families. Management staff conducts community outreach by participating in community meetings and other agency's service training. Staff will conduct door to door recruitment.

The SCPSEHSP will work to ensure that not less than 10 percent of the actual enrollment will be children with disabilities. The SCPSEHSP has an interagency agreement with the Infant Toddler Connection of *DILENOWISCO*. SCPSEHSP will conduct recruitment and identification efforts of children in close collaboration with its IDEA (Individuals with Disabilities Education Act) partners. The Director of SCPSEHSP is an active member of the Infant Toddler Connection of *DILENOWISCO* Interagency Council.

### **Project Design and Approach**

The SCPSEHSP will be designed to meet each child's individual needs. A variety of resources are in existence to help foster this goal. A major way that the SCPSEHSP will work to meet the educational needs of the Head Start Children is by hiring and retaining highly qualified staff. The Infant/Toddler Coordinator will be required to have a Bachelor's Degree in Early Childhood Education, Infant/Toddler Lead Caregivers will be required to have at least an A.A. Degree in Early Childhood Development or a C.D.A. in Infant/Toddler. The Infant/Toddler Assistant Teachers will be required to have an A.A. Degree in Early Childhood Development or C.D.A. in Infant/Toddler. The staff will be sensitive and skilled in interactions; use ongoing formative assessment of each child's skills to plan instruction; and they choose and use curricula and activities that engage all children, regardless of their strengths or needs. Upon hiring nine EHS staff, the Start-Up training budget will provide comprehensive curriculum training in the High/Scope Infant-Toddler Curriculum. Using the High/Scope Approach, the program will provide a safe and healthy environment for infants and toddlers that is developmentally

appropriate, based on sound principles of learning, and addresses all areas of infant-toddler development.

### **How Program will meet the Health, Mental Health, Nutritional, and Oral Health Needs of Children**

The quality of health status of currently enrolled infant and toddlers will be the top priorities of the SCPSEHSP. In order to ensure that each child is school ready, it is critical that timely and effective health services are provided and followed up on. The program in partnership with the partners and families and through the strong collaboration with community agencies provides comprehensive health services to the children.

In order to assess and meet individual needs, staff will determine if the child has an ongoing access to health services and obtain documentation of an age appropriate health assessment upon enrollment or within 30 days of child's first day of attendance. As part of the enrollment process, parents are asked to identify the child's health care provider(s) and to give written consent to enable the Head Start program to establish communication with the providers.

Once the program receives record of a child's physical, it is stamped with the date received. If a family does not have a medical/dental provider, staff will support families in obtaining a preschool physical for their child within 30 days of entering the enrollment and establishing a medical and dental home for the child within 90 days of entering the program. For children who are not up to date on an age-appropriate schedule of well child care, the program will work to assist parents in making the necessary arrangements to bring the child up to date. For children who are up-to-date on an age-appropriate schedule of well child care, the program works to assist parents to make sure the child continues with the current well child care.

Early childhood mental health is a child's (birth to 5 years) growing ability to experience, regulate, and express emotions. They learn to develop close, secure relationships with peers and



caring adults. Children begin to explore and learn from their surroundings, pay attention, and follow directions. The Scott County Public School Head Start (SCPSHS) program programs contracts with Frontier Health, Inc., a provider of behavioral health services, to serve the program an average of 20 hours per week to ensure children, families, and staff have access to prevention and intervention services. With parent/ guardian permission, individual child observations are conducted by a mental health professional when there are concerns. In addition, this contracted service will assist program staff and parents in writing and implementing intervention plans, facilitate the program's mental health education services and serve as a resource to parents and staff about mental health issues.

The SCPSHS program contracts with the VA Department of Health - LENOWISCO Health District to provide the following nutritional services: Review the analysis of the Head Start menus to assure that the recommended components and quality of food are met and make any recommendations to the nutritional staff. Serve as a consultant for training to the Agency and Head Start parents. Serve as a consultant for parents of children who have been assessed as needing special diets to improve their health. Complete a Nutritional assessment of each enrolled child based on review of children's records that include health history and physical information.

The Scott County Public School Head Start (SCPSHS) program recognizes the importance of effective oral health practices. When children have a healthy mouth, they can speak more clearly, eat healthy foods, and feel good about themselves. A healthy mouth also means children can better focus and learn, have a pain-free mouth, and incur fewer dental costs. To assist in ensuring that the enrolled children have good oral health, the SCPSHS program offers each Head Start family an opportunity to receive dental services through a partnership with a local dentist or through Virginia Smiles. All children who receive a dental examination

also receive a fluoride varnish treatment. SCPSHSP staff assists parents with referrals for restorations and follow-up treatment if recommended as a result of the dental assessment.

The SCPSHS program works with families to promote good oral health through dental education materials which are sent to parents on a regular basis reinforcing the need for regular dentist visits. Children and their families are also educated about effective dental hygiene practices, including the ability to clean their teeth properly based upon their developmental skills. The SCPSHS program assists parents with referrals to the public health dentist and dental providers.

SCPSEHSP proposes to serve 12 children at the Weber City center and 8 toddlers at the Duffield center. The Infant classroom staffing pattern will be an Infant Lead Caregiver and an Assistant Teacher that serve 4 infants. This staffing pattern will exceed the required ratio, but the program feels like this would be “best practice”. Weber City and Duffield Toddler classrooms will each have a staffing pattern of a Toddler Lead Caregiver and an Assistant Teacher that serve 8 toddlers.

SCPSEHSP will implement a systems to ensure that the health and safety is the top priority. All EHS staff will receive a First Aid course and an Infant/Child CPR course offered by the American Red Cross. All EHS center staff will be MAT certified. All employees must satisfactorily pass a criminal record check through the Virginia State Police before hire. No person shall be employed until SCPSEHS receives a Criminal Record check that is clear of any criminal activity or felony record. SCPSEHS will be required by the Office of Head Start or Commonwealth of Virginia Department of Social Services Licensing Division to complete the following forms: Sworn Disclosure Statements; Criminal History Record Request-Virginia State Police; Child Protective Services Central Registry Search – VA. Department of Social Services.

SCPSEHSP will ensure that all centers are inspected by the State Fire Marshall and Health Department prior to opening the classrooms. Prior to start up, the Director will review DSS Licensing Standards and meet with DSS licensing inspection to gain understanding of the requirements for Infant/Toddler care. During Start Up, EHS will participate in Licensed Child Day Centers Standards training and Child Abuse and Neglect training provided by the DSS of Va. SCPSEHSP will submit an initial application licensure for Weber City and Duffield Early Head Start centers. The program will prepare for the facility inspection.

The High/Scope Infants and Toddlers Curriculum is research based and child focused. It uses a designed process of learning through discovery, called active participatory learning. During learning, caregivers encourage infants and toddlers to discover the world around them by exploring and playing. Learning and development are anchored by long-term, trusting relationships with caregivers, who are close at hand to support children as they plan. Using the High Scope Curriculum, SCPSEHSP will not only help young children excel in language, literacy and cognitive learning but also promotes independence, self-help, social emotional skills, physical development and health, decision-making, cooperation, empathy, creativity, and problem solving — the fundamental skills that help determine success in adult life. Other curricula resources will include I Am Moving/I Am Learning; Tender Care and Early Learning: Supporting Infants and Toddlers in Child Care Settings; It's Mine! Responding to Problems and Conflicts; Setting up the Learning Environment;

### **Developmentally appropriate for infants and toddlers**

SCPSEHS will provide a safe and healthy environment, be accessible to those with disabilities, and that is conducive to learning and reflective of the different stages of development of each child. Developmentally Appropriate practices are the keys to any high

quality childcare setting. High/Scope approach is designed to promote young children's optimal learning and development. Knowing what is typical at each age and stage of early development is crucial. Infant-Toddler Key Developmental Indicators (KDIs) helps teachers decide which experiences are best for children's learning and development. What teachers learn about specific children helps them teach and care for each child as an individual. COR Advantage trained teachers learn how to observe children's play and interactions with their physical environment and others. Teachers learn about each child's interests, abilities, and developmental progress. The program will make every effort to know the children's families and learn about the values, expectations, and factors that shape their lives at home and in their communities.

### **Aligned with the Head Start Early Learning Outcomes Framework**

High/Scope Infants and Toddlers Curriculum address all areas of infant-toddler development. Six main curriculum content areas align with the Head Start Early Learning Outcomes Framework. The curriculum is informed by research as being reasonably achievable, age appropriate, and aligned with kindergarten expectations. It covers the domains of early learning and skills children need to succeed in school. The High/Scope approach is relevant for children from diverse, linguistic, economic, and cultural backgrounds and for children with disabilities. It has a reasonable number of domains, sub-domains, and key developmental indicators that trained teachers can easily implement. To meet school readiness goals, assessing children's outcomes and gathering and analyzing data for improving quality, SCPSEHSP will utilize the COR Advantage child assessment system. COR Advantage is a birth-to-kindergarten assessment that assists teachers in supporting children at every developmental level – including children who are English Language Learners and those with special needs. This assessment tool is used to track each child's progress utilizing a developmental checklist of indicators which are

also aligned with the domains of the Head Start Early Learning Outcomes Framework. During three observation periods, center staff will input data into the system. The information will be gathered from ongoing assessments from teacher observations, parent observations, one-on-one assessment, group projects, work sampling, and anecdotal notes. Information from the COR Advantage will be used to provide individual profiles, class profiles, and total program reports.

### **Aligned to infant and toddler State Early Learning Guidelines**

Virginia's Early Childhood Development Alignment Project: Milestones of Child Development: A Guide to Young Children's Learning and Development from Birth to Kindergarten aligns with the Head Start Early Learning Outcomes Framework. The Guiding Principles are that families are the first and most influential teachers of young children, every child develops at an individual rate, possesses unique characteristics, and exhibits an array of talents and interests regardless of family background, culture, special need, experience or ability, optimal learning occurs when we recognize that all aspects of a child's development are interrelated, and early learning experiences draw upon and enhance the connections between families, early childhood programs and services, schools, and the community.

Community Partners/Resources available include the following partnerships and the services they provide to Head Start/ Early Head Start to ensure Performance Standards are met:

To facilitate health care, the Scott County Public Health Department in Gate City provides pediatric clinics; maternity, family planning and birth control; immunizations; WIC; and miscellaneous clinics. Clinch River Health Services in Dungannon provides general practice and emergency treatment.

The Child Development Clinic, operating within the Scott County Health Dept., provides mental and psychological assessments. Frontier Health provides behavioral screenings twice

yearly. Scott County Mental Health (Frontier Health) partners with SCPSHS by providing one consultant for 12 hours per week to provide mental health services for children. The consultant also provides training for parents and staff on a regular basis.

To enhance nutrition services, a WIC Registered Dietician oversees and approved the program's menu each month. Information is provided to families about the WIC program. Scott County Schools Food Service program contracts with SCPSHS to provide USDA approved lunches. Breakfast and afternoon snacks are purchased from Food City and Food Country stores. The Early Head Start breakfast and afternoon snacks will be prepared by the Food Service Provider.

To implement disabilities services, SCPSEHS will partner with the Infant & Toddler Connection of DILENOWISCO. This strong partnership is reviewed on a regular basis determining roles and responsibilities and services provided. Through ITCD, parents and professionals working together help babies birth to 3 years old develop and learn. Infant & Toddler connection provides supports and services for babies and their families so that families can help their child learn during everyday activities and routine. Developmental, speech, hearing, O.T. and P.T. screening concerns will be referred to ITCD. ITCD contracts with the Mini Miracles Pediatric Therapy to provide services.

SCPSHS has been a part of Smart Beginnings Southwest Virginia since it began and the Head Start Director is a member of the Leadership Coalition. Smart Beginnings serves as the backbone organization that brings together a network of community partnerships that are invested in creating and sustaining a quality early childhood system to Southwest Virginia. The goal of Smart Beginnings, Southwest Virginia, is to create sustainable, collaborative systems in communities across the region that have the capacity to prepare children for school, resulting in

both short-term savings for the K-12 system and long-term savings for their communities. Smart Beginnings Southwest Virginia, Virginia Quality, and the Virginia Early Childhood Foundation have partnered to bring additional resources to the program. The following are some resources that have been made available: C.D.A Scholarships, Read Across America (books given to each child), Math Training/ Materials related to training, Obesity training (\$4,500), Professional Development training, Supplies for classroom & prop boxes (\$1,225). As an Early Head Start program, we will continue to partner and spread the word: The first five years are crucial to the health and well being of our children and our communities.

SCPSEHSP will ensure newly enrolled infant/ toddlers and families transition smoothly into the center by appropriate staff conducting an initial home visit. The initial home visit will be a time for families and children to become familiar with the primary caregiver. Also, an orientation/staggered enrollment for the children and families will give them time to begin to adjust and develop a trusting relationship with a consistent caregiver.

SCPSHSP supports birth to three year olds, including pregnant women, by referring those families to the appropriate agencies. Families with infants or toddlers suspected of having a disability are referred to the ITCD for screening and/or evaluation. Staff schedules meetings with local agencies that serve birth to three and their parents to inform them of the services Early Head Start offers. Staff meet with individual families, and when appropriate local referring agencies, to complete an Early Head Start application.

To ensure that each child has a smooth transition, Six months prior to a child's third birthday, EHS staff will schedule transition meetings with the parents, appropriate Head Start staff or other local agencies.

**Established channels of communication/ Process for how the program will support transitions**

SCPSEHSP will provide the following transition activities which are appropriate for all children transitioning to or from a setting: Provide parents with information on programs and or/services including enrollment requirements and registration; Communicate with agency staff to facilitate continuity of programming and or/services; Provide training for parents regarding transition process and future options and include appropriate partners in the training; Involve parents in every step of the transition planning; plan activities to prepare the child for the next service setting; arrange visits to the next service setting for children, families, and staff from the Early Head Start Program; Coordinate with other agencies to transfer relevant records to the next service setting; Release appropriate information/screening evaluation to the next service setting with parental permission.

Joint transition training opportunities between EHS and Head Start staff allow members to be knowledgeable about the policies and procedures of both programs. Understanding each program can lead to greater opportunity for building strong, high quality, coordinated services which enhance the Birth-to-Five Continuum.

A Memorandum of Understanding (MOU) is in place with Infant & Toddler Connection of *DILENOWISCO* for early intervention (EI). The purpose of MOU is to ensure the provision of collaborative services of Part C eligible children and to maximize training opportunities.

Services coordinated include the annual Scott County Early Childhood Fair, SCPSEHSP Resource Fair, and informing parents of Early Intervention enrolled children of Early Head Start services.

SCPSEHSP will notify Infant and Toddler Connection of *DILENOWISCO* of children in need of EI services.



Scott County Department of Social Services is responsible for administering the Child Abuse Prevention and Treatment Act in the community. SCPSHS has a formal agreement with this agency and they provide Child Abuse and Neglect training to all staff annually.

SCPSEHSP will partner with other agencies and clinics to ensure that the developmental, sensory, and dental screenings are completed in a timely and effective manner. Parents/guardians will sign "*Parent Authorization Informed Consent*" providing consent for all screenings, exams, referrals, and follow-up provided and/or arranged by the SCPSEHSP. Every enrolled child will then receive speech and language, hearing, vision, developmental and mental health screenings within 45 days of the first day of attendance as well as dental screening within 90 days of the first day of attendance. SCPSEHS staff will utilize the Ages and Stages Questionnaires (ASG), built on nearly 40 years of research and experience, to assist in ensuring effective screening results. ASG provides accurate, reliable developmental and social-emotional screening for children between birth and age 6. Drawing on parents' expert knowledge, ASQ has been specifically designed to pinpoint developmental progress and catch delays in young children and pave the way for meaningful next steps in learning, intervention, or monitoring.

Vision Screenings will be performed by trained staff using the Welch-Allen SPOT camera.

Hearing Screen will be performed by trained staff using the OAE Hearing Screener. Also,

SCPSEHSP will partner with Scott County Health Department, Frontier Health, Dr. David Templeton, and Virginia Smiles to ensure all screening are completed in a timely manner.

Cultural and linguistic needs in administering screenings are addressed through interpreters or other consultants, as needed. Children that fail or have abnormal screening results will be referred for further evaluation.

SCPSEHSP will use a child tracking software (*ChildPlus*) allowing staff to document referrals, assessments, and follow-up for medical, dental, immunizations, mental health, developmental, speech and screening results of each child as well as their individual record. Results of all screenings are shared with parents via the *ChildPlus* report #3030.

### **Engaging and actively involving families**

The SCPSHSP has a long history of engaging and actively involving families in meaningful activities. SCPSEHSP will have a Family Resource Specialist (FRS) that will serve all families of the 20 enrolled children. The FRS will recruit and enroll children and work closely with the families on referral services to appropriate agencies for identified needs. Based on the goals for each family through the family assessment process, staff work on a strength-based model, encouraging families to build on their own strengths. From orientation to transitioning from Head Start, families are encouraged to be engaged in the program to help them gain knowledge to prepare them and their child to become successful lifelong learners. Examples of the activities used to accomplish this include:

- Monthly school readiness family engagement events planned to promote specific skills that encourages adults and children to interact and learn together,
- Community Field Trips planned encouraging families to assist to plan and participate,
- Organized Parent Center Committees designed to encourage families to participate and take leadership in designing meetings that meet the needs of individuals within the group,
- Health Advisory Council/ School Readiness & Family Engagement/ Self-Assessment/ Policy Councils, which include families are provided opportunities to participate in the decision making of the program,
- Family Workshops/ Training to engage families on Family Interest Surveys, Federal

Mandates, Kindergarten Readiness, Community Assessment, Self-Assessment,

- Substitute Assistant Teacher opportunities are available for parents to participate in the program as employees or as volunteers,
- Family participation in C.H.A.T.T.E.R. (Center to **H**ome **A**ctivities **T**hat **T**each **E**mergent **R**eadings) activities;
- Community Resource Fair/ Health Fairs to link families with community resources that support children's learning and development.

Start Up funds will provide a modular center that will serve 4 infants and 8 toddlers.

Renovation will take place on the Duffield Parent Building to meet all requirements. After renovation, the parent building will be available for home-based services in needed (Start Up).

### **Organizational Infrastructure and Management Systems**

The organizational structure of SCPSEHSP will provide support for providing high quality services to the children and families.

The Head Start Director holds a BS in Early Childhood Education (ECE) with 27 years of Head Start experience and 16 years in administrative positions. The Director will work with the Infant/Toddler Coordinator and Infant Toddler Connection of *DILENOWISCO* to coordinate disability services.

The Administrative Assistant/Fiscal Officer manages all financial aspects of the program with an internal check and balance system. This position oversees facilities/maintenance and assists the Director with management of the Human Resources department. This person holds an AA in Business Management, a certificate in Accounting and 26 years of Head Start experience in her position.

The Infant/Toddler Coordinator will be required to have a Bachelor's Degree in Early Childhood Education. This position will be responsible for the delivery of services in EHS and supervision of the center staff. The IT Coordinator will have the main responsibilities for health, dental, nutrition, and mental health for the program. They will be supervised by the SCPSS Nursing Supervisor (RN). Mental health services are provided by Frontier Health on a contractual basis. The SCPSHSP uses Frontier Health, a local mental health agency to contract for a Case Manager who holds a BA in Child Development and is a Qualified Mental Health Professional which is supervised by a LCSW, BCD (Board Certified Diplomat). The *LENOWISCO* Health District provides Dental (Dental Hygienist) and Nutritional (Registered Dietician) support.

Family Resource Specialist (FRS) that will serve all families of the 20 enrolled children. The FRS will recruit and enroll children and work closely with the families on referral services to appropriate agencies for identified needs.

### **Governing body structure**

One of the foundations of the SCPSHSP is the operating partnership between the SCPSS and the SCPSHSP Policy Council to share governance of the program. The SCPSHSP is administratively under the SCPSS which is governed by six (6) publicly elected Board Members who participate in local elections every four years. This board serves as the governing body for SCPSHSP. The SCPSHSP Policy Council must *approve* and *submit* to the Governing Body decisions which are listed under the Improving Head Start for School Readiness Act of 2007.

The SCPSS School Board has a representative elected to represent each of the 6 districts in the County. The School Board's licensed attorney attends all board meetings and stays current with issues which come before the governing body. Three of the current Board Members work at

a local industry, two of the current Members are retired educators and one Member retired from DSS.

## **Description of management systems**

### **Program Planning**

SCPSHSP implements a systematic, ongoing process of program planning involving program staff, parents, Policy Council, School Board members and community partners. Information is gathered from a variety of sources, analyzed and used to inform the direction of program services. Program planning efforts will focus on providing quality services in the most cost-effective manner. A full community assessment is completed every three years. The community assessment process is used to identify resources available to low-income families, identify gaps in availability or accessibility of services, locate low-income children within the service area, and develop the annual Eligibility and Recruitment Plan. Annual updates reflect changes in resources, services and/or demographics. In addition a program self-assessment is conducted annually.

SCPSHSP recognizes that strategic planning is an ongoing process involving a variety of stakeholders. Information from a number of sources, including child outcome data, family engagement data is used to develop and prioritize program goals and objectives that further impact program model, training and budget. Considerations for determining program model and staffing patterns include state and federal mandates, funding levels, family needs, and personnel issues. The SCHSPSP annual training plan addresses state and federal mandates and initiatives, program needs, center needs, and individual staff needs.

### **b. Internal and external communication**

SCPSHSP works to ensure timely and accurate information is provided through internal and external communication. This includes information to parents, staff, Policy Council, School

Board and relevant community partners. This communication is comprehensive and two-way between program staff and parents on a regular basis. Whenever possible, communication with families is carried out in the parent's primary language, and every attempt is made to provide communication assistance to individuals with sensory impairments. Two-way communication with families is ongoing throughout the program year. This includes regularly scheduled home visits, parent-teacher conferences/trainings, participation in additional scheduled meetings, one-on-one conversations in the center or in the parent's home and telephone calls, email and text.

Program staff members also communicate with families in writing, including but not limited to: Parent Handbook, notes home, including handouts and informational flyers, program newsletters and letters to families. Communication with Policy Council and School Board will include but not limited to: information shared orally during regularly scheduled meetings, shared meeting minutes between Policy Council and School Board, written Health and Human Services or Head Start Bureau communications, program progress reports, policies, planning schedules, financial reports and Head Start grant applications. Regularly scheduled meetings between and among direct service and management staff are utilized to facilitate communication among program staff. Further sharing of oral and written information occurs through: meeting minutes, monthly reports, tracking forms and other documents sent by mail, e-mail, and/or fax, provision of Staff Handbooks, program performance standards, service plans, policies and procedures, forms, written guidance, phone calls and/or voice mail messages, text, personal communication, conferences, and performance evaluations.

### **c. Record-keeping and reporting**

SCPSHSP staff is required to keep up-to-date records on services provided. The *ChildPlus* software is utilized for record-keeping and reporting. Information is kept in the child's permanent records in a locked file cabinet in the administrative office and shared with other staff

on a need-to-know basis. This information is also recorded on the *ChildPlus* software through password access. Software reports and children's records are checked monthly by all Coordinators. COR Advantage is utilized to track child outcomes data.

**d. On-going monitoring**

SCPSHSP maintains a data collection and reporting system to ensure that regular and periodic reports are generated in order to ensure fiscal accountability, control program quality, maintain program accountability, and inform governing bodies and program staff of program status and progress. This reporting system is sufficient to generate official reports for federal, state, and local authorities, as required by applicable law.

SCPSHSP has established procedures for the ongoing monitoring of operations to ensure effective implementation of Federal regulations and maintain high quality services. Monitoring systems include the use of *ChildPlus* and *COR Advantage* to systematically collect and record information. Periodic reporting of the information is shared with policy groups, program leadership, governing body and annual self-assessment team. Monitoring procedures are implemented across all systems and services. Procedures outline the person(s) responsible for completing the monitoring, which person(s) and or/systems are to be monitored and timelines. Data is collected, analyzed and reports show progress or need for improvement. Follow up plans are used to correct any weakness identified through monitoring.

**e. Annual self-assessment**

SCPSHSP conducts self-assessment through various methods. Annual review of management systems and program operations is conducted in order to assure that quality services are delivered to children and families. The program involves parents, staff, governing bodies, and the community to evaluate the effectiveness and progress in meeting program goals, Performance Standards and State Standards. A formal Self-Assessment is conducted over a two week period through teams which decide on the self- assessment tools, documents and data to

collect and review. Teams are comprised and training is provided to all participants in their respective review area (Management Systems, Program Governance, Fiscal Integrity, Child Health & Safety/ Safe Environments, ERSEA, Family & Community, Child Development & Education). Head Start Director and the management team compile all information gathered, analyze the findings, and develop a written report including an improvement plan. Corrective action will be taken immediately and will be reflected in the next year's program operations and training plan.

The SCPSHSP Policy Council's current composition consists of two parents/ guardians and one alternate from each of the nine classrooms served. There are also up to ten elected community representatives at-large from the community. This makeup ensures that a majority of the members of the Policy Council are current HS parents.

Locally determined Policy Council by-laws, are revised and updated annually to ensure clarity and consistency in function and purpose. These by-laws call for center parent committees which offer parents the opportunity to participate by planning and conducting activities to support their child's education in Head Start. The Locally determined Policy Council by-laws will be revised to ensure that each EHS center has representation.

SCPSEHSP will bring a wealth of experience of serving infants and toddlers and efficiently administering a complex program. The Head Start Director was an Infant Toddler teacher for 4 years. Also, she later served as the Assistant Director of the program that served Infants/Toddlers/Preschool/School Age After School Care/Summer. The Director has 16 years of experience in supervisor/administrator roles. With 26 years of experience, The Administrative Assistant/Fiscal Officer will manage all financial aspects of the program with an internal check and balance system.



**The applicant must describe its plan to maintain strong fiscal controls and cost-effective fiscal management across all sites.**

The SCPSS will have legal and fiscal responsibility for SCPSEHSP as the governing body. While the Head Start began in Scott County in 1965, the SCPSS was awarded the Head Start grant for Scott County in 1994. Since that time the SCPSHSP has operated with a sound financial system which meets the required Federal Standards for financial reporting, accounting records, internal controls, budget controls, and compliance with cost principles, cash management and administrative costs. The Governing Body, Policy Council, and staff work together to implement a strong and effective financial management system. See

**Typical Job Responsibilities by Title**

In the hiring process, SCPSEHSP will screen applications that at least meet the specific credentials and qualifications of a CDA credential, or state certificate that is comparable to a CDA. In the event that a potential applicant is hired and does not meet the qualifications for a C.D.A., the program will ensure that the staff participate in the VDSS Infant and Toddler Endorsement Program during the start up period. The Infant and Toddler Endorsement requires completion of the following 12 classroom-based online courses. Ages and Stages of Development for infants and Toddlers, Beyond Babble: Exploring Early Language Development, Creating an Appropriate Learning Environment for Infants and Toddlers, Child Abuse and Neglect: Recognition and Reporting, Early Childhood Theorists, Guiding the Behaviors of Infants and Toddlers, Health Screening for Child Care Professionals, Nurturing Productive Partnerships with Parents, Observation and Recording, Planning Activities for Infants and Toddlers, Preventing Injuries in the Child Care Environment, Understanding Temperaments to Help Infants and Toddlers Learn and Develop. This program is sponsored through Community College Workforce Alliance of VA.

In the Start Up Period, all center teaching staff will be trained in Infant/Toddler High Scope Curriculum (Tender Care and Early Learning), COR Advantage, Safe Environments & Center Procedures, Group Time for Infants and Toddlers, Supportive Adult Child Interactions, and Reflective Supervision.

### **Recruit**

SCPSHSP firmly believes that a qualified, adequately compensated and motivated staff are the best tool that any program may utilize to ensure that the services offered by their program are beneficial and of a very high quality. Every effort will be made to recruit center staff that have chosen Infant/Toddler childcare as a profession with the intention of long term involvement.

### **Training Procedures for Newly Hired Staff**

Newly hired staff and those who work most closely with them will be provided with a Comprehensive Curriculum Course: High/Scope Infant-Toddler Curriculum which includes 18 days of intensive curriculum training onsite for 9 staff.

Much of the orientation to new staff learning the details of their job descriptions, roles, and expectations for fulfilling their contracts will be learned during the intense twelve week preparation time. Teachers will be trained and reminded of their primary role of caregiver and the importance of stability and relationships in relation to the development of infants and toddlers.

### **Supervision of Staff**

SCPSEHSP will implement a systematic, ongoing process to provide supervision to the staff. . Adult-Interaction tools and Program Quality Assessment (PQA) will be used to monitor and support staff. Staff will be given immediate feedback that highlights strengths and builds on areas needing improvement. Ongoing monitoring will ensure that staff partner with families in

supporting the child's development through: school readiness and family partnership goal setting, individualized plans, home visits, parent teacher conferences, and health services.

### **Professional Development**

SCPSHSP firmly believes that a qualified, adequately compensated and motivated staff are the best tool any program may utilize to ensure that the services offered by their program are beneficial and of a very high quality.

SCPSEHSP will adhere to a consistent ongoing Professional Development policy. In consultation with an employee, all EHS employees who provide direct services to children and to ensure that such plans are regularly evaluated for their impact on teacher and staff effectiveness, the program will utilize annual performance appraisals and ongoing monitoring to assist in developing this professional development plan. The staff will be given supported opportunities to progress along career pathways tied to higher compensation. One of the SCPSHSP staff started as a parent, then a Friday Assistant, Assistant Teacher, Teacher, and now serves as the Child Development Coordinator. SCPSEHSP will implement this same approach to Professional Development Plans for Early Head Start Staff.

In the Start Up Period, the center teaching staff will be trained in Infant/Toddler High Scope Curriculum (Tender Care and Early Learning), COR Advantage, Safe Environments & Center Procedures, Group Time for Infants and Toddlers, Supportive Adult Child Interactions, Reflective Supervision and U.S.D.A.

### **Peer Support**

During each In-Service, SCPSEHSP will encourage peer support by providing specific times for center staff to discuss and share effective strategies for working with Infant and Toddlers. As the staff become more familiar with each other and their roles, center staff will be

given an opportunity to observe their peers. During the first year, each center staff person will be given an opportunity to participate in at least one peer observation.

### **Evidence-based coaching/mentoring**

SCPSEHSP will implement an effective Practice Based Coaching and mentoring team.

All classrooms will be observed initially for program evaluation using the Infant/Toddler PQA.

After completion of initial observations and data analysis, a goal will be to implement a professional development strategy that incorporates one-on-one coaching for targeted staff.

Classrooms identified and prioritized for coaching will be observed more frequently per the Coaching Action Plan. The coaching cycle will be determined by specific coaching needs and may span anywhere from a few weeks to several months. Content of coaching may include knowledge, skills or strategies in Adult-Child Interactions, effective use of COR Advantage, and Curriculum Support.

### **Supervision that supports reflective practice**

SCPSEHSP will embrace reflective supervision. A supervisor must provide a supportive environment, guidance, and reflective supervision sustaining staff members' relationships with children, families, and each other. Reflective supervision is a technique that will be used to support staff in building and maintain relationships. Uninterrupted time will be build into schedules for supervisors to use reflective supervision to help staff think about, understand, and put in perspective the information shared by families, the emotions experienced from that sharing, and the feelings generated from their own life experiences.

## Typical Job Responsibilities by Title

<b>PROGRAM THE DIRECTORS</b> 1. Approve requests for supplies 2. Approves purchase order request. 3. Approve payment vouchers and invoices 4. Approve travel forms 5. Approve time sheets 6. Prepare and sign payroll change reports 7. Approve in-kind contributions 8. Prepares inventory list 9. Approves purchase of equipment 10. Reviews Monthly Reports to the Board 11. Reviews telephone logs 12. Prepares Grant Proposal Budget	Director And Administrative Assistant/ Fiscal Officer Director & Division Superintendent Or Designee Director & Division Superintendent Or Designee Director & Division Superintendent Or Designee Payroll/Invoice Clerk And Administrative Assistant/Fiscal Officer Staff Secretary/Supply Clerk Director & Division Superintendent Or Designee Administrative Assistant/Fiscal Officer Budget Committee, Director, Division Superintendent, And Administrative Assistant/Fiscal Officer
<b>THE STAFF/EMPLOYEES</b> 1. Request supplies 2. Requests purchases orders 3. Prepare travel forms 4. Prepare time sheets 5. Prepare list of in-kind contributions 6. Request purchase of equipment 7. Prepare telephone log	Staff Staff Staff Staff Secretary/Supply Clerk And Receptionist Secretary Staff And Director Staff
PROCEDURES FLOW CHART	PERSON RESPONSIBLE
<b>CASH RECEIPTS</b> 1. RECEIVE 2. DEPOSIT 3. RECORD 4. REVIEW	PAYROLL/INVOICE CLERK PAYROLL/INVOICE CLERK PAYROLL/INVOICE CLERK ADMINISTRATIVE ASSISTANT/FISCAL OFFICER
<b>PAYROLL DISBURSEMENTS</b> <u>TIME SHEETS</u> 1. PREPARE 2. APPROVE 3. VERIFY  <u>PAYROLL</u> 1. PREPARE PAYROLL FORM, RECORD DATA, FILE 2. APPROVE 3. DELIVER TO BANK, DISBURSE  <u>TAX REPORTS</u> 1. PREPARE AND APPROVE 2. TYPE  <u>PAYROLL CHANGE REPORT</u> 1. PREPARE AND SIGN 2. MAKE CHANGES AND FILE 3. APPROVE 4. REVIEW	STAFF SUPERVISORS DIRECTOR  PAYROLL/INVOICE CLERK  ADMINISTRATIVE ASSISTANT/FISCAL OFFICER  PAYROLL/INVOICE CLERK PAYROLL/INVOICE CLERK  PAYROLL/INVOICE CLERK PAYROLL/INVOICE CLERK ADMINISTRATIVE ASSISTANT/FISCAL OFFICER AND PAYROLL/INVOICE CLERK ADMINISTRATIVE ASSISTANT/FISCAL OFFICER
<b>IN-KIND CONTRIBUTIONS</b> 1. PREPARE 2. APPROVE 3. MAKE GENERAL JOURNAL ENTRY AND FILE 4. VERIFY AND APPROVE	VOLUNTEERS STAFF ADMINISTRATIVE ASSISTANT/FISCAL OFFICER ADMINISTRATIVE ASSISTANT/FISCAL OFFICER
<b>INVENTORY</b> <u>PURCHASE OF EQUIPMENT</u>	DIRECTOR AND STAFF

1. REQUEST	DIRECTOR & DIVISION SUPERINTENDENT OR DESIGNEE
2. APPROVE	DIRECTOR & DIVISION SUPERINTENDENT OR DESIGNEE
3. APPROVE (MORE THAN \$500.00)	
4. PURCHASE	
5. MARK PROPERTY AND ENTER IN LEDGER	SECRETARY/SUPPLY CLERK SECRETARY/SUPPLY CLERK
<u>INVENTORY LIST</u>	
1. PREPARE AND TYPE	
2. REVIEW	SECRETARY/SUPPLY CLERK SECRETARY/SUPPLY CLERK AND ADMINISTRATIVE ASSISTANT/FISCAL OFFICER
3. APPROVE	ADMINISTRATIVE ASSISTANT/FISCAL OFFICER
<b>GENERAL</b>	
<u>GENERAL JOURNAL ENTRIES</u>	
1. PREPARE	PAYROLL/INVOICE CLERK
2. APPROVE	
<u>GENERAL LEDGER</u>	
1. POST GENERAL JOURNAL ENTRIES	PAYROLL/INVOICE CLERK
2. PREPARE TRIAL BALANCE	
3. REVIEW	ADMINISTRATIVE ASSISTANT/FISCAL OFFICER
<u>MONTHLY REPORT TO THE BOARD</u>	
1. PREPARE AND TYPE	PAYROLL/INVOICE CLERK, ADMINISTRATIVE ASSISTANT/FISCAL OFFICER & DIRECTOR
2. REVIEW	
3. APPROVE	
<u>FINANCIAL REPORTS TO FUNDING SOURCE</u>	
1. PREPARE	ADMINISTRATIVE ASSISTANT/FISCAL OFFICER ADMINISTRATIVE ASSISTANT/FISCAL OFFICER DIVISION SUPERINTENDENT DIVISION SUPERINTENDENT
2. TYPE	
3. SIGN	
4. APPROVE	
<u>TELEPHONE LOG</u>	
1. PREPARE	STAFF ADMINISTRATIVE ASSISTANT/FISCAL OFFICER
2. REVIEW	
3. RECONCILE	
4. APPROVE	
<u>GRANT PROPOSAL BUDGET</u>	
1. PREPARE	BUDGET COMMITTEE, DIRECTOR, DIVISION SUPERINTENDENT, AND ADMINISTRATIVE ASSISTANT
2. TYPE	
3. APPROVE	DIVISION SUPERINTENDENT AND BOARD CHAIR

## **Draft budget**

### **BUDGET AND BUDGET JUSTIFICATION**

Scott County Public School Head Start is including a budget of \$345,486.00 in federal funds to successfully operate the Early Head Start Program for a 12-month period in Scott County, VA. A total of \$89,082.00 non-federal matching funds will be achieved through implementation of the project. The total budget for federal and non-federal is \$436,608.00.

### **ON-GOING BUDGET JUSTIFICATION**

The on-going budget for this Early Head Start project is based on the program's current cost for providing high quality services for Head Start children and families. The justification for these line items will be discussed on our methods used to project our cost for the on-going budget.

### **PERSONNEL CATEGORY**

Scott County Public School has allocated \$176,558.00 of the total federal request for this project for payments of staff salaries. These funds will be used to pay Four Infant toddler Teachers Classroom Assistants, two Infant Toddler Lead Teachers, and one Early Head Start Coordinator/Family Resource Specialist. The Head Start Director and Fiscal Officer of Scott County Public School Head Start and Head start Child Development Coordinator will oversee Early Head Start.

Classroom Assistants will work 8 hours per day, 220 days, at \$9.00 per hour. Lead Teachers will work 8 hours, 220 days at \$13.20 per hour. One Lead Infant/Toddlers Teachers will work 8 hours per day, 220 day per year at \$13.20 per hour. One Infant/Toddler Teacher will work 8 hours, 220 days at 9.00 per hour. One Family Resource Specialist will work 6 hours, 220 days at 10.50 per hour. Director of Head Start will oversee the Early Head Start Program. The

calculation for this position is 18 % of time spent monthly at a cost of \$10,000 per year. Fiscal Officer-Administrative Assistant/Fiscal Officer of Head Start will work 13 % of time on financial aspects of the program at a cost of \$7,000 per year. per year Total cost of Salaries per year is \$176,588.00

Scott County Public School Head Start ensures that the wages are reasonable and comparable to wages that are paid by other organizations in the area. We believe that the rates of pay offered to the employees of Early Head Start program are reasonable for the job responsibilities.

### **FRINGE BENEFITS CATEGORY**

Scott County Public School Head Start has budgeted \$ for the payment of fringe benefits associated the with Early Head Start program. The funds allocated within this line item will provide payments for the program's share of payroll taxes, insurance, retirement and other fringe benefits.

#### **FICA**

This line item represents the program's share of Medicare and Social Security taxes. The amount was calculated at 7.65% of total salaries paid by this project.

The following calculation was used to determine the line item:  $\$176,588 \times .0765 = \$13,359$ .

**Workers Compensation:** This will provide insurance for each employee hired for this project. This was calculated at .28% of total salaries paid by the program. The following calculation was used to determine the budgeted line item:  $\$176,588 \times .27\% = \$477$ .

**Health Insurance:** Scott County Public School Head Start offers Health Insurance to our Head Start employees. The employer will pay Employee-\$512.21. Employee +



Children \$499.58. Employee and Spouse \$599.46 and Family 853.22. The Health Insurance is calculated on 14% of salaries. The following calculation was used to determine the budgeted line item:  $\$176,588 \times 14\% = \$24,722.00$

**Dental Insurance:** Scott County Public School Head Start offers Dental Insurance. The employer pays \$20.00 per month per employee with Dental Insurance.

$$176,588 \times 1.50\% = \$2,649.00.$$

### **Retirement/Hybrid**

Scott County Public School Head Start pays 14.89% of employee's salary for retirement. The following calculation was used to determine the budget line item.

$$176,588 \times 18\% = \$31,787.00$$

### **Group Life**

Group life is paid at 1.19% of total salaries. The following calculation was used to determine the budgeted amount for this line item.  $176,588 \times 1.19\% = \$2,011.00$

### **UNEMPLOYMENT**

Unemployment is paid at 5.22% of total salaries.  $\$168,899 \times 5.22\% = \$8,822.00$

Scott County Public Schools and Scott County Public School Head Start have worked to create a fringe package that benefits employees. Our fringe benefits package also attracts qualified applicants to apply for a job with our program. Total fringe \$84,303.00

### **Out-of-Town-Travel**

Scott County Public School Head Start has budgeted \$2,000.00 for travel expenses incurred by staff while attending beneficial training appropriate to Early Head Start. These line

item expenses are based on Scott County Public School Head Start's traditional expenses that are incurred for travel by the program.

Parents and Staff Out of Town Travel- Attend Early Head Start Regional Meetings

(4 meeting per year X \$500.00 for each meeting (2 Parent and one staff) = \$2,000.

**Supplies:**

Scott County Public School Head Start has budgeted \$32,000.00 for supplies in the on-going budget to purchase the necessary supplies for this project. These line items are based on the traditional program supply costs. We have evaluated the existing supply expenditures to develop the supply budget. The largest supply category, Classroom/Education Supplies (includes diapers and pull-ups) will provide the children with the needed classroom supplies.

Classroom supplies line item has been allotted \$15,000.00 for the on-going budget for center. This is for consumable supplies, COR Advantage, etc  $\$15,000/20 \text{ Children}/220 \text{ days} = \$3.41 \text{ per day per child.}$  .

Office Supplies –consumable office supplies such as file folders, copier paper, pen, scissors, and print cartridges. We are requesting \$5,000.00 for office supplies.

Medical & Dental Supplies- we are requesting \$1,000 for this line item. These funds will be used to purchase toothbrushes, toothpaste, and medical supplies for First Aid kits.  $\$1,000/20 \text{ Children}/205 \text{ days} = \$0.24 \text{ per day.}$

The Food and Nutrition supplies line item has been allocated \$9,000 of the on-going budget. The purchase of nutritional food supplies will be primarily used for the children in the center. These funds are in addition to USDA funds that the program will apply for.  $\$9,000/20 \text{ children}/205 = \$2.20 \text{ per child per day for supplies for the center, field trips, socializations and food experiences).}$

Janitorial Supplies- supplies for cleaning center \$2,000.

**Other Category** The program has allotted \$27,021.00 for payment of line items within the "Other" category of the on-going budget.

The majority of the expenditures within this category are explained by line-item.

Medical and Dental care will provide payments for any medical or dental expenses incurred by the children participating in the program.  $\$2,000/20 \text{ Children}/205\text{days}=\$0.49$  per day per child

Office Equipment maintenance is for rental of a copier.  $\$65.00 \times 12 \text{ months} = \$780.00$

Pest Control- All of our centers uses a Licensed Exterminator. One center sprayed quarterly at a cost of \$110 for the year.  $\$27.50 \times 4 = \$110.00$

Dues, Fees and Marketing costs- We are asking for \$1,000 for licensing the center, journal subscriptions and advertisement of our Early Head Start Program.

Field Trips- We will have expenses of transportation cost for the bus to take the children and families on field trips. We are asking for \$2,300 for this line item.  $2,300/12 \text{ trips} = 191.$  per trip.

Building, Playground and Maintenance services- We expect to pay \$4,500 in cost per year for maintenance on the playground, center room, and a maintenance person to make repairs as needed. .

Parent Activity funds in the amount of \$300.00 will be used for parent activities. This line item has been calculated at \$15.00 per child.  $\$15.00 \text{ per child} \times 20 \text{ children} = \$300.00$

Telephone and Internet- The center will have one phone and internet provided as a package plan by Scott County Telephone Service at approximately \$89.00 per month for a basic phone line. We anticipate a yearly cost of \$2,126.00 per year.  $\$89.00 \times 2 \text{ telephones} \times 12 \text{ Months} = \$2,126.00$

Postage- We have allotted \$600 for postal services.  $\$50.00 \text{ per month} \times 12 \text{ months} = \$600.00$ .

We have allotted \$6,000 for utilities.  $\$233.33 \times 12 \text{ months} = \$3,000 \times 2 \text{ centers} = \$6,000.00$

Local Travel- We have a per mile cost of .505 mileage reimbursement when staff must use personal vehicles. We live in rural Southwest Virginia. Mileage reports for reimbursement are submitted and paid monthly. We have allocated \$3,500 for local travel.  $(583 \text{ miles per month} \times 12 \text{ months} = \$3,500)$

Scott County Public Schools has child accident insurance with Scholastic Insurance Company.  $20 \text{ children} \times 7.25 \text{ per child per year} = \$145.00$

Food Service- These funds are for meal costs that are not reimbursed by USDA. Meals for all volunteers (who donate three hours per day in the classroom) and staff members (who are required to eat with the children) are paid for from this line item. We have allocated \$6,000 for food service and non-food items.

Audit Fee- An audit will be conducted every year by the County of Scott's contracted auditors. Our annual audits are prepared by two audit firms. The audit fees are estimated at \$2,718.

Transition to Head Start-This line item is for Resource Fair, Early Intervention into Head Start Fair and appropriate children's books. We estimate that this line item will cost \$2,000.00.

#### Auxiliary Personnel

Two Food Service/Assistant provider Teachers Coordinators work 5 and one-half hours per day at \$7.25 per hour = \$17,546. Payroll/Invoice will be paid \$1,000.00 per year for work performed for Early Head Start program. Fringe Cost is 2,439.00 = \$18,546.00.

Total cost of other is \$52,625.00

Training- Staff training is presented every year and Head Start has Pre-Service training in August. Early Head Start staff will be included and will receive training in Early Head Start training topics. Training funds in the amount of \$8,000.00 will be set aside within the budget for staff as they receive additional training throughout the program year. Scott County Public Head Start regularly provides beneficial training throughout the program year. This will improve the staff's ability to do their job responsibilities more efficiently.

On-Going Training and Technical Assistance topics are listed in the Appendices.

Scott County Public School Head Start provides high quality, cost effective services for the children and families of this area and has a strong base for the creation of this on-going budget. Every line item has been determined by program standards and the cost incurred in this expansion project is reasonable in light of the services that it will provide to participating children and families.

Personnel	Number of day	Hours per Day	Per Hour	Salary
Infant Toddler Classroom Assistant	220 Days	8 Hours	\$9.00	\$15,840.
Infant Toddler Classroom Assistant	220 Days	8 Hours	\$9.00	15,840
Infant Toddler Classroom Assistant	220 Days	8 Hours	\$9.00	15, 840

Infant Toddler Lead Classroom Assistant	220Days	8 Hours	13.20	\$23,232
Lead Teacher	220 Days	8 Hours	13.20	23,232
Lead Teacher	220 Days	8 Hours	13.20	23,232.
Head Start Director				10,000.
Fiscal Officer				7,000.
Family Resource Specialist	220 Days	6 Hours	10.50	13,860.
Early Head Start Coordinator	220 Days	8 Hours	16.20	28,512.
Total Salaries				176,588.00

<b>Fringe Benefits</b>	<b>PERCENT</b>	
<b>FICA</b>	<b>7.65</b>	<b>\$ 12,928.00</b>
<b>WORKMAN'S COMP</b>	<b>.28</b>	<b>456.00</b>
<b>HEALTH INSURANCE</b>	<b>14</b>	<b>23,800.00</b>
<b>DENTAL INSURANCE</b>	<b>1.50</b>	<b>2,535.00</b>
<b>RETIREMENT/HYBRID</b>	<b>18</b>	<b>30,420.00</b>
<b>GROUP LIFE</b>	<b>1.19</b>	<b>2,011.00</b>
<b>UNEMPLOYMENT</b>	<b>5.22</b>	<b>8,822.00</b>
<b>TOTAL FRINGE</b>		<b>80,313.008</b> 84,303

<b>OUT OF TOWN TRAVEL</b>	
<b>Travel for 3 People</b>	<b>2,000.00</b>

<b>Supplies</b>	
<b>Classroom Supplies</b>	<b>\$15,000</b>
<b>Office Supplies</b>	<b>5,000</b>
<b>Medical Supplies</b>	<b>1000.</b>
<b>Food Supplies</b>	<b>9,000</b>
<b>Janitorial Supplies</b>	<b>2,000</b>
<b>Total Supplies</b>	<b>32,000</b>

<b>Other</b>	
<b>Medical/Dental</b>	<b>\$2,000</b>
<b>Office Equipment Copies</b>	<b>780.00</b>
<b>Pest Control</b>	<b>110.00</b>
<b>Dues Fee and Marking Cost</b>	<b>1,000.00</b>
<b>Field Trips</b>	<b>2,300.00</b>
<b>Building Maintenance</b>	<b>4,500.00</b>
<b>Parent Activity Fund</b>	<b>300.00</b>
<b>Telephone and Internet</b>	<b>2,126.00</b>
<b>Postage</b>	<b>600.00</b>
<b>Utilities</b>	<b>6,000.00</b>
<b>Local Travel</b>	<b>3,500.00</b>

<b>Child Accident Insurance</b>	<b>145.00</b>
<b>Food Service</b>	<b>6,000.00</b>
<b>Audit Fee</b>	<b>2,718.00</b>
<b>Transition</b>	<b>2000.00</b>
<b>Auxiliary Personnel</b>	<b>18,546.00</b>
<b>Total Other</b>	<b>52,625.000</b>

### **NON-FEDERAL MATCH**

Scott County Public School Head Start has always achieved the matching funds for all of our projects. We will provide the non-federal match with in-kind from volunteers of center and home base parents, donations from the community and Scott County Public Schools. The required on going matching amount for this project is \$86,372.00.

### **TOTAL NON-FEDERAL MATCH TO BE PROVIDED:**

#### **EARLY HEAD START VOLUNTEER MATCH**

(Parents Volunteering In the Center, During Home Visits

On Field Trips, Participating In Future

**\$76,179.48**

Mental Health Meetings, Parent Meetings,

During Medical and Dental Appointments, and At Parent

Committee Meetings)

2 Groups Averaging 50 hours X 52 Weeks X \$10.39 = \$ 54,028.

X 41 % Fringe = 22,151.48 =

Parent Policy Council Meetings (2 Policy Council Members X 2 Hours

X 10 Meetings X \$26.01 Per Meeting X 40 % Fringe =

**\$1,156.56**



**ALLOWABLE SPACE COST**

Commercial Rental Space #1 Based on fair and reasonable rental rate for outside space :  
Property owned by Scott County Cozart Tobacco Warehouse-space also where Scott County  
Public School Head Start Office and Weber City Head Start ar located. (75 Sq. FT, X 16  
Children X \$1.00) = **\$1,200.00**

**SCOTT COUNTY PUBLIC SCHOOL BOARD  
IN-KIND CONTRIBUTION: EARLY HEAD START**

<u>ITEM</u>	<u>AMOUNT</u>
<u>Insurance:</u>	
Public Employees Blanket Position Bond Policy Prorated for Head Start Director and Fiscal Officer	65.00
Property and Contents, General Liability on one Early Head Start site	42.00
Insurance on Early Head Start bus	500.00
<u>Technical Assistance Costs:</u>	747.00
School Nurse 2.24 hrs x \$27.81 x 1 centers x 12 months = 747.	
<u>Administration:</u>	
Division Superintendent signs off on grant applications for federal funds, signs all Federal Cash Transaction reports and Federal Status Reports. gives technical assistance in all personnel and fringe areas.	2,899.96
5 Hrs per mo. X Average salary of \$47.00 per hr. X 12 months.	
<u>TOTAL</u>	<u>\$ 86,372.00</u>

**TOTAL**

**Volunteer in-kind is based on \$10.39 per hour, entry level for a Teacher's Assistant.**

**Policy Council Volunteer rate is based hourly rate \$26.01. Our**

**Fringe rate for Scott County Public School Early Head Start is 41%.**

### **START UP BUDGET JUSTIFICATION**

Scott County Public School is applying for start-up funds to implement this project at a cost of <sup>353,186</sup>~~\$337,641.00~~. These start-up funds will provide for payments to staff salaries benefits incurred during the initial phase of the project, necessary facility costs, and purchase of equipment and supplies. A waiver will be requested for a total of \$81,911.00 non-federal matching funds based on Sec. 640 (a) (1) (B) (i) of the Head Start Act as amended December 12, 2007. The total Start Up Budget for federal and non-federal is \$409,551.00.

### **PERSONNEL**

Scott County Public School Head Start is applying for start-up funds in the amount of \$48,586.22. to pay salaries and Fringe for six staff members for 8 weeks. Each staff person will work eight hours per day. We expect it will take two months for the staff to complete necessary training and orientation activities, to recruit and enroll children for the program, and set up the Early Head Start center. A Start-up Planner in Planning Development and Research will be hired for 8 weeks to assist the Head Director in getting the Early Head Start Program in position to open on time. He/she will be paid \$5,818. at \$18.00 per hour X 40 hour week day X 8 weeks. The seven personnel will be paid the same per hour rate and fringe rate as listed in the on-going budget.

Program Director of Head Start will oversee the Early Head Start Program. The calculation for this position is 60 days at a cost of 2,247.26.

Fiscal Officer-Administrative Assistant/Fiscal Officer of Head Start will work for 60 days on financial aspects of the program at a cost of 1,794.96.

Fringe cost is the same percent of salaries (41%) as on going budget. We are requesting \$23,244.00 to pay the fringe cost. Staff will work 40 hours for 12 weeks.

### **INFANT/TODDLER CENTER SETUP**

The lack of space in the targeted area of infants and toddlers around Gate City/Weber City area will require us to purchase a manufactured classroom. The classroom will be set up at the Head Start office near Weber City Head Start Center. This location is convenient for families and staff to access the center. The building will be 24 Ft x 60 Ft which meets the square feet per child requirements. The area will require site work, utility, sewer, water connection, permits, deck, ADA ramp, steps and roof for the deck. We project this site work cost to be \$19,223. Carpet will be installed on the floor in area as appropriate for infants and toddlers. A diaper changing station will be installed to meet the licensing standards.

### **EQUIPMENT**

Scott County Public Schools provides transportation for Head Start children. It will be necessary to purchase a specific bus to use for transporting children age 0 to 36 months. A bus designed with IMM seats, direct from the factory, will be necessary since the school system does not own buses that can transport infants and toddlers. Safety is our first priority in transporting these children. We are requesting \$ 86,448 for two passenger Infant/Toddler bus to be used for all EHS transportation purposes and \$60,000 to purchase a manufactured classroom.

### **SUPPLIES**

We are requesting \$61,491.to purchase needed supplies for this project. The purchase of these supplies is necessary to insure that this agency is able to fully equip the center and Home Visitor with the materials necessary to insure that services are provided in compliance with the Performance Standards and Licensing Requirements and to perform in an efficient and cost effective manner. The office will need computers, printers, video and digital cameras and other supplies.

The kitchen will have to be supplied with all the basic utensils needed to prepare meals for the children and staff. We are asking for \$7,400.00 to equip the kitchen with microwave, dishwasher, refrigerator and basic utensils. The center will be inspected by local licensing officials to issue a license for the center.

We anticipate that the start-up cost to market the program by purchasing an ad in local newspaper, local TV channels and pay the licensing fee for the center will cost \$495.00.

We anticipate a cost of \$900 to pay for installation fees for utilities and phone service.

#### **NON-FEDERAL MATCH TOTAL**

Scott County Public School Head Start has always achieved the matching funds for all grants. The required on-going matching amount for this project is \$88,297.00, however, due to the short amount of time available prior to start up operation, (120 days), the rural nature of our community, and sparse resources for applicable local match, we will be unable to meet the 20% match requirement of the Start-Up Budget of this Early Head Start application.

Therefore, Scott County Public School Head Start requests a wavier for the Start-Up Budget Portion of our EHS application, based on the Head Start Act, Section 640 (b) (1) which applies to our situation. "Section 640 (b) (1) of the Head Start Act wavier request based on number (1) (B)The Secretary shall reserve for each fiscal year such sums as are necessary- (i) to provide

Each amount determined for a state under sub-paragraph (A) to the Head Start agencies including Early Head Start –in the State that are not described. Clause ii or (iii) by allotting to each agency described in this clause an amount equal to that base grant for the prior fiscal year”.

**SCOTT COUNTY PUBLIC SCHOOL HEAD START  
START-UP BUDGET**

<b>TOTAL PERSONNEL</b>			
Three Infant /or Toddler Classroom Assistants	60 Days X \$9 .00 hour X 8 Hrs	4,3200 X 3 =	12960.00
One Infant Lead Caregiver	60 Days X \$13.20 hour X 8 Hrs	6,336.00	6336.00
Two Toddler Lead Caregivers	60 Days X \$ \$13.20 hour X 8 Hrs	6,336.00	12672.00
Head Start Director	60 Days X 26.01 X 8 X18%		2,247.26
Fiscal Officer	60 Days x 24.93 X 8X15%	1794.96	1,794.96
Family Resource Specialist	60 Days X \$10.50 hour X 8	3,780.00	4,800.00
Early Head Start Coordinator	60 Days X \$16.20 Per hour X 8 Hrs	7,776.00	7,776.00
<b>TOTAL Salaries</b>			<b>48,586.22</b>
<b>FRINGE BENEFITS</b>			
FICA	7.56%	3716.85	
WORKMAN'S COMPENSATION	.28%	136.04	
RETIREMENT	18%	8745.52	
HEALTH INSURANCE	14.00%	6802.07	
DENTAL INSURANCE	1.50%	728.79	
GROUP LIFE	1.19%	578.18	
UNEMPLOYMENT	5.22%	2536.20	
<b>TOTAL FRINGE BENEFITS</b>			<b>23,244.00</b>
<b>INFANT/TODDLER CENTER SETUP</b>			
SITE WORK, UTILITY CONNECTION, SKIRTING, PERMITS, RAMP, DECK AND ROOF FOR DECK		40000	
THREE SINK /DIAPER CHANGING STATION		10500	
<b>TOTAL CENTER BUILDING SET-UP</b>			<b>50,500.00</b>

<b>SUPPLIES</b>			
SUPPLIES FOR THREE CLASSROOMS		24000	
PLAYGROUND AND RESILIENT MATERIALS		16000	
TWO COMPUTERS and Lap tops		5,118.	
TWO PRINTERS		750	
TWO OUTSIDEVIDEO CAMERA		2000	
TWO DIGITAL CAMERAS		200	
KITCHEN SUPPLIES FOR TWO BUILDINGS		7400	
2 CENTERS BASIC CHILD NEEDS		10,000	
TRAVEL(MILEAGE)		2000	
MARKETING PROGRAM		495	
TWO LICENSE & FEES		245	
TWO UTILITIES AND PHONE S		900	
<b>TOTAL SUPPLIES</b>			
<b>T &amp; TA</b>			<b>69,108.00</b>
		8,800	<b>8,800.00</b>
<b>EQUIPMENT</b>			
PASSENGER SCHOOL BUS		86,448.00	
MANUFACTURED BASIC CLASSROOM 24 FT. X 60 Ft.		60,000.00	
4 TON Heat and Air Conditioner		<b>6,500.00</b>	
<b>TOTAL EQUIPMENT</b>			<b>152,948.00</b>
<b>TOTAL REQUEST</b>			<b>353,186.00</b>
<b>TOTAL NO-FEDERAL</b>			<b>88,297.00</b>
<b>TOTAL FEDERAL AND NON-FEDERAL</b>			<b>441,483.00</b>

# **SCOTT COUNTY PUBLIC SCHOOL HEAD START**

## **Breakdown for the Month of June 2016**

Administrative Cost for June 2016 - \$13,672.49

Expenses for June 2016 -\$115,304.03

In-kind for June 2016- \$23,679.44

SCOTT COUNTY PUBLIC SCHOOL HEAD START  
FINANCIAL MONITORING REPORT JUNE 16

	YTD BUDGET	OTHER/HS TOTAL		MONTHLY	PREVIOUS	EXPENSES	BUDGET
	ACTUAL	FUNDS	BUDGETED	EXPENSES	EXPENSES	TO DATE	BALANCE
SALARY	\$ 428,283.79		\$ 428,283.79	\$ 76,861.25	\$ 386,713.10	\$ 463,574.35	\$ 351,422.54
MENTAL HEALTH SERVICES	\$ 1,332.50		\$ 1,332.50	\$ 300.00	\$ 667.50	\$ 967.50	\$ 1,032.50
FRINGE	\$ 226,840.74		\$ 226,840.74	\$ 13,752.87	\$ 71,715.26	\$ 85,468.13	\$ 213,087.87
TRAINING	\$ 14,661.09		\$ 14,661.09	\$ 2,195.84	\$ 5,737.91	\$ 7,933.75	\$ 12,465.25
EDUCATIONAL TRAINING	\$ 513.00		\$ 513.00	\$ 213.23	\$ 87.00	\$ 300.23	\$ 299.77
HEALTH SERVICES	\$ 3,950.41		\$ 3,950.41	\$ 256.86	\$ 49.59	\$ 306.45	\$ 3,693.55
AUDIT FEE	\$ 3,000.00		\$ 3,000.00		\$ -	\$ -	\$ 3,000.00
MAINTENANCE & REPAIRS	\$ 8,810.92		\$ 8,810.92	\$ 1,076.27	\$ 3,832.08	\$ 4,908.35	\$ 7,734.65
COPIER CONTRACT SERVICES	\$ 5,683.07		\$ 5,683.07	\$ 1,375.90	\$ 4,831.93	\$ 6,207.83	\$ 4,307.17
UTILITIES	\$ 2,870.64		\$ 2,870.64	\$ 2,441.34	\$ 13,890.36	\$ 16,331.70	\$ 429.30
POSTAGE	\$ 956.86		\$ 1,082.86		\$ 43.14	\$ 43.14	\$ 1,082.86
TELEPHONE	\$ 6,235.71		\$ 6,235.71	\$ 1,208.06	\$ 4,825.29	\$ 6,033.35	\$ 5,027.65
RENT	\$ 8,800.00		\$ 8,800.00	\$ 800.00	\$ 800.00	\$ 1,600.00	\$ 8,000.00
LOCAL TRAVEL	\$ 2,712.96		\$ 2,712.96	\$ 130.01	\$ 287.04	\$ 417.05	\$ 2,582.95
FIELD TRIPS	\$ 1,153.00		\$ 1,153.00		\$ 547.00	\$ 547.00	\$ 1,153.00
OUT-OF-TOWN TRAVEL	\$ 5,486.00		\$ 5,486.00		\$ 275.00	\$ 275.00	\$ 5,486.00
PARENT ACTIVITIES	\$ 2,365.00	\$ 126.00	\$ 2,365.00	\$ 214.26	\$ 847.00	\$ 1,061.26	\$ 2,150.74
ACCOCIATION, DUES AND FEES,	\$ 2,000.00		\$ 2,000.00	\$ 720.00	\$ -	\$ 720.00	\$ 1,280.00
OFFICES SUPPLIES	\$ 4,037.32		\$ 4,037.32	\$ 736.72	\$ 4,962.68	\$ 5,699.40	\$ 3,300.60
FOOD SERVICE	\$ 24,167.94		\$ 38,434.56	\$ 12,312.32	\$ 36,867.19	\$ 49,179.51	\$ 26,122.24
USDA REIMBURSEMENT	\$ 14,266.62		\$ 14,266.62		\$ -	\$ -	
FOOD SERVICE SUPPLIES	\$ 1,089.32		\$ 1,089.32	\$ 660.22			\$ 429.10
MEDICAL AND DENTAL SUPPLIES	\$ 953.50		\$ 953.50	\$ 20.00	\$ 28.50	\$ 48.50	\$ 933.50
JANITORIAL SUPPLIES	\$ 1,731.13		\$ 1,731.13	\$ 27.88	\$ 1,268.87	\$ 1,296.75	\$ 1,703.25
VEHICLE & EQUIPMENT SUPPLIE	\$ -		\$ -		\$ -	\$ -	\$ -
EDUCATIONAL SUPPLIES	\$ 6,757.85		\$ 6,883.85	\$ 1.00	\$ 4,260.15	\$ 4,261.15	\$ 6,882.85
TRANSITION	\$ -		\$ -		\$ -	\$ -	\$ -
DISCRETIONARY FUNDS	\$ 3,268.22		\$ 3,268.22		\$ 31.78	\$ 31.78	\$ 3,268.22
HEALTH & WELLNESS	\$ 970.43		\$ 970.43		\$ 29.57	\$ 29.57	\$ 970.43
EQUIPMENT	\$ 200.86		\$ 200.86		\$ -	\$ -	\$ 200.86
CHILD LIABILITY INSURANCE	\$ 747.00		\$ 747.00		\$ -	\$ -	\$ 747.00
<b>GRAND TOTAL</b>	\$ 783,845.88	\$ 126.00	\$ 798,364.50	\$ 115,304.03	\$ 542,597.94	\$ 657,241.75	\$ 668,793.85



**ATTACHMENT TO MONTHLY FINANCIAL REPORT  
FOR THE MONTH OF JUNE 2016.**

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

**FRINGE BENEFITS**

The fringe rate for salaried personnel is 41%. This includes Taxes, Retirement, Group Life, Health and Dental Insurance.

**TRAVEL**

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

**EQUIPMENT**

No equipment was purchased this month.

**SUPPLIES**

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

**OTHER**

Other categories include Mental Health, Education Training, Health Services, Audit Fee, Maintenance & Repairs, Maintenance Service, Utilities, Postage, Telephone, Rent, Local Travel, Food Supplies, Food Service Supplies, Transition, Discretionary Funds, Health Examination and Vehicle & Equipment supplies.

**Credit Card One thru Six** expenses were \$.

**TRAINING AND TECHNICAL ASSISTANCE**

Expenses added to T & TA Training line item was \$5,737.91

**Food Supplies-USDA Report: May 2016** Credited back to the Food Supply Line Item was \$14,266.62

Operating Days: 18

Number of Centers: 7

Total Attendance: 2,534

Food Service by Type: Breakfasts 2,388, Lunches 2,513, and Snacks 2,370.

**EXPENSES**

Expenses for the month of June were \$115,304.03. This leaves a budget balance of \$668,793.85.

**NON-FEDERAL IN-KIND**

Added to Non- Federal In-kind for the month of June was \$23,679.44. In-kind balance to be donated from July thru December is \$94,042.28.

**ADMINISTRATIVE COST**

Administrative Cost for the month of June is 1% of our budget, which includes the Head Start budget and Non-Federal In-kind, and our Administrative Cost for the year is 6%.

### ADMINISTRATIVE COST

### ADMINISTRATIVE COST OF IN-KIND

Jun-16

		PERCENT		COST		%	COST					
Admin Personnel	Salary &Fringe	\$	10,483.56	100	\$	10,483.56	Office Space	\$	2,988.08	47	\$	1,404.40
ott	Travel	\$	736.72	11	\$	81.04						
office	Supplies	\$	736.72	30	\$	221.02						
janitor	Supplies	\$	27.88	30	\$	8.36						
audit	Other	\$	-	100	\$	-						
main&rep	Other	\$	80.00	100	\$	80.00						
maint.serv	Other	\$	1,061.04	30	\$	318.31						
util.	Other	\$	295.42	11	\$	32.50						
postage	Other	\$	-	30	\$	-						
tele.	Other	\$	96.77	2	\$	19.35						
rent	Other	\$	800.00	47	\$	376.00						
local trav	Other	\$	130.01	11	\$	14.30						
assoc./due	Other	\$	720.00	30	\$	216.00						
Health & Wellness	Other			11	\$	-						
Foodsupplies	Other	\$	660.22	30	\$	198.07						
Training	T&TA	\$	2,195.84	11	\$	219.58						
TOTAL		\$	18,024.18		\$	12,268.09	TOTAL			\$	1,404.40	
\$	13,672.49	TOTAL MONTH		\$	0.01							
\$	86,801.86	TOTAL YEAR		\$	0.06							

SCOTT COUNTY PUBLIC SCHOOL HEAD START  
IN-KIND REPORT  
JUNE 2016

IN-KIND	BUDGET	RECORDED THIS MONTH	RECORDED PREVIOUSLY	RECORDED TO DATE	IN-KIND REMAINING
PARENTS AND VOLUNTEERS	\$ 127,708.00	\$ 19,759.58	\$ 54,742.92	\$ 74,502.50	\$ 53,205.50
SCHOOL DISTRICT	\$ 148,496.00	\$ 237.94	\$ 121,649.70	\$ 121,887.64	\$ 26,608.36
DONATIONS	\$ 38,183.00	\$ 3,681.92	\$ 20,272.66	\$ 23,954.58	\$ 14,228.42
TOTAL	\$ 314,387.00	\$ 23,679.44	\$ 196,665.28	\$ 220,344.72	\$ 94,042.28

9:10 AM  
07/25/16  
Accrual Basis

## Scott County Public School Head Start Expenses by Vendor Detail

June 2016

	Type	Date	Memo
<b>Bank of America-Platinum Plus</b>			
	Bill	06/09/2016	holiday inn kathy wilcox 4/28/2016
	Bill	06/09/2016	wal-mart p.o. 4408
	Bill	06/09/2016	p.o. 4406 teachstone for kathy wilcox
	Bill	06/09/2016	Evergreen - plants
	Bill	06/09/2016	Walmart- potting soil, DIS, NES and WC
	Bill	06/09/2016	fast mart
	Bill	06/09/2016	cracker barrel
	Bill	06/09/2016	holiday inn
	Bill	06/09/2016	wendy's
	Bill	06/09/2016	bully's for gas
	Bill	06/09/2016	holiday inn & suites
	Bill	06/09/2016	adance auto
	Bill	06/09/2016	natural tunnel
	Bill	06/09/2016	ETSU
	Bill	06/09/2016	fastmart credit
Total Bank of America-Platinum Plus			
<b>TOTAL</b>			

9:10 AM  
07/25/16  
Accrual Basis

## Scott County Public School Head Start Expenses by Vendor Detail

June 2016

	Account	Clr	Sp	Debit	Balance
<b>Bank of America-Platinum Plus</b>					
	20-3800 · Training		:	286.20	286.20
	3310 · Maintenance & Repair		:	73.92	360.12
	20-3800 · Training		:	364.71	724.83
	2820 · Education/Tuition Training		:	62.19	787.02
	2820 · Education/Tuition Training		:	151.04	938.06
	20-3800 · Training		:	24.00	962.06
	20-3800 · Training		:	28.01	990.07
	20-3800 · Training		:	36.27	1,026.34
	20-3800 · Training		:	15.14	1,041.48
	20-3800 · Training		:	30.44	1,071.92
	20-3800 · Training		:	18.31	1,090.23
	3310 · Maintenance & Repair		:	26.30	1,116.53
	5505 · Parent Activities		:	126.36	1,242.89
	20-3800 · Training		:	993.00	2,235.89
	20-3800 · Training		:		
			2001 · Account		2,235.65
Total Bank of America-Platinum Plus				2,235.89	2,235.65
<b>TOTAL</b>				<u>2,235.89</u>	<u>2,235.65</u>

#### Explanation of Revisions – September 2015 Policy Update

<b>Policy Code</b>	<b>Page</b>	<b>Revision</b>
<b>BDD</b>	<b>33-B</b>	<b>Electronic Participation in Meetings from Remote Locations</b> Text revised to reflect Legal References.
<b>DI</b>	<b>9-D</b>	<b>Financial Accounting and Reporting</b> Policy revised to avoid duplication with policies CBA Qualifications and Duties for the Superintendent and EF Food Service Management and to reflect that some of the BOE regulations on which it was based have been repealed. Legal References updated.
<b>DJF</b>	<b>15-D</b>	<b>Purchasing Procedures</b> Policy updated.
<b>GBE</b>	<b>35-G</b>	<b>Staff Health</b> Footnote added to reflect local practices.
<b>IL</b>	<b>102-I</b>	<b>Testing Programs</b> Policy and Legal References updated.
<b>JHH</b>	<b>154-J</b>	<b>Suicide Prevention</b> Policy and Legal References updated.
<b>KLB</b>	<b>38-K</b>	<b>Public Complaints about Learning Resources</b> Legal References updated.

#### Explanation of Revisions – February 2016 Policy Update

<b>Policy Code</b>	<b>Page</b>	<b>Revision</b>
<b>CLA</b>	<b>14-C</b>	<b>Reporting Acts of Violence and Substance Abuse</b> Policy updated to reflect the evolution of the Safe and Drug-Free Schools and Communities Act.
<b>GCBE</b>	<b>88-G</b>	<b>Family and Medical Leave</b> Footnote emphasizing the connection between this policy and Policy GCQA Nonschool Employment by Staff Members added. Legal References and Cross References updated. Links to some forms included in the Attachments updated.
<b>IIAA</b>	<b>56-I</b>	<b>Textbook Selection, Adoption and Purchase</b> Policy updated to reflect Legal References.
<b>IKH</b>	<b>101-I</b>	<b>Retaking SOL Assessments</b> Policy revised to reflect amendment of 8 VAC 20-131-110.

Legal References updated.

<b>JBA</b>	<b>9-J</b>	<b>Section 504 Nondiscrimination Policy and Complaint Procedures</b> Policy reviewed as part of routine 5-year review and updated to reflect current OCR interpretation, enforcement and guidance.
<b>JGD/JGE</b>	<b>109-J</b>	<b>Student Suspension/Expulsion</b> Reference to the Improving America's Schools Act of 1994 removed to reflect evolution of federal education laws. Text of policy revised to better reflect that division uses a Disciplinary Committee to make decisions regarding suspension and expulsion.

#### Explanation of Revisions – May 2016 Policy Update

<b>Policy Code</b>	<b>Page</b>	<b>Revision</b>
<b>BBFA</b>	<b>10-B</b>	<b>Conflict of Interests and Disclosure of Economic Interests</b> Policy revised to reflect amendment of Va. Code § 2.2-3121 by SB 288.
<b>BDC</b>	<b>30-B</b>	<b>Closed Meetings</b> Policy updated to reflect amendment of Va. Code § 2.2-3711 by HB 817/SB 494 and SB 493.
<b>BDDH</b> (also KD)	<b>41-B</b>	<b>Public Participation at School Board Meetings</b> Policy and Legal References updated.
<b>DJ</b>	<b>11-D</b>	<b>Small Purchasing</b> Policy revised to reflect amendment of Va. Code § 2.2-4303 by HB 1166/SB 362.
<b>EBB</b>	<b>15-E</b>	<b>Threat Assessment Teams</b> Policy revised to reflect amendment of Va. Code § 22.1-79.4 by HB 1013.
<b>EBCB</b>	<b>50-E</b>	<b>Safety Drills</b> Policy revised to reflect amendment of Va. Code §§ 22.1-137 and 22.1-137.2 by HB 1279. Legal References updated.
<b>GBL</b>	<b>48-G</b>	<b>Personnel Records</b> Policy revised to reflect amendment of Va. Code § 22.1-295.1 by HB 524 and Va. Code § 2.2-3705.1 by HB 817/SB 494.
<b>GBMA</b>	<b>67-G</b>	<b>Support Staff Grievances</b> Policy updated. Legal Reference and Cross Reference added.

<b>GBMA-R</b>		<b>Procedure for Adjusting Grievances for Support Staff</b> <b>POLICY DELETED.</b> The grievance procedures for support staff are now contained in Policy GBMA Support Staff Grievances.
<b>GC</b>	<b>72-G</b>	<b>Professional Staff</b> Policy revised based on enactment of Va. Code § 22.1-299.5 by HB 682 and Va. Code § 22.1-299.6 by HB 279/SB 573. Legal References added.
<b>GCA</b>		<b>Local Licenses for Teachers</b> <b>POLICY DELETED</b> based on amendment of Va. Code § 22.1-298.1 and repeal of Va. Code § 22.1-299.3 by HB 2151 (2013).
<b>GCPF</b>	<b>132-G</b>	<b>Suspension of Staff Members</b> Cross Reference deleted to reflect deletion of Policy GBMA-R Procedure for Adjusting Grievances for Support Staff.
<b>GDB</b>	<b>138-G</b>	<b>Support Staff Employment Status</b> Cross Reference deleted to reflect deletion of Policy GBMA-R Procedure for Adjusting Grievances for Support Staff.
<b>GDG</b>	<b>139-G</b>	<b>Support Staff Probationary Period</b> Cross Reference deleted to reflect deletion of Policy GBMA-R Procedure for Adjusting Grievances for Support Staff.
<b>IA</b>	<b>4-I</b>	<b>Instructional Goals and Objectives</b> Policy updated to reflect amendment of Va. Code § 22.1-253.13:1 by HB 36 and HB 831.
<b>IAA</b>	<b>6-I</b>	<b>Notifications of Learning Objectives</b> Policy updated to reflect amendment of Va. Code § 22.1-253.13:4 by HB 895/SB 336.
<b>IGAH</b>	<b>20-I</b>	<b>Family Life Education (FLE)</b> Policy updated to reflect amendment of Va. Code § 22.1-207.1:1 by HB 659.
<b>IGAI</b>	<b>23-I</b>	<b>Character Education</b> Policy and Legal References updated.
<b>IGBG</b>	<b>42-I</b>	<b>Homebound, Correspondence and Alternative Means of Instruction</b> Policy updated to reflect amendment of Va. Code § 22.1-253.13:4 by HB 895/SB 336. Cross Reference updated.

IHB	54-I	<b>Class Size</b> Policy revised to reflect amendment of Va. Code § 22.1-253.13:2 by HB 1377.
IKEB	77-I	<b>Acceleration</b> Policy updated to reflect amendment of Va. Code § 22.1-253.13:4 by HB 895/SB 336.
IKF	84-I	<b>Standards of Learning Tests and Graduation Requirements</b> Policy updated to reflect amendment of Va. Code § 22.1-253.13:4 by HB 895/SB 336.
IKFA	96-I	<b>Locally Awarded Verified Credits</b> Policy updated to reflect amendment of Va. Code § 22.1-253.13:4 by HB 895/SB 336.
JJAC	156-J	<b>Student-Athlete Concussions During Extracurricular Activities</b> Policy updated to reflect amendment of Va. Code § 22.1-271.5 by HB 954.
JO	166-J	<b>Student Records</b> Policy revised to reflect amendment of Va. Code § 22.1-254.1 by SB 780. Legal and Cross References updated.
JRCA	191-J	<b>School Service Providers' Use of Student Personal Information</b> <b>NEW</b> policy reflecting Va. Code § 22.1-289.01 as amended by HB 519, HB 749 and HB 750.
KBA	5-K	<b>Requests for Information</b> Policy revised to reflect enactment of Va. Code § 2.2-3704.2 by HB 818. Cross Reference added.
KBA-R	6-K	<b>Requests for Information</b> Policy revised to reflect amendment of Va. Code § 2.2-3704 and enactment of Va. Code § 2.2-3704.01 by HB 817/SB 494 and enactment of Va. Code § 2.2-3704.2 by HB 818. Legal References and Cross Reference added.
KBA-F1	9-K	<b>Requests for Public Records</b> Form revised to reflect enactment of Va. Code § 2.2-3704.2 by HB 818.
KD (also BDDH)	16-K	<b>Public Participation at School Board Meetings</b> Policy and Legal References updated.



<b>LC</b>	<b>6-L</b>	<b>Charter Schools</b> Policy revised to reflect amendments of Va. Code § 22.1-212.7 and enactment of Va. Code § 22.1-212.6:1 by SB 734. Cross References added.
<b>LI</b>	<b>19-L</b>	<b>Relations with Educational Accreditation Agencies</b> Policy revised to reflect amendment of Va. Code § 22.1-253.13:3 by SB 368. Legal References updated.

#### Explanation of Revisions – June 2016 Policy Update

<b>Policy Code</b>	<b>Page</b>	<b>Revision</b>
<b>GCG</b>	<b>112-G</b>	<b>Professional Staff Probationary Term and Continuing Contract</b> Cross Reference deleted to reflect deletion of Policy GCA Local Licenses for Teachers.
<b>IGAJ</b>	<b>24-I</b>	<b>Driver Education</b> Policy revised.
<b>IIEA/GAB</b>	<b>62-I</b>	<b>Acceptable Use Policy for Electronic Information, Services, and Networks</b> Policy revised.
<b>IKEB-R</b>	<b>78-I</b>	<b>Eighth Grade Holdbacks</b> Regulation revised.
<b>JFCB-R</b>	<b>72-J</b>	<b>Scott County Public Schools Out-of-Season Guidelines</b> Regulation revised.
<b>JHCF</b>	<b>146-J</b>	<b>Student Wellness</b> Policy revised.

#### Explanation of Revisions – July 2016 Policy Update

<b>Policy Code</b>	<b>Page</b>	<b>Revision</b>
<b>GCBC-R</b>	<b>79-G</b>	<b>Professional Staff Fringe Benefits</b> Regulation revised.
<b>GCBD-R/GDBD-R</b>	<b>81-G</b>	<b>Professional Staff Leaves and Absences/Support Staff Leaves and Absences</b> Regulation revised.
<b>GCLA-R</b>	<b>119-G</b>	<b>In-Service Credit</b> Regulation revised.

**IKED-R**

**82-I**

**Evaluation and Promotion**  
Regulation revised.

**Student/Parent Information Handbook and Code of Conduct**  
**2016-2017**  
**Changes/Updates**

**\*\*Policy Updated Unless Noted**

Page 11	Acceptable Use Policy For Electronic Information, Services, and Networks <ul style="list-style-type: none"><li>• Portable Communication Devices</li></ul>
Page 14	Alternative Education Program
Page 15	Driver Education
Page 16	Eighth Grade Hold Backs
Page 26	Social Promotion <ul style="list-style-type: none"><li>• K-7 Academic Administrative Placement</li></ul>
Page 26	Standards of Learning and Graduation Requirements <ul style="list-style-type: none"><li>• Standards of Learning (SOL) Tests and Verified Units of Credit</li><li>• Graduation Requirements</li></ul>
Page 34	Student Records and Release of Student Information <ul style="list-style-type: none"><li>• Directory Information</li><li>• Dissemination and Maintenance of Records About Court Proceedings</li><li>• Copies of Education Records</li><li>• Correction of Education Records</li></ul>
Page 45	2016-2017 Café Prices
Page 51	Special Education Programs <ul style="list-style-type: none"><li>• Other Alternative Placements</li></ul>
Page 58	Corrective Actions
Page 60	Disciplining Students With Disabilities <ul style="list-style-type: none"><li>• Behavioral Intervention Plan (BIP)</li><li>• Functional Behavioral Assessment (FBA)</li><li>• Manifestation Determination Review (MDR)</li><li>• Key Provisions</li></ul>
Page 64	Physical Restraint And/Or Isolation
Page 66	Student Suspension/Expulsion <ul style="list-style-type: none"><li>• Definitions</li><li>• Long-Term Suspension</li><li>• Expulsion</li></ul>
Page 70	Weapons In School <ul style="list-style-type: none"><li>• Students with Disabilities</li></ul>
Page 79	Incident Report (10-day Rule)

2016-17 ALLOCATIONS  
1ST SEMESTER - AUGUST 2, 2016

SCHOOL	COPIERS	REM.INST	LIBRARY	BUS/TECH	FAM SCI	BAND	CUSTODIAL	TOTAL
DPS	3,145.00	6,325.00	350.00				7,500.00	17,320.00
DIS	2,000.00	1,150.00	75.00				2,000.00	5,225.00
FBPS	2,000.00	1,150.00	100.00				2,000.00	5,250.00
HES	2,000.00	2,300.00	200.00				3,000.00	7,500.00
NES	2,200.00	4,025.00	300.00				5,000.00	11,525.00
RCI	2,000.00	2,300.00	225.00				3,000.00	7,525.00
SES	4,625.00	8,050.00	600.00				10,000.00	23,275.00
WCES	2,750.00	5,000.00	400.00				6,000.00	14,150.00
YES	2,000.00	2,875.00	250.00				3,750.00	8,875.00
GCMS	4,400.00	8,050.00	825.00	500.00		2,500.00	10,000.00	26,275.00
GCHS	4,150.00	7,475.00	775.00	1,000.00	1,250.00	5,000.00	9,500.00	29,150.00
TSHS	2,275.00	4,025.00	450.00	750.00	750.00	3,250.00	6,000.00	17,500.00
RCHS	2,670.00	5,175.00	450.00	750.00	750.00	3,250.00	7,000.00	20,045.00
SCCTC	2,000.00	30,000.00					3,500.00	35,500.00
<b>TOTAL</b>	<b>38,215.00</b>	<b>87,900.00</b>	<b>5,000.00</b>	<b>3,000.00</b>	<b>2,750.00</b>	<b>14,000.00</b>	<b>78,250.00</b>	<b>229,115.00</b>



14-Jul-16

Ms. Angela M. Johnson - Food Service Specialist  
Scott County Public Schools  
340 East Jackson St.  
Gate City, Virginia 24251  
(276) 386-6118

Dear Ms. Johnson

Per your request, Bimbo Bakeries USA agrees to extend the current bid for the 2016-2017 School Year at the same pricing. Please review the items below and let me know if there is anything else you might need. Thank you and we appreciate your business.

PRODUCTNUM	PROD_NAME	UPC	15-16 Cost	16-17 Cost
004258	R&I 100WW HAM12P	7870080017 000	1.45	1.45
004259	R&I 53WGW DELI6P	7870080031 000	1.77	1.77
003447	R&I WGW HAMS 12P	7870080021 000	1.77	1.77
004266	R&I WGW HOTS 16P	7870080070 000	2.36	2.36
003239	R&I WGWHI 24SL24	7167301212 000	1.5	1.5
004914	R&I WW TXTST 20Z	7870080182 000	1.5	1.5

Sincerely,

A handwritten signature in blue ink, appearing to read "Scott Tockey".

Scott Tockey - Food Service & PROMPT Ordering  
Bimbo Bakeries USA  
1795 Alysheba Way Unit 3105  
Lexington, Kentucky 40509  
(304) 654-0321 Cell Phone  
(859) 543-9199 x 11  
[stockey@bbumail.com](mailto:stockey@bbumail.com)

Administrative Use: MI PZ 6291

# SCOTT COUNTY PUBLIC SCHOOLS



## *EVALUATION HANDBOOK* (Non- School Based Administration)



## Non-School Based Administrator Summative Evaluation

Administrator's Name: \_\_\_\_\_ School/Department: \_\_\_\_\_

Assignment/Title: \_\_\_\_\_ Evaluation Year: \_\_\_\_\_

### Performance Standard 1: Job-Specific Professional Knowledge and Skills

1.1 The administrator exhibits accurate and current knowledge of the content and methodology required for the specific job.

1.2 The administrator exhibits technical skills required for the specific job.

1.3 The administrator demonstrates a variety of techniques and methodologies to address identified problems.

<b>Exemplary</b> (3.7-4)	<b>Proficient</b> <i>Proficient is the expected level of performance.</i> (3.0-3.6)	<b>Developing/Needs Improvement</b> (2.0-2.9)	<b>Unacceptable</b> (1-1.9)
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### Performance Standard 2: Management Skills

2.1 The administrator collaboratively develops, manages, supports, and assesses programs and annual plans that result in increased support to the educational environment.

2.2 The administrator applies knowledge of national and state trends and division, department, and office emphases to initiate approaches to tasks and projects for program alignment and improvement.

2.3 The administrator develops plans for effective allocation of fiscal and other resources to enhance the mission of the school system.

2.4 The administrator identifies, analyzes, and resolves issues using effective problem-solving techniques that result in a productive and positive environment.

2.5 The administrator effectively employs various processes for gathering, analyzing, and using data for decision-making that is consistent with the goals of the school division.

<b>Exemplary</b> (3.7-4)	<b>Proficient</b> <i>Proficient is the expected level of performance.</i> (3.0-3.6)	<b>Developing/Needs Improvement</b> (2.0-2.9)	<b>Unacceptable</b> (1-1.9)
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### Performance Standard 3: Instructional Support

- 3.1 The administrator demonstrates an understanding of the mission and goals of the school division.
- 3.2 The administrator demonstrates an understanding of the interrelationship between his or her own areas and the delivery of instruction.
- 3.3 The administrator designs and implements school based and non-school-based staff development activities that support the instructional program.

<b>Exemplary</b> <b>(3.7-4)</b>	<b>Proficient</b> <i>Proficient is the expected level of performance.</i> <b>(3.0-3.6)</b>	<b>Developing/Needs Improvement</b> <b>(2.0-2.9)</b>	<b>Unacceptable</b> <b>(1-1.9)</b>
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### Performance Standard 4: Communication and Human Relations

- 4.1 The administrator demonstrates effective oral and written communication skills.
- 4.2 The administrator shows respect for individuals and models good human relations skills.
- 4.3 The administrator recognizes and is sensitive to the multicultural and special needs of individuals, schools, staff, and community.
- 4.4 The administrator understands, promotes and develops the interrelationship among school and community programs and services as they relate to division-wide goals.

<b>Exemplary</b> <b>(3.7-4)</b>	<b>Proficient</b> <i>Proficient is the expected level of performance.</i> <b>(3.0-3.6)</b>	<b>Developing/Needs Improvement</b> <b>(2.0-2.9)</b>	<b>Unacceptable</b> <b>(1-1.9)</b>
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### Performance Standard 5: Professionalism

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5.1 The administrator works in a collegial and collaborative manner with other administrators, school personnel, and other related professionals and agencies to promote and support the mission and goals of the division.

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5.2 The administrator models professional, moral, and ethical standards as well as personal integrity in all interactions.

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5.3 The administrator takes responsibility for and participates in a meaningful and continuous process of professional development that results in the enhancement of student learning.

<b>Exemplary</b> <b>(3.7-4)</b>	<b>Proficient</b> <i>Proficient is the expected level of performance.</i> <b>(3.0-3.6)</b>	<b>Developing/Needs Improvement</b> <b>(2.0-2.9)</b>	<b>Unacceptable</b> <b>(1-1.9)</b>
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### Performance Standard 6: Annual Goals

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6.1 Sets acceptable, measurable, and appropriate achievement goals based on baseline data.

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6.2 Documents the progress throughout the year.

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6.3 Provides evidence that achievement goals have been met using multiple measures.

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6.4 Uses available performance outcome data to continually document and communicate progress.

<b>Exemplary</b> <b>(3.7-4)</b>	<b>Proficient</b> <i>Proficient is the expected level of performance.</i> <b>(3.0-3.6)</b>	<b>Developing/Needs Improvement</b> <b>(2.0-2.9)</b>	<b>Unacceptable</b> <b>(1-1.9)</b>
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## OVERALL SUMMATIVE EVALUATION OF NON-SCHOOL BASED ADMINISTRATOR

Teacher Performance Standard	Performance Rating	Percentage contribution to the summative rating	Weighted Contribution= (quantified performance rating * Percentage Contribution)
Standard 1		12%	
Standard 2		12%	
Standard 3		12%	
Standard 4		12%	
Standard 5		12%	
Standard 6		40%	
		Summative Rating (sum of weighted contributions)	

COMMENTS:

LEADERSHIP FOCUS:

SUMMATIVE RECOMMENDATION:

☐ Reappointment    ☐ Conditional Reappointment    ☐ Demotion    ☐ Do Not Reappoint

Signature of Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator and evaluator signatures are required. The administrator's signature indicates that the administrator has read the completed evaluation and attached report but does not imply agreement with the evaluation recommendation.

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I have read this evaluation report. I understand that I may attach additional comments to this report.

Signature of Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## Non-School Based Administrator Annual Goals

*Directions: This form is a tool to assist supervisors in setting goals that result in measurable division wide student academic progress.*

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

School Division: \_\_\_\_\_

School Year: \_\_\_\_\_

Preliminary approval granted by Superintendent on: \_\_\_\_\_

Mid-year review conducted by Superintendent on: \_\_\_\_\_

Year-end review conducted by Superintendent on: \_\_\_\_\_

<b>Goal:</b>	
Expected term to completion: <input type="checkbox"/> Short-term <input type="checkbox"/> Mid-term <input type="checkbox"/> Long-term	
<b>Indicators of Success:</b>	<b>Mid-Year Assessment of Goal</b>
	<b>Evidence to Date</b>

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator's Name



## Non-School Based Administrator Interim Performance Report

**Supervisor** \_\_\_\_\_ **School Year(s)** \_\_\_\_\_

**Directions:** Evaluators use this form to maintain a record of evidence documented for each performance standard. This form should be maintained by the evaluator during the course of the evaluation cycle. This report is shared at a meeting with the supervisor held within appropriate timelines.

**Strengths:** \_\_\_\_\_

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**Areas of Improvement:** \_\_\_\_\_

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Non-School Based Administrator Name \_\_\_\_\_

Non-School Based Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator's Name \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_