

**SCOTT COUNTY SCHOOL BOARD  
MINUTES OF REGULAR MEETING, TUESDAY, JUNE 7, 2016**

The Scott County School Board met for a regular meeting on Tuesday, June 7, 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:** John I. Ferguson, 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; Ramona Russell, Teaching Assistant; Doris Boitnott, VEA/NEA Uniserv Director; Nancy Godsey, Citizen; Lisa Bevins, Teacher; Kasey Hale, Scott County 4-H Extension Agent; Wayne Bledsoe, Rye Cove Little League, Brad Bowen, Rye Cove Youth Athletics, Judy Calton, Head Start Finance Director; Kevin Moore, Bus Driver and Amanda Clark, Heritage TV.

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

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

**APPROVAL OF MEETING MINUTES FOR MAY 3, 2016 REGULAR BOARD MEETING:** On a motion by Mr. McConnell seconded by Mr. Templeton, all members voting aye, the Board approved the Tuesday, May 3, 2016 Regular Meeting Minutes, as submitted.

**APPROVAL OF SPECIAL MEETING MINUTES FOR May 17, 2016:** On a motion by Mr. Templeton, seconded by Mr. Horton, all members voting aye the Board approved the minutes of the Special Meeting on May 17, 2016.

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

School Operating Fund invoices & payroll in the amount of \$1,964,614.76 as shown by warrants #8117975-8118370 (8118360 voided) & electronic payroll direct deposit in the amount of \$1,046,860.05 & electronic payroll tax deposits in the amount of \$482,528.13. Cafeteria Fund invoices & payroll in the amount of \$183,348.92 as shown by warrants #1017251-1017311 & electronic payroll direct deposit in the amount of \$27,966.16 & electronic payroll tax deposit in the amount of \$11,818.80. Head Start invoices & payroll totaling \$50,914.96 as shown by warrants #14033-14079.

**PRESENTATION FROM RYE COVE LITTLE LEAGUE:** Mr. Wayne Bledsoe, President of Rye Cove Little League and Brad Bowen, Board Member of Rye Cove Youth Athletics, made a presentation to request assistance from the School Board for monthly remittance and full payment of the utility bill associated with the lighting of the baseball field. Mr. Bledsoe explained that all funding of the cost of the lighting project has been secured. The sole remaining cost is monthly light operation.

On a motion by Mr. Templeton, seconded by Mr. Horton, all members voting aye, the Board approved paying the monthly utility bill for the baseball field used by Rye Cove Little League and Rye Cove Youth Athletics.

**PUBLIC COMMENT:** Ms. Kasey Hale introduced herself to the board as the new Scott County 4-H Extension Agent and stated that she is available to the school system should they need anything in the future.

**APPROVAL OF SIGNATURES IN ABSENCE OF SUPERINTENDENT:** Superintendent Ferguson requested that the following individuals be authorized to sign Department of Education documents in his absence as described below:

Jason Smith, Supervisor of Personnel/Student Services and Ms. Brenda Robinette, Special Education Supervisor, are authorized to sign all VDOE reports, documents, requisitions and other official correspondence in the absence of the Division Superintendent.

Debra Brickey, Technology Coordinator, is authorized to approve federal grant applications on the VDOE's OMEGA web system.

On a motion by Mr. McConnell, seconded by Ms. Gillenwater, all members voting aye, the Board approved the individuals recommended by Superintendent Ferguson to sign documents in his absence.

**APPROVAL OF GRANT APPLICATIONS:** Superintendent Ferguson presented the following grants for approval for the 2016-2017 school year:

Title 1, Part A – Improving Basic Programs (level funding) \$839,173.04.

Title I, Part A – State Academic Achievement Grant \$8,500.

Title II, Part A – Teacher Quality (level funding) \$168,039.08.

Title III, Part A – Language Instruction for Limited English Proficient and Immigrant Students (amount not known at this time: participation in the State Consortium). .

Title IV, Part B – 21<sup>st</sup> Century Community Learning Centers (Approximate amounts) Duffield Primary School \$200,000; Nickelsville Elementary School \$200,000; Shoemaker Elementary School \$200,000; Gate City Middle School \$200,000.

On a motion by Mr. Templeton, seconded by Mr. Horton, all members voting aye, the Board approved the Title 1, Part A; Title II, Part A; Title III, Part A and Title IV, Part B grants for the 2016-2017 school year.

**APPROVAL OF HEAD START SELF-ASSESSMENT RESULTS – PROGRAM YEAR 2015-2016:** On a motion by Ms. Gillenwater, seconded by Mr. McConnell, all members voting aye, the Board approved the Head Start Self-Assessment Results for Program Year 2015-2016. (Appendix J )

**APPROVAL OF HEAD START EMPLOYEE LIST FOR JULY 1, 2016 – JUNE 30, 2017:** On a motion by Mr. Templeton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the Head Start Employee List for July 1, 2016 – June 30 2017.

**SCOTT COUNTY PUBLIC SCHOOL HEAD START  
EMPLOYEE LIST FOR JULY 1, 2016 THRU JUNE 30 2017**

EMPLOYEE	POSITION	NUMBER OF DAYS
Charnita Adams	Teacher Assistant	190 Days
Michelle Wallen	Teacher Assistant	190 Days
Tracy Osborne	Teacher Assistant	190 Days
April White	Teacher Assistant	190 Days
Pamela (Pam) Pruitt	Teacher Assistant	190 Days
Ana Martinez	Teacher Assistant	190 Days
Lora Edwards	Teacher Assistant	190 Days
Kellie Powers	Teacher Assistant	190 Days
Cammie Collier	Teacher	190 Days
Kara Pippin	Teacher	190 Days
Tara Johnson	Teacher	190 Days
Kristy Davidson	Teacher	190 Days
Donna Hufnagle	Teacher	190 Days
Ashley Britt	Teacher	190 Days
Melanie Sloan	Teacher	190 Days
Emily Glenn	Teacher	190 Days
Chynna Roberts	Teacher	190 Days
Lisa Parks	Family Resource Specialist	200 Days
Nora Robinette	Family Resource Specialist	200 Days
Sandra (Sandy) Henry	Family Resource Specialist	200 Days
Kelly Bledsoe	Family and Community Services Coordinator	220 Days
Michelle Ratliff	Receptionist/Data secretary	220 Days

Cindy Raymond	Child Development Services Coordinator	220 Days
Theresa Newton	Health and Nutrition Coordinator	220 Days
Kathy Wilcox	Director	260 Days
Judy Calton	Administrative Assistant/Fiscal Officer	260 Days

Contracts are subject to approval Of Federal Funds and the continuing availability of these funds for the 2016-2017 school year. Contracts are also subject to the availability of enrolled children. (Revised June 3, 2016)

**APPROVAL OF HEAD START GRANT NUMBER 03CH3469/2 COLA INCREASE FOR FISCAL YEAR 2016:** On a motion by Ms. Gillenwater, seconded by Mr. McConnell, all members voting aye the Board approved the Head Start Grant Number 03CH3469/2 COLA Increase for fiscal year 2016. (Appendix J)

**APPROVAL OF HEAD START FINANCIAL BREAKDOWN FOR THE MONTH OF APRIL 2016:** On a motion by Mr. Horton, seconded by Mr. Templeton, all members voting aye, the Board approved the Head Start Financial Breakdown for the Month of April, 2016. (Appendix J)

**APPROVAL OF GRADE 12 MATHEMATICS CAPSTONE COURSE FOR 2016-2017:** Superintendent Ferguson presented the College & Career Ready Mathematics Capstone Course and explained that it is designed for high school seniors who have satisfactorily completed the required mathematics courses based on the Standards of Learning, have earned at least two verified credit in mathematics and are college intending, but may not be fully college ready. Superintendent Ferguson also stated that Mountain Empire Community College will work with the teachers to decide on the material that needs to be added to the course and that the course will be ready to teach by Fall, 2016.

On a motion by Mr. McConnell, seconded by Mr. Horton, all members voting aye, the Board approved the Grade 12 Mathematics Capstone Course for the 2016-2017 school year.

**APPROVAL OF EXTENSION OF CURRENT CONTRACT FOR FOOD & SUPPLIES WITH SAM COOPERATIVE:** On a motion by Mr. Horton, seconded by Mr. Templeton, all members voting aye, the Board approved to renew the current contract as set forth in the original bid specifications and in accordance with the terms and conditions (Co-Op will allow a price increase based on the Producer Price Index as stated in the original bid document dated April 21, 2014), with the Southern Appalachian Mountain Food Buying Cooperative (SAM) for the 2016-2017 school year, beginning August 1, 2016 and ending July 31, 2017.

**DISCUSSION/APPROVAL OF VPSA TECHNOLOGY RESOLUTION:** On a motion by Mr. Templeton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the VPSA Technology Resolutions as presented: (insert)

*RESOLUTION OF THE SCOTT COUNTY SCHOOL BOARD OF SCOTT COUNTY DECLARING ITS INTENTION TO REIMBURSE ITSELF FROM THE PROCEEDS OF ONE OR MORE GRANTS MADE BY THE COMMONWEALTH OF VIRGINIA FOR CERTAIN EXPENDITURES MADE AND/OR TO BE MADE IN CONNECTION WITH CERTAIN CAPITAL IMPROVEMENTS*

***WHEREAS,** Scott County School Board (the "Division") is a political subdivision organized and existing under the laws of the Commonwealth of Virginia; and*

***WHEREAS,** the Division has paid, beginning no earlier than July 1, 2015 and will pay, on and after the date hereof, certain expenditures (the "Expenditures") in connection with the capital project (the "Project"), as more fully described in Appendix A attached hereto; and*

***WHEREAS,** the Scott County School Board of the Division (the "Board") has determined that the money [previously advanced no more than 60 days prior to the date hereof and] to be advanced on and after the date hereof to pay the Expenditures are available only for a temporary period and it is necessary to reimburse the Division for the Expenditures from the proceeds of one or more grants to be made by the Commonwealth of Virginia (the "Grants") from the proceeds of its tax exempt equipment notes (the "Notes").*

***NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:***

*Section 1. The Board hereby declares the Division's intent to reimburse the Division with the proceeds of the Grants for the Expenditures with respect to the Project made on and after July 1, 2015, which date is no more than 60 days prior to] the date hereof. The Division reasonably expects on the date hereof that it will reimburse the Expenditures with the proceeds of the Grants.*

*Section 2. Each Expenditure [was and] will be of a type properly chargeable to capital account under general federal income tax principles (determined in each case as of the date of the Expenditure).*

*Section 3. The maximum cost of the Project is expected to be \$388,000 (Scott 084) and \$26,000 (Renaissance 429 – Scott County).*

*Section 4. The Division will make a reimbursement allocation, which is a written allocation by the Division that evidences the Division's use of proceeds of the Grants to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Project is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The Division recognizes that exceptions are available for certain "preliminary expenditures," costs of issuance, certain *de minimis* amounts, expenditures by "small issuers" (based on the year of issuance and not the year of expenditure) and expenditures for construction projects of at least 5 years.*

*Section 5. This resolution shall take effect immediately upon its passage.*

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_\_

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

Attested to:

\_\_\_\_\_  
K.C Linkous, Clerk of the Board

**APPROVAL OF REVISED GUIDELINES FOR OUT-OF-SEASON ATHLETICS:** On a motion by Mr. Horton, seconded by Mr. McConnell, all members voting aye, the Board approved the Scott County Public Schools Out-of-Season Athletic Guidelines as presented.

#### Scott County Public Schools Out-Of-Season Guidelines

1. A coach must follow all dead periods set by the VHSL (Summer, Fall, Winter and Spring).
2. No full contact spring football practice, however, helmets and shoulder pads may be worn for the protection of our student athletes.
3. If a student-athlete is on a team that completes their first contest and quits the respective sport, then the student-athlete cannot join another sport until the sport they quit completes its season in entirety.
4. A student-athlete will not participate and a coach will not allow an athlete to participate in a sport (in-season) and leave that sport to participate in another sport (out-of-season) with the exception of weight-lifting. Weight lifting will be allowed with an agreement from the in-season coach.
5. All students participating in out of season practices must have a complete, current VHSL physical form on file with the school to participate.
6. All students participating in out of season practices must have a completed parent/athlete concussion awareness form on file with the school.
7. Scott County Public Schools will provide catastrophic insurance for out of season practice. This is not to be confused with medical/health insurance, which in accordance with the VHSL physical form, is to be either medical/accident insurance through the school, athletic participation insurance through the school, or insurance by family policy.
8. Only coaches having completed VHSL approval process are to supervise out of season practice activities.

**NOMINATION OF SCHOOL BOARD MEMBER FOR VSBA ADVOCATE FOR EDUCATION AWARD:** The VSBA created this award to recognize board members who have

demonstrated significant and outstanding leadership, commitment, and contribution to the public education that has had an impact on their region and the Commonwealth. Chairman Quillen made a motion that Board Member, Mr. Steve Sallee, be nominated, this was seconded by Mr. McConnell, all members voting aye, Mr. Steve Sallee was nominated for the VSBA Advocate for Education Award.

**BUILDING SERVICES UPDATE:** Mr. Robert Sallee, Supervisor of Building Services, presented an update on the projects completed or near completion in the schools and also a list of "Needed Projects in the Schools" with priority to roofing all schools and mechanical needs at the schools. Mr. Sallee also presented a blueprint of a proposed concession stand and gym equipment storage room at Duffield Primary.

Board Member, Ms. Linda Gillenwater asked Mr. Robert Sallee if the Twin Springs High School locker room upgrade includes the showers and Mr. Sallee responded that they are included.

Board Member Chairman, Mr. Quillen, asked about the Gate City field house shower room and Mr. Robert Sallee stated that this will be worked on before the first football game.

**CLOSED MEETING:** Mr. Sallee made a motion to enter into closed meeting at 7:25 p.m. to discuss head start personnel, teachers, teaching assistants, coaches, principals, nurses, secretaries, custodians, bus drivers, maintenance staff, cafeteria staff, central office staff, and school resource officers as provided in Section 2.2-3711 A (1) of the *Code of Virginia*, as amended; also, Mr. Sallee, made a motion to enter into closed meeting to consult with legal counsel pertaining to actual or probable litigation, as provided in Section 2.23711 A (7) of the *Code of Virginia* as amended, motion was seconded by Mr. McConnell, all members voting aye.

**RETURN FROM CLOSED MEETING:** All members returned from closed meeting at 9:16 p.m. and on a motion by Mr. Sallee, seconded by Mr. Jessee, the Board returned to regular session and Mr. Sallee cited the following certification of the closed meeting:

**CERTIFICATION OF CLOSED MEETING**

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

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

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

**ROLL CALL VOTE**

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

*Nays: None*

*ABSENT DURING VOTE: None*

*ABSENT DURING MEETING: None*

**APPROVAL OF OVERNIGHT FIELD TRIPS:** On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Templeton, seconded by Mr. Horton, all members voting aye the Board approved the overnight field trip request of Gate City High School/Middle School, Rye Cove High School and Scott County Career & Tech Center, FCCLA Students (5+), Sponsor (1) and chaperones (1) to San Diego, California for the FCCLA National Leadership Conference on July 2-9, 2016. (Mr. Smith explained that this is a correction as the trip was approved at the May 3, 2016 meeting, but for Washington, D.C.).

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. McConnell, seconded by Ms. Gillenwater, all members voting aye, the Board approved the overnight field trip request of Gate City High School Girls Basketball Team to Gatlinburg, Tennessee to compete in a tournament on December 21-23, 2016. (12 students, 4 chaperones).

**RESIGNATIONS:** On the recommendation of Mr. Jason Smith, Supervisor of Personnel, and on a motion by Mr. Horton, seconded by Mr. Templeton, all members voting aye, the Board accepted the resignation of Ms. Paula Gilliam, custodian, effective May 13, 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 with Mr. Horton abstaining, the Board accepted the resignation of Mr. Jacob Horton as a cross country coach, effective May 16, 2016.

**RETIREMENT:** 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 retirement request of Ms. Dorothy Grinsell, teacher assistant, effective the end of the 2015-2016 school year.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Templeton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the retirement request of Ms. Vicki Lane, teacher, effective June 30, 2016.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Ms. Gillenwater, seconded by Mr. Horton, all members voting aye, the Board approved the retirement request of Ms. Nancy Culbertson, Media Specialist/Librarian, effective July 1, 2016.

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 retirement request of Mr. Daniel Gibson, teacher, effective June 30, 2016.

**BOARD MEMBER COMMENTS:** Mr. Templeton thanked the School Board Office staff, teachers and the schools for helping him and working with him for the first half of this year.

**ADJOURNMENT:** There being no further business to discuss, the Board adjourned at 9:23 p.m.

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

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K.C. Linkous, Clerk

APPENDIX J

APPROVAL OF HEAD START  
SELF ASSESSMENT RESULTS  
PROGRAM YEAR 2015-2016

APPROVAL OF HEAD START  
GRANT NUMBER 03CH3469/2

APPROVAL OF HEAD START  
FINANCIAL REPORT FOR  
APRIL 2016

# **Program Self-Assessment Results Regional Office Summary Report Program Year 2015-2016**

**Program Name:** Scott County Public School Head Start

**Self-Assessment Dates:** March 03, 2016 – May 12, 2016

**Participants in the Self-Assessment Process** (rather than individual names provide stakeholders such as staff, parents, Policy Council, Board, and community partners, that were included in the process):

Staff	Community Partners
Parents	Board Members
Policy Council Members	

## **Program strengths identified:**

Team	Strengths
<b>Team 1 – Education, Disabilities, Safe Environments and Transportation</b>	Bilingual staff members, third adult in each classroom and multiple curricula resources enhancing classroom quality. Up-to-date curriculum guide – aligned with standards.
	In 2015, 227 Head Start grantees received CLASS reviews. Our program ongoing monitoring data shows our scores above the National Highest 10% in Emotional Support (6.8) and Instructional Support (4.7). Our Classroom Organization scores are 6.5 out of a possible 7.
	On-going CLASS training is a high priority for staff development of all staff.
	All classroom teachers have been trained in CLASS reliability.
	Coaching action plan complete and implemented based on the needs of the staff.
	System for peer observation and mentoring implemented across program.
	Strong system to encourage family literacy implemented across program.
	Parents coordinate weekly CHATTER activities.
	Collaborative Early Childhood Fair related to Child Find/ Recruitment.
	Family Guide to Kindergarten Readiness
	Partnerships with LEA and community agencies related to disabilities services.
	Smooth transition process through partnership with each receiving school.
	Disabilities Service Plan reviewed and revised during self-assessment process.
	Speech Intervention Program (SIP) w/Speech Services
	All licenses are current, posted, and filed in Main Office.
	Head Start staff reinforces safety rules regularly throughout the year.
	All classrooms wear color-coded t-shirts on all outings.
	All centers have outdoor monitoring security cameras.
	All classrooms have Safe Plate Outlet Covers installed.
	Purchased bus alarm systems and partnered with LEA to install alarms on buses.



Team	Strengths
<b>Team 1 – Education, Disabilities, Safe Environments and Transportation</b>	Daily safety inspections, monthly state required inspections and annual state police inspections conducted on all buses.
	Bus drivers receive 24 hours classroom instruction and 24 hours behind-the-wheel instruction prior to first route.
	All school division drivers have received basic First Aid certification from American Heart Association.
	LEA Transportation Coordinator was involved in developing the monitoring tool. Conducts monitoring, and ensures all buses are well equipped for safety.
<b>Team 2 – Health, Mental Health, and Nutrition</b>	Timely communication that ensures parents is advised of their child's health status.
	Timely health referrals.
	Program participated in training (Taking Steps to Healthy Success) funded by General Mills and sponsored by Nemours Foundation.
	Materials were provided to all sites to increase water consumption, intentional movement, and increased consumption of fresh vegetables.
	Partnered with families to build raised gardens at 3 sites (funded by General Mills).
	Teaching staff is MAT, pediatric first aid, and CPR certified. All FRS are pediatric first aid certified.
	Home-bound system for enrolled children with chronic illness or injury implemented.
	Strong relationships with community partners including WIC, Lenowisco Health District, Frontier Health.
	Classroom dry-tooth brushing method used to prevent cross-contamination.
<b>Team 3 – Family Community Partnerships and ERSEA</b>	Program provided screening equipment to assist with required screenings.
	Maintained program's average daily attendance from previous school year.
	Strong representation of community partners at the annual Resource Fair.
	Shorter orientation process for returning families.
<b>Team 4 – Fiscal and Program Design and Management</b>	Monthly Family Engagement events focus on specific school readiness activities.
	*Our Program uses Online systems to track services (ChildPlus) and assess children (COR Advantage) and (eDECA).
	Ongoing and effective communication system between staff and families through phone calls, text, home visits, conferences, email, written mail.
	Offer families and community information about our program through social media.
	Access to comprehensive fringe benefits package attracts better qualified applicants for employment.
	System in place for on-going staff development through the provision of a third adult in each classroom.
	Strong financial transparency.
	Positive working relationship with LEA Transportation Coord., Payroll/Invoice Clerk, & WIC Registered Dietitian.
	Positive working relationship with the Scott County Public Schools central office staff.
	Effective system for reporting program operations and financial status to Board and Policy Council.
	Strong working relationship with Smart Beginnings and Virginia Quality.

**Goal areas for program improvement:**

Team	Area for Improvement or Need	Action Step	Timeframe	Team Member Responsible
<b>Team 1 – Education, Disabilities, Safe Environments and Transportation</b>	A. Increase parent's knowledge of school readiness goals and progress.	A1. Create School Readiness Goal Progress Report.	A1. May 2016	A1. CDSC
		A2. Train staff on using the SRG Progress Report.	A2. Aug 2016	A2. CDSC
		A3. Complete the SRG Progress Report.	A3. Fall 2016, Winter 2016, Spring 2017	A3. Education Staff
		A4. Share progress of SRGs and develop individual plans.	A4. Fall 2016, Winter 2016, Spring 2017	A4. Education Staff
	B. Increase classroom materials and provide training to promote complex patterns.	B1. Use VSQI Funds to purchase classroom materials in patterns.	B1. May 2016	B1. CDSC
		B2. Provide training for teaching staff.	B2. August 2016	B2. CDSC
	C. Improve system for analyzing child outcome data.	C1. Network with local programs within the Southwest Region.	C1. Summer 2016	C1. CDSC
		C2. Acquire training on analyzing child outcomes data.	C2. Fall 2016	C2. CDSC
		C3. Monitor the child assessment data system.	C3. Aug. 2016 through May, 2017	C3. CDSC
		C4. Aggregate and analyze program wide data; individual classroom data; and individual child data.	C4. Quarterly	C4. CDSC
		C5. Provide training to staff based on results of child outcomes data.	C5. As needed	C5. CDSC

Team	Area for Improvement or Need	Action Step	Timeframe	Team Member Responsible
<b>Team 1 – Education, Disabilities, Safe Environments and Transportation</b>	D. Continue to improve C.L.A.S.S. scores.	D1. Monitor programmatic benchmarks.	D1. Aug 2016-May 2017	D1. CDSC
		D2. Provide targeted training opportunities and additional coaching based on C.L.A.S.S. scores.	D2. Aug 2016 – May 2017	D2. CDSC
	E. Continue to provide Peer Observation opportunities to enhance the quality of individual classrooms.	E1. Discuss peer observation needs during performance appraisals.	E1. May 2016	E1. CDSC
		E2. Design schedule for peer observations for teachers.	E2. Oct 2016	E2. CDSC
		E3. Provide peer observation opportunities for Teacher Assistants and Family Resource Specialists.	E3. Oct 2016 – May 2017	E3. CDSC
	F. Provide Coaching opportunities to enhance professional development.	F1. Conduct a Teaching Self-Assessment survey with new staff or as needed.	F1. Aug. 2016	F1. CDSC
		F2. Design Coaching schedule based on the needs of individual staff.	F2. Aug. 2016 through May 2017	F2. CDSC
	G. Expand knowledge in computer technology.	G1. In-Service training will be provided to staff regarding computer basics and maintaining classroom SmartBoard.	G1. Aug 2016	G1. CDSC
		G2. Acquire iPad training through local business.	G2. Aug 2016	G2. FCSC
	H. Expand on-going training on special needs and disabilities to staff and families.	H1. Provide training related to special needs for families with children with disabilities.	H1. Winter 2017	H1. CDSC
		H2. During Pre-Service, continue to provide overview/information from Early Intervention, ECSE Staff, and Family Preservation.	H2. Aug 2016	H2. CDSC

Team	Area for Improvement or Need	Action Step	Timeframe	Team Member Responsible
<b>Team 1 – Education, Disabilities, Safe Environments and Transportation</b>	I. Ensure all outdoor spaces are maintained in good condition and monitored regularly.	I1. Management staff will conduct monthly inspections of each outdoor space to ensure they are clean, safe and secure. I2. Purchase supplies to maintain safe environments as needed.	I1. Aug. 2016 through May 2017  I2. As needed	I1. Mgt. Staff  I2. AA/FO
	J. Maintain the cleaned wooded area at all sites.	J1. Contact Policy Council Community Representative to discuss needs. J2. Follow up with Policy Council Community Representative. J3. Utilize United Way Volunteers.	J1. May 2016  J2. May 2016  J3. June 2016	J1. Director  J2. Director  J3. AA/FO
	K. Develop a safety team to monitor playgrounds, classrooms, and buses.	K1. Invite families, policy council members, and community agencies to volunteer.  K2. Train volunteers in using Safety Checklist.  K3. Develop a schedule for safety monitoring.  K4. Conduct safety inspections.	K1. Sept 2016  K2. Sept 2016  K3. Sept 2016  K4. Sept-May 2017	K1. HNSC  K2. HNSC  K3. HNSC  K4. HNSC
	A. Enhance yearly training schedule for health, mental health, nutrition and safe environments.	A1. Meet with local agencies and health professionals to devise yearly schedule for parent/staff trainings. A2. Include yearly trainings on parent calendar.	A1. July 2016  A2. July 2016	A1. HNSC  A2. HNSC
	B1. Ensure more timely dental exams for all children.	B1. Research all methods to provide timely, cost effective dental exams to Head Start children.  B2. Devise a written partnership contract.	B1. July 2016  B2. July 2016	B1. HNSC  B2. HNSC
<b>Team 2 – Health, Mental Health, and Nutrition</b>				

Team	Area for Improvement or Need	Action Step	Timeframe	Team Member Responsible
	C. Continue nutrition training using the NAP SACC (Nutrition and Physical activity Self-Assessment for Child Care) program.	C1. Registered Dietitian and Extension Service will use NAP SACC materials to provide staff training.	C1. Oct 2016 through May 2017	C1. HNSC
	D. Provide the opportunity for children and families to gain knowledge in growing and harvesting a vegetable garden.	D1. Collaborate with families, LEA, Master Gardeners and community to educate children on best practice in gardening.	D1. Sept 2016	D1. Director
		D2. Extension Service to conduct gardening classes for staff.	D2. Aug 2016	D2. HNSC
		D3. Extension Service to conduct gardening classes for parents.	D3. April 2017	D3. FCSC
	E. Enhance Mental Health Policy and Procedure to ensure that DECA's are completed and child's observation form is in the classroom MH manual in a timelier manner.	E1. Education staff will ensure that HNSC receives the parent & teacher DECA within 3 business days of completion.	E1. Aug 2016	E1. HNSC
		E2. Educations staff will ensure child's photo will be delivered to Data Secretary within 3 business days of child's enrollment.	E2. Aug 2016 Through May 2017	E2. HNSC
		E3. HNSC ensures the MH notebook is complete and in the classroom prior to observation date.	E3. Aug 2016 through May 2017	E3. HNSC
<b>Team 3 – Family Community Partnerships and ERSEA</b>	A. Ensure children attend school on a regular basis.	A1. Reinforce program's attendance policy with staff and families.	A1. Aug 2016	A1. Director
		A2. FRS' will monitor attendance in Child Plus and in regular communication with education staff make the appropriate follow-up contact as required.	A2. Weekly	A2. FCSC

Team	Area for Improvement or Need	Action Step	Timeframe	Team Member Responsible
		A3. FRS will Alert parents to the number of absences during routine family service contacts.	A3. Monthly	A3. FCSC
		A4. Classroom Staff will include a listing of children's names with perfect attendance in the program newsletter and the classroom parent board.	A4. Monthly	A4. FRS
		A5. Families will receive a Family Engagement Report Card that includes information regarding the child's attendance.	A5. Quarterly	A5. FCSC
	B. Develop a parent orientation PowerPoint.	B1. Organize a tech team of 3-4 education staff to look at program information in Parent Handbook that explains policies and procedures and assign responsibilities and timelines.	B1. May 2016	B1. Mgt. Staff
		B2. Design presentation.	B2. July 2016	B2. Mgt. Staff
		B3. Introduce presentation to staff during in-service training.	B3. Aug 2016	B3. Mgt. Staff
	C. Enhance the Community Assessment process.	C1. Invite members to participate on a Community Assessment team.	C1. April 2016	C1. Director
		C2. Collect data. C3. Review and analyze data. C4. Share data with community.	C2. May 2016 C3. May 2016 C4. July 2016	C2. Director C3. Director C4. Director
<b>Team 3 – Family Community Partnerships and ERSEA</b>	D. Ensure parents are aware of materials that are unsafe for classroom use. (i.e.; glitter)	D1. Insert list of unsafe materials in the parent handbook.	D1. July 2016	D1. HNSC
		D2. Enhance the monthly newsletter to correspond with monthly classroom safety topics.	D2. Oct. 2016	D2. HNSC

Team	Area for Improvement or Need	Action Step	Timeframe	Team Member Responsible
	E. Explore possibility of using an automated message system for program updates and events.	E. Contact LEA and/or IT for more information.	E. July 2016	E. AA/FO
	F. Enhance the Program's Recruitment Strategies	F1. Create a Program Facebook Page for recruitment announcements and Program activities	F1. March 2016	F1. Mgt. Staff
		F1. With the help of Policy Council Community Representatives initiate a plan to e-mail recruitment flyers to area churches and community partners	March 2016	FCSC
		F2. Purchase two 4x8 signs to be permanently placed within the Program's service area	May 2016	FCSC
		F. Ask Kingsport Times Newspaper to include an article about program services and enrollment opportunities.	May 2016	FCSC
	G. Better data collection regarding the Program's Family Engagement Activities.	G1. Develop a survey to follow-up and evaluate how the child and family extended on the school readiness activity at home.	G2. August 2016	FCSC
		G2. Distribute the survey to all participating families within two weeks of the Family Engagement Activity	G2. Monthly	FCSC
	H. Celebrate with families their progress regarding School Readiness and toward achieving Family Goals	H1. Develop a Family Engagement Progress "Report Card" to be sent to each family.	H1. August 2016	FCSC
		H2. Distribute the Progress report.	Quarterly	FCSC

Team	Area for Improvement or Need	Action Step	Timeframe	Team Member Responsible
<b>Team 4 – Fiscal and Program Design and Management</b>	A. Increase knowledge on the ongoing planning process and data analysis.	A1. Register for Executive Leadership Conference.	A1. April 2016	A1. Director
		A2. Attend training.	A2. June 2016	A2. Director
		A3. Provide training information to program staff, Policy Council and school board.	A3. July 2016	A3. Director
		A4. Engage management staff, Policy Council and school board in long-range results based planning.	A4. July 2016	A4. Director
		A5. Evaluate progress through ongoing monitoring.	A5. Quarterly	A5. Director
	B. Revise hourly time/activity sheets for staff.	B1. Draft sample time/activity sheet.	B1. July 2016	B1. AA/FO Data Secretary
		B2. Program staff will meet to review the sample.	B2. July 2016	B2. AA/FO Data Secretary
		B3. Determine best option.	B3. July 2016	B3. AA/FO Data Secretary
	C. Expand program website.	C1. Contract with RS Enterprise to expand the website.	C1. May 2016	C1. AA/FO Director
		C2. Plan meetings with the web developer.	C2. May 2016	C2. AA/FO Director
		C3. Use website for recruitment and posting parent/staff/community information.	C3. July 2016	C3. Mgt Staff



Team	Area for Improvement or Need	Action Step	Timeframe	Team Member Responsible
<b>Team 4 – Fiscal and Program Design and Management</b>	D. Centralize program data.	D1. Use the Master Binders System from Shine Learning to design an effective system of program information.	D1. July 2016	D1. Director
		D2. Determine the location within the office to maintain the binders.	D2. July 2016	D2. Director
		D3. Mgt. team will insert any documentation pertaining to the planning and preparations for the school year.	D3. July 2016 – May 2017	D3. Director
	E. Enhance ongoing monitoring process.	E1. Revise monitoring tools.	E1. July 2016	E1. Mgt. Team
		E2. Use recordkeeping and reports to collect data.	E2. Monthly	E2. Mgt. Team
		E3. Supervisors will do spot checks for integrity of data.	E3. Monthly	E3. Mgt. Team
		E4. Aggregate data and review for overall trends.	E4. Quarterly	E4. Mgt. Team
		E5. Analyze data.	E5. Quarterly	E5. Mgt. Team
		E6. Draw conclusions.	E6. Quarterly	E6. Mgt. Team
		E7. Communicate findings.	E7. Quarterly	E7. Mgt. Team
	F. Enhance the delivery method of training for school board.	F1. Meet with superintendent to discuss the best training option for school board.	F1. July 2016	F1. Director
		F2. Design a schedule that ensures optimal training.	F2. July 2016	F2. Director

Team	Area for Improvement or Need	Action Step	Timeframe	Team Member Responsible
<b>Team 4 – Fiscal and Program Design and Management</b>	G. Improve the parent attendance for Policy Council and Health Advisory meetings.	G1. Staff will contact parents through letters, phone calls and email prior to meetings.	G1. Monthly	G1. Director
		G2. Enhance parent orientation process to include Policy Council and Health Advisory committee responsibilities.	G2. July 2016	G2. Director
	H. Create and utilize Policy Council training manual.	H1. Plan long-range training calendar.	H1. July 2016	H1. Director
		H2. Gather training materials according to long-range training calendar.	H2. July 2016	H2. Mgt Team
		H3. Purchase 1" spiral bound notebooks and insert training materials.	H3. Aug 2016	H3. Director
		H4. Distribute at Policy Council meeting.	H4. Nov 2016	H4. Director
		H5. Utilize Policy Council training manual at monthly meetings.	H5. Monthly	H5. Director Mgt. Team
	I. Revise the Inventory tracking system.	I1. Review existing Inventory Tracking System.	I1. July 2016	I1. AA/FO
		I2. Develop purchase / disposition form.	I2. July 2016	I2. AA/FO
		I3. Train staff to understand inventory tracking requirements and how to utilize form.	I3. July 2016	I3. AA/FO

Team	Area for Improvement or Need	Action Step	Timeframe	Team Member Responsible
	J. Enhance the process of children receiving timely and accurate hearing screenings through the most cost effective system.	J1. Research best option for optimal hearing screening. J2. Solicit three valid sources. J3. Compare for best option. J4. Complete purchase order and purchase.	J1. May 2016 J2. May 2016 J3. May 2016 J4. June 2016	J1. HNSC J2. HNSC J3. Director J4. HNSC

Kathy Wilcox  
Head Start Director Signature

May 19, 2016  
Date

Rabett A. Jones  
Policy Council Chair Signature

19 May 2016  
Date

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

\_\_\_\_\_  
Date

**SCOTT COUNTY PUBLIC SCHOOL HEAD START  
GRANT NUMBER 03CH3469/2  
COST OF LIVING APPLICATION (COLA) INCREASE FOR FISCAL YEAR  
2016**

**REVENUE**

<b>HEAD START COST OF LIVING (COLA)</b>	<b>\$22,269.00</b>
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**EXPENSES**

	<b>FY2016</b>	
<b>PERSONNEL</b>		<b>\$13,956.00</b>
<b>FRINGE</b>		<b><u>8,313.00</u></b>
		<b>\$22,269.00</b>
<b>TOTAL EXPENSES:</b>		

**NON-FEDERAL IN-KIND**

<b>NON-FEDERAL IN-KIND</b>	<b>\$ 5,567.25</b>
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<b>TOTAL FEDERAL AND NON-FEDERAL</b>	<b>\$27,836.25</b>
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SCOTT COUNTY PUBLIC SCHOOL HEAD START  
FY 2016 SUPPLEMENTAL COST OF LIVING ADJUSTMENT (COLA) SALARY INCREASE  
Budget Committee Meeting

**Objective: To provide all staff with a cost-of-living adjustment (COLA).**

The Budget Committee for Policy Council met on Thursday, May 19 at 9:15 a.m. for the purpose of reviewing the May 5, 2016 Letter of Funding Guidance which allocated \$22,269 for a Cost of Living Adjustment for all Head Start employees, to assist grantees in increasing staff salaries and fringe benefits and offsetting higher operating costs. The committee was comprised of Robert Turner, Policy Council Chair, Melissa Raby, Judy Calton, Fiscal Officer and Kathy Wilcox, Head Start Director.

The following is proposed in keeping with Program Instruction ACF-PI-HS-16-03. Our first priority is to maintain high quality services to children and families and to ensure health and safety.

**FY2016 Cost of Living Adjustment (COLA) Salary Increase Proposal:**

The committee recommends that all employees receive a 1.8% cost of living increase which would retro back to January 1, 2016. The total is \$13,956 for personnel and 8,313 for fringe for a total of \$22,269.00.

COLA funds of 1.8% will be used to increase staff salaries and will increase the hourly rate of pay and permanently increase the Head Start pay scale.

## **SCOTT COUNTY PUBLIC SCHOOL HEAD START**

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

Administrative Cost for April 2016 - \$13,312.14

Expenses for April 2016-\$109,869.10

In-kind for April 2016- \$45,024.53

**SCOTT COUNTY PUBLIC SCHOOL HEAD START  
FINANCIAL MONITORING REPORT APRIL 16**

	YTD BUDGET	OTHER/HS	TOTAL	MONTHLY	PREVIOUS	EXPENSES	BUDGET
	ACTUAL	FUNDS	BUDGETED	EXPENSES	EXPENSES	TO DATE	BALANCE
SALARY	\$ 578,478.08		\$ 578,478.08	\$ 72,339.09	\$ 236,518.81	\$ 308,857.90	\$ 506,138.99
MENTAL HEALTH SERVICES	\$ 1,977.50		\$ 1,977.50	\$ 285.00	\$ 22.50	\$ 307.50	\$ 1,692.50
FRINGE	\$ 255,022.11		\$ 255,022.11	\$ 14,236.72	\$ 43,533.89	\$ 57,770.61	\$ 240,785.39
TRAINING	\$ 16,972.10		\$ 16,972.10	\$ 1,300.00	\$ 3,426.90	\$ 4,726.90	\$ 15,672.10
EDUCATIONAL TRAINING	\$ -	\$ 600.00	\$ 600.00	\$ 87.00	\$ -	\$ 87.00	\$ 513.00
HEALTH SERVICES	\$ 3,950.41		\$ 3,950.41		\$ 49.59	\$ 49.59	\$ 3,950.41
AUDIT FEE	\$ 3,000.00		\$ 3,000.00		\$ -	\$ -	\$ 3,000.00
MAINTENANCE & REPAIRS	\$ 10,885.60		\$ 10,885.60	\$ 332.58	\$ 1,757.40	\$ 2,089.98	\$ 10,553.02
COPIER CONTRACT SERVICES	\$ 8,324.79		\$ 8,324.79	\$ 1,519.14	\$ 2,190.21	\$ 3,709.35	\$ 6,805.65
UTILITIES	\$ 8,528.73		\$ 8,528.73	\$ 4,161.89	\$ 8,232.27	\$ 12,394.16	\$ 4,366.84
POSTAGE	\$ 956.86		\$ 956.86		\$ 43.14	\$ 43.14	\$ 956.86
TELEPHONE	\$ 8,653.87		\$ 8,653.87	\$ 1,205.99	\$ 2,407.13	\$ 3,613.12	\$ 7,447.88
RENT	\$ 8,800.00		\$ 8,800.00	\$ -	\$ 800.00	\$ 800.00	\$ 8,800.00
LOCAL TRAVEL	\$ 2,977.00		\$ 2,977.00	\$ 92.75	\$ 23.00	\$ 115.75	\$ 2,884.25
FIELD TRIPS	\$ 1,700.00		\$ 1,700.00	\$ 547.00	\$ -	\$ 547.00	\$ 1,153.00
OUT-OF-TOWN TRAVEL	\$ 5,761.00		\$ 5,761.00	\$ -	\$ -	\$ -	\$ 5,761.00
PARENT ACTIVITIES	\$ 3,212.00		\$ 3,212.00	\$ 775.00	\$ -	\$ 775.00	\$ 2,437.00
ACCOCIATION, DUES AND FEES,	\$ 2,000.00		\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00
OFFICES SUPPLIES	\$ 4,665.43		\$ 4,665.43	\$ 624.11	\$ 4,334.57	\$ 4,958.68	\$ 4,041.32
FOOD SERVICE	\$ 15,395.48		\$ 15,395.48	\$ 11,423.79	\$ 11,339.35	\$ 22,763.14	\$ 3,971.69
USDA REIMBURSEMENT			\$ -		\$ -	\$ -	\$ -
FOOD SERVICE SUPPLIES	\$ 1,796.40		\$ 1,796.40	\$ 707.08		\$ 707.08	\$ 1,089.32
MEDICAL AND DENTAL SUPPLIES	\$ 982.00		\$ 982.00		\$ -	\$ -	\$ 982.00
JANITORIAL SUPPLIES	\$ 2,088.93		\$ 2,088.93	\$ 39.80	\$ 911.07	\$ 950.87	\$ 2,049.13
VEHICLE & EQUIPMENT SUPPLIE	\$ -		\$ -		\$ -	\$ -	\$ -
EDUCATIONAL SUPPLIES	\$ 7,026.91		\$ 7,026.91	\$ 192.16	\$ 3,991.09	\$ 4,183.25	\$ 6,834.75
TRANSITION	\$ -		\$ -		\$ -	\$ -	\$ -
DISCRETIONARY FUNDS	\$ 3,297.96		\$ 3,297.96		\$ 2.04	\$ 2.04	\$ 3,297.96
HEALTH & WELLNESS	\$ 1,000.00		\$ 1,000.00		\$ -	\$ -	\$ 1,000.00
EQUIPMENT	\$ 200.86		\$ 200.86		\$ -	\$ -	\$ 200.86
CHILD LIABILITY INSURANCE	\$ 747.00		\$ 747.00		\$ -	\$ -	\$ 747.00
<b>GRAND TOTAL</b>	\$ 958,401.02	\$ 600.00	\$ 959,001.02	\$ 109,869.10	\$ 319,582.96	\$ 429,452.06	\$849,131.92

**ATTACHMENT TO MONTHLY FINANCIAL REPORT  
FOR THE MONTH OF APRIL 2016**

**PERSONNEL**

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

**FRINGE BENEFITS**

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

**TRAVEL**

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

**EQUIPMENT**

No equipment was purchased this month.

**SUPPLIES**

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

**OTHER**

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

**TRAINING AND TECHNICAL ASSISTANCE** expenses were \$1,300.00

**Credit Card One thru Six** expenses were \$3,026.28.

**EXPENSES**

Expenses for the month of April were \$109,869.10. This leaves a budget balance of \$849,131.92.

**NON-FEDERAL IN-KIND**

In-kind for the month of April 2016 was \$45,024.53. The balance of in-kind to be donated is \$148,733.58.

**ADMINISTRATIVE COST**

Administrative Cost for the month of April is 1% of our budget which includes the Head Start budget and Non-Federal In-kind. The Administrative Total for the Year is 4 %.



## Expenses by Vendor Detail

April 2016

Type	Date	Num	Memo	Account
Bank of America-Platinum Plus				
Bill	04/13/2016	5474976500322562	THE STOCK POT	6002A · Food Service Supplies
Bill	04/13/2016	5474976500322562	TARGET	2820 · Education/Tuition Training
Bill	04/13/2016	5474976500322562	VA HEADSTART ASSOC	20-3800 · Training
Bill	04/13/2016	5474976500322562	VA HEADSTART ASSOC	20-3800 · Training
Bill	04/13/2016	5474976500322562	WALMART	6013 · Educational Supplies
Bill	04/13/2016	5474976500322562	WALMART	6001 · Office Supplies
Bill	04/13/2016	5474976500322562	DOLLAR GENERAL P.O. 4331	6013 · Educational Supplies
Bill	04/13/2016	5474976500322562	LOWES P.O. 4379	6013 · Educational Supplies
Bill	04/13/2016	5474976500322562	WALMART P.O. 4380	6013 · Educational Supplies
Bill	04/13/2016	5474976500322562	WALMART	6013 · Educational Supplies
Bill	04/13/2016	5474976500322562	AMAZON P.O. 4390	6013 · Educational Supplies
Bill	04/13/2016	5474976500322562	WALMART P.O. 4376	6013 · Educational Supplies
Bill	04/13/2016	5474976500322562	VA HEADSTART ASSOC P.O.4328	20-3800 · Training
Bill	04/13/2016	5474976500322562	VA HEADSTART ASSOC	20-3800 · Training
Bill	04/13/2016	5474976500322562	HANDS ON MUSEUM	5505 · Parent Activities
Bill	04/13/2016	5474976500322562	HANDS ON MUSEUM	5502 · Field Trips
Bill	04/13/2016	5474976500322562	HANDS ON MUSEUM	5502 · Field Trips
Bill	04/13/2016	5474976500322562	HOME DEPOT	3310 · Maintenance & Repair
Bill	04/13/2016	5474976500322562	GAS N GO GAS FOR WHITE VAN	5501 · Local Travel
Bill	04/13/2016	5474976500322562	SCHOLASTIC BOOK CLUB	6013 · Educational Supplies
Total Bank of America-Platinum Plus				
TOTAL				

# Expenses by Vendor Detail

April 2016

Clr	Split	Debit	Credit	Original Amount	Balance
Bank of America-Platinum Plus					
	2001 · Accounts Payable	30.97		30.97	30.97
	2001 · Accounts Payable	87.00		87.00	117.97
	2001 · Accounts Payable	325.00		325.00	442.97
	2001 · Accounts Payable	325.00		325.00	767.97
	2001 · Accounts Payable	7.06		7.06	775.03
	2001 · Accounts Payable	46.21		46.21	821.24
	2001 · Accounts Payable	6.05		6.05	827.29
	2001 · Accounts Payable	49.81		49.81	877.10
	2001 · Accounts Payable	30.67		30.67	907.77
	2001 · Accounts Payable	11.32		11.32	919.09
	2001 · Accounts Payable	45.98		45.98	965.07
	2001 · Accounts Payable	48.80		48.80	1,013.87
	2001 · Accounts Payable	325.00		325.00	1,338.87
	2001 · Accounts Payable	325.00		325.00	1,663.87
	2001 · Accounts Payable	775.00		775.00	2,438.87
	2001 · Accounts Payable	522.00		522.00	2,960.87
	2001 · Accounts Payable	25.00		25.00	2,985.87
	2001 · Accounts Payable	10.91		10.91	2,996.78
	2001 · Accounts Payable	26.00		26.00	3,022.78
	2001 · Accounts Payable	3.50		3.50	3,026.28
Total Bank of America-Platinum Plus		3,026.28	0.00		3,026.28
TOTAL		3,026.28	0.00		3,026.28

# SCOTT COUNTY PUBLIC SCHOOL HEAD START

## ADMINISTRATIVE COST

## ADMINISTRATIVE COST OF IN-KIND

PERCENT				COST		%	COST						
Admin Personnel	Salary &Fringe	\$	10,263.34	100	\$	10,263.34	Salary &Fringe	Office Space	\$	2,988.08	47	\$	1,404.40
ott	Travel	\$	-	11	\$	-	Travel						
office	Supplies	\$	624.11	30	\$	187.23	Supplies						
janitor	Supplies	\$	39.80	30	\$	11.94	Supplies						
audit	Other	\$	-	100	\$	-	Other						
main&rep	Other	\$	332.58	100	\$	332.58	Other						
maint.serv	Other	\$	1,519.14	30	\$	455.74	Other						
util.	Other	\$	333.22	11	\$	36.65	Other						
postage	Other	\$	-	30	\$	-	Other						
tele.	Other	\$	338.67	2	\$	67.73	Other						
rent	Other			47	\$	-	Other						
local trav	Other	\$	92.72	11	\$	10.20	Other						
assoc./due	Other	\$	-	30	\$	-	Other						
Health & Wellness	Other	\$	-	11	\$	-	Other						
Foodsupplies	Other	\$	707.08	30	\$	212.12	supplies						
Training	T&TA	\$	3,301.90	11	\$	330.19	T&TA						
TOTAL		\$	17,552.56		\$	11,907.74	TOTAL			\$		1,404.40	
\$	13,312.14	TOTAL MONTH		\$	0.01								
\$	60,862.45	TOTAL YEAR		\$	0.04								

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

IN-KIND	BUDGET	RECORDED THIS MONTH	RECORDED PREVIOUSLY	RECORDED TO DATE	IN-KIND REMAINING
PARENTS AND VOLUNTEERS	\$ 127,708.00	\$ 16,788.17	\$ 37,954.75	\$ 54,742.92	\$ 72,965.08
SCHOOL DISTRICT	\$ 148,496.00	\$ 24,329.94	\$ 72,989.82	\$ 97,319.76	\$ 51,176.24
DONATIONS	\$ 38,183.00	\$ 3,906.42	\$ 9,684.32	\$ 13,590.74	\$ 24,592.26
TOTAL	\$ 314,387.00	\$ 45,024.53	\$ 120,628.89	\$ 165,653.42	\$ 148,733.58