

# SCOTT COUNTY VIRGINIA SCHOOLS

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

**Date:** May 1, 2018 (Tuesday)

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

**Location:** Scott County Career & Technical Center  
387 Broadwater Avenue, Gate City, VA 24251



1. Call to Order
2. Moment of Silence/*Pledge of Allegiance*
3. Items to Add/Approval of Agenda
4. Approval of Minutes: April 10, 2018 Regular Meeting
5. Approval of Claims
6. Presentations:
  - A. SCCTC Star Events
  - B. SCCTC Skills USA Competition
  - C. GCHS Forensics State Championship Winner
  - D. GCHS Boys Basketball State Championship
  - E. RCHS Girls Basketball Region 1-D Runner Up
  - F. Individual Student Recognitions
7. Presentation/Discussion of 457 Plan by Chris Gibbs

*Head start Presentations for Approval by Kathy Wilcox and April Carter:*

  8. A. Approval of March Head Start Financial Report
  - B. Approval of March Early Head Start Financial Report
  - C. Approval of Revision to Head Start Policy & Procedures Manual (pg. 33 Vacation)
  - D. Approval of 2017-18 Early Head Start Self-Assessment
  - E. Approval of 2018-19 Early Head Start Program Goals & Objectives
  - F. Approval of FY 2018 Early Head Start Baseline Application
  - G. Approval of FY 2018 Early Head Start Training Plan

*Special Education Presentation for Board Approval by Brenda Robinette:*

  9. A. Special Education/504/Gifted Talented Advisory Committee recommendations
  - B. Board approval for proposed use of Part B, Section 611 Grant Funds for 2018-2019
  - C. Board approval for proposed use of Part B, Section 619, and Early Childhood Special Education Grant Funds for 2018-2019.
10. Public Comment
11. Superintendent's Report
  - A. Update on Budget
  - B. VSBA Policy Services Continuation 2018-2019
12. Closed Meeting: Motion to Enter (Specify Items)
13. Motion to Return to Regular Meeting and Closed Meeting Certification
14. Items by Assistant Superintendent – Jason Smith
  - A. Overnight Field Trip Request
  - B. Personnel
  - C. Homeschool Request

SCPSHS provides many opportunities for families, including fathers, to share their culture, skills, and expertise. Parents serve as resource persons for classroom activities. Specifically during the program year parents will: help to plan and participate in field trips, act as volunteers (health, classroom, field trip assistants), demonstrate their special talents and skills in the classroom e.g. preparing special food dishes, speaking another language, playing music, etc., participate in CHATTER (Center to Home Activities That Teacher Emergent Reading) activities that Head Start provides for the family, volunteer and attend Family Engagement days and nights in their child's classroom.

***b. Describe engagement activities to support parent-child relationships, child development, family literacy, and language development including supporting bilingualism and biliteracy.***

From orientation to transitioning from Head Start, families are encouraged to be engaged in the program to help them gain knowledge to prepare them and their child to become successful lifelong learners. Examples of the activities used to accomplish this include:

- Monthly school readiness family engagement events planned to promote specific skills that encourages adults and children to interact and learn together,
- Community Field Trips planned encouraging families to assist to plan and participate,
- Family participation in C.H.A.T.T.E.R. (Center to Home Activities That Teach Emergent Reading) activities, as appropriate, bilingual picture books are provided to families to ensure that children are given an opportunity to develop a second language and expand their cultural awareness.
- Community Resource Fair/ Health Fairs to link families with community resources that support children's learning and development.

***c. Describe how your program has selected and is implementing a research-based parenting curriculum. Describe how your program engages parents in the research-based parenting curriculum.***

- d. Describe key program strategies for family partnership services, including;*
- i. Procedures for conducting the family assessment and family partnership process and aligning activities to the Parent, Family, and Community Engagement Framework outcomes.*
  - ii. Tracking progress toward individual family goals and needs.*

During the Family Partnership Process, Family Resource Specialists (FRSs) and families work together to conduct a strengths and needs assessment and develop goals for their family. The focus of our Family Strengths Assessment is to gain information about family practices/circumstances that the research consistently links with child outcomes. Families are assessed in four areas. These areas are: Family Life Practices that Promote Healthy Child Development; Family Self-Sufficiency; Support for Families with Children with Chronic Health Conditions or Special Needs; and Support for Families Impacted by High Risk Behaviors. These align with the Parent, Family, and Community Engagement Framework Outcomes.

The Family Strengths Assessment Tool is organized to capture information in 7 family outcomes domains. Staff utilizes a scoring guidance to provide an objective assessment of a family's status in each of these categories (from 1, indicating high need, to 5, indicating low need). The scoring provides the program with an outcomes-based method to track progress and to assess a family's level of need. By assigning families to a level of need, family service staff can prioritize certain families for higher levels of contact and support, and work to assure that family circumstances that could put children at risk are immediately addressed. The tiered scoring also provides specific guidance regarding priority areas for setting family goals and meeting family needs. All families with children who do not have a continuous source of medical or dental care (i.e. medical and dental homes), or who have chronic health conditions such as asthma, diabetes, obesity, or MH/Disabilities special needs, should have family goals set

in these areas, so that the FRS, teacher, and relevant Coordinators collaborate with the family to provide on-going support and follow-up.

Families scoring at levels 1 and 2 often have immediate needs which must be addressed regardless of whether a family sets a goal in these areas; these should be discussed with the Family & Community Services Coordinator, and a staffing scheduled as appropriate. Finally, due to the clear research linking stable family life practices with positive child outcomes, staff encourage all families to set a goal in this area unless a current crisis or critical need requires immediate follow up.

SCPSHS tracks individual family progress through ChildPlus and Family Services progress report. Data is analyzed at quarterly meetings.

- e. *Provide a few examples of community partnerships that facilitate access to service or resources in the community that are responsive to family partnership goals and children's needs. Identify any challenges to necessary partnership and how the program plans to address those challenges.*

SCPSHS collaborates with Regional Adult & Career Education to share recruitment efforts and meet the needs of individual families.

SCPSHS partners with the Scott County Department of Social Services to facilitate access to services that support family well-being.

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

The Child Development Clinic, operating within the Scott County Health Dept., provides mental and psychological assessments. Frontier Health provides behavioral screenings twice yearly. Scott County Mental Health (Frontier Health) partners with SCPSHS by providing one consultant for 20 hours per month to provide mental health services for children. The consultant also provides training for parents and staff on a regular basis.

To enhance nutrition services, a WIC Registered Dietician oversees and approved the program's menu each month. Information is provided to families about the WIC program.

To implement disabilities services, SCPSHS will partner with the Infant & Toddler Connection of DILENOWISCO (ITCD). This strong partnership is reviewed on a regular basis determining roles and responsibilities and services provided.

**9. *Services for Children with Disabilities (1302 Subpart F)***

**a. *Describe how your program will ensure the full participation in program services and activities for enrolled children with disabilities, including but not limited to those who are eligible for services under IDEA and those who already have an IFSP or IEP.***

SCPSHS works with the families and Early Intervention to meet the needs of individual child that has a diagnosed disability. Children with disabilities are included in the classroom curriculum and activities and receive the full range of Head Start services, unless so designated in their IFSP. Children are served in the least restrictive environment, based on objectives in their IFSP. With the IFSP as a guide, adaptive equipment and materials are purchased as needed. Instructional materials such as dolls, books, and puzzles will illustrate people with disabling conditions. Materials used in the classrooms are age appropriate and used to meet the ability and developmental needs of the children. In addition, all facilities meet ADA accessibility requirements.

**b. *Describe how your program will ensure the individualized needs of children with disabilities are met, including how the program will collaborate with and help parents***

***in the process and how the program will coordinate and collaborate with the local agency responsible for implementing the IDEA.***

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

***10. Transition (1302 Subpart G)***

***a. Transitions to and from Early Head Start***

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

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

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

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

***b. Transitions from Head Start to Kindergarten***

***c. Transitions between programs.***

SCPSHS undertakes every effort to support families, including homeless and foster children, in transitioning to another early childhood program that meets their needs. Families are provided resources/information on other available early childhood programs within the area the families are relocating to. SCPSHS Family Resource Specialist provides information to families on community Early Head Start programs when available. To help with a family's transition needs,

upon getting parental permission, child records can be sent to nearby programs via mail or fax to aide in the enrollment process.

***11. Services to Enrolled Pregnant Women (1302 Subpart H)***

SCPSHS does not provide services to enrolled pregnant women.

***12. Transportation (1303 Subpart F)***

- a. Describe the level of need for child transportation services.***
- b. Describe how your program will either directly meet transportation needs or assist families in accessing other transportation so that children can attend the program.***

Early Head Start parents are working and have reliable transportation enabling their children to attend the program. SCPSHS will provide transportation for Early Head Start children and families to participate on field trips. If a need develops, SCPSHS will provide families with alternate transportation resources.

**SUB-SECTION B: SERVICE DELIVERY**

***1. Governance (45 CFR Part 1301, Section 642(c)-(d) in the Act.)***

**STRUCTURE**

- a. Identify the member with expertise in fiscal management or accounting, with expertise in early childhood education and development, and the licensed attorney familiar with program governance issues in the governing body/tribal council.***
- b. Describe how your program ensures additional members on the governing body reflect the community, including parents and representation from other key programmatic areas.***

The SCPSS has legal and fiscal responsibility for SCPSHSP as the governing body. This body is a publicly elected School Board. One of the foundations of the SCPSHSP is the operating partnership between the SCPSS and SCPSHSP Policy Council to share governance of the program. The SCPSHSP is administratively under the SCPSS which is governed by six (6) publicly elected Board Members who participate in local elections every four years. This board serves as the governing body for SCPSHSP.

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

***c. Describe the makeup of the policy council or if applicable, the policy committee. Include how each program option is represented.***

The SCPSHS policy council's composition consists of two parents/guardians and one alternate from each of the nine Head Start classrooms. In addition, one parent/guardian and one alternate from each of the three Early Head Start classrooms. There are also up to ten elected community representatives at-large from the community. Locally determined policy council by-laws, are revised and updated annually to ensure clarity and consistency in function and purpose. These by-laws call for center parent committees which offer parents the opportunity to participate by planning and conducting activities to support their child's education in Head Start.

**PROCESSES**

***a. Describe how the governing body receives key program information as outlined in 1301.2(b)(2) to inform their ongoing responsibilities including how decisions submitted by the policy council are incorporated into the decision-making process. Describe other key processes to ensure the governing body maintains effective ongoing oversight of program operations and accountability for federal funds.***

All policies and procedures, funding applications, program self-assessment, program plans, goals and objectives are presented to the Policy Council for input, questions, review and approval. The Superintendent's Designee acts a liaison for the School Board to coordinate policies and procedures and to collaborate on program self-assessment, program planning, program goals and objectives. All funding applications, program plans, goals, objectives and Policies & Procedures are reviewed and approved by the SCPSS Board following Policy Council approval. The SCPSHSP has established procedures for the ongoing monitoring of operations to ensure effective implementation of Federal regulations and maintaining high quality services.

The SCPSSHSP shares accurate and regular information for use by the SCPSS Board and Policy Council including but not limited to monthly financial reports including credit card expenditures, CACFP, and administrative cost, monthly Director's report which includes Service Area information, program enrollment report, attendance, and ongoing monitoring results. Quarterly Outcomes Data Reports, Annual Child Outcomes Reports, and Program Annual Reports are shared with families, staff, Policy Council, Governing Board, and the community.

SCPSS has legal and fiscal responsibility for SCPSSHSP as the governing body. While the Head Start began in Scott County in 1965, the SCPSS was awarded the Head Start grant for Scott County in 1994. Since that time the SCPSSHSP has operated with a sound financial system which meets the required Federal Standards for financial reporting, accounting records, internal controls, budget controls, and compliance with cost principles, cash management and administrative costs. The Governing Body, Policy Council, and staff work together to implement a strong and effective financial management system. After the cash transactions and Payroll disbursements are approved by the Division Superintendent or Designee, the SCPSS's payroll/invoice clerk and the Clerk of the School Board sign all checks and Payroll disbursements. The School Board approves all Financial Reports and Invoices for payment.

- b. If applicable, describe and explain the responsibilities delegated to any advisory committee related to program governance and improvement of the Head Start program. Include how the governing body maintains its legal and fiscal responsibility in the process.***

SCPSS has not designated any advisory committees.

- c. Describe how the policy council, and if applicable, the policy committee, receives and shares key program information as outlined 1301.3(c)2 to inform their ongoing responsibilities.***

The SCPSSHSP Policy Council must approve and submit to the Governing Body decisions which are listed under the Improving Head Start for School Readiness Act of 2007. One of the

foundations of the SCPSSHSP is the operating partnership between the SCPSS and the SCPSSHSP Policy Council to share governance of the program.

Under the Improving Head Start for School Readiness Act of 2007, the Policy Council must approve and submit to the Governing Body decisions about each of the following activities: Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs, Program recruitment, selection, and enrollment priorities, Applications for Head Start funding and amendments to such applications, prior to submission of applications, Budget planning for program expenditures, including policies for reimbursement and participation in Policy Council activities, Bylaws for operation of the Policy Council, Program personnel policies and decisions regarding the employment of program staff consistent with the Governing Body's responsibilities in this area, including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff, Developing procedures for how members of the Policy Council will be elected.

- d. Describe how the parent committees communicate with staff to inform program policies, activities, and services to ensure they meet the needs of children and families.*
- e. Describe the process for communication with the policy council and policy committees.*

SCPSHS ensures each center establishes a parent committee as soon as at the beginning of each new school year. At the first meeting, the parents receive a copy of the responsibilities of serving on Policy Council, Health Advisory, and other committees. Each classroom elects representatives and alternates to the Policy Council. Communication between parent center committees and the Policy Council is achieved through posted minutes of Policy Council in each center. Representatives share information at the monthly parent meetings and seek feedback to take to the Policy Council. Parent Committees can undertake projects to benefit their center and

all are encouraged to volunteer. There are funds available to reimburse low-income members in order to attend meetings.

### **RELATIONSHIPS**

- a. Describe training and technical assistance or orientation sessions for the governing body, advisory committee members, and the policy council.***

SCPSHS designs an annual calendar for orientation and training sessions for the governing body and the policy council. The calendar is approved by policy council and the governing body.

- b. How does your program ensure governing body members do not have a conflict of interest with the Head Start, Early Head Start, and delegate programs or other partners/vendors?***

All school board members and the Superintendent fill out Conflict of Interests/Disclosure forms each year prior to January 15<sup>th</sup>. A copy is kept in file at the School Board office allowing auditors to review them. These are also available to the public upon request.

- c. How do the governing body and policy council members ensure meaningful consultation and collaboration around their joint decisions?***

***2. Human Resource Management (1302 Subpart I)***

- a. Provide an organizational chart identifying the management and staffing structure including the Executive Director, the Program Directors, managers, and other key staff. Include assigned areas of responsibility and lines of communication.***
- b. Describe systems developed to ensure criminal background checks occur prior to hire for all staff, consultants, and contractors in the program.***

Scott County Public School Head Start is required by the Office of Head Start and/or Virginia Department of Social Services Licensing Division to complete the following: Sworn Disclosure Statements, Criminal Record Check Request & Sex Offender Registry (Virginia State Police & FBI), Central Registry Release of Information (VA Department of Social Services), and Out-of-State Child Abuse Registry Search. Sworn Disclosure Statements are completed when employment and volunteer applications are completed. Prior to being hired, all potential

employees must pass a satisfactory clearance for a fingerprint criminal record check (No Conviction Data/No Sex Offender Registration Record) through the Virginia State Police and FBI. All potential employees must complete a Virginia Department of Social Services Central Registry Release of Information Form and pass a satisfactory clearance to meet the Virginia Department of Social Services Child Day Centers requirements (individual whose name was being searched is NOT identified in the Central Registry of Child Abuse/Neglect in Virginia). This form must be notarized by a Notary Public. The Administrative Assistant/Fiscal Officer will submit the form to the Virginia Department of Social Services. If a potential employee has lived out-of-state within the last five years, they must submit to an out-of-state Child Abuse/Neglect search and pass a satisfactory clearance.

Fingerprint based background checks are required. The prints will be sent to the Virginia State Police and the FBI. The Administrative Assistant/Fiscal Officer will give potential employees a Fieldprint code and facility ID. Each potential employee must make an appointment online. Fieldprint does not accept walk-in appointments. The potential employee must bring a confirmation page and two forms of ID to the appointment, one of which is a photo ID.

If the potential employee does not have a criminal record, the FBI and Virginia State Police will notify the Virginia Department of Social Services Office of Background Investigations that there is no record found. The Office of Background Investigations will email a determination letter to the Administrative Assistant/Fiscal Officer to let them know if the individual that submitted fingerprints is eligible or not eligible to work with children.

Once a criminal record check is returned to the Head Start office, the Director will review the potential employee's record and utilize the Criminal Record Check Monitoring form to complete the following: List Name of Potential Employee, Date the Criminal Record Check was

requested, Date Received by VA State Police, Date and Response by VA State Police, Date Received by Head Start, Date Reviewed by Head Start Director, and Hire Date.

After the review, the Director will initial the criminal record check and place the record in the Administrative Assistant/Fiscal Officer's box. The Administrative Assistant/Fiscal Officer will enter the information into the ChildPlus tracking system and file the criminal record check in the employee's personnel file.

After the program receives a satisfactory clearance of a Virginia State Police criminal record check, approval by Policy Council and School Board, the Director will notify the applicant to inform him/her of their start date for beginning work. The Director will notify the appropriate Head Start supervisor of the date the employee will begin work.

Once a Social Services Central Registry Release of Information Form is returned to the Central Office, the Director will review the potential employee's record and utilize the Social Services Central Registry Release of Information Monitoring Form to complete the following: List Name of Potential Employee, Date of Notary Signature, Date Received by Department of Social Services, Date of Completed Search and Results, Date Received by Head Start, Date Reviewed by Head Start Director, and Hire Date.

After the review, the Director will initial the Central Registry Release of Information Form and place the record in the Administrative Assistant/Fiscal Officer's box. The Administrative Assistant/Fiscal Officer will enter the information into the ChildPlus tracking system and place the Central Registry Release of Information Form in the employee's personnel file.

All criminal record checks and social services central registry release of information forms are kept in a locked file in the Administrative Assistant/Fiscal Officer's office. Criminal record check and social services monitory forms are kept in a locked file in the Director's office.

It shall be the responsibility of the applicant to furnish accurate information; therefore, any falsification of either information or credentials shall be cause for dismissal or refusal to employ.

#### Background Check Monitoring & Follow-Up:

The Director and Administrative Assistant/Fiscal Officer will utilize ChildPlus to monitor all background checks. Report 1125 Employment Background Check will be used to review follow-up dates for all employees. Report 1130 Personnel Agency – Specific Fields is utilized to monitor the DSS Child Registry Search/Sworn Disclosure. Reports will be reviewed at the end of each month. The Director and the Administrative Assistant/Fiscal Officer will utilize these reports to ensure that all follow ups are completed in a timely manner. Criminal record checks must be completed every five years.

The Director and Administrative Assistant/Fiscal Officer will complete a report that indicates the number of background checks that have been completed in the quarter. This will include staff that has been hired within that quarter. Also, it will include staff that needed follow-up.

#### ***c. Describe orientation provided to new staff, consultants, and volunteers.***

Orientation to new staff will focus on the details of their job descriptions, roles, and expectations for fulfilling their contracts. Teachers will be trained and reminded of their primary role of caregiver and the importance of stability and relationships in relation to the development of infants and toddlers.

- d. Describe key features of your program's approach to staff training and professional development. Describe your program's approach to implementing a research-based coordinated coaching strategy, including the approach to the delivery of intensive coaching for identified staff.*

SCPSHS adheres to a consistent ongoing Professional Development policy. In consultation with an employee, all EHS employees who provide direct services to children and to ensure that such plans are regularly evaluated for their impact on teacher and staff effectiveness, the program will utilize annual performance appraisals and ongoing monitoring to assist in developing this professional development plan. The staff will be given supported opportunities to progress along career pathways tied to higher compensation. During each in-service, SCPSHS will encourage peer support by providing specific times for center staff to discuss and share effective strategies for working with infants and toddlers. Each center staff person will be given an opportunity to participate in at least one peer observation

Our Practice Based Coaching consists of CLASS Assessment, ITERS, and the PQA (Program Quality Assessment) which provide the coordinated coaching strategy for education staff. Based on these tools, we determine the intensity of coaching necessary to identify strengths, areas of needed support, and which staff would benefit most from coaching. Our coaching provides opportunities for staff to be observed and receive feedback and modeling of effective teacher practices directly related to clearly articulated program goals. Our coaching aligns with our school readiness goals, curricula, adult-child interactions and quality learning environments. Our coaches have adequate training and experience in adult learning and in using assessment data to drive practice-based coaching strategies. This is ongoing communication between the Coach, Head Start Director, Child Development Services Coordinator and any other relevant staff. We have policies that ensure assessment results are used for staff development and continuous improvement and never for punitive measures.

**3. Program Management and Quality Improvement (1302 Subpart J)**

- a. Describe key features of your program's systems for ongoing oversight, correction, and assessment of progress towards your program's identified goals. Include approaches that promote effective teaching and health and safety practices.**

SCPSHS recognizes that strategic planning is an ongoing process involving a variety of stakeholders. Information from a number of sources, including child outcome data, family engagement data is used for the oversight, correction, and assessment of progress towards the program's identified program goals and objectives that further impact program model, training and budget.

Monitoring procedures are implemented across all systems and services. Procedures outline the person(s) responsible for completing the monitoring, which person(s) and or/systems are to be monitored and timelines. Data is collected, analyzed and reports show through monitoring progress or need for improvement. Follow up plans are used to correct any weakness identified.

SCPSHS ensures teachers and other relevant staff provide responsive care, effective teaching, and an organized learning environment, including for children with disabilities, that promotes healthy development by first hiring qualified staff and continuing through individualized professional development and a system for regular ongoing monitoring and supervision.

Management staff conducts a quarterly safety inspection to ensure that each facility's light, ventilation, heat, and other physical arrangements are consistent with the health, safety and developmental needs of children. Classroom staff conducts a monthly Health & Safety Checklist that ensures the program maintains a safe environment.

- b. Describe key features of your program's management process and system to ensure continuous program improvement that relate to effectively using data and ongoing supervision to support individual staff professional development.**

SCPSHS focuses on improving the content, quality, consistency and credibility of ongoing assessment of children by designing an approach to analyze data on children's progress and accomplishments. This approach is reviewed by assessment committees trained in methods of accomplishing an assessment and the program's policy on confidentiality. Management team monitors and analyzes data monthly and submits information to the Director. The Director creates and shares a monthly report from this data. Data teams will meet quarterly to analyze data from reports, monitoring summaries, and other documentation. The team will review data information that includes strengths, areas of concern, compare yearly progress of children, families enrolled for two or more years, and Identify program trends. Quarterly data meetings are held to review child outcomes data, family outcomes data, health data and ongoing monitoring results and develop a plan for continuous improvement. Data will be collected throughout the year. The analysis of the data will occur in May/June after the data has been compiled. Information from the analysis will be used along with the program's self-assessment and community assessment to: identify areas of strength, identify areas needing improvement, identify and prioritize program goals, develop staff development plans, develop training plans, determine funding needs, and develop annual outcomes and annual program reports.

SCPSHS has a systematic, ongoing process to provide supervision to the staff. Adult-Interaction tools (C.L.A.S.S for Infants and Toddlers) and Program Quality Assessment (PQA for Infants and Toddler) will be used to monitor and support individual staff professional development. Staff will be given feedback that highlights strengths and builds on areas needing improvement. Ongoing monitoring will ensure that staff partner with families in supporting the child's development through: school readiness and family partnership goal setting, individualized plans, home visits, parent teacher conferences, and health services.

- c. *Describe how the management system ensures budget and staffing patterns that promote continuity of care, allow sufficient time for staff participation in training and professional development, and allow for provision of the full range of services.*

SCPSHS management system ensures that the budget and staffing patterns promote continuity of care by ensuring that children and their teacher remain together for more than one year. Each classroom has 2 credentialed teachers with a ratio of 4 to 1. A floater/substitute will be utilized to provide additional support to individual children. Two Food Service Providers/Substitute Assistants will work 5 and ½ hours per day to provide additional support to staff and children. The yearly calendar allows for 18 days of Pre-Service and In-Service training and professional development opportunities. The SCPSHS annual training plan addresses state and federal mandates and initiatives, program needs, center needs, and individual staff needs. SCPSHS will meet the requirements for full-day, full-year comprehensive services by providing 8 hours per day, 5 days per week for 222 days for a total of 1,776 hours per year for all children.

## **SECTION II. BUDGET AND BUDGET JUSTIFICATION NARRATIVE**

Scott County Public School Head Start is including a budget of \$348,276 in federal funds to successfully operate the Early Head Start program for the project period. Training and technical assistance funding will be \$8,707. Non-federal matching funds in the amount of \$89,246 will be achieved through the implementation of this project. The total Early Head Start budget for the project period is \$446,229. The on-going budget for Early Head Start is based on the program's current cost for providing high quality services to twenty four Early Head Start children and families. The justification for these line items will be discussed and our methods used to project costs for the on-going budget.

### **PERSONNEL**

Scott County Public School Head Start has allocated a total of \$196,760 of federal funds for payment of personnel. Of the funds, \$168,572 has been allocated for the payment of contracted

(full-time) employees and \$27,042 for the payment of non-contracted personnel (part-time).

These funds will be used to pay salaries for six contracted Early Head Start credentialed Teachers and one contracted Family Resource Specialist. Four of the six Early Head Start credentialed Teachers work 8 hours per day, 240 days at the rate of \$10.38 per hour. The budgeted cost of each position is \$19,930. Two of the six Early Head Start credentialed Teachers work 8 hours per day, 240 days at the rate of \$11.34 per hour. The budgeted cost of each position is \$21,773. The Family Resource Specialist works 8 hours per day, 240 days at the rate of \$10.57 per hour. The budgeted cost of this position is \$20,294.

The Director of Scott County Public School Head Start oversees the Early Head Start program at an annual cost of \$10,008. The Child Development Services Coordinator supervises all center teaching staff, serves as a practice based coach, and coordinates the disability services for the Early Head Start program at an annual cost of \$8,004. The Administrative Assistant/Fiscal Officer of Scott County Public School Head Start conducts the financial aspects of the program at an annual cost of \$7,000. The Director, Child Development Services Coordinator, and Administrative Assistant/Fiscal Officer are contracted employees.

Two Food Service Providers/Substitute Assistants work 5.5 hours per day, 222 days at the rate of \$7.25 per hour. The budgeted cost of each position is \$8,852. One Floater/Substitute works 4 hours per day, 200 days at the rate of \$7.25 per hour. The budgeted cost of this position is \$5,800. Scott County Public School Head Start estimates the cost of additional substitutes working in the centers at approximately 350 hours at the rate of \$7.25 per hour. The budgeted cost of these positions is \$2,538. The Payroll/Invoice Clerk will be paid \$1,000 during the budget period for the work performed for the Early Head Start program.

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

**Contracted (Full-Time) Staff:**

CENTER	STAFF	WORK DAYS	HRS.	HRLY. RATE	TOTAL
Weber City 1	Credentialed Teacher	240	8	\$10.38	\$19,930
Weber City 1	Credentialed Teacher	240	8	\$10.38	\$19,930
Weber City 2	Credentialed Teacher, Degree	240	8	\$11.34	\$21,773
Weber City 2	Credentialed Teacher	240	8	\$10.38	\$19,930
Duffield	Credentialed Teacher	240	8	\$10.38	\$19,930
Duffield	Credentialed Teacher, Degree	240	8	\$11.34	\$21,773
	Family Resource Specialist	240	8	\$10.57	\$20,294
	Head Start Director	260			\$10,008
	CDS Coordinator	260			\$8,004
	AA/Fiscal Officer	260			\$7,000
<b>Total Contracted (Full-Time) Staff</b>					<b>\$168,572</b>

**Non-Contracted (Part-Time) Staff:**

CENTER	STAFF	WORK DAYS	HRS.	HRLY. RATE	TOTAL
Weber City 1&2	Food Service/Substitute	222	5.5	\$7.25	\$8,852
Duffield	Food Service/Substitute	222	5.5	\$7.25	\$8,852
Weber City 1&2	Floater/Substitute	200	4	\$7.25	\$5,800
	Substitutes (as needed)		350	\$7.25	\$2,538
	Payroll/Invoice Clerk				\$1,000
<b>TOTAL</b>					<b>\$27,042</b>

**FRINGE BENEFITS**

Scott County Public School Head Start has allocated \$91,082 of the total requested federal funds for payment of Early Head Start employee fringe benefits. The allocated funds will provide payments for the program's share of payroll taxes, insurance, retirement, and other fringe benefits. Scott County Public School Head Start and Scott County Public Schools have

worked to create a fringe/benefits package that helps to acquire and retain qualified applicants for positions within the program.

### **FICA**

This line item represents the program's share of Medicare and Social Security taxes. The amount is calculated at 7.65% of total salaries (contracted and non-contracted) paid by this project. The following calculation is used to determine this line item ( $\$195,614 \times 7.65\% = \$14,964$ ).

### **WORKER'S COMPENSATION**

This line item represents the program's share of worker's compensation insurance costs. The amount is calculated at .28% of total salaries (contracted and non-contracted) paid by this project. The following calculation is used to determine this line item ( $\$195,614 \times .28\% = \$548$ ).

### **HEALTH INSURANCE**

This line item represents the program's share of health insurance costs. Scott County Public School Head Start offers health insurance to contracted employees, working 40 hours or more per week. The monthly employer cost for each employee is contingent upon the coverage type. The employer portion of employee only coverage is \$460, employee plus one dependent is \$550, and employee plus two or more dependents is \$725. Health insurance is estimated to cost 17.48% of total salaries. The following calculation is used to determine this line item ( $\$195,614 \times 17.48\% = \$34,200$ ).

### **DENTAL INSURANCE**

This line item represents the program's share of dental insurance costs. Scott County Public School Head Start offers dental insurance to contracted employees, working 40 hours or more per week. The monthly employer cost of dental insurance for each covered employee is \$20.

Dental insurance is estimated to cost less than 1% of total salaries. The following calculation is used to determine this line item ( $\$195,614 \times .74\% = \$1,440$ ).

### **RETIREMENT/HYBRID**

This line item represents the program's share of retirement costs. Scott County Public School Head Start offers retirement through the Virginia Retirement System to contracted employees, working 40 hours or more per week. The monthly employer cost of retirement is 16.32% of each contracted employee's gross earnings. The following calculation is used to determine this line item ( $\$168,572 \times 16.32\% = \$27,511$ ).

### **GROUP LIFE**

This line item represents the program's share of group life insurance costs. Scott County Public School Head Start offers group life insurance to contracted employees. The monthly employer cost of group life insurance is 1.31% of each employee's gross earnings. The following calculation is used to determine this line item ( $\$168,572 \times 1.31\% = \$2,208$ ).

### **UNEMPLOYMENT**

This line item represents the program's share of unemployment costs. The monthly employer cost of unemployment is 5.22% of total salaries (contracted & non-contracted). The following calculation is used to determine this line item ( $\$195,614 \times 5.22\% = \$10,211$ ).

<b>FRINGE</b>	<b>%</b>	<b>TOTAL</b>
FICA	7.65%	\$14,964
Worker's Compensation	.28%	\$548
Health Insurance	17.48%	\$34,200
Dental Insurance	.74%	\$1,440
Retirement/Hybrid	16.32%	\$27,511
Group Life	1.31%	\$2,208

Unemployment	5.22%	\$10,211
<b>TOTAL</b>		<b>\$91,082</b>

The total fringe rate for the Early Head Start program is approximately 47% of total personnel expenses.

### **OUT-OF-TOWN TRAVEL**

Scott County Public School Head Start has budgeted \$1,000 for travel expenses incurred by staff and parents while attending beneficial training appropriate to Early Head Start. These line item expenses are based on traditional expenses incurred for travel by the program. The following calculation is used to determine this line item (*2 meetings per year x \$500 per meeting = \$1,000*).

### **SUPPLIES**

Scott County Public School Head Start has budgeted \$33,629 to purchase supplies necessary for this project. The program has evaluated the existing supply expenditures to develop the supply budget.

**Classroom/Educational Supplies** has been allotted at \$20,000 for the ongoing budget. These expenditures include the cost of diapers, wipes, and training pants for three Early Head Start classrooms. The estimated cost is \$2,100 (\$350 monthly x 12). The remaining amount will be budgeted for consumable supplies, COR Advantage, and any additional classroom/education supplies needed. The estimated cost is \$17,900 for the budget period (24 children/222 days = \$3.36 per day/child).

**Office Supplies** has been allotted at \$3,000 for the ongoing budget. These expenditures include the cost of consumable office supplies such as file folders, copier paper, pen, scissors, and printer cartridges.

**Medical & Dental Supplies** has been allotted at \$1,000 for the ongoing budget. These expenditures include the cost of toothbrushes, toothpaste, and medical supplies such as First Aid kits. (24 children/222 days = \$.19 per day/child)

**Food Supplies** has been allotted at \$7,629 for the ongoing budget. These expenditures include the purchase of nutritional food supplies for children in the center. These funds are in addition to USDA funds the program will apply for. Expenditures from this line item may include non-food supplies for center meal preparation, field trips, food experiences, and meals purchased for all volunteers (who donate three hours per day in the classroom) and staff members (who are required to eat with the children). (24 children/222 days = \$1.43 per day/child)

**Janitorial Supplies** has been allotted at \$1,000 for the ongoing budget. Expenditures from this line item include the cost to clean centers.

<b>SUPPLIES</b>	<b>TOTAL</b>
Classroom/Educational Supplies	\$20,000
Office Supplies	\$3,000
Medical & Dental Supplies	\$1,000
Food Supplies	\$7,629
Janitorial Supplies	\$1,000
<b>TOTAL</b>	<b>\$33,629</b>

#### **OTHER CATEGORY**

Scott County Public School Head Start has allotted \$25,951 for the payment of line items within the “Other” category of the ongoing budget. The majority of the expenditures within this category are explained by line item.

**Medical and Dental Care (Health Services)** has been allotted at \$1,000 for the ongoing budget. These expenditures include the cost of payments for any medical or dental expenses incurred by the children participating in the program. (24 children/222 days = \$.19 per day/child)

**Office Equipment (Maintenance Service Contract)** has been allotted at \$500 for the ongoing budget. These expenditures include the cost of a copier rental.

**Maintenance & Repair** has been allotted at \$6,760 for the ongoing budget. These expenditures include the cost of routine pest control maintenance by a licensed exterminator at a yearly cost of \$110. Additionally, the program expects to pay \$6,650 in costs for maintenance to the playground, center classrooms, and other repairs as needed.

**Association, Dues, Fees, & Marketing** has been allotted at \$1,500 for the ongoing budget. These expenditures include the cost of licensing the centers, journal subscriptions, job advertisements, and pre-employment screenings for the Early Head Start program.

**Field Trips** have been allotted at \$4,067 for the ongoing budget. These expenditures include the admission, transportation, and any additional costs for children and families while on program field trips.

**Parent Activities** has been allotted at \$600 for the ongoing budget. These expenditures include mileage reimbursement to parents for policy council meetings. This line item has been calculated at \$25.00 per child x 24 children = \$600.

**Telephone & Internet** services has been allotted at \$3,000 for the ongoing budget. These expenditures include the costs of one phone and internet in each classroom. This service will be provided at a price of approximately \$250 per month.

**Postage** has been allotted at \$100 for the ongoing budget. This line item has been calculated at \$8.33 per month.

**Utilities** has been allotted at \$4,500 for the ongoing budget. This line item has been calculated at \$375 per month for one center.

**Local Travel** has been allotted at \$660 for the ongoing budget. The program will have a mileage reimbursement rate of \$.505 per mile when staff use personal vehicles for work-related travel. Mileage reports for reimbursement are submitted and paid monthly. This line item has been calculated at 109 miles per month.

**Child Liability** has been allotted at \$144 for the ongoing budget. Scott County Public Schools has child accident insurance with Scholastic Insurance Company. This line item has been calculated at \$12 monthly. (24 children/222 days = \$.03 per day/child)

**Audit Fees** has been allotted at \$1,000 for the ongoing budget. An audit is conducted every year by the Scott County's contracted auditors.

**Discretionary Funds** has been allotted at \$1,320 for the ongoing budget. Discretionary funds are used by classroom and family resource staff to purchase educational items for individual classrooms. Each classroom receives up to \$30 per month. The Family Resource Specialist receives up to \$20 per month to purchase family engagement materials that promote school readiness. All purchases must be pre-approved by supervisors and receipts must be submitted for

reimbursement. This line item has been calculated at \$30 x 3 classrooms x 12 months + \$20 x 12 months.

**Transition** funds have been allotted at \$500 for the ongoing budget. These expenditures include the cost of Resource Fair, Early Intervention into Head Start Fair, and appropriate children's books.

**Health Wellness** has been allotted at \$300 for the ongoing budget. This line item will be used to reimburse staff for costs incurred with meeting the requirements for staff health physicals and TB screenings. The reimbursement is not to exceed \$50 per person.

<b>OTHER LINE ITEM</b>	<b>TOTAL</b>
Medical & Dental Care (Health Services)	\$1,000
Office Equipment (Maintenance Service Contract)	\$500
Maintenance & Repairs	\$6,760
Association, Dues, Fees, & Marketing	\$1,500
Field Trips	\$4,067
Parent Activities	\$600
Telephone & Internet	\$3,000
Postage	\$100
Utilities	\$4,500
Local Travel	\$660
Child Liability	\$144
Audit Fees	\$1,000
Discretionary Funds	\$1,320
Transition	\$500
Health Wellness	\$300
<b>TOTAL</b>	<b>\$25,951</b>

### **CONTRACTUAL**

**Mental Health Services** has been allotted at \$1,000 for the ongoing budget. The Scott County Public School Head Start has a contract through Frontier Health, Inc. for child observations and other mental health services.

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

## **NON-FEDERAL MATCH**

Scott County Public School Head Start will provide the non-federal match and in-kind from center volunteers, donations from the community, and the Scott County Public School system.

<b>VOLUNTEER MATCH</b>	<b>AMOUNT</b>
Parents/families volunteering in the centers, home visits, field trips, family engagement days, scheduled program meetings, medical/dental appointments, at home parent & child activities. Community members volunteering in the centers, including the Foster Grandparent program (6 hours x \$15.26 (\$10.38 x 47%) x 220 days x 3 centers) amount rounded	\$60,311
Policy Council meetings (3 members x 2.5 hours x 12 meetings x \$45.69 (\$31.08 x 47%))	\$4,112
Frontier mental health services (1 hour x 12 months x \$100 x 3 centers)	\$3,600
<b>TOTAL</b>	<b>\$68,023</b>

<b>ALLOWABLE SPACE COST MATCH</b>	<b>AMOUNT</b>
Commercial Rental Space (Owned by Scott County Tobacco Warehouse and provide to EHS for one site at no charge.) 3,265 sq. ft. x \$3.68 (utilized land value \$12,000)	\$12,015
<b>TOTAL</b>	<b>\$12,015</b>

<b>SCOTT COUNTY SCHOOL BOARD MATCH</b>	<b>TOTAL</b>
Public Employees Blanket Position Bond Policy	\$363
Property & Contents, General Liability	\$907
Utilities (Duffield Early Head Start electricity & water/sewer) \$46 + \$170 x 12 months	\$2,592
Insurance on Early Head Start bus	\$570
Technical Assistance Cost: School Nurse 1 hr. x \$27.81 x 1 center x 10 months	\$278
Administration: Division Superintendent and/or designee signs off on purchasing, grant applications for federal funds, signs all Federal Cash Transaction reports & Federal Status reports, and provides technical assistance in all personnel and fringe areas. 5 hrs per mo. x \$74.97 (\$51.00 x 47%) x 12 months	\$4,498
<b>TOTAL</b>	<b>\$9,208</b>

**TOTAL** **\$89,246.00**

## **ADMINISTRATIVE COSTS**

SCPSHS will not exceed the 15% limitation on administrative costs. The administrative costs will be reviewed monthly by the Administrative Assistant/Fiscal Officer and the Director to determine the actual administrative cost to be used to calculate the administrative and programmatic cost on the monthly financial report made available to policy council and the school board.

The 15% maximum allowable administrative costs for the Early Head Start program of Scott County Public School Head Start is **\$66,934** (\$348,276 + \$8,707 + \$89,246). The below listed chart details the budget allocations for administrative cost per line item category.

<b>PERSONNEL</b>	<b>%</b>	<b>BUDGET</b>	<b>ADMIN. COST</b>
Director	100	\$10,008	\$10,008
AA/Fiscal Officer	100	\$7,000	\$7,000
Superintendent (In-Kind)	100	\$2,429	\$2,429
<b>FRINGE</b>			
Director	100	\$4,704	\$4,704
AA/Fiscal Officer	100	\$3,290	\$3,290
Superintendent (In-Kind)	100	\$2,069	\$2,069
<b>TRAVEL</b>			
Out-of-Town Travel	20	\$1,000	\$200
<b>SUPPLIES</b>			
Office	20	\$3,000	\$600
<b>OTHER</b>			
Office Equipment	20	\$500	\$100
Association, Fees, Dues	20	\$1,500	\$300
Building, Maintenance & Repairs, Pest Control	20	\$6,760	\$1,352
Postage	20	\$100	\$20
Local Travel	20	\$660	\$132
Audit Fee	20	\$1,000	\$200
Bond Insurance (In-Kind)	100	\$363	\$363
T&TA	20	\$8,707	\$1,741
<b>TOTAL</b>			<b>\$34,508</b>

Administrative Cost calculated for the budget period is 8% (\$34,508/\$446,229). The administrative cost of 20% is calculated by the number of Early Head Start administrative employees (2) divided by the number of total full-time Early Head Start employees (10).

# SCOTT COUNTY PUBLIC SCHOOL HEAD START

## FY 2018 Training and Technical Assistance Plan

### Budget Breakdown

Total T/TA Budget = \$8,707

Date Submitted:

Training Category	Specific Training and/or Supplies	Classroom	Content Area	Parents	Administration
	CDA Credentialing	Two Teachers @ 425 = 850			
	CLASS Certification	(2) Staff = \$200			
Staff Development		(Curriculum) High Scope Infant/Toddler Trainer for two (2) days = \$3,743			
	Pre / In-service Training	MAT Certification for 1 staff = \$50  Pediatric First Aid/CPR Certification for 2 staff = \$54.00			
Conferences and Workshops	Out-of-Town Training (Registration, food, and lodging)	Social & Emotional Foundations for Early Learning Training	Two (2) Content Area Staff x \$400 = \$800 CLASS; DECA, Data Analysis,		Two (2) Management Staff x \$800 = \$1600 CLASS; COR Advantage; School Readiness, Data Analysis, CACFP
	Local Training (Registration and food)	6 Staff for 2 days at ETSU BCE Conference x \$117 = \$702		Two (2) parents for 2 days at ETSU BCE Conference x \$97 = \$194	
	On-line Training	One staff for High Scope x \$275 = \$275			
Publications/Supplies	Resource Development			Publication Cost for Guides/Checklists \$239	
Column Total		\$5,874	\$800	\$433	1,600
Grand Total					

**PROPOSED USE OF PART B, SECTION 611  
FUNDS 2018-2019**

**PROPOSED USE OF PART B, SECTION 611 FUNDS**  
**GRANT PERIOD: JULY 1, 2018 – SEPTEMBER 30, 2020**

In narrative format, please provide a description and budget outline of all personnel (i.e., teachers, instructional assistants, administrators, clerical, support personnel, and others) to be supported in whole or in part with IDEA, Part B, Section 611 grant funds (with proposed amounts and FTEs).

\$8,049.14 is proportionate set-aside money for children attending a private school who have opted for speech services. This money will assist with partial salary for one therapist. \$763,973.86 will be used to assist with partial salaries for 14 elementary special education teachers and 4 secondary special education teachers.

In narrative format, please provide a detailed description and budget outline of all additional activities, goods and services to be supported with IDEA, Part B, Section 611 grant funds.

\$3,000 will be used to pay 3 teachers to attend Handle With Care Physical Restraint Training (Train the Trainer). \$2,000 will be used for contracted services. \$14,000 will be used for instructional materials and will include new reading textbooks for K-2 students with disabilities.

**Virginia Department of Education  
SPECIAL EDUCATION FEDERAL PROGRAM  
PROPOSED GRANT BUDGET**

**Part B, Section 611, Flow-Through Funds (July 1, 2018-September 30, 2020)**

Complete column C, by allocating PROPOSED grant funds to object code categories 1000 through 8000. A description of the object code categories is available on the VDOE's Web site. See the instruction tab for the Web address. In determining appropriate assignment of items to object codes, applicants are strongly encouraged to consult with the individual(s) within the LEA who have responsibility for completing the Annual School Report – Financial Section.

List all equipment items costing five thousand dollars (\$5,000) or more and also list inventory items costing less than \$5,000 that will be tracked, including I-pads, computers, cameras, etc., to be purchased with grant funds, and provide information on proposed out-of-state/country travel to be supported with grant funds.

(A) EXPENDITURE ACCOUNTS	(B) OBJECT CODE	(C) Budget	(D) CEIS	(E) Proportionate Set-aside	(F) Total Budget
Personal Services	1000	763,973.86	0.00	8,049.14	772,023.00
Employee Benefits	2000		0.00	0.00	0.00
Purchased Services	3000	3,000.00	0.00	0.00	3,000.00
Internal Services	4000		0.00	0.00	0.00
Other Services	5000	2,000.00	0.00	0.00	2,000.00
Materials / Supplies	6000	14,000.00	0.00	0.00	14,000.00
Capital Outlay	8000		0.00	0.00	0.00
<b>TOTAL PROPOSED BUDGET</b>		<b>782,973.86</b>	<b>0.00</b>	<b>8,049.14</b>	<b>791,023.00</b>

**Proposed Equipment:** List items costing \$5,000 or more. Also list inventory items costing less than \$5,000 that will be tracked, including I-pads, computers, cameras, etc.

Interactive TV with I-PAD

**Proposed Out-of State/Country Travel (destination, purpose, estimated cost, number of people):**

Destination: Tennessee for Handle With Care Physical Restraint Training for three teachers in the amount of \$3,000.00

**PROPOSED USE OF PART B, SECTION 619  
EARLY CHILDHOOD SPECIAL EDUCATION  
GRANT FUNDS 2018-2019**

**PART B, SECTION 619 (EARLY CHILDHOOD SPECIAL EDUCATION GRANT)****GRANT PERIOD: JULY 1, 2018 – SEPTEMBER 30, 2020**

In narrative format, please provide a description and budget outline of all personnel (i.e., teachers, instructional assistants, administrators, clerical, support personnel, and others) to be supported in whole or in part with IDEA, Part B, Section 619 grant funds (with proposed budget amounts and FTEs).

\$28,065.00 will be used to assist with the salary for one early childhood special education teacher.

In narrative format, please provide a detailed description and budget outline of all additional activities, goods and services to be supported with IDEA, Part B, Section 619 grant funds.

\$3,000.00 will be used for materials and supplies for 3 preschool classrooms.

**Virginia Department of Education**  
**PART B, SECTION 619 (EARLY CHILDHOOD SPECIAL EDUCATION GRANT) APPLICATION**  
**PROPOSED GRANT BUDGET**

**Part B, Section 619, Preschool Funds (July 1, 2018-September 30, 2020)**

Complete column C, by allocating PROPOSED grant funds to object code categories 1000 through 8000. A description of the object code categories is available on the VDOE's Web site. See the instruction tab for the Web address. In determining appropriate assignment of items to object codes, applicants are strongly encouraged to consult with the individual(s) within the LEA who have responsibility for completing the Annual School Report – Financial Section.

List all equipment items costing five thousand dollars (\$5,000) or more, and also list inventory items costing less than \$5,000 that will be tracked, including I-pads, computers, cameras, etc., to be purchased with grant funds, and provide information on proposed out-of-state/country travel to be supported with grant funds.

(A) EXPENDITURE ACCOUNTS	(B) OBJECT CODE	(C ) Budget	(D) CEIS	(E) Proportionate Set-aside	(F) Total Budget
Personal Services	1000	28,065.00	0.00	0.00	28,065.00
Employee Benefits	2000		0.00	0.00	0.00
Purchased Services	3000		0.00	0.00	0.00
Internal Services	4000		0.00	0.00	0.00
Other Services	5000		0.00	0.00	0.00
Materials / Supplies	6000	3,000.00	0.00	0.00	3,000.00
Capital Outlay	8000		0.00	0.00	0.00
<b>TOTAL PROPOSED BUDGET</b>		<b>31,065.00</b>	<b>0.00</b>	<b>0.00</b>	<b>31,065.00</b>

**Proposed Equipment:** List items costing \$5,000 or more. Also list inventory items costing less than \$5,000 that will be tracked, including I-pads, computers, cameras, etc.

**Proposed Out-of State/Country Travel** (destination, purpose, estimated cost, number of people):



**VSBA**

**Virginia School Boards Association**

Rivanna Ridge Professional Building  
200 Hansen Road, Suite 2  
Charlottesville, VA 22911

**Policy Services**

April 15, 2018

Mr. John I. Ferguson  
Superintendent  
Scott County Public Schools  
340 E. Jackson Street  
Gate City, VA 24251

Dear Mr. Ferguson,

This letter is to advise you that your division's contract with VSBA for Policy Services will expire on May 31, 2018. We trust that the policy services program has met the needs of your school division and you have been pleased with our services.

Please find enclosed a new contract and an invoice in the amount of \$2,500.00. We hope you plan to continue with our services. Please return the signed contract, Continuing Policy Services Agreement Form, Policy Contact Designation Form and payment at your earliest convenience.

Thank you for allowing VSBA to provide you with this service. If you should have any questions, please call.

Yours truly,

Gina G. Patterson  
Executive Director

Elizabeth E. Ewing  
Director, Legal and Policy Services

Enclosures



Virginia School Boards Association

200 Hansen Road, Suite 2  
Charlottesville, VA 22911

# Invoice

Date	Invoice #
4/2/2018	2353

<b>Bill To</b>
Scott County Schools John Ferguson 340 East Jackson Street Gate City, VA 24251

Quantity	Description	Rate	Amount
	One year VSBA Policy Services subscription contract (June 1, 2018 through May 31, 2019) with option to renew at same price through May 31, 2021.	2,500.00	2,500.00
Please remit to: Virginia School Boards Association 200 Hansen Road - Suite 2 Charlottesville, VA 22911		<b>Total</b>	\$2,500.00

Phone #	434-295-8722
Web Site	www.vsba.org

## **Policy Services Agreement**

**This Agreement made this \_\_\_\_ day of \_\_\_\_\_, 2018 by and between the School Board of Scott County (hereinafter "Board") and the Virginia School Boards Association (hereinafter "VSBA").**

**WHEREAS, Va. Code § 22.1-253.13:7 (part of the Standards of Quality) requires the Board to maintain and follow up-to-date policies and further requires that all policies shall be reviewed at least every five years and revised as needed; and**

**WHEREAS, the Board is a member of the VSBA and is desirous of having the VSBA provide it with policy services to enable it to comply with the Standards of Quality; and**

**WHEREAS, the VSBA, in order to promote the economy and efficiency of its members and to assist its members in complying with the Standards of Quality, is desirous of providing policy services to the Board.**

**NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties agree as follows:**

- 1. During the term of this contract, VSBA will provide to the Board, through its website, access to the following**
  - A. a manual containing sample policies**
  - B. update services including, but not limited to, new and revised sample policies based on**
    - statutory law**
    - case law**
    - agency rules and regulations**
    - Attorney General opinions**
  - C. availability of VSBA staff member/attorney to answer questions regarding policies**
- 2. The Board, in accordance with Va. Code § 22.1-71, agrees to contract with the VSBA for policy services.**
- 3. The Board will pay VSBA \$2,500.00 for its services under this Agreement. The VSBA shall provide the Policy Contact designated by the superintendent with a password to the Policy Services section of the VSBA website only after full payment has been received.**

4. The services provided for in this Agreement shall not include any comments, suggestions, or recommendations regarding any other documents or publications including, but not limited to, administrative rules, regulations, procedures, school manuals or handbooks, exhibits or forms.
5. The VSBA sample policies are copyright protected, and intended for the sole and exclusive use of current subscribers to the VSBA policy services. Current subscribers may not share the sample policies with or provide the policies to non-subscribers or their agents or representatives, unless required by law or with the prior approval of the VSBA.
6. VSBA's liability is limited as follows:
  - a. Sample policies that are developed by the VSBA which have not been altered or amended by the policy subscriber are subject to VSBA liability.
  - b. Local revisions, deletions and additions to VSBA sample policies are excluded from VSBA liability.
  - c. The Board agrees, in the event that a sample policy prepared by VSBA is alleged to be not in compliance with relevant laws or regulations, to notify VSBA of such allegation within five (5) working days of such allegation.
7. The VSBA will not review, interpret, or comment on any VSBA sample policy that is altered by the administrative staff, local school board attorney or school board. Such alterations should be referred to the local school board attorney for review and interpretation.
8. The VSBA's liability for damages to the Board for any cause whatsoever shall be limited to the fee for the services to be performed under this Agreement.
9. This Agreement is in full force and effect for a term of one (1) year, effective June 1, 2018, and terminating May 31, 2019. The Board's eligibility for policy services is conditioned on the Board remaining a member of VSBA. The Agreement is renewable for two (2) additional one-year terms at the original contract fee. At the end of the final renewal year, the contract may be renewed at the prevailing fee at the time of renewal. If the Board terminates the contract prior to the expiration of the contract term, there shall be no refund of any payments made.
10. Upon the termination of the Board's participation in policy services, whether prior to the term of the contract or after expiration of the contract, the Board shall return or destroy all policy manuals, updated policies and/or any CDs, and will discontinue use of and destroy any and all copies of the VSBA password. Furthermore, the Board shall subsequently act in accordance with copyright laws.

11. This Agreement constitutes the complete understanding of the parties and supersedes any and all prior understandings and agreements, oral or written, relating hereto. No alteration, modification or amendment of this Agreement shall be valid and binding unless in writing and executed by both parties.

**SCHOOL BOARD OF SCOTT COUNTY**

BY \_\_\_\_\_ Date: \_\_\_\_\_, 2018

Chair

Attest: \_\_\_\_\_

Clerk

**VIRGINIA SCHOOL BOARDS ASSOCIATION**



BY \_\_\_\_\_ Date: April 15, 2018

Gina G. Patterson, Executive Director



**VSBA**

Virginia School Boards Association

Policy Services

Virginia School Boards Association  
200 Hansen Road, Suite 2  
Charlottesville, VA 22911  
(800) 446-8722

## POLICY CONTACT DESIGNATION FORM

School Division: SCOTT

Designated Contact\*: JOHN I. FERGUSON  
(Please print)

Contact Phone Number: 276-386-6118

Contact's E-Mail Address: john.ferguson@scottschools.com

Current Student Enrollment Is: 3,431

\*Superintendent must designate an individual authorized to receive Policy updates and discuss policy matters with VSBA on behalf of the school division.

John I. Ferguson  
Superintendent's Signature

\_\_\_\_\_  
Date

Please return by email to [dorothy@vsba.org](mailto:dorothy@vsba.org).

**Program Self-Assessment Results  
Regional Office Summary Report  
Program Year 2017-2018**

**Program Name:** Scott County Public School Head Start (Early Head Start)

**Self-Assessment Date:** April 17, 2018

**Participants in the Self-Assessment Process:** Staff, Parents, Community Partners, Board Members, & Policy Council Members

**Program Strengths Identified:**

**Team 1: Education, Disabilities, Safe Environments, and Transportation**

1. Bilingual staff members, third adult in each classroom and multiple curricula resources enhancing classroom quality.
2. Partnership with Infant/Toddler Specialist of United Way.
3. Curriculum and assessment is aligned with the Head Start Early Learning Outcomes Framework.
4. Strong system to encourage family literacy implemented across program.
5. Collaborative Early Childhood Fair related to Child Find/Recruitment.
6. Partnerships with EI and community agencies related to disabilities services.
7. Smooth transition process to Head Start through family partnerships and staff collaboration efforts.
8. LEA provides one SLP for all Early Head Start classrooms.
9. All licenses are current, posted, and filed in main office.
10. Early Head Start staff reinforced safety rules regularly throughout the year.
11. Well maintained classrooms and playgrounds.
12. EI therapists provide services within the classrooms.

**Goal Areas for Program Improvement:**

A. All classrooms wear color coded t-shirts on all outings.

Action Step	Time Frame	Team Member
1. Research vendors and obtain quotes for the purchase of color coded t-shirts.	Apr. 18	AA/FO
2. Purchase color coded t-shirts.	Jun. 18	AA/FO

B. Provide staff additional training in dual language and culturally diverse environments to increase awareness.

Action Step	Time Frame	Team Member
1. Provide training during pre-service and staff development meetings.	Aug.-Apr. 18/19	CDSC
2. Utilize community members/resources during in-service meetings and program planning.	Aug.-May 18/19	CDSC & FRS

C. System for peer observation and mentoring implemented across program.

Action Step	Time Frame	Team Member
1. Discuss peer observation needs during performance appraisals.	Jul. 18-Jun. 19	CDSC
2. Design schedule for peer observations for Teachers.	Jul. 18-Jun. 19	CDSC
3. Provide peer observation opportunities for Teachers and Family Resource Specialist.	Jul. 18-Jun. 19	CDSC

D. Enrich coaching opportunities to enhance professional development.

Action Step	Time Frame	Team Member
1. Conduct a Teacher Self-Assessment survey with new staff or as needed.	Aug. 18	CDSC
2. Design coaching schedule based on the needs of individual staff.	Oct. 18	CDSC

E. Expand on-going training on special needs and disabilities to staff and families.

Action Step	Time Frame	Team Member
1. During pre-service, continue to provide overview/information from Early Intervention and SLP.	Aug. 18	CDSC
2. Provide training related to special needs for families with children with disabilities.	Fall 18	CDSC

F. Design an informational handout on the disability referral process.

Action Step	Time Frame	Team Member
1. Create informational pamphlet for families of children referred to EI.	Jul. 18	CDSC
2. Share pamphlet with staff during pre-service and add to Center Forms manual.	Aug. 18	CDSC

G. Provide intentional professional development in language and literacy for infants.

Action Step	Time Frame	Team Member
1. Research professional development opportunities in language and literacy.	Jun. 18	CDSC
2. Provide professional development during pre-service training.	Aug. 18	CDSC

H. Ensure all centers have safe plate outlet covers.

Action Step	Time Frame	Team Member
1. Purchase and install safe plate outlet covers for Weber City site.	Jun. 18	AA/FO
2. Utilize Health and Safety checklist.	Aug.18-Jun.19	Director

I. Provide developmentally appropriate playgrounds for Early Head Start sites.

Action Step	Time Frame	Team Member
1. Research and obtain bids for playground surfacing and equipment.	Oct. 17-May 18	AA/FO
2. Accept bids.	May 18	AA/FO
3. Install playground surfacing and equipment.	Jun. 18	AA/FO

J. Ensure facilities are monitored regularly.

Action Step	Time Frame	Team Member
1. Obtain quotes for security cameras.	Mar. 18-May 18	AA/FO
2. Purchase and install security cameras.	May 18	AA/FO
3. Monitor security cameras.	Ongoing	AA/FO & Director

K. Ensure maximum educational opportunities through field trip experiences.

Action Step	Time Frame	Team Member
1. Explore field trip opportunities	Jul 17	CDSC
2. Purchase bus for field trips.	Dec. 17	AA/FO
3. Educate staff to maximize field trip learning experiences.	Jul. 18-Aug. 18	CDSC

L. Provide additional lighting in classrooms at Weber City site.

Action Step	Time Frame	Team Member
1. Explore options to increase lighting in classrooms.	Jan. 18	AA/FO
2. Purchase and install additional lighting	Mar.18-May 18	AA/FO

### Program Strengths Identified:

#### Team 2: Health, Mental Health, and Nutrition

1. Strong relationships with community partners including WIC, Clinch River Health Services, Lenowisco Health District, and Frontier Health.
2. Health services screening equipment provides more documentation for families and medical professionals.
3. Timely health referrals.
4. Partnered with families to maintain raised gardens at all sites.

5. Timely communication ensuring parents are advised of their child's health status.
6. Teaching staff is MAT, pediatric first aid, and CPR certified. FRS staff are pediatric first aid certified.

### **Goal Areas for Program Improvement:**

#### **A. Improve delivery of services for mental health.**

<b>Action Step</b>	<b>Time Frame</b>	<b>Team Member</b>
1. Meet with Frontier Health Services Coordinator.	May 18	CDSC, FRS, Director
2. Revise mental health contract.	Jun. 18	Director

#### **B. Ensure more timely dental exams for children while utilizing the recommendations from the ACP.**

<b>Action Step</b>	<b>Time Frame</b>	<b>Team Member</b>
1. Meet with community partner to ensure timely delivery of dental services.	Jul. 18	Director
2. Follow schedule of dental services.	Sept. 18	Director
3. Schedule late enrollees for exams as needed.	As necessary	Director

#### **C. Increase parent understanding of Early Head Start health requirements.**

<b>Action Step</b>	<b>Time Frame</b>	<b>Team Member</b>
1. Utilize parent meetings and orientation to educate parents on required health documentation.	Jul. 18 – Ongoing	FRS

#### **D. Provide the opportunity for children and families to gain knowledge in growing and harvesting a vegetable garden.**

<b>Action Step</b>	<b>Time Frame</b>	<b>Team Member</b>
1. Collaborate with families, LEA, Master Gardeners, and community to educate children on best practice in gardening.	Apr.18-Oct.18	Director
2. Extension service to conduct gardening classes for staff.	Mar. 19	FRS
3. Extension service to conduct gardening classes for parents.	Mar. 19	FRS

### **Program Strengths Identified:**

#### **Team 3: Family and Community Engagement and ERSEA**

1. Monthly family engagement events focus on specific school readiness activities.
2. Strong representation of community partners at the bi-annual resource fair.
3. Family Assessment is aligned with PFCE Framework.
4. Effective use of Facebook for recruitment.

5. The Early Head Start strengthens the support to the community.

**Goal Areas for Program Improvement:**

**A. Ensure children attend school on a regular basis.**

<b>Action Step</b>	<b>Time Frame</b>	<b>Team Member</b>
1. Revise and reinforce program's attendance policy with staff and families.	Aug. 18	Director
2. Staff will be trained to implement strategies that promote children's attendance.	Aug. 18	Mgmt. Staff
3. FRS will monitor attendance in ChildPlus and be in regular communication with education staff. FRS will make the appropriate follow-up contact as required. Teachers will give attendance report to each family during conferences.	Weekly	FRS
4. FRS will alert parents to the number of absences during routine family service contacts.	Monthly	FRS
5. Classroom staff will include a listing of children's names with perfect attendance in the program newsletter and the classroom parent board.	Monthly	FRS

**B. Revise parent orientation process.**

<b>Action Step</b>	<b>Time Frame</b>	<b>Team Member</b>
1. Meet with Teachers to develop ideas for parent orientation.	May 18	Mgmt. Staff
2. Make revisions.	Jun. 18	Mgmt. Staff
3. Train Teachers on the revised parent orientation process.	Jul 18	Mgmt. Staff.

**C. Enhance the program's recruitment strategies.**

<b>Action Step</b>	<b>Time Frame</b>	<b>Team Member</b>
1. Develop marketing materials to include parent testimonials.	Jun. 18	FRS
2. Purchase additional recruitment signs.	May 18	AA/FO

**D. Explore possibility of using an automated message system for program updates and events.**

<b>Action Step</b>	<b>Time Frame</b>	<b>Team Member</b>
1. Contact LEA and/or IT for more information.	Jun. 18	AA/FO

E. Revise parenting curriculum content delivery.

Action Step	Time Frame	Team Member
1. Meeting to discuss the parenting curriculum.	Jul. 18	Mgmt. Staff
2. Train FRS on content delivery.	Aug. 18	Mgmt. Staff
3. Devise a schedule for parent training sessions.	Aug. 18	Mgmt. Staff

**Program Strengths Identified:**

**Team 4: Fiscal and Program Design and Management**

1. Our program uses online systems to track services (ChildPlus) and assess children (COR Advantage).
2. Ongoing and effective communication system between staff and families through phone calls, text, home visits, social media, conferences, email, and written mail.
3. Offers families and community information about our program through social media.
4. Access to comprehensive fringe benefits package to attract qualified applicants for employment.
5. System in place for on-going staff development through the provision of a third adult in each classroom.
6. Strong financial transparency.
7. Positive working relationship with LEA Payroll/Invoice Clerk & WIC Registered Dietitian.
8. Positive working relationship with the Scott County Public Schools central office staff.
9. Effective system for reporting program operations and financial status to Board and Policy Council.
10. Effective cost allocation methods.
11. Exceeds the required service duration hours for Early Head Start.
12. Strong working relationship with Smart Beginnings and Virginia Quality.

**Goal Areas for Program Improvement:**

**A. Increase volunteer opportunities**

Action Step	Time Frame	Team Member
1. Create parent/volunteer calendar.	May 18	AA/FO
2. Create a list of community volunteer resources.	May 18	AA/FO
3. Contact community resources and schedule volunteer hours.	Ongoing	AA/FO

**B. Increase infant/toddler workforce.**

Action Step	Time Frame	Team Member
1. Collaborate with local colleges to attain prospective employees.	Ongoing	Director
2. Increase number of substitute teacher trainings during program year.	May 18-Ongoing	CDSC
3. Participate in local job fairs.	Ongoing	Mgmt. Staff

C. Expand staff knowledge and abilities on data entry.

Action Step	Time Frame	Team Member
1. In-service training will be provided to staff regarding ChildPlus and data entry.	Jul. 18	Mgmt. Staff

D. Revise the inventory storage and tracking system.

Action Step	Time Frame	Team Member
1. Review existing inventory tracking system.	Jul. 18	AA/FO
2. Develop purchase/disposition form.	Jul. 18	AA/FO
3. Train staff to understand inventory tracking requirements and how to utilize form.	Jul. 18	AA/FO

E. Revise the program's method of engaging families in carrying out parent committee responsibilities.

Action Step	Time Frame	Team Member
1. Review responsibilities of parent committee via performance standards.	Aug. 18	FRS
2. Create a plan for carrying out parent committee responsibilities.	Aug. 18	FRS
3. Design a tool to ensure effective communication between policy council and parent committee.	Aug. 18	FRS

F. Increase parent representation at policy council meetings.

Action Step	Time Frame	Team Member
1. Provide orientation to parents on the purpose of policy council.	Jul. 18	FRS
2. Maintain set schedule for policy council and remind representatives of meetings.	Oct. 18	FRS

\_\_\_\_\_  
**Head Start Director Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Policy Council Chair Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Board Chair Signature**

\_\_\_\_\_  
**Date**



**SCOTT COUNTY PUBLIC SCHOOL HEAD START  
EARLY HEAD START**

**PROGRAMMATIC LONG RANGE GOALS  
& SHORT TERM OBJECTIVES**

**2018-2023**

**Program Goal 1:** To prepare children to be ready to succeed developmentally, academically, and socially.

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 <i>{Baseline}</i>	Year 2	Year 3	Year 4	Year 5
1. To strengthen the ability of teachers and parents to improve the vocabulary of enrolled children.	<i>{Expected outcome}</i> Children will have age-appropriate receptive and expressive vocabulary.	<i>{progress/outcome}</i>			
2. Promote strategies to increase children's attendance in the center.	Each center will maintain a monthly average attendance of 85%.				
3. Increase quality classroom interactions by participating in the Virginia Quality Initiative (VSQI) classroom ratings.	Centers will be rated by a VSQI rater for level 4 or 5 in Virginia Quality.				
4. Increase quality classroom interactions by training teachers in the Infant/Toddler CLASS.	Caregivers will be knowledgeable in the I/T CLASS tool and the indicators assessed.				
5. Select and provide training in a social/emotional curriculum	Implementation of an evidence based framework of				

**Program Goal 1:** To prepare children to be ready to succeed developmentally, academically, and socially.

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 <i>{Baseline}</i>	Year 2	Year 3	Year 4	Year 5
supplement to guide caregivers in supporting social / emotional competence.	social / emotional skills for infants and toddlers.				
-Activities or Action Steps to Meet Objective Above: 1.					
-Data, Tools, or Methods for Tracking Progress Above:					

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

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1	Year 2	Year 3	Year 4	Year 5
1. Design and implement new strategies / resources appropriate for Early Head Start family engagement events that will maximize parent's participation.	Families will increase attendance in Family Engagement Days/Nights.				
-Activities or Action Steps to Meet Objective Above: 1.					
-Data, Tools, or Methods for Tracking Progress Above:					

**Program Goal 3:** Cultivate and maintain safe, secure, and healthy environments that support children's learning and development.

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1	Year 2	Year 3	Year 4	Year 5
1. Install security cameras at each site.	Increase safety of children and staff.				

**Program Goal 3: Cultivate and maintain safe, secure, and healthy environments that support children's learning and development.**

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1	Year 2	Year 3	Year 4	Year 5
2. Install Safe Plate Outlet Covers in the Weber City EHS centers.	Increase safety of the learning environment.				
3. Purchase t-shirts and assign individual colors to each classroom.	Increase safety on field trips.				
-Activities or Action Steps to Meet Objective Above: 1.					
-Data, Tools, or Methods for Tracking Progress Above:					

**Program Goal 4: Strengthen opportunities for professional development and career growth.**

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1	Year 2	Year 3	Year 4	Year 5
1. Create and follow a schedule of peer observations for caregivers.	Caregivers will have the opportunity to observe in other classrooms/programs to increase knowledge and build on skills.				
2. Assess teachers and support staffs skills, knowledge, strengths, and needs to create a professional development plan.	Individualized professional development plan for each caregiver and EHS support staff.				
-Activities or Action Steps to Meet Objective Above: 1.					
-Data, Tools, or Methods for Tracking Progress Above:					



Scott County Public School  
Early Head Start Program  
FY 2018  
Baseline Grant Application



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## SECTION I. PROGRAM DESIGN & APPROACH TO SERVICE DELIVERY

### SUB-SECTION A: GOALS

#### 1. Program Goals, Measurable Objectives, and Expected Outcomes

- a. List all program goals
- b. List all measurable objectives aligned to each program goal
- c. To demonstrate the agency's approach to measuring progress and outcomes, select a few measurable objective and describe the following:
  - i. Activities or action steps to meet the objective
  - ii. Data, tools, or methods for tracking progress
  - iii. Expected outcomes
  - iv. Expected challenges

**Program Goal 1:** To prepare children to be ready to succeed developmentally, academically, and socially.

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 {Baseline}	Year 2	Year 3	Year 4	Year 5
1. To strengthen the ability of teachers and parents to improve the vocabulary of enrolled children.	{Expected outcome} Children will have age-appropriate receptive and expressive vocabulary.	{progress/outcome}			
2. Promote strategies to increase children's attendance in the center.	Each center will maintain a monthly average attendance of 85%.				
3. Increase quality classroom interactions by participating in the Virginia Quality Initiative (VSQI) classroom ratings.	Centers will be rated by a VSQI rater for level 4 or 5 in Virginia Quality.				
4. Increase quality classroom interactions by training teachers in the Infant/Toddler CLASS.	Caregivers will be knowledgeable in the I/T CLASS tool and the				

**Program Goal 1:** To prepare children to be ready to succeed developmentally, academically, and socially.

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 {Baseline}	Year 2	Year 3	Year 4	Year 5
	indicators assessed.				
5. Select and provide training in a social/emotional curriculum supplement to guide caregivers in supporting social / emotional competence.	Implementation of an evidence based framework of social / emotional skills for infants and toddlers.				
-Activities or Action Steps to Meet Objective Above: 1.					
-Data, Tools, or Methods for Tracking Progress Above:					

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

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1	Year 2	Year 3	Year 4	Year 5
1. Design and implement new strategies / resources appropriate for Early Head Start family engagement events that will maximize parent's participation.	Families will increase attendance in Family Engagement Days/Nights.				
-Activities or Action Steps to Meet Objective Above: 1.					
-Data, Tools, or Methods for Tracking Progress Above:					

**Program Goal 3: Cultivate and maintain safe, secure, and healthy environments that support children's learning and development.**

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1	Year 2	Year 3	Year 4	Year 5
1. Install security cameras at each site.	Increase safety of children and staff.				
2. Install Safe Plate Outlet Covers in the Weber City EHS centers.	Increase safety of the learning environment.				
3. Purchase t-shirts and assign individual colors to each classroom.	Increase safety on field trips.				
-Activities or Action Steps to Meet Objective Above: 1.					
-Data, Tools, or Methods for Tracking Progress Above:					

**Program Goal 4: Strengthen opportunities for professional development and career growth.**

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1	Year 2	Year 3	Year 4	Year 5
1. Create and follow a schedule of peer observations for caregivers.	Caregivers will have the opportunity to observe in other classrooms/programs to increase knowledge and build on skills.				
2. Assess teachers and support staffs skills, knowledge, strengths, and needs to create a professional development plan.	Individualized professional development plan for each caregiver and EHS support staff.				
-Activities or Action Steps to Meet Objective Above: 1.					
-Data, Tools, or Methods for Tracking Progress Above:					

<b>Program Goal 4: Strengthen opportunities for professional development and career growth.</b>					
<b>Objective(s)</b>	<b>Progress, Outcomes, and Challenges</b>				
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>

## ***2. Program School Readiness Align with HSELOF***

The Child Development Services Committee did a crosswalk to ensure the potential school readiness goals aligned with the Head Start Early Learning Outcomes Framework and the COR Advantage. The Head Start education staff shared expectation for each goal. Annually, during the initial home visit, each parent contributes their goals for their child. Scott County Public School Head Start (SCPSHS) created and implemented a plan of action for achieving the established school readiness goals.

## ***3. Discuss how your program involved governing body, policy council, and parents in developing the program goals.***

The SCPSHS Program Goals were developed through collaborative efforts and meetings between staff, parents, policy council, and school board. Planning sessions were conducted to analyze data and draft goals. During a policy council work session, drafts of the goals were reviewed and discussed. SCPSHS program goals were presented to the Policy Council and School Board for approval.

## **SUB-SECTION B: SERVICE DELIVERY**

### ***1. Service and Recruitment Area (1302.11(a), 1302.13)***

#### ***a. Identify the service and recruitment area for proposed program operations.***

SCPSHS proposes to serve Early Head Start children in Scott County, Virginia. Scott County is a rural county located on the southern edge of the Southwest Virginia coalfields in rural southwestern Appalachia. It contains 536 square miles of land area and is bordered by Lee, Wise, and Russell counties. The county is served by a road system consisting of 116.76 miles of

primary roads and 690.16 miles of secondary roads. A succession of hills, high ridges, and narrow limestone valleys characterize most of the county. Elevations range from 1,200 ft. to 4,000 ft. The Jefferson National Forest comprises a large portion of the county, and this largely unpopulated area is sparsely populated farming districts, leaving 80% of the population concentrated in the extreme areas of the county.

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

***b. Provide evidence to demonstrate that the proposed area is the area of greatest need***

The Scott County Public School Head Start (SCPSHSP) completed a Community Assessment. The following description of this service area contains information gathered from this Community Assessment. SCPSHS utilized ChildPlus to generate data that revealed that 20 currently income eligible enrolled families with either an expectant mother or a sibling of Early Head Start age was in need of additional services.

Partnering with Scott County Health Department and the Scott County Department of Social Services, we found that many of our current client base is in need of additional assistance. That assistance not only addresses the child growth and development needs of their children, but will also meet their demand and need for child care to keep them employed and/or in school and mitigate the region-wide high poverty level. The Scott County Health Department, using WIC guidelines, determined a target demand for services based on current WIC enrollment numbers. These numbers include more than 62 expectant mothers; more than 100 clients with children in the 0-12 month stage; and 195 children age two to five, for a total estimated number of eligible

EHS/HS children at 357. Scott County DSS data shows that 92 families are receiving TANF. Of the 92 families, 46 are Head Start families. Thirty families (64 children/ with 10 within the 0-3 range) participated in the Virginia Initiative for Employment Not Welfare (VIEW) program. Sixteen children from birth to 4 years are in Foster Care. From September 2017- April 2018, SCPSHS has served 6 infants and toddlers from the Scott County Foster Care program. Infant Toddler Connection currently serves 18 children in Scott County. An additional 3 referrals have been made to this agency. SCPSHS currently serves 3 children with a documented IFSPs and 2 children with suspected disabilities. As evidence above, SCPSHS recruitment efforts include actively locating and recruiting children with disabilities, those that are homeless, and those in foster care.

***c. Identify the number of children proposed to be served through partnership slots.***

SCPSHS has no child care partners proposed at this time.

***2. Needs of Children and Families (1302.11(b), Special Instruction on Community Assessment)***

***a. Community assessment summary data – estimated number of eligible children under five years of age and pregnant women by geographic location, race, ethnicity, and spoken language, including children experiencing homelessness, in foster care, dual language learners, and with disabilities.***

Of the 21,930 county residents in Scott County, 899 are under 5 years of age (US Census). Of these, 225 or 25% are below the federal poverty level (Source: KIDS COUNT Census Data Online). Of the county residents, 97.8 percent are white with 0.8 percent being black/ African American and 0.8 percent being two or more races (US Census). The US Census American Community Survey 5-year estimate reports there are 4,421 females 16 years and over in the Scott County labor force with 1,334 having children under 6 years of age. For many families with young children, formal child care in centers or licensed family child care homes is unaffordable. As a result, most childcare services, other than Head Start, is provided through

unlicensed care with family members. While child care is needed for employment needs, many parents responded in a recent program survey their children would only be left with unlicensed care through relatives or friends. Program recruitment efforts clearly show the effect the SCPSHSP has on working parents evidenced by enrollment/waitlist numbers.

***b. Community assessment summary data – education, health, nutrition, social service, child care, parent schedules, and other service needs of the proposed children, families, and pregnant women***

Education is a critical need in Scott County. Scott County has 79.3 percent of residents, age 25+ being a High School graduate or higher compared to Virginia at 86.9 percent and the US at 85.7 percent (US Census). The percent of persons age 25+ in Scott County with a Bachelor's degree or higher stands at 12.6 percent with VA being at 34.7 percent and the US at 28.5 percent.

The SCPSS is the primary educational resource for citizens of the county. It is a fully accredited K-12 system, offering a full academic curriculum with special programs for vocational education, the gifted and those physically and mentally challenged. The SCPSS participates in the Regional Adult Education program. The SCPSHSP works in partnership with the SCPSS to meet the educational needs of the families served.

Presently, there are no higher education institutions located in Scott County. The area is served by a two-year community college, Mountain Empire Community College, in neighboring Wise County along with a four-year college, the University of Virginia's College at Wise.

Access to healthcare in Scott County is limited by both geographic and economic barriers. The county does not have a hospital, and the nearest medical facilities are located in Kingsport, Tennessee approximately 9 miles away from Gate City. Wellmont Bristol Medical Center is located 28 miles south of the county. Five clinics in the county provide basic

immunization services, pre-natal care, and some pediatric care. Distance to health care providers is compounded by 14.0 percent of the population lacking health insurance (US Census).

According to the University of Wise's Healthy Appalachia Initiative, the shortages of health care providers is particularly acute in specialty care. For every 10,000 people there are only 4.8 physicians, in contrast to the state average of 27. Only three dentists practice in the county, an average of 1 per 4,430 people. The number of nurses is slightly higher than the national average, at 90 per 10,000 people. Although substance abuse rates are high in the county, substance abuse and mental health resources are scarce. In addition, no pediatricians are located in the county. The relative poverty and poor health status of the population indicate the need for improved access to primary and specialty care.

Three (3) dentists practice in Scott County yet only one accepts Medicaid patients. SCPSHSP has developed a partnership with the dentist that accepts Medicaid to provide dental screenings for enrolled children.

According to the 2015 Virginia Health Statistics, the teen pregnancy rate for babies born in Scott County is 13 with the VA rate being 6,223. Babies born to Scott County residents are 40% more likely to be low birth weight than babies born to the remaining residents of Virginia.

In Planning District One, Scott County had the least low birth babies in 2015. Scott County reported 14 low weight birth babies. Wise County had 31 low weight birth babies and Lee County reported 34 with low birth weight. Women in Scott County are 72% less likely to start prenatal care during the first trimester. The VA per 100 rate for woman starting prenatal care in the first 13 weeks is 83% with the Scott County rate being 12.4%.

A major socioeconomic issue is the abuse of prescription drugs by Scott County residents. The rural population of Southwest Virginia is impacted at higher rates than VA. Current information from the Scott County Sheriff's Office (SCSO) indicates approximately 30% of drug cases have children involved. The SCSO documents that 80% of the incarcerations were due or related to drug abuse. The SCSO reports that 80% of the drug abuse is prescription pain pills. The next most abused is marijuana, followed by cocaine.

Scott County shows some difficult challenges when compared to the averages across the Commonwealth of Virginia. As can be seen on the Community Commons and Country Health Rankings and Roadmaps websites:

- Unemployment rate of 5.4% compared to the state average of 4.2%
- Percent of housing units without plumbing is 1.88% compared to Virginia's rate of 0.35%
- 57.04% of children receive reduced lunches compared to Virginia's rate of 39.17%
- 19.3% of households are in poverty compared to the state average of 11.1%
- Drug overdose deaths 12 per 100,000

For many families with young children, formal child care in centers or licensed family child care homes is unaffordable. As a result, most childcare services, other than Head Start, is provided through unlicensed care with family members. While child care is needed for employment needs, many parents responded in a recent program survey their children would only be left with unlicensed care through relatives or friends. Program recruitment efforts clearly show the effect the SCPSHSP has on working parents evidenced by enrollment/waitlist numbers.

- c. *Community assessment summary data – availability of other child development, child care centers, and family child care programs that serve eligible children, including home visiting, publicly-funded state and local preschools, and the approximate number of eligible children served.*

#### **Availability of other Child Care that Serve Eligible Children**

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

#### **3. *Proposed Program Option(s) and Funded Enrollment Slots (1302 Subpart B, HSPPS Compliance Table)***

- a. *Specify the proposed program option and describe how your program will ensure compliance with 1302 Subpart B requirements and other applicable requirements.*

Based on the community needs assessment, SCPSHS proposes a center-based option to meet the needs of children and families. SCPSHS will meet the requirements for full-day, full-year services by providing 8 hours per day, 5 days per week for 222 days for a total of 1,776 hours per year.

- b. *Locally-designed program option variation (LDO) waiver under 1302.24(c).*

SCPSHS is not requesting a waiver.

- c. *Discuss how the program option will meet the needs of children and families in the communities served.*

In response to the socioeconomic status of the children and families of Scott County, and the lack of child care programs in this area, the need and demand of the community is

overwhelming. Additional child care for infants and toddlers is critical. The center-based option will serve twenty four infants and give families an opportunity to quality childcare and respond to the child care needs of low-income working families in Scott County.

***d. Funded enrollment changes.***

SCPSHS does not propose to change or convert the number of funded enrollment slots.

***4. Centers and Facilities***

SCPSHS does not propose any changes to the service locations or any minor renovations/repairs. SCPSHS does not have facilities activities subject to 1303 Subpart E.

***5. Eligibility, Recruitment, Selection, Enrollment, and Attendance (1302.13, 1302.14, 1320.15, 1302.16)***

***a. Describe the recruitment process to ensure services will be provided to those in greatest need of program services.***

- i. Describe specific efforts and expected challenges to actively locate, recruit, and enroll vulnerable children, including children with disabilities, children experiencing homelessness, and children in foster care.***

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

In an effort to locate age and income eligible infant and toddlers in the service area, a recruitment flyer will be placed in the program's newsletter bi-monthly. A list of siblings will be generated from currently enrolled children which are age eligible for the Early Head Start program. SCPSHS will advertise in the local paper, cable TV, program website, social media, and radio will information stating the program accepts and provides services to infants and toddlers, including those with disabilities. Recruitment signs will be placed throughout the county and flyers distributed to the LEA and businesses.

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

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

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

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

***b. Describe the program's strategy to promote regular attendance including special efforts for chronically absent children and other vulnerable children.***

Attendance is important to everyone at Head Start – Administrative Staff, Food Services, Health Services, Family Services, Teachers, parents, and most of all, the children. Regular attendance is a major indicator of children's future success at school.

Our goal is to provide support so that each child may participate in the program on a consistent basis. We want to maximize the number of days each child attends school. SCPSHS engages parents in their child's ongoing success by encouraging good attendance. The first step in reducing absences is to help families understand the benefits of the program. These benefits are explained at the time of intake of the application and during orientation.

While taking the performance standards as our guideline for attendance follow-up, staff will often make contact with parents sooner than this procedures requires. SCPSHS will provide additional support and information to families that are having attendance problems. If the parent does not notify the center and the child has two consecutive unexplained absences, or three to five unexplained absences in two weeks, staff will initiate family support procedures and conduct a home visit or other direct contact, and if necessary, assist the family in working toward regular attendance.

For each absence, a parent note or excuse note is required on the first day the child returns to class stating the reason for the absence. Acceptable excused absences are illness (if over three days, the program may require a note from a doctor), court appearance, death in the family, religious holidays, physical or follow-up care, or extenuating circumstances to be determined by program staff and administration on a case by case basis.

If an extended absence is because of the child's documented medical condition or certain extenuating circumstances, a special home bound agreement can be developed which may include provision of educational and family support.

If a child ceases to attend, the program will make appropriate efforts to reengage the family to resume attendance. If the child's attendance does not resume, then the program must consider that slot vacant.

**6. Education and Child Development (1320 Subpart C)**

**a. Center-based or family child care program option.**

- i. *Identify the curriculum(a) your program will use including, if applicable, curricular enhancements and/or significant adaptations.*
- ii. *Describe how each identified curriculum is appropriate for ages and background of children served, research-based, and has an organized developmental scope and sequence.*
- iii. *Include evidence that each curriculum is aligned with the Head Start Early Learning Outcomes Framework: Ages Birth to Five.*
- iv. *Describe how your program will support staff to implement the curriculum.*

SCPSHS will utilize the research based and child focused High/Scope Infant-Toddler curriculum. Kindermusik will be implemented as a curricular enhancement.

The High/Scope Infant-Toddler curriculum is a comprehensive model that addresses all areas of development through six content areas and 42 key developmental indicators (KDIs) – the skills and behaviors at each stage of development that pave the way for school and adult success. Each KDI is connected to and reinforced by scaffolding strategies to support and gently extend children's learning. The High/Scope Infant-Toddler curriculum is research based and child focused. It uses a designed process of learning through discovery, called active participatory learning. During learning, caregivers encourage infants and toddlers to discover the world around them by exploring and playing. Learning and development are anchored by long-term, trusting relationships with caregivers, who are close at hand to support children as they plan.

Kindermusik is a research-driven curricula that provides a unique and effective way to reach children of all backgrounds, developmental levels, and learning styles. It offers five developmentally appropriate levels for newborns through seven year olds, with each activity providing the groundwork for language, literacy, math, and social-emotional skills. The fun and joy inherent in music-making encourages positive teacher-child interactions, and creates an engaging classroom routine. It also strengthens family connections providing resources for school-to-home connections in multiple languages.

High/Scope Infant-Toddler curriculum addresses all areas of infant-toddler development. Six main curriculum content areas align with the Head Start Early Learning Outcomes Framework. The curriculum is informed by research as being reasonably achievable, age appropriate, and aligned with Kindergarten expectations. It covers the domains of early learning and skills children need to succeed in school. The High/Scope approach is relevant for children from diverse, linguistic, economic, and cultural backgrounds and for children with disabilities. It has a reasonable number of domains, sub-domains, and key developmental indicators that trained teachers can easily implement.

The curriculum enhancement utilized by SCPSHS, Kindermusik, aligns with standards set forth by the Head Start Early Learning Outcomes Framework, the Infant/Toddler Environmental Rating Scale (ITERS), the Early Childhood Environmental Rating Scale (ECERS), and the Classroom Assessment Scoring System (CLASS).

Education staff of SCPSHS will receive yearly curriculum training in High Scope from a High Scope consultant. Before implementing, Kindermusik, education staff was provided training from a Kindermusik consultant. Both curricula provide online assistance and videos with curriculum implementation.

SCPSHS will implement a systematic, ongoing process to provide supervision to the staff. Adult-interaction tools (CLASS for Infants and Toddlers) and Program Quality Assessment (PQA for Infants and Toddlers) will be used to monitor and support staff. Staff will be given immediate feedback that highlights strengths and builds on areas needing improvements. Areas of improvement needed in curriculum implementation may result in coaching or other professional development throughout the year for staff. Ongoing monitoring also ensures that staff partner with families in supporting the child's development through: school readiness and family partnership goal setting, individualized plans, home visits, parent teacher conferences, and health services.

***c. Identify the developmental screenings and assessments your program plans to use and why, including how the program addresses screening and assessment for children who are dual language learners.***

SCPSHS staff will utilize the Ages and Stages Questionnaires (ASQ), built on nearly 40 years of research and experience, to assist in ensuring effective screening results. ASQ provides valid, accurate, and reliable developmental and social-emotional screening for children between birth and age 6. Drawing on parents' expert knowledge, ASQ has been specifically designed to pinpoint developmental progress and catch delays in young children and pave the way for meaningful next steps in learning, intervention, or monitoring.

To meet school readiness goals, assessing children's outcomes and gathering and analyzing data for improving quality, SCPSHS will utilize the COR Advantage child assessment system. COR Advantage is a birth-to-kindergarten assessment that assists teachers in supporting children at every developmental level – including children who are English language learners and those with special needs. This assessment tool is used to track each child's progress utilizing a developmental checklist of indicators which are also aligned with the domains of the Head Start

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

ASQ and COR Advantage are inclusive screenings for all preschool children, including dual language learners. Spanish versions are available for ASQ and COR Advantage. When serving children who are dual language learners, SCPSHS will use qualified bilingual staff, a LEA consultant, interpreter, or an outreach worker with Migrant Health Network to conduct screenings and assessments. SCPSHS will ensure those conducting the screening or assessment know and understand the child's language and culture and have sufficient skill level in the child's home language to accurately administer the screening or assessment and to record and understand the child's responses, interactions, and communications.

***d. Describe opportunities offered to parents and family members to be engaged in their child's education such as participation in screenings and assessment, and providing feedback on the selected curriculum and instructional materials.***

Drawing on parents' expert knowledge, ASQ has been specifically designed to pinpoint developmental progress and catch delays in young children and pave the way for meaningful next steps in learning, intervention, or monitoring. Parents answer simple questions on their child's observable behaviors. The activities are easy for parents to try with their child and respond to. Families are engaged in the COR Advantage assessment through its online family network, family reports, and its educational resources for families. Parents are given opportunities to share observations that may relate to COR with their classroom teacher

throughout the assessment cycle. COR Advantage training is provided to parents of the program at the beginning of the school year during a program wide workshop.

Parents are engaged in the selection/implementation of the curriculum and resources via participation in the classroom where they assist teachers in planning and implementing activities or sharing resources. Parents and family members are also given opportunities to provide feedback on the selected curriculum and instructional materials during parent teacher conferences, parent meetings, and yearly self-assessment meetings.

**7. Health (1302 Subpart D)**

- a. Describe how your program will, in partnership with parents, meet the oral health, nutritional, and mental health and social and emotional well-being, and health status and care needs of children that are developmentally, culturally, and linguistically appropriate and support each child's growth and school readiness.**
  - i. Include how your program will ensure up-to-date child health status, ongoing care, and timely follow-up care.**
  - ii. For mental health and social and emotional well-being, describe how a program will provide mental health consultation services in partnership with staff and families.**

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

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

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

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

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

In order to assess and meet individual needs, staff will determine if the child has an ongoing access to health services and obtain documentation of an age appropriate health assessment upon enrollment or within 30 days of child's first day of attendance. As part of the enrollment process, parents are asked to identify the child's health care provider(s) and to give written consent to enable the Head Start program to establish communication with the providers. Once the program receives record of a child's physical, it is stamped with the date received. If a family does not have a medical/dental provider, staff will support families in obtaining a preschool physical for

their child within 30 days of entering the enrollment and establishing a medical and dental home for the child within 90 days of entering the program. For children who are not up to date on an age-appropriate schedule of well child care, the program will work to assist parents in making the necessary arrangements to bring the child up to date. For children who are up-to-date on an age-appropriate schedule of well child care, the program works to assist parents to make sure the child continues with the current well child care.

A child's (birth to 5 years) mental health is a growing ability to experience, regulate, and express emotions. They learn to develop close, secure relationships with peers and caring adults. Children begin to explore and learn from their surroundings, pay attention, and follow directions. The SCPSHS program contracts with Frontier Health, Inc., a provider of behavioral health services, to serve the program an average of 20 hours per month to ensure children, families, and staff have access to prevention and intervention services. With parent/guardian permission, individual child observations are conducted by a mental health professional when there are concerns. In addition, this contracted service will assist program staff and parents in writing and implementing intervention plans, facilitate the program's mental health education services and serve as a resource to parents and staff about mental health issues.

**8. Family and Community Engagement (1302 Subpart E)**

**a. Describe key program strategies for building trusting and respectful relationships with families and for providing program environments and services that are welcoming and culturally and linguistically responsive to families, including those specific to fathers.**

All SCPSHS staff members play a role in building trusting and respectful relationships with families. SCPSHS staff begin to establish trusting and respectful relationships with families during the enrollment process. This process offers many opportunities to talk with families and learn about their strengths, hopes, and challenges and what they want from the program.

SCPSHS conducts home visits and parent teacher conferences. This is an opportunity to building closer connections to the families. The first home visit is critical to building a positive relationship with each family.

SCPSHS creates links between school and home. Strengthening the family's ability to support their child's development and learning is a priority.

SCPSHS ensures effective two-way communication in our efforts to communicate with the families. The goal of fostering two-way communication between staff and families may require training to help staff understand the most effective way to communication in a respectful, honest, and timely manner.

SCPSHS engage families by welcoming them and providing family engagement events that better fit families' work schedules.

SCPSHS works closely with the families on referral services to appropriate agencies for identified needs. Based on the goals for each family through the family assessment process, staff work on a strength-based model, encouraging families to build on their own strengths.

SCPSHS families have an open invitation to visit and work in the centers any time. During orientation, families are given a parent handbook that details center schedules and operational hours with special sections featuring parent engagement and volunteer activities.

SCPSHS is committed to ensuring that all staff supports and respects gender, culture, language, ethnicity and family composition. SCPSHS classrooms foster healthy, safe, and supportive learning environments that embrace diversity. SCPSHSP have a set of values and principles that recognize diversity.

15. Approval/Discussion of Clerk of Scott County School Board
16. Board Member Comments
17. Adjourn

**Next Regular Meeting:** **Scott County School Board Office** – 6:30 p.m., Tuesday, June 5, 2018

**DRAFT**  
**SCOTT COUNTY SCHOOL BOARD**  
**MINUTES OF REGULAR MEETING TUESDAY, APRIL 10, 2018**

The Scott County School Board met for a regular meeting on Tuesday, April 10, 2018, at the Scott County School Board Office in Gate City, Virginia, with the following members present:

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

**ABSENT:** None

**OTHERS PRESENT:** John Ferguson, Superintendent; Jason Smith, Assistant Superintendent; K.C. Linkous, Clerk Of The Board/Human Resource Manager; Beverly Stidham, Deputy Clerk/Purchasing Agent; Will Sturgill, School Board Attorney; Robert Sallee, Supervisor of Building Services; Rhonda Kilgore, Virginia Professional Educators Representative; Lisa Bevins, Teacher/VEA Representative; David Hartley, Heritage TV; Ramona Russell, Paraprofessional; Ralph Quesinberry, Principal Scott County Career & Technical Center.

**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. Templeton led in citing the *Pledge of Allegiance*.

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

**APPROVAL OF MARCH 6, 2018 REGULAR MEETING MINUTES:** On a motion by Mr. Templeton, seconded by Mr. McConnell, all members voting aye, the Board approved the Tuesday, March 6, 2018 Regular Meeting Minutes as submitted.

**APPROVAL OF MARCH 15, 2018 SPECIAL MEETING MINUTES:** On a motion by Mr. Horton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the Thursday, March 15, 2018 Special Meeting Minutes as submitted.

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

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

**PUBLIC COMMENT:** None

**RECOGNITION:** Superintendent Ferguson wanted to congratulate the Head Start Program for being awarded the \$108,750 Early Head Start Supplemental Funding Application.

**DISCUSSION/APPROVAL OF HIGH SCHOOL GRADUATION DATES FOR 2018/SCHOOL CALENDAR UPDATE:** Superintendent Ferguson presented the recommendation of the high school principals of the following dates for Graduation:

Twin Springs High School	Tuesday, May 29 – 7:00 p.m.
Gate City High School	Wednesday, May 30 – 7:00 p.m.
Rye Cove High School	Thursday, May 31 – 7:00 p.m.

On a motion by Mr. Templeton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the high school graduation dates for 2018.

**UPDATE TO 2017-2018 SCHOOL CALENDAR:** Superintendent Ferguson explained that thirteen days have been missed to date due to inclement weather and as of now the last day of school is June 12, 2018. We have made up three of the 1<sup>st</sup> five days with the shortened Spring break and if we follow policy ICID and implement the two for one for the remaining days, the last day of school will be June 6.

On a motion by Mr. Templeton, seconded by Ms. Gillenwater, all members, voting aye, the Board approved June 6, 2018 as the last day for students and teachers with students being dismissed at 1:00 p.m.

**APPROVAL OF 2018-2019 CTE LOCAL PLAN & BUDGET APPLICATION – PERKINS**

**FUNDS:** On a motion by Mr. Templeton, seconded by Mr. Horton, all members voting aye, the Board approved the 2018-2019 Career & Technical Local Plan & Budget Application of Perks Funds. (Appendix E).

**APPROVAL OF CTE CLASS: CYBERSECURITY FUNDAMENTALS:** Superintendent Ferguson explained that this course focuses on the technological environment with an emphasis on securing personal, organizational and national information. Students will be introduced to the principals of cybersecurity, explore emerging technologies, examine threats and protective measures and investigate the diverse career opportunities in the field of cybersecurity.

On a motion by Mr. McConnell, seconded by Mr. Templeton, all members voting aye, the Board approved adding the career & technology class of Cybersecurity Fundamentals for the 2018-2019 school year.

**APPROVAL OF HEAD START FINANCIAL BREAKDOWN FOR FEBRUARY, 2018:** On a motion by Mr. Saltee, seconded by Mr. Horton, all members voting aye, the Board approved the following Head Start financial breakdown for February, 2018:

Revenue	\$115,786.83
Expenses	\$107,166.61
InKind	\$ 38,423.74
Administrative Cost	\$ 16,819.85

**APPROVAL OF EARLY HEAD START FINANCIAL BREAKDOWN FOR FEBRUARY, 2018:** On a motion by Mr. Horton, seconded by Mr. Saltee, all members voting aye, the Board approved the following Early Head Start financial breakdown for February, 2018:

Revenue	\$ 29,901.09
Expenses	\$ 28,307.00
InKind	\$ 11,443.04
Administrative Cost	\$ 6,988.44

**APPROVAL OF HEAD START & EARLY HEAD START ELIGIBILITY PRIORITIES AND RECRUITMENT PLAN:** On a motion by Mr. Templeton, seconded by Mr. McConnell, all members voting aye, the Board approved the Head Start and Early Head Start Eligibility and Enrollment Priorities. (Appendix F)

**APPROVAL OF BIMBO BAKERIES EXTENSION OF CURRENT CONTRACT TERMS:** On a motion by Mr. Saltee, seconded by Mr. Horton, all members voting aye, the Board approved the extension of the current contract terms from Bimbo Bakeries, USA as follows:

<u>UPN</u>	<u>Product</u>	<u>2017-18 Cost</u>	<u>2018-19 Cost</u>
3239	R & I Whole Grain White Bread	\$ 1.59	\$1.59
4259	R & I Whole Grain White Deli/Sub	\$ 1.79	\$1.79
3447	R & I Whole Grain White Hamburger	\$ 1.69	\$1.69
4266	R & I Whole Grain White Hot Dog	\$ 2.24	\$2.24

**CLOSED MEETING:** Mr. Templeton made a motion to enter into closed meeting at 6:45 p.m. to discuss head start personnel, teachers, teaching assistants, coaches, principals, bus drivers, maintenance staff, cafeteria staff and central office staff as provided in Section 2.2-3711 A (1) of the Code of Virginia, as amended; motion was seconded by Mr. McConnell, all members voting aye.

**RETURN FROM CLOSED MEETING:** All members returned from closed meeting at 9:21 p.m. and on a motion by Mr. Templeton, seconded by Mr. McConnell, the Board returned to regular session and Mr. Templeton cited the following certification of the closed meeting:

**CERTIFICATION OF CLOSED MEETING**

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

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

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

**ROLL CALL VOTE**

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

*Nays: None*

*ABSENT DURING VOTE: None*

*ABSENT DURING MEETING: None*

**APPROVAL OF OVERNIGHT FIELD TRIPS:** On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Horton, seconded by Mr. Sallee, all members voting aye, the Board approved the field trip request of Scott County Career & Tech Center's Cosmetology Class to attend the Virginia State Board of Cosmetology Exam in Roanoke, Virginia, May 28-29, 2018. (5 students, 1 sponsor)

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. McConnell, seconded by Ms. Gillenwater, all members voting aye the Board approved the field trip request of Twin Springs High School Band to Carowinds Music Festival in Charlotte, North Carolina, May 4 – 5, 2018 (31 students, 1 sponsor, 10 chaperones)

**APPROVAL OF SUBSTITUTE SUPPORT TEACHERS:** On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Horton, seconded by Mr. Templeton, all members voting aye with Mr. Sallee abstaining, the Board approved Robin Bellamy and Amber Sallee as substitute teachers.

**RESIGNATIONS:** On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Horton, seconded by Mr. Sallee, all members voting aye, the Board approved the resignation of Ms. Ashley Britt, Head Start Teacher, effective March 9, 2018.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Templeton, seconded by Mr. Horton, all members voting aye, the Board approved the resignation of Ms. Pam Pruitt, Head Start Teacher, effective March 29, 2018

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Sallee, seconded by Ms. Gillenwater, all members voting aye, the Board approved the resignation of Ms. Lindsey Smith, cheerleading coach, Gate City High School, effective March 29, 2018.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Horton, seconded by Mr. Sallee, all members voting aye, the Board approved the resignation of Ms. Ruth Potts, paraprofessional, effective April 15, 2018.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Ms. Gillenwater, seconded by Mr. Sallee, all members voting aye, the Board approved the resignation of Ms. Holly Sykes, Early Head Start Teacher, effective April 13, 2018.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Templeton, seconded by Mr. Horton, all members voting aye, the Board approved the resignation of Mr. Randy Bledsoe, bus driver, effective March 29, 2018.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Sallee, seconded by Mr. Horton, all members voting aye, the Board approved the resignation of Ms. Jessica Howell, school nutrition worker, Weber City Elementary, effective April 10, 2018.

**EMPLOYMENT:** On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Sallee, seconded by Mr. McConnell, all members voting aye, the Board approved the employment of Mr. Fred Selfe, non-stipend track coach, Gate City High School, effective March 26, 2018.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. McConnell, seconded by Mr. Horton, all members voting aye, the Board approved the employment of Mr. Jeremy Houseright, assistant football coach, Rye Cove High School, effective April 10, 2018.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. McConnell, seconded by Mr. Templeton, all members voting aye with Mr. Horton abstaining, the Board approved the employment of Mr. Jacob Horton, assistant football coach, Rye Cove High School, effective April 10, 2018.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Horton, seconded by Mr. McConnell, all members voting aye, the Board approved the employment of Mr. Steve Lane, assistant football coach, Rye Cove High School, effective April 10, 2018. (1/3 supplement)

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Ms. Gillenwater, seconded by Mr. Horton, all members voting aye, the Board approved the employment of Mr. Travis Bowen, assistant football coach, Rye Cove High School, effective April 10, 2018. (1/3 supplement)

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Horton, seconded by Mr. Sallee, all members voting aye, the Board approved the employment of Mr. James Lamb, assistant football coach, Rye Cove High School, effective April 10, 2018. (1/3 supplement)

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Sallee, seconded by Mr. Horton, all members voting aye, the Board approved the employment of Mr. Steve Shockley, assistant football coach, Gate City High School, effective April 10, 2018.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. McConnell, seconded by Ms. Gillenwater, all members voting aye, the Board approved the employment of Mr. Mark Thompson, assistant football coach, Gate City High School, effective April 10, 2018 (1/2 supplement)

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Horton, seconded by Mr. Sallee, all members voting aye, the Board approved the employment of Mr. Josh Christian, assistant football coach, Gate City High School, effective April 10, 2018.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Horton, seconded by Mr. Sallee, with board members voting Aye: Mr. Quillen, Mr. Horton, Mr. Sallee and Mr. McConnell; voting Nay: Mr. Templeton, Ms. Gillenwater, the Board approved the employment of Mr. Tim Burke, assistant football coach, Gate City High School, effective April 10, 2018.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Sallee, seconded by Mr. Horton, all members voting aye, the Board approved the employment of Mr. Brian Gibson, assistant football coach, Gate City High School, effective April 10, 2018.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Templeton, seconded by Mr. Sallee, all members voting aye, the Board approved the employment of Mr. Justin Smith, manager-football, Gate City High School, effective April 10, 2018.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Sallee, seconded by Mr. Horton, all members voting aye, the Board approved the employment of Mr. Chase Smith, manager-football, Gate City High School, effective April 10, 2018.

**RETIREMENTS:** On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Horton, seconded by Mr. Sallee, all members voting aye, the Board approved the retirement of Ms. Linda Strutner, teacher, Gate City Middle School, effective July 1, 2018.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Templeton, seconded by Mr. Sallee, all members voting aye, the Board approved the retirement of Ms. Joanna Spicer, teacher, Shoemaker Elementary, effective July 1, 2018.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Horton, seconded by Mr. Sallee, all members voting aye, the Board approved the retirement of Ms. Tamara Berry, school nutrition worker, Rye Cove High School, effective at the end of the 2017-2018 school year.

**APPROVAL OF NON-RENEWAL OF CONTRACTS FOR NON-TENURED TEACHERS:**  
On the recommendation of Superintendent Ferguson and on a motion by Mr. Horton, seconded by Mr. Sallee, all members voting aye, the Board approved the recommendation of non-renewal of contracts for the following non-tenured teachers.

**NON-TENURED TEACHERS**

LAST NAME	FIRST NAME
HENRY	ANNIE
PARKS	TYLER
RICHARDSON	KRISTI
SMITH	TABITHA
TEMPLETON	KAYLA
BERRY	MAGGIE
HURD	AMY
HORN	LAUREN
PETERSON	HEATHER
QUILLEN	MORGAN
COUNTS	KARIANNE
COLLIER	DUSTIN
BAKER	MARY J
GARDNER	CHRISTY
DOCKERY	MARK
HOOD	CHAD
JARMILLA AVILA	MARIO
MULLINS	AMANDA
WARNER	KATIE
WEBB	JIMMY
CASTLE	HEATHER
CURTIS	KELSEY
GILMER	SAMANTHA
HAWLEY	TIFFANY
JOHNSON	NANCY
KILGORE	KAYLA
KISER	DEREK
NASH	BILLY
REDWINE	LINDSEY
BROADWATER	TANA

CULBERTSON	APRIL
FRALEY	SUSAN
GARDNER	SHERRI
HILL	ALEXANDRA
LANE	FARRAH
LAWSON	CHARITY
CALVERT	JULIE
CHAPMAN	BRITTANY
CHRISTIAN	JOSH
CRISWELL	HOLLI
FRANCE	MEGAN
HAGY	DAVID
HAMMONDS	LAURA
HARTSOCK	JUSTINE
HENRY	ALYSSA
KEGLEY	JEFF
LAWSON	ANDY
LAWSON	TIM
LEWIS	DORINA
LYALL	SYDNEY
MCCLAIN	DEANNA
MCGEE	MEGAN
MULLINS	CANDACE
MOORE	CHRISTIAN
QUALLS	HAILEY
TAYLOR	BRAD
ARNOLD	VICTORIA
CARTER	SILK
COFFMAN	BRANDY
DAUGHERTY	AARON
DAVIS	JOEL
DOCKERY	KATIE JO
GREENE	TRACY
HACKNEY	JAMIE
JARAMILLO	MAKAYLA
KOPYCHENKO	VERONICA
SELF	FRED

**TWO YEAR PROBATIONARY**  
TIM BURKE, SABRINA LUNSFORD

CHRIS AKERS, JEFF LESTER, ASHLEY  
BURKE (ONE YEAR PROBATIONARY)

**APPROVAL OF NON-RENEWAL OF CONTRACTS FOR CLASSIFIED EMPLOYEES:**

On the recommendation of Superintendent Ferguson and on a motion by Mr. Sallee, seconded by Mr. Horton, all members voting aye, the Board approved the non-renewal of contracts for the following classified employees:

**CLASSIFIED EMPLOYEES****Teaching Assistants**

Tammie Dixon	Francina Lynn Bishop
Phyllis Bellamy	Jana Bright
Lisa Ison	Allison Jerrell
Gena Quillen	Ramona Russell
Lisa F. Bishop	Glenda Edens
Donna Sanders	Kaden Kilgore
Carolyn Sawyer	Rebecca Krantz
Karen Jennings	Christy Billips
Hagan McClellan	Kevin Warner
Rebecca Meade	Christy Bradshaw
Brenda Gilliam	Jenny Page
Ashley Culbertson	Brittany Peterson
Debra Keith	Ashley Osborne
Melissa Qualls	Crystal Williams
Megan Gardner	Sherry VanZant

**Technology Department**

Debby Brickey	Patrick Johnson
Information Management Systems and Technology Coordinator	Technology Support Specialist
Adam Tipton	Joey Kilbourne
Technology Support Specialist	Technology Support Specialist

**Central Office**

Carla Carter	Patty Sampson
Administrative Assistant	Administrative Assistant to Special Education Supervisor
Karen (K.C.) Linkous	Beverly Stidham
Human Resource Manager/ Clerk of the Board	Purchasing Specialist/ Deputy Clerk of the Board
Vickie Lane	Angie Johnson
Administrative Assistant to the Superintendent/Budget Specialist	Food Service & Child Nutrition Specialist/ Head Start Payroll & Invoice Officer

**School Nurses**

Lauren Brickey	Tabbitha Bledsoe
Lisa Castle	Yvonne Edwards
Tammy Farmer	Stephanie Penley
Tiffany Howard	Laura Lawson
Karen Dunlap	Natasha Swinney
Hannah Fannon	

**Occupational/Physical Therapists**

Emily Prater  
Rebecca Hillman  
Kimberly Price  
Jennifer Wallace

**School Secretaries**

Renee Adams	Nikki Gardner
Susan Carter	Sheila Nash
Barbara Baker	Patricia Nash

Teresa Shupe  
Pam Flanary  
Robin Hall  
Jenny Jordan  
Norma Casteel  
Sheila Mays  
Karen Blanton  
Jackie Willis

Sherry Bridwell  
Tracy Ferguson  
Kristie Rusek  
Sherri Christian  
Lana Culbertson  
Rebecca Statzer  
Jennifer Houseright  
Robin Bond

#### **Custodians**

Bobby Collins  
Larry France  
Vernon Free  
Greg Hill  
David Kinkad  
Ronald Laney  
Rebecca Powers  
Jeff Napier  
Brenda Richardson  
Debra K. Brown  
Rhonda Franklin  
Melissa Williams  
Scottie Williams  
Teresa France  
Rodney Darnell  
Pam Sivert  
Helen Jackson  
Brian Lawson  
Rebecca Compton  
Tiffany Dotson

Thomas Dooley  
Cathy Criswell  
Dexter Harmon  
Carrie Stansberry  
Charlie Oaks  
David Tipton  
Oakley Hartsock  
Justin Nickels  
Penny Osborne  
Gaye Sanders  
David Williams  
Jeff Lawson  
Phyllis Payne  
Ashley Clark  
Connie Edwards  
Larry Vermillion  
Nathaniel Akers  
Ralph Lyons  
Johnny Lane  
Terry Sanders

**Transportation Coordinator**  
Gary Adams

#### **Mechanics**

Billy Addington  
Phillip Quillen

Tim Edwards  
Hollis Dean Anderson

**Maintenance Secretary**  
Kim Henderson

#### **Maintenance**

John-Logan Cassell  
Steve Lane  
Richard Howell  
Randall Laney  
Gary McDavid  
Jeff Hass

Tommy Payne  
Paul Boggs  
William Pippin  
Jamie Blanton  
Robert Rhoton

**Truancy & Drop-Out Prevention**  
Kathy Funkhouser

**School Social Worker**  
Angie Vermillion

**Behavioral Analyst**  
Courtney Currier

**School Psychologist**  
Katrina Smith-Toole

**Bus Drivers (Pending Physical)**

William Don Akers	Randy Bledsoe
Deborah Bledsoe	Charles Blessing
Johnny Bowen	Billy Nash
Melinda Brickey	Matthew Cruby
Allen Godsey	Greg Marshall
Dexter Harmon	Lee Bush
Donna Hass	Judy Johnson Fritz
Rodney Darnell	Grover Kegley, Jr.
David Kinkead	Valerie Lane Quillen
Ashley Clark	Lisa Anderson
Nancy McDavid	Odene Nash
Kevin Moore	Karen Estepp
Anthony Odle	Billy Odle
Tanya McClellan	David Tipton
Lee Roy Sanders	Eva J. Shelton
Kenneth Sluss	Charles O. Taylor
Lisa Russell	David Lawson
Tammy Bledsoe	Doris Tipton
Nadine Vermillion	Travis Kern
Billy Flanary	Jonathan Pierson
Don Salyer	Hobert Edward Musick
Connie Dockery	Thomas Dooley
Ezra Summey	Jimmy Webb

**Cafeteria Personnel**

Lisa Bishop	Peggy Cruby
Joyce Austin	Kathy Starnes
Lisa McCracken	Mitzi Barnette
Patricia Cunningham	Deborah Osborne
Margaret Hass	Heather McComas
Barbara Percy	Margaret Jessee
Jessica Sizemore	Sharon Culbertson
Carolyn Meade	Linda Dockery
Jason Bellamy	Teresa Lane
Cynthia Carter	Shelsie Page
Anna Griffin Palmer	Jennifer Pennington
Jessica Howell	Patricia Weatherly
Amy Shaffer	Betty Castle
Sharon Vermillion	Carla Gardner
Kathy Penley	Connie Lane
April White Fields	Debra Fletcher

**BOARD MEMBER COMMENTS:** None**ADJOURNMENT:** There being no further business, the Board adjourned at 9:30 p.m.

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

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 K.C. Linkous, Clerk

**May 1<sup>st</sup> Board Meeting:**

These students will be recognized for participation and placement for the State Conference for FCCLA as follows:

**Rye Cove:**

Abby Vicars – Evaluator  
Colby Dillon – Evaluator  
Gavin Hall – Evaluator  
Nevin Haines – Evaluator

Vivian Boles – Star Attendant  
Myranda Brown – Star Attendant  
Eva Roach – Star Attendant  
Trista Snow – Leadership/Workshop Host  
Tyler Lawrence – Leadership/Workshop Host  
Taylor Anderson – Leadership/Workshop Host

**Gate City:**

Marah Mullins – 2018-19 VA State FCCLA President  
Abby Shelton – Bronze Medal – Recycle and Redesign  
Sophie Lane & Hailey Musick – STAR Event evaluators  
Kaleigh Deaderick & Samantha Jerrell – STAR Attendants

**SCCTC:**

Amber Robinette – GCHS – Life Event Planning  
Third Place in the State-Silver Medal  
\$6,000 Scholarship

Patty Mathis – GCHS - Illustrative Talk  
Silver Medal

Ashlynn Brock and Amy Cole – GCHS  
Focus on Children  
Silver Medal

Nathalia Ziebell – GCHS  
Entrepreneurship  
Bronze Medal

Regan Kerns – RCHS  
Teach and Train  
Third Place in the State – Silver Medal

**SKILLS USA**  
**LEADERSHIP & SKILL COMPETITION**  
**SCOTT COUNTY CAREER & TECH CENTER**

Mr. Ferguson,

The following students participated in the Skills USA Competition and placed as follows:

**GCHS:**

Austin Page	1 <sup>st</sup> Place – Collision Repair
Bailey Hensley	2 <sup>nd</sup> Place – Fantasy Mannequin
Ashley Catron	3 <sup>rd</sup> Place – Promotional Flyer
Kobe Derrick	2 <sup>nd</sup> Place – Promotional Flyer
Lane Carrier	1 <sup>st</sup> Place – Promotional Flyer
Hanna Kelliher	2 <sup>nd</sup> Place – Veterinary Assisting

**RCHS:**

Cory Hensley	2 <sup>nd</sup> Place – Electrical Wiring
Brandon Edwards	1 <sup>st</sup> Place – Electrical Wiring

**TSHS:**

Lakin Castle	1 <sup>st</sup> Place – Veterinary Assisting/2 <sup>nd</sup> place in State Vet. Assisting
Ethan Kegley	3 <sup>rd</sup> Place – Welding
Cole Burke	1 <sup>st</sup> Place - Welding

# SCOTT COUNTY VIRGINIA PUBLIC SCHOOLS

*"Inspiring Excellence and Empowering Potential"*

## SCHOOL BOARD MEMBERS

Linda D. Gillenwater  
Larry L. Horton  
Gail L. McConnell  
William R. Quillen, Jr.  
L. Stephen Sallee, Jr.  
David M. Templeton



## DIVISION SUPERINTENDENT

John I. Ferguson  
340 East Jackson Street  
Gate City, Virginia 24251  
Phone: (276) 386-6118  
Fax: (276) 386-2684

### RESOLUTION GATE CITY HIGH SCHOOL FORENSICS LOREN VERMILLION, ORIGINAL ORATORY 2A STATE CHAMPION VHSL FORENSICS COMPETITION

**BE IT RESOLVED**, by the County School Board of Scott County, Virginia, on May 1, 2018, as follows:

**WHEREAS**, Gate City High School Forensics Team Member, Loren Vermillion has achieved an outstanding season by placing 1<sup>st</sup> in the 2A VHSL State Competition in Original Oratory, and

**WHEREAS**, the Scott County School Board wishes to extend congratulations to Gate City High School Forensics Team Member, Loren Vermillion for placing 1st in the 2A VHSL State Competition in Original Oratory, and

**WHEREAS**, the Scott County School Board acknowledges the outstanding performance of Gate City High School Forensics Team Member, Loren Vermillion and is proud of the fine manner in which she has represented Scott County, and

**WHEREAS**, the Scott County School Board wishes continued success for Gate City High School Forensics Team Member, Loren Vermillion and coaches,

**BE IT FURTHER RESOLVED** that the Scott County School Board wishes a copy of this resolution to be presented to Gate City High School Forensics Team Member, Loren Vermillion, and coaches.

\_\_\_\_\_  
Bill Quillen, Chairman

\_\_\_\_\_  
Gail McConnell, Board Member

\_\_\_\_\_  
David Templeton, Vice Chairman

\_\_\_\_\_  
Larry Horton, Board Member

\_\_\_\_\_  
Linda Gillenwater, Board Member

\_\_\_\_\_  
Steve Sallee, Board Member

**ATTEST:**

\_\_\_\_\_  
John I. Ferguson, Superintendent

**MAY 1<sup>ST</sup> BOARD MEETING PRESENTATIONS:**

Kallie Berry – Winner of Strong Men and Women in VA History Essay Contest – Recipient of a MacBook and \$1,000 for GCHS. She presented her speech at the celebration in Richmond in February.

Kallie Berry and Ambria Hagy also placed in the top 15 of the Eastman essay contest for Black History month.

# SCOTT COUNTY VIRGINIA PUBLIC SCHOOLS

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David M. Templeton



## DIVISION SUPERINTENDENT

John I. Ferguson  
340 East Jackson Street  
Gate City, Virginia 24251  
Phone: (276) 386-6118  
Fax: (276) 386-2684

### RESOLUTION GATE CITY HIGH SCHOOL BOYS BASKETBALL TEAM VHSL GROUP 2A STATE CHAMPION BOYS BASKETBALL

**BE IT RESOLVED**, by the County School Board of Scott County, Virginia, on May 1, 2018 as follows:

**WHEREAS**, the Gate City High School Boys Basketball Team achieved the 2A State Champion VHSL Boys Basketball for the 2017-18 Season; the Gate City High School Boys Basketball Team achieved the Region 2D Runner-Up during the 2017-18 Season; the Gate City High School Boys Basketball Team achieved the Mountain 7 Tournament Champs during the 2017-18 Season; the Gate City High School Boys Basketball Team achieved the 2017-18 Mountains 7 District Regular Season Champs, and

**WHEREAS**, the Scott County School Board wishes to extend congratulations to the Gate City High School Boys Basketball Team for the achievement of being the 2A State Champion VHSL Boys Basketball for the 2017-18 Season; the Gate City High School Boys Basketball Team achieved the Region 2D Runner-Up during the 2017-18 Season; the Gate City High School Boys Basketball Team achieved the Mountain 7 Tournament Champs during the 2017-18 Season; the Gate City High School Boys Basketball Team achieved the 2017-18 Mountains 7 District Regular Season Champs, and

**WHEREAS**, the Scott County School Board acknowledges the outstanding performance of the Gate City High School Boys Basketball Team and is proud of the fine manner in which the team has represented Scott County, and

**WHEREAS**, the Scott County School Board wishes continued success for the Gate City High School Boys Basketball Team and coaches, and

**BE IT RESOLVED**, that the Scott County School Board wishes a copy of this resolution to be presented to each player and the coaches of the Gate City High School Boys Basketball Team.

\_\_\_\_\_  
Bill R. Quillen, Jr., Chairman

\_\_\_\_\_  
David Templeton, Vice Chairman

\_\_\_\_\_  
Larry L. Horton, Board Member

\_\_\_\_\_  
Linda D. Gillenwater, Board Member

\_\_\_\_\_  
Gail L. McConnell, Board Member

\_\_\_\_\_  
Steve Sallee, Board Member

ATTEST:

\_\_\_\_\_  
John I. Ferguson, Superintendent

\_\_\_\_\_  
Date

# SCOTT COUNTY VIRGINIA PUBLIC SCHOOLS

*"Inspiring Excellence and Empowering Potential"*

## SCHOOL BOARD MEMBERS

Linda D. Gillenwater  
Larry L. Horton  
Gail L. McConnell  
William R. Quillen, Jr.  
L. Stephen Sallee, Jr.  
David M. Templeton



## DIVISION SUPERINTENDENT

John I. Ferguson  
340 East Jackson Street  
Gate City, Virginia 24251  
Phone: (276) 386-6118  
Fax: (276) 386-2684

### RESOLUTION RYE COVE HIGH SCHOOL GIRLS BASKETBALL TEAM VHSL GROUP 1D STATE QUARTER FINALIST REGION 1D RUNNER UP

**BE IT RESOLVED**, by the County School Board of Scott County, Virginia, on May 1, 2018, as follows:

**WHEREAS**, the Rye Cove High School Girls Basketball Team has achieved an outstanding season by participating in the VHSL Group 1D State Quarter Finals and,

**WHEREAS**, the Rye Cove High School Girls Basketball Team was a participant in the VHSL Group 1D State Quarter Finals and,

**WHEREAS**, the Scott County School Board wishes to extend congratulations to the Rye Cove High School Girls Basketball Team for achieving the VHSL Group 1D State Quarter Final game and,

**WHEREAS**, the Scott County School Board acknowledges the outstanding performance of the Rye Cove High School Girls Basketball Team and is proud of the fine manner in which they represented Scott County, and

**WHEREAS**, the Scott County School Board wishes continued success for the Rye Cove High School Girls Basketball Team and,

**BE IT FURTHER RESOLVED** that the Scott County School Board wishes a copy of this resolution to be presented to the Rye Cove High School Girls Basketball Team and coaches.

\_\_\_\_\_  
Bill Quillen, Chairman

\_\_\_\_\_  
Gail McConnell, Board Member

\_\_\_\_\_  
David Templeton, Vice Chairman

\_\_\_\_\_  
Larry Horton, Board Member

\_\_\_\_\_  
Linda Gillenwater, Board Member

\_\_\_\_\_  
Steve Sallee, Board Member

**ATTEST:**

\_\_\_\_\_  
John I. Ferguson, Superintendent

**GATE CITY HIGH SCHOOL  
BOYS BASKETBALL RECOGNITION  
VHSL PLAYER OF THE YEAR  
MAC MCCLUNG**

## **RCHS BOYS' BASKETBALL RECOGNITION**

### **REGION 1D QUARTER FINALIST**

**HOLTON CARTER:** 1<sup>ST</sup> Team All-District  
1,000 Career points  
1<sup>st</sup> Team All-region  
2<sup>nd</sup> Team All-State  
2<sup>nd</sup> Team All-SW VA  
TN/VA FCA All-Star

## **RCHS GIRLS BASKETBALL RECOGNITION**

### **REGION 1D QUARTER FINALIST**

**LEXIE RHOTON** 1<sup>st</sup> Team All-District  
1,000 Career Points  
1<sup>st</sup> Team All-Region  
1<sup>st</sup> Team all-State  
2<sup>nd</sup> Team all SW VA  
TN/VA FCA All-Star – MVP

**ABIGAIL ROLLER** 1<sup>st</sup> Team All-District  
ALL-Tournament Team in Wise Tourney  
2<sup>nd</sup> Team All-Region  
1<sup>st</sup> Team All-SW VA  
2<sup>nd</sup> Team All-VHSCA  
TN/VA FCA All-Star

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# ***Scott County Public Schools***

## ***Proposal for 457(b) Plan Services Public Education Plan Design (April 6, 2018)***

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ADMIN Partners, LLC  
200 Lake Drive East, Suite 102  
Cherry Hill, NJ 08002  
877-484-4400  
[www.youradminpartners.com](http://www.youradminpartners.com)

## About ADMIN Partners

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ADMIN Partners, LLC is an independent, fee-for-service Third Party Administrator. All costs are fully disclosed to plan sponsors and plan participants. We do not sell investment products or provide investment advice.

The firm offers retirement plan administration and recordkeeping services to public education and non-profit employers including church and religious organizations. ADMIN provides direct third party administration services to over five hundred fifty 403(b) Plan Sponsors with more than 170,000 eligible employees and over 75,000 active plan participants in public education, not-for-profit, and religious organizations. ADMIN Partners supports the following defined contributions plans:

-  Public education organizations: 403(b), 403(b) Special Pay, 457(b) and 401(a) plans
-  Local and state governments: 457(b) and 401(a) plans
-  501(c)(3) Non-profits: 403(b) ERISA and ERISA-Exempt, 457(b) "Top Hat" and 401(k) plans
-  Church and religious organizations: 403(b), 403(b)(9) and 401(k) plans

In addition, the firm--through its managed services division--provides common remittance, recordkeeping and compliance monitoring, data aggregation and information sharing services to an additional one thousand three hundred 403(b) Plan Sponsors with more than 185,000 eligible employees that represent an additional 70,000 plan participants. Taking all service and plan types together, ADMIN provides support for Plan Sponsors in all 50 states.

ADMIN Partners also offers clients a comprehensive line of retirement plan consulting service including: IRS and DOL Voluntary Correction Plan (VCP) support, Self-correction program services, Request for Proposal (RFP) design and assessment services, and plan termination support. ADMIN also offers a variety of workshops, and training and educational programs on topics such as: IRS audit readiness, increasing plan participation and retirement readiness.

The firm's origins date back to September 1996. ADMIN's founding Principals, Mark W. Heisler and Suzanne Baldino Jones, are nationally recognized experts in the retirement market with over 60 years combined experience as senior executives, consultants and business owners. With ADMIN, they have assembled a talented team with extensive experience providing retirement plan administration, compliance and recordkeeping services.

ADMIN was identified as an "elite and best-practicing 403(b) TPA" in an industry report published by Cerulli Associates. Cerulli is a preeminent research and advisory firm for the financial services industry. In a case study accompanying the report, Cerulli said of ADMIN, "...a few select firms have risen above the rest as best practicing TPA firms." The report noted the firm's consultative and relationship-based approach, the depth of services and fee transparency as the reasons for the distinction.






## **Preface—Understanding Government and Public Education 457(b) Plans**

A 457(b) plan is a non-qualified tax-deferred compensation plan that works very much like other retirement plans such as the 403(b) and 401(k). Created in 1978, the name refers to the relevant section (457) in the Internal Revenue Code (IRC) that governs the plan. Local and state governments are eligible to establish a 457(b) plan for their employees. These types of employees can include: local and state government workers, fire fighters, police personnel, and public school employees.

Employees set aside money for retirement on a pre-tax or post-tax basis through a salary deferral agreement with their employer. Under this arrangement, the employee agrees to take a reduction in salary. The money reduced is directed into an investment company offered by the employer. The 457(b) contributions grow tax free until withdrawal at retirement or termination of employment.

In addition to the age-50 catch-up provision, the 457(b) plan contains a special "catch-up" provision called the "final three year" provision for those approaching retirement (assuming they haven't contributed the maximum amount in prior years). If this provision is adopted in your plan, it permits up to 200% of the elective deferral limit. This "catch-up" provision kicks in during the three years prior to "normal" retirement age (as defined in the plan). Note: There are special contribution coordination rules and a determination of underutilized contribution amounts in prior years that must be assessed for any participant that wishes to use this provision. Employers are not required to offer this provision.

There are many benefits for employees in establishing a 457(b) government/public education plan including:

-  It can reduce taxable income; employees can also contribute to a post-tax Roth 457(b) account
-  It is a retirement savings vehicle
-  Earnings grow tax-deferred
-  Employees have the ability to "pair" 457(b) contributions by also contributing to a 403(b) plan—maximizing employee retirement savings in both plans
-  The plan is portable—funds can be moved into a new employer's 457(b), 403(b) or 401(k)—if the plan accepts such transfers, or into an Individual Retirement Account (IRA) upon separation from employment.

In summary, offering a Government or Public Education 457(b) plan provides the Plan Sponsor and its employees with a cost-effective retirement savings vehicle.









## 457(b) Plan Administration Service Descriptions

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ADMIN Partners offers a comprehensive TPA service model for Government and Public Education 457(b) Plans to meet the different plan administration objectives of Plan Sponsors. The following is an overview of our plan services.

### 457(b) Plan Administration



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-  **Plan Consultation and Design.** Employers receive the professional consultation necessary to design a 457(b) plan to meet the specific business requirements of the organization.
-  **Plan Document Preparation.** Plan Sponsors are provided an Adoption Agreement and written Plan Document that details the terms, conditions and features for operating the 457(b) plan. In the event there are regulatory changes or a Plan Sponsor's needs change, ADMIN can provide any plan amendments, plan restatements, along with the appropriate Board Resolutions.
-  **Plan Set-up.** ADMIN works with the employer and the Plan's approved investment provider(s) to gather participant data needed to establish the plan on our record keeping system.
-  **Vendor Relations and Compliance Support.** Employers can make use of ADMIN's model Vendor Service Agreements that details the duties and responsibilities for all approved vendors in the plan. ADMIN establishes and maintains information sharing relationships with product vendors to facilitate plan operations and compliance.
-  **Administrative Service Materials.** Plan Sponsors receive hands-on training and instructional materials as well as a Plan Administrator Reference Guide to facilitate plan compliance manners.
-  **Communication Materials.** Employers gain access to a library of communication materials including sample forms and participant letters, FAQ reference documents, including meaningful notice and universal availability requirements.
-  **Secure web-based services** are available for employers to submit retirement plan contributions, reconcile payroll contributions and to facilitate delivery of plan reports. A Secure File Transfer Protocol (SFTP) process is also available to submit contribution data. These portals streamline payroll contribution processing and other plan compliance transaction processing. Our system maintains participant and vendor account information for audit purposes.
-  **Audit Support.** Should the IRS conduct an audit, ADMIN works with the Plan Sponsor and the Sponsor's representatives throughout the process.

### Compliance Monitoring and Record keeping

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Participant transaction requests for the distribution or movement of retirement funds require monitoring and tracking based on the terms of the written plan document and all applicable regulations. To this end, ADMIN provides:

-  **Plan Monitoring and Recordkeeping.** ADMIN's systems, along with our experienced staff, review, monitor and record plan transactions in accordance with the written plan document and the Internal Revenue Code (IRC).
-  **Contribution Monitoring.** Our systems aggregate payroll contributions to monitor IRC 402(g) limits, track and monitor all Plan catch-up provisions, and generate over-funding reports highlighting any participants in danger of over contributing.

- 🌈 **Compliance Alerts and Help Desk Support.** Plan Sponsors receive on-going technical and compliance assistance. ADMIN Partners monitors retirement plan regulations and legislations on a daily basis. Through our Compliance Alerts important retirement plan information and regulatory changes affecting defined contribution plans are communicated to employers promptly. Plan Sponsors have unlimited access to our Compliance Help Desk staffed by a team of experts able to discuss plan related matters.

## Contribution Administration

To meet the needs of the government 457(b) plan regulatory environment, ADMIN Partners offers the following payroll contribution processes and systems support:

- 🌈 **Payroll Contribution Administration.** Employers send one check for all 457(b) retirement contributions directly to our Cash Custodial Bank directed to an account in the name of the Employer's plan. ADMIN reconciles and disburses all payroll contributions in a timely manner. Our contribution standards exceed IRS guidelines. Our systems and processes accommodate manual or electronic data and fund submissions.
- 🌈 **Integrated Financial Controls and Security.** Our retirement plan record keeping system is tightly integrated with our financial management systems offering maximum financial control and security. SAS 70 audits are conducted on both systems annually. To maintain proper separation of duties, our Cash Custodian and Fund Disbursement Agent, Mid Atlantic Trust Company (MATC), deposits and disburses all contribution based on instructions provided by ADMIN staff.
- 🌈 **Excess or Misapplied Contribution Corrections.** In the event a contribution is made in excess of the limits or misapplied in some manner, ADMIN's staff is available to assist in the correction process.

## Optional Services

ADMIN Partners offers employers a variety of ad hoc services from participant mailings to coordinating retirement education programs. In addition, through its business partners, ADMIN offers Trustee and Custodial services and supplemental Professional and Fidelity Bond coverage that can name the employer as the loss payee.

## Frequently Asked Questions

What does it mean to be an independent, fee for service TPA? Why is it so important?

ADMIN Partners is an autonomous, privately held firm. Unlike some competitors—there is no direct, indirect or subsidiary ownership relationship with any financial service company or investment provider. ADMIN Partners is compensated for its plan administration and record keeping work on a fee for service basis. We receive no subsidies, rebates or asset-based compensation from any 457(b) investment providers. All fees are fully disclosed and transparent to employers and plan participants. Our clients retain us for our expertise, our objectivity, and because there is no inherent conflict of interest between the sale of investment products and the compensation we receive.

### What makes ADMIN Partners unique?

We are not a “cookie-cutter” TPA. ADMIN’s approach is both consultative and relationship oriented. We pride ourselves in our ability to offer retirement solutions to meet the needs of each client. We focus on getting to know each of our clients — clients call and ask for our staff by name.

We also recognize that the plan administration and recordkeeping activities we provide may be brand new to the organization so good coordination and communication are vitally important. We address these concerns by assigning a dedicated transition team to orient and educate Plan Sponsor staff to ensure smooth operations.

### What financial controls does ADMIN Partners utilize for handling retirement contribution?

ADMIN Partners maintains rigorous financial controls. Duties are separated between staff members who manage the depository accounts and those that process retirement contribution. All accounts are balanced daily and closed monthly. The entire contribution process is transparent from the receipt of contributions to investment provider fund disbursement. ADMIN retains Mid Atlantic Trust Company as our cash custodian to take receipt and to disburse all plan contributions. Employers receive, via a secure internet portal, contribution disbursement data each pay cycle. This data can be selected by vendor, by contribution source or by participant enabling easily reconciliation to employer payroll records. SAS 70 audit reports are available upon request.

### How does ADMIN Partners monitor on-going retirement plan regulations?

ADMIN monitors changes to retirement plan regulations — literally daily. ADMIN is a member of several retirement trade groups including the American Society of Pension Professionals & Actuaries (ASPPA) and the National Tax Savings Association (NTSA); both are preeminent industry groups devoted to 403(b) and 457(b) retirement plans. We subscribe to numerous industry publications, daily news briefs, and Department of Labor and IRS published guidance to stay current on the latest retirement plan rules and regulations. Our retirement plan counsel is G. Daniel (Danny) Miller, a partner with Conner and Winters is retained to assist us and our clients with legal matters. Danny is a recognized national expert in retirement plans available to public education, tax-exempt and church employers. ADMIN also retains other professional services to support the firm. CPA services are provided by Karen Snyder, CPA and our General Counsel is Kevin Ryan, Esq. a partner with Philadelphia law firm of Ryan, Morton and Imms, LLC.

### What plan administration systems does ADMIN Partners use?

ADMIN uses the industry’s leading plan record keeping software system, Relius Administration. Relius is a rules based-system that manages plan administration, record keeping, and contribution processing with fully integrated web-based services. The system is routinely updated when new regulatory changes are made ensuring on-going compliance. ADMIN also uses its proprietary software, (b) Compliant, to provide additional work flow management and reporting capabilities. Our systems accept data in various file formats to ease data collection and loading.

### What security and disaster recovery systems and procedures are in place?

ADMIN’s hardware and network infrastructure is housed and administered on-site and 100% dedicated to our business processes. We do not participate in any shared data arrangements, nor do we provide hosting services to other organizations.

As for data security, user authentication (User ID and Password) is required to access participant and plan sponsor web sites. ADMIN utilizes Secured Socket Layering (SSL) which consists of cryptographic protocols to provide secure communications on the Internet; data transmitted across the internet is converted from its normal state to unintelligible gibberish (layperson's term for establishing keys and mathematical algorithms) until it reaches its destination and is re-converted to be displayed on the users web browser.

ADMIN's approach to disaster recovery is both preventive (measures to prevent system outages) and reactive (measures taken to react to unforeseen events that would prohibit us from accessing our work space or infrastructure). The preventive measures include:

- 🌈 **Redundant Array of Independent Disks (RAID).** A RAID 1 scheme provides real-time redundant data. In the event of a hard drive failure the server remains functional, data is preserved and there is no loss of business productivity.
- 🌈 **Redundant and uninterruptible power supplies on production servers.** Battery powered power supplies are used in the event power to our servers is lost.
- 🌈 **WayTek Systems.** ADMIN contracts with a third-party to provide 24/7/365 monitoring of our network, server and telephone systems. In the event of a failure or outage, WayTek can perform recovery and/or maintenance activities on our systems. Fail-over systems for our data and telephone systems are also maintained.
- 🌈 **Off-site Data Storage.** Our data storage firm takes virtual snap-shots of production data all day; a complete data back-up is performed each evening and stored at locations on the east and west coast. In the event of a disaster, the data can be re-installed and accessed on remote servers.

#### What business insurance coverage does ADMIN Partners maintain?

In addition to commercial liability coverage, ADMIN holds both Professional Liability and Fidelity Bonding insurance on all employees. Our professional liability coverage includes a third party administrator rider. Proof of insurance and policy limits are available upon request.

#### Are references available?

We are happy to provide references upon request; our clients are our greatest marketing endorsement.

## Projected Plan Service Costs

With respect to the fees charged by ADMIN Partners to provide retirement plan services, there are three types of charges: one-time plan start-up costs, on-going compliance and recordkeeping fees and optional or special services. We begin with a brief explanation of certain fee policies and practices used to create the cost estimate:

- Plan Sponsors customarily pay plan start-up costs and any optional services requested. ADMIN Partners provides a written Proposal and cost estimate for any special services requested by the District for approval before any additional services are provided.
- There are sixty 403(b) and/or 457(b) investment providers that sign ADMIN Partners model vendor services Agreement. The model Agreement, in addition to providing the School with important legal protections, includes a cost-sharing provision where the investment providers agree to pay ADMIN directly for on-going compliance and recordkeeping fees for their plan participants.
- Horace Mann Insurance Company signs our model agreement and participates in the cost-sharing program.

Given our policy of full transparency below is an itemized cost estimate based the anticipated plan design and the projected number of 457b plan participants. The estimate is broken out by the one-time plan start-up costs, and on-going compliance costs.

### 457(b) Public Education Plan Design

#### Service Description – One Time Plan Start-up Costs

##### One Time Plan Start-up Fees

	Amount
Plan Consultation, Design and Document Preparation	
Plan Set-up (Estimated <20 active plan participants)	\$375.00
<b>Total One Time Start-up Cost<sup>1</sup></b>	<b>\$300.00</b>

#### Service Description – Contribution and Compliance Administration Fees

##### On-going Contribution Administration, Compliance and Recordkeeping Fees

	Amount
Estimated <20 Active Participants. \$600.00/annually billed @ \$150.00 a quarter	
<b>Total On-going Compliance Fees</b>	<b>\$600.00</b>
	<b>\$600.00</b>

## Summary

ADMIN Partners views every client relationship as a long-term partnership. Our primary mission is to alleviate the administrative burdens on your staff and maintain your Plan in accordance with your written plan document so you can focus on your mission. Thank you for the opportunity to submit a Proposal for Services.

<sup>1</sup> The startup costs have been discounted 50% as a courtesy to the client.

## KC Linkous

---

**From:** Chris Gibbs- VRSI Advisor, MBA <cgibbs@gwnsecurities.com>  
**Sent:** Tuesday, April 10, 2018 8:50 AM  
**To:** KC Linkous  
**Subject:** RE: 457 Plan  
**Attachments:** NLG 457 piece.pdf

Good Morning,

Yes, that is correct. There is no age requirement if the employee separates from service. The employee would pay income taxes on distributions like all pre-tax plans but would have the ability to access funds separated from service at any age.

Attached is a marketing piece from one of our carriers. Check out the FAQ for reference.

Thanks,

*Christopher M. Gibbs, MBA.*  
Financial Advisor



**Virginia Retirement Specialists, Inc.**  
**Gibbs Insurance & Investments**



580 W. Main Street, Wytheville, VA 24382  
**Office:** 276-228-5535  
**Fax:** 423-406-1511  
**Mobile:** 304-638-1493  
**Email:** [cgibbs@gwnsecurities.com](mailto:cgibbs@gwnsecurities.com)

Visit us on the web @ [www.vrsifinancial.com](http://www.vrsifinancial.com) or my personal site @ [www.gibbsretirement.com](http://www.gibbsretirement.com)

Securities offered through **GWN Securities, Inc.** 11440 N. Jog Road Palm Beach Gardens, FL 33418 561-472-2700, Member FINRA/SIPC. GWN Securities Inc., Virginia Retirement Specialists, Inc. and Gibbs Insurance & Investments are independently owned and operated.

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**From:** KC Linkous <KC.Linkous@scottsschools.com>  
**Sent:** Tuesday, April 10, 2018 8:25 AM  
**To:** Chris Gibbs- VRSI Advisor, MBA <cgibbs@gwnsecurities.com>  
**Subject:** 457 Plan

Let me make sure I am clear on this plan, an employee can withdraw from it once separated from employment without a waiting period?

*K.C. Linkous*  
Human Resource Manager/Clerk of the Board  
Scott County Schools  
340 East Jackson Street  
Gate City, Va. 24251  
276-386-6118  
276-386-2684 (Fax)



National Life  
Group®

Experience Life

# 457(b) Solutions FOR YOU

How  
do you see  
yourself in  
retirement?

Annuity Products issued by:  
**Life Insurance Company of the Southwest®**

National Life Group® is a trade name of National Life Insurance Company, Montpelier, VT, Life Insurance Company of the Southwest (LSW), Addison, TX and their affiliates. Each company of National Life Group is solely responsible for its own financial condition and contractual obligations. LSW is not an authorized insurer in New York and does not conduct insurance business in New York. National Life Insurance Company was founded in 1848. Life Insurance Company of the Southwest was chartered in 1955.

TC9388(02-7)

Cat No 102824(02-12)



Your decisions **TODAY**  
affect how you live **TOMORROW**

## Your pension may not be enough.

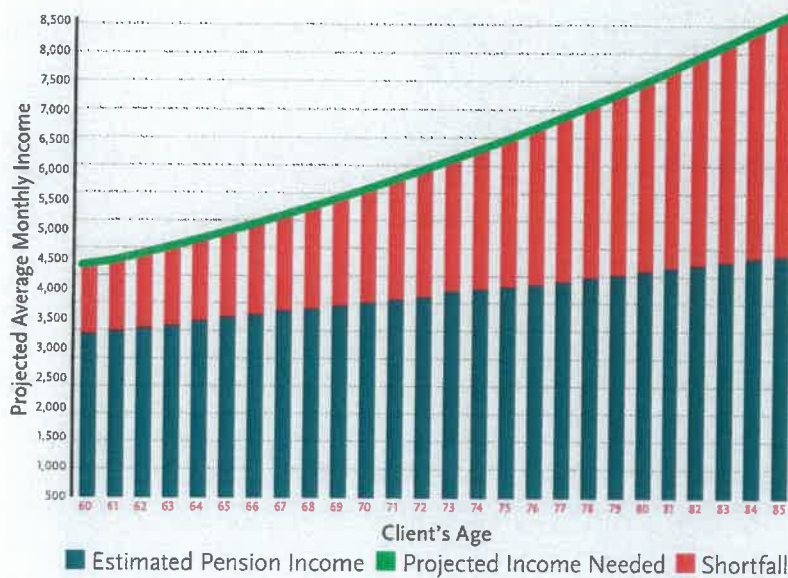
For those who take the time to plan for their financial future, retirement will give them an opportunity to do what they have always wanted to do. For others, it may mean working during their golden years, cutting back on their lifestyle and spending, or even relying on family members to help take care of them.

### Will your retirement income cover your ever-increasing retirement expenses?

Many state and local government employees will experience a significant drop in income when they retire, even though they may have been covered under a pension plan.<sup>1</sup>

## Beware of the **RETIREMENT INCOME GAP**

**Sample Gap Analysis Report — Prepared for Valued Policyowner**  
Retirement Years



For illustrative purposes only.

<sup>1</sup> Source: The Retirement Analysis Kit (TRAK) Software by TrustBuilders, Inc. 2014 Version. [www.tbinc.com](http://www.tbinc.com). Assumes participant retiring at age 60 for CalPERS.

Now is  
the time to  
plan and save.

You can take control of your retirement security by contributing directly to a 457(b) savings plan through payroll deductions.

A 457(b) plan permits you to accumulate money on a tax-favored basis, in order to supplement state retirement or another retirement plan.

Additionally, your 457(b) monies can follow you wherever you go. They can be transferred to other employer plans or into a traditional IRA.

Save with  
someone  
you trust.

**Choose an A-rated carrier with a long history of keeping its promises.**

Annuities may be the smartest savings option available, given that they provide a guarantee of income, tax-deferral advantages and flexibility and control of retirement savings. We offer both traditional fixed and indexed annuities in the 457(b) market. Products may vary by withdrawal charge periods, crediting methods and features.

**The guarantees provided by our traditional fixed and fixed indexed annuities mean that our policyowners haven't lost a penny of their policy value due to downturns in the stock market.<sup>2</sup>**

Keep  
collecting  
a check when  
you retire.

Our Guaranteed<sup>3</sup> Lifetime Income Rider offers additional value to the base policy. By purchasing and attaching it to your Annuity Policy, you can receive guaranteed lifetime income, have access to your money if your needs change and leave any remaining accumulated value to your heirs.

**A.M. Best**

- A (Excellent) –
- Third highest out of 16

**Standard & Poor's**

- A+ (Strong)
- Fifth highest out of 21 rankings

**Moody's**

- A2 (Good)
- Sixth highest out of 21 rankings<sup>4</sup>

## The Choice is Yours: 457(b) vs Roth 457(b)

Your plan can be tax-favored today, using pre-tax contributions with a 457(b), or tax-favored tomorrow with a Roth 457(b) to earn interest tax free, if Roth conditions are met.<sup>2</sup>

	Post-tax	Pre-tax
Gross Income per Paycheck	\$4,500	\$4,500
Pre-tax contributions	\$0	\$133*
Standard tax deductions	\$672	\$639
Post-tax retirement contributions	\$100	\$0
Take-home pay	\$3,113	\$3,113

\* This hypothetical example is for illustrative purposes only. This example is based on an employee in the state of Texas claiming single and zero allowances and in the 25% tax bracket.

<sup>2</sup> Assuming no early withdrawals or rider charges. Distributions are taxed as ordinary income. Early distributions may incur applicable withdrawal charges. Indexed annuities do not directly participate in any stock or equity investments.

<sup>3</sup> Guaranteed Lifetime Income Rider (GLIR) is Policy Form Nos. 20135(0613), 20136(0613), or state variations thereof, is issued by Life Insurance Company of the Southwest, and is available on our fixed indexed annuities. Riders may be optional, may be available at additional cost, and may not be available in all states or on all products. Guarantees are dependent on the claims paying ability of the issuing Company.

<sup>4</sup> Financial Strength Ratings for National Life Insurance Company and Life Insurance Company of the Southwest as of 2/1/17. Ratings are subject to change.

# We are the RIGHT CHOICE for RETIREMENT INCOME

Your representative can tailor a retirement savings program that will take into consideration your current savings and your future retirement needs.

Have peace of mind that you are contributing to a financial product that is protected and backed by a company with decades of experience.

National Life Group offers excellent annuity options for 457(b) plans through our member company, Life Insurance Company of the Southwest. We have helped thousands of people working for state and local governments save money for their future and for their retirement.

Be sure to talk  
with your financial  
professional to find  
out how you can get  
started today!

## Frequently Asked Questions

### **How do I make contributions?**

Contributions must be made through payroll. A salary reduction agreement is required and will inform your employer of your decision to participate. You can change the amount of your contributions by completing a new salary reduction agreement.

### **May I contribute from a checking or savings account?**

No. All 457(b) contributions must be made through payroll.

### **How much can I contribute?**

The IRS sets annual deferral limits on how much may be contributed. Special catch-up provisions apply for participants over age 50. A Retirement Specialist can assist you in calculating the Maximum Allowed Contribution.

### **What is a Plan Administrator?**

Most governments engage a Third-Party Administrator (TPA) to establish and manage their 457(b) plan to ensure compliance with IRS rules and guidelines.

### **Are loans available to me?**

If the 457(b) plan allows, loans are permitted to individuals. The plan sponsor must approve loans in advance. Loan limits apply and are aggregated with any other loans from other 457(b) annuities/accounts within the plan and any loans from any other qualified retirement plan of the employer.

### **When can I take money out?**

You can take distributions from the 457(b) plan upon retirement or separation from service without tax penalty (no age requirement). Regular income tax will be due on the distribution. Distributions due to unforeseen emergencies may be available. Please check with the Plan Administrator for eligible unforeseen emergencies, and be ready to provide any supporting documentation of the situation. All distributions must be approved by the Plan Administrator.

SCOTT COUNTY PUBLIC SCHOOL HEAD START  
DIRECTOR'S REPORT  
April 2018

1. End of Month Enrollment: 173
2. Average Daily Attendance: Head Start 84%
3. Number on current Wait List: 12 Over Income
4. Fall 2018 Wait List: 8 Income Eligible, 1 @ 100 – 130%, 7 Over Income
5. Children Returning for 2018 – 2019 92 Children Returning, 81 Needed
6. Number eligible 0-100%: 107
7. Number eligible between 100%-130%: 28
8. Number eligible as a Foster Child: 5
9. Number eligible as Homeless: 0
10. Number eligible as Public Assistance: 18
11. Number of Over-Income: 15
12. Current Enrollment: 173
13. Number of children with an Individualized Education Plan (IEP): 22 or 13% :  
Ten Developmentally Delayed and Twelve Speech/Language Delay and 9 with  
Suspected Disabilities. One refused services
14. Number enrolled in Speech Intervention Program (SIP): 12
15. Number of Dually Enrolled (Enrolled in both Head Start and Early Childhood  
Special Education class) 11
16. Head Start BRIGANCE 104 Complete, 4 Rescreens, and 1 referral, 1 Refusal of  
Services
17. Early Head Start: ASQ 3: 32 complete, 2 rescreens
18. Early Head Start: Three suspected disabilities
19. Early Head Start: Three Developmentally Delayed or 13%
20. **See Attached Health Services Report.**
21. **See Attached Early Head Start Report.**
22. Recruitment Activities: Family Resource Staff are following up on age eligible  
siblings for 2018-2019 school year. Recruitment continues throughout the  
county. Target locations include: Scott County Food Pantry, Dungannon  
Development Commission, Priceless, Food City, Food Lion, and the Community  
Service Building Lobby (Health Department/WIC and Dept. of Social Services)
23. April 24 Scott County Early Childhood Spring Fling: First Baptist Church of  
Weber City. 10:00 a.m, -2:00 p.m, Head Start/ Early Head Start Registration  
Event. Age Requirements: 6 weeks – 4 years old. Free activities provided for the  
children. Community Agencies are invited to set up Information/Resource tables.
24. **Training & Family Engagement**
25. March 13<sup>th</sup> – 28<sup>th</sup> Family Engagement was held in all nine classrooms. School  
Readiness Activity was "Science". Fifty seven families attended. Attendance was  
represented by 148 enrolled children, 13 siblings, 42 mothers, 13 fathers, and 18  
other family members.
26. April 10<sup>th</sup> Program Wide Workshop @the Head Start office. Workshops:  
Curriculum and Preparing for Kindergarten, and Healthy Desserts using  
Traditional Meals.

# DIRECTOR'S REPORT, APRIL 2018

## THERESA NEWTON, HEALTH & NUTRITION SERVICES

CENTER	ENROLLED	INSURANCE	IMMUNIZATION UP-TO-DATE	MEDICAL HOME	CURRENT PHYSICAL	TRANSITION TO KINDERGARTEN	NEED PHYSICAL FOR KINDERGARTEN	DENTAL HOME	DENTAL REFERRED
DUFFIELD 1	20	FAMIS - 17 PRIVATE - 2 BOTH - 1 UNKNOWN - 0	17	19	18	12	7	18	17 Exams 5 Referred
DUFFIELD 2	20	FAMIS - 19 PRIVATE - 0 BOTH - 0 UNKNOWN - 1	19	20	16	10	8	19	20 Exams 4 Referred
DUNGANNON	18	FAMIS - 15 PRIVATE - 3 BOTH - 0 UNKNOWN - 0	17 Exempt - 1	18	15	9	6	16	16 Exams 7 Referred
NICKELSVILLE	20	FAMIS - 19 PRIVATE - 1 BOTH - 0 UNKNOWN - 0	18	20	17	6	4	18	18 Exams 1 Referred
SHOEMAKER 1	18	FAMIS - 16 PRIVATE - 0 BOTH - 0 UNKNOWN - 2	18	14	10	12	10	17	14 Exams 1 Referred
SHOEMAKER 2	20	FAMIS - 18 PRIVATE - 2 BOTH - 0 UNKNOWN - 0	19	20	15	8	2	19	19 Exams 3 Referred
SHOEMAKER 3	16	FAMIS - 13 PRIVATE - 1 BOTH - 1 UNKNOWN - 1	15	16	12	11	7	14	13 Exams 2 Referred
SHOEMAKER 4	18	FAMIS - 12 PRIVATE - 6 BOTH - 0 UNKNOWN - 0	18	17	11	7	7	18	17 Exams 1 Referred
WEBER CITY	20	FAMIS - 15 PRIVATE - 3 BOTH - 0 UNKNOWN - 2	19	20	14	10	10	19	14 Exams 1 Referred 1 No Consent
TOTAL	170	FAMIS - 144 - 85% PRIVATE - 18 11% BOTH - 2 <1% UNKNOWN - 6 4%	160 - 94% Exempt - 1	164 97%	128 75%	85 50%	61 72%	158 93%	147 Exams 25 Referred 1 No Consent

**Scott County Public School Head Start  
Health Advisory Committee Minutes  
April 12, 2018**

The Health Advisory Committee held its bi-annual meeting at the Weber City Head Start office on April 12, 2018. Theresa Newton, Health & Nutrition Services Coordinator (HNSC), welcomed members. Members in attendance were:

Ron Breeding, Parent, Shoemaker 4  
Tiffany Howard, Nursing Supervisor, Scott County Public School  
Misty Lee, Anthem Health Keepers Plus Representative  
Sharon Cowan, Frontier Health  
Nora Robinette, Family Resource Specialist, Head Start  
Teresa Mullins, Family Resource Specialist, Early Head Start  
Theresa Newton, Health & Nutrition Services Coordinator, Head Start

Each member received handouts containing the minutes from the November 29, 2017 HAC meeting and Health PIR Winter reports.

Motion to accept the minutes were given by Tiffany Howard, seconded by Sharon Cowan.

Theresa ensured the committee that Head Start is still interested in following the school system's head lice policy and that there have been very few reports of children in our program with lice.

Tiffany spoke to the committee about the usefulness of the area Lion's Club with visual needs for children. Theresa stated that Head Start has had very little success finding active Lion's Club members. Tiffany will forward her contact information.

Discussion moved to Kindergarten Registration and children enrolling into Head Start and into the school system without immunizations and birth certificates. The committee was reminded that if a child needs immunizations for school, health departments will administer them, and most are at no cost.

A nurse from Ballard Health will be at Kindergarten Registrations to sign families up for state insurance.

Misty explained that open enrollment for Virginia insurance is between May 1 – June 30. She shared that if a parent is unhappy with their current MCO (Managed Care Organization), now is the time for parents to check with their doctor about covered care/prescription medicines. There are six different options of state insurance available to families. The family can choose a different plan, and a physician can also request to become a member to accept other state plans. Theresa will send this information to all families before May 1, and she will also place the information in the parent newsletter.

Submitted by:  
Theresa Newton, Health & Nutrition Services Coordinator

# EARLY HEAD START DIRECTOR'S REPORT

April 2018 (Totals Current as of April 18, 2018)

TERESA MULLINS  
HEALTH & NUTRITION SERVICES

CENTER	ENROLLED	INSURANCE	IMMUNIZATION UP-TO-DATE	MEDICAL HOME	DENTAL HOME	VISION SCREENED / REFERRED	HEARING SCREENED / REFERRED	DENTAL SCREENING
DUFFIELD EHS	8	FAMIS - 7 PRIVATE - 1 BOTH - 0 UNKNOWN - 0	8	8	7	8 Screened 1 Referred 1 Services Completed	7 Screened 5 Referred 1 Services Completed 2 Receiving Services 1 Attempted- Unable to Do	6 Exams 0 Screenings 1 Referred
WEBER CITY 1 EHS	8	FAMIS - 8 PRIVATE - 0 BOTH - 0 UNKNOWN - 0	8	8	6	8 Screened 1 Referred	8 Screened 3 Referred 1 Services Completed	6 Exams 1 Screening 0 Referred
WEBER CITY 2 EHS	8	FAMIS - 7 PRIVATE - 1 BOTH - 0 UNKNOWN - 0	8	8	6	8 Screened 0 Referred	7 Screened 1 Referred 1 Receiving Services 1 Unable to Do	3 Exams 3 Screenings 0 Referred
TOTAL	24	FAMIS - 22 PRIVATE - 2 BOTH - 0 UNKNOWN - 0	24	24	21	24 Screened 1 Referred 1 Services Completed	22 Screened 9 Referred 2 Services Completed 3 Receiving Services 2 Unable to Do	15 Exams 4 Screenings 1 Referred

## SCREENINGS & MONITORING

Child's Beginning date	30 Day deadline	45 Day deadline	90 Day deadline
Duffield - September 5 September 7	October 4 October 6	October 19 October 21	December 3 December 5
Weber City - October 16	November 14	November 29	January 13

(As children age out and younger children are accepted these dates are fluid and constantly changing)

## Attendance

Current Wait List:

### Average Daily Attendance (March):

Duffield EHS	87%
Weber City 1	84%
Weber City 2	79%
Monthly ADA:	83.61%

## Current Enrollment by Eligibility

Number eligible 0-100%: 14  
 Number eligible between 100% - 130%: 2  
 Number of over Income: 2  
 Number eligible as a foster child: 4  
 Number eligible as homeless: 0  
 Number eligible as Public Assistance: 2

## Early Head Start Current Wait List

Duffield EHS - 6 Total  
 4 Income Eligible  
 2 Over Income  
 Weber City - 28 Total  
 15 Income Eligible  
 6 - 100-130%  
 7 - Over Income

## Family Engagement Night

Center	October Date/ Attendance	November Date/ Attendance	December Date/ Attendance	February Date/ Attendance	April Date/ Attendance
Duffield EHS	October 30, 2017 4 Mothers 2 Fathers 1 Sibling 1 Other Family Members	November 8, 2017 4 Mothers 1 Father 2 Siblings	December 12, 2017 1 Mother 1 Father 1 Sibling	February 7, 2018 4 Mothers 1 Other Family Member	April 9, 2017 5 Mothers 1 Father
Weber City 1 EHS	October 30, 2017 0 Families	November 15, 2017 5 Mothers 1 Father 4 Siblings 2 Other Family Members	December 12, 2017 2 Mothers 2 Fathers 3 Siblings 10 Other Family Members	February 8, 2018 5 Mothers 3 Fathers 4 Siblings 1 Other Family Member	April 5, 2018 2 Mothers 2 Fathers 3 Siblings
Weber City 2 EHS	October 30, 2017 2 Mothers 1 Father 1 Sibling 2 Other Family Members	November 15, 2017 7 Mothers 2 Fathers 3 Siblings 1 Other Family Member	December 12, 2017 3 Mothers 1 Father 1 Sibling 1 Other Family Member	February 8, 2018 2 Mothers 1 Sibling	April 12, 2018 3 Mothers

**SCOTT COUNTY PUBLIC SCHOOL HEAD START  
FINANCIAL REPORT  
GRANT #03CH3469-04 (1/1/18-12/31/18)**

**MARCH 2018**

REVENUE	MONTH TO-DATE	YEAR TO-DATE	APPROVED FUNDING	UNCOLLECTED FUNDING	%
Federal Funds	101,264.05	302,397.88	1,292,412.00	990,014.12	77%
USDA	13,337.49	22,506.77	-	-	-
Donations	-	-	-	-	-
<b>TOTAL \$</b>	<b>114,601.54</b>	<b>\$ 324,904.65</b>	<b>\$ 1,292,412.00</b>	<b>\$ 990,014.12</b>	<b>77%</b>

EXPENSES	MONTH TO-DATE	YEAR TO-DATE	BUDGETED FUNDING	AVAILABLE FUNDING	%
Mental Health Services	60.00	60.00	2,000.00	1,940.00	97%
Training	1,730.89	1,903.58	20,399.00	18,495.42	91%
Fringe	26,108.02	78,258.13	321,511.00	243,252.87	76%
Health Services	392.50	392.50	4,000.00	3,607.50	90%
Audit Fee	-	-	3,500.00	3,500.00	100%
Maintenance & Repair	6,539.21	7,902.08	24,543.00	16,640.92	68%
Maintenance Service Contract	461.93	2,330.80	10,515.00	8,184.20	78%
Utilities	2,051.05	3,733.26	16,761.00	13,027.74	78%
Postage	7.62	7.62	1,000.00	992.38	99%
Telephone	1,102.60	2,067.95	11,061.00	8,993.05	81%
Child Liability Insurance	-	-	747.00	747.00	100%
Rent	2,400.00	4,000.00	9,600.00	5,600.00	58%
Local Travel	138.68	286.45	5,057.00	4,770.55	94%
Field Trips	1,352.00	1,352.00	1,700.00	348.00	20%
Out of Town Travel	-	-	5,760.00	5,760.00	100%
Parent Activities	209.61	318.34	2,212.00	1,893.66	86%
Assoc. Dues & Fees	291.20	331.10	2,500.00	2,168.90	87%
Office Supplies	1,038.36	1,410.02	9,000.00	7,589.98	84%
Food Supplies	8,868.50	12,005.92	28,976.77	16,970.85	59%
Food Service Supplies	57.85	57.85	2,000.00	1,942.15	97%
Medical & Dental Supplies	25.00	25.00	1,000.00	975.00	98%
Janitorial Supplies	93.71	147.75	3,000.00	2,852.25	95%
Educational Supplies	1,645.45	5,461.48	16,520.00	11,058.52	67%
Discretionary Center Funds	71.83	83.77	3,300.00	3,216.23	97%
Health Examinations	64.24	64.24	1,000.00	935.76	94%
Payroll Expenses	68,040.62	201,704.81	807,256.00	605,551.19	75%
Equipment	-	-	-	-	0%
<b>TOTAL \$</b>	<b>122,750.87</b>	<b>\$ 323,904.65</b>	<b>\$ 1,314,918.77</b>	<b>\$ 991,014.12</b>	<b>75%</b>

IN-KIND (NON-FEDERAL SHARE)	MONTH TO-DATE	YEAR TO-DATE	IN-KIND BUDGETED	IN-KIND REMAINING	%
Parents & Volunteer	11,887.05	32,272.28	50,052.00	17,779.72	36%
School District	23,886.04	71,972.82	237,194.00	165,221.18	70%
Donations	3,583.68	10,461.26	35,857.00	25,395.74	71%
<b>TOTAL \$</b>	<b>39,356.77</b>	<b>\$ 114,706.36</b>	<b>\$ 323,103.00</b>	<b>\$ 208,396.64</b>	<b>64%</b>

ADMINISTRATIVE COST	MONTH TO-DATE	YEAR-TO-DATE ADMIN COST	ADMIN. COST BUDGETED	ADMIN. COST REMAINING
Personnel	13,097.85	38,877.56	158,662.00	119,784.44
Travel	-	-	634.00	634.00
Supplies	356.98	484.69	4,200.00	3,715.31
Other	6,197.96	11,934.33	47,348.00	35,413.67
<b>TOTAL \$</b>	<b>19,652.79</b>	<b>\$ 51,296.58</b>	<b>\$ 210,844.00</b>	<b>159,547.42</b>

<b>MARCH ADMIN. COST</b>	<b>1.2%</b>
<b>YTD ADMIN. COST</b>	<b>3.2%</b>

**SCOTT COUNTY PUBLIC SCHOOL HEAD START**  
**FINANCIAL REPORT SUMMARIZATION**  
**GRANT #03CH3469-04 (1/1/18-12/31/18)**

**MARCH 2018**

**REVENUES**

**Federal Funds:** \$101,264.05

**USDA:** \$13,337.49 – February reimbursement

**EXPENSES**

**Mental Health Services:** January 2018 services.

**Training:** VHSA conference registration fees and supplies for parent workshop.

**Fringe Benefits:** Taxes, retirement, group life, health, and dental insurance for program staff.

**Health Services:** Dental services provided to program children.

**Maintenance & Repair:** Maintenance expenses to program facilities.

**Maintenance Service Contract:** Copier contract for HS office & centers.

**Utilities & Telephone:** General expenses for program.

**Rent:** March-May 2018 rent.

**Local Travel:** Mileage reimbursement to program staff & gasoline for HS vans.

**Field Trips:** Hands On! Museum admission fees.

**Parent Activities:** Refreshments provided for Policy Council meeting & parent mileage reimbursement.

**Association, Dues, & Fees:** Facility license fees, Sam's membership fees, & pre-employment screening fees.

**Office Supplies:** General expenses for program.

**Food Supplies/Food Service Supplies:** USDA meals purchased for centers & non-food meal preparation supplies.

**Medical & Dental Supplies:** Toothpaste purchased for centers.

**Janitorial Supplies:** General expenses for program.

**Educational Supplies:** General expenses for program.

**Discretionary Center Funds:** Reimbursement to teachers/family resource staff for purchases made for program activities.

**Health Examinations:** Expenses for required staff medical screenings.

**Payroll Expenses:** Head Start staff (contracted & non-contracted).

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**In-Kind Match:** \$39,356.77. As of March, the in-kind remaining is 64%.

**Administrative Costs:** \$19,652.79. As of March, year-to-date administrative cost is at 3.2%, not to exceed 15%.

**Credit Card Expenses:** \$3,280.21. See attached credit card expense report.

# Scott County Public School Head Start Custom Transaction Detail Report

March 2018

Date	Name	Memo	Account	Debit	Credit	Balance
Mar 18						
03/12/2018	Bank of America-Platinum Plus	P.O. 4576-Va Head Start Assoc. Conference 2018	20-3800 · Training	1,675.00	-1,675.00	
03/12/2018	Bank of America-Platinum Plus	10454892-Hands on - admission fee for 112 individuals	5502 · Field Trips	541.00	-2,216.00	
03/12/2018	Bank of America-Platinum Plus	Teddy's Restaurant	5505 · Parent Activities	11.64	-2,227.64	
03/12/2018	Bank of America-Platinum Plus	intuit payroll annual charge	6001 · Office Supplies	610.00	-2,837.64	
03/12/2018	Bank of America-Platinum Plus	P.O. 2428-Wal-mart-spring links	6013 · Educational Supplies	20.02	-2,857.66	
03/28/2018	Bank of America-Platinum Plus	p.o.2444-alcohol prep pads	6004 · Medical & Dental Supplies	5.47	-2,863.13	
03/28/2018	Bank of America-Platinum Plus	p.o.2456-shoemaker 1-vacuum cleaner	6013 · Educational Supplies	84.23	-2,947.36	
03/28/2018	Bank of America-Platinum Plus	p.o. 2440-shoemaker 2-vacuum cleaner	6013 · Educational Supplies	84.23	-3,031.59	
03/28/2018	Bank of America-Platinum Plus	p.o. 2444-training pants, wipes	6013 · Educational Supplies	164.39	-3,195.98	
03/28/2018	Bank of America-Platinum Plus	p.o. 2440- shoemaker 4-vacuum cleaner	6013 · Educational Supplies	84.23	-3,280.21	
Mar 18				3,280.21	0.00	-3,280.21

# SCOTT COUNTY PUBLIC SCHOOL EARLY HEAD START FINANCIAL REPORT

GRANT #03HP00004901 (3/1/17-8/31/18)

MARCH 2018

REVENUE	MONTH TO-DATE	YEAR TO-DATE	APPROVED FUNDING	UNCOLLECTED FUNDING	%
Federal Funds	30,182.52	409,662.35	913,334.00	503,671.65	55%
USDA	2,246.83	9,899.21	-	-	-
Donations (In-Kind)	-	3,488.00	-	-	-
<b>TOTAL \$</b>	<b>32,429.35</b>	<b>\$ 423,049.56</b>	<b>\$ 913,334.00</b>	<b>\$ 503,671.65</b>	<b>55%</b>

EXPENSES	MONTH TO-DATE	YEAR TO-DATE	BUDGETED FUNDING	AVAILABLE FUNDING	%
Mental Health Services	-	-	500.00	500.00	0%
Training	5,876.42	19,158.27	37,431.00	18,272.73	49%
Fringe	5,918.52	54,303.73	124,763.00	70,459.27	56%
Health Services	-	-	3,000.00	3,000.00	100%
Audit Fee	-	800.00	4,077.00	3,277.00	80%
Contractual Services	-	46,049.17	78,223.00	32,173.83	41%
Maintenance & Repair	284.77	14,890.58	37,740.00	22,849.42	61%
Maintenance Service Contract	-	-	1,170.00	1,170.00	100%
Utilities	499.11	1,954.57	7,980.00	6,025.43	76%
Postage	-	58.80	900.00	841.20	93%
Telephone	234.22	1,678.54	3,728.00	2,049.46	55%
Child Liability Insurance	-	-	217.00	217.00	100%
Rent	-	-	-	-	0%
Local Travel	40.40	199.15	5,251.00	5,051.85	96%
Field Trips	-	-	3,450.00	3,450.00	100%
Out of Town Travel	-	1,262.93	3,000.00	1,737.07	58%
Parent Activities	-	46.11	600.00	553.89	92%
Assoc. Dues & Fees	-	3,012.68	4,300.00	1,287.32	30%
Office Supplies	1,128.36	2,083.54	6,500.00	4,416.46	68%
Food Supplies	2,305.22	11,807.28	22,011.21	10,203.93	46%
Food Service Supplies	-	2,101.99	16,400.00	14,298.01	87%
Medical & Dental Supplies	-	727.22	1,500.00	772.78	52%
Janitorial Supplies	-	338.37	3,000.00	2,661.63	89%
Educational Supplies	1,220.89	50,498.28	112,599.00	62,100.72	55%
Transition	-	-	2,300.00	2,300.00	100%
Discretionary Center Funds	-	-	660.00	660.00	0%
Health Examinations	-	-	750.00	750.00	100%
Payroll Expenses	16,535.49	148,678.35	293,417.00	144,738.65	49%
Construction	-	60,000.00	60,000.00	-	0%
Equipment	-	3,400.00	91,254.00	87,854.00	0%
<b>TOTAL \$</b>	<b>34,043.40</b>	<b>\$ 423,049.56</b>	<b>\$ 926,721.21</b>	<b>\$ 503,671.65</b>	<b>54%</b>

IN-KIND (NON-FEDERAL SHARE)	MONTH TO-DATE	YEAR TO-DATE	IN-KIND BUDGETED	IN-KIND REMAINING	%
Parents & Volunteer	2,179.72	16,609.49	202,906.00	186,296.51	92%
School District	792.18	14,782.46	9,542.00	(5,240.46)	-55%
Donations	1,152.27	29,191.36	15,886.00	(13,305.36)	-84%
<b>TOTAL \$</b>	<b>4,124.17</b>	<b>\$ 60,583.31</b>	<b>\$ 228,334.00</b>	<b>\$ 167,750.69</b>	<b>73%</b>

ADMINISTRATIVE COST	MONTH TO-DATE	YEAR TO-DATE	ADMIN. COST BUDGETED	ADMIN. COST REMAINING
Personnel	2,161.57	25,159.70	41,630.00	16,470.30
Travel	-	252.59	560.00	307.41
Supplies	225.67	416.71	1,200.00	783.29
Other	1,300.74	10,812.35	52,071.00	41,258.65
<b>TOTAL \$</b>	<b>3,687.98</b>	<b>\$ 36,641.35</b>	<b>\$ 95,461.00</b>	<b>58,819.65</b>

MARCH ADMIN. COST

0.3%

YTD ADMIN. COST

3.2%

**SCOTT COUNTY PUBLIC SCHOOL EARLY HEAD START**  
**FINANCIAL REPORT SUMMARIZATION**  
**GRANT #03HP00004901 (3/1/17-8/31/18)**

**MARCH 2018**

**REVENUES**

**Federal Funds:** \$30,182.52

**USDA:** \$2,246.83 - February Reimbursement

**EXPENSES**

**Training:** Kindermusik curriculum & VA HSA Conference 2018 fees

**Fringe Benefits:** Taxes, retirement, group life, health, and dental insurance for all salaried staff.

**Maintenance & Repairs:** Maintenance expenses to program facilities.

**Utilities & Telephone:** General expenses for program.

**Local Travel:** Mileage reimbursement for program staff.

**Office Supplies:** General expenses for program.

**Food Supplies:** USDA meals purchased for centers & non-food meal preparation supplies.

**Educational Supplies:** Classroom supplies for program activities.

**Payroll Expenses:** Early Head Start staff (contracted & non-contracted).

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**In-Kind Match:** \$4,124.17. As of March, the remaining in-kind match is 73%.

**Administrative Costs:** \$3,687.98. As of March, year-to-date administrative cost is at 3.2%, not to exceed 15%.

**Credit Card Expenses:** \$757.86. See attached credit card expense report.

Scott County Public School Head Start  
Custom Transaction Detail Report

March 2018

Date	Name	Memo	Account	Debit	Credit	Balance
Mar 18						
03/15/2018	Powell Valley National Bank	p.o. 2423-Registration fees for Faith Thomas	20-3800 · Training	335.00	-335.00	
03/15/2018	Powell Valley National Bank	p.o. 2436-2 LED lights for classrooms	3310 · Maintenance & Repair	178.00	-513.00	
03/15/2018	Powell Valley National Bank	p.o.2420-diapers, pull-ups, wipes	6013 · Educational Supplies	244.86	-757.86	
Mar 18				757.86	0.00	-757.86

of these dates, the twelve-month employees would be entitled to only the day that schools are closed.

Vacation:

Vacation days for ten and eleven month employees are established by annual school calendar developed by the Director. Eleven and one half month (240 day) employees of Head Start are granted one half day per month beginning July 1<sup>st</sup> of the new contract year, making a total of six vacation days per year. Twelve-month employees of Head Start are granted one and one-half days per month beginning July 1<sup>st</sup> of the new contract year, making a total of eighteen vacation days per year. These days must be used between July 1<sup>st</sup> and June 30<sup>th</sup>, as they are not cumulative. Twelve month employees may use vacation time before it has been earned during the contract year. If a twelve-month employee leaves the employment of Scott County Public School Head Start prior to June 30<sup>th</sup>, and has already used more vacation days at the time of departure than he/she has earned by service, the employer will subtract one day's wages for each of the unearned vacation days used. A Vacation day time for a month will be considered earned if the employee has worked half of the available working days during the month. This same procedure will also apply if an employee is unable to return to his/her assignment during the year after exhausting all accumulated sick leave. Vacation time earned will continue to accumulate as long as the absence is covered by accumulated sick leave. Twelve-month employees with unused vacation days may apply for vacation on days that schools are closed by the annual school calendar. The request must be approved by the Director.

Other:

Calendar changes and/or adjustments requiring school operation on Saturdays will be considered a normal working day for all employees assigned to schools and/or rendering services directly required and essential to the orderly operation of the schools. On all other days, excluding designated holidays and weekends, that schools are closed to students, educational staff and Family Resource Specialists are not to report to work. The Secretary, Receptionist/Data Secretary, Family and Community Services Coordinator, Child Development Coordinator, Health and Nutrition Coordinator, Director, and Administrative Assistant/Fiscal Officer will report to work.

Sickness & Accident:

The following provisions apply to all full-time Head Start contracted employees regarding sick leave:

- A. Ten, Eleven, and Twelve month employees may earn a maximum of ten, eleven, and twelve days respectively for each yearly contractual period. Effective July 1, 2003, sick leave may accumulate to 60 sick days. Upon retirement, the employee will be paid for a maximum of 35 days at a rate of \$5.00 per day. Such leave will be considered earned (if the employee has worked half of the available working days during the month) and must be taken in minimum of one-half day increments.