

**SCOTT COUNTY SCHOOL BOARD
MINUTES OF REGULAR MEETING TUESDAY, AUGUST 8, 2017**

The Scott County School Board met for a regular meeting on Tuesday, August 8, 2017, at the Scott County School Board Office, with the following members present:

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

ABSENT: Larry L. Horton

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, Maintenance Supervisor; Lindsey Golden, Virginia Professional Educators Representative; Amanda Clark, Heritage TV; Doris Boitnott, VEA/NEA Uniserv Director; Lisa Bevins, Teacher/SCEA Representative; Nick Shepherd, Kingsport Times-News; Lisa McCarty, Scott Co. Virginia Star; Donna Rowlett, Teacher and Nancy Godsey, Citizen.

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

APPROVAL OF AGENDA: On a motion by Mr. Templeton, seconded by Mr. Sallee, all members voting aye, the Board approved the agenda of the August 8, 2017 Regular Board Meeting.

APPROVAL OF JULY 6, 2017 REGULAR SCHOOL BOARD MEETING MINUTES: On a motion by Mr. McConnell, seconded by Ms. Gillenwater, all members voting aye, the Board approved the minutes of the July 6, 2017 Regular Board Meeting.

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

School Operating Fund invoices & payroll in the amount of \$679,256.02 as shown by warrants #8122093-8122324 & electronic payroll direct deposit in the amount of \$1,122,244.68 & electronic payroll tax deposits in the amount of \$513,479.68. Cafeteria Fund invoices & payroll in the amount of \$36,914.62 as shown by warrants #1018001-1018027 & electronic payroll direct deposit in the amount of \$29,264.66 & electronic payroll tax deposit in the amount of \$12,120.31. Head Start invoices & payroll totaling \$109,892.12 as shown by warrants #14779-14845.

RECOGNITION OF DONNA ROWLETT, TEACHER AT GATE CITY HIGH SCHOOL: Ms. Donna Rowlett, Biology Teacher at Gate City High School, has been selected as Virginia's Project WILD Facilitator of the Year based on her efforts to educate and promote environmental education among teachers and students of Southwest Virginia. Virginia was one of only five states, along with Florida, Georgia, Ohio, and Texas, from which a candidate was selected to be recognized as a Facilitator of the Year. Ms. Rowlett was the sole recipient of the award in Virginia.

PUBLIC COMMENT: No one from the public came forward.

APPROVAL OF REVISED POLICY MANUAL: Superintendent Ferguson presented a list of revisions and explanations for the 2017 policy manual. On a motion by Mr. McConnell, seconded by Ms. Gillenwater, all members voting aye, the Board approved the following Revisions of the Policy Manual for the 2017-2018 school year:

***Student/Parent Information Handbook and Code of Conduct
2017-2018
Changes/Updates***

*****Policy Updated Unless Noted***

Page 4	<i>Student Absences, Excuses, Dismissals, and Tardies</i>
	<ul style="list-style-type: none"> • <i>Student Attendance Policy</i> • <i>Compulsory Attendance Procedures</i>
Page 5	<i>Administering Medicines to Students</i>
	<ul style="list-style-type: none"> • <i>Prescription Medications</i> • <i>Self-Administration of Medication</i>
Page 10	<i>Student Health Services and Requirements</i>
Page 11	<i>Student Insurance</i>
	<ul style="list-style-type: none"> • <i>2017-2018 Student Accident Insurance Coverage</i>
Page 16	<i>Dual Enrollment, Advanced Placement, Special Programs</i>
Page 17	<i>Foster Care Policies and Procedures (Added to Handbook)</i>
Page 19	<i>Grading System- Student with Disabilities</i>
Page 19	<i>Guidance and Counseling Program</i>
	<ul style="list-style-type: none"> • <i>Employment Counseling and Placement Services</i>
Page 20	<i>Local Wellness Policy (Also Student Wellness; Policy Added)</i>
Page 21	<i>Homebound Instruction</i>
Page 22	<i>Home Instruction</i>
	<ul style="list-style-type: none"> • <i>Notification by Parents</i>
Page 23	<i>Homeless Children and Youth</i>
Page 25	<i>English Learners (Policy Name Changes from Limited Proficient Students)</i>
	<ul style="list-style-type: none"> • <i>Assessments</i> • <i>Notification</i>
Page 37	<i>Student Records and Release of Information</i>
Page 44	<i>Parental Involvement Policy</i>
	<ul style="list-style-type: none"> • <i>Part II. Description of How District Will Implement Required District Wide Involvement Policy Components (4)</i>
Page 47	<i>School Nutrition Program Payment/Debt Procedure</i>
Page 47	<i>2017-2018 Café Prices</i>
Page 55	<i>Section 504 Eligibility Criteria/Advisory Council</i>
Page 56	<i>Standards of Student Conduct Overview</i>
Page 63	<i>Disciplining Students with Disabilities</i>
	<ul style="list-style-type: none"> • <i>Short-Term Suspension</i> • <i>Functional Behavior Assessments and Behavior Intervention Plans</i> • <i>Disciplinary Actions for Behavior that is Determined Not to be a Manifestation</i> • <i>Change of Placement by Hearing Officer</i> • <i>Students Not Identified as Disabled</i> • <i>Reporting of Crimes</i>

APPROVAL OF STUDENT/PARENT HANDBOOK AND CODE OF CONDUCT: On a motion by Ms. Gillenwater, seconded by Mr. McConnell, all members voting aye, the Board approved the Student/Parent Handbook and Code of Conduct for the 2017-2018 School Year with the following changes and updates:

Scott County Policy Manual Revisions 2017-2018

Explanation of Revisions – February 2017 Policy Update

Policy Code	Page	Revision
EFB	63-E	Free and Reduced Price Food Services Policy updated to correspond to revisions to Policy JHCH School Meals and Snacks.
GA	4-G	Personnel Policies Goals Policy updated to reflect enactment of 20 U.S.C. § 7926 (part of the Every Student Succeeds Act). Legal References and Cross References updated.
GBM	52-G	Professional Staff Grievances Legal References updated to reflect revision of Virginia Board of Education regulations.
GCPF	132-G	Suspension of Staff Members Policy updated to reflect Legal Reference.
IJ	73-I	Guidance and Counseling Program Policy and Legal References updated.
JFCC	80-J	Student Conduct on School Buses Policy, Legal References and Cross References updated.
JHC	124-J	Student Health Services Title of Policy updated. Second and third paragraphs of policy deleted to avoid duplication of information in Policy GCPD Professional Staff Discipline. Cross References updated.
JHCH	149-J	School Meals and Snacks Policy updated to reflect guidance from the U.S. Department of Agriculture for implementation of the Healthy, Hunger-Free Kids Act of 2010.
JO	169-J	Student Records Section regarding Military Recruiters and Institutions of Higher Learning updated to reflect amendment of 20 U.S.C. § 7908 by the Every Student Succeeds Act (ESSA). Section regarding High School Credit Bearing Courses Taken in Middle School, and corresponding Legal Reference, removed to avoid duplication of new policy JOA Student Transcripts. Section regarding Disclosure of Education Records updated to reflect Legal References.
JOA	184-J	Student Transcripts New policy reflecting adoption of 8 VAC 20-160-30.

KG	26-K	Community Use of School Facilities Legal References updated to include action taken by the 2016 General Assembly enacting HB 942.
LC-E	12-L	[School Division] Charter School Application Addendum Revised to reflect changes made to the Virginia Board of Education Charter School Application required by SB 734.
LEB	26-L	Advanced/Alternative Courses for Credit Policy updated to reflect amendment of Va. Code § 22.1-253.13:1 by HB 1676.

Explanation of Revisions – May 2017 Policy Update

Policy Code	Page	Revision
BBE	7-B	Unexpired Term Fulfillment Legal Reference updated to reflect amendment of Va. Code § 2.2-2802 by HB 1490.
BBFA	8-B	Conflict of Interests and Disclosure of Economic Policy updated to reflect amendment of Va. Code § 2.2-3119 by HB 2354 (Planning District 4) and HB 1727 (Planning District 17) re moving Planning Districts 4 and 17 from Option 1 to Option 2. Substance of policy updated to reflect amendment of State and Local Government Conflict of Interests Act by HB 1854/SB 1312. Legal References updated.
BDA	26-B	Regular School Board Meetings Policy updated to reflect amendment of Va. Code § 2.2-3707 by HB 1540. Cross References updated.
BDB	27-B	Special School Board Meetings Policy updated to reflect amendment of Va. Code § 22.1-3708 by HB 1540.
BDC	28-B	Closed Meetings Policy updated to reflect amendment of Va. Code § 2.2-3711 by HB 1540.
BDCA	30-B	Calling and Certification of Closed Meetings Policy updated to reflect amendment of Va. Code § 2.2-3712 by Policy updated to reflect amendment of Va. Code § 2.2-3115 and enactment of Va. Code § 2.2-3118.2 by HB 1854.
DJG	17-D	Vendor Relations Policy, Legal References and Cross References updated.
EBBB	48-E	Personnel Training—Viral Infections Policy updated to reflect Legal Reference,

EEA	56-E	Student Transportation Services Policy and Legal References updated to reflect repeal of 34 C.F.R. 299.13 by PL 115-13.
EEAC	58-E	School Bus Safety Program Policy updated to reflect amendment of Va. Code § 46.2-919.1 by HB 1888.
GAH	18-G	School Employee Conflict of Interests Policy updated to reflect amendment of Va. Code § 2.2-3121 by HB 1854/SB 1312.
GBEB	43-G	Staff Weapons in School Legal References updated to reflect amendment of Va. Code § 22.1-280.2:1 by HB 1392
GC	73-G	Professional Staff Policy updated to reflect amendment of Va. Code § 22.1-198.1 by HB 1770.
GCCB	106-G	Employment of Family Members Policy updated to reflect amendment of Va. Code § 2.2-3119 by HB 2354 (Planning District 4) and HB 1727 (Planning District 17) regarding moving Planning Districts 4 and 17 from Option 1 to Option 2.
GCPD	130-G	Professional Staff Discipline Cross Reference updated.
IA	4-I	Instructional Goals and Objectives
JED	36-J	Student Absences/Excuses/Dismissals Policy updated to reflect enactment of VBOE regulations at 8 VAC 20-230-10 et. seq. Legal Reference updated,
JFC-R	48-J	Standards of Student Conduct Section on bullying updated to reflect amendment of Va. Code § 22.1-279.6 by HB 1709.
JGDA	118-J	Disciplining Students with Disabilities Policy updated to make clarifications due to intervening state and federal interpretations.
JHCD	135-J	Administering Medicines to Students Policy updated to reflect amendment of Va. Code § 22.1-274.01:1 by SB 1116.
JRCA	194-J	School Service Providers' Use of Student Personal Information Policy updated to reflect amendment of Va. Code § 22.1-289.01 by SB 951.
KBA	5-K	Requests for Information

Policy updated to reflect amendment of Va. Code § 2.2-3704 by HB 1539.
Legal Reference updated.

KBA-E	6-K	Rights and Responsibilities New Policy to comply with amendment of Va. Code §2.1-3704.1 by HB 1539.
LBD	4-L	Home Instruction Policy updated to reflect amendment of Va. Code § 22.1-254.1 by HB 2355/SB 1414.
LC	6-L	Charter Schools Policy updated to reflect amendment of Va. Code § 22.1-212.10 by HB 2218.

Explanation of Revisions – June 2017 Policy Update

Policy Code	Page	Revision
JHCF	145-J	Student Wellness Policy revised/updated.
GBM-R	53-G	Procedure for Adjusting Grievances for Professional Staff Regulation revised/updated.
GCBD-R/GDBD-R 82-G		Professional Staff Leaves and Absences/Support Staff Leaves and Absences Regulation revised.
DJF-R	16-D	Purchasing Procedures Regulation revised.

APPROVAL OF FACILITY USE AGREEMENT WITH RED CROSS: The American Red Cross presented a “Facility Use Agreement” to the Scott County School Board for the purpose of the Red Cross setting up shelters within Scott County during emergencies. The Red Cross has identified three primary locations for sheltering and have completed “Shelter Facility Survey’s” for these locations:

1. Dungannon Intermediate School
2. Duffield Primary School
3. Gate City Middle School

On a motion by Mr. Templeton, seconded by Mr. McConnell, all members voting aye, the Board approved the “Facility Use Agreement” with the American Red Cross.

APPROVAL OF MILK BID: On a motion by Ms. Gillenwater, seconded by Mr. Templeton, all members voting aye, the Board approved the Milk bid from Borden in the amount of \$140,456.11 for the 2017-2018 school year.

APPROVAL OF EXTENSION OF BREAD BID: On a motion by Mr. Templeton, seconded by Mr. McConnell, all members voting aye, the Board approved the Extension of the Bread Bid (No Price Change) with Bimbo Foods for the 2017-2018 school year.

APPROVAL OF HEAD START UNDER-ENROLLMENT ACTION PLAN: On a motion by Mr. Templeton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the Head Start Under-Enrollment Action Plan (Appendix A)

APPROVAL OF HEAD START FINANCIAL BEAKDOWN FOR JUNE, 2017: On a motion by Mr. McConnell, seconded by Mr. Sallee, all members voting aye, the Board approved the Head Start Financial Breakdown for June, 2017 as presented:

Expenses	\$106,996.98
Non-Federal Inkind	\$ 3,760.66

MAINTENANCE UPDATE – ROBERT SALLEE: Robert Sallee, Maintenance Supervisor, gave a presentation on the roofing projects needed for Scott County Schools. Mr. Sallee showed pictures of damaged roofs at Hiltons Elementary, Duffield Primary, Rye Cove High School, Rye Cove Intermediate, Scott Co. Career & Tech, Shoemaker Elementary, Twin Springs High School, Weber City Elementary and Yuma Elementary. Mr. Sallee stated that most of the roofs are over 40 years old and that the average age of the roofs in his presentation is 28.5 years old and the total square footage presented is approximately 287,141 sq. ft. Mr. Sallee also explained that part of these roofs have been repaired (just over 25,000 sq. ft.) and that cost the school system over \$300,000. Mr. Sallee stressed that some of these roofs are in dire need of repairs and that money needs to keep going into fixing these roofs.

Chairman Quillen asked Mr. Sallee about bleachers at Gate City Middle School and Mr. Sallee handed out a letter from BLS Architects which stated that they are working with the manufacturer, the fire marshal and building inspector concerning handrails for the GCMS gymnasium bleachers.

Superintendent Ferguson asked Mr. Robert Sallee to explain some of the maintenance projects that have recently been completed throughout the county. Mr. Sallee stated the following projects are complete:

1. Locker Room under the stadium at Rye Cove High School has been renovated and bleachers were sealed
2. New roof on field house at Twin Springs High School and batting cage
3. Several flooring projects that equaled 7,000-8,000 square feet
4. Guidance Office in Gate City High School has been renovated
5. Removal of asbestos in some floors
6. Replace Window shades at some schools
7. Installed awnings at Gate City Middle School and Weber City Elementary
8. Replaced A/C unit at Nickelsville Elementary

CLOSED MEETING: Mr. Templeton made a motion to enter into closed meeting at 7:32 p.m. to discuss teachers, teaching assistants, coaches, nurses, secretaries and custodians, 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 8:50 p.m. and on a motion by Mr. Templeton, seconded by Mr. McConnell, the Board returned to regular session and Mr. Sallee cited the following certification of the closed meeting:

CERTIFICATION OF CLOSED MEETING

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

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

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

ROLL CALL VOTE

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

Nays: None

ABSENT DURING VOTE: None

ABSENT DURING MEETING: None

APPROVAL OF CLASSIFIED PERSONNEL EVALUATION: On a motion by Mr. Templeton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the updated Classified Personnel Evaluation.

APPROVAL OF JOB DESCRIPTIONS: On a motion by Mr. McConnell, seconded by Mr. Sallee, all members voting aye, the Board approved the following job descriptions:

Administrative Assistant-Central Office; Executive Assistant to the Superintendent & Budget Specialist; Human Resource Manager & Clerk of the Board; Information Management Systems & Technology Coordinator; Accounts Payable & Purchasing Specialist/Deputy Clerk of the Board; Medicaid Account Specialist; School Nutrition Specialist/Head Start Clerk; Special Services Specialist; Technology Support Specialist.

APPROVAL OF SUBSTITUTE TEACHERS: On the recommendation of Jason Smith, Assistant Superintendent and on a motion by Mr. Sallee, seconded by Ms. Gillenwater, all members voting aye, the Board approved the following individuals as substitute teachers pending background checks: Deana Vincent, Darrin Pendleton, Kelly Jones, Retha Darnell, Santana Bishop and Krista Laney.

RESIGNATIONS: On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Templeton, seconded by Mr. Sallee, all members voting aye, the Board approved the resignation of Mr. Jeremy Culbertson, teacher, effective July 21, 2017.

EMPLOYMENT: On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Sallee, seconded by Mr. McConnell, all members voting aye, the Board approved the employment of Ms. Tracy Greene, 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 Ms. Gillenwater, all members voting aye, the Board approved the employment of Ms. Allison Jerrell, paraprofessional, 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. McConnell, all members voting aye, the Board approved the employment of Ms. Lauren Brickey, nurse, 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. Sallee, all members voting aye, the Board approved the employment of Ms. Hannah Fannon, nurse, effective the 2017-2018 school year.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Sallee, seconded by Mr. Templeton, all members voting aye, the Board approved the employment of Ms. April Carter, Administrative Assistant/Fiscal Officer for Head Start, effective August 8, 2017.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Ms. Gillenwater, seconded by Mr. Sallee, all members voting aye, the Board approved Ms. Melissa Kerns, part time school nutrition worker, 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. Sallee, all members voting aye, the Board approved the employment of Ms. Tiffany Dotson, custodian, effective August 1, 2017.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. McConnell, seconded by Ms. Gillenwater, all members voting aye, the Board approved the employment of Mr. Jared Stapleton, JV boy's basketball coach, TSHS, effective August 8, 2017.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Ms. Gillenwater, seconded by Mr. McConnell, all members voting aye, the Board approved the employment Mr. Tyler Warner, non-stipend middle school boy's basketball coach, TSHS, effective August 8, 2017.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Ms. Gillenwater, seconded by Mr. McConnell, all members voting aye, the Board approved the employment Ms. Lisa McCracken, non-stipend middle school volleyball coach, effective August 8, 2017.

TERMINATIONS: On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Sallee, seconded by Mr. Templeton, all members voting aye, the Board approved the termination of Mr. Jonathon Dooley, bus driver, effective August 8, 2017.

On the recommendation of Mr. Jason Smith, Assistant Superintendent, and on a motion by Ms. Gillenwater, seconded by Mr. Sallee, all members voting aye, the Board approved the termination of Ms. Mary Beth Rhoton, custodian, effective August 8, 2017.

BOARD MEMBER COMMENTS: Mr. Sallee, Ms. Gillenwater and Mr. Quillen wished all teachers, staff and central office a good school year. Mr. Templeton thanked Mr. Robert Sallee and the maintenance crew for all their hard work on the roofing and other projects throughout the county.

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

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

K.C. Linkous, Clerk

APPENDIX A

HEAD START

UNDER ENROLLMENT

ACTION PLAN

Under-enrollment Action Plan

Grantee: Action Plan Due Date: July 14, 2017		Program Specialist: GS:			Identified TA Areas
<i>Identifying Factors</i>	<i>Action Steps</i>	<i>Person Responsible</i>	<i>Due Date</i>	<i>Progress</i>	<i>Indicate with (√)</i>
1. Recruitment area	1. Assign family service staff a weekly target schedule to recruit at specific locations on a rotating schedule.	FCSC	July 17	7	
	2. Assign recruitment target of 5 recruits/ leads per week for each staff.	FCSC	July 17	6/30-sent in PO with logo and Recruitment Ad to Medibag.	
	3. Work with the Medibag Company to create Recruitment Ad to be printed on bags for Food City Pharmacy to give to their customers.	FCSC	July 31	7/5-Approved Ad proof for printing	
	4. Consider options for sending direct mailing with program information to all county residents.	FCSC			
	5. Explore social media options for sharing recruitment information - Facebook, Twitter...	MGMT Team	July 21		
	6. Approach community partners about using electronic signs and traditional signs for displaying recruitment and program information.	FCSC	July 31		

Under-enrollment Action Plan

	7. Look at community outreach at locations such as pools, recreational activities and locations.	FRS	July 21		
	8. Review memorandums of understanding to include recruitment information.	Director/ FCSC	Sept 15		
	9. Distribute recruitment flyers/ info to Policy Council Parent Representatives to distribute throughout the community at farmers markets/ yard sales/ and flea markets.	FCSC	July 20	7/20-Recruitment materials were made available to parents following monthly PC meeting	
	10. Advertise on facebook via online yard sale sites.				
	11. Meet with Regional Adult and Career Education staff to discuss ways to partner in recruitment	Director/ FCSC	July 26	7/26-Director and FCSC met with Director of RACE and staff. Strategies were generated to utilize technology and social media for client referrals between both programs. Race staff will attend Head Start staff pre-service on Aug.4 and parent orientation on Aug.17, 18 & 21, 22.	
	11. Follow recruitment plan for 2017-2018 – see attached plan.	N/A			

Under-enrollment Action Plan

2. Describe current wait list and management of wait list	Comment on status of current WL/ set small target.	N/A	N/A	N/A	N/A																								
	Current Wait List - 30																												
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1. Wait list information is shared at monthly Policy Council and School Board meetings. Also, included in quarterly and annual reports.	FCSC																												
2. Review the wait list information for Early Head Start and Head Start to capture the children that need to transition.	Director FCSC	August																											
3. Wait list is reviewed and analyzed with management staff at weekly meetings, and governing bodies at monthly meetings.	Director FCSC	August																											
3. Community wide assessment and planning efforts / results	1. Obtain the number of 2, 3, and 4 year old children receiving WIC services	FCSC	July 31	7/10-Submitted request to SC Health Department 7/11- received requested information																									
	2. Obtain the number of 2, 3, and 4 year old children currently in foster care	FCSC	July 31	7/10- Submitted request to SC Dept. Social																									

Under-enrollment Action Plan

				Services 7/11- received requested information	
	3. Revise Community Assessment and add additional information. Program data indicates a significant increase of the number of 3 year old children served for the 2016-17 school year. Fifty five percent of the children served were three year olds. In 2015-16, forty three percent of the children served were three year olds.	Director	August		
	4. Develop flyer or poster with parent testimonials	Family Services Staff	July 28		
	5. Post testimonials of current HS parents on social media.	FCSC	July 28		
	6. Update the Head Start brochure / include parent testimonials/ Distribute brochures throughout the county.	Management Staff	July 28		
	7. Advertise on local radio	EHS Staff	June 30	6.29- Recruitment Announcement sent to 98.5 in Big Stone Gap	
	8. Advertise on local TV	FCSC Director	August 4		
	9. Develop a recruitment committee/ meet	FCSC			

Under-enrollment Action Plan

	<p>every other month talk about what else program could do to increase enrollment efforts</p> <p>10. Explore partnerships with local businesses and agencies in Kingsport to help reach Scott County residents.</p> <p>11. Discussion w/ Pre-K to help recruit/ possibility that HS could pick up more 3 year olds.</p>	<p>Management Staff</p> <p>Director FCSC</p>	<p>August 17</p> <p>August 31</p> <p>June 30</p>	<p>6/30-Discussion with SCPS School Superintendent after Under-Enrollment Meeting</p>	
4. Changing demographics and new or underserved low-income populations	<p>Target small population of migrant families we are not serving</p> <p>1. Reach out to migrant health outreach worker to share recruitment information and details about Early Head Start.</p>	FCSC	July 28	6/12-Contacted migrant health outreach worker to share recruitment information and details about Early Head Start.	
5. Facility related issues	N/A				
6. Potential collaborators	<p>1. Reach out to local community college to see if they have students who could help develop recruitment materials.</p> <p>2. Become more involved in community meetings/ possibly add 2 or 3 agencies.</p> <p>3. Review potential partnerships with high school business classes for support with developing advertisement and recruitment materials.</p> <p>4. Review recruitment activities for before the start of the year.</p>	<p>FCSC</p> <p>Management Staff</p> <p>Management Staff</p> <p>All Staff</p>	<p>August 31</p> <p>December 21</p> <p>October 31</p> <p>During Staff Pre-Service/</p>		

Under-enrollment Action Plan

			August 14		
7. Review of program options	<p>1. Propose Enrollment Reduction Current funded enrollment 173 Proposed Funded Enrollment: 164 Reduction of 3 children at the following locations; Dungannon, Nickelsville, and Shoemaker 4. These centers will serve 3 primarily 3 year olds (No more than 17 children enrolled in any class).</p> <p>2. Long term Option: Conversion / Center/Home-Base - for Early Head Start. (explore this as an option)</p>	Director			
8. Agency management procedures that impact enrollment (including staffing)	<p>1. Review management policies/procedures to make sure they are updated with the New Performance Standards.</p> <p>2. Updates for the Under-Enrollment Plan. Review and strategize with Policy Council and Board ways to increase enrollment.</p> <p>3. If changing program option, may need to change staffing. Review budget. Address Factors that will have an impact of enrollment reduction. Include board and Policy Council approval for any changes in program option.</p> <p>4. Management Staff... Weekly</p>	<p>Management Staff</p> <p>Director FSCS</p>	August 31		

Under-enrollment Action Plan

	<p>5. How to involve other staff...serve on recruitment committee, email weekly, Staff Development days</p> <p>6. How to involve governing bodies... invite them to serve on recruitment committee,</p> <p>7. Details for how you will monitor the plan as a management team. Review progress at weekly management meetings. Decide on next steps or revise plan based on progress.</p>				
9. Other (specify)	<p>1. Risk Management step/ monthly calls with Program Specialist</p> <p>2. Support from T/TA</p> <p>3. Utilize new equipment such as scanners to help during recruitment efforts and activities.</p>	<p>Director</p> <p>Staff</p>			

Additional Notes: