

**SCOTT COUNTY SCHOOL BOARD
MINUTES OF REGULAR MEETING TUESDAY, MAY 2, 2017**

The Scott County School Board met for a regular meeting on Tuesday, May 2, 2017, 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

ABSENT: Lon Stephen "Steve" Sallee, Jr.

OTHERS PRESENT: John I. 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; Dennis McFarlane, Comport Systems USA; Kathy Musick, Virginia Professional Educators Representative; Doris Boitnott, VEA/NEA Uniserv Director; Amanda Clark, Heritage TV; Lisa Bevins, Scott County Education Association; Nancy Godsey, Citizen; Ralph Quesinberry, Supervisor of Career & Technical; Kathy Wilcox, Head Start Director and Judy Calton, Head Start Financial Officer and Nick Shepherd, Kingsport Times-News.

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

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

APPROVAL OF APRIL 4, 2017 REGULAR MEETING MINUTES: On a motion by Mr. Templeton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the April 4, 2017 Regular Meeting Minutes as presented.

APPROVAL OF CLAIMS: Chairman Quillen made a comment that some travel expenses were a little exorbitant this month.

On a motion by Ms. Gillenwater, seconded by Mr. Templeton, all members voting aye, with Chairman Quillen abstaining, the Board approved claims as follows

School Operating Fund invoices & payroll in the amount of \$729,200.74 as shown by warrants #8121258-8121559 (8121327 voided) & electronic payroll direct deposit in the amount of \$1,183,638.32 & electronic payroll tax deposits in the amount of \$547,346.78. Cafeteria Fund invoices & payroll in the amount of \$112,115.79 as shown by warrants #1017848-1017897 & electronic payroll direct deposit in the amount of \$30,133.18 & electronic payroll tax deposit in the amount of \$13441.67. Head Start invoices & payroll totaling \$99,801.03 as shown by warrants #14599-14656 (14610 voided).

TEACHER APPRECIATION WEEK: Chairman Quillen stated that May 1-5 is Teacher Appreciation Week and expressed his gratitude to our teachers and asked everyone in attendance to express their appreciation this week as well.

RECOGNITION OF AMY ADDINGTON: Superintendent Ferguson recognized Ms. Amy Addington, a teacher at Twin Springs High School, who won the "American Red Cross Education Hero" Award for leading her students to secure a grant to fund an anti-litter campaign. Ms. Addington and her class presented anti-litter workshops to the local elementary schools, administered an anti-litter slogan contest, and conducted several stream clean-up events. Ms. Addington went above and beyond the call of duty to ensuring her students not only learn subject material, but they are vested in community action and involvement. Superintendent Ferguson also recognized that Ms. Addington was the VFW Teacher of the Year.

HEAD START TRAINING – KATHY WILCOX AND JUDY CALTON: Ms. Kathy Wilcox, Head Start Director and Judy Calton, Head Start Financial Officer, presented training to the school board for “Overview of 2016 Performance Standards” (booklet kept at school board office) and “Roles and Responsibilities of the School Board.” (Appendix J)

APPROVAL OF HEAD START RECRUITMENT PLAN FOR 2017-2018- KATHY WILCOX AND JUDY CALTON: On a motion by Mr. Templeton, seconded by Mr. Horton, all members voting aye, the Board approved the Head Start Recruitment Plan for 2017-2018 as presented. (Appendix J)

APPROVAL OF HEAD START CRITERIA, SELECTION AND ENROLLMENT – KATHY WILCOX AND JUDY CALTON: On a motion by Ms. Gillenwater, seconded by Mr. McConnell, all members voting aye, the Board approved the Head Start Criteria, Selection and Enrollment as presented. (Appendix J)

APPROVAL OF HEAD START FINANCIAL BREAKDOWN FOR MARCH, 2017: On a motion by Mr. Horton, seconded by Mr. Templeton, all members voting aye, the Board approved the Head Start Financial Breakdown for March, 2017 as follows:

Expenses:	\$112,045.77
Non Federal In-King	\$ 37,091.27

PUBLIC COMMENT: None

APPROVAL OF 2017-2018 CTE LOCAL PLAN & BUDGET APPLICATION OF PERKINS FUNDS: On a motion by Mr. McConnell, seconded by Mr. Horton, all members voting aye, the Board approved the 2017-2018 CTE Local Plan & Budget Application of Perkins Funds as presented. (Appendix K)

APPROVAL OF SECOND SEMESTER SCHOOL ALLOCATIONS FOR 2016-2017: On a motion by Mr. Templeton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the Second Semester Allocations as presented:

**2016-2017 SECOND ALLOCATIONS
2ND HALF OF 2ND SEMESTER MAY 2, 2017**

SCHOOL	COPIER	CUSTODIAL	TOTAL
DPS	1,572.50		1,572.50
DIS	1,000.00	1,000.00	2,000.00
FBPS	1,000.00	1,000.00	2,000.00
HES	1,000.00	1,500.00	2,500.00
NES	1,100.00	2,500.00	3,600.00
RCI	1,000.00	1,500.00	2,500.00
SES	2,312.50	5,000.00	7,312.50
WCES	1,375.00	3,000.00	4,375.00
YES	1,000.00	1,875.00	2,875.00
GCMS	2,200.00	5,000.00	7,200.00
GCHS	2,075.00	4,750.00	6,825.00
TSHS	1,137.50	3,000.00	4,137.50
RCHS	1,335.00	3,500.00	4,835.00
SCCTC	1,000.00	1,750.00	2,750.00
TOTAL	19,107.50	35,375.00	54,482.50

REPORT ON THE AdvanceED ACCREDITATION COMMISSION: Superintendent Ferguson presented the External Review Exit Report on the three high schools: Gate City High, Rye Cove High and Twin Springs High and congratulated each school and their administration, staff and community for earning Accreditation Status through the AdvanceED Accreditation Commission. Superintendent Ferguson also stated that he has the final report in his office for review for those who would like to read it.

APPROVAL OF VSBA MEMBERSHIP SERVICES FOR 2017-2018: Superintendent Ferguson presented the division's renewal contract with VSBA for Policy Services in the amount of \$2,500.

On a motion by Mr. Templeton, seconded by Mr. Horton, all members voting aye, the Board approved the contract renewal with VSBA for Policy Services in the amount of \$2,500.

APPROVAL OF MEMO OF UNDERSTANDING FOR SCHOOL RESOURCE OFFICERS: On a motion by Mr. Horton, seconded by Mr. McConnell, all members voting aye, the Board approved the Memo of Understanding for School Resource Officers as presented.

MEMORANDUM OF UNDERSTANDING SCHOOL RESOURCE OFFICER PROGRAM

We do hereby agree that it is mutually beneficial to all parties for Scott County Deputies to be assigned as School Resource Officers to schools within Scott County. It is understood by all parties that Deputies are employees of the Scott County Sheriff's Office. The SROs are employed and retained by Scott County Sheriff's Office, and in no Event shall any employee of the Sheriff's Office be considered an employee of the schools regardless of funding source.

The purpose of this document is to facilitate a clear understanding of roles, duties, And responsibilities. This Memorandum of Understanding (MOU) is being set forth on This 1st day of April, 2017 with full recognition that the agreement and document must be a living document to allow for program evolution and provide for some Scott County School District variances, needs, and future changes.

It is recognized that the School Resource Officer Program has enjoyed a nineteen year history within the Scott County Sheriff's Office and Scott County Schools, since a limited pilot project at Gate City High Scholl was implemented by the Scott County Sheriff's Office, and has enjoyed an excellent relationship with the schools. This MOU is being set forth to provide universal clarification of expectations, to minimize confusion, and to provide for consistency between officers, schools, principals, and directors.

The Scott County Sheriff's Office recognizes and supports the need for safe Schools, and a safe learning environment for our youth. In furtherance of that goal, the Scott County Sheriff's Office School Resource Officers shall work in partnership with School officials toward this end. The Scott County School System will provide a private office, office furnishings, telephone, and a computer to the SRO for his/her use in the schools.

MISSION STATEMENT – SCOTT COUNTY SHERIFF'S OFFICE

The Scott County Sheriff's Office is committed to improving the quality of life Through a customer service, problem solving partnership with the community.

MISSION STATEMENT - SCHOOL RESOURCE OFFICER PROGRAM

Through education and enforcement and by cooperative efforts with the school Staff, the students, the parents, the courts, the surrounding neighborhood, and the community's social service organizations, the SRO program strives to assist the schools with providing a safe school and neighborhood environment, and strives to hold juveniles responsible for their actions and prevent individual problems from developing into patterns of delinquency.

SCOTT COUNTY SHERIFF'S OFFICE SCHOOL RESOURCE OFFICER PROGRAM OBJECTIVES

1. Friendly contact between the Scott County Sheriff's Office and the county's youth.
2. Assistance and information sharing concerning problems and issues affecting the Schools and students.
3. Education of children regarding the role of laws, courts, and police in society.
4. Protection and education of children involving molestation, involvement with older Law violators, and other harmful influences.
5. Investigation of cases involving juveniles and use of effective alternatives to court Whenever possible.
6. Prevention of crime or delinquent behavior by juveniles within the School Resource Officers' areas of assignment.
7. Effective problem solving and liaison with neighborhoods surrounding the high

Schools, which are affected negatively by the conduct of students.

It should be recognized that School Resource Officers:

- < Will report to their School or Schools each day school is in session. This means they are not to go elsewhere without notifying the school and/or the captain of the sheriff's office.*
- < Will not at any time leave their school unless notifying the school and telling them when they might be returning.*
- < Are encouraged to be a part of Student Council /Groups and School Staff when requested, and to work as a team with other school officials for the betterment of students and the school and neighborhood environment as a whole;*
- < Are encouraged to work extracurricular activities as requested by the school administrator. It is recognized by all parties that these assignments provide further opportunities for crime prevention and crime detection. Any work by the SRO in this capacity will be approved by the assigned Scott County Sheriff's Office Supervisor. The SRO will not be used as a replacement officer for off-duty/special duty assignments. It will not relieve the School District of the need to provide adequate security at special events. All after hours work shall be approved by the SRO supervisor in advance.*
- < Are expected to keep the school principal or his designee informed about law enforcement action which occurs on school property and/or which may involve a Student. This, of course, will not occur if the information is inappropriate for release According to Virginia Law.*
- < Are deputy sheriffs assigned as Uniform Patrol Officers of the Patrol Division of the Scott County Sheriff's Office. As such, their primary responsibilities are to investigate criminal cases involving youth, maintain order through the enforcement of local, state and federal laws, to recover stolen property, bring perpetrators to justice, and support the enforcement policies of the Scott County Schools.*
- < Are governed by the rules, policies, shifts, schedules, procedures and practices of the Scott County Sheriff's Office, under the supervision of an assigned Captain.*
- < Are expected to attend all training, meetings and appointments assigned by the Sheriff's Office. It is recognized that some of these will conflict with officer availability at the school during normal school hours. These conflicts will be minimized as much as possible but the potential exists that such requirements will take precedence over school presence. The officer shall strive to keep the school principal or his representative informed about his/her absences and/or activities as appropriate on a need to know basis;*
- < Duty assignment in the summer months, when school is not in session, will be under the direction of the Captain of the Scott County Sheriff's Office. SRO's may also be required to work regular police duty assignments, at other times when school is not in session, when so directed by the Captain;*
- < SROs are not security guards provided to the school district by the Scott County Sheriff's Office. They should not be viewed by school officials as a replacement for security, although it is recognized that police presence has a crime prevention impact. If security is needed, the school can hire off duty Deputy's;*
- < Also police officers and not school teachers, school administrators, nor school counselors.*
- < The officers will assist teachers with classroom presentations on relative topics when requested and able. They will also work with families, individual students and other school staff members with counseling and guidance efforts when requested and appropriate. We, the undersigned, encourage team work, partnerships, cooperation and coordination between the officers, their supervisors and the school administrators and their staff, as well as with the surrounding neighborhood;*
- < Are not and shall not be relied upon or scheduled to serve Traffic Control into or out of school property, as bus stop monitors, hallway monitors, nor lunch room monitors. Although, time permitting, SROs Should assist school officials who are regularly assigned in these capacities since they provide excellent opportunities to achieve program objectives, including professional and friendly contact with youth, positive relationships and crime prevention.*
- < SROs, School Administration for the respective middle and/or high schools and The assigned Police Supervisor will meet at the beginning of each school year to Determine the goals and objectives of the SRO for the respective school. An Assessment mechanism will be developed jointly, in an effort to determine the*

Effectiveness of the SRO program. Quarterly and year end meetings will be held to Determine progress and to make adjustments as needed.

< Are not intended to substitute for or relieve the building administrators of their primary responsibility for maintenance of discipline and good order in the school.

PROGRAM ASSESSMENT

The School Resource Officer Program will be assessed annually, and the evaluation Will be conducted jointly between the Scott County Sheriff's Office and Scott County Public Schools. The following areas, at a minimum, will be used to evaluate the program:

< Success of established goals and objectives.

< An internal survey of high school administration, faculty and student council members, primarily concerning perceptions of safety and security.

< Traditional police-citizen contacts (citations, arrests, FIRs, etc.).

< Non-traditional police-citizen contacts (meetings attended, problem areas addressed, student or family interviews, etc.).

< Surrounding neighborhood feedback and reaction to police efforts to address issues Concerning the schools and students.

< Accomplishment of tasks agreed upon as part of any work plan written in Conjunction with the Principal.

Each officer's effectiveness in the program will be evaluated at the end of each School term. The Principal will provide input into the evaluation. This may include a Recommendation to the Captain of the Scott County Sheriff's Office that the officer not be assigned to that school the following year. The Captain will seriously consider the evaluation and the input of the Superintendent when assigning an officer to a building, and will make a good faith effort to address any concerns raised. Ultimately, however, the final decision on which officer will be assigned as a school resource officer is within the sole discretion of the Sheriff and Captain.

EFFECTIVE DATE:

This Memorandum of Understanding is effective July 1, 2017 and shall remain in Effect through June 30, 2018, unless renewed by agreement of both parties or terminated as provided herein.

TERMINATION OF AGREEMENT:

Either party may terminate this agreement upon sixty (60) days written notice to the Other party.

MODIFICATION; ENTIRE AGREEMENT OF PARTIES EXPRESSED

No modification of this Agreement shall be valid or binding unless the modification Is in writing, duly dated and signed by both parties.

Executed this ____ day of _____, 2014.

SCOTT COUNTY SHERIFF'S OFFICE

Attest:

Sheriff or Captain Scott County Sheriff's Office

By:

W. John Puckett or James Benton

SCHOOL DISTRICT

Attest:

Superintendent Scott County Schools or Assistant

By:

John Ferguson or Jason Smith

Approved as to form:

County Attorney

DISCUSSION/APPROVAL OF MEASUREMENT & VERIFICATION ON

PERFORMANCE CONTRACT: Mr. Dennis McFarlane gave a quick overview of the M&V for the Performance Contract and that Scott County Schools is beginning their third full year under the project. He also stated that the first year's M&V was covered under the contract and that the school system has already paid for the second year. Mr. McFarlane explained that a report will be ready by the July board meeting that might help in the decision making on whether to continue with the M&V. The Board asked Mr. Robert

Sallee, Maintenance Supervisor, his opinion about continuing with the M&V and he stated that he would like to put that money on the service and updates of the controls and other small projects.

Superintendent Ferguson recommended tabling this decision until Mr. McFarlane presents his report at the July board meeting. On a motion by Mr. McConnell seconded by Mr. Horton, all members voting aye, the Board approved to table the M&V on the Performance Contract until its July 6, 2017 Regular Board Meeting.

CLOSED MEETING: Mr. Templeton made a motion to enter into closed meeting at 7:18 p.m. to discuss teachers, coaches, principals and nurses, as provided in Section 2.2-3711 A (1) of the Code of Virginia, as amended; motion was seconded by Mr. McConnell, all members voting aye.

RETURN FROM CLOSED MEETING: All members returned from closed meeting at 8:30 p.m. and on a motion by Mr. Templeton, seconded by Mr. Horton, 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, 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. Templeton, all members voting aye, the Board approved the field trip request of Gate City Middle School, Gate City High School, Career & Tech Center and Rye Cove High School to FCCLA National Leadership Conference in Nashville, Tennessee on July 2-6, 2017 (6 students, 5 Sponsors and 2 Chaperones).

SUBSTITUTES: On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Templeton, seconded by Mr. Horton, all member voting aye, the Board approved the employment of Ms. Amy Reid as a substitute custodian, effective April, 2017.

RESIGNATIONS: 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 resignation request of Ms. Rachel Burke, school nurse coordinator, effective at the end of the 2016-2017 school year.

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 resignation request of Ms. Tiffany Hawley, varsity cheer coach at Gate City High School, effective April 6, 2017.

EMPLOYMENT: On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Templeton, seconded by Mr. McConnell, all members voting aye, the Board approved the employment of Tim Burke, teacher, effective for the 2017-2018 school year.

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. Aaron Daugherty, teacher, effective for the 2017-2018 school year.

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. Jamie Hackney, teacher, effective for the 2017-2018 school year.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Horton, seconded by Mr. Templeton, all members voting aye, the Board approved the employment of Ms. Lauren Booher, Head Start teacher, effective for the 2017-2018 school year.

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 M. Cindy Lundy, Head Start teacher, effective for the 2017-2018 school year.

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 Ms. Kellie Russell, Head Start teacher, effective for the 2017-2018 school year.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Horton, seconded by Mr. Templeton, all members voting aye, the Board approved the employment of Ms. Tirzah Neely, Head Start teacher, effective for the 2017-2018 school year.

RETIREMENT: On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Horton, seconded by Mr. Templeton, all members voting aye, the Board approved the retirement, of Mr. Bill Vermillion, teacher, effective July 1, 2017.

APPROVAL OF MENTOR STIPENDS FOR 2016-2017 SCHOOL YEAR: On a motion by Mr. Templeton, seconded by Ms. Gillenwater, all members voting aye the Board approved the mentor stipends of \$500 for the following teachers:

Weber City Elementary	Shannon Pillion
Weber City Elementary	Jennifer Collins
Weber City Elementary	Molly Clark
Weber City Elementary	Stephanie Hood
Scott County Career/Technical	Rick Francis
Scott County Career/Technical	Rachel Burke
Scott County Career/Technical	Tommy Musick
Shoemaker Elementary	Amanda Green
Shoemaker Elementary	Deanna Ward
Shoemaker Elementary	Tammy Hensley
Gate City Middle School	Rhea McConnell
Gate City Middle School	Melissa Trinkle
Gate City Middle School	Jody Wolfe
Nickelsville Elementary	Tina Gilmer
Nickelsville Elementary	Patty Deaderick (Sydney Lyall)
Nickelsville Elementary	Patty Deaderick (David Hagy)
Nickelsville Elementary	Lauren Price
Twin Springs High School	Judy Flanary
Twin Springs High School	Travis Pierson
Dungannon Intermediate	Karen Hartsock
Various	Donna Hardy

BOARD MEMBER COMMENTS: Mr. Horton expressed his appreciation to all teachers for their hard work and thanked them for their dedication to Scott County Schools.

Mr. Templeton congratulated Ms. Addington on her awards and Mr. Vermillion on his retirement and also expressed his appreciation to our teachers.

Ms. Gillenwater congratulated Ms. Addington on her awards and also Ms. Amy Reed for her nomination into the VHSL Hall of Fame and expressed her appreciation to our teachers.

ADJOURNMENT: There being no further business, the board adjourned at 8:45 p.m.

APPENDIX J

HEAD START TRAINING

HEAD START RECRUITMENT PLAN FOR 2017- 2018

HEAD START CRITERIA, SELECTION & ENROLLMENT

Sec. 642 Powers and Functions of Head Start Agencies

 eclkc.ohs.acf.hhs.gov/policy/head-start-act/sec-642-powers-and-functions-head-start-agencies

Sec. 642 [42 U.S.C. 9837]

(a) Authority- To be designated as a Head Start agency under this subchapter, an agency shall have authority under its charter or applicable law to receive and administer funds under this subchapter, funds and contributions from private or local public sources that may be used in support of a Head Start program, and funds under any Federal or State assistance program pursuant to which a public or private nonprofit or for-profit agency (as the case may be) organized in accordance with this subchapter, could act as grantee, contractor, or sponsor of projects appropriate for inclusion in a Head Start program. Such an agency shall also be empowered to transfer funds so received, and to delegate powers to other agencies, subject to the powers of its governing board and its overall program responsibilities. The power to transfer funds and delegate powers shall include the power to make transfers and delegations covering component projects in all cases where this will contribute to efficiency and effectiveness or otherwise further program objectives.

(b) Family and Community Involvement; Family Services- To be so designated, a Head Start agency shall, at a minimum, do all the following to involve and serve families and communities:

(1) Provide for the regular and direct participation of parents and community residents in the implementation of the Head Start program, including decisions that influence the character of such program, consistent with paragraphs (2)(D) and (3)(C) of subsection (c).

(2) Seek the involvement of parents, community residents, and local business in the design and implementation of the program.

(3) Establish effective procedures--

(A) to facilitate and seek the involvement of parents of participating children in activities designed to help such parents become full partners in the education of their children; and

(B) to afford such parents the opportunity to participate in the development and overall conduct of the program at the local level, including transportation assistance as appropriate.

(4) Offer (directly or through referral to local entities, such as entities carrying out Even Start programs under subpart 3 of part B of title I of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6381 et seq.), public and school libraries, and entities carrying out family support programs) to such parents--

(A) family literacy services; and

(B) parenting skills training.

(5) Offer to parents of participating children substance abuse counseling (either directly or through referral to local entities), if needed, including information on the effect of drug exposure on infants and fetal alcohol syndrome.

(6) At the option of such agency, offer (directly or through referral to local entities) to such parents--

(A) training in basic child development (including cognitive, social, and emotional development);

(B) assistance in developing literacy and communication skills;

(C) opportunities to share experiences with other parents (including parent-mentor relationships);

(D) health services, including information on maternal depression;

(E) regular in-home visitation; or

(F) any other activity designed to help such parents become full partners in the education of their children.

(7) Provide, with respect to each participating family, a family needs assessment that includes consultation with such parents (including foster parents, grandparents, and kinship caregivers, where applicable), in a manner and language that such parents can understand (to the extent practicable), about the benefits of parent involvement and about the activities described in this subsection in which such parents may choose to be involved (taking into consideration their specific family needs, work schedules, and other responsibilities).

(8) Consider providing services to assist younger siblings of children participating in its Head Start program to obtain health services from other sources.

(9) Perform community outreach to encourage individuals previously unaffiliated with Head Start programs to participate in its Head Start program as volunteers.

(10)(A) Inform custodial parents in single-parent families that participate in programs, activities, or services carried out or provided under this subchapter about the availability of child support services for purposes of establishing paternity and acquiring child support.

(B) Refer eligible parents to the child support offices of State and local governments.

(11) Provide to parents of limited English proficient children outreach and information, in an understandable and uniform format and, to the extent practicable, in a language that the parents can understand.

(12) Provide technical and other support needed to enable parents and community residents to secure, on their own behalf, available assistance from public and private sources.

(13) Promote the continued involvement of the parents (including foster parents, grandparents, and kinship caregivers, as appropriate) of children that participate in Head Start programs in the education of their children upon transition of their children to school, by working with the local educational agency--

(A) to provide training to the parents

(i) to inform the parents about their rights and responsibilities concerning the education of their children; and

(ii) to enable the parents--

(I) to understand and work with schools in order to communicate with teachers and other school personnel;

(II) to support the schoolwork of their children; and

(III) to participate as appropriate in decisions relating to the education of their children; and

(B) to take other actions, as appropriate and feasible, to support the active involvement of the parents with schools, school personnel, and school-related organizations.

(14) Establish effective procedures for timely referral of children with disabilities to the State or local agency providing services under section 619 or part C of the Individuals with Disabilities Education Act (20 U.S.C. 1419, 1431 et seq.), and collaboration with that agency, consistent with section 640(d)(3).

(15) Establish effective procedures for providing necessary early intervening services to children with disabilities prior to an eligibility determination by the State or local agency responsible for providing services under section 619

or part C of such Act, consistent with section 640(d)(2).

(16) At the option of the Head Start agency, partner with an institution of higher education and a nonprofit organization to provide college students with the opportunity to serve as mentors or reading partners for Head Start participants.

(c) Program Governance- Upon receiving designation as a Head Start agency, the agency shall establish and maintain a formal structure for program governance, for the oversight of quality services for Head Start children and families and for making decisions related to program design and implementation. Such structure shall include the following:

(1) GOVERNING BODY-

(A) IN GENERAL- The governing body shall have legal and fiscal responsibility for the Head Start agency.

(B) COMPOSITION- The governing body shall be composed as follows:

(i) Not less than 1 member shall have a background and expertise in fiscal management or accounting.

(ii) Not less than 1 member shall have a background and expertise in early childhood education and development.

(iii) Not less than 1 member shall be a licensed attorney familiar with issues that come before the governing body.

(iv) Additional members shall--

(I) reflect the community to be served and include parents of children who are currently, or were formerly, enrolled in Head Start programs; and

(II) are selected for their expertise in education, business administration, or community affairs.

(v) Exceptions shall be made to the requirements of clauses (i) through (iv) for members of a governing body when those members oversee a public entity and are selected to their positions with the public entity by public election or political appointment.

(vi) If a person described in clause (i), (ii), or (iii) is not available to serve as a member of the governing body, the governing body shall use a consultant, or an other individual with relevant expertise, with the qualifications described in that clause, who shall work directly with the governing body.

(C) CONFLICT OF INTEREST- Members of the governing body shall--

(i) not have a financial conflict of interest with the Head Start agency (including any delegate agency);

(ii) not receive compensation for serving on the governing body or for providing services to the Head Start agency;

(iii) not be employed, nor shall members of their immediate family be employed, by the Head Start agency (including any delegate agency); and

(iv) operate as an entity independent of staff employed by the Head Start agency.

(D) EXCEPTION- If an individual holds a position as a result of public election or political appointment, and such position carries with it a concurrent appointment to serve as a member of a Head Start agency governing body, and such individual has any conflict of interest described in clause (ii) or (iii) of subparagraph (C)--

(i) such individual shall not be prohibited from serving on such body and the Head Start agency shall report such conflict to the Secretary; and

(ii) if the position held as a result of public election or political appointment provides compensation, such individual shall not be prohibited from receiving such compensation.

(E) RESPONSIBILITIES- The governing body shall

(i) have legal and fiscal responsibility for administering and overseeing programs under this subchapter, including the safeguarding of Federal funds;

(ii) adopt practices that assure active, independent, and informed governance of the Head Start agency, including practices consistent with subsection (d)(1), and fully participate in the development, planning, and evaluation of the Head Start programs involved;

(iii) be responsible for ensuring compliance with Federal laws (including regulations) and applicable State, tribal, and local laws (including regulations); and

(iv) be responsible for other activities, including--

(I) selecting delegate agencies and the service areas for such agencies;

(II) establishing procedures and criteria for recruitment, selection, and enrollment of children;

(III) reviewing all applications for funding and amendments to applications for funding for programs under this subchapter;

(IV) establishing procedures and guidelines for accessing and collecting information described in subsection (d)(2);

(V) reviewing and approving all major policies of the agency, including--

(aa) the annual self-assessment and financial audit;

(bb) such agency's progress in carrying out the programmatic and fiscal provisions in such agency's grant application, including implementation of corrective actions; and

(cc) personnel policies of such agencies regarding the hiring, evaluation, termination, and compensation of agency employees;

(VI) developing procedures for how members of the policy council are selected, consistent with paragraph (2)(B);

(VII) approving financial management, accounting, and reporting policies, and compliance with laws and regulations related to financial statements, including the--

(aa) approval of all major financial expenditures of the agency;

(bb) annual approval of the operating budget of the agency;

(cc) selection (except when a financial auditor is assigned by the State under State law or is assigned under local law) of independent financial auditors who shall report all critical accounting policies and practices to the governing body; and

(dd) monitoring of the agency's actions to correct any audit findings and of other action necessary to comply with applicable laws (including regulations) governing financial statement and accounting practices;

(VIII) reviewing results from monitoring conducted under section 641A(c), including appropriate followup activities;

(IX) approving personnel policies and procedures, including policies and procedures regarding the hiring, evaluation,

compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in an equivalent position with the agency;

(X) establishing, adopting, and periodically updating written standards of conduct that establish standards and formal procedures for disclosing, addressing, and resolving--

(aa) any conflict of interest, and any appearance of a conflict of interest, by members of the governing body, officers and employees of the Head Start agency, and consultants and agents who provide services or furnish goods to the Head Start agency; and

(bb) complaints, including investigations, when appropriate; and

(XI) to the extent practicable and appropriate, at the discretion of the governing body, establishing advisory committees to oversee key responsibilities related to program governance and improvement of the Head Start program involved.

(2) POLICY COUNCIL-

(A) IN GENERAL- Consistent with paragraph (1)(E), each Head Start agency shall have a policy council responsible for the direction of the Head Start program, including program design and operation, and long- and short-term planning goals and objectives, taking into account the annual communitywide strategic planning and needs assessment and self-assessment.

(B) COMPOSITION AND SELECTION-

(i) The policy council shall be elected by the parents of children who are currently enrolled in the Head Start program of the Head Start agency.

(ii) The policy council shall be composed of--

(I) parents of children who are currently enrolled in the Head Start program of the Head Start agency (including any delegate agency), who shall constitute a majority of the members of the policy council; and

(II) members at large of the community served by the Head Start agency (including any delegate agency), who may include parents of children who were formerly enrolled in the Head Start program of the agency.

(C) CONFLICT OF INTEREST- Members of the policy council shall-

(i) not have a conflict of interest with the Head Start agency (including any delegate agency); and

(ii) not receive compensation for serving on the policy council or for providing services to the Head Start agency.

(D) RESPONSIBILITIES- The policy council shall approve and submit to the governing body decisions about each of the following activities:

(i) 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.

(ii) Program recruitment, selection, and enrollment priorities.

(iii) Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause.

(iv) Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities.

(v) Bylaws for the operation of the policy council.

(vi) Program personnel policies and decisions regarding the employment of program staff, consistent with paragraph (1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.

(vii) Developing procedures for how members of the policy council of the Head Start agency will be elected.

(viii) Recommendations on the selection of delegate agencies and the service areas for such agencies.

(3) POLICY COMMITTEES- Each delegate agency shall create a policy committee, which shall--

(A) be elected and composed of members, consistent with paragraph (2)(B) (with respect to delegate agencies);

(B) follow procedures to prohibit conflict of interest, consistent with clauses (i) and (ii) of paragraph (2)(C) (with respect to delegate agencies); and

(C) be responsible for approval and submission of decisions about activities as they relate to the delegate agency, consistent with paragraph (2)(D) (with respect to delegate agencies).

(d) Program Governance Administration-

(1) IMPASSE POLICIES- The Secretary shall develop policies, procedures, and guidance for Head Start agencies concerning--

(A) the resolution of internal disputes, including any impasse in the governance of Head Start programs; and

(B) the facilitation of meaningful consultation and collaboration about decisions of the governing body and policy council.

(2) CONDUCT OF RESPONSIBILITIES- Each Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body and the policy council, about program planning, policies, and Head Start agency operations, including--

(A) monthly financial statements, including credit card expenditures;

(B) monthly program information summaries;

(C) program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;

(D) monthly reports of meals and snacks provided through programs of the Department of Agriculture;

(E) the financial audit;

(F) the annual self-assessment, including any findings related to such assessment;

(G) the communitywide strategic planning and needs assessment of the Head Start agency, including any applicable updates;

(H) communication and guidance from the Secretary; and

(I) the program information reports.

(3) TRAINING AND TECHNICAL ASSISTANCE- Appropriate training and technical assistance shall be provided to the members of the governing body and the policy council to ensure that the members understand the information

the members receive and can effectively oversee and participate in the programs of the Head Start agency.

(e) Collaboration and Coordination- To be so designated, a Head Start agency shall collaborate and coordinate with public and private entities, to the maximum extent practicable, to improve the availability and quality of services to Head Start children and families, including carrying out the following activities:

(1) Conduct outreach to schools in which children participating in the Head Start program will enroll following the program, local educational agencies, the local business community, community-based organizations, faith-based organizations, museums, and libraries to generate support and leverage the resources of the entire local community in order to improve school readiness.

(2)(A) In communities where both a public prekindergarten program and a Head Start program operate, collaborate and coordinate activities with the local educational agency or other public agency responsible for the operation of the prekindergarten program and providers of prekindergarten, including outreach activities to identify eligible children.

(B) With the permission of the parents of children enrolled in the Head Start program, regularly communicate with the schools in which the children will enroll following the program, to--

(i) share information about such children;

(ii) collaborate with the teachers in such schools regarding professional development and instructional strategies, as appropriate; and

(iii) ensure a smooth transition to school for such children.

(3) Coordinate activities and collaborate with programs under the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858 et seq.), the agencies responsible for administering section 106 of the Child Abuse Prevention and Treatment Act (42 U.S.C. 5106a) and parts B and E of title IV of the Social Security Act (42 U.S.C. 621 et seq., 670 et seq.), programs under subtitle B of title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.), Even Start programs under subpart 3 of part B of title I of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6381 et seq.), programs under section 619 and part C of the Individuals with Disabilities Education Act (20 U.S.C. 1419, 1431 et seq.), and other entities providing early childhood education and development programs or services, serving the children and families served by the Head Start agency.

(4) Take steps to coordinate activities with the local educational agency serving the community involved and with schools in which children participating in the Head Start program will enroll following the program, including--

(A) collaborating on the shared use of transportation and facilities, in appropriate cases;

(B) collaborating to reduce the duplication and enhance the efficiency of services while increasing the program participation of underserved populations of eligible children; and

(C) exchanging information on the provision of noneducational services to such children.

(5) Enter into a memorandum of understanding, not later than 1 year after the date of enactment of the Improving Head Start for School Readiness Act of 2007, with the appropriate local entity responsible for managing publicly funded preschool programs in the service area of the Head Start agency, that shall--

(A)(i) provide for a review of each of the activities described in clause (ii); and

(ii) include plans to coordinate, as appropriate, activities regarding--

(I) educational activities, curricular objectives, and instruction;

- (II) public information dissemination and access to programs for families contacting the Head Start program or any of the preschool programs;
 - (III) selection priorities for eligible children to be served by programs;
 - (IV) service areas;
 - (V) staff training, including opportunities for joint staff training on topics such as academic content standards, instructional methods, curricula, and social and emotional development;
 - (VI) program technical assistance;
 - (VII) provision of additional services to meet the needs of working parents, as applicable;
 - (VIII) communications and parent outreach for smooth transitions to kindergarten as required in paragraphs (3) and (6) of section 642A(a);
 - (IX) provision and use of facilities, transportation, and other program elements; and
 - (X) other elements mutually agreed to by the parties to such memorandum;
- (B) be submitted to the Secretary and the State Director of Head Start Collaboration not later than 30 days after the parties enter into such memorandum, except that--
- (i) where there is an absence of publicly funded preschool programs in the service area of a Head Start agency, this paragraph shall not apply; or
 - (ii) where the appropriate local entity responsible for managing the publicly funded preschool programs is unable or unwilling to enter into such a memorandum, this paragraph shall not apply and the Head Start agency shall inform the Secretary and the State Director of Head Start Collaboration of such inability or unwillingness; and
- (C) be revised periodically and renewed biennially by the parties to such memorandum, in alignment with the beginning of the school year.
- (f) Quality Standards, Curricula, and Assessment- To be so designated, each Head Start agency shall--
- (1) take steps to ensure, to the maximum extent practicable, that children maintain the developmental and educational gains achieved in Head Start programs and build upon such gains in further schooling;
 - (2) establish a program with the standards set forth in section 641A(a)(1), with particular attention to the standards set forth in subparagraphs (A) and (B) of such section;
 - (3) implement a research-based early childhood curriculum that--
 - (A) promotes young children's school readiness in the areas of language and cognitive development, early reading and mathematics skills, socio-emotional development, physical development, and approaches to learning;
 - (B) is based on scientifically valid research and has standardized training procedures and curriculum materials to support implementation;
 - (C) is comprehensive and linked to ongoing assessment, with developmental and learning goals and measurable objectives;

(D) is focused on improving the learning environment, teaching practices, family involvement, and child outcomes across all areas of development; and

(E) is aligned with the Head Start Child Outcomes Framework developed by the Secretary and, as appropriate, State early learning standards;

(4) implement effective interventions and support services that help promote the school readiness of children participating in the program;

(5) use research-based assessment methods that reflect the characteristics described in section 641A(b)(2) in order to support the educational instruction and school readiness of children in the program;

(6) use research-based developmental screening tools that have been demonstrated to be standardized, reliable, valid, and accurate for the child being assessed, to the maximum extent practicable, for the purpose of meeting the relevant standards described in section 641A(a)(1);

(7) adopt, in consultation with experts in child development and with classroom teachers, an evaluation to assess whether classroom teachers have mastered the functions discussed in section 648A(a)(1);

(8) use the information provided from the assessment conducted under section 641A(c)(2)(F) to inform professional development plans, as appropriate, that lead to improved teacher effectiveness;

(9) establish goals and measurable objectives for the provision of health, educational, nutritional, and social services provided under this subchapter and related to the program mission and to promote school readiness; and

(10) develop procedures for identifying children who are limited English proficient, and informing the parents of such children about the instructional services used to help children make progress towards acquiring the knowledge and skills described in section 641A(a)(1)(B) and acquisition of the English language.

(g) Funded Enrollment; Waiting List- Each Head Start agency shall enroll 100 percent of its funded enrollment and maintain an active waiting list at all times with ongoing outreach to the community and activities to identify underserved populations.

(h) Technical Assistance and Training Plan- In order to receive funds under this subchapter, a Head Start agency shall develop an annual technical assistance and training plan. Such plan shall be based on the agency's self-assessment, the communitywide strategic planning and needs assessment, the needs of parents and children to be served by such agency, and the results of the reviews conducted under section 641A(c).

(i) Financial Management- In order to receive funds under this subchapter, a Head Start agency shall document strong fiscal controls, including the employment of well-qualified fiscal staff with a history of successful management of a public or private organization.

Scott County Public School Head Start Recruitment Plan

2017-2018

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 Service Staff	January/ February
Include recruitment flyer in Parent Newsletter	Family & Community Services Coordinator	February & March
Place recruitment yard signs at approved locations within the county	Family Service Staff	February/ Ongoing
Place 3 x 4 recruitment signs at approved locations within the county	Family Service Staff	February/ Ongoing
Place 3 x 5 banner signs at approved locations within the county	Family Service Staff	February/ Ongoing
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 Service Staff	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 Service Staff Policy Council	February

Scott County Public School Head Start Recruitment Plan

2017-2018

Activity	Person Responsible	Timeline
Provide small flyers to restaurants, grocery stores, and local merchants to place in individual shopping bags	Family Service Staff	February/ Ongoing
Set up recruitment booth at each Kindergarten registration site	Family Service Staff	March/ April
Registration Day at individual centers	Family Service Staff	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 Service Staff	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	Education Staff	April
Press Release in Scott County VA Star of Week of the Young Child Activities	Family & Community Services Coordinator	April
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	April/ Ongoing
Meet with LEA to coordinate enrollment with the Pre-K Program	Family & Community Services Coordinator	April/ May
Collaborate with SCPS in Child Find efforts: Plan, organize/ participate in Early Childhood Fair at Food City	Child Development Services Coordinator Family Service Staff	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

Scott County Public School Head Start Recruitment Plan

2017-2018

Activity	Person Responsible	Timeline
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 applications for fall enrollment. To apply, please contact the Head Start Office at 386-6051	Education Staff	End of program year

Scott County Public School Head Start and Early Head Start Eligibility and Enrollment Priorities

To be eligible for services in Scott County, children must be age 6 weeks to 4 years old.

For Head Start, a child must turn 3 years old by the date used to determine eligibility for public school, and be no older than the age required to attend school.

According to Virginia Law, a child must be 5 years old by **September 30** of the current year to attend Kindergarten.

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.

Head Start Selection/ Enrollment Priorities

1. Age eligible children returning from the preceding school year.
2. Early Head Start transition
3. Foster child or homeless
4. Family is eligible or receiving public assistance through TANF (Temporary Assistance for Needy Families) or the SSI (Supplemental Security Income) program.
5. Income eligible child under 100% of poverty level with a suspected or documented disability.
6. Child with family income at greatest % below 100% of poverty level
7. Oldest income eligible child under 100% of poverty level.
8. 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 of an incarcerated parent.

Scott County Public School Head Start and Early Head Start Eligibility and Enrollment Priorities

Early Head Start Selection/ Enrollment Priorities

1. Age eligible children returning from the preceding school year.
2. Foster child or homeless
3. Family is eligible or receiving public assistance through TANF (Temporary Assistance for

Needy Families) or the SSI (Supplemental Security Income) program.

4. Income eligible child under 100% of poverty level with a suspected or documented disability.
5. Child with family income at greatest % below 100% of poverty level and is working or attending school.
6. 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 of an incarcerated parent.

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 100% has been exhausted. The total over income children may not exceed 10% of the funded enrollment. Over-income children enrolled in a given year are not automatically eligible the following year, but must again be screened for eligibility.

An additional 35% of children may be between 100-130% of the federal poverty line if the program ensures that it has followed the above criteria. The program has established and implemented outreach, and enrollment policies and procedures to ensure it is meeting the needs of pregnant woman or children, and children with disabilities, before serving children that do not meet the above criteria.

Scott County Public School Head Start

Criteria Points

Based on Income

Returning Child	5
Transitioning from EHS	4
Foster Child	10
Homeless	10
Public Assistance	9

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

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

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

Special Family Circumstances.

A single parent working or in school	9
Two parent working or in school	7
Incarcerated parent.	10

Scott County Public School Early Head Start Eligibility

Criteria Points

Based on Income

Returning Child	5
Foster Child	10
Homeless	10
Public Assistance	9
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

Below 6 months	7
6-11 months	7
Age 1	7
Age 2	7

Other Eligibility Criteria

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
Special Family Circumstances.	
A single parent working or in school	9
Two parent working or in school	9
Incarcerated parent.	10

APPENDIX K

2017-2018 CAREER & TECH LOCAL PLAN & BUDGET APPLICATION OF PERKINS FUNDS

CTEMS SCHEDULE 17 (Continued on next page)

**Budget of Perkins Funds
2017-2018 Plan**

1. CAREER AND TECHNICAL ACTIVITIES FUNDED (Indicate Required or Permissive Use of Funds) See Appendix B	2. CAREER AND TECHNICAL PROGRAM AREAS FUNDED	3. NARRATIVE DESCRIPTION (Describe how the expenditure will assist your division in continuously improving the academic and technical skills of students participating in career and technical education programs and in meeting the state levels of performance established under Section 113 of the Perkins IV Act. (Section 134(b)(1, 2 and 10) (Section 135(a-c)	4. OBJECT CODE See Appendix C	5. BUDGETED FUNDS AND SOURCE OF FUNDS	
				Fed., State, or Local	Amount
Required Use: Professional Development	ix. All	We will provide professional development programs to teachers and administrators to include in-service training. We will attend the State, Regional and National ACTE and VACTE conferences. We will send administrators and teachers to local and regional meetings and workshops.	3000 - Purchased Services	FED	5,200.00
Required Use: Activities for Special Populations (to include nontraditional)	ix. All	We will plan and create promotional programs and activities that encourages completion of a standard diploma for students that are completers in a CTE program and that do not plan on receiving a modified diploma.	8000 - Capital Outlay/Equipment	FED	1,000.00
Required Use: Regional Program Participation (only divisions submitting Schedule 15)					

CTEMS SCHEDULE 17 (Continued on from previous page)**Budget of Perkins Funds****2017-2018 Plan**

1. CAREER AND TECHNICAL ACTIVITIES FUNDED (Indicate Required or Permissive Use of Funds) See Appendix B	2. CAREER AND TECHNICAL PROGRAM AREAS FUNDED	3. NARRATIVE DESCRIPTION (Describe how the expenditure will assist your division in continuously improving the academic and technical skills of students participating in career and technical education programs and in meeting the state levels of performance established under Section 113 of the Perkins IV Act. (Section 134(b)(1, 2 and 10) (Section 135(a-c)	4. OBJECT CODE See Appendix C	5. BUDGETED FUNDS AND SOURCE OF FUNDS	
				Fed., State, or Local	Amount
R7--Initiate, improve, expand, and modernize quality career and technical education programs, including relevant technology.	viii. Trade and Industrial Education	We plan to purchase a Shop Bot CNC machine for Carpentry class.	8000 - Capital Outlay/Equipment	FED	20,575.00
R7--Initiate, improve, expand, and modernize quality career and technical education programs, including relevant technology.	ix. All	We plan to purchase 80 Chrome Books with teacher edition materials and 10 lap tops to modernize our classrooms.	8000 - Capital Outlay/Equipment	FED	22,000.00
R2--Link career and technical education at the secondary level and career and technical education at the postsecondary level, including by offering the relevant elements of not less than 1 career and	ix. All	We plan to assist special population, including economic disadvantaged career and technical students with tuition assistance to ensure that they can have access to dual enrollment classes through Mountain Empire Community College.	3000 - Purchased Services	FED	6,200.00
R7--Initiate, improve, expand, and modernize quality career and technical education programs, including relevant technology.	viii. Trade and Industrial Education	We plan to purchase equipment and tools to meet accreditation to NATEF for Auto Technology and Auto Body Technology.	8000 - Capital Outlay/Equipment	FED	5,472.86

CTEMS SCHEDULE 18 (Continued from previous page)
Administration/Administrative Equipment Funds and Budget Summary Worksheet

2017-2018 Plan

SUMMARY BUDGET WORKSHEET (A summary of the budget worksheets relevant to plan objectives that includes line items under the broad expenditures.)	
Expenditure Categories <small>See Appendix C for Object Code Definitions</small>	Amount
1000 - Personal Services	0.00
2000 - Employee Benefits	0.00
3000 - Purchased Services	11,400.00
4000 - Internal Services	0.00
5000 - Indirect Costs and Other Charges	0.00
6000 – Materials and Supplies (THIS IS NOT ALLOWED for Perkins funds.)	NOT ALLOWED
8000 – Capital Outlay/Equipment	49,047.86
TOTAL <i>Expenditure Category Budget is calculated from the CTEMS Schedule 17 Budget and CTEMS Schedule 18 Administration/Administrative Equipment Funds and Budget Summary Worksheet (Federal)</i>	60,447.86