

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

The Scott County School Board met for a regular meeting on Tuesday, April 5, 2016, at the Scott County School Board Office in Gate City, Virginia, with the following members present:

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

**ABSENT:** None

**OTHERS PRESENT:** Jason Smith, Supervisor of Personnel; 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; Ramona Russell, Teaching Assistant; Lisa Bevins, Teacher; Amanda Clark, Heritage TV; Scott County Education Association; Nancy Godsey, Citizen; Lisa McCarty, Scott County Virginia Star; Jennifer Frazier, Supervisor of Secondary Education/School Nutrition; Lisa Bielharz & Corey O'Neill, Boys & Girls Club of Greater Kingsport,.

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

**ITEMS TO TABLE FROM AGENDA:** Chairman Quillen stated that Superintendent Ferguson had a family emergency and Item 15: Approval of 2016-2017 School Operating Budget & Cafeteria Budget be tabled until a later date.

**APPROVAL OF AGENDA:** On a motion by Mr. Sallee, seconded by Ms. Gillenwater, all members voting aye, the Board approved the agenda with Item 15 being tabled until a later date.

**APPROVAL OF MARCH 1, 2016 REGULAR MEETING MINUTES:** On a motion by Mr. McConnell, seconded by Mr. Horton, all members voting aye, the Board approved the Tuesday, March 1, 2016 Regular Meeting Minutes as submitted.

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

School Operating Fund invoices & payroll in the amount of \$946,957.94 as shown by warrants #8117346-8117673 (8116867, 8117134 voided) & electronic payroll direct deposit in the amount of \$1,057,957.60 & electronic payroll tax deposits in the amount of \$490,097.41. Cafeteria Fund invoices & payroll in the amount of \$135,830.66 as shown by warrants #1017146-1017204 (1017160 voided) & electronic payroll direct deposit in the amount of \$28,096.41 & electronic payroll tax deposit in the amount of \$12,516.36. Head Start invoices & payroll totaling \$60,286.33 as shown by warrants #13938-13981.

**BOYS & GIRLS CLUB OF GREATER KINGSPORT PARTNERSHIP WITH SCOTT COUNTY SCHOOLS:** Ms. Jennifer Frazier, Supervisor of Secondary Education/School Nutrition, introduced Ms. Lisa Beilharz from the Boys & Girls Club of Greater Kingsport to speak on a possible partnership with Scott County Schools. Ms. Beilharz gave an overview of the Boys & Girls Club of Greater Kingsport and how they help children from ages six to 18 years by providing five core program areas which include: Education & Career Development; Health & Life Skills; Sports, Fitness & Social Recreation; The Arts and Character & Leadership Development. Ms. Beilharz also explained that they will be conducting a camp at Shoemaker Elementary for K-6 grades, beginning April 26 from 3:00 – 6:00 p.m. and continue for the next four Tuesdays. If this camp is well received, we will discuss a continuous partnership with Scott County Schools to provide more opportunities for the youth of Scott County.

**PUBLIC COMMENT:** None

**APPROVAL OF EXTENSION OF BORDEN DAIRY BID FOR 2016-2017 SCHOOL**

**YEAR:** Ms. Jennifer Frazier, Supervisor of Secondary Education/School Nutrition presented a request from Borden Dairy to extend the current Dairy Bid for the 2016-2017 school year.

On a motion by Mr. Templeton, seconded by Ms. Gillenwater, all members voting aye, the Board accepted the Extension of the Borden Dairy Bid for 2016-2017.

**SPECIAL RECOGNITION:** Mr. Jason Smith, Supervisor of Personnel, recognized Ms. Rhonda Kilgore and Ms. Melanie McMurray, teachers at Scott County Career & Tech, for the students that they serve placed in the top ten in the nation and they will be traveling to New York to receive an award.

**DISCUSSION/APPROVAL OF HIGH SCHOOL GRADUATION DATE:** Mr. Jason Smith, Supervisor of Personnel presented a recommendation on graduation dates from the three area high school principals: Mr. Regan Mullins (RCHS); Mr. Sam Parks (TSHS) and Mr. Mike Lane (GCHS).

On a motion by Mr. McConnell, seconded by Mr. Sallee, all members voting aye, the Board approved the following high school graduation dates for 2016.

Gate City High School	Wednesday, May 25 – 7:00 p.m.
Rye Cove High School	Thursday, May 26 – 7:00 p.m.
Twin Springs High School	Friday, May 27 – 7:00 p.m.

**APPROVAL OF 2015-2016 HEAD START SELECTION & ENROLLMENT**

**GUIDELINES:** On a motion by Mr. Templeton, seconded by Mr. Horton, all members voting aye, the Board approved Head Start's Selection & Enrollment Guidelines for 2016. (Appendix H)

**APPROVAL OF HEAD START RECRUITMENT PLAN:** On a motion by Ms. Gillenwater, seconded by Mr. McConnell, all members voting aye, the Board approved the Head Start's Recruitment Plan for 2016. (Appendix H)

**APPROVAL OF SECOND SEMESTER SCHOOL ALLOCATIONS:** On a motion by Mr. Templeton, seconded by Mr. Sallee, all members voting aye, the Board approved the second semester school allocations as presented.

2015-16 2nd SEMESTER ALLOCATIONS								
2 OF 2 PAYMENTS *DISBURSED APRIL 6, 2016								
SCHOOL	COPIERS	REM./INST.	LIBRARY	BUS/TECH	FAM SCI	BAND	CUSTODIAL	TOTAL
DPS	1,572.50	2,111.42	175.00				3,750.00	7,608.92
DIS	1,000.00	192.00	37.50				405.00	1,634.50
FBPS	1,000.00	575.00	50.00				1,000.00	2,625.00
HES	1,000.00	1,150.00	100.00				1,500.00	3,750.00
NES	1,100.00	130.00	150.00				2,500.00	3,880.00
RCI	1,000.00	1,150.00	112.50				1,500.00	3,762.50
SES	2,312.50	4,025.00	300.00				5,000.00	11,637.50
WCES	1,375.00	641.25	200.00				3,000.00	5,216.25
YES	1,000.00	1,437.50	125.00				1,875.00	4,437.50
GCMS	2,200.00	1,290.01	412.50	250.00		1,250.00	5,000.00	10,402.51
GCHS	2,075.00	5,496.12	387.50	500.00	625.00	2,500.00	4,750.00	16,333.62
TSHS	1,137.50	2,012.50	225.00	375.00	375.00	1,625.00	3,000.00	8,750.00
RCHS	1,335.00	2,587.50	225.00	375.00	375.00	1,625.00	3,500.00	10,022.50
SCCTC	1,000.00	13,530.00					1,750.00	16,280.00
<b>TOTAL</b>	<b>19,107.50</b>	<b>36,328.30</b>	<b>2,500.00</b>	<b>1,500.00</b>	<b>1,375.00</b>	<b>7,000.00</b>	<b>38,530.00</b>	<b>106,340.80</b>

**DISCUSSION/APPROVAL OF ROOFING PROJECTS FOR 2016:** Mr. Robert Sallee, Supervisor of Building Services stated that a bid opening was held March 31, 2016 at the School Board Office for the following roofing projects: Partial Reroofing of three schools, Hilton Elementary, Scott County Career & Technical Center and Weber City Elementary. He explained that four bids were presented and Eskola Roofing from Morristown, Tennessee was the lowest with a bid of \$274,500. Mr. Robert Sallee, also stated that an alternate project 3A of roofing an additional section of Hilton Elementary also went to bid and Eskola was the lowest on this project with a bid of \$44,000. Mr. Robert Sallee explained that there

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

**CLOSED MEETING:** Mr. Sallee made a motion to enter into closed meeting at 6:55 p.m. to discuss teachers, coaches, principals, and bus drivers as provided in Section 2.2-3711 A (1) of the Code of Virginia, as amended; motion was seconded by Mr. McConnell, all members voting aye.

**RETURN FROM CLOSED MEETING:** All members returned from closed meeting at 7:52 p.m. and on a motion by Mr. Sallee, seconded by Mr. McConnell, the Board returned to regular session and Mr. Sallee cited the following certification of the closed meeting:

**CERTIFICATION OF CLOSED MEETING**

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

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

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

**ROLL CALL VOTE**

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

*Nays: None*

*ABSENT DURING VOTE: None*

*ABSENT DURING MEETING: None*

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

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

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

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

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

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

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

**NON-TENURED TEACHERS**  
**(EXPERIENCE AS OF JUNE 30,2016)**

<b>YRS EXP</b>	<b>LAST NAME</b>	<b>FIRST NAME</b>
5	BURKE	RACHEL
5	CARPENTER	RYAN
5	CASSEL	DEREK
5	CASTLE	JOSHUA
5	JOHNSON	AMANDA
5	LAWSON	SHAUNA
5	RHOTON	AMANDA
5	ROBERTSON	BENJAMIN
5	SANDERS	MEGAN
5	WARNER	KEITH
4	BAKER	BETH
4	HOOD	ADAM
4	PARKER	ANNETTE
3	HENRY	ANNIE
3	PARKS	TYLER
3	RICHARDSON	KRISTI
3	SMITH	TABITHA
3	TEMPLETON	KAYLA
2	BERRY	MAGGIE
2	DEAN	AMY
2	HORN	LAUREN
2	PETERSON	HEATHER
2	QUILLEN	MORGAN
2	COUNTS	KARIANNE
2	COLLIER	DUSTIN
2	BAKER	MARY JO
2	GARDNER	CHRISTY
2	DOCKERY	MARK
2	HOOD	CHAD
2	JARMILLA AVILA	MARIO
2	MULLINS	AMANDA
2	WARNER	KATIE
2	WEBB	JIMMY
1	BRINKLEY	ERIN
1	CASTLE	HEATHER
1	GILMER	SAMANTHA
1	HAWLEY	TIFFANY
1	JOHNSON	NANCY
1	KISER	DEREK
0	BROADWATER	TANA
0	CULBERTSON	APRIL
0	FRALEY	SUSAN

0	GARDNER	SHERRI
0	HILL	ALEXANDRA
0	LAWSON	CHARITY
0	REDWINE	LINDSEY

**TWO YEAR PROBATIONARY**

COX, LORI  
BURKE, KAREN

**ONE YEAR PROBATIONARY**

SHAWN BECKER  
JOANNA EDENS  
STEPHANIE HOOD  
TRAVIS PIERSON  
JONATHON SALYER  
AMANDA SALYERS

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

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Templeton, seconded by Mr. Sallee, all members voting aye, the Board approved the non-renewal of contracts for the following classified employees:

**CLASSIFIED EMPLOYEES**

**Teaching Assistants**

Tammie Dixon	Francina Lynn Bishop
Phyllis Bellamy	Jana Bright
Lisa Ison	Ruth Potts
Dorothy Grinsell	Gena Quillen
Ramona Russell	Lisa F. Bishop
Donna Sanders	Jennifer Moore
Carolyn Sawyer	Rebecca Krantz
Karen Jennings	Christy Billips
Hagan McClellan	Kevin Warner
Rebecca Meade	Christy Bradshaw
Brenda Gilliam	Jenny Page
Melissa Robinson	Brittany Peterson
Candace Mullins	Ashley Osborne
Melissa Qualls	Crystal Williams
Megan Gardner	Brittany Chapman

**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  
Human Resource Manager/  
Clerk of the Board

Beverly Stidham  
Purchasing Specialist/  
Deputy Clerk of the Board

Vickie Lane  
Administrative Assistant to the  
Superintendent/Budget Specialist

Angie Johnson  
Food Service &  
Child Nutrition Specialist/  
Head Start Payroll &  
Invoice Officer

**Medicaid Specialist**  
Angie Vermillion

**School Nurses**

Courtney Bolling  
Lisa Castle  
Tammy Farmer  
Tiffany Howard  
Karen Dunlap

Tabbitha Bledsoe  
Yvonne Edwards  
Stephanie Penley  
Farrah Lane  
Natasha Swinney

**Occupational/Physical Therapists**

Emily Prater  
Rebecca Hillman  
Kimberly Price Guinn

**School Secretaries**

Renee Adams  
Susan Carter  
Barbara Baker  
Teresa Shupe  
Pam Flanary  
Robin Hall  
Jenny Jordan  
Norma Casteel  
Sheila Mays  
Karen Blanton  
Jackie Willis

Nikki Gardner  
Sheila Nash  
Patricia Nash  
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 Kinkead  
Ronald Laney  
Rebecca Powers  
Jeff Napier  
Brenda Richardson  
Debra K. Brown  
Stanley Sluss  
Paula Gilliam  
Melissa Williams  
Scottie Williams  
Teresa France  
Rodney Darnell  
Pam Sivert  
Helen Jackson  
Brian Lawson  
Rebecca Compton

Thomas Dooley  
Cathy Criswell  
Dexter Harmon  
Carrie Stansberry  
Kenneth Lane  
David Tipton  
Oakley Hartsock  
Justin Nickels  
Penny Osborne  
Gaye Sanders  
Rhonda Franklin  
David Williams  
Jeff Lawson  
Phyllis Payne  
Ashley Clark  
Connie Edwards  
Larry Vermillion  
Nathaniel Akers  
Mary Beth Rhoton  
Lisa McCracken

**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  
John Farmer

Tommy Payne  
Paul Boggs  
William Pippin  
Jamie Blanton  
Robert Rhoton

### **Bus Drivers (Pending Physical)**

William Don Akers  
Deborah Bledsoe  
Johnny Bowen  
Melinda Brickey  
Allen Godsey  
Dexter Harmon  
Garry Hood  
Judy Johnson Fritz  
Grover Kegley, Jr.  
Valerie Lane Quillen  
Lisa Anderson  
Nancy McDavid  
Kevin Moore  
Anthony Odle  
Ralph Lyons  
Lee Roy Sanders  
Kenneth Sluss  
Phoebe Pape  
Tammy Bledsoe  
Nadine Vermillion  
Billy Flanary  
Donna Hood  
Connie Dockery  
Ezra Summey

Randy Bledsoe  
Charles Blessing  
Paula Gilliam  
Matthew Cruby  
Greg Marshall  
Hazel Hass  
Donna Hass  
Rodney Darnell  
David Kinkead  
Shirley Marshall  
Linda Cantrell  
Odene Nash  
Jonathon Dooley  
Billy Odle  
Donald Salyer  
Eva J. Shelton  
Charles O. Taylor  
David Lawson  
Doris Tipton  
Travis Kern  
Jonathan Pierson  
Hobert Edward Musick  
Thomas Dooley

### **Cafeteria Personnel**

Lisa Bishop  
Peggy Cruby  
Brenda Rhoton  
Patricia Cunningham  
Margaret Hass  
Barbara Percy  
Jessica Sizemore  
Carolyn Meade  
Carolyn Kern  
Cynthia Carter  
Anna Griffin Palmer  
Jessica Howell  
Amy Shaffer  
Sharon Vermillion

Tamara Berry  
Joyce Austin  
Vickie Kern  
Deborah Osborne  
Heather McComas  
Margaret Jessee  
Sharon Culbertson  
Linda Dockery  
Teresa Lane  
Shelsie Page  
Jennifer Pennington  
Patricia Weatherly  
Betty Castle  
Carla Gardner

Kathy Penley  
April White  
Judy Porter

Judy Spears  
Debra Fletcher  
Kathy Starnes

**BOARD MEMBER COMMENTS:** Ms. Gillenwater congratulated Coach Scotty Vermillion and the Gate City Boys Basketball Team on a great season and how well they represented Scott County Schools.

**ADJOURNMENT:** There being no further business, the Board adjourned at 8:00 p.m.

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

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K.C. Linkous, Clerk



# **APPENDIX H**

## **HEAD START SELECTION & ENROLLMENT GUIDELINES FOR 2016**

**AND**

## **HEAD START RECRUITMENT PLAN FOR 2016**

# Scott County Public School Head Start Selection Criteria & Enrollment Guidelines

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2016

A Head Start Application is considered complete when all the basic information is received and the child's age and family income has been verified and documented. Upon receipt, this information is entered into the Child Plus software. Child Plus automatically prioritizes eligibility according to a weighted system which identifies children by age, disability status, family type, income eligibility, and family circumstances. Enrollment priorities are based on the following:

*Criteria for enrollment of children from families under 100% of the poverty guidelines:*

1. Foster Child
2. Homeless
3. Family is eligible for public assistance through TANF (Temporary Assistance for Needy Families) or the SSI (Supplemental Security Income) program
4. Oldest income eligible child under 100% of poverty level with a suspected or documented disability.
5. Oldest child with family income at greatest % below 100% of poverty level
6. Oldest income eligible child under 100% of poverty level.
7. Child with special family circumstances. For example: A single parent working or in school, a child in the care of a relative, or a child with a disabled parent.

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

# Scott County Public School Head Start Selection **2016**

## Criteria & Enrollment Guidelines

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An additional 35% of children may be between 100-130% of the federal poverty line.

*Criteria for enrollment of children from families with income between 100-130% of the poverty guidelines:*

1. Oldest child with suspected or documented disability from family with income at lowest percentage between 100-130% poverty guidelines.
2. Oldest child from single parent home with income at lowest percentage between 100-130% poverty guidelines.
3. Oldest child with younger siblings from a family with income at lowest percentage between 100-130% poverty guidelines.

Any enrollment slots remaining may be filled from the prioritized by area waiting list of over-income children, as long as the income-eligible waiting list under 130% has been exhausted. The total over income children may not exceed 10% of the funded enrollment.

*Criteria for enrollment of children from families with income over 130% of the poverty guidelines:*

1. Oldest child with documented disability from family with income at lowest percentage over 130% poverty guidelines.
2. Oldest child from single parent home with income at lowest percentage over 130% poverty guidelines.
3. Oldest child with younger siblings from a family with income at lowest percentage over 130% poverty guidelines.

Over-income children enrolled in a given year are not automatically eligible the following year, but must again be screened for eligibility.

# Scott County Public School Head Start Selection Criteria & Enrollment Guidelines

2016

## 2016 Federal Poverty Guidelines

As published in the Federal Register January 25, 2016

For All States, Except Alaska and Hawaii

Household Size	100% of Poverty	130% of Poverty
1	\$11,880	\$15,444
2	16,020	20,826
3	20,160	26,208
4	24,300	31,590
5	28,440	36,972
6	32,580	42,341
7	36,730	47,749
8	40,890	53,157

100% - For families/households with more than 8 persons, add \$4,160 for each additional person.

130% - For families/households with more than 8 persons, add \$5,408 for each additional person.

# Scott County Public School Head Start Selection **2016** Criteria & Enrollment Guidelines

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## Scott County Public School Head Start Eligibility

### Criteria Points

#### **Based on Income**

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Foster Child	10
Homeless	10
Public Assistance	10
0 - 10% below poverty level	1
11 - 20% below poverty level	2
21 - 30% below poverty level	2
31 - 40% below poverty level	4
41 - 50% below poverty level	5
51 - 60% below poverty level	8
61 - 80% below poverty level	10
81 - 100% below poverty level	12

#### **Based on Class Age**

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Age 4	9
Age 3	7

(Determined by public school cut-off date of September 30)

A child is not eligible for an additional year of Head Start if 5 years old or older unless determined by the LEA

#### **Other Eligibility Criteria**

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Parental Status	
Single Parent (Mother Only)	7
Single Parent (Father Only)	7
Two Parent Family	6
Other Relative (Grandparent/Guardian)	9
Disability	
Disability Suspected	6
Disability Identified	8
Biological/Medical Risk	3
Parental Crisis	
SSI Recipient	10
Receiving Public Assistance	10

## *Program Objectives:*

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

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

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

## *Recruitment Activities:*

Activity	Person Responsible	Timeline
Recruit siblings within current Head Start classrooms	Family Resource Specialists	January/ February
Include recruitment flyer in Parent Newsletter	Family & Community Services Coordinator	February & March
Advertise in Scott County VA Star Newspaper	Family & Community Services Coordinator	February
Advertise on Scott Co. Cable TV	Family & Community Services Coordinator	February
Update Recruitment Announcement on SCPSHS Facebook Page	Management Staff	February/ Ongoing
Update Recruitment Announcement on SCPSHS Website	Management Staff	February/ Ongoing
Recruitment announcements at parent meetings	Family Resource Specialists	Monthly (February -May)
Hang H.S. recruitment flyers/ posters at each center, local businesses, agencies, and doctor and medical professional offices and businesses/ medical professional offices that border Scott County.	Family Resource Specialists Policy Council	February
Provide small flyers to restaurants, grocery stores, and local merchants to	Family Resource Specialists	February/ Ongoing

# Scott County Public School Head Start Recruitment Plan

2016

place in individual shopping bags		
Activity	Person Responsible	Timeline
Set up recruitment booth at each kindergarten registration site	Family Resource Specialists	March/ April
Registration Day at individual centers	Family Resource Specialists	March/ April
Recruit foster children: contact DSS	Family & Community Services Coordinator	April/ Ongoing
Recruit homeless families: 1.) Contact Hope House, DSS, AppCAA, and SCPS Homeless Liaison & send/ post recruitment flyers 2.) Post recruitment flyer at laundromats	Family & Community Services Coordinator Family Resource Specialists	February February
Recruit migrant and non-English speaking families: contact Clinch River Migrant Health Network and SCPS	Family & Community Services Coordinator	April/ Ongoing
Contact agencies serving children with severe disabilities (Infant Toddler Connection, LEA, Child Development Clinic, and DSS)	Child Development Services Coordinator	April/ Ongoing
Week of the Young Child: Display of artwork in local businesses	Classroom Staff	April
Press Release in Scott County VA Star of Week of the Young Child Activities		
Announcement in church bulletins	Family & Community Services Coordinator	April
Provide recruitment flyers to all primary and elementary schools to be sent home	Family & Community Services Coordinator	April
Day Cares: Share info that we are recruiting	Family & Community Services Coordinator	Ongoing
Collaborate with SCPS in Child Find efforts: Plan, organize/ participate in Early Childhood Fair at Food City	Child Development Services Coordinator Family Resource Specialists	May
Accept and ensure follow up on referrals from doctors and other professionals, community agencies, and school system	Management Staff	Ongoing
Ensure applications are available at the Head Start Office, each center, and primary and elementary schools	All Staff	Ongoing
Conduct community outreach by participating in community meetings and other agency's in service training	Management Staff	Ongoing
Door to door recruitment	Family Service Staff	May/ Ongoing
Change answering machine message for summer months Ex: We are closed for the summer. Our children will return to class on..... We are accepting new	Teachers	End of program year

applications for fall enrollment. To apply, please contact the Head Start Office at 386-6051		
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