

**SCOTT COUNTY SCHOOL BOARD  
MINUTES OF REGULAR MEETING, TUESDAY, JUNE 6, 2017**

The Scott County School Board met for a regular meeting on Tuesday, June 6, 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  
Lon Stephen "Steve" Sallee, Jr.

**ABSENT:** None

**OTHERS PRESENT:** 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; Amy Reed, Teacher GCMS; Lil Dupree, Director of Appalachia Community Action; Jennifer Frazier, Secondary Supervisor/Food Services Supervisor; Doris Boitnott, VEA/NEA Uniserv Director; Nancy Godsey, Citizen; Kathy Wilcox, Head Start Director; 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. Templeton led in citing the *Pledge of Allegiance*.

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

**APPROVAL OF MEETING MINUTES FOR MAY 2, 2017 REGULAR BOARD MEETING:** On a motion by Mr. Templeton, seconded by Mr. McConnell, all members voting aye, the Board approved the Tuesday, May 2, 2017 Regular Meeting Minutes, as submitted.

**APPROVAL OF SPECIAL MEETING MINUTES FOR MAY 22, 2017:** On a motion by Mr. Horton, seconded by Mr. Sallee, all members voting aye the Board approved the minutes of the Special Meeting on May 22, 2017.

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

School Operating Fund invoices & payroll in the amount of \$1,961,517.72 as shown by warrants #8121560-8121947 (8121238, 8121882 voided) electronic payroll direct deposit in the amount of \$1,111,965.73 & electronic payroll tax deposits in the amount of \$509,961.26. Cafeteria Fund invoices & payroll in the amount of \$193,948.44 as shown by warrants #1017898-1017973 & electronic payroll direct deposit in the amount of \$30,703.28 & electronic payroll tax deposit in the amount of \$13,509.31. Head Start invoices & payroll totaling \$86,311.14 as shown by warrants #14657-14704.

**PRESENTATION FROM LIL DUPREE – IMAGINATION LIBRARY:** Lil Dupree, Director at Appalachia Community Action, presented the Board with a request for \$2,500 toward the Imagination Library. She stated that the Imagination Library provides books to 387 children age birth to five years. Ms. Dupree also explained that the Imagination Library no longer received funds from United Way and therefore reaches out to local boards for assistance.

On a motion by Mr. Templeton, seconded by Mr. Sallee, all members voting aye, the Board approved the funding of \$2,500 to the Imagination Library.

**RECOGNITION OF GATE CITY HIGH SCHOOL VOLLEYBALL COACH MS. AMY REED – INDUCTEE TO VHSL HALL OF FAME:** Assistant Superintendent, Jason Smith, recognized Ms. Amy Reed, Gate City High School Volleyball Coach and her induction into the VHSL Hall of Fame. Mr. Smith recognized Coach Reed's following accomplishments:

*Head Coach 14 Seasons*  
*Assistant Coach 5 Seasons*  
*Overall Record: 354-46 (2014 season 30-0)*  
*Won 13 District/Conference Season & Tournaments Championships*  
     *1 Conference Tournament Championship*  
     *1 Conference Season Runner-Up*  
*14 Regional Playoff Appearances*  
     *Won 10 Region Championships*  
     *2 Region Runner-ups*  
*12 State Playoff Appearances*  
     *Won 6 State Championships*  
     *3 State Runner Up*  
     *1 State Semifinal*  
     *2 State Quarterfinals*  
*13 times District/Conference Volleyball Coach of the Year*  
*10 time Region Volleyball Coach of the Year*  
*6 times VHSL & VHSCA State Volleyball Coach of the year*  
*8 times VHSCA Volleyball West All-Star Coach*  
*In 2010 selected at VHSCA Coach of the Year Award*  
*In 2014 selected as National Federation H.S. Mideast Section Volleyball Coach of the Year*  
*In 2014 selected as SWVA Fellowship of Christian Athletes Huddle Coach of the Year &*  
     *Selected 4 times as a FCA VA/TN Volleyball All-Star Coach*  
*In October 2014 attained her 300<sup>th</sup> Win*

**APPROVAL OF LOCAL WELLNESS POLICY:** Ms. Jennifer Frazier, Secondary Supervisor/Food Service Supervisor presented the 2017-2018 Local Wellness Policy for approval.

On a motion by Mr. Templeton, seconded by Mr. Horton, all members voting aye, the Board approved the Local Wellness Policy for 2017-2018 as presented:

### **SCOTT COUNTY SCHOOLS STUDENT WELLNESS 2017-2018**

#### ***I. Policy Statement***

*The Board of Education of the Scott County School District support the health and well-being of the District's students by promoting nutrition and physical activity at all grade levels. In accordance with federal law, it is the policy of the Board to provide students access to healthy foods and beverages; provide opportunities for developmentally appropriate physical activity; provide nutrition education; and require that all meals served by the District meet or exceed the federal nutritional guidelines issued by the U. S. Department of Agriculture.*

#### ***II. Wellness Policy Leadership***

*The designated official for oversight of the wellness policy is the School Nutrition Supervisor. The official shall convene the Wellness Committee and lead the review, updating and evaluation of policy.*  
*Each school shall designate a site coordinator who shall ensure compliance with the policy.*

#### ***III. School Wellness Committee***

*To assist in the creation of a healthy environment, the District shall establish a Wellness Committee that will provide ongoing review and evaluation of the Wellness Policy. The Committee shall meet no less than 3 times during the school year to implement, assess and review, and make recommendations for changes to the Wellness Policy.*  
*The Committee shall consist of a diverse group of stakeholders to participate in the development, implementation, periodic review and updating of the Wellness Policy.*

#### ***IV. Goals***

*The Board of Education of the Scott County School District has established the following goals to promote student wellness.*

**A. Nutrition Education**

1. *Nutrition topics shall be integrated within the comprehensive health education curriculum taught at every grade (k-12)*
2. *The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical exercise.*
3. *Nutrition education will incorporate helping children acquire skills for reading food labels and menu planning.*
4. *Nutrition education curriculum is aligned with state and federal learning objectives and standards.*
5. *Nutrition is integrated into the health education or core curricula (e.g., math, science, language arts).*
6. *Schools link nutrition education activities with the coordinated school health program.*
7. *Staff who provide health education, culinary arts, and nutrition/wellness classes will have appropriate training and/or licensure.*
8. *The level of student participation in the school breakfast and school lunch programs is appropriate.*
9. *Schools are enrolled as Team Nutrition Schools, and they conduct nutrition education activities and promotions that involve parents, students, and the community.*
10. *Nutrition education instructional activities shall stress the appealing aspects of healthy eating and be participatory, developmentally appropriate, and enjoyable. The program shall engage families as partners in their children's education.*

**B. Physical Activity**

*Students are given opportunities for physical activity during the school day through physical education (PE) classes, daily recess periods for elementary school students, and the integration of physical activity into the academic curriculum where appropriate.*

1. *Students are given opportunities for physical activity through a range of before- and/or after-school programs including, but not limited to, intramurals, interscholastic athletics, physical activity clubs, and other after school programs.*
2. *Schools encourage parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.*
3. *Schools provide training to enable staff to promote enjoyable, lifelong physical activity among students.*

**C. Other School-based Activities**

1. *Fresh fruit/vegetable snacks are offered daily, when grants are available, to certain elementary schools that meet the criteria of 75% free & reduced lunches.*
2. *Grab-N- Go Breakfast is available in all Scott County Schools to ensure every child has an opportunity to eat a nutritious breakfast.*
3. *An adequate amount of time is allowed for students to eat meals in adequate lunchroom facilities.*

4. *All children who participate in subsidized food programs are able to obtain food in a non-stigmatizing manner.*
5. *Physical activities and/or nutrition services or programs designed to benefit staff health have been considered and, to the extent practical, implemented.*
6. *School staff are encouraged to model healthy eating behaviors.*
7. *The commonwealth of Virginia mandated screenings for students are performed within the guidelines set up by the Code of Virginia. Appropriate referrals are then completed for hearing, vision, and dental.*
8. *The Scott County Health Department, in conjunction with Lee County & Wise County Health Departments, provide free dental screenings by a dental hygienist.*
9. *VA SMILES dental program offers our students dental cleanings, sealants, cavity fillings, extractions, x-rays, and makes referrals for further surgical needs. They see the students twice a year.*
10. *The Scott County Health Department offers Flu vaccines to all eligible students and staff members in the fall for those that are interested.*
11. *Scott County Health Department offers upcoming 6<sup>th</sup> grade students their T-dap boosters, to be given in the school with the assistance of the school health nurse/aide.*
12. *School Health Services cooperates with the Scott County Health Department in tracking communicable diseases, influenza and influenza like illnesses to monitor the health status of our students.*
13. *Individual classroom activities are provided by the school nurses to the students for nutrition, health and hygiene as requested by teachers & principals.*
14. *Blood Borne Pathogens training is given to the staff on a yearly basis. CPR/I<sup>st</sup> Aide training is offered for those staff who are mandated by the state of Virginia to be certified in order to perform their job duties/skills.*

#### **D. Nutrition Guidelines**

1. *Nutritional standards for the school breakfast and school lunch programs, a la carte items, and after school snacks meet or exceed state and federal standards.*
2. *All food and beverages sold and served outside the school meal program ("competitive" foods and beverages) shall, at a minimum, meet the standards established in the USDA's Nutrition Standards for all Foods Sold in Schools (Smart Snacks) rule.*
3. *The nutritional content of foods and beverages donated for class parties or other school events is considered.*
4. *Marketing: Schools will restrict food and beverage marketing to only those foods and beverages that meet the nutrition standards set forth by USDA's Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule. Marketing includes brand names, trademarks, logos, or tags except when placed on a food or beverage product/container; displays, such as vending machine exteriors; corporate/brand names, logos, trademarks on cups, posters, school supplies, education materials, food service equipment, and school equipment (e.g. message boards, scoreboards, uniforms); advertisements in school publications/mailings; sponsorship of school activities, fundraisers, or sports teams; educational incentive programs such as contests or programs; and free samples or coupons displaying advertising of a product.*
5. *Outreach strategies to encourage families to reinforce and support healthy eating and physical activity are in place.*
6. *When drinking fountains are not present in the cafeteria, water cups/jugs are available.*
7. *Menus shall be posted on the district and school websites.*

8. *The District allows up to 30 exempt fundraisers per school year. All other fundraisers sold during the school day must meet Smart Snacks nutrition standards. No restrictions are placed on the sale of food/beverage items sold outside of the school day.*

#### ***E. Community Engagement***

1. *The District shall provide information on how the public can participate in the school wellness committee on an annual basis.*

#### ***F. Monitoring and Evaluation***

1. *The District wellness policy shall be updated as needed based on evaluation results, District changes, emersion of new health science information/technology, and/or new federal or state guidance are issued.*

**PUBLIC COMMENT:** Ms. Lil Dupree expressed her appreciation to the Board and the schools for their partnership with the Summer School Nutrition Program and stated that 19,000 meals were served last year throughout Scott, Lee.

**APPROVAL OF SIGNATURES IN ABSENCE OF SUPERINTENDENT:** Assistant Superintendent Jason Smith, presented a request that the following individuals be authorized to sign Department of Education documents in absence of the Superintendent 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 Mr. Horton, all members voting aye, the Board approved the individuals recommended by Superintendent Ferguson to sign documents in his absence.

**APPROVAL OF MEAL PRICES:** On a motion by Mr. Horton, seconded by Mr. Sallee, all members voting aye, the Board approved the 2017-2018 Meal Prices as presented:

High/Middle School Breakfast	\$1.10
Adult Breakfast	\$1.70
Elementary Breakfast	\$1.05
Elementary Lunch	\$2.05
High/Middle School Lunch	\$2.35
Adult Lunch	\$3.15

**APPROVAL OF GRANT APPLICATIONS:** On a motion by Mr. Templeton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the Title I, Part A; Title II, Part A; Title III, Part A and Title IV, Part B grants for the 2017-2018 school year.

Title I, Part A – Improving Basic Programs (level funding) \$714,406.32

Title II, Part A – Teacher Quality (level funding) \$165,334.59.

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 \$168,000; Nickelsville Elementary School \$148,000; Shoemaker Elementary School \$168,000.

**APPROVAL OF HEAD START SELF-ASSESSMENT RESULTS – PROGRAM YEAR 2016-2017:** On a motion by Mr. Sallee, seconded by Ms. Gillenwater, all members voting aye, the Board approved the Head Start Self-Assessment Results for Program Year 2016-2017. (Appendix A )

**APPROVAL OF EXTENSION OF CURRENT CONTRACT FOR FOOD & SUPPLIES WITH SAM COOPERATIVE:** On a motion by Mr. Templeton, seconded by Mr. Horton, 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, with the Southern Appalachian Mountain Food Buying Cooperative (SAM) for the 2017-2018 school year, beginning August 1, 2017 and ending July 31, 2018.

**DISCUSSION/APPROVAL OF VPSA TECHNOLOGY RESOLUTION:** On a motion by Mr. McConnell, seconded by Mr. Horton, all members voting aye, the Board approved the VPSA Technology Resolutions as presented:

*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, 2017 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, 2017, 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

**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.

**CLOSED MEETING:** Mr. Templeton made a motion to enter into closed meeting at 6:53 p.m. to discuss, teachers, teaching assistants, coaches, nurses, secretaries, maintenance staff and school resource officers 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 8:45 p.m. and on a motion by Mr. Templeton, seconded by Mr. McConnell, the Board returned to regular session and Mr. Templeton cited the following certification of the closed meeting:

***CERTIFICATION OF CLOSED MEETING***

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

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

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

**ROLL CALL VOTE**

*Ayes: Linda 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 RELIGIOUS EXEMPTION #29913-17:** On a motion by Mr. Horton, seconded by Mr. Templeton, all members voting aye, the Board approved the Religious Exemption of #29913-17

**RESIGNATIONS:** On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Horton, seconded by Mr. Sallee, all members voting aye, the Board accepted the resignation of Mr. Eric Baker, teacher, effective at the end of the 2016-2017 school year.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Sallee, seconded by Ms. Gillenwater, all members voting aye, the Board accepted the resignation of Ms. Courtney Bolling, nurse, effective at the end of the 2016-2017 school year.

**EMPLOYMENT:** 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. Robert Chapman, substitute bus driver, effective June 6, 2017.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Sallee, seconded by Ms. Gillenwater, all members voting aye, the Board approved the employment of Ms. Karen Calandra, teacher, effective for the 2017-2018 school year.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Templeton, seconded by Mr. Horton, all members voting aye, the Board approved the employment of Ms. Silk Carter, 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. Templeton, all members voting aye, the Board approved the employment of Mr. Jeffrey Hass, maintenance worker, effective July 1, 2017.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Horton, seconded by Mr. Sallee, all members voting aye, the Board approved the employment of Ms. Faith Thomas, head start teacher, effective June 1, 2017.

**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 request of Ms. Sharon Rhoton, teacher assistant, effective the end of the 2016-2017 school year.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Templeton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the retirement request of Ms. LaMerle Francisco, teacher, effective as the end of the 2016-2017 school year.

**BOARD MEMBER COMMENTS:** Mr. Templeton thanked all the teachers and administrators for a good school year and wished Ms. Francisco and Ms. Rhoton well on their retirement.

Mr. Horton congratulated Ms. Amy Reed on her induction into the VHSL Hall of Fame.

Ms. Gillenwater congratulated Ms. Amy Reed as well and also wished Ms. Francisco and Ms. Rhoton well on their retirement.

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

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

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K.C. Linkous, Clerk



# **APPENDIX A**

## **HEAD START**

### **SELF ASSESSMENT RESULTS**

#### **PROGRAM YEAR 2016-17**

# **Program Self-Assessment Results Regional Office Summary Report Program Year 2016-2017**

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

**Self-Assessment Dates:** May 9 – May 11, 2017

**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 2016, 319 Head Start grantees received CLASS reviews. Our program ongoing monitoring data shows our scores above the National Highest 10% in Emotional Support (6.84 out of 7), Classroom Organization (6.52 out of 7) and Instructional Support (5.04 out of 7).
	On-going CLASS training is a high priority for staff development of all staff.
	8 out of 9 classroom teachers have been trained in CLASS reliability.
	Curriculum and assessment is aligned with the Head Start Early Learning Outcomes Framework
	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.
	Families receive resource packets for Kindergarten bound children.
	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
	LEA provided one SLP for all Head Start classrooms
	Head Start SLP provides weekly group sessions in all Head Start classrooms in Speech and Language
	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.
	Well maintained classrooms and playgrounds.

Team	Strengths
<b>Team 1 – Education, Disabilities, Safe Environments and Transportation</b>	All centers have outdoor monitoring security cameras.
	All classrooms have Safe Plate Outlet Covers installed.
	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.
	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, Clinch River Health Services, Lenowisco Health District, Frontier Health, Family Preservation.
	Additional sensory screening equipment provides more documentation for families and medical professionals.
<b>Team 3 – Family and Community Engagement and ERSEA</b>	Maintained program's average daily attendance from previous school year.
	Strong representation of community partners at the bi-annual Resource Fair.
	Shorter orientation process for returning families.
	Monthly Family Engagement events focus on specific school readiness activities.
	Family Assessment is aligned with PFCE Framework.
	Effective use of Facebook for Recruitment.
	The Early Head Start will strengthen the support to the community.
<b>Team 4 – Fiscal and Program Design and Management</b>	Our Program uses Online systems to track services (ChildPlus) and assess children (COR Advantage), (eDECA), and (PALS).
	Ongoing and effective communication system between staff and families through phone calls, text, home visits, social media, conferences, email, and 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.

Team	Strengths
	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.
	Exceeds the required service duration hours for Head Start.
	An increased parent representation at 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. Provide additional training to education staff to increase outcomes in complex patterning.	A1. Provide training for teaching staff utilizing ECLKC and HighScope resources.	A1. Aug-April 2017-2018	B1. CDSC
		A2. Increase education staff's intentionality of using classroom materials to promote patterning.	A2. August 2017	B2. CDSC
	B. Provide staff additional training in dual language and culturally diverse environments to increase awareness.	B1. Provide training during pre-service and staff development meetings.	B1. Aug-April 2017-2018	B1. CDSC
		B2. Utilize community members/resources during in-service meetings and program planning.	B2. Aug-May 2017-2018	B2. CDSC FCSC
	C. Continue to improve C.L.A.S.S. scores.	C1. Monitor programmatic benchmarks.	C1. Aug 2017-May 2018	C1. CDSC
		C2. Provide targeted training opportunities and additional coaching based on C.L.A.S.S. scores.	C2. Aug 2017 – May 2018	C2. CDSC
	D. Continue to provide Peer Observation opportunities to enhance the quality of individual classrooms.	D1. Discuss peer observation needs during performance appraisals.	D1. May 2017	D1. CDSC
		D2. Design schedule for peer observations for teachers.	D2. Oct 2017	D2. CDSC
		D3. Provide peer observation opportunities for Teacher Assistants and Family Resource Specialists.	D3. Oct 2017 – May 2018	D3. CDSC

Team	Area for Improvement or Need	Action Step	Timeframe	Team Member Responsible
<b>Team 1 – Education, Disabilities, Safe Environments and Transportation</b>	E. Enrich Coaching opportunities to enhance professional development.	E1. Conduct a Teaching Self-Assessment survey with new staff or as needed.	E1. Aug. 2017	E1. CDSC
		E2. Review and revise Coaching Plan	E2. Aug. 2017	E2. CDSC/ Coaching Team
		E2. Design Coaching schedule based on the needs of individual staff.	E3. Aug. 2017 through May 2018	E3. CDSC
	F. Expand on-going training on special needs and disabilities to staff and families.	F1. Provide training related to special needs for families with children with disabilities.	F1. Winter 2018	F1. CDSC FCSC
		F2. During Pre-Service, continue to provide overview/information from Early Intervention, ECSE Staff, and Family Preservation.	F2. Aug 2017	F2. CDSC
	G. Design a model for individualized support of children with specific needs and schedule SLP weekly group sessions.	G1. Collaborate with management and FRS staff to design a schedule of weekly individualization visits for children that need extra support.	G1. June-July 2017	G1. CDSC
		G2. Revise if needed, Individualized Worksheet to monitor progress of extra individualized support.	G2. July 2017	G2. CDSC
		G3. Meet with staff during pre-service to discuss implementation of individualized support system.	G3. Aug. 2017	G3. CDSC
		G4. Meet with education staff and SLP during pre-service to create each classrooms schedule of SLP's weekly group sessions.	G4. Aug. 2017	G4. CDSC
	H. Design an informational handout on the disability referral process.	H1. Create informational pamphlet for families of children referred	H1. July 2017	H1. CDSC

Team	Area for Improvement or Need	Action Step	Timeframe	Team Member Responsible
Team 1 – Education, Disabilities, Safe Environments and Transportation		H2. Share pamphlet with staff during pre-service and add to Center Forms Manual.	H2. Aug. 2017	H2. CDSC
	I. Include Preschool Special Education teachers in staff trainings as pertinent.	I1. Create a schedule of pre-service trainings / agenda	I1. July 2017	I1. CDSC
		I2. Forward copy of training and agenda schedule to LEA	I2. July 2017	I2. CDSC
		I3. Collaborate with LEA to decide which training topics are of interest for preschool teachers to attend during pre-service.	I3. Aug. 2017	I3. CDSC
		I4. Each month forward copy of agenda with monthly trainings to LEA.	I4. Aug-May 2017-2018	I4. CDSC
	J. Ensure all outdoor spaces are monitored regularly and maintained in safe condition.	J1. Management staff will conduct monthly inspections of each outdoor space to ensure they are clean, safe and secure.	J1. Aug. 2017 through May 2018	J1. Mgt. Staff
		J2. Purchase supplies to maintain safe environments as needed.	J2. As needed	J2. AA/FO
	K. Maintain the cleaned wooded area at all sites.	K1. Contact Policy Council Community Representative to discuss needs.	K1. May 2017	K1. Director
		K2. Follow up with Policy Council Community Representative.	K2. July 2017	K2. Director
		K3. Contact United Way Volunteers.	K3. July 2017	K3. AA/FO
Team 2 – Health, Mental Health, and Nutrition	A. Update Policies & Procedures and Parent Handbook.	A1. Revisit existing health and safety policies and procedures and update as necessary.	A1. June 2017	A1. HNSC
		A2. Update Parent Handbook.	A2. July 2017	A2. HNSC

Team	Area for Improvement or Need	Action Step	Timeframe	Team Member Responsible
<b>Team 2 – Health, Mental Health, and Nutrition</b>		A3. Update classroom policy and procedure manual.	A3. August 2017	A3. 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.	B1. July 2017	B1. HNSC
		B2. Devise a written contract with partners.	B2. July 2017	B2. HNSC
	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 2017 through May 2018	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 2017	D1. Director
		D2. Extension Service to conduct gardening classes for staff.	D2. Aug 2017	D2. HNSC
		D3. Extension Service to conduct gardening classes for parents.	D3. April 2018	D3. FCSC
	E. Revisit Mental Health MOU to ensure Performance Standards is met.	E1. Met with Frontier Health to discuss Performance Standards requirements.	E1. July 2017	E1. Director HNSC
		E2. Collaborate in designing revised MOU.	E2. July 2017	E2. Director HNSC
<b>Team 3 – Family and Community Engagement and ERSEA</b>	A. Ensure children attend school on a regular basis.	A1. Revise and Reinforce program's attendance policy with staff and families.	A1. Aug 2016	A1. Director
		A2. Staff will be trained to implement strategies that promote children's attendance.	A1. Aug. 2017	A2. Mgt Staff

Team	Area for Improvement or Need	Action Step	Timeframe	Team Member Responsible
<b>Team 3 – Family and Community Engagement and ERSEA</b>		A3. FRS' will monitor attendance in Child Plus and in regular communication with education staff make the appropriate follow-up contact as required.	A3. Weekly	A3. FCSC
		Teachers give attendance report to each family during conferences		
		A3. FRS will Alert parents to the number of absences during routine family service contacts.	A4. Monthly	A4. FCSC
		A4. Classroom Staff will include a listing of children's names with perfect attendance in the program newsletter and the classroom parent board.	A5. Monthly	A5. FRS
		A5. Children with attendance of 95% or higher will receive a certificate from Director.	A6. Monthly	A6. FCSC
	B. Update parent orientation PowerPoint.	B1. Utilize the tech team to look at program information in Parent Handbook that explains policies and procedures and assign responsibilities and timelines.	B1. July 2017	B1. Mgt. Staff
		B2. Update presentation.	B2. July 2017	B2. Mgt. Staff
		B3. Review presentation with staff during in-service training.	B3. Aug 2017	B3. Mgt. Staff
	C. Enhance the Community Assessment process.	C1. Invite members to participate on a Community Assessment team.	C1. July 2017	C1. Director
		C2. Collect data.	C2. July 2017	C2. Director



Team	Area for Improvement or Need	Action Step	Timeframe	Team Member Responsible
Team 3 – Family Community Partnerships and ERSEA		C3. Review and analyze data.	C3. July 2017	C3. Director
		C4. Share data with community.	C4. July 2017	C4. Director
	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
	E. Explore possibility of using an automated message system for program updates and events.	E. Contact LEA and/or IT for more information.	E. Aug. 2017	E. AA/FO
	F. Enhance the Program's Recruitment Strategies	F1. Update the Head Start brochure/include parent testimonials.	F1. Aug 2017	F1. Mgt. Staff
		F2. Develop flyer or poster with parent testimonials.	F2. Aug 2017	F2. FCSC
		F3. Post testimonials of current Head Start parents on social media page.	F3. Aug 2017	F3. Data Secretary
		F4. Advertise on local radio/TV stations.	F4. July 2017	F4. FCSC
		F5. Organize a recruitment committee to meet every other month to discuss ways the program can increase enrollment efforts.	F5. Sept 2017	F5. FCSC
	G. Support dual language families through Family Engagement Activities and Program Wide Workshops.	G1. Staff training during pre-service	G1. Aug 2017	G1. Mgt. Staff
		G2. In classrooms with DLL's provide activities/directions to stations in families' home language.	G2. Oct 2017 -April 2018	G2. Education Staff

Team	Area for Improvement or Need	Action Step	Timeframe	Team Member Responsible
<b>Team 3 – Family Community Partnerships and ERSEA</b>	H. Implement a research based Parenting Curriculum.	G3. As necessary, provide translators for Program Wide Workshop events.	H3. Oct 2017-April 2018	G3. Mgt. Staff
		H1. Review research based curricula.	H1. July 2017	H1. Director, FCSC
		H2. Purchase selected curriculum.	H2. July 2017	H2. FCSC
		H3. Ensure appropriate staff is trained.	H3. Aug 2017	H3. FCSC
		H4. Implement curriculum.	H4. Oct 2017	H4. FCSC
<b>Team 4 – Fiscal and Program Design and Management</b>	A. Enhance data management procedures.	A1. Revise data management procedure.	A1. July 2017	A1. Mgt. Team / Director
		A2. Present revised procedure to Policy Council for approval.	A2. July 2017	A2. Director
		A3. Present revised procedure to School Board for approval.	A3. Aug 2017	A3. Director
		A4. Evaluate progress through ongoing monitoring to ensure compliance with Program Performance Standards.	A4. Ongoing	A4. Director
	B. Maintain program website.	B1. Contract with RS Enterprise to expand the website.	C1. May 2017	C1. AA/FO Director
		B2. Plan meetings with the web developer.	C2. May 2017	C2. AA/FO Director
		B3. Use website for recruitment and posting parent/staff/community information.	C3. May 2017	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>	C. Expand education staffs knowledge and abilities on data entry.	C1. In-Service training will be provided to staff regarding ChildPlus and data entry.	C1. Aug 2017	C1. Office Staff
	D. Design an effective system for coordinated services.	D1. Organize program policies and procedures.	D1. June/July 2017	D1. Director
		D2. Schedule planning meetings to review written plans, policies and procedures, Head Start Act and Head Start Performance Standards.	D2. June/July 2017	D2. Director
		D3. Mgt. team will design and implement a program wide coordinated approach to ensure effective professional development and training; full and effective participation of children who are DLL's and their families, full and effective participation of children with disabilities, and the management of program data.	D3. June 2017– May 2018	D3. Director
	E. Enhance ongoing monitoring process.	E1. Revise monitoring tools.	E1. July 2017	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

Team	Area for Improvement or Need	Action Step	Timeframe	Team Member Responsible
<b>Team 4 – Fiscal and Program Design and Management</b>		E7. Communicate findings.	E7. Quarterly	E7. Mgt. Team
	F. Create and utilize Policy Council training manual.	F1. Plan long-range training calendar.	F1. July 2017	H1. Director
		F2. Gather training materials according to long-range training calendar.	F2. July 2017	H2. Mgt Team
		F3. Purchase 1" spiral bound notebooks and insert training materials.	F3. Aug 2017	H3. Director
		F4. Distribute at Policy Council meeting.	F4. Nov 2017	H4. Director
		F5. Utilize Policy Council training manual at monthly meetings.	F5. Monthly	H5. Director Mgt. Team
	G. Revise the Inventory tracking system.	G1. Review existing Inventory Tracking System.	G1. July 2017	G1. AA/FO
		G2. Develop purchase / disposition form.	G2. July 2017	G2. AA/FO
		G3. Train staff to understand inventory tracking requirements and how to utilize form.	G3. July 2017	G3. AA/FO

Team	Area for Improvement or Need	Action Step	Timeframe	Team Member Responsible
<b>Team 4 – Fiscal and Program Design and Management</b>	H. Revise hiring procedures including background checks and selection.	H1. Review performance standards and DSS day care standards.	H1. July 2017	H1. Director
		H2. Align hiring procedures with standards.	H2. July 2017	H2. Director
		H3. Present the new hiring procedures to Policy Council for approval.	H3. Aug. 2017	H3. Director
		H4. Present the new hiring procedures to School Board for approval.	H4. Sept. 2017	H4. Director
		H5. Utilize tracking system for on-going monitoring.	H5. On-going	H.5 Director
	I. Revise the programs method of engaging families in carrying out parent committee responsibilities.	I1. Review responsibilities of Parent Committee via performance standards.	I1. Aug. 2017	I1. FCSC
		I2. Create a plan for carrying out parent committee responsibilities.	I2. Aug. 2017	I2. FCSC
		I3. Design a tool to ensure effective communication between policy council and parent committee.	I3. Aug. 2017	I3. FCSC

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Head Start Director Signature

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Date

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Policy Council Chair Signature

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Date

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Board Chair Signature

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Date