

SCOTT COUNTY VIRGINIA SCHOOLS

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

Board Meeting Agenda (Regular Meeting)

Date: September 12, 2016 (Tuesday)

Time: 6:30 p.m.

Location: Scott County Career & Technical Center Auditorium
387 Broadwater Avenue, 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 Minutes – August 2, 2016, Regular Meeting
5. Approval of Claims
6. Presentations
 - A. Recognition of Retired Employees 2015-16 School Year
 - C. Recognition of Yuma Elementary/Fort Blackmore Elementary & Weber City Elementary Governor's Award of Excellence
 - D. Recognition of State Participation in Sports Events
 - E. Recognition of Gate City High School – Claudia Dodson VHSL Sportsmanship, Ethics & Integrity Award
7. Report on School Activity Fund Audit – Charles Bridwell CPA & Associates, PC
8. Items by Kathy Wilcox, Head Start Director
 - A. Approval of FY16 Head Start Five Year Non-Competitive Grant & Baseline Budget
 - B. Approval of FY16 Head Start Five Year Long Range Goals & Short Term Objectives
 - C. Approval of FY16 Head Start Training & Technical Assistance Plan
 - D. Approval of Head Start Community Assessment
 - E. Approval of Head Start Financial Breakdown for July, 2016
9. Public Comment
10. Superintendent's Report
 - A. Report on Student Enrollment and Pupil-Teacher Ratio
 - B. Approval of Committees for 2016-2017 School Year
 1. Salary, Fringe Benefits and School Calendar Committee
 2. Communications/School Improvement Committee
 3. School Safety Audit Committee
 4. Character Education Development Committee
 5. Remediation Program Standards Committee
 - C. Roofing update – Eskola, Mike Richardson & Ken Bezio
11. Closed Meeting: Motion to Enter (Specify Items) & Motion to Return to Regular Meeting/Closed Meeting Certification
12. Items by Assistant Superintendent – Jason Smith
 - A. Approval of Religious Exemption - Student No. 009/2016
 - B. Approval of Religious Exemption – Student No. 010/2016
 - B. Approval of Overnight Field Trips
 - C. Personnel
 - D. Other

13. Board Member Comments

14. Adjournment

Next Meeting: Scott County School Board Office – 6:30 p.m., Tuesday, October 4, 2016

DRAFT
SCOTT COUNTY SCHOOL BOARD
MINUTES OF REGULAR MEETING TUESDAY, AUGUST 2, 2016

The Scott County School Board met for a regular meeting on Tuesday, August 2, 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/Assistant Superintendent; K.C. Linkous, Clerk Of The Board/Human Resource Manager; Beverly Stidham, Deputy Clerk/Purchasing Agent; Will Sturgill, School Board Attorney; Kathy Musick, Virginia Professional Educators Representative; Amanda Clark, Heritage TV; Lisa Bevins, Teacher/VEA Representative; Doris Boitnott, VEA/NEA Uniserv Director, Kathy Wilcox, Head Start Director; Judy Calton, Head Start Financial Officer; Marci Gore, Kingsport Times-News and Nancy Godsey, Citizen.

CALL TO ORDER/MOMENT OF SILENCE/PEDGE OF ALLEGIANCE: Chairman Quillen called the meeting to order at 6:30 p.m. The audience observed a moment of silence and Mr. Sallee 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 of the August 2, 2016 Regular Board Meeting.

APPROVAL OF JULY 5, 2016 REGULAR SCHOOL BOARD MEETING MINUTES: On a motion by Mr. Templeton, seconded by Mr. Sallee, all members voting aye, the Board approved the minutes of the July 5, 2016 Regular Board Meeting.

APPROVAL OF JULY 18, 2016 SPECIAL MEETING MINUTES: On a motion by Mr. Horton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the minutes of July 18, 2016 Special Board Meeting.

APPROVAL OF AMENDED MINUTES OF APRIL 5, 2016: On a motion by Mr. Sallee, seconded by Mr. Templeton, all members voting aye, the Board approved the Amended Minutes of April 5, 2016 Regular Board Meeting.

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

School Operating Fund invoices & payroll in the amount of \$000,000.00 as shown by warrants #8114774-8115008 (8114775 & 8114788) void) & 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 #1016753-1016776 & 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 #13503-13561.

APPROVAL OF COMPETITIVE HEAD START EXPANSION GRANT APPLICATION: Ms. Kathy Wilcox, Head Start Director presented the Board with a packet on the Early Head Start Expansion Grant Application (Appendix A).

Ms. Judy Calton, Head Start Financial Officer, stated that on the last three pages of the application is a breakdown of the start-up budget and that Head Start will be requesting two passenger busses for toddlers that have the five point harnesses. Ms. Calton also stated that the total budget is \$441,483 and that Head Start will be asking

forgiveness on the Total No Federal monies of \$88,297.00. Ms. Kathy Wilcox stated that the Expansion Grant needs to be submitted by August 24, 2016.

On a motion by Mr. McConnell, seconded by Mr. Sallee, all members voting aye, the Board approved for Scott County Head Start to apply for the Early Head Start Expansion Grant.

APPROVAL OF HEAD START FINANCIAL REPORT FOR JUNE, 2016: Ms. Judy Calton, Head Start Financial Officer, presented the following Head Start financial report for June, 2016:

Administrative Cost	\$13,672.49
Expenses	\$115,304.03
In-Kind Monies	\$23,679.44

On a motion by Mr. Templeton, seconded by Mr. Horton, all members voting aye, the Board approved the Head Start Financial Report for June, 2016.

APPROVAL OF REVISED POLICY MANUAL: Superintendent Ferguson presented a list of revisions and explanations for the 2016 policy manual. On a motion by Mr. McConnell, seconded by Ms. Gillenwater, all members voting aye, the Board approved the following Revisions of the Policy Manual for the 2016-2017 school year:

APPROVAL OF STUDENT/PARENT HANDBOOK AND CODE OF CONDUCT: On a motion by Mr. Templeton, seconded by Mr. Horton, all members voting aye, the Board approved the Student/Parent Handbook and Code of Conduct for the 2016-2017 School Year with the following changes and updates:

APPROVAL OF SCHOOL ALLOCATIONS: On a motion by Mr. Sallee, seconded by Ms. Gillenwater, all members voting aye the Board approved the School Allocations for the 2016-2017 First Semester.

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

<u>SCHOOL</u>	<u>COPIERS</u>	<u>REM.INST</u>	<u>LIBRARY</u>	<u>BUS/TECH</u>	<u>FAM SCI</u>	<u>BAND</u>	<u>CUSTODIAL</u>	<u>TOTAL</u>
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
TOTAL	38,215.00	87,900.00	5,000.00	3,000.00	2,750.00	14,000.00	78,250.00	229,115.00

APPROVAL OF EXTENSION OF BREAD BID: On a motion by Mr. Templeton, seconded by Mr. Horton, all members voting aye, the Board approved the Extension of the Bread Bid (No Price Change) with Bimbo Foods for the 2016-2017 school year.

APPROVAL OF SCHOOLS TO APPLY FOR A MASTERCARD BUSINESS CARD: Superintendent Ferguson presented information on the MasterCard Business Card and explained that each school has the option to

apply for a business card and each school would be responsible for paying the card off each month. He also explained that schools will have to report and keep track of their purchases for auditing purposes.

On a motion by Mr. Sallee, seconded by Ms. Gillenwater, all members voting aye, the Board approved for the schools to apply for a MasterCard Business Card under Option 2.

CLOSED MEETING: Mr. Sallee made a motion to enter into closed meeting at 7:00 p.m. to discuss teachers, coaches, and nurses, as provided in Section 2.2-3711 A (1) of the *Code of Virginia*, as amended; also that the Board enter into closed meeting to discuss pupil personnel matters concerning students number 16652 and 17243, as provided in Section 2.2-3711 A (2) of the *Code of Virginia* as amended; and to enter into closed meeting to consult with legal counsel pertaining to actual or probable litigation, as provided in Section 2.23711 A (7) 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 8:50 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 Gillenwater, Larry Horton, Gail McConnell, Bill Quillen, Steve Sallee, David Templeton

Nays: None

ABSENT DURING VOTE: None

ABSENT DURING MEETING: None

REVIEW OF ANNUAL CRISIS PLAN: Mr. Jason Smith, Supervisor of Personnel, advised the Board that the Annual Review of Crisis Plans are available for viewing and explained that the school system streamlined the safety process and built a template for the system's safety plans.

APPROVAL OF EVALUATION HANDBOOK (NON-SCHOOL BASED ADMINISTRATION): On a motion by Mr. Horton, seconded by Mr. Templeton, all members voting aye, the Board approved the Evaluation Handbook for Non-School Based Administration.

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 Ms. Sarah Medukas as co-yearbook sponsor for Gate City Middle School, effective August 2, 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 resignation of Ms. Melissa Trinkle as co-yearbook sponsor for Gate City Middle School, effective August 2, 2016. .

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. Sara Normark, 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 Ms. Gillenwater, all members voting aye, the Board approved the employment of Ms. Alyssa Henry, speech therapist, 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 Ms. Gillenwater, all members voting aye, the Board approved the employment of Mr. David Hagy, 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. Justine Hartsock, teacher, 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 the employment of Mr. Jeff Lester, boys basketball assistant coach and JV baseball coach at Twin Springs High School, effective August 2, 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 Mr. David Hagy, JV basketball coach at Twin Springs High School, effective August 2, 2016..

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, the Board approved the employment of Ms. Michelle Lawson, Nurse, effective 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. Melissa Seaver as co-yearbook sponsor for Gate City Middle School, 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. Horton, all members voting aye, the Board approved the employment of Ms. Morgan Quillen as co-yearbook sponsor for Gate City Middle School, 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. McConnell, all members voting aye, the Board approved the employment of Mr. Andy Lawson, Teacher, effective the 2016-2017 school year.

RETIREMENT: On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Templeton, seconded by Mr. Horton, all members voting aye, the Board accepted the retirement of Ms. Glenda Fannon, teacher, effective August 2, 2016.

BOARD MEMBER COMMENTS: Mr. Sallee and Mr. Quillen wished all teachers, staff and central office a good school year.

Superintendent Ferguson invited all the Board Members to the opening convocation on August 9, 2016 at 8:30 a.m. at the Scott County Career & Tech Center. Mr. Ferguson stated that Dr. Steven Staples, Superintendent of Public Instruction, will be the guest speaker.

ADJOURNMENT: There being no further business to discuss, the Board adjourned at 9:00 p.m.

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

K.C. Linkous, Clerk



Virginia Board of Education

Excellence Award

Presented in 2016 to

*Fort Blackmore Primary School
Scott County Public Schools*

WHEREAS, the Board of Education established the Virginia Index of Performance to provide incentives and recognition for public schools and school divisions that exceed the minimum requirements for learning and achievement of the Commonwealth's rigorous Standards of Learning program; and

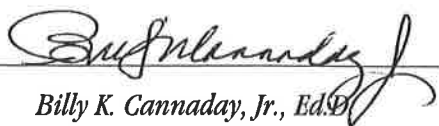
WHEREAS, the Virginia Index of Performance measures the progress of students toward advanced proficiency and excellence in reading, mathematics, science, and history and social science, and on other indicators of student and school performance, and recognizes schools and school divisions for academic excellence; and

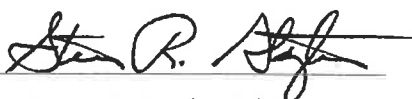
WHEREAS, to qualify for recognition under this program, achievement of the students in a school or school division must exceed the Commonwealth's accreditation standards and the minimum federal accountability requirements; and

WHEREAS, recognition also requires a pursuit of academic excellence resulting in a significant percentage of students demonstrating advanced proficiency across the curriculum; and

WHEREAS, to qualify for recognition, schools and school divisions also must expand opportunities for learning and achievement as evidenced by progress on multiple indicators of school and student performance;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education recognizes the achievement of these objectives by awarding this 2016 Board of Education Excellence Award.


Billy K. Cannaday, Jr., Ed.D.
President


Steven R. Staples, Ed.D.
Superintendent of Public Instruction



Virginia Board of Education

Distinguished Achievement Award

Presented in 2016 to

*Weber City Elementary School
Scott County Public Schools*

WHEREAS, the Board of Education established the Virginia Index of Performance to provide incentives and recognition for public schools and school divisions that exceed the minimum requirements for learning and achievement of the Commonwealth's rigorous Standards of Learning program; and

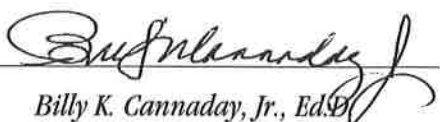
WHEREAS, the Virginia Index of Performance measures the progress of students from competence toward advanced proficiency and excellence in reading, mathematics, science, and history and social science, and on other indicators of student and school performance, and recognizes schools and school divisions for academic excellence; and

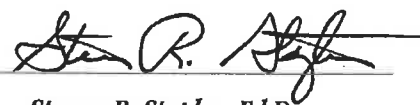
WHEREAS, to qualify for recognition under this program, achievement of the students in a school or school division must exceed the Commonwealth's accreditation standards and the minimum federal accountability requirements; and

WHEREAS, recognition also requires a pursuit of academic excellence resulting in an increasing percentage of students demonstrating advanced proficiency across the curriculum; and

WHEREAS, to qualify for recognition, schools and school divisions also must expand opportunities for learning and achievement as evidenced by progress on multiple indicators of school and student performance;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education recognizes the achievement of these objectives by awarding this 2016 Board of Education Distinguished Achievement Award.


Billy K. Cannaday, Jr., Ed.D.
President


Steven R. Staples, Ed.D.
Superintendent of Public Instruction



Virginia Board of Education

Excellence Award

Presented in 2016 to

*Yuma Elementary School
Scott County Public Schools*

WHEREAS, the Board of Education established the Virginia Index of Performance to provide incentives and recognition for public schools and school divisions that exceed the minimum requirements for learning and achievement of the Commonwealth's rigorous Standards of Learning program; and

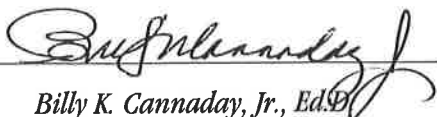
WHEREAS, the Virginia Index of Performance measures the progress of students toward advanced proficiency and excellence in reading, mathematics, science, and history and social science, and on other indicators of student and school performance, and recognizes schools and school divisions for academic excellence; and

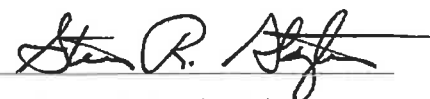
WHEREAS, to qualify for recognition under this program, achievement of the students in a school or school division must exceed the Commonwealth's accreditation standards and the minimum federal accountability requirements; and

WHEREAS, recognition also requires a pursuit of academic excellence resulting in a significant percentage of students demonstrating advanced proficiency across the curriculum; and

WHEREAS, to qualify for recognition, schools and school divisions also must expand opportunities for learning and achievement as evidenced by progress on multiple indicators of school and student performance;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education recognizes the achievement of these objectives by awarding this 2016 Board of Education Excellence Award.


Billy K. Cannaday, Jr., Ed.D.
President


Steven R. Staples, Ed.D.
Superintendent of Public Instruction



VIRGINIA HIGH SCHOOL LEAGUE

1642 State Farm Blvd., Charlottesville, VA 22911

434-977-8475 / 434-977-5943 (fax)

www.vhsl.org

The Virginia High School League is an alliance of Virginia's public high schools and non-boarding private schools that promotes education, leadership, sportsmanship, character and citizenship for students by establishing and maintaining high standards for school activities and competitions

FOR IMMEDIATE RELEASE

June 29, 2016

CONTACT: Mike McCall, 434-977-8475

mmccall@vhsl.org

CLAUDIA DODSON VHSL SPORTSMANSHIP, ETHICS AND INTEGRITY AWARD WINNERS ANNOUNCED

39 schools earn award presented by Wells Fargo

CHARLOTTESVILLE, Va. — Thirty-nine high schools have been awarded the 2015-16 Claudia Dodson VHSL Sportsmanship, Ethics and Integrity Award, which recognizes member schools that have established policies and procedures that make sportsmanship a priority and an expectation within the school and school community.

"I consider this to be the Virginia High School League's most prestigious award," said VHSL assistant director Tom Dolan. "It's the only award that the entire school is graded on."

There is no limit on the number of schools that might be recognized in a given year. The selection process includes a self-assessment and a peer review.

1. The school self-assessment includes 50 one-point areas.
 - a) Schools with no ejections must meet an 80% threshold
 - b) Schools with one ejection must meet a 90% threshold
 - c) Schools with more than one ejection are not eligible for the award in that year
2. Each school must solicit and have submitted directly to VHSL Assistant Director for Compliance Tom Dolan three peer review recommendations from schools which they participate with on a regular basis.
 - a) Recommendations for school with no ejections must meet the 80% threshold
 - b) Recommendations for school with one ejection must meet the 90% threshold
3. Schools whose program(s) are on warning are not eligible for the Claudia Dodson Award.

The award was renamed in 2007 to honor the memory of Claudia Dodson, a VHSL Assistant Director from 1971-2002 and a National High School Fame 2003 inductee, who passed away in 2007.

Auburn

(1st recognition)

John S. Battle

(3rd recognition)

John I. Burton

(2nd recognition)

Caroline

(1st recognition)

Central-Woodstock

(4th recognition)

Chilhowie

(4th recognition)

Christiansburg

(3rd recognition)

Dominion

(3rd recognition)

Eastern Montgomery

(6th recognition)

First Colonial

(13th recognition)

Forest Park

(1st recognition)

Fort Defiance

(1st recognition)

Gate City
(1st recognition)
Glenvar
(3rd recognition)
Granby
(4th recognition)
Green Run
(4th recognition)
Hickory
(8th recognition)
Holston
(3rd recognition)
Floyd Kellam
(4th recognition)
Kempsville
(9th recognition)
King William
(1st recognition)
Lakeland
(1st recognition)
Lake Taylor
(9th recognition)
Landstown
(10th recognition)
R.E. Lee-Staunton
(1st recognition)
Lord Botetourt
(1st recognition)

Maury
(7th recognition)
William Monroe
(2nd recognition)
Northwood
(1st recognition)
Oakton
(5th recognition)
Ocean Lakes
(18th recognition)
Phoebus
(2nd recognition)
Princess Anne
(18th recognition)
Radford
(6th recognition)
Tallwood
(13th recognition)
Booker T. Washington
(5th recognition)
Western Branch
(8th recognition)
Wilson Memorial
(1st recognition)
York
(6th recognition)

-VHSL-

Kempsville

(9th recognition)

King William

(1st recognition)

Lakeland

(1st recognition)

Lake Taylor

(9th recognition)

Landstown

(10th recognition)

R.E. Lee-Staunton

(1st recognition)

Lord Botetourt

(1st recognition)

Maury

(7th recognition)

William Monroe

(2nd recognition)

Northwood

(1st recognition)

Oakton

(5th recognition)

Ocean Lakes

(18th recognition)

Phoebus

(2nd recognition)

Princess Anne

(18th recognition)

Radford

(6th recognition)

Tallwood

(13th recognition)

Booker T. Washington

(5th recognition)

Western Branch

(8th recognition)

Wilson Memorial

(1st recognition)

York

(6th recognition)

Mike McCall
Communications Director
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1642 State Farm Boulevard, Charlottesville, VA 22911
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Scott County Public
School Head Start
Program
FY2017
Continuation
Grant Application



**Scott County
Head Start**

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Scott County Public School Head Start Program Continuation Grant FY2017

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SECTION I. PROGRAM DESIGN AND APPROACH TO SERVICE DELIVERY

SUB-SECTION A: GOALS

1. Long Range Goals, Short Term Objectives & Expected Outcomes

Additions, deletions, or revisions to

2. Progress for Meeting Short Term Objectives & Expected Outcomes:

For Each program Long Term Goal, describe your progress this year toward meeting your Short Term Objective and Expected Outcomes.

GOAL 1: To prepare children and families to be ready to succeed developmentally,

academically, economically, and socially in K-12 Education and ultimately continue a lifetime of positive growth and development.

Fiscal Long Range Goal: Provide financial support to pay for CLASS video library and ongoing training that will enhance school readiness skills.

- **Goal 1, Short Term Objective 1:** Strengthen the ability of teachers and parents to engage children in making healthy choices as measured by child assessment by the end of the program year. (Revised)
- **Goal 1, Objective 1 Expected Outcome:** Teach children healthy choices and improve overall health.
 - **The Program Impact:** To provide positive, sustained outcomes that prepares children and families to make choices that lead to healthier lifestyles.

GOAL 1, OBJECTIVE 1 - ACTION STEPS	TIMEFRAME	MEASUREMENT
Partner with Extension Service to offer 6 sessions of nutrition classes to families.	Oct. 2016-May 2017	Pretest/posttest, Parent Sign in Sheet
Partner with LEA Horticultural Department to engage children and families in planting and harvesting gardens.	2016-2019 School Years.	News Releases, Community agreements, In-kind
Provide information to parents and staff through handouts and training opportunities about gardening.	Oct. 2016-May 2017	Sign in Sheets , In-kind

Continue to provide training opportunities to classroom staff and families on ways to increase physical activities and making healthier choices.	2016-2019 School Years.	COR Advantage, Sign in Sheets, In-kind
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• **PROGRESS TOWARD MEETING SHORT-TERM OBJECTIVES & EXPECTED OUTCOMES**

The Extension Service provided training using the NAP SACC model. According to the pre and post test results, knowledge was gained on ways to incorporate intentional movement into the daily schedule and increased awareness of the daily menu nutrient values. All nine classrooms have raised gardens due to partnerships with Family Preservation Services, Home Depot, VA Extension Service, LEA, Virginia Early Childhood Foundation/Childhood Obesity Prevention program and Head Start parents. Classrooms received additional physical and nutrition activity resources through the Childhood Obesity Prevention Program. Water coolers were purchased for outdoor activities for each site.

- **Goal 1, Short Term Objective 2:** To strengthen the ability of teachers and parents to increase children's understanding of mathematical concepts as measured by improvement scores on child assessment. Gains will continue to improve by the end of the program year.(Revised)
- **Goal 1, Objective 2 Expected Outcome:** Children will enter Kindergarten with age appropriate mathematical skills.
 - The **Program Objective Impact** is to provide positive, sustained outcomes that prepare children for school success.

GOAL 1, OBJECTIVE 2 - ACTION STEPS	TIMEFRAME	MEASUREMENT
Provide Math training using the National Center for Quality Teaching and Learning (NCQTL).	2016-2019 School Year	Staff Sign in Sheets, evaluations
Engage families in mathematical school readiness activities.	2016-2019 School Years.	In-Kind, Attendance, Parent Survey

Provide targeted training and mentoring based on ongoing monitoring and observations.	2016-2019 School Years.	SCPSHSP Mentoring / Monitoring feedback form, Sign In Sheet SCPSHSP Fiscal Management
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• **PROGRESS TOWARD MEETING SHORT-TERM OBJECTIVES & EXPECTED OUTCOMES**

Mathematical mean scores increased an additional 4 percent.

The Child Development Services Coordinator provided a program wide workshop on Math in the Preschool Classroom. Thirteen family members attended this workshop.

Classroom staff provided a Family Engagement Day for children and families on Mathematical Thinking. One hundred forty seven enrolled children and forty two families attended. Families were given information on Math during the preschool years and participated in "Math Stations." All families were provided take home math activities.

- **Goal 1, Short Term Objective 3:** The program will increase quality classroom interactions and score an average of >4.0 on instructional support by the end of the program year. **(Revised)**
- **Goal 1, Objective 3 Expected Outcome:** To improve adult/child interactions via instructional support.
 - The **Program Objective Impact** is to lead to more positive social and early academic development.

GOAL 1, OBJECTIVE 3 - ACTION STEPS	TIMEFRAME	MEASUREMENT
Assess classrooms a minimum of 3 times per year using CLASS and provide targeted training and mentoring opportunities.	2016-2019 school years	CLASS Observation Tool / SCPSHSP Mentoring Feedback Form/ Staff Sign in Sheet
Utilizing the Teachstone CLASS video library, provide training and strategies under Instructional Support.	Oct. 2016-May 2017	Staff Sign In Sheets, SCPSHSP Fiscal Management

Select classrooms will participate in the Virginia Star Quality Initiative (VSQI) rating.	Oct. 2016- May 2017	VSQI agreement
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- **PROGRESS TOWARD MEETING SHORT-TERM OBJECTIVES & EXPECTED OUTCOMES**

CLASS scores in Instructional Support averaged 4.73 for the 2015-2016 school year.

All classrooms were assessed three times during the school year. In-service training was provided to education staff in all CLASS domains with targeted strategies under Instructional Support. Two additional teachers participated in a CLASS Observation Training and are now CLASS Reliable. All classrooms participated in VSQI orientation training and are now able to access online learning modules. In August each classroom received their level 3 certificate from Virginia Quality and is now eligible for classroom assessments for ratings.

- **Goal 1, Short Term Objective 4:** The program will continue with Practice Based Coaching to support all classroom teachers and help improve and refine teaching practices across all domains. (Revised)
- **Goal 1, Objective 4 Expected Outcome:** Strengthen professional development.
 - The **Program Objective Impact** is it will lead to positive outcomes for children.

GOAL 1, OBJECTIVE 4 - ACTION STEPS	TIMEFRAME	MEASUREMENT
Schedule peer observations.	Oct. 2016- March 2017	SCPSHSP Peer Observation Schedule
Continue to follow the Practice Based Coaching Plan.	2016-19 School Year	Observation logs, evaluation plan

- **PROGRESS TOWARD MEETING SHORT-TERM OBJECTIVES & EXPECTED OUTCOMES**

Teachers and Teacher Assistants provided input on which classrooms they would like to visit for peer observations. During the 2015-2016 school year, new education staff and

other staff that received coaching participated in at least one peer observation.

During the 2015-2016 school year, 6 staff members, 4 Teachers and 2 Teacher Assistants participated in Practiced Based Coaching.

Goal 2: Actively engage families to participate in program opportunities to support their child's development and achievement of family goals.

Short Term Fiscal Objective: Provide financial support to purchase materials that will be used in Family Engagement Events.

- **Goal 2, Short Term Objective 1:** Maintain at least 42% family participation in two or more school readiness events. (Revised)
- **Goal 2, Objective 1 Expected Outcome:** Maintain family participation.
 - **Program Impact:** Families will gain knowledge and skills to prepare their child for success in kindergarten.

GOAL 2, OBJECTIVE 1 - ACTION STEPS	TIMEFRAME	MEASUREMENT
Encourage each family to participate in at least two or more school readiness events.	Oct. 2016– May 2017	Family Engagement Tracking Form
Staff will engage families in implementing school readiness events.	Oct. 2016 – May 2017	School Readiness Form

- **PROGRESS TOWARD MEETING SHORT-TERM OBJECTIVES & EXPECTED OUTCOMES**
 Seventy eight families or 42% of the enrolled families attended at least 2 or more school readiness events. This is a ten percent increase from last school year.
- **Goal 2, Short Term Objective 2:** Families will increase progress toward achieving goals as related to family engagement outcomes by five percent by the end of the program year.
- **Goal 2, Objective 2 Expected Outcome:** Increased family progress for achieving goals.
 - **Program Impact:** Families increase their ability to access resources and systems of support that meet their needs.

GOAL 2, OBJECTIVE 2 - ACTION STEPS	TIMEFRAME	MEASUREMENT
Provide opportunities for parents to participate in workshops, trainings, and individualized sessions related to their interests and family goals.	Sept. 2016 – May 2017	Partnership agreements, sign-in sheets, In-Kind

- **PROGRESS TOWARD MEETING SHORT-TERM OBJECTIVES & EXPECTED OUTCOMES**

Out of 186 families participating in partnership agreements, 80 reached their goals and 62 made progress in achieving their goals as related to family engagement.

- **Goal 2, Short Term Objective 3:** Maintain or increase the number of families that participate in developing partnership agreements by the end of the program year.
 - **Goal 2, Objective 3 Expected Outcome:** All families will set goals that strengthen their family.
 - **Program Impact:** Strengthen the family's support system to reach goals that they established for themselves and their children.

GOAL 2, OBJECTIVE 3 - ACTION STEPS	TIMEFRAME	MEASUREMENT
FRS will engage each family at least 4 times per year to participate in developing a family partnership agreement or updating family progress towards their goals.	Aug. 2015 – May 2016	Family Partnership Agreement Update

- **PROGRESS TOWARD MEETING SHORT-TERM OBJECTIVES & EXPECTED OUTCOMES**

In the previous year, one hundred sixty four families developed a Family Partnership Agreement. This year one hundred seventy families participating in developing a Family Partnership Agreement. There was an increase of six Family Partnership Agreements.

Goal 3: Head Start staff and families will increase awareness and knowledge regarding safety.

Fiscal Long Range Goal: Provide financial support to pay for Field trip T-shirts and security cameras for each classroom.

- **Goal 3, Short Term Objective 1:** Provide training and enhance safeguards to ensure that all personnel and volunteers practice and follow safety procedures at all times.

3. Objective 1 Expected Outcome: All personnel and volunteers will practice and follow safety procedures that will keep children safe.

- **Program Impact:** To increase awareness and promote the safety and well- being of children, families, and staff.

GOAL 3, OBJECTIVE 1 - ACTION STEPS	TIMEFRAME	MEASUREMENT
Enlist emergency and community services personnel to provide training to children, families, and staff on the most current and effective safety practices.	2016-2019 School Years	Sign in Sheets, In-Kind, Evaluations
Replenish color-coded T-shirts for children and Education Staff.	2016-2017 School Year	PO, Observation
Monitor the effectiveness of the “Safe Plate Outlet Covers.”	2016-2019 School Years	Health and Safety Checklist, Licensing Inspection Report
Continue to train staff regarding procedures for bus, playground, and classroom safety.	2016-2019 School Years	Ongoing monitoring, Health & Safety Checklist
Increase collaboration effort with SCPSS Transportation Department.	2016-2019 School Years	Meeting Minutes
Monitor each site using the security cameras.	2016-2017 School Year	Ongoing monitoring
Develop a safety team to monitor playgrounds, classrooms, and buses.	2016-2017 School Year	Health and Safety Screener

- **PROGRESS TOWARD MEETING SHORT-TERM OBJECTIVES & EXPECTED OUTCOMES**

The program purchased additional color-coded t-shirts for each classroom as needed.

Head Start parents and staff added program name and emergency numbers to each t-shirt.

Classroom monitoring shows effective use of the “Safe Plate Outlet Covers”.

Procedures for bus, playground and classroom safety have been revised. Ongoing training is provided to all staff. Key staff collaborated with LEA Transportation Department.

Outdoor security cameras have been installed at all Head Start sites.

- **Goal 3, Short Term Objective 2:** Engage Families in developing safety practices for home that aligns with classroom practices.
- **Goal 3, Objective 2 Expected Outcome:** Families increase knowledge in safety practices.
 - The **Program Impact:** Support family's efforts to keep children safe by raising safety awareness within their home and community.

GOAL 3, OBJECTIVE 2 - ACTION STEPS	TIMEFRAME	MEASUREMENT
Create safety units that engage children and families.	Sept 2016	Annual Safety List
Parent meetings will include classroom safety topics.	2016-2019 School Years	In-kind, Family Activity Sign In Sheet, Meeting Minutes/ Agenda

- **PROGRESS TOWARD MEETING SHORT-TERM OBJECTIVES & EXPECTED OUTCOMES**

Seventy three families attended at least one parent meeting which included safety topics.

All families received a monthly newsletter that included safety.

Goal 4: Enhance high quality comprehensive services by developing and implementing a clearly defined systems approach that will support the Child Development Coordinator.

Fiscal Long Range Goal: Review organizational structure and adjust budget to hire a Resource Teacher to support Child Development Services.

- **Goal 4, Short Term Objective 1:** Utilize appropriate staff to attend meetings, provide

individualization training, monitor, and enter data of screening results as measured by the Child Study and IEP (Individualized Education Plan) staff attendance log and *ChildPlus* tracking.

- **Goal 4, Objective 1 Expected Outcome:** Strengthen supports for Child Development Services Coordinator.
 - **Program Impact:** Improve the quality of services for all children and strengthen the support for children with disabilities.

GOAL 4, OBJECTIVE 1 - ACTION STEPS	TIMEFRAME	MEASUREMENT
Hire Resource Assistant.	Sept. 2016	Employee Contract, SCP SHSP Fiscal Management
Resource Assistant will enter speech and developmental screening results into <i>ChildPlus</i> .	Sept. 2016- May 2017	<i>ChildPlus</i> and ongoing monitoring
Utilize Child Study and IEP Staff Attendance Log	Sept. 2016- May 2017	Attendance Log
Director or other management staff will attend Child Study and IEP Team meetings as appropriate.	Sept. 2016- May 2017	Meeting minutes
Provide training to staff on individualization and documentation, with ongoing monitoring through collaboration and observations.	2016-2019 School Years	Individualization Monitoring Check List
Hire a Resource Teacher.	June 2017-Aug. 2019	Employee Contract, SCP SHSP Fiscal Management

- **PROGRESS TOWARD MEETING SHORT-TERM OBJECTIVES & EXPECTED OUTCOMES**
 IEP Staff Attendance Log was utilized and appropriate staff attended Child Study and IEP meetings as needed. Training was provided to staff on individualized plans during pre-service. August 2015, a Resource Assistant was hired but was given the opportunity to become a lead teacher for the 2016-2017 school year. A new Resource

Assistant has not been replaced at this time (August 2016).

Goal 5: Working in partnership with the community, Head Start will provide continuous commitment to increase awareness to staff and families about the nature and extent of drug abuse, and its impact on children, families, and the community.

- **Goal 5, Short Term Objective 1:** By the end of each program year, Head Start will provide families and staff training opportunities to increase awareness of the dangers of substance abuse and its effects on child development, parent-child relationships, and financial security.
- **Goal 5, Objective 1 Expected Outcome:** To raise community and staff awareness of the physical results of drug abuse and its harmful effects on brain development.
 - **Program Impact:** To increase drug awareness and promote healthy choices that strengthens families and communities.

GOAL 5 , OBJECTIVE 1 - ACTION STEPS	TIMEFRAME	MEASUREMENT
Meet with local substance abuse prevention specialist to provide substance abuse awareness, training, and resources.	2016-2017 School Years	Sign in Sheets, Evaluations, In-Kind
Provide at least 3 opportunities for families to obtain more knowledge on the dangers of substance abuse and its effects on child development, parent-child relationships, and financial security.	2016-2017 School Year	Sign in Sheets, Evaluations, In-Kind
Provide at least 1 training to staff to increase awareness of the indicators of substance abuse, procedures for reporting, and home visit safety.	2016-2017 School Year	Sign in Sheets, Evaluations, In-Kind

• **PROGRESS TOWARD MEETING SHORT-TERM OBJECTIVES & EXPECTED OUTCOMES**

The program provided three opportunities to families to receive information about substance abuse awareness. Staff was trained on child abuse and neglect reporting that

involved substance abuse.

Goal 6: Head Start will enhance the comprehensive communication plan by developing a website to support staff development, program awareness including school readiness, parent & community awareness of available resources.

Fiscal Long Range Goal: Provide financial support to pay for the development of program website.

- **Goal 6, Short Term Objective 1:** Gather technical information and supports to develop a web based program site. **This objective has been met.**
- **Goal 6, Objective 1 Expected Outcome:** To gather information on websites and development. **This objective has been met.**
 - **Program Impact:** Partner with other agencies to strengthen support for the program.

GOAL 6, OBJECTIVE 1 - ACTION STEPS	TIMEFRAME	MEASUREMENT
Plan meetings with the web developer, staff, parents, and community agencies to get input on the most pertinent information to include on the website.	October 2016 – February 2017	Agenda, sign in sheet, minutes, In-kind

• **PROGRESS TOWARD MEETING SHORT-TERM OBJECTIVES & EXPECTED OUTCOMES**

We met with the IT Computer Technician to discuss the layout of the website. New tabs were added so that we can begin the process of uploading information onto the website.

- **Goal 6, Short Term Objective 2:** To build, publish, and promote the program website.
- **Goal 6, Objective 2 Expected Outcome:** To have a working website.
 - The **Program Objective Impact** is to strengthen public awareness of Head Start's role in the community.

GOAL 6, OBJECTIVE 2 - ACTION STEPS	TIMEFRAME	MEASUREMENT
Work with IT computer technician to design the website.	Oct 2016-May 2017	Invoice SCPSHSP Fiscal Management, Meeting Minutes
Promote program website by adding our link to LEA website, email, verbal, newsletters, social media sites, and program applications.	2016-2019 School Year	Program applications, websites

- **PROGRESS TOWARD MEETING SHORT-TERM OBJECTIVES & EXPECTED OUTCOMES**

Meetings are in process with web developer to continue building and designing the website.

Goal 6, Short Term Objective 3: To maintain the website and add links to community resources.

- **Goal 6, Objective 3 Expected Outcome:** To have a current website with links to resources.

- **Program Impact:** Provide families and the community with relevant current information about the SCPSHSP program in an effort to strengthen school readiness, family engagement and recruitment.

GOAL 6, OBJECTIVE 3 - ACTION STEPS	TIMEFRAME	MEASUREMENT
Provide training to staff on monitoring and maintaining website.	2016-2019 School Year	Sign in sheets/evaluations
Keep website current with up to date information and resources including school readiness, family engagement, health and safety.	2016-2019 School Year	Site information / observation

- **PROGRESS TOWARD MEETING SHORT-TERM OBJECTIVES & EXPECTED OUTCOMES**

No progress has been made towards this objective.

Goal 7: Head Start will explore other program options based on changes in the community needs.

- **Goal 7, Short Term Objective 1:** Apply for Early Head Start expansion grant. **(Revised).**

GOAL 7, OBJECTIVE 1 - ACTION STEPS	TIMEFRAME	MEASUREMENT
Gather needs from low income working families and those in school.	May – July 2016	Survey, Phone contact, Questionnaires
Gather data from community agencies that work with low income families.	May – July 2016	Data Sheets
Write a grant based on the needs of the community.	July - August 2016	Grant Award

Goal 7, Objective 1 Expected Outcome: To gain knowledge of other program options.

- **PROGRESS TOWARD MEETING SHORT-TERM OBJECTIVES & EXPECTED OUTCOMES**

Performance Standards including Guidance was reviewed to gather a better understanding of other program options. The program utilized ECLKC to gather information including Early Head Start and Blended Pre-K Options. Key Staff participated in the Early Head Start Expansion Grant Webinar.

Goal 7, Short Term Objective 2: Investigate other program options by visiting other Head Start Agencies.

GOAL 7, OBJECTIVE 2 - ACTION STEPS	TIMEFRAME	MEASUREMENT
Contact agencies that serve Early Head Start and Blended Pre-K children.	2016 -2017 School Year	Phone log, emails.
Schedule visits with agencies.	2016-2017 School Yr.	Phone logs, emails.
Visit agencies that serve Early Head Start and Blended Pre-K children.	2016-2017 School Year	Time sheets, observation report.

Goal 7, Objective 2 Expected Outcome: To gain knowledge of other program options.

- **PROGRESS TOWARD MEETING SHORT-TERM OBJECTIVES & EXPECTED OUTCOMES**

The Director contacted two programs that serve Early Head Start. Key staff visited a rural Early Head Start program that serves 28 children in the center-based option. Also, a program was visited in an urban area that served 32 infants and toddlers. In this particular setting, 8 children (consisting of 2 infants and 6 toddlers) were in each classroom. 4 infants in each classroom, and 8 toddlers in each classroom.

3. PROGRESS TOWARD BROAD PROGRAM IMPACTS

Goal 1: Families, community, and staff have worked together to build raised gardens at all sites. This has led to an increased interest in gardening. Data shows the program made progress in child-teacher interactions. Professional development opportunities and practice based coaching have resulted in a measurable increase in School Readiness Goals.

Goal 2: There were an increased number of partnerships developed that focused on school readiness and family goals. There were an increased number of families that participated in family engagement activities.

Goal 3: By purchasing color coded tee-shirts, Head Start children are easier to identify in large group settings such as field trips. We have gotten a number of positive comments from parents on how much easier it is to keep track of the children. Matching color coded tee-shirts were also purchased for the teaching staff. All staff has been trained on the revised safety practices and procedures therefore, enhancing the importance of keeping children safe.

Goal 4: Job responsibilities have been redefined and a resource assistant has been hired resulting in the Child Development Services Coordinator having more opportunities to focus on classroom

quality and individualized support to teachers and children. In August 2016 the hired resource assistant was offered an opportunity to work in the classroom as a lead teacher.

Goal 5: Families and staff were provided information centered on drug abuse awareness and its impact on child development and families. Staff is more aware of home visit safety, signs of drug abuse, and procedures for reporting suspected drug abuse.

Goal 6: Our website has been created and is operational. Families are utilizing the program application online for their child. The site will provide updated information and community resources.

Goal 7: Key Staff have researched and have gained knowledge of the different program options. Key Staff visited a rural and urban Early Head Start program. The program is currently writing a grant for Early Head Start Expansion.

4. SCHOOL READINESS GOALS:

SCPSHS has made no changes to the program's school readiness goals.

SUB-SECTION B: SERVICE DELIVERY

NEEDS OF CHILDREN AND FAMILIES

According to the results of the community assessment survey, an overwhelming number of families have a concern about the lack of jobs that are available. Two major industry employers have sustained additional lay-offs, possibly impacting the number of families that are applying to enroll their child in the program.

According to parent surveys, affordable and available dental care is a great need in our community. This is still more of a concern for families in the outlying parts of the county. Three dentists practice in Scott County, yet only one accepts Medicaid patients. Our program has partnered with the dentist that accepts Medicaid. However, it was a struggle to ensure that all

children from the outlying areas could visit the dentist in Gate City. In addition to partnering with the dentist, we are partnering with Smile Virginia. This is a mobile dental clinic that will visit each Head Start site.

According to the 2016 parent surveys, one of the biggest concerns for the community is the lack of affordable childcare. Some families have expressed concerns about the lack of child care for infants and toddlers, home base for infants and toddlers, and the need for after school care.

Beginning in the 2016-2017 school year, Virginia school divisions may only use the following four eligibility criteria for VPI slots:

- 1). Family income at or below 200 percent of poverty.
- 2). Homelessness
- 3). Student's parents or guardians are school dropouts
- 4) Family income is less than 350 percent of federal poverty guidelines in the case of students with special needs or disabilities.

Further, the 2016 Appropriation Act enacted at the 2016 General Assembly Session included a budget language provision allowing *"up to 15 percent of a division's [VPI] slots may be filled based on locally established criteria so as to meet the unique needs of at-risk children in the community."* This provision is effective with fiscal year 2017 and allows school divisions and localities to fill up to 15 percent of the actual VPI slots used each year based on locally established at-risk criteria, in addition to the four criteria.

5) Local criteria

Parent did not complete high school, physical abuse and neglect, family abuse, substance abuse, single family home, foster care English Language Learners (ELL), parent that is incarcerated, military deployment, student raised by relatives other than parents, and other than income or listed local criteria.

According to the Scott County School Systems data, the enrollment for the 2016-2017 school year is down by 100 students. Ten Scott County Head Start families have moved out of the county since they enrolled or reenrolled with the program.

DATA REGARDING SERVICE NEEDS

Education is a critical need in Scott County. According to *CHILDPLUS* data for 2015-2016, 19 families out of 184 of enrolled families in SCPSHSP had at least one parent who did not graduate from high school.

According to the *CHILDPLUS* tracking system, in 2015-2016, 81 of 194 children served were up-to-date on preventive/primary health care. One hundred eight five (185) children were up-to-date on all immunizations, 61 of the 194 were over-weight, 13 were found to have hearing difficulties; 15 had vision problems, and eight (8) had asthma. Many Head Start family health care needs are met through the Scott County Health Department. By the end of the 2015-2016 school year, 152 children were enrolled in Medicaid, 28 children had Private Insurance, and three (3) children have a combination of FAMIS (VA health insurance program for children) and Private Insurance, and eleven (11) remain uninsured. One hundred eighty three had ongoing medical care.

Vision screenings are performed by trained staff using the WelchAllyn SPOT camera. These screenings use a special camera highlighting early signs of vision problems in children as young as six months old. Vision screenings are completed at each Head Start Center in the County. Every child served receives vision screening and is also offered to all younger siblings. Of those served, fifteen (15) were referred to ophthalmologists.

For the 2016-2017 school years, hearing screenings will be performed by trained staff using the WelchAllyn OAE Hearing Screener.

As mentioned, three (3) dentists practice in Scott County yet only one accept Medicaid patients. Because fluoridation is not required in public water systems serving fewer than 800, many areas of the county lack fluoride in their water supply. It is the goal of the Scott County Public Service Authority to ensure that public water is provided to all areas of the county. One hundred fifty nine (159) children received a dental examination and twenty seven (27) were referred with nineteen (19) received follow-up treatment. One hundred sixty nine had ongoing dental care.

The SCPSHSP contracts with Frontier Health, a local mental health provider, to provide identification and intervention of family and staff concerns about a child's wellness through a regular schedule of on-site consultation. Forty four (44) children were referred to mental health professionals and 15 received services.

FY 2015, the Department of Social Services' Child Protective Services (CPS) unit investigated 622 child abuse cases in Scott County. Family Assessments were conducted for 342 families. Approximately 36% of the investigations returned as "founded". There are currently 44 children in foster care in Scott County. Of those, two children are currently enrolled in Head Start.

The SCPSHSP is experiencing a trend in childhood obesity that mirrors national statistics. According to the Scott County *ChildPlus* tracking system, in 2015-16, 61 children were categorized as over-weight/obese. The grantee, through a Registered Dietician (RD), screens, documents, and tracks children who are categorized as obese, at-risk, or underweight. The RD also provides families with educational materials on ways to increase exercise and making healthier food choices.

○ **NEEDS OF SPECIAL POPULATIONS**

SCPSHSP has no updates to changes to the needs of special populations.

2. SERVICE AREA

SCPSHSP has no updates or changes to the service area.

3. JUSTIFICATION OF PROPOSED FUNDED ENROLLMENT AND PROGRAM OPTIONS

SCPSHSP serves 173 children by providing full-day service through the center based option. The classes operate on a “school day” schedule five days per week for a maximum of six hours per day. This information was entered in HSES.

4. CENTERS AND FACILITIES

SCPSHSP has no updates or changes to the centers and facilities.

SCPSHSP serves only enrollees in the center-based option.

5. RECRUITMENT AND SELECTION

SCPSHSP has made no updates or changes to the recruitment and selection criteria.

6. TRANSPORTATION

SCPSHSP has made no updates or changes to the transportation services.

7. EDUCATIONAL SERVICES

The program has 1 teacher assistant with an AA degree in ECE, 6 Child Development Associate (CDA) credentialed teacher assistants, 1 teacher assistant awaiting CDA Observations and Council Review, and 1 newly hired teacher assistant with CDA classes, working towards the CDA Credential.

8. HEALTH

To assist in ensuring that the enrolled children have good oral health, the SCPSHSP program offers each Head Start family an opportunity to receive dental services through a partnership SMILE Virginia and a local dentist (David Templeton, DDS). SCPSHSP staff work to encourage families to keep the appointments for all follow up treatments.

○ **SYSTEM FOR HEALTH SERVICES**

SCPSHSP ensures that timely and effective health screenings are provided to children beginning with the first day of enrollment. Prior to the school year, the SCPSHSP plans with other agencies and clinics to prepare for the most effective method to ensure the

required developmental, sensory and dental screenings are completed in a timely manner.

Families are informed of the screening dates and each one receives a follow up letter with results. If a child is unable to schedule their preschool physical prior to the 30 day cutoff,

Head Start staff can assist the parent in arranging an appointment with the local clinic.

Enrolled children 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 examination within 90 days of the first day of attendance.

SCPSHSP has purchased screening equipment that ensures the completion of health screenings by providing vision, hearing, blood pressure and non-invasive hemoglobin screenings conducted by trained staff.

9. FAMILY SERVICES AND SOCIAL SERVICES

The SCPSHSP has made no updates or changes to family services and social services.

10. EARLY HEAD START SPECIFIC

SCPSHSP has applied for the Early Head Start Expansion Grant.

11. TRANSITION

SCPSHSP has no updates or changes to transition services.

12. COORDINATION

SCPSHSP has are no updates or changes to the coordination of services.

SUB-SECTION C: APPROACH TO SCHOOL READINESS

1. UPDATES TO APPROACH IN SCHOOL READINESS

SCPSHSP has no updates or changes to the child assessment tool.

SCPSHSP has no updates or changes to the curriculum.

SCPSHSP has no updates or changes to staff-child interaction observation tools.

2. GAINS IN SCHOOL READINESS GOALS:

- The following achievement gains were made in the five domains of the school readiness goals.
Physical Development and Health: 48% - **Most gains in this domain were made in gross motor development and personal care and healthy habits.**
- Social and Emotional Development: 54% - **Most gains were made in the area of community-following classroom routines and social expectations in a group.**
- Approaches to Learning: 50% - **Most gains were made in solving problems with materials.**
- Language and Literacy: 49% - **Most gains were made in literacy development under phonological awareness.**
- Cognition and General Knowledge: (Math-51%, Science-53%, Social Studies-52%, and Logic & Reasoning-75%) - **Most gains in this area were in Science; Natural and Physical World.**

3. PROGRAM IMPROVEMENTS IMPLEMENTED:

Analyzing child assessment data and school readiness goals, an emphasis on social and emotional skills under self-regulation and conflict resolution was needed. Three additional teachers were trained in, and implemented, the ALS PALS Curriculum. A one day workshop was provided to all staff in January on FLIP IT-a strategy designed to help young children learn about their feelings, gain self-control, and reduce challenging behaviors. The training was provided by Devereux. Gains in Mathematics show an increase from the previous year. The program will continue to focus on this domain.

SUB-SECTION D. PARENT, FAMILY AND COMMUNITY ENGAGEMENT (PFCE)

1. CHANGES RELATED TO FAMILY OUTCOMES- that involved program goals and or/objectives

In the previous year, one hundred and sixty four families developed a Family Partnership Agreement. This year one hundred and seventy families participated in developing a Family

Partnership Agreement. There was an increase of 6 partnership agreements.

Family Partnership Agreements. Goal 2, Short Term Objective 3 was changed to:

Maintain or increase the number of families that participate in developing partnership agreements by the end of the program year.

- 2. NEW DATA SOURCES** used to support the implementation and evaluation of PFCE goals and/or objectives.

ChildPlus Family Outcomes Analysis report has been used to track family progress in Family Engagement Outcomes.

- 3. PROGRAM DATA RELATED TO FAMILY PROGRESS/** supports children's school readiness

Out of 170 families participating in partnership agreements, 80 reached their goals and 62 made progress in achieving their goals as related to school readiness. Program data showed that families supported the learning and development of their children. Seventy eight families participated in Family Engagement Events, one twenty seven families recorded their participation in CHATTER (Center to Home Activities that Teach Emergent Reading), one hundred and sixteen parents participated in at least one family engagement event. One hundred and twenty six parents participated in 2 or more educational field trips. Twelve parents participated in substitute training. Seventeen parents attended 2 or more Policy Council meetings and increased their leadership skills.

- 4. PROGRAM PROGRESS IS COMMUNICATED TO FAMILIES**

SCPSHSP progress toward meeting PFCE goals and objectives is communicated with families through Quarterly Reports, Annual Reports, Partnership Agreement / Family Outcome Goals, and at parent teacher conferences.

SUB-SECTION E. Governance, Organizational and Management Structures, and Ongoing Oversight

- 1. ROLES AND RESPONSIBILITIES OF THE BOARD AND POLICY COUNCIL.**

SCPSHSP has no updates or changes to roles and responsibilities of the Board and Policy Council.

1. ORGANIZATIONAL CHART

See Appendix A- Organizational Chart

3. STAFF QUALIFICATIONS OR COMPETENCIES.

SCPSHSP has no updates or changes at this time.

5. DESCRIBE CHANGES TO THE MANAGEMENT SYSTEMS

One change has occurred for planning, communications, record keeping and reporting, ongoing monitoring, and self-assessment. SCPSHSP has developed a website that gives families, staff, and community another way of communicating. *See Appendix B - Self Assessment*

6. TRAINING AND TECHNICAL ASSISTANCE PLAN

SCPSHSP training and technical plan was developed from the results of 2015-2016 program self-assessment, community assessment, outcomes data, ongoing monitoring, and professional development plans. *See Attachment C for Training and Technical Assistance Plan.*

SECTION II. BUDGET AND BUDGET JUSTIFICATION INSTRUCTIONS

The SCPSHSP grant refunding letter projects \$1,259,419 for program operations with a funded federal enrollment of 173 Children. In addition, the Training and Technical Assistance allocation is \$20,399. Total projected funds for the FY2017 year is \$1,279,818. Of this amount 86 percent has been allocated to salary and fringe to maintain quality staff. The remaining 14 % has been allocated to program operations.

1. BUDGETS WERE CREATED IN GABI AND THE SF-424A WAS COMPLETED.

2. DETAILED BUDGET NARRATIVE

Salary

\$771,144

The SCPSHSP employs 27 full-time contracted staff. Salaries are based on a salary scale

approved by Policy Council and SCPSS. The average salary for a Teacher is \$32,560 for a 190 day contract and the average salary for a Teacher's Assistant is \$16,205 for the 190 day contract.

Fringe Benefits.

\$309,442

SCPSHSP full-time employees received the same fringe benefits package as SCPSS.

These benefits include health and dental insurance, retirement and group life insurance.

The health insurance rates that SCPSHSP pays per month is \$853.22 for a family plan, \$599.46 for employee + spouse, \$499.58 for employee + minor child(ren) and \$512.21 for employee. Dental insurance is paid for employees at \$20 per month regardless of plan employee may choose. Group life insurance is paid at 1.19% per employee monthly pay check. Full-time employees earn one day sick leave per month and three business days per year. Employees may accrue up to 35 days sick days and up to 10 days business leave. Contracted staff who work 260 days annually receives 18 vacation days per year. The Virginia State Retirement System (VRSS) plan 1 is paid by SCPSHSP at 15.77% of contracted staff's monthly payroll. Employees hired after July 2014 must enroll in the new hybrid VRSS retirement plan which is also paid at 15.77%. All contracted staff pays 5% of their monthly paycheck toward retirement. (Retirement for employer and employee contribution per month is 20.77%). The Hybrid retirement employees can contribute more but choose not to. The SCPSHSP fringe rate for FY2017 is 43%.

Out of Town Travel

\$5,760

Travel budgeted for FY17 is for long distance expenses for two parents and three staff to attend two (2) state regional Head Start association meetings and for the Director to attend the Head Start Director's meeting which is usually held in Virginia Beach. A pre-approved travel form must be approved by the Head Start Director and superintendent's

designee. *The cost is \$1,920 per trip.*

Classroom Supplies

\$17,020

Classroom supplies provided include furniture & equipment, consumable supplies,

C.L.A.S.S. Supplies, COR Advantage and High Scope supplies, Pals assessment

booklets, crayons, glue, construction paper, tempera paint, fingerprint, poster board,

newsprint paper, scissors, magic markers, books, blocks, puzzles, backpack & supplies:

pencil box, glue, pencils, markers, health pack, construction paper, scissors and cartridge

for printers. *Total amount budgeted is \$17,020 which is divided by 9 Head Start centers*

= \$1,891 per center. \$1,891.21 divided by 20 children per center = \$94.56 per child per year.

Office Supplies and Expenses

\$9,000

The SCPSHSP provides office staff with consumable office supplies: file folders, copier

paper, pens, scissors, computer cd, and print cartridges, non-consumable supplies, and

ChildPlus online program.

Medical/ Dental Supplies

\$1,000

Fund are used to purchase prescription drugs and dental services for children do not have

health/dental insurance, toothbrushes for the centers, medical supplies for first aid kits,

and paper and ink for SPOT Screener, and *Budget is calculated at 173 children x \$5.78*

each = \$1,000 rounded.

Janitorial Supplies

\$3,000

SCPSHSP provides bleach, all-purpose cleaners, window cleaner, mops, brooms, etc. to

assure a spotless and germ free classrooms. Calculated at \$3,000 per site x 10 sites =

\$300 per site.

Food Service Supplies

\$2,000

This line item category is for expenses not covered by CACFP. Food supplies include

disposable containers used on field trips & in centers for food service and Bleach Test

Strips will be paid out of the CACFP reimbursement funds.

OTHER **\$131,499**

Medical and Dental Follow-up **\$4,000**

SCPSHSP pays for medical and dental services when a child does not have insurance. It is estimated that 20 enrolled children will require medical follow-up treatment at an average cost of \$31.25 per child. Disabilities services follow-up for 12 children will be provided at an average cost of \$31.25 per child. Dental services follow-up for 25 Children estimated at an average cost of \$120 per Child.

Office Equipment **\$10,515**

SCPSHSP contracts for two copier for the office and five copiers for the centers for printing publications, documentation for files, and communication information for the parents. Budgeted amount is the fixed annual cost.

Association, Dues and Subscriptions **\$2,000**

SCPSHSP subscribes to two local newspapers to keep current with local events and to keep advertisements of jobs available with our program. Subscriptions to Family Fun Magazine and Child Exchange for are paid for teachers. The SCPSHSP pays dues to: National Association for the Education of Young Children, National Head Start Association and Virginia Head Start Association. In addition, the line item assists with various motivational Items for Staff/Volunteers.

Field Trips **\$1,700**

The SCPSHSP has nine (9) Center field trips during the school year at an estimated cost of \$189.00 per Center. The SCPSS provides Bus Transportation for Field Trips and Invoices Head Start at cost of \$ 0.75 per mile. (9 Centers X \$189.00 per Center = \$3,000).

Maintenance **\$16,315**

The SCPSHSP provides maintenance and repairs for six (6) Head Start Center sites and administrative office. The Administrative Assistant/Fiscal Officer supervises the

maintenance program. Playground maintenance is scheduled at six (6) sites with annually repairs as needed for playground equipment and licensed exterminator to spray seven (7) sites. Allowance of \$2,230.72 per site.

Policy Council Activity/Travel Expenses

\$2,212

Parent activity funds, determined by parent committee within Head Start guidelines, is for costs associated with policy council, parent committees and parent training. Parent Policy Council Members attending Policy Council meeting receives \$10 per meeting for mileage expense travel for purchasing gas. A form is completed to document the stipend and reimbursed through our invoice procedures to our petty cash fund.

Telephone/ Internet

\$11,061

All centers and office have telephone/internet/e-mail service for communication with parents, staff and community. The program has three cell phones for management staff.

Postage

\$1,000

Estimated to spend \$83.33 per month for postage stamps.

Office Rent

\$9,600

SCPSHSP has a rental agreement with Cozart Rental Company to pay \$800 per month rent for administrative and programmatic space. \$35,857 is claimed on in-kind based on an appraisal of the building. The agreement is signed every five years with SCPSS.

Utilities

\$16,761

The SCPSHSP pays for propane gas for Head Start Administrative office, electricity for eight (8) centers and HS office, water, and sewer for six (6) centers and Head Start Office. We estimate these basic expenditures that are necessary for the daily operations of our program are projected to be \$16,761. In-kind in the amount of \$2,925 is projected to be donated by SCPSS for electricity at one (1) center and water and sewer for three (3) centers.

Local Travel

\$3,000

Privately owned vehicle by staff and parents on program business are reimbursed at .505 per mile. This is the established rate by the County of Scott and SCPSS. It is estimated that staff and parents will travel 5,941 miles because of the rural nature of our county. In addition there are three program vans for which gas is purchased for local travel to deliver food supplies, attend meeting and teachers doing home visits.

Child Liability Insurance

\$747

SCPSS invoices SCPSHSP for child liability insurance for 173 Head Start children enrolled in our program at \$4.28 per child. They are covered under the SCSB insurance policy and we pay for each Head Start child.

Food Service

\$6,470

These funds cover all food costs which are not reimbursed by CACFP: meals for center staff who are required to eat same menu with children; all volunteers who donate 3 hours per day in the classroom or office and all adult food provided for training events.

Audit Fee

\$3,000

SCPSHSP utilizes the same auditors used by the County and SCPSS. Head Start pays for its audit.

Discretionary Funds

\$3,300

Discretionary funds are used by classroom and family resource staff to purchase educational items for their individual classroom. Each classroom receives up to \$30.00 per month x 10 months for a total of \$2,700. Three Family Resource Specialist receive up to \$20.00 per month x 10 months for a total of \$600 to purchase family engagement materials that promote school readiness. All purchases must be preapproved by supervisors and receipts must be submitted for reimbursement.

Mental Health Services

\$2,000

Contract through Frontier Health, Inc. for child observations and other mental health

Services.

Health/ Wellness

\$1,000

Fitness gym membership reimbursements for staff will be reimbursed at \$15 p/ mo. p/ employee. This line item is also for required staff health physicals and T.B. Screenings and staff. Reimbursement not to exceed \$50 p/person.

Auxiliary Personnel

\$45,372

Auxiliary part-time personnel that assist with the daily operation of our program complete hourly time sheet due the 15th of each month. These positions include:

Nine Friday Assistants x \$7.25 p/hr. x 8 hrs.p/ day x 34 days per year = \$16,704

133 days for Sub-Personnel @ \$58 per day = \$7,714

Fringe Cost on \$24,418 x 7.65% = \$1,868

Maintenance Technicians \$15 per hour = \$5,646

Payroll/Invoice Clerk = \$3,500

Computer Technician, \$15 per hour = \$2,500

Shuttle Run Driver, one hour per day x \$9.00 x 172 days per year = \$1,548

Resource Assistant 7.25 X 8 hrs x 3 days x 30 weeks = \$5,220

Training and Technical Assistance

\$20,399

Provides for the cost of training for conferences, educational recertification, Teacher

Assistant CDA Renewals and on-line training for staff and parents. Training categories are:

Specific Training and/or Supplies for Classroom staff - \$11,526

Content Area staff -\$4,200

Parents - \$525

Administration Staff - \$4,148.

4. PLANNED USE OF ANY COST-OF-LIVING ADJUSTMENT (COLA) INCREASES.

N/A (none applicable)

5. FINANCIAL MANAGEMENT SYSTEM

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 joint together to plan the program's financial management system because this is a major component of the program. *See Appendix D - Typical Job Responsibilities by Title. Also see Appendix E -Process of an Invoice.*

6. NON-FEDERAL SHARE MATCH

Non-FEDERAL resources that the program receives are in-kind contributions. It is anticipated that Parent/Volunteers will donate \$32,933 in volunteer hours. The SCPSS anticipates donating hours estimated at \$251,165. *See Appendix F--Calculation Sheet on Parent Volunteers and School Board In-kind Contribution.*

A contribution is treated as in-kind if it consists of service or the use of property. The in-kind must be something that Head Start would normally pay for and a benefit to the program. The use of space or real property is considered as an in-kind contribution to the extent of its rental value if no payment is required for rent. SCPSHSP rents the Head Start office from COZART Rental Company with in-kind being \$35,857 calculated on the building and property appraisal value minus rent paid by Head Start. *See Appendix G- Calculation sheet on Building.*

Rate used for volunteer in-kind for SCPSHSP is based on (0 Step) of a Teacher's Assistant salary scale plus fringe cost (\$14.86\). PC member's rate is based on the Director's hourly rate of pay. The Administrative Assistant/Fiscal Officer compares the

value of the donated items with the donation sheet we use for valuing third party in-kind. They are Goodwill Industries, Salvation Army, Food City and Dollar General Store.

7. ADMINISTRATIVE COSTS

SCPSHSP will not exceed the 15% limitation on Administrative costs. The AA/FO is responsible for calculating the Admin Costs and reporting it on the Federal Status Report. Admin Costs for personnel is calculated on the actual hours documented on timesheets to get a monthly average cost of administrative/programmatic duties of: the Director, AA/FO, Receptionist/Data Clerk. SCPSHSP office has both administrative and programmatic costs. The office rent, telephone, utilities, insurance, supplies, postage and other administrative cost will be figured on actual cost per month. The calculation to be used for the building will be square footage of the administrative personnel offices. The other office costs will be calculated on the percentage of employees (administrative/programmatic) actual allocated cost per month. The administrative cost will be review monthly by the AA/FO and the Director to determine the actual administrative cost to be used to calculate the administrative and programmatic cost on the monthly financial report. *See Appendix H- Computation for Administrative Costs.* SCPSHSP utilizes a USDA reimbursement to support the program in addition to the federal funds being requested. Claims for reimbursement are filed monthly with the Virginia Child and Adult Food Program for children's meals served according to the current reimbursement rate for actual meal counts by category. The amount budgeted for the upcoming school year will be \$172,484.46 based on the USDA reimbursement rates. Claims are paid based on actual count of eligible meals served by meal type and income category. Annual Enrollment Form are completed by each family, signed by the Center Director, and kept on file for each enrolled child. Siblings of each enrolled child may be

fed and reimbursed for, even if not enrolled, as long as their names are included in the eligibility form. USDA Reimbursement is direct deposit to the Head Start Bank account. The program receives and provides pre-service training and monitors annually to comply with requirements of the USDA Food and Nutrition Program.

8. OTHER RESOURCES IN SUPPORT OF ALLOWABLE NON-FEDERAL MATCH

N/A (Non-Applicable)

9. COST ALLOCATION

The cost allocation methodology for proposed shared costs between the SCPSHSP and the SCPSS encompasses services provided by the Payroll/Invoice Clerk and Computer Technician with activity records recorded monthly for activities performed. Bi-annually, SCPSS invoices SCPSHSP for payment with activity records included as documentation with the invoice.

SCPSHSP does not have nor does it propose to operate with an indirect cost agreement. There are no one-time costs in the SCPSHSP Budget being requested. Additionally there are no proposed budget savings. The entire SCPSHSP budget has been allocated to all of the line items in the budget and SCPSHSP does not have any plans for the initial or ongoing purchase, construction and major renovation of facilities.

10. INDIRECT COST RATE AGREEMENT

N/A (Non-Applicable)

11. SPECIAL SITUATION REDUCTION

N/A (Non-Applicable)

12. SPECIAL SITUATION CONVERSION

N/A (Non-Applicable)

SCOTT COUNTY PUBLIC SCHOOL HEAD START
January 1, 2017 – December 31, 2017
Program Year 3 (03CH3469)
REVENUE

Head Start Program Operation	\$1,259,419.00
Training and Technical Assistance	<u>20,399.00</u>
TOTAL REVENUE	\$1,279,818.00

EXPENSES

PERSONNEL	\$771,144.00
FRINGE	309,442.00
TRAVEL	5,760.00
EQUIPMENT	.00
SUPPLIES	32,020.00
OTHER	<u>141,053.00</u>
TOTAL EXPENSES:	\$1,259,419 .00
TRAINING AND TECHNICAL ASSISTANCE	20,399.00
NON-FEDERAL IN-KIND	<u>319,955.00</u>
TOTAL FEDERAL AND NON-FEDERAL	\$1,599,773.00

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NON-FEDERAL IN-KIND	319,955.00
TOTAL FEDERAL AND NON-FEDERAL	\$1,599,773.00

SCOTT COUNTY PUBLIC SCHOOL HEAD START
LONG RANGE GOALS AND SHORT TERM OBJECTIVES
FY2017 Continuation Grant

Long Range Goal #1 : To prepare children and families to be ready to succeed developmentally, academically, economically, and socially in K-12 Education and ultimately continue a lifetime of positive growth and development.

Fiscal Long Range Goal: Provide financial support to pay for CLASS video library and ongoing training that will enhance school readiness skills.

Source: Program Self-Assessment, Child Outcomes , CLASS results from FY 12 Federal Review and program ongoing monitoring

Short Term Objective #1: Strengthen the ability of teachers and parents to engage children in making healthy choices as measured by child assessment by the end of the program year.

Program Impact: To provide positive, sustained outcomes that prepares children and families to make choices that lead to healthier lifestyles.

ACTION STEPS	TIMEFRAME	MEASUREMENT	ALIGNMENT	RESPONSIBILITY
Partner with the Extension Service to offer 6 sessions of nutrition classes to families.	Oct 2016-May 2017	Pre-test/post-test, Staff / Parent Sign in Sheet	HSCDELF, VA Foundation Blocks for Early Learning	HNSC
Partner with LEA Horticultural Department to engage children and families in planting and harvesting gardens.	2016-2019 School Years.	News Releases, Community agreements, In-Kind	Self-Assessment	HNSC
Provide information to parents and staff through handouts and training opportunities about gardening.	Oct 2016-May 2017	Sign in Sheets , In-Kind	Self-Assessment	HNSC
Continue to provide training opportunities to classroom staff and families on ways to increase physical activities and making healthier choices.	2016-2019 School Years.	COR Advantage, Sign in Sheets, In-kind	HSCDELF, VA Foundation Blocks for Early Learning	CDSC, HNSC

Short Term Objective #2: To strengthen the ability of teachers and parents to increase children's understanding of mathematical concepts as measured by improvement scores on child assessment. Gains will continue to improve by the end of the program year.

Program Impact: Provide positive sustained outcomes that prepares children for school success.

ACTION STEPS	TIMEFRAME	MEASUREMENTS	ALIGNMENT	RESPONSIBILITY
Provide Math training using the National Center for Quality Teaching and Learning (NCQTL).	2016-2017 School Year	Staff Sign in Sheets, evaluations	HSCDELF, VA Foundation Blocks for Early Learning	CDSC
Engage families in mathematical school readiness activities.	2016-2019 School Years.	In-Kind, Attendance, Parent Survey	PFCE Framework	CDSC, FCSC, Teachers
Provide targeted training and mentoring based on ongoing monitoring and observations.	2016-2019 School Years.	SCPSHS Mentoring / Monitoring feedback form, Sign In Sheet	Continuous Quality Improvement and Child Outcomes	CDSC

SCOTT COUNTY PUBLIC SCHOOL HEAD START
LONG RANGE GOALS AND SHORT TERM OBJECTIVES
FY2017 Continuation Grant

Short Term Objective #3: The program will increase quality classroom interactions and score an average of >4.00 on instructional support by the end of the program year.

Program Impact: To lead to more positive social and early academic development.

ACTION STEPS	TIMEFRAME	MEASUREMENTS	ALIGNMENT	RESPONSIBILITY
Assess classrooms a minimum of 3 times per year using CLASS and provide targeted training and mentoring opportunities.	2016-2019 school years	CLASS Observation Tool / SCPSHS Mentoring Feedback Form/ Staff Sign in Sheet	CLASS	CDSC, Director
Utilizing the Teachstone CLASS video library, provide training and strategies under Instructional Support.	Oct. 2016-May 2017	Staff Sign In Sheets, SCPSHSP Fiscal Management	CLASS	CDSC, Director
Select classrooms will participate in the Virginia Quality Initiative classroom ratings.	Oct. 2016- May 2017	VSQI agreement	Virginia Star Rating System	CDSC

Short Term Objective #4: The program will continue with Practice Based Coaching to support all classroom teachers and help improve and refine teaching practices across all domains.

Program Impact: Lead to Positive Outcomes for children.

ACTION STEPS	TIMEFRAME	MEASUREMENTS	ALIGNMENT	RESPONSIBILITY
Schedule peer observations.	Oct. 2016 – March 2017	SCPSHS Peer Observation Schedule	HSCDELF, VA Foundation Blocks for Early Learning	CDSC
Continue to follow the Practice Based Coaching Plan.	2016-2019 School Years	Practice Based Coaching Action Plan	NCQTL	CDSC

SCOTT COUNTY PUBLIC SCHOOL HEAD START
LONG RANGE GOALS AND SHORT TERM OBJECTIVES
FY2017 Continuation Grant

Long Range Goal #2: Actively engage families to participate in program opportunities to support their child's development and achievement of family goals.

Source: Program Self-Assessment

Short Term Objective #1: Maintain at least 42% family participation in two or more school readiness events.

Program Impact: Families will gain knowledge and skills to prepare their child for success in kindergarten.

ACTION STEPS	TIMEFRAME	MEASUREMENT	ALIGNMENT	RESPONSIBILITY
Encourage each family to participate in at least two or more school readiness events.	Oct. 2016-May 2017	Family Engagement Tracking Form	PFCE	CDSC, FCSC, Teachers
Staff will engage families in implementing school readiness events.	Oct. 2016-May 2017	School Readiness Form	PFCE, HSCDELF, VA Foundation Blocks for Early Learning	Staff

Short Term Objective #2: Families will increase progress toward achieving goals as related to family engagement outcomes by five percent by the end of the program year.

Program Impact: Families increase their ability to access resources and systems of support that meet their needs.

ACTION STEPS	TIMEFRAME	MEASUREMENTS	ALIGNMENT	RESPONSIBILITY
Provide opportunities for parents to participate in workshops, trainings, and individualized sessions related to their interests and family goals.	Sept. 2016-May 2017	Partnership agreements, sign-in sheets, In-Kind	PFCE	Staff

Short Term Objective #3: Maintain or increase the number of families that participate in developing partnership agreements by the end of the program year.

Program Impact: Strengthen the family's support system to reach goals that they established for themselves and their children.

Family Resource Specialist will engage each family at least 4 times per year to participate in developing a family partnership agreement or updating family progress towards their goals.	Aug. 2016-May 2017	Family Partnership Agreement Update	PFCE	FRS, FCSC
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SCOTT COUNTY PUBLIC SCHOOL HEAD START
LONG RANGE GOALS AND SHORT TERM OBJECTIVES
FY2017 Continuation Grant

Long Term Goal #3: Head Start staff and families will increase awareness and knowledge regarding safety.
Fiscal Long Range Goal: Provide financial support to pay for field trip t-shirts and security cameras for each classroom.

Source:Self-Assessment

Short Term Objective #1: Provide Training and enhance safeguards to ensure that all personnel and volunteers practice and follow safety procedures at all times.

Program Impact: To increase awareness and promote the safety and well-being of children, families, and staff.

ACTION STEPS	TIMEFRAME	MEASUREMENT	ALIGNMENT	RESPONSIBILITY
Enlist emergency and community services personnel to provide training to children, families, and staff on the most current and effective safety practices.	2016-2019 School Years	Sign in Sheets, In-Kind, Evaluations	PFCE Framework, Head Start Regulations	HNSC
Replenish color-coded T-shirts for children and Education staff.	2016-2017 School Year	PO, Observation	SCPSHS Fiscal Management	CDSC
Monitor the effectiveness of the "Safe Plate Outlet Covers."	2016-2019 School Years	Health and Safety Checklist	Head Start Regulations, DSS Minimum Standards	HNSC, Classroom Staff
Continue to train staff regarding procedures for bus, playground, and classroom safety.	2016-2019 School Years	Ongoing monitoring, Health & Safety Checklist	Head Start Regulations, DSS Minimum Standards	HNSC
Increase collaboration efforts with SCPSS Transportation Department.	2016-2019 School Years	Meeting Minutes	Head Start Regulations	HNSC, Director
Monitor each site using the security cameras.	2016-2017 School Year	Purchase Order, Invoice, SCPSHS Fiscal Mgmt.	SCPSHS Fiscal Management	Director, AAFO
Develop a safety team to monitor playgrounds, classrooms, and buses.	2016-2017 School Year	Health and Safety Screener	DSS Minimum Standards, Head Start Regulations	HNSC

Short Term Objective #2: Engage Families in developing safety activities for home that aligns with classroom practices.

Program Impact: To support families' efforts to keep children safe by raising safety awareness within their home and community.

ACTION STEPS	TIMEFRAME	MEASUREMENTS	ALIGNMENT	RESPONSIBILITY
Create monthly safety units that engage children and families.	Sept. 2016	Annual Safety List	PFCE Framework, HSCDELF	Management Team
Parent meetings will include classroom safety topics.	2016-2019 School Years	In-kind, Family Activity Sign In Sheet, Meeting Minutes/	PFCE Framework	Management Team

SCOTT COUNTY PUBLIC SCHOOL HEAD START
LONG RANGE GOALS AND SHORT TERM OBJECTIVES
FY2017 Continuation Grant

Long Range Goal #4: Enhance high quality comprehensive services by developing and implementing a clearly defined systems approach that will support the Child Development Coordinator.

Fiscal Long Range Goal: Review organizational structure and adjust budget to hire a Resource Teacher to support Child Development Services.

Source: Community Assessment and Self-Assessment

Short Term Objective #1: Utilize appropriate staff to attend meetings, provide individualization training, monitor, and enter data of screening results as measured by the Child Study and IEP (Individualized Education Plan) staff attendance Log and ChildPlus tracking.

Program Impact: Improve the quality of services for all children and strengthen the support for children with disabilities.

ACTION STEPS	TIMEFRAME	MEASUREMENT	ALIGNMENT	RESPONSIBILITY
Hire Resource Assistant	Sept. 2016	Employee Contract, SCPSHSP Fiscal Management	SCPSHS Fiscal Management	Management Team
Resource Assistant will enter speech and developmental screening results into <i>CHILDPLUS</i> .	Sept. 2016- May 2017	<i>ChildPlus</i> and ongoing monitoring	Head Start Regulations	CDSC
Utilize Child Study and IEP Staff Attendance Log	Sept. 2016- May 2017	Attendance Log	Head Start Regulations	CDSC
Director or other management staff will attend Child Study and IEP Team meetings as appropriate.	Sept. 2016- May 2017	Meeting minutes.	Head Start Regulations	Management Staff / Director
Provide training to staff on individualization and documentation, with ongoing monitoring through collaboration and observations.	2016-2019 School Years	Individualization Monitoring Check List	Head Start Regulations	CDSC, FCSC
Hire a resource teacher.	June 2017-Aug. 2019	Employee Contract , SCPSHSP Fiscal Management	SCPSHS Fiscal Management	Director, AAFO

SCOTT COUNTY PUBLIC SCHOOL HEAD START
LONG RANGE GOALS AND SHORT TERM OBJECTIVES
FY2017 Continuation Grant

Long Range Goal #5: Working in partnership with the community, Head Start will provide continuous commitment to increase awareness to staff and families about the nature and extent of drug abuse, and its impact on children, families, and the community.

Source: Community Assessment

Short Term Objective #1: By the end of each school year, Head Start will provide families and staff training opportunities to increase awareness of the dangers of substance abuse and its effects on child development, parent-child relationships, and financial security.

Program Impact: To increase drug awareness and promote healthy choices that strengthens families and communities.

ACTION STEPS	TIMEFRAME	MEASUREMENT	ALIGNMENT	RESPONSIBILITY
Meet with local substance abuse prevention specialist to provide substance abuse awareness, training, and resources.	2016-2017 School Year	Sign in Sheets, Evaluations, In-Kind Sheet	PCFE	HNSC
Provide at least 3 opportunities for families to obtain more knowledge on the dangers of substance abuse and its effects on child development, parent-child relationships, and financial security.	2016- 2017 School Year	Sign in Sheets, Evaluations, In-Kind	PCFE	FCSC, FRS
Provide at least 1 training to staff to increase awareness of the indicators of substance abuse, procedures for reporting, and home visit safety.	2016 -2017 School Year	Sign in Sheets, Evaluations, In-Kind	Head Start Regulations	Management Team

SCOTT COUNTY PUBLIC SCHOOL HEAD START
LONG RANGE GOALS AND SHORT TERM OBJECTIVES
FY2017 Continuation Grant

Long Range Goal #6: Head Start will enhance the comprehensive communication plan by developing a website to support staff development, program awareness including school readiness, parent & community awareness of available resources.
Fiscal Long Range Goal: Provide financial support to pay for the development of program website.

Source: Program Self-Assessment

Short Term Objective #1: To build, publish, and promote the program website.

Program Impact: Strengthen public awareness of Head Start's role in the community.

ACTION STEPS	TIMEFRAME	MEASUREMENTS	ALIGNMENT	RESPONSIBILITY
Work with IT computer technician to design the website.	2016 -2017 School Year	Invoice, SCPSHSP Fiscal Management		Management Team
Promote program website by adding our link to LEA website, email, verbal, newsletters, social media sites, and program applications.	2016-2019 School Years	Program applications, websites		Management Team

Short Term Objective #2: To maintain the website and add links to community resources.

Program Impact: Provide families and the community with relevant current information about the SCPSHS program in an effort to strengthen school readiness, family engagement and recruitment.

ACTION STEPS	TIMEFRAME	MEASUREMENTS	ALIGNMENT	RESPONSIBILITY
Provide training to staff on monitoring and maintaining website.	2016-2019 School Years	Sign in sheets/evaluations		Management Team
Keep website current with up to date information and resources including school readiness, family engagement, health and safety.	2016-2019 School Years	Site information / observation		Management Team

SCOTT COUNTY PUBLIC SCHOOL HEAD START
LONG RANGE GOALS AND SHORT TERM OBJECTIVES
FY2017 Continuation Grant

Long Range Goal #7: Head Start will explore other program options based on changes in the community needs.

Source: Community Assessment

Short Term Objective #1: Apply for Early Head Start Expansion Grant.

Expected Outcome: To gain knowledge of other program options.

ACTION STEPS	TIMEFRAME	MEASUREMENTS	ALIGNMENT	RESPONSIBILITY
Gather needs from low income working families and those in school.	May – July 2016	Surveys, Phone contacts, Questionnaires	Head Start Performance Standards	Director Management Team Family Resource
Gather data from community agencies that work with low income families.	May – July 2016	Data sheets	Head Start Performance Standards	Director Management Team
Write a grant based on the needs of the community.	July—August 2016	Grant Award	Head Start Performance Standards	Director Management Team

Short Term Objective #2: Investigate other program options by visiting other Head Start agencies.

Expected Outcome: To gain knowledge of other program options.

ACTION STEPS	TIMEFRAME	MEASUREMENTS	ALIGNMENT	RESPONSIBILITY
Contact agencies that serve Early Head Start children and/or participate in Blended Pre-K classrooms.	2016-2017 School Year	Phone logs, emails		Director Management Team
Schedule visits with agencies.	2016-2017 School Year	Phone logs, emails		Director Management Team
Visit agencies that serve Early Head Start children and/or participate in Blended Pre-K classrooms.	2016-2017 School Year	Time sheets, observation report		Director Management Team

SCOTT COUNTY PUBLIC SCHOOL HEAD START

FY 2017 Training and Technical Assistance Plan (Year 3 of Five Year Grant)

Budget Breakdown

Total T/TA Budget = \$20,399

Date Submitted: 10/1/16

Training Category	Specific Training and/or Supplies	Classroom	Content Area	Parents	Administration
Staff Development	CDA Credentialing	One (1) Teacher Assistant / One (1) Friday Assistant x \$425 = \$850			
	CDA Renewal	Two (2) Teacher Assistants x \$125 = \$250			
	CLASS Recert	Six (6) Staff = \$600			
	Family Service Credentialing	One (1) Family Resource Specialist x \$750 = \$750			
	Pre / In-service Training	(Curriculum) High Scope Trainer for two (2) days = \$5,090 MAT Certification for 1 staff = \$50 Pediatric First Aid/CPR Certification for 14 staff = \$378			
	College Credit Recertification for Teachers	One (1) Teachers x \$600 = \$600			
Conferences and Workshops	Out-of-Town Training (Registration, food, and lodging)	Two (2) Education Staff for AI's Pals Training x \$300 = \$600	Eight (8) Content Area Staff x \$525 = \$4,200 CLASS; DECA, Data Analysis,		Five (5) Management Staff x \$829.60 = \$4,148 CLASS; COR Advantage; School Readiness, Data Analysis, CACFP
	Local Training (Registration and food)	Fourteen (14) Staff for 2 days at ETSU ECE Conference x \$117 = \$1,638		Two (2) parents for 2 days at ETSU ECE Conference x \$97 = \$194	
	On-line Training	Three (3) staff for High Scope x \$240 = \$720			
Publications/Supplies	Resource Development			Publication Cost for Guides/Checklists \$331	
Column Total		\$11,526	\$4,200	\$525	\$4,148
Grand Total		\$20,399.00			

SCOTT COUNTY PUBLIC SCHOOL HEAD START

FY 2017 Training and Technical Assistance Plan (Year 3 of Five Year Grant)

STAFF DEVELOPMENT

OUTCOME/GOAL # 1: Staff will be qualified, competent, creative, and flexible individuals.			EVALUATION: Classroom Observation and Personnel files			
Objective	Action Steps/ Time Frame	Person Responsible	Budget			Status
			Federal		Non/Federal	
			22	20		
Teaching Support Staff will demonstrate increased professional skills and knowledge.	(One) Teacher Assistant / (One) Friday Assistants will obtain a CDA Credential	CDSC	N/A	\$850	N/A	Pending
	100% (two) Teacher Assistants will renew CDA credential as appropriate.	CDSC	N/A	\$250	N/A	Pending
Staff will demonstrate increased professional skills and knowledge.	100% Teachers will meet recertification requirements as appropriate.	CDSC	N/A	\$600	N/A	Pending
	Staff will meet CLASS Recertification requirements.	CDSC	N/A	\$600		
Family Resource will demonstrate increased professional skills and knowledge.	100% Family Resource will obtain credentialing as appropriate.	FCSC	N/A	\$750	N/A	Pending

CDA Credential fee for 2 Teacher Assistants	=	\$850
CDA Renewal fee for 2 Teacher Assistants	=	\$250
Recertification fee for 1 Teachers (\$200/hr x 3 hours)	=	\$600
CLASS Recertification fee for 6 staff (\$100 x 6)	=	\$600
Family Service Credentialing 1 Family Resource Specialist	=	\$750

SCOTT COUNTY PUBLIC SCHOOL HEAD START

FY 2017 Training and Technical Assistance Plan (Year 3 of Five Year Grant)

STAFF DEVELOPMENT

OUTCOME/GOAL # 1: Staff will be qualified, competent, creative, and flexible individuals.			EVALUATION: Training agendas, handouts, and Staff Training records.			
Objective	Action Steps/ Time Frame	Person Responsible	Budget			Status
			Federal		Non/Federal	
			22	20		
Management Team will demonstrate increased professional skills and knowledge.	Management team will attend conferences that correspond with the changing training needs of Scott County Head Start based on evaluations, observations, and new initiatives. (As appropriate).	HS Director	\$1,857	\$4,148	N/A	Pending

Training Fee for five Management Staff = \$829.60 x 5 managers = \$4,148.00

SCOTT COUNTY PUBLIC SCHOOL HEAD START

FY 2017 Training and Technical Assistance Plan (Year 3 of Five Year Grant)

STAFF DEVELOPMENT

OUTCOME/GOAL # 1: Staff will be qualified, competent, creative, and flexible individuals.			EVALUATION: Training agendas, handouts, and Staff Training records.			
Objective	Action Steps/ Time Frame	Person Responsible	Budget			Status
			Federal		Non/Federal	
			22	20		
All staff will be trained on required topics as mandated by Performance Standards, Head Start Act, and Licensing Requirements.	Staff will be trained in topics including but not limited to: child abuse, substance abuse, first aid / CPR, daily health screenings, medication administration, Medicaid, FAMIS, playground / bus safety, MAT, etc. (As necessary).	Management Team	\$38,280	\$428	\$3,900	Pending
Staff will be trained on current trends based on evaluations, observations, community needs, and new initiatives.	Staff will be trained in topics including but not limited to: staff performance appraisals, OHSMS preparation, observation techniques, dropout prevention strategies, mental health CPR, substance abuse awareness, effective communication, healthy eating habits, VSQI, practice based coaching, and systems training across content areas (As necessary).	Management Team	\$19,140	\$4,200	N/A	Pending

Staff Training Time Cost for all staff (29)	=	\$16.50 per hour X 80 hours = \$38,280
Pediatric First Aid and CPR for 14 Staff	=	\$27 X 14 staff = \$378
MAT Certification	=	\$50 X 1 staff = \$50
Non Federal contribution from Pre-service Trainers	=	13 trainers at \$300 each = \$3,900
Staff Training Time Cost for all staff (29)	=	\$16.50 per hour x 40 hours = \$19,140
Staff Training based on program data	=	\$525 x eight staff = \$4,200

SCOTT COUNTY PUBLIC SCHOOL HEAD START

FY 2017 Training and Technical Assistance Plan (Year 3 of Five Year Grant)

CLASSROOM DEVELOPMENT

OUTCOME/GOAL #2: Children will receive a developmentally appropriate education, in a high quality classroom environment, and will demonstrate kindergarten readiness and progress on Child Outcomes.			EVALUATION: Lesson Plans, COR ADVANTAGE, C.L.A.S.S and PQA observations			
Objective	Action Steps/ Time Frame	Person Responsible	Budget			Status
			Federal		Non/Federal	
			22	20		
Teaching staff will have increased knowledge of the curriculum.	Training will be provided on site in August 2017 by High Scope representatives. Workshops offered on-line as available .	CDSC	\$6,272	\$5,090	N/A	Pending
				\$720		
Classroom staff will be provided training opportunities in promoting physical development and making healthier choices.	As part of 2016 – 2017 pre-service training , staff will participate in the Early Childhood Conference at ETSU.	CDSC	\$6,272	\$1,638	N/A	Pending
To provide teaching staff with mental health strategies.	Teaching staff will receive training on mental health strategies to include resiliency via AI's Pals curriculum (Aug. 2017).	Management Team	\$1,176	N/A	N/A	Pending

High Scope Training cost	=	\$5,090
High Scope On-line Training	=	\$720
Registration Fee for ETSU	=	\$1,638
Staff Training Time Cost for High Scope & ETSU (20 staff)=		\$392 per hour X 30 hours = \$11,760
Staff Training Time Cost for Resiliency	=	\$392 per hour x 3 hours = \$1,176

SCOTT COUNTY PUBLIC SCHOOL HEAD START

FY 2017 Training and Technical Assistance Plan (Year 3 of Five Year Grant)

CLASSROOM DEVELOPMENT

OUTCOME/GOAL #2: Children will receive a developmentally appropriate education, in a high quality classroom environment, and will demonstrate kindergarten readiness and progress on Child Outcomes.				EVALUATION: Progress reflected in COR ADVANTAGE and PALS Pre-K.		
Objective	Action Steps/ Time Frame	Person Responsible	Budget		Non/Federal	Status
			Federal			
			22	20		
Four year old children will use socially acceptable behavior when completing tasks or problem solving.	Teaching staff will receive training in fostering socially acceptable behavior and problem solving during fall 2017 . CDSC will monitor classroom strategies (monthly).	CDSC	\$1,178		N/A	Pending
			\$77			
			\$3,000			
			\$1,431			
All children will show increase in understanding in mathematical concepts.	During the 2017 in- service, staff will be trained in research-based classroom tested practices for early mathematics.	CDSC	\$1,178	N/A	N/A	Pending
			\$77			

Staff Training Time Cost (Behavior & Problem Solving Training) \$14.72 x 20 staff x 4hours	=	\$1,178
Mgt. Trainer's salary for PT	=	\$ 77
72 hours Mgt. Salary for monitoring PT	=	\$1,431
Staff Training Time Cost for Early Math Training (EL) \$14.72 x 20 staff x 4hours	=	\$1,178
Mgt. Trainer's Salary for EL	=	\$ 77

SCOTT COUNTY PUBLIC SCHOOL HEAD START

FY 2017 Training and Technical Assistance Plan (Year 3 of Five Year Grant)

CLASSROOM DEVELOPMENT

OUTCOME/GOAL #2: Children will receive a developmentally appropriate education, in a high quality classroom environment, and will demonstrate kindergarten readiness and progress on Child Outcomes.			EVALUATION: Tracking of for mental health services, CLASS, PALS			
Objective	Action Steps/ Time Frame	Person Responsible	Budget			Status
			Federal		Non/Federal	
			22	20		
Teaching staff will improve skills and knowledge of promoting Phonological Awareness.	Teaching staff will receive training in effective ways to promote Phonological Awareness during in-service 2017	Mgt. Team	\$1,175	N/A	N/A	Pending
Teaching staff will improve knowledge of promoting higher order thinking skills.	Teaching staff will receive training in Instructional Support strategies via TeachStone CLASS video library and monthly staff development meetings.	CDSC Director	\$1,175	N/A	N/A	Pending
Implement AI's Pals in 100% of classrooms.	New teaching staff will be certified to implement the AI's Pals curriculum by end of October 2017.	Mgt. Team	\$627	\$600	N/A	Pending

Staff Training Time Cost (Instructional Support) for 3 hours (\$19.59 x 20 staff x 3hours) =	\$1,175
Staff Training Time Cost (AI's Pals) (\$19.59 x 2 staff x 16 hours) =	\$627
AI's Pals Registration fee =	\$300 per person x 2 staff = \$600

SCOTT COUNTY PUBLIC SCHOOL HEAD START

FY 2017 Training and Technical Assistance Plan (Year 3 of Five Year Grant)

CLASSROOM DEVELOPMENT

OUTCOME/GOAL #2: Children will receive a developmentally appropriate education, in a high quality classroom environment, and will demonstrate kindergarten readiness and progress on Child Outcomes.			EVALUATION: Classroom Observation, IEPs, Lesson Plans, and individualized plans & objective worksheets, COR Advantage, PRE/MID/POST Test for staff.			
Objective	Action Steps/ Time Frame	Person Responsible	Budget			Status
			Federal		Non/Federal	
			22	20		
Ensure Teaching Staff utilize IEP goals when individualizing.	Train Teaching staff on how to use IEP goals when individualizing (As appropriate).	CDSC	\$1,175	N/A	N/A	Pending
Enhance staff skill and knowledge in ways to encourage healthy lifestyles in children through nutrition and exercise.	Provide training to staff of the importance of physical activity and good nutrition for positive child health outcomes. In-service 2017	CDSC	\$1,175	N/A	N/A	Pending

Staff Training Time (IEP) Cost for 3 hours $(\$19.59 \times 20 \text{ staff} \times 3\text{hours}) =$ \$1,175

SCOTT COUNTY PUBLIC SCHOOL HEAD START

FY 2017 Training and Technical Assistance Plan (Year 3 of Five Year Grant)

FAMILY DEVELOPMENT

OUTCOME/GOAL# 3: Parents will become involved, in a meaningful way, with their children’s education.			EVALUATION: Family Partnership Agreements, Parent Surveys, Training agendas, and handouts, Family Engagement Tracking Form.			
Objective	Action Steps/ Time Frame	Person Responsible	Budget		Status	
			Federal			Non/Federal
			22	20		
Parents will be introduced to 8 learning domains which coincide with program School Readiness Goals via The Family Guide to Kindergarten Readiness Standards and the Kindergarten Readiness Checklist	Parents will be engaged in a particular domain monthly during Family Engagement Events.	Program Staff		\$331 (pub. cost)		Pending
Offer parents the opportunity to receive training in current trends based on survey observations, parent interests, and new initiatives.	Provide training opportunities for parents via the VHSA Conference, ETSU Early Childhood Conference, New Horizon Conference, Smart Beginnings Annual Summit, and Frontier Health Parent Training Sessions.		\$2,006	\$194		
Families will have an opportunity to be trained on required topics as mandated by Performance Standards, Head Start Act, and licensing requirements.	Families will be trained in topics including but not limited to: child observations, safety education, health education, child outcomes, parents rights and responsibilities, transitions, becoming their child’s advocate, family literacy services, etc.					

Non Federal contribution from Trainers

=

10 trainers at \$300 each = \$3,000

Two Parents to attend regional / state conferences

=

2 parents at \$1,003 each = \$2,006

SCOTT COUNTY PUBLIC SCHOOL HEAD START

FY 2017 Training and Technical Assistance Plan (Year 3 of Five Year Grant)

PROGRAM DEVELOPMENT

OUTCOME/GOAL# 4: Governing bodies will be kept apprised of program operations to ensure program quality.			EVALUATION: Board and Policy Council agendas, sign-in sheets, handouts, and minutes, Pre/Post Test			
Objective	Action Steps/ Time Frame	Person Responsible	Budget			Status
			Federal		Non/Federal	
			22	20		
Ensure the governing bodies are knowledgeable about Head Start regulations, standards, and policies.	Training will be conducted with Governing Board to address their responsibilities including, but not limited to strategic planning, understanding financial reporting, Self Assessment Process, understanding Head Start Performance Start and Head Start Act At Policy Council luncheon in October 2017, members will receive an introduction to program governance. Plan an officer's training that includes school board members, community representatives, and parent group officers (Nov. 2017).	Head Start Dir.	N/A	N/A	Approx. \$3,000	Pending

SCOTT COUNTY PUBLIC SCHOOL HEAD START

FY2016 Community Assessment Update

According to the results of the community assessment survey, an overwhelming number of families have a concern about the lack of jobs that are available. Two major industry employers have sustained additional lay-offs, possibly impacting the number of families that are applying to enroll their child in the program.

According to parent surveys, affordable and available dental care is a great need in our community. This is still more of a concern for families in the outlying parts of the county. Three dentists practice in Scott County, yet only one accepts Medicaid patients. Our program has partnered with the dentist that accepts Medicaid. However, it was a struggle to ensure that all children from the outlying areas could visit the dentist in Gate City. In addition to partnering with the dentist, we are partnering with Smile Virginia. This is a mobile dental clinic that will visit each Head Start site.

According to the 2016 parent surveys, one of the biggest concerns for the community is the lack of affordable childcare. Some families have expressed concerns about the lack of child care for infants and toddlers, home base for infants and toddlers, and the need for after school cares.

Beginning in the 2016-2017 school year, Virginia school divisions may only use the following four eligibility criteria for VPI slots:

- 1). Family income at or below 200 percent of poverty.
- 2). Homelessness
- 3). Student's parents or guardians are school dropouts

- 4) Family income is less than 350 percent of federal poverty guidelines in the case of students with special needs or disabilities.

Further, the 2016 Appropriation Act enacted at the 2016 General Assembly Session included a budget language provision allowing *"up to 15 percent of a division's [VPI] slots may be filled based on locally established criteria so as to meet the unique needs of at-risk children in the community."* This provision is effective with fiscal year 2017 and allows school divisions and localities to fill up to 15 percent of the actual VPI slots used each year based on locally established at-risk criteria, in addition to the four criteria.

5) Local criteria

Parent did not complete high school Physical abuse and neglect, family abuse, substance abuse , Single family home, Foster care English Language Learners (ELL), Parent that is incarcerated, Military deployment .Student raised by relatives other than parents, and other than income or listed local criteria.

According to the Scott County School Systems data, the enrollment for the 2016-2017 school year is down by 100 students. Ten Scott County Head Start families have moved out of the county since they enrolled or reenrolled with the program.

SCOTT COUNTY PUBLIC SCHOOL HEAD START

Breakdown for the month of July 2016

Head Start expense for the month of July: \$101,535.93

Administrative cost for the month: \$12,775.68

NON-FEDERAL INKIND: \$3,920.33

2016-2017 Classroom Student-Teacher Ratio
Elementary/Intermediate
Based on 10 Day Enrollment

School Number of students Number of teachers Teacher: Student Ratio (School) K-3 students K-3 teachers K-3 Teacher: Student Ratio	DPS	DIS	FBP	HES	NES	RCI	SES	WCES	YES	Division
	297	59	85	135	248	159	506	292	180	1,961
	16	4	5	8	16	8	27	16	10	110
	18.5 To 1	14.75 To 1	17 To 1	16.8 To 1	15.5 To 1	19.8 To 1	18.7 To 1	18.2 To 1	18 To 1	17.8 To 1
	241	N/A	85	75	128	N/A	287	179	97	1,092
	13	N/A	5	4	8	N/A	15	10	6	61
	18.5 To 1	N/A	17 To 1	18.7 To 1	16 To 1	N/A	19.1 To 1	17.9 To 1	16.1 To 1	17.9 To 1

2015-2016 Classroom Student-Teacher Ratio
Elementary/Intermediate

School Number of students Number of teachers Teacher: Student Ratio (School) K-3 students K-3 teachers K-3 Teacher: Student Ratio	DPS	DIS	FBP	HES	NES	RCI	SES	WCES	YES	Division
	325	60	77	152	246	153	521	306	169	2,009
	16	4	5	9	15	8	26	16	10	108
	20.3 To 1	15 To 1	15.4 To 1	16 To 1	16.4 To 1	19.1 To 1	20 To 1	19.1 To 1	16.9 To 1	18.6 To 1
	258	N/A	77	82	124	N/A	302	180	85	1,108
	13	N/A	5	5	8	N/A	15	10	6	61
	19.8 To 1	N/A	15.4 To 1	16.4 To 1	15.5 To 1	N/A	20.1 To 1	18 To 1	14.2 To 1	18.1 To 1

2016-2017
SALARY & FRINGE BENEFITS/SCHOOL CALENDAR COMMITTEE

Duffield Primary School	Tiffany Scott
Dungannon Intermediate School	Karen Hartsock
Fort Blackmore Primary School	Jennifer Oaks
Gate City High School	Debbie Kilgore
Gate City Middle School	Kelsey Jones
Hilton Elementary School	Andrea Lawson
Nickelsville Elementary School	David Gwinn
Rye Cove High School	Monica McClelland
Rye Cove Intermediate School	Trish Currier
Scott County Career & Technical Center	Shawna Vermillion
Shoemaker Elementary School	Reba Kindle
Twin Springs High School	Joey Shipley
Weber City Elementary School	Karianne Counts
Yuma Elementary School	Amy Wallace
Central Office Representative	Jason Smith
Principal Representative	Travis Nickels
Support Staff Representative	Susan Carter
VPE Representative	Adam Keith
SCEA Representative	Monica McClelland
School Board Member	

2016-17
Communications Committee

Duffield Primary School	Sharon Rhoton
Dungannon Intermediate School	Karen Hartsock
Fort Blackmore Primary School	Julie Bowen
Gate City High School	Jeremy Culbertson
Gate City Middle School	Pat Whitley
Hilton Elementary School	Jennifer Smith
Nickelsville Elementary School	Kayla Templeton
Rye Cove High School	Ashley Parker/Debbie Culbertson
Rye Cove Intermediate Schools	Amanda Johnson
Scott County Career & Technical Center	Annette Parker
Shoemaker Elementary School	Teresa Duncan
Twin Springs High School	Justin Seaver
Weber City Elementary School	Kim Wilson
Yuma Elementary School	Seth McConnell
Superintendent	John Ferguson
Principal Representative	Renee Dishner
Support Staff Representative	Trish Nash
VEA Representative	Monica McClelland
VPE Representative	Crystal McConnell
School Board Member	Bill Quillen

School Safety Audit Committee

2016-2017

Jason Smith	Central Office
Travis Nickels	Principal
Jennifer Meade	Principal
Greg Ervin	Principal
Scott Vermillion	Assistant Principal
Katrina Toole	School Psychologist
Kathy Funkhouser	School/Court Liaison
Gary Adams	Transportation Coordinator
Robert Sallee	Maintenance Supervisor
Jason Cox	Student Resource Officer
Logan Vermillion	Student Resource Officer
Kelvin Kimbler	Student Resource Officer
Rachel Townsend	Student Resource Officer
Anthony Hass	Student Resource Officer
Rachel Burke	Nursing Coordinator
Rhonda Williams	Parent
Sherry Kilgore	Teacher
Roger Carter	Chief of Duffield Fire and Rescue

**2016-2017
CHARACTER EDUCATION DEVELOPMENT COMMITTEE**

Central Office Representative	Jason Smith
School Board Member	
Principal	Travis Nickels
Student	Lauren Vermillion
Student	Blake Holbrooke
Student	Matthew Gibson
Student	Abbey Sallee
Parent/Community Member	Beverly Musick
Parent/Community Member	Hayley Lane
Parent/Community Member	Tammy Cassell
Parent/Community Member	Jennifer Wallace
Parent/Community Member	Lynn Fansler
School Counselor	Amber Mullins
School Counselor	Crystal McConnell
School Counselor	Lori Bush

2016-17
REMEDATION PROGRAM STANDARDS COMMITTEE

Remediation Coordinator	Tammy Quillen
Central Office Supervisor	Jennifer Frazier
School Board Member	Bill Quillen
Teacher	Christy Miller
Principal	Tracy Stallard
Teacher	Michelle Bush
Parent	Kelsey Taylor
Parent	Christi Stapleton