

SCOTT COUNTY SCHOOL BOARD

APRIL 4, 2023

MINUTES OF REGULAR MEETING

The Scott County School Board met for a regular School Board meeting on Tuesday, April 4, 2023, at 6:30 p.m. at the Scott County Career & Technical Center, 387 Broadwater Avenue, Gate City, VA 24251 with the following members present:

David Templeton, Chairman
Lon Stephen "Steve" Sallee, Vice Chairman
Linda Gillenwater
Gail McConnell
Robin Hood
William "Bill" Houseright

ABSENT:

OTHERS PRESENT: John Ferguson, Superintendent; Jason Smith, Assistant Superintendent; Kim Henderson, Clerk of the Board/Purchasing Clerk; Sherri Christian, Deputy Clerk/Medicaid Specialist; Gabe Edmunds, Scott County Virginia Star/Heritage TV; Kathy Musick, VPE Representative and Pat Kilgore, Scott County Democratic Committee.

CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE: Chairman David Templeton called the meeting to order at 6:30 p.m. and welcomed everyone. He asked everyone to please stand for the moment of silence and led in reciting the *Pledge of Allegiance*.

ITEMS TO ADD TO THE AGENDA: Chairman David Templeton asked if there were any changes to be made to the agenda. There were no changes to be made.

APPROVAL OF AGENDA: On a motion by Vice Chairman Steve Sallee, seconded Mr. Gail McConnell, all members voting aye, the Board approved the agenda as presented.

APPROVAL OF MINUTES FOR MARCH 7, 2023 BUDGET HEARING, MARCH 7, 2023 REGULAR MEETING AND MARCH 28, 2023 SPECIAL CALLED MEETING: On a motion by Mr. Gail McConnell, seconded by Mrs. Linda Gillenwater, all members voting aye, the Board approved the minutes of the March 7, 2023 budget hearing and the March 7, 2023 regular meeting as written.

On a motion by Mr. Bill Houseright, seconded by Mr. Robin Hood, all members voting aye, the Board approved the minutes of March 28, 2023 special called meeting.

APPROVAL OF CLAIMS: On a motion by Vice Chairman Steve Sallee, seconded by Mr. Robin Hood, all members voting aye, the Board voted to approve the claims as follows:

School operating fund invoices and payroll in the amount of \$1,173,455.42 as shown by warrants #8136857-8137034 and #9002444; electronic payroll direct deposit in the amount of \$1,631,980.86 and electronic tax deposits in the amount of \$587,817.39. Cafeteria fund invoices and payroll in the amount of \$199,835.60 as shown by warrants #1021207-1021268; electronic payroll direct deposit for cafeteria in the amount of \$51,627.98 and electronic tax deposits in the amount of \$14,906.90. Head Start invoices totaling \$91,004.38 as shown by warrants #24091-24148 (missing #24093, #24098, #24100-24102, and #24108).

PUBLIC COMMENT: There was no public comment.

SUPERINTENDENT'S REPORT:

APPROVAL OF HEAD START FINANCIAL REPORT, DECEMBER 2022 FINAL (APPENDIX A): On a motion by Mr. Robin Hood, seconded by Vice Chairman Steve Sallee, all members voting aye, the Board approved the Head Start Financial Report for December 2022 Final (Appendix A).

APPROVAL OF HEAD START FINANCIAL REPORT, FEBRUARY 2023 (APPENDIX B): On a motion by Mr. Gail McConnell, seconded by Mrs. Linda Gillenwater, all members voting aye, the Board approved the Head Start Financial Report for February 2023 (Appendix B).

APPROVAL OF HEAD START COLA FUNDING APPLICATION, 2023 (APPENDIX C): On a motion by Mrs. Linda Gillenwater, seconded by Mr. Gail McConnell, all members voting aye, the Board approved the Head Start COLA Funding Application, 2023 (Appendix C).

APPROVAL OF HEAD START QUALITY IMPROVEMENT FUNDING APPLICATION, 2023 (APPENDIX D): On a motion by Mr. Robin Hood, seconded by Mr. Bill Houseright, all members voting aye, the Board approved the Head Start Quality Improvement Funding Application, 2023 (Appendix E).

APPROVAL OF HEAD START 2022/23 STAFF RETENTION PLAN EXTENSION (APPENDIX E): On a motion by Vice Chairman Steve Sallee, seconded by Mrs. Linda Gillenwater, all members voting aye, the Board approved the Head Start 2022/23 Staff Retention Plan Extension (Appendix E).

APPROVAL OF 2023/24 HEAD START SELECTION CRITERIA (APPENDIX F): On a motion by Mr. Gail McConnell, seconded by Mr. Robin Hood, all members voting aye, the Board approved the 2023/24 Head Start Selection Criteria (Appendix F).

APPROVAL OF UNSCHEDULED CLASSROOM CLOSING POLICY FOR HEAD START (APPENDIX G): On a motion by Mr. Robin Hood, seconded by Vice Chairman Steve Sallee, all members voting aye, the Board approved the Unscheduled Classroom Closing Policy for Head Start (Appendix G).

APPROVAL OF COVID-19 MITIGATION POLICY FOR HEAD START (APPENDIX H): On a motion by Mr. Gail McConnell, seconded by Mrs. Linda Gillenwater, all members voting aye, the Board approved the COVID-19 Mitigation Policy for Head Start.

HEAD START DIRECTOR'S REPORT, MARCH 2023: Superintendent John Ferguson presented the March 2023 Head Start Director's Report on behalf of Head Start Director Cindy Raymond. With no comments or questions raised regarding the report, the next agenda item was presented.

HEAD START 2022/23 QUARTERLY WINTER REPORT: Superintendent John Ferguson presented the Head Start 2022/23 Quarterly Winter Report on behalf of Head Start Director Cindy Raymond. With no comments or questions raised regarding the report, the next agenda item was presented.

CLOSED MEETING: Vice Chairman Steve Sallee made a motion to enter into closed meeting at 6:39 p.m. to discuss Head Start personnel, teachers and nurses as provided in Section 2.2-3711A (1) of the Code of Virginia as amended, the motion was seconded by Mr. Gail McConnell, all members voting aye.

RETURN FROM CLOSED MEETING: All members present returned from closed meeting at 7:59 p.m. with a roll call vote being held and on a motion by Chairman David Templeton, seconded by Vice Chairman Steve Sallee, the Board returned to regular session and cited the following certification of the closed meeting.

CERTIFICATION OF CLOSED MEETING:

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

WHEREAS, Section 2.2-3711A (1) 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: David Templeton, Steve Sallee, Linda Gillenwater, Gail McConnell, Robin Hood and Bill Houseright

NAYES: None

ABSENT: None

ITEMS BY ASSISTANT SUPERINTENDENT JASON SMITH:

PERSONNEL – RESIGNATION, EMPLOYMENT AND RETIREMENT

RESIGNATION: On a motion by Mr. Gail McConnell, seconded by Vice Chairman Steve Sallee, all members voting aye, the Board approved the resignation of Candace Smith, Health Services Coordinator, for Head Start effective April 13, 2023.

EMPLOYMENT: On a motion by Vice Chairman Steve Sallee, seconded by Mr. Gail McConnell, all members voting aye, the Board approved the employment of Erin Bowman, teacher, effective for the 2023-2024 school year.

RETIREMENT: On a motion by Mr. Bill Houseright, seconded by Mr. Robin Hood, all members voting aye, the Board approved the retirement of Yvonne Edwards, nurse, effective July 1, 2023. Mrs. Edwards was approved last meeting for retirement date of June 1, 2023 but requested date be changed to July 1, 2023.

SUBSTITUTES: On a motion by Mr. Gail McConnell, seconded by Mr. Bill Houseright, all members voting aye, the Board approved the list of substitutes as presented for the school system and Head Start.

APPROVAL OF OVERNIGHT FIELD TRIP REQUEST: On a motion by Vice Chairman Steve Sallee, seconded by Mr. Gail McConnell, all members voting aye, the Board approved the Overnight Field Trip Request for Gate City High School Academic Team to attend the NAQT High School National Championship Tournament in Atlanta, Georgia on May 26-29, 2023.

BOARD MEMBER COMMENTS: Every board member wished all students and staff a good spring break.

ADJOURNMENT: With no further business to discuss, the regular meeting of the Scott County School Board was adjourned at 8:04 p.m. The next meeting of the Scott County School Board will be Tuesday, May 2, 2023, at 6:30 p.m. at the Scott County Career and Technical Center.


David Templeton, Chairman


Kim Henderson, Clerk of the Board

APPENDIX INDEX

**APPENDIX A – Approval of Head Start Financial Report, December 2022
Final**

APPENDIX B – Approval of Head Start Financial Report, February 2023

APPENDIX C – Approval of Head Start COLA Funding Application, 2023

**APPENDIX D – Approval of Head Start Quality Improvement Funding
Application, 2023**

**APPENDIX E – Approval of Head Start 2022/23 Staff Retention Plan
Extension**

APPENDIX F – Approval of 2023/24 Head Start Selection Criteria

**APPENDIX G – Approval of Unscheduled Classroom Closing Policy for
Head Start**

APPENDIX H – Approval of COVID-19 Mitigation Policy for Head Start

SCOTT COUNTY PUBLIC SCHOOL HEAD START

FINANCIAL REPORT, DECEMBER 2022 **FINAL**

GRANT AWARDS

<i>1/1/22-12/31/22 – YEAR 3</i> <i>03CH011328-03</i>	BASE FUNDING	T&TA	NFS	TOTAL
Continuation - 00/01				
Head Start	\$1,287,723	\$18,132	\$326,464	\$1,632,319
Early Head Start	\$139,225	\$2,267	\$35,373	\$176,865
Change in Scope - 02				
Head Start				
Early Head Start	\$136,960	\$8,707	\$36,417	\$182,084
COLA/Quality Improvement - 03				
Head Start	\$38,557			\$38,557
Early Head Start	\$23,345			\$23,345
TOTAL	\$1,625,810	\$29,106	\$398,254	\$2,053,170
<i>4/1/21-3/31/23</i> <i>03HE000869-01</i>	BASE FUNDING	T&TA	NFS	TOTAL
CCRSA (C5) - 00	\$51,766			\$51,766
ARPA (C6) - 01	\$205,798			\$205,798
TOTAL	\$257,564	\$0	\$0	\$257,564

\$9,653

Approximate amount of federal funding awarded per child

Available Funding as of March 20, 2023

Head Start	\$30,556.00
Early Head Start	\$7,168.00
CCRSA	\$00.00
ARPA	\$44,837.28
Total	\$82,561.28

CCRSA & ARP FUNDS

AWARDED AS ONE-TIME SUPPLEMENTAL GRANTS IN RESPONSE TO COVID-19.

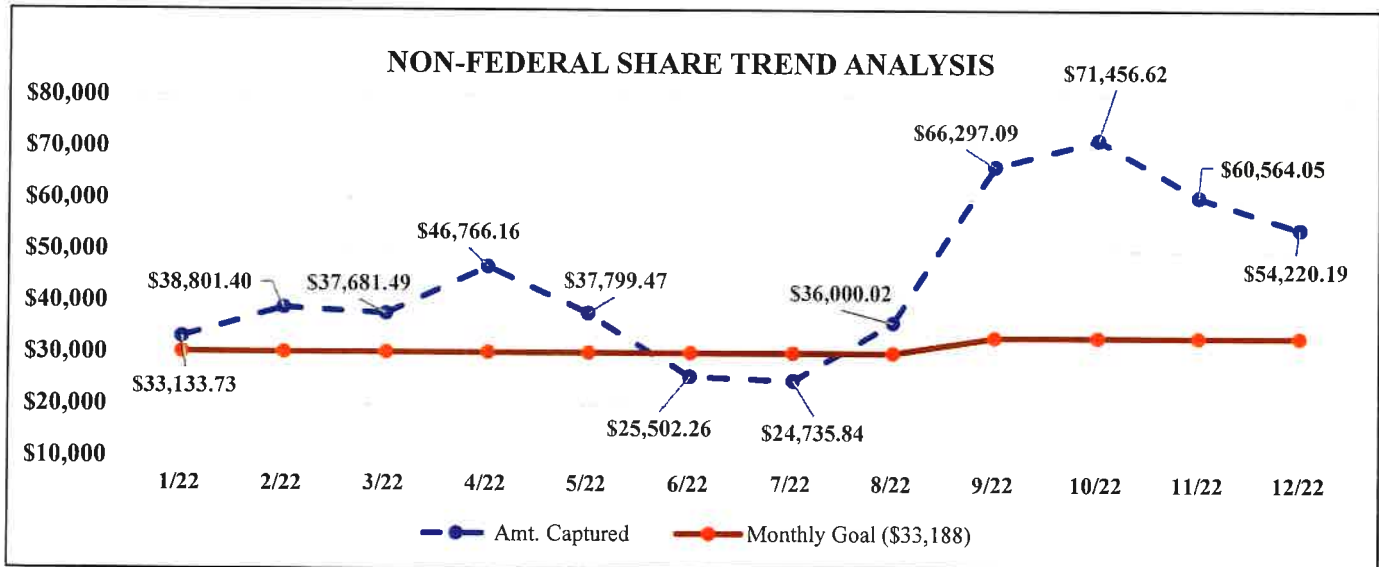
NON-FEDERAL SHARE (NFS)

Non-federal funding match is a statutory requirement of the Head Start Act Section 640(b). As stated in the Act, the grantee agency must provide 20% of the total costs of the program.

	Current Month	YTD	Budgeted	Remaining	% Remaining
Parents & Volunteer	\$ 25,966.63	\$ 202,702.72	\$ 136,251.00	\$ (66,451.72)	-49%
School District	\$ 25,960.19	\$ 271,455.85	\$ 239,723.00	\$ (31,732.85)	-13%
Donations	\$ 2,293.37	\$ 58,799.75	\$ 22,280.00	\$ (36,519.75)	-164%
Total	\$ 54,220.19	\$ 532,958.32	\$ 398,254.00	\$ (134,704.32)	-34%

34%

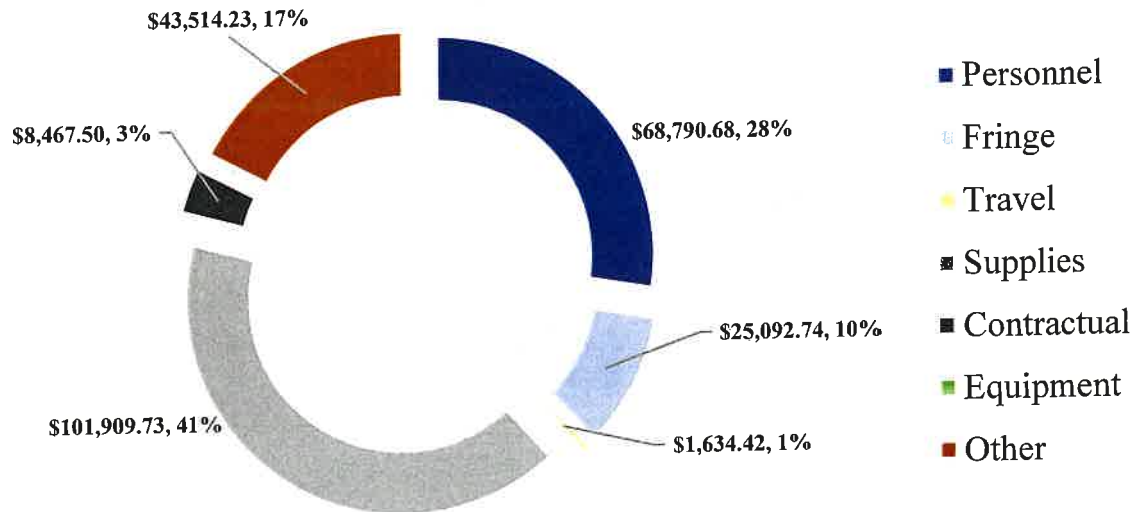
Percentage of non-federal share anticipated by program parent volunteers



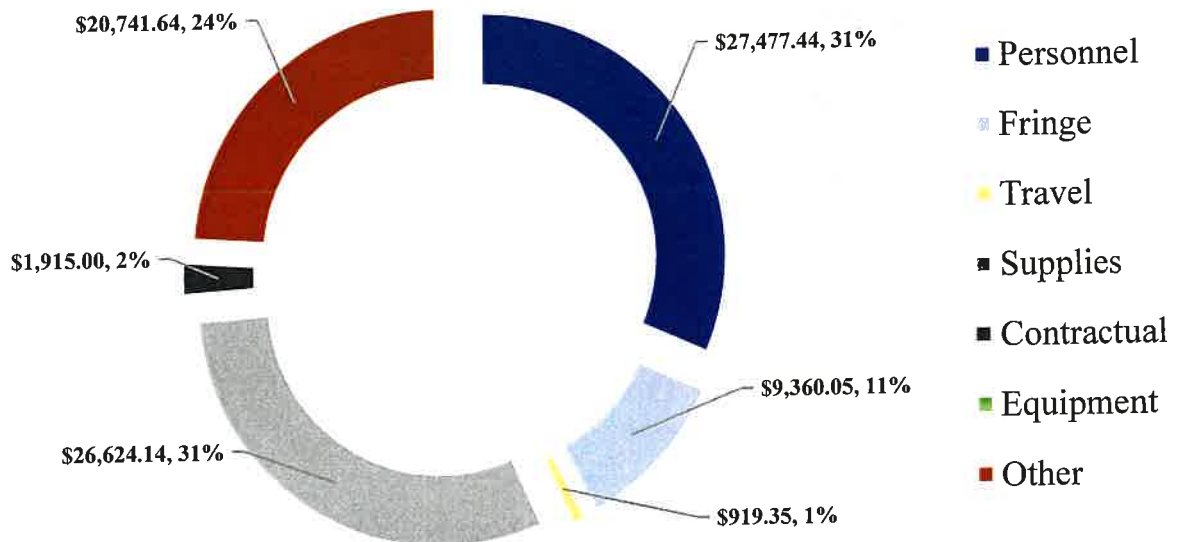
SCOTT COUNTY PUBLIC SCHOOLS PROVIDES 60% OF THE PROGRAM'S NON-FEDERAL SHARE THROUGH BUS TRANSPORTATION, UTILITIES, DONATED TIME, AND OTHER ADMINISTRATIVE SERVICES.

BUDGET SUMMARY

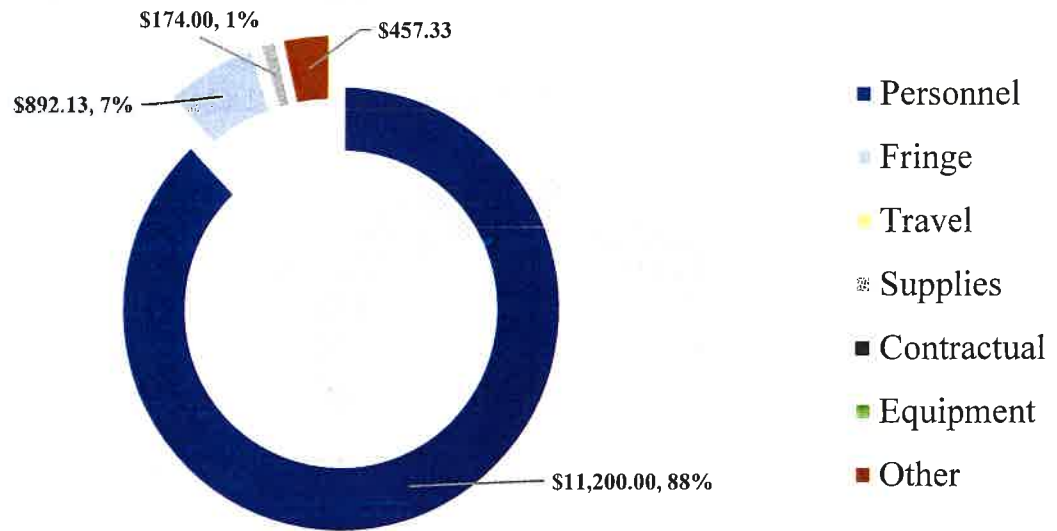
HEAD START EXPENDITURES BY CATEGORY



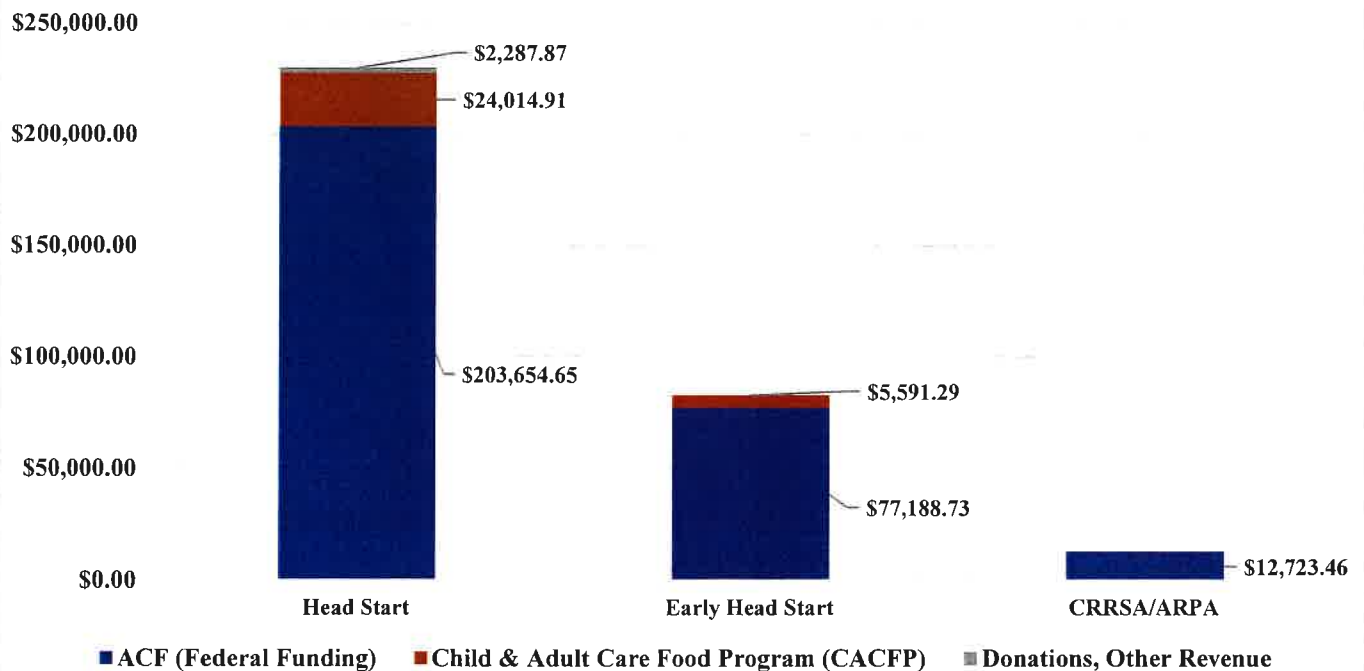
EARLY HEAD START EXPENDITURES BY CATEGORY



CRRSA/ARPA EXPENDITURES BY CATEGORY



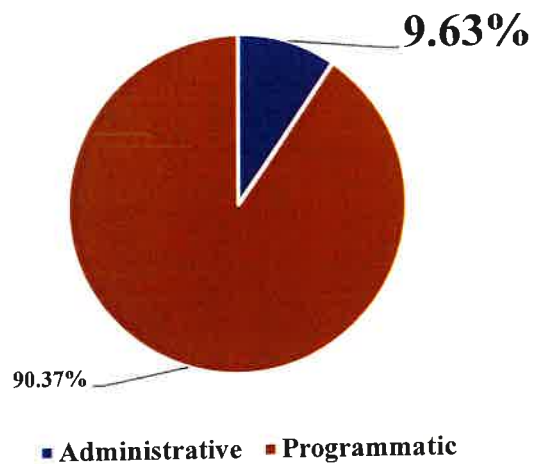
REVENUES BY FUNDING SOURCE



ADMINISTRATIVE COSTS

Allowable costs to develop and administer a program cannot exceed 15% of the total approved program costs, which includes both federal and non-federal costs. *HSPPS 1303.5*

YTD Costs by Classification



CURRENT MONTH

Personnel	\$12,234.11
Fringe	\$4,001.06
Travel	\$204.30
Supplies	\$1,493.73
Contractual	\$573.12
Other	\$5,180.02
Total	\$23,686.35

1.15%

HEAD START BUDGET - DEC. 2022 - FINAL REPORT

03CH011328-03 (01/01/22-12/31/22)

REVENUES	CURRENT MONTH	YTD	BUDGETED TOTAL	BUDGET REMAINING	% REMAINING
ACF-OHS	\$ 203,654.65	\$ 1,313,856.00	\$ 1,344,412	\$ 30,556.00	2.3%
CACFP	\$ 24,014.91	\$ 128,794.61	\$ 123,981	\$ (4,813.61)	-3.9%
Donations, Other Revenue	\$ 2,287.87	\$ 4,397.35	\$ -	\$ (4,397.35)	0.0%
Total	\$ 229,957.43	\$ 1,447,047.96	\$ 1,468,393	\$ 21,345.04	1.5%
EXPENDITURES					
Personnel	\$ 68,790.68	\$ 792,960.34	\$ 833,469	\$ 40,508.66	4.9%
Personnel Total	\$ 68,790.68	\$ 792,960.34	\$ 833,469	\$ 40,508.66	4.9%
Fringe	\$ 25,092.74	\$ 284,734.15	\$ 343,869	\$ 59,134.85	17.2%
Fringe Total	\$ 25,092.74	\$ 284,734.15	\$ 343,869	\$ 59,134.85	17.2%
Out of Town Travel	\$ 1,634.42	\$ 4,417.59	\$ 7,280	\$ 2,862.41	39.3%
Travel Total	\$ 1,634.42	\$ 4,417.59	\$ 7,280	\$ 2,862.41	39.3%
Office Supplies	\$ 11,401.60	\$ 15,312.05	\$ 7,111	\$ (8,201.05)	-115.3%
Postage	\$ 401.62	\$ 423.74	\$ 444	\$ 20.26	4.6%
Food Supplies	\$ 28,424.45	\$ 108,305.61	\$ 132,000	\$ 23,694.39	18.0%
Food Service Supplies	\$ 6,387.15	\$ 9,272.72	\$ 5,759	\$ (3,513.72)	-61.0%
Classroom/Ed. Supplies	\$ 50,924.38	\$ 61,661.84	\$ 10,033	\$ (51,628.84)	-514.6%
Medical & Dental Supplies	\$ 590.83	\$ 2,104.05	\$ 1,778	\$ (326.05)	-18.3%
Transition Supplies	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Janitorial Supplies	\$ 3,779.70	\$ 6,294.92	\$ 4,444	\$ (1,850.92)	-41.6%
Supplies Total	\$ 101,909.73	\$ 203,374.93	\$ 161,569	\$ (41,805.93)	-25.9%
Mental Health Services	\$ 1,582.50	\$ 5,524.48	\$ 3,600	\$ (1,924.48)	-53.5%
Other Contractual Services	\$ 6,885.00	\$ 21,537.78	\$ 14,276	\$ (7,261.78)	-50.9%
Contractual Total	\$ 8,467.50	\$ 27,062.26	\$ 17,876	\$ (9,186.26)	-51.4%
Equipment	\$ -	\$ -	\$ -	\$ -	0.0%
Equipment Total	\$ -	\$ -	\$ -	\$ -	0.0%
Rent	\$ -	\$ 8,285.01	\$ 8,160	\$ (125.01)	-1.5%
Utilities	\$ 3,413.48	\$ 17,293.76	\$ 15,111	\$ (2,182.76)	-14.4%
Telephone	\$ 1,477.42	\$ 12,674.86	\$ 11,467	\$ (1,207.86)	-10.5%
Child Liability Insurance	\$ -	\$ -	\$ 770	\$ 770.00	0.0%
Maintenance & Repair	\$ 17,835.38	\$ 24,881.67	\$ 3,000	\$ (21,881.67)	-729.4%
Local Travel	\$ 172.34	\$ 1,271.21	\$ 1,000	\$ (271.21)	-27.1%
Parent Activities	\$ 1,236.55	\$ 3,611.52	\$ 840	\$ (2,771.52)	-329.9%
Audit Fee	\$ 283.50	\$ 2,250.39	\$ 2,578	\$ 327.61	12.7%
Publications, Ads, & Printing	\$ 4,259.09	\$ 14,001.07	\$ 13,860	\$ (141.07)	-1.0%
Health Services	\$ -	\$ -	\$ 2,800	\$ 2,800.00	100.0%
Field Trips	\$ -	\$ 5,184.49	\$ 2,222	\$ (2,962.49)	-133.3%
Discretionary Funds	\$ 350.09	\$ 917.58	\$ 3,000	\$ 2,082.42	69.4%
Health Examinations/Wellness	\$ 118.08	\$ 118.08	\$ 250	\$ 131.92	52.8%
Assoc., Dues, & Fees	\$ 321.07	\$ 2,768.36	\$ 3,556	\$ 787.64	22.1%
Substitutes	\$ 1,350.58	\$ 9,260.86	\$ 22,440	\$ 13,179.14	58.7%
Training	\$ 12,696.65	\$ 31,979.83	\$ 13,276	\$ (18,703.83)	-140.9%
Other Total	\$ 43,514.23	\$ 134,498.69	\$ 104,330	\$ (30,168.69)	-28.9%
Expenditures Total	\$ 249,409.30	\$ 1,447,047.96	\$ 1,468,393	\$ 21,345.04	1.5%
Income (Loss)	\$ (19,451.87)	\$ -	\$ -	\$ -	-

EARLY HEAD START BUDGET - DEC. 2022 - FINAL REPORT
03CH011328-03 (01/01/22-12/31/22)

	CURRENT		YTD	BUDGETED	BUDGET	%			
REVENUES	MONTH			TOTAL	REMAINING	REMAINING			
ACF-OHS	\$	77,188.73	\$	303,336.00	\$	310,504	\$	7,168.00	2.3%
CACFP	\$	5,591.29	\$	20,424.65	\$	22,542	\$	2,117.35	9.4%
Donations, Other Revenue	\$	-	\$	477.53	\$	-	\$	(477.53)	0.0%
Total	\$	82,780.02	\$	324,238.18	\$	333,046	\$	8,807.82	2.6%
EXPENDITURES									
Personnel	\$	27,477.44	\$	177,990.80	\$	185,021	\$	7,030.20	3.8%
Personnel Total	\$	27,477.44	\$	177,990.80	\$	185,021	\$	7,030.20	3.8%
Fringe	\$	9,360.05	\$	58,840.57	\$	64,211	\$	5,370.43	8.4%
Fringe Total	\$	9,360.05	\$	58,840.57	\$	64,211	\$	5,370.43	8.4%
Out of Town Travel	\$	919.35	\$	1,879.37	\$	3,133	\$	1,253.63	40.0%
Travel Total	\$	919.35	\$	1,879.37	\$	3,133	\$	1,253.63	40.0%
Office Supplies	\$	2,451.71	\$	3,907.38	\$	2,056	\$	(1,851.38)	-90.0%
Postage	\$	13.79	\$	23.88	\$	88	\$	64.12	72.9%
Food Supplies	\$	9,433.68	\$	21,208.30	\$	24,166	\$	2,957.70	12.2%
Food Service Supplies	\$	1,006.16	\$	1,611.80	\$	2,848	\$	1,236.20	43.4%
Classroom/Ed. Supplies	\$	12,951.03	\$	14,367.79	\$	10,692	\$	(3,675.79)	-34.4%
Medical & Dental Supplies	\$	144.58	\$	265.39	\$	1,222	\$	956.61	78.3%
Transition Supplies	\$	-	\$	-	\$	200	\$	200.00	100.0%
Janitorial Supplies	\$	623.19	\$	1,304.30	\$	1,723	\$	418.70	24.3%
Supplies Total	\$	26,624.14	\$	42,688.84	\$	42,995	\$	306.16	0.7%
Mental Health Services	\$	300.00	\$	798.02	\$	1,080	\$	281.98	26.1%
Other Contractual Services	\$	1,615.00	\$	3,426.02	\$	3,964	\$	537.98	13.6%
Contractual Total	\$	1,915.00	\$	4,224.04	\$	5,044	\$	819.96	16.3%
Equipment	\$	-	\$	-	\$	-	\$	-	0.0%
Equipment Total	\$	-	\$	-	\$	-	\$	-	0.0%
Rent	\$	-	\$	1,434.99	\$	1,560	\$	125.01	8.0%
Utilities	\$	1,773.37	\$	4,855.30	\$	2,700	\$	(2,155.30)	-79.8%
Telephone	\$	723.01	\$	3,081.15	\$	1,935	\$	(1,146.15)	-59.2%
Child Liability Insurance	\$	-	\$	-	\$	88	\$	88.00	0.0%
Maintenance & Repair	\$	10,199.90	\$	11,081.30	\$	3,394	\$	(7,687.30)	-226.5%
Local Travel	\$	40.41	\$	353.31	\$	390	\$	36.69	9.4%
Parent Activities	\$	261.48	\$	728.52	\$	296	\$	(432.52)	-146.1%
Audit Fee	\$	66.50	\$	309.61	\$	822	\$	512.39	62.3%
Publications, Ads, & Printing	\$	1,021.60	\$	2,339.84	\$	2,514	\$	174.16	6.9%
Health Services	\$	-	\$	-	\$	827	\$	827.00	100.0%
Field Trips	\$	155.00	\$	1,490.56	\$	1,004	\$	(486.56)	-48.5%
Discretionary Funds	\$	25.58	\$	82.42	\$	1,160	\$	1,077.58	92.9%
Health Examinations/Wellness	\$	-	\$	-	\$	300	\$	300.00	100.0%
Assoc., Dues, & Fees	\$	78.21	\$	354.24	\$	1,182	\$	827.76	70.0%
Substitutes	\$	61.88	\$	2,566.71	\$	6,072	\$	3,505.29	57.7%
Training	\$	6,334.70	\$	9,936.61	\$	8,398	\$	(1,538.61)	-18.3%
Other Total	\$	20,741.64	\$	38,614.56	\$	32,642	\$	(5,972.56)	-18.3%
Expenditures Total	\$	87,037.62	\$	324,238.18	\$	333,046	\$	8,807.82	2.6%
Income (Loss)	\$	(4,257.60)	\$	-					

CRRSA/ARPA BUDGET - DEC. 2022

03HE000869-01 (04/01/21-3/31/23)

REVENUES	CURRENT MONTH	YTD	BUDGETED TOTAL	BUDGET REMAINING	% REMAINING
ACF-OHS	\$ 12,723.46	\$ 180,488.20	\$ 257,564	\$ 77,075.80	29.9%
CACFP	\$ -	\$ -	\$ -	\$ -	0.0%
Donations, Other Revenue	\$ -	\$ -	\$ -	\$ -	0.0%
Total	\$ 12,723.46	\$ 180,488.20	\$ 257,564	\$ 77,075.80	29.9%
EXPENDITURES					
Personnel	\$ 11,200.00	\$ 130,479.45	\$ 14,400	\$ (116,079.45)	-806.1%
Personnel Total	\$ 11,200.00	\$ 130,479.45	\$ 14,400	\$ (116,079.45)	-806.1%
Fringe	\$ 892.13	\$ 10,106.01	\$ 1,239	\$ (8,867.01)	-715.7%
Fringe Total	\$ 892.13	\$ 10,106.01	\$ 1,239	\$ (8,867.01)	-715.7%
Out of Town Travel	\$ -	\$ -	\$ -	\$ -	0.0%
Travel Total	\$ -	\$ -	\$ -	\$ -	0.0%
Office Supplies	\$ 174.00	\$ 18,739.97	\$ -	\$ (18,739.97)	0.0%
Postage	\$ -	\$ -	\$ -	\$ -	0.0%
Food Supplies	\$ -	\$ 119.85	\$ 408	\$ 288.15	70.6%
Food Service Supplies	\$ -	\$ 441.89	\$ -	\$ (441.89)	0.0%
Classroom/Ed. Supplies	\$ -	\$ 5,029.78	\$ 98,780	\$ 93,750.22	94.9%
Medical & Dental Supplies	\$ -	\$ 5,536.51	\$ 2,000	\$ (3,536.51)	-176.8%
Transition Supplies	\$ -	\$ -	\$ -	\$ -	0.0%
Janitorial Supplies	\$ -	\$ 2,737.72	\$ 3,600	\$ 862.28	24.0%
Supplies Total	\$ 174.00	\$ 32,605.72	\$ 104,788	\$ 72,182.28	68.9%
Mental Health Services	\$ -	\$ -	\$ 93,600	\$ 93,600.00	100.0%
Other Contractual Services	\$ -	\$ -	\$ -	\$ -	0.0%
Contractual Total	\$ -	\$ -	\$ 93,600	\$ 93,600.00	100.0%
Equipment	\$ -	\$ -	\$ -	\$ -	0.0%
Equipment Total	\$ -	\$ -	\$ -	\$ -	0.0%
Rent	\$ -	\$ 819.80	\$ 2,460	\$ 1,640.20	66.7%
Utilities	\$ -	\$ 71.08	\$ -	\$ (71.08)	0.0%
Telephone	\$ -	\$ 209.00	\$ -	\$ (209.00)	0.0%
Child Liability Insurance	\$ -	\$ -	\$ -	\$ -	0.0%
Maintenance & Repair	\$ -	\$ 2,435.31	\$ -	\$ (2,435.31)	0.0%
Local Travel	\$ -	\$ -	\$ -	\$ -	0.0%
Parent Activities	\$ -	\$ -	\$ 3,000	\$ 3,000.00	100.0%
Audit Fee	\$ -	\$ -	\$ -	\$ -	0.0%
Publications, Ads, & Printing	\$ -	\$ 2,080.48	\$ 8,699	\$ 6,618.52	76.1%
Health Services	\$ -	\$ -	\$ -	\$ -	0.0%
Field Trips	\$ -	\$ -	\$ -	\$ -	0.0%
Discretionary Funds	\$ -	\$ -	\$ -	\$ -	0.0%
Health Examinations/Wellness	\$ -	\$ -	\$ -	\$ -	0.0%
Assoc., Dues, & Fees	\$ -	\$ -	\$ 15,000	\$ 15,000.00	100.0%
Substitutes	\$ 457.33	\$ 1,278.13	\$ 1,800	\$ 521.87	29.0%
Training	\$ -	\$ 403.22	\$ 12,578	\$ 12,174.78	96.8%
Other Total	\$ 457.33	\$ 7,297.02	\$ 43,537	\$ 36,239.98	83.2%
Expenditures Total	\$ 12,723.46	\$ 180,488.20	\$ 257,564	\$ 77,075.80	29.9%
Income (Loss)	\$ -	\$ -			

SCOTT COUNTY PUBLIC SCHOOL HEAD START

FINANCIAL REPORT, FEBRUARY 2023

GRANT AWARDS

<i>1/1/23-12/31/23 – YEAR 4</i> <i>03CH011328-04</i>	BASE FUNDING	T&TA	NFS	TOTAL
<i>Continuation - 00</i>				
<i>Head Start (HS)</i>	\$1,326,280	\$18,132	\$336,103	\$1,680,515
<i>Early Head Start (EHS)</i>	\$573,451	\$10,974	\$146,106	\$730,531
TOTAL	\$1,899,731	\$29,106	\$482,209	\$2,411,046

<i>4/1/21-3/31/23</i> <i>03HE000869-01</i>	BASE FUNDING	T&TA	NFS	TOTAL
<i>CCRSA (C5) - 00</i>	\$51,766			\$51,766
<i>ARPA (C6) - 01</i>	\$205,798			\$205,798
TOTAL	\$257,564	\$0	\$0	\$257,564

\$11,214

Approximate amount of federal funding awarded per child

Available Funding as of March 16, 2023

Head Start	\$1,131,298.98
Early Head Start	\$501,953.20
CCRSA	\$0.00
ARPA	\$44,837.28
Total	\$1,678,089.46

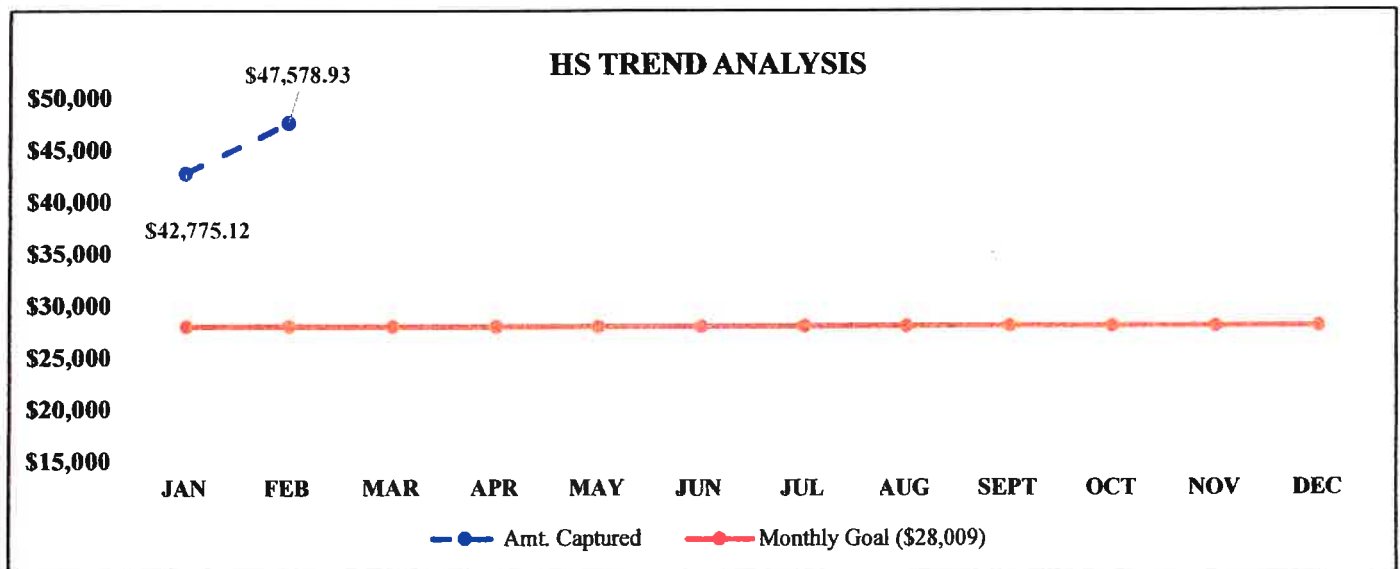
CCRSA & ARP FUNDS

AWARDED AS ONE-TIME SUPPLEMENTAL GRANTS IN RESPONSE TO COVID-19.

NON-FEDERAL SHARE (NFS)

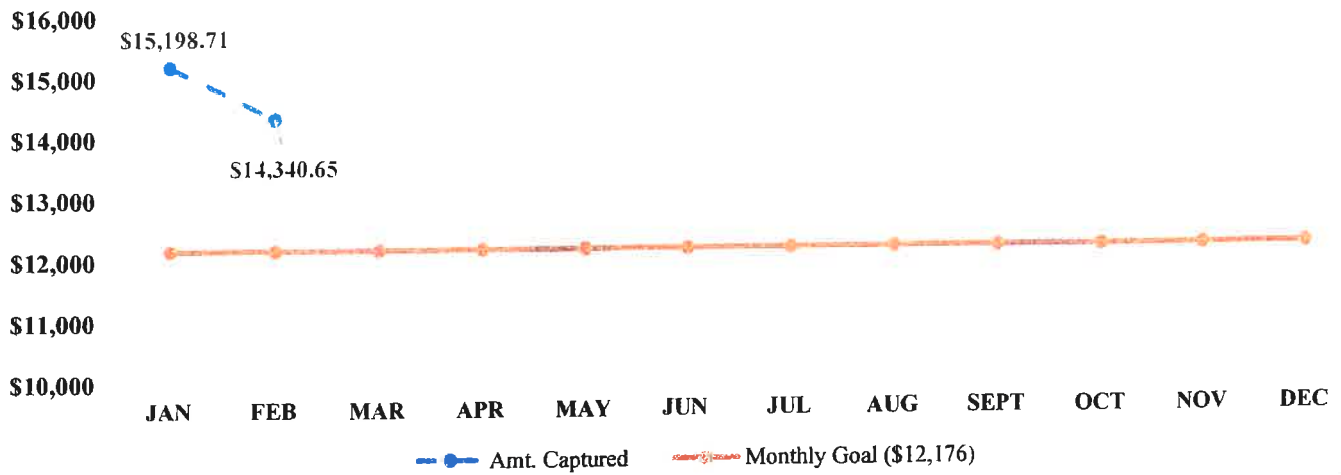
Non-federal funding match is a statutory requirement of the Head Start Act Section 640(b). As stated in the Act, the grantee agency must provide 20% of the total costs of the program.

HS	Current Month	YTD	Budgeted	Remaining	% Remaining
Parents & Volunteer	\$ 18,963.36	\$ 34,495.43	\$ 83,295.00	\$ 48,799.57	59%
School District	\$ 24,576.23	\$ 49,152.46	\$ 234,116.00	\$ 184,963.54	79%
Donations	\$ 4,039.34	\$ 6,706.16	\$ 18,692.00	\$ 11,985.84	64%
Total	\$ 47,578.93	\$ 90,354.05	\$ 336,103.00	\$ 245,748.95	73%



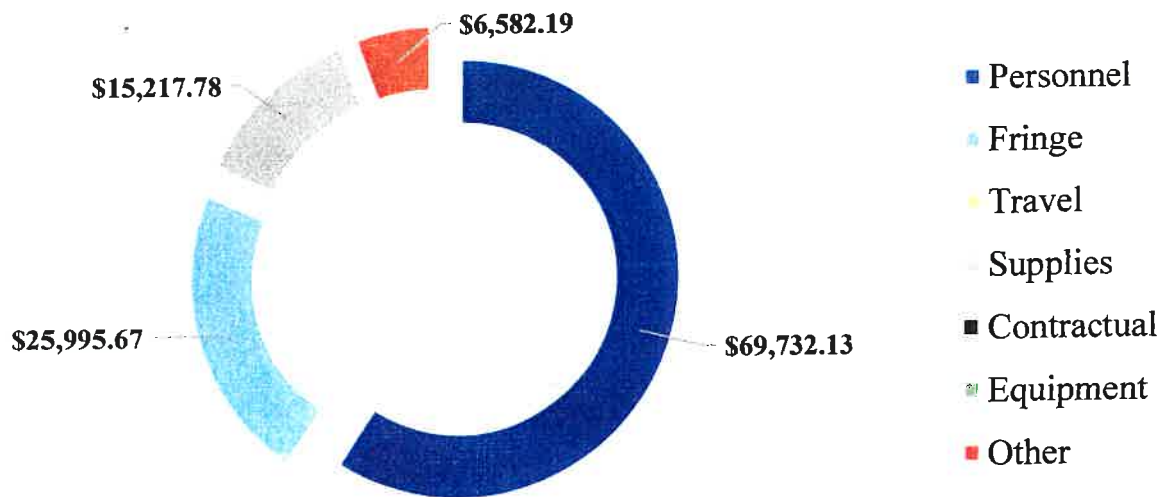
EHS	Current Month	YTD	Budgeted	Remaining	% Remaining
Parents & Volunteer	\$ 10,944.04	\$ 22,635.28	\$ 121,834.00	\$ 99,198.72	81%
School District	\$ 2,799.74	\$ 5,599.48	\$ 16,964.00	\$ 11,364.52	67%
Donations	\$ 596.87	\$ 1,304.60	\$ 7,308.00	\$ 6,003.40	82%
Total	\$ 14,340.65	\$ 29,539.36	\$ 146,106.00	\$ 116,566.64	80%

EHS TREND ANALYSIS

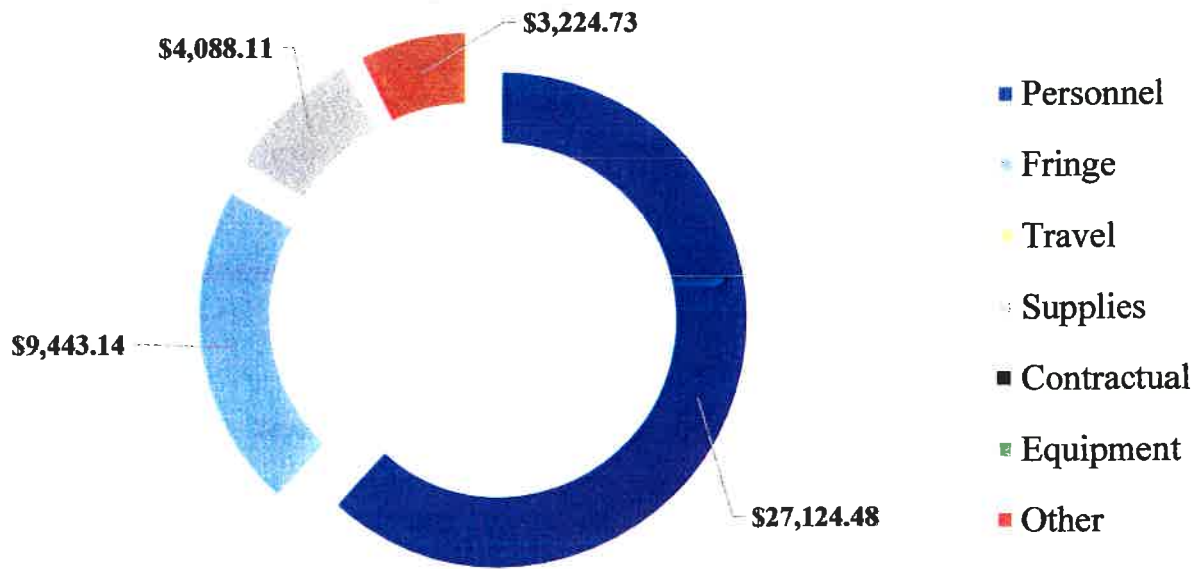


EXPENDITURES BY CATEGORY

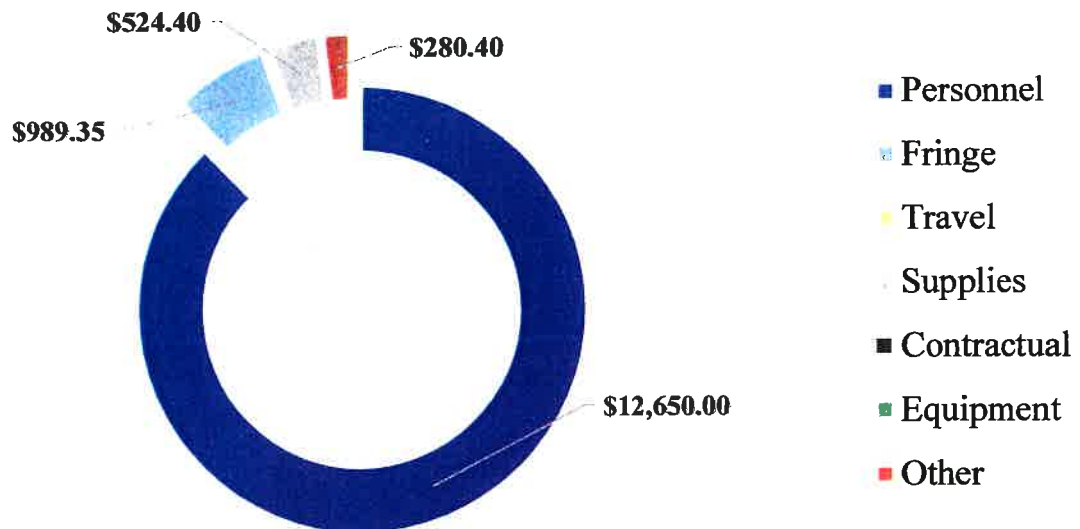
HS EXPENDITURES



EHS EXPENDITURES



CRRSA/ARPA EXPENDITURES



ADMINISTRATIVE COSTS

Allowable costs to develop and administer a program cannot exceed 15% of the total approved program costs, which includes both federal and non-federal costs. *HSPPS 1303.5*

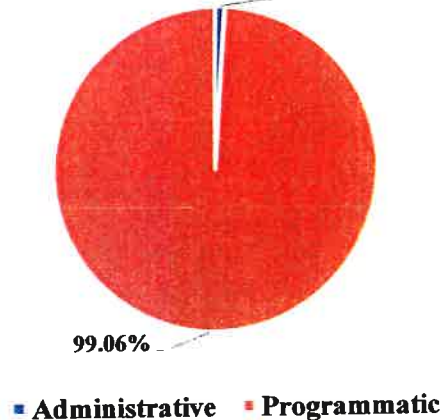
**HS
YTD COSTS**



**HS
CURRENT MONTH**

Personnel	\$9,847.26
Fringe	\$3,389.52
Travel	\$00.00
Supplies	\$133.80
Contractual	\$38.50
Other	\$933.64
Total	\$14,342.72
	.85%

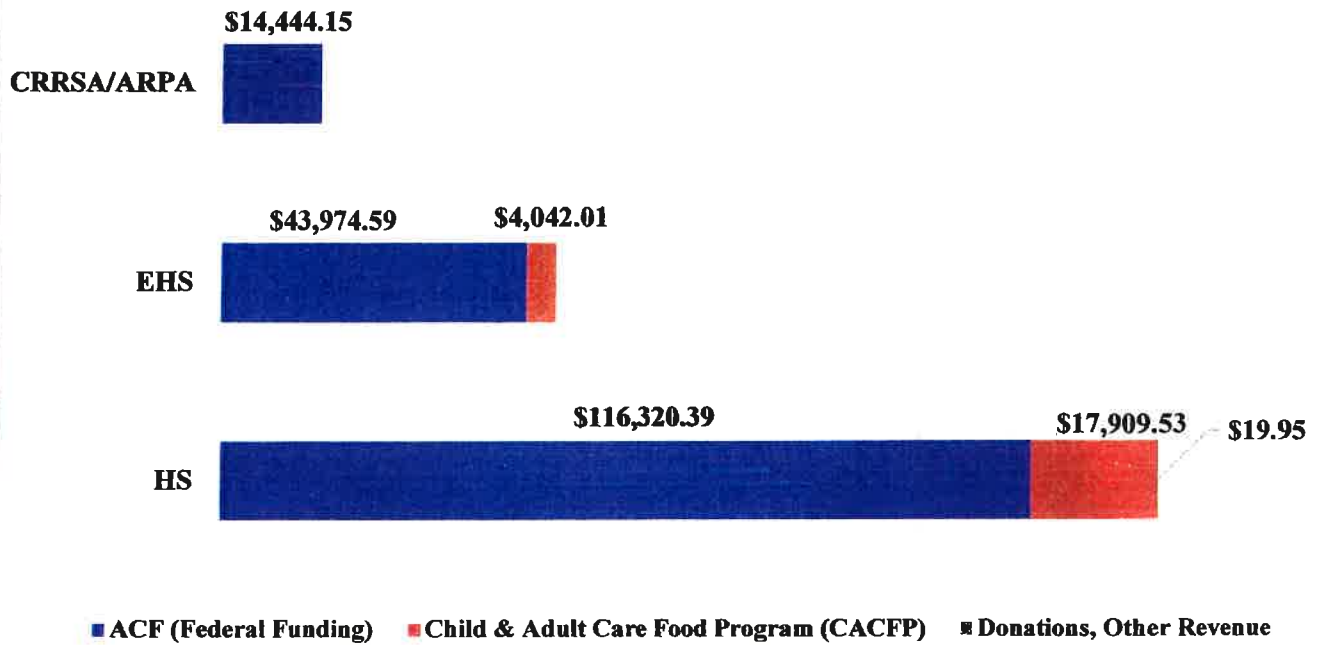
**EHS
YTD COSTS**



**EHS
CURRENT MONTH**

Personnel	\$2,309.97
Fringe	\$729.05
Travel	\$00.00
Supplies	\$31.39
Contractual	\$24.62
Other	\$406.64
Total	\$3,501.67
	.48%

REVENUES BY FUNDING SOURCE



HEAD START BUDGET - FEB. 2023

03CH011328-04 (01/01/23-12/31/23)

	CURRENT	YTD	BUDGETED	BUDGET	%
REVENUES	MONTH		TOTAL	REMAINING	REMAINING
ACF-OHS	\$ 116,320.39	\$ 210,899.75	\$ 1,344,412	\$ 1,133,512.25	84.3%
CACFP	\$ 17,909.53	\$ 17,909.53	\$ 150,989	\$ 133,079.47	88.1%
Donations, Other Revenue	\$ 19.95	\$ 870.61	\$ -	\$ (870.61)	0.0%
Total	\$ 134,249.87	\$ 229,679.89	\$ 1,495,401	\$ 1,265,721.11	84.6%
EXPENDITURES					
Personnel	\$ 69,732.13	\$ 135,876.52	\$ 830,985	\$ 695,108.48	83.6%
Personnel Total	\$ 69,732.13	\$ 135,876.52	\$ 830,985	\$ 695,108.48	83.6%
Fringe	\$ 25,995.67	\$ 51,699.82	\$ 325,191	\$ 273,491.18	84.1%
Fringe Total	\$ 25,995.67	\$ 51,699.82	\$ 325,191	\$ 273,491.18	84.1%
Out of Town Travel	\$ -	\$ -	\$ 4,834	\$ 4,834.00	100.0%
Travel Total	\$ -	\$ -	\$ 4,834	\$ 4,834.00	100.0%
Office Supplies	\$ 1,672.46	\$ 1,672.46	\$ 7,111	\$ 5,438.54	76.5%
Postage	\$ -	\$ -	\$ 500	\$ 500.00	100.0%
Food Supplies	\$ 13,545.32	\$ 13,545.32	\$ 157,000	\$ 143,454.68	91.4%
Food Service Supplies	\$ -	\$ -	\$ 8,989	\$ 8,989.00	100.0%
Classroom/Ed. Supplies	\$ -	\$ -	\$ 11,857	\$ 11,857.00	100.0%
Medical & Dental Supplies	\$ -	\$ -	\$ 4,000	\$ 4,000.00	100.0%
Transition Supplies	\$ -	\$ -	\$ 1,000	\$ 1,000.00	100.0%
Janitorial Supplies	\$ -	\$ -	\$ 4,500	\$ 4,500.00	100.0%
Supplies Total	\$ 15,217.78	\$ 15,217.78	\$ 194,957	\$ 179,739.22	92.2%
Mental Health Services	\$ -	\$ -	\$ 3,600	\$ 3,600.00	100.0%
Other Contractual Services	\$ -	\$ -	\$ 13,420	\$ 13,420.00	100.0%
Contractual Total	\$ -	\$ -	\$ 17,020	\$ 17,020.00	100.0%
Equipment	\$ -	\$ -	\$ -	\$ -	0.0%
Equipment Total	\$ -	\$ -	\$ -	\$ -	0.0%
Rent	\$ 549.00	\$ 1,278.00	\$ 8,748	\$ 7,470.00	85.4%
Utilities	\$ 2,460.07	\$ 3,002.30	\$ 18,630	\$ 15,627.70	83.9%
Telephone	\$ 759.48	\$ 1,523.63	\$ 13,770	\$ 12,246.37	88.9%
Child Liability Insurance	\$ -	\$ -	\$ 770	\$ 770.00	0.0%
Maintenance & Repair	\$ -	\$ -	\$ 7,768	\$ 7,768.00	100.0%
Local Travel	\$ 121.25	\$ 121.25	\$ 3,000	\$ 2,878.75	96.0%
Parent Activities	\$ 468.39	\$ 468.39	\$ 3,000	\$ 2,531.61	84.4%
Audit Fee	\$ -	\$ -	\$ 2,578	\$ 2,578.00	100.0%
Publications, Ads, & Printing	\$ 1,066.71	\$ 1,066.71	\$ 17,820	\$ 16,753.29	94.0%
Health Services	\$ -	\$ -	\$ 2,800	\$ 2,800.00	100.0%
Field Trips	\$ -	\$ -	\$ 5,000	\$ 5,000.00	100.0%
Discretionary Funds	\$ 51.66	\$ 51.66	\$ 3,000	\$ 2,948.34	98.3%
Health Examinations/Wellness	\$ -	\$ -	\$ 800	\$ 800.00	100.0%
Assoc., Dues, & Fees	\$ 19.95	\$ 39.90	\$ 7,500	\$ 7,460.10	99.5%
Substitutes	\$ 925.68	\$ 1,264.40	\$ 18,360	\$ 17,095.60	93.1%
Training	\$ 160.00	\$ 160.00	\$ 8,870	\$ 8,710.00	98.2%
Other Total	\$ 6,582.19	\$ 8,976.24	\$ 122,414	\$ 113,437.76	92.7%
Expenditures Total	\$ 117,527.77	\$ 211,770.36	\$ 1,495,401	\$ 1,283,630.64	85.8%
Income (Loss)	\$ 16,722.10	\$ 17,909.53			

EARLY HEAD START BUDGET - FEB. 2023

03CH011328-04 (01/01/23-12/31/23)

REVENUES	CURRENT		YTD	BUDGETED	BUDGET	%
	MONTH			TOTAL	REMAINING	REMAINING
ACF-OHS	\$ 43,974.59	\$	80,193.85	\$ 584,425	\$ 504,231.15	86.3%
CACFP	\$ 4,042.01	\$	4,042.01	\$ 44,275	\$ 40,232.99	90.9%
Donations, Other Revenue	\$ -	\$	-	\$ -	\$ -	0.0%
Total	\$ 48,016.60	\$	84,235.86	\$ 628,700	\$ 544,464.14	86.6%
EXPENDITURES						
Personnel	\$ 27,124.48	\$	52,581.53	\$ 347,444	\$ 294,862.47	84.9%
Personnel Total	\$ 27,124.48	\$	52,581.53	\$ 347,444	\$ 294,862.47	84.9%
Fringe	\$ 9,443.14	\$	18,759.12	\$ 111,665	\$ 92,905.88	83.2%
Fringe Total	\$ 9,443.14	\$	18,759.12	\$ 111,665	\$ 92,905.88	83.2%
Out of Town Travel	\$ -	\$	-	\$ 3,337	\$ 3,337.00	100.0%
Travel Total	\$ -	\$	-	\$ 3,337	\$ 3,337.00	100.0%
Office Supplies	\$ 392.32	\$	392.32	\$ 3,000	\$ 2,607.68	86.9%
Postage	\$ -	\$	-	\$ 500	\$ 500.00	100.0%
Food Supplies	\$ 3,695.79	\$	3,695.79	\$ 46,738	\$ 43,042.21	92.1%
Food Service Supplies	\$ -	\$	-	\$ 7,275	\$ 7,275.00	100.0%
Classroom/Ed. Supplies	\$ -	\$	-	\$ 14,751	\$ 14,751.00	100.0%
Medical & Dental Supplies	\$ -	\$	-	\$ 4,000	\$ 4,000.00	100.0%
Transition Supplies	\$ -	\$	-	\$ -	\$ -	#DIV/0!
Janitorial Supplies	\$ -	\$	-	\$ 4,500	\$ 4,500.00	100.0%
Supplies Total	\$ 4,088.11	\$	4,088.11	\$ 80,764	\$ 76,675.89	94.9%
Mental Health Services	\$ -	\$	-	\$ 2,160	\$ 2,160.00	100.0%
Other Contractual Services	\$ -	\$	-	\$ 8,580	\$ 8,580.00	100.0%
Contractual Total	\$ -	\$	-	\$ 10,740	\$ 10,740.00	100.0%
Equipment	\$ -	\$	-	\$ -	\$ -	0.0%
Equipment Total	\$ -	\$	-	\$ -	\$ -	0.0%
Rent	\$ 351.00	\$	522.00	\$ 2,052	\$ 1,530.00	74.6%
Utilities	\$ 1,271.95	\$	1,399.14	\$ 4,370	\$ 2,970.86	68.0%
Telephone	\$ 485.57	\$	974.12	\$ 3,230	\$ 2,255.88	69.8%
Child Liability Insurance	\$ -	\$	-	\$ 176	\$ 176.00	0.0%
Maintenance & Repair	\$ -	\$	-	\$ 11,576	\$ 11,576.00	100.0%
Local Travel	\$ 28.45	\$	28.45	\$ 1,500	\$ 1,471.55	98.1%
Parent Activities	\$ 72.44	\$	72.44	\$ 3,000	\$ 2,927.56	97.6%
Audit Fee	\$ -	\$	-	\$ 1,822	\$ 1,822.00	100.0%
Publications, Ads, & Printing	\$ 227.49	\$	227.49	\$ 4,180	\$ 3,952.51	94.6%
Health Services	\$ -	\$	-	\$ 2,160	\$ 2,160.00	100.0%
Field Trips	\$ -	\$	-	\$ 3,000	\$ 3,000.00	100.0%
Discretionary Funds	\$ 9.07	\$	9.07	\$ 2,360	\$ 2,350.93	99.6%
Health Examinations/Wellness	\$ 50.00	\$	50.00	\$ 800	\$ 750.00	93.8%
Assoc., Dues, & Fees	\$ -	\$	-	\$ 7,000	\$ 7,000.00	100.0%
Substitutes	\$ 638.76	\$	1,392.38	\$ 21,672	\$ 20,279.62	93.6%
Training	\$ 90.00	\$	90.00	\$ 5,852	\$ 5,762.00	98.5%
Other Total	\$ 3,224.73	\$	4,765.09	\$ 74,750	\$ 69,984.91	93.6%
Expenditures Total	\$ 43,880.46	\$	80,193.85	\$ 628,700	\$ 548,506.15	87.2%
Income (Loss)	\$ 4,136.14	\$	4,042.01			

CRRSA/ARPA BUDGET - FEB. 23
03HE000869-01 (04/01/21-3/31/23)

REVENUES	CURRENT MONTH	YTD	BUDGETED TOTAL	BUDGET REMAINING	% REMAINING
ACF-OHS	\$ 14,444.15	\$ 208,870.72	\$ 257,564	\$ 48,693.28	18.9%
CACFP	\$ -	\$ -	\$ -	\$ -	0.0%
Donations, Other Revenue	\$ -	\$ -	\$ -	\$ -	0.0%
Total	\$ 14,444.15	\$ 208,870.72	\$ 257,564	\$ 48,693.28	18.9%
EXPENDITURES					
Personnel	\$ 12,650.00	\$ 154,871.62	\$ 14,400	\$ (140,471.62)	-975.5%
Personnel Total	\$ 12,650.00	\$ 154,871.62	\$ 14,400	\$ (140,471.62)	-975.5%
Fringe	\$ 989.35	\$ 12,012.14	\$ 1,239	\$ (10,773.14)	-869.5%
Fringe Total	\$ 989.35	\$ 12,012.14	\$ 1,239	\$ (10,773.14)	-869.5%
Out of Town Travel	\$ -	\$ -	\$ -	\$ -	0.0%
Travel Total	\$ -	\$ -	\$ -	\$ -	0.0%
Office Supplies	\$ 165.00	\$ 19,066.97	\$ -	\$ (19,066.97)	0.0%
Postage	\$ -	\$ -	\$ -	\$ -	0.0%
Food Supplies	\$ -	\$ 119.85	\$ 408	\$ 288.15	70.6%
Food Service Supplies	\$ -	\$ 441.89	\$ -	\$ (441.89)	0.0%
Classroom/Ed. Supplies	\$ -	\$ 5,029.78	\$ 98,780	\$ 93,750.22	94.9%
Medical & Dental Supplies	\$ 359.40	\$ 5,895.91	\$ 2,000	\$ (3,895.91)	-194.8%
Transition Supplies	\$ -	\$ -	\$ -	\$ -	0.0%
Janitorial Supplies	\$ -	\$ 2,737.72	\$ 3,600	\$ 862.28	24.0%
Supplies Total	\$ 524.40	\$ 33,292.12	\$ 104,788	\$ 71,495.88	68.2%
Mental Health Services	\$ -	\$ 880.00	\$ 93,600	\$ 92,720.00	99.1%
Other Contractual Services	\$ -	\$ -	\$ -	\$ -	0.0%
Contractual Total	\$ -	\$ 880.00	\$ 93,600	\$ 92,720.00	99.1%
Equipment	\$ -	\$ -	\$ -	\$ -	0.0%
Equipment Total	\$ -	\$ -	\$ -	\$ -	0.0%
Rent	\$ -	\$ 819.80	\$ 2,460	\$ 1,640.20	66.7%
Utilities	\$ -	\$ 71.08	\$ -	\$ (71.08)	0.0%
Telephone	\$ -	\$ 209.00	\$ -	\$ (209.00)	0.0%
Child Liability Insurance	\$ -	\$ -	\$ -	\$ -	0.0%
Maintenance & Repair	\$ -	\$ 2,435.31	\$ -	\$ (2,435.31)	0.0%
Local Travel	\$ -	\$ -	\$ -	\$ -	0.0%
Parent Activities	\$ -	\$ -	\$ 3,000	\$ 3,000.00	100.0%
Audit Fee	\$ -	\$ -	\$ -	\$ -	0.0%
Publications, Ads, & Printing	\$ -	\$ 2,080.48	\$ 8,699	\$ 6,618.52	76.1%
Health Services	\$ -	\$ -	\$ -	\$ -	0.0%
Field Trips	\$ -	\$ -	\$ -	\$ -	0.0%
Discretionary Funds	\$ -	\$ -	\$ -	\$ -	0.0%
Health Examinations/Wellness	\$ -	\$ -	\$ -	\$ -	0.0%
Assoc., Dues, & Fees	\$ -	\$ -	\$ 15,000	\$ 15,000.00	100.0%
Substitutes	\$ 280.40	\$ 1,795.95	\$ 1,800	\$ 4.05	0.2%
Training	\$ -	\$ 403.22	\$ 12,578	\$ 12,174.78	96.8%
Other Total	\$ 280.40	\$ 7,814.84	\$ 43,537	\$ 35,722.16	82.1%
Expenditures Total	\$ 14,444.15	\$ 208,870.72	\$ 257,564	\$ 48,693.28	18.9%
Income (Loss)	\$ -	\$ -			

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03/09/23

Scott County Public School Head Start
Reconciliation Summary
2300 - Bank of America CC, Period Ending 02/25/2023

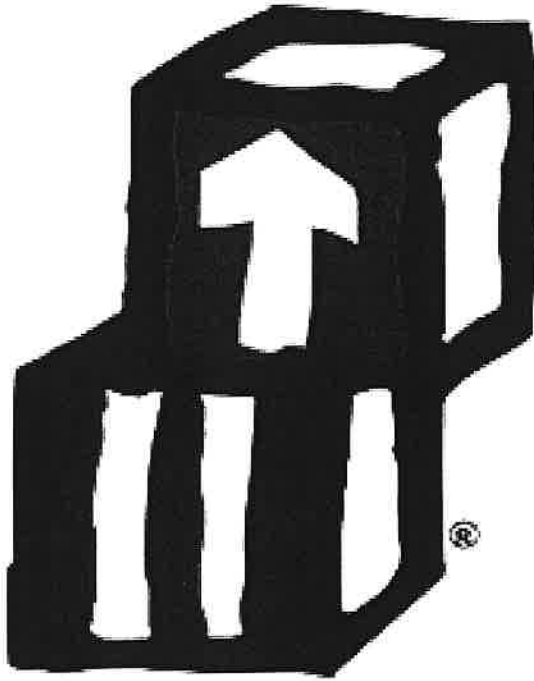
	Feb 25, 23
Beginning Balance	8,039.87
Cleared Transactions	
Charges and Cash Advances - 31 items	-10,753.35
Payments and Credits - 5 items	8,079.67
Total Cleared Transactions	-2,673.68
Cleared Balance	10,713.55
Register Balance as of 02/25/2023	10,713.55
Ending Balance	10,713.55

Scott County Public School Head Start Reconciliation Detail 2300 - Bank of America CC, Period Ending 02/25/2023

Beginning Balance		Type	Date	Num	Name	Clr	Amount	Balance
Cleared Transactions								8,039.87
Charges and Cash Advances - 31 Items								
	Credit Card Charge		12/31/2022	1/30/23	Intuit Quickbooks	✓	-2,541.00	-2,541.00
	Credit Card Charge		12/31/2022	2/22/23	Training & Technical Assistance Services	✓	-900.00	-3,441.00
	Credit Card Charge		12/31/2022	2/22/23	Target	✓	-683.76	-4,124.76
	Credit Card Charge		12/31/2022	2/6/23	Wal-Mart	✓	-19.97	-4,144.73
	Credit Card Charge		3/9/2023	1/31/23	Wal-Mart	✓	-1,150.28	-5,295.01
	Credit Card Charge		3/9/2023	1/24/23	Wal-Mart	✓	-1,052.93	-6,347.94
	Credit Card Charge		3/9/2023	729.45	Pizza Plus	✓	-729.45	-7,077.39
	Credit Card Charge		3/9/2023	1/25/23	Wal-Mart	✓	-575.82	-7,653.21
	Credit Card Charge		3/9/2023	2/21/23	Wal-Mart	✓	-376.95	-8,030.16
	Credit Card Charge		3/9/2023	2/20/23	Wal-Mart	✓	-286.14	-8,316.30
	Credit Card Charge		3/9/2023	2/17/23	Wal-Mart	✓	-254.45	-8,570.75
	Credit Card Charge		3/9/2023	2/13/23	Wal-Mart	✓	-249.50	-8,820.25
	Credit Card Charge		3/9/2023	2/23/23	Wal-Mart	✓	-204.62	-9,024.87
	Credit Card Charge		3/9/2023	1/25/23	Wal-Mart	✓	-184.07	-9,208.94
	Credit Card Charge		3/9/2023	2/22/23	Zira Technologies Inc.	✓	-168.00	-9,376.94
	Credit Card Charge		3/9/2023	2/16/23	Chick Fil A	✓	-160.47	-9,537.41
	Credit Card Charge		3/9/2023	2/6/23	Food Lion	✓	-153.80	-9,691.21
	Credit Card Charge		3/9/2023	2/13/23	Food Lion	✓	-138.83	-9,830.04
	Credit Card Charge		3/9/2023	2/6/23	CDA Council	✓	-125.00	-9,955.04
	Credit Card Charge		3/9/2023	2/13/23	CDA Council	✓	-125.00	-10,080.04
	Credit Card Charge		3/9/2023	2/2/23	Pizza Plus	✓	-119.34	-10,199.38
	Credit Card Charge		3/9/2023	2/6/23	Wal-Mart	✓	-107.92	-10,307.30
	Credit Card Charge		3/9/2023	2/16/23	Wal-Mart	✓	-96.32	-10,403.62
	Credit Card Charge		3/9/2023	2/22/23	Dollar Tree	✓	-71.25	-10,474.87
	Credit Card Charge		3/9/2023	2/23/23	Subway	✓	-67.02	-10,541.89
	Credit Card Charge		3/9/2023	2/2/23	Wal-Mart	✓	-53.99	-10,595.88
	Credit Card Charge		3/9/2023	2/3/23	Wal-Mart	✓	-42.69	-10,638.57
	Credit Card Charge		3/9/2023	1/27/23	Wal-Mart	✓	-37.86	-10,676.43
	Credit Card Charge		3/9/2023	2/16/23	American Red Cross	✓	-36.00	-10,712.43
	Credit Card Charge		3/9/2023	2/20/23	VA Dept of Social Services 1	✓	-30.69	-10,743.12

Scott County Public School Head Start
Reconciliation Detail
2300 - Bank of America CC, Period Ending 02/25/2023

Type	Date	Num	Name	Clr	Amount	Balance
Credit Card Charge	3/9/2023	2/6/23	DSS Central Registry	✓	-10.23	-10,753.35
Total Charges and Cash Advances						
Payments and Credits - 5 items						
Bill	12/31/2022	12/26/22-1/25/23	Bank of America 1	✓	219.22	219.22
Bill	12/31/2022	12/26/22-1/25/23	Bank of America 1	✓	3,026.44	3,245.66
Bill	2/14/2023	12/26/22-1/25/23	Bank of America 1	✓	1,108.88	4,354.54
Bill	2/14/2023	12/26/22-1/25/23	Bank of America 1	✓	3,685.33	8,039.87
Credit Card Credit	3/9/2023	3/1/2023	Bank of America 1	✓	39.80	8,079.67
Total Cleared Transactions						
					-2,673.68	-2,673.68
Cleared Balance					2,673.68	10,713.55
Register Balance as of 02/25/2023					2,673.68	10,713.55
Ending Balance					2,673.68	10,713.55



COLA FUNDING APPLICATION

#03CH011328

01/01/2023-12/31/2023

*“Guiding low-income families toward school readiness and
self-sufficiency”*

SCOTT COUNTY PUBLIC SCHOOL HEAD START PROGRAM

www.scottcountyheadstart.org
(276) 386-6051
centraloffice@scottcountyheadstart.org

TABLE OF CONTENTS

COST OF LIVING ADJUSTMENT FUNDING.....	2
1. Planned Use of Cost-of-Living Adjustment (COLA)	2
2. Budget Justification & Narrative.....	2
<i>A. Line Item Detail</i>	<i>2</i>
<i>B. Non-Federal Share</i>	<i>5</i>
<i>C. Administrative Cost Computations</i>	<i>5</i>

COST OF LIVING ADJUSTMENT FUNDING

1. Planned Use of Cost-of-Living Adjustment (COLA)

According to the ACF funding guidance letter issued on 3/09/2023, Scott County Public School Head Start (SCPSHS) has received funding in the amount of **\$106,385** (\$74,272 – HS / \$32,113 – EHS) to support an increase of 5.60% in staff salaries and fringe benefits for grant #03CH011328.

Scott County Public School Head Start proposes to use funds to provide a 5.60% cost-of-living adjustment (COLA) and two-step increase for all contracted staff salaries. As a result, a 5.60% increase will be reflected on all steps of the organization's salary scale. Funds will also be used to support the increase in fringe benefits as a result of increased salaries. COLA increases will be reflected in staff contracts beginning July 1, 2023. Retroactive COLA payments will be disbursed to staff for the period of January 1, 2023 – June 30, 2023 upon approval of grant funding. In addition to the cost-of-living adjustment and two-step increase, the entry level rate of pay for an Early Head Start Teacher (EHST AA/BS) with an Associate's or Bachelor's Degree will be increased from \$13.32 per hour to \$14.75 per hour.

2. Budget Justification & Narrative

A. Line Item Detail

PERSONNEL – Of the total amount, **\$82,904** (\$58,019 – HS / \$24,885 – EHS) has been allocated to the Personnel line item. These funds will be used to pay salary increases for contracted, full-time employees listed in the chart below.

CONTRACTED POSITION	# OF EMPLOYEES
Early Head Start Teacher (EHST)	8
Head Start Teacher (HST)	8

Head Start Teacher Assistant (TA)	8
Family Resource Specialist (FRS)	3
Family & Community Services Coordinator (FCSC)	1
Receptionist/Data Secretary (R/DS)	1
Head Start Director (DIR)	1
HR/Fiscal Officer (HR/FO)	1
Child Development Services Coordinator (CDSC)	1
Health Services Coordinator (HSC)	1

Cost allocation amounts are determined based on the roles and responsibilities of each position and defined within job descriptions. Additionally, the Cost Allocation Plan has been approved by Policy Council and the Scott County School Board. This plan is reviewed on an annual basis to determine allowability, reasonableness, and allocability of costs.

The following chart provides a summary of the 5.60% increase + two steps summarized by service area.

PERSONNEL			
	HS	EHS	TOTAL
Child Health & Development	\$39,430	\$20,525	\$59,955
Family & Community Partnership	\$9,031	\$2,118	\$11,149
Program Design & Management	\$9,558	\$2,242	\$4,170
TOTAL	\$58,019	\$24,885	\$82,904

FRINGE BENEFITS – SCPSHS has allocated **\$23,481** (\$16,253 - HS / \$7,228 - EHS) of the total federal funds for payment of employee fringe benefits impacted by COLA salary increases

FICA – program’s share of employer medicare and social security taxes.

Worker’s Compensation – program’s share of worker’s compensation insurance costs covered through Scott County Schools.

Unemployment – program’s unemployment costs through the Commonwealth of Virginia.

Health Insurance – program’s share of health and vision insurance benefits offered through Scott County Schools.

Group Life – program’s share of life insurance costs offered through Scott County Schools.

Retirement – program’s share of retirement costs for eligible employees through the Virginia Retirement System (VRS). Certain eligible employees are enrolled in the VRS Hybrid model plan and are eligible for the Virginia Local Disability Plan (VLDP). All VRS members are eligible to receive a health insurance credit upon retirement to assist with the cost of health insurance premiums.

The following chart provides a summarization of the program’s fringe benefits costs:

FRINGE		HS	EHS	TOTAL
<i>Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance</i>				\$6,889
FICA	7.65%	\$4,438	\$1,904	
Worker's Compensation	.28%	\$162	\$70	
Unemployment	.38%	\$220	\$95	
<i>Health / Dental / Life Insurance</i>				\$1,551
Health Insurance		\$130	\$311	
Group Life Insurance	1.34%	\$777	\$333	
<i>Retirement</i>				\$15,041
VRS	16.62%	\$9,643	\$4,136	
VLDP	.312%	\$181	\$78	
Health Insurance Credit	1.21%	\$702	\$301	
FRINGE TOTAL		\$16,253	\$7,228	\$23,481

B. Non-Federal Share

The novel coronavirus (COVID-19) pandemic has significantly impacted communities across the nation, including the program's service area. The lack of resources brought on by this major disaster may result in the program's inability to meet the 20% match requirement for this project. The program proposes to waive the COLA non-federal share match amount of **\$26,596** (\$18,568 – HS / \$8,028 – EHS). Scott County Public School Head Start will continue its' efforts to capture all non-federal share available to the program during this budget period.

C. Administrative Cost Computations

The HR/Fiscal Officer records and monitors administrative costs monthly utilizing the allocation of administrative costs as defined in the Cost Allocation Plan. These costs are reported on the monthly financial report made available to policy council and the governing body.

The 15% maximum allowable administrative cost for this budget period is **\$15,958** (\$11,141 – HS / \$4,817 – EHS). The below listed chart details the budget allocations for administrative cost per line item category.

PERSONNEL			
	HS	EHS	TOTAL
Program Design & Management	\$8,434	\$1,978	
PERSONNEL TOTAL	\$8,434	\$1,978	\$10,412

FRINGE BENEFITS				
	%	HS	EHS	TOTAL
<i>Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance</i>				\$866
FICA	7.65%	\$645	\$151	
Worker's Compensation	.28%	\$24	\$6	
Unemployment	.38%	\$32	\$8	
<i>Health / Dental / Life Insurance</i>				\$204
Health Insurance		\$19	\$45	
Group Life Insurance	1.34%	\$113	\$27	
<i>Retirement</i>				\$1,889
VRS	16.62%	\$1,402	\$329	

VLDP	.312%	\$26	\$6	
Health Insurance Credit	1.21%	\$102	\$24	
FRINGE TOTAL		\$2,363	\$596	\$2,959
ADMINISTRATIVE COST TOTAL		\$10,797	\$2,574	\$13,371
		(14.54%)	(8.02%)	

Fringe benefits are calculated based on the percentage of the employee's salary defined as administrative cost multiplied by the actual fringe benefit percentage (*i.e. 100% administrative salary x 7.65% FICA*).



QUALITY IMPROVEMENT
APPLICATION

#03CH011328

01/01/2023-12/31/2023

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TABLE OF CONTENTS

QUALITY IMPROVEMENT FUNDING.....2

1. Planned Use of Quality Improvement (QI).....2

2. Budget Justification & Narrative.....2

 A. Line Item Detail2

 B. Non-Federal Share4

 C. Administrative Cost Computations4

QUALITY IMPROVEMENT FUNDING

1. Planned Use of Quality Improvement (QI)

According to the ACF funding guidance letter issued on 3/09/2023, Scott County Public School Head Start (SCPSHS) has received funding in the amount of **\$53,116** (\$39,623 – HS / \$13,493 – EHS) to support investments consistent with Sec. 640(a)(5) of the Act. Recipients are strongly encouraged to commit to sustained quality improvement investments, such as further increasing wages of Head Start/Early Head Start educational staff. OHS also strongly encourages recipients to consider investments to support and strengthen the mental health of children, families, and staff in the program.

SCPSHS proposes to use these funds to increase the entry level rate of pay for an Early Head Start Teacher (CDA) with an Infant/Toddler CDA and Teacher Assistant (TA) with a Preschool CDA from \$12.67 per hour to \$13.50 per hour. Additionally, these funds will be used to address the enhanced mental health needs of children, to include in-classroom alternative behavioral intervention services.

2. Budget Justification & Narrative

A. Line Item Detail

PERSONNEL – Of the total amount, **\$21,258** (\$10,827 – HS / \$10,431 – EHS) has been allocated to the Personnel line item. These funds will be used to pay salary increases for six contracted, full-time Early Head Start Teachers (EHST-CDA) and eight contracted, full-time Teacher Assistants (TA).

The following chart provides a line item detail of the step increase allocated across positions within each service area.

PERSONNEL			
	HS	EHS	TOTAL
Child Health & Development	\$10,827	\$10,431	\$21,258
Family & Community Partnership	\$0	\$0	\$0
Program Design & Management	\$0	\$0	\$0
TOTAL	\$10,827	\$10,431	\$21,258

FRINGE BENEFITS – In addition to salary increase, fringe benefits impacted by the increase have been allocated in the amount of **\$6,070** (\$3,008 – HS / \$3,062 – EHS). The following chart provides a line item detail of the fringe benefits allocation.

FRINGE				
		HS	EHS	TOTAL
<i>Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance</i>				\$1,766
FICA	7.65%	\$828	\$798	
Worker's Compensation	.28%	\$30	\$29	
Unemployment	.38%	\$41	\$40	
<i>Health / Dental / Life Insurance</i>				\$447
Health Insurance		\$0	\$162	
Dental Insurance		\$0	\$0	
Group Life Insurance	1.34%	\$145	\$140	
<i>Retirement</i>				\$3,857
VRS	16.62%	\$1,799	\$1,734	
VLDP	.312%	\$34	\$33	
Health Insurance Credit	1.21%	\$131	\$126	
FRINGE TOTAL		\$3,008	\$3,062	\$6,070

CONTRACTUAL (Health & Disabilities Services) – Of the total amount **\$25,788** (\$25,788 - HS / \$0 - EHS) has been allocated to the Contractual line item. These funds will be used to provide additional mental health supports to enrolled children.

In December 2022, therapeutic day treatment services ended for all enrolled children served through the county school system. This impacted eight Head Start children and twelve qualified mental health professionals (QMHP). As a result, SCPSHS entered into a partnership

with Family Preservation Services to secure a qualified mental health professional (QMHP) for alternative behavioral intervention services (ABIS) utilizing ARP funds. These services are in addition to the mental health consultant currently provided through Frontier Health. The program has planned to extend the partnership agreement with Family Preservation Services through the remainder of the 2022-2023 school year. This agreement has been budgeted at the following rate: 29 days x \$220 per day = \$6,380. In addition, the program proposes to increase mental health supports provided through the Frontier Health consultant. This cost has been budgeted at the following rate: \$30 per hour x 17 hours x 6 months = \$3,060. The remaining \$16,348 will be used to support alternative behavioral intervention services for the period of August – December 2023 through Family Preservation Services contingent upon a written agreement.

B. Non-Federal Share

The novel coronavirus (COVID-19) pandemic has significantly impacted communities across the nation, including the program's service area. The lack of resources brought on by this major disaster may result in the program's inability to meet the 20% match requirement for this project. The program proposes to waive the non-federal share match amount of **\$13,279** (\$9,906 – HS / \$3,373 – EHS). SCPSHS will continue its' efforts to capture all non-federal share available to the program during this budget period.

C. Administrative Cost Computations

The HR/Fiscal Officer records and monitors administrative costs monthly utilizing the allocation of administrative costs as defined in the Cost Allocation Plan. These costs are reported on the monthly financial report made available to policy council and the governing body.

The 15% maximum allowable administrative cost for this budget application is **\$7,967** (\$5,943 – HS / \$2,024 – EHS). All costs contained within this application are defined as "programmatic."

Extension:

The 2022-2023 Staff Retention Plan shall be extended for all eligible permanent contracted staff for the period of April 1, 2023 – June 30, 2023 with the following changes:

All eligible permanent contracted staff as defined in the program's Personnel Policies & Procedures Manual, will receive a \$350 monthly retention bonus for services rendered during the month so long as they meet an 80% attendance rate. Employees must be in active full-time employment status on the day of payout. Scheduled and un-scheduled leave will be counted against an employee's attendance rate with the exception of vacation leave, which must be exhausted prior to the end of the school term. Ten- and eleven-month employees will remain eligible for monthly retention payouts during months in which there are no child contact days.

SCPSHS will continue to carefully communicate with staff that any incentives are not permanent. Payouts will be processed as detailed in the chart below. Retention bonus payouts are taxable income.

MONTH	PAYOUT DATE
April 2023	May 2023
May 2023	June 2023
June 2023	July 2023

Retention bonus payouts for permanent non-contracted and temporary non-contracted staff are not included in the extension and will expire March 31, 2023.

Approved by Scott County Public School Head Start Policy Council:

Approved by Scott County School Board:

SCOTT COUNTY PUBLIC SCHOOL HEAD START
STAFF RETENTION PLAN
SY 2022-2023

Purpose:

A strong, stable early care and education (ECE) workforce is essential to economic recovery, child learning and development, and overall family well-being. However, ECE programs across the country face unprecedented shortages in staff; a problem that existed prior to, and was exacerbated by, the COVID-19 pandemic. The child care industry is down more than 10 percent of pre-pandemic levels and hiring of key staff is more challenging than ever.

Scott County Public School Head Start (SCPSHS) is not immune to these staffing challenges. Program data reveals a 24% turnover rate in full-time contracted employees during the 2021-2022 school year. On average, the program maintains a substitute teaching pool of approximately 20 employees. As of June 2022, the program has four active substitute teaching staff. Extensive recruitment efforts have been made by program staff to attract and retain qualified staff, yet job vacancies remain unfilled.

While the last two years has brought significant challenges to the Head Start workforce, promoting staff wellness can enable staff to be successful in achieving their goals and fostering positive outcomes for children and families. Staff who are happier, healthier, and less stressed are able to engage in higher quality interactions with children.

SCPSHS has executed strategies to intrinsically motivate staff since the start of the COVID-19 pandemic. The program has formed a staff wellness committee to engage staff in team activities such as health and fitness challenges, employee recognition efforts, and other activities utilizing a whole-body wellness approach. In-service trainings have been modified to include on-site yoga, exercises classes, and healthy meal demonstrations. Childcare was provided to staff who were unable to telework and experienced a lack of available childcare due to school closures.

During the 2020-2021 and 2021-2022 school years, the Scott County School Board provided eligible Head Start employees with emergency paid sick leave and expanded FMLA beyond the expiration of the Families First Coronavirus Response Act (FFCRA) for COVID-19 related reasons, including leave to receive the COVID-19 vaccine and recovery of any side effects. The program continues to promote staff vaccinations to support a healthy and safe environment as children and staff return to full in-person services.

In an initiative to increase job performance, SCPSHS has implemented various coaching and free and/or employer-paid professional development opportunities. The program voluntarily participates in the region's PDG grant providing educators the opportunity for professional development, free CLASS certification, and quarterly stipends upon completion of classroom observations and reflective feedback. SCPSHS has implemented professional learning

communities, certified educators in curriculum, CLASS reliability, and given opportunities for staff to participate in listening circles among their peers to discuss challenges and provide support to one another.

In an effort to provide additional support with addressing challenging behaviors and an increased need for sanitation, the program has added additional part-time staff in each classroom.

The program strives to foster an environment of mutual respect, trust, and teamwork where staff feel empowered to make decisions and know that program leadership are there to support them.

High employee turnover rates have added an additional strain on existing program staff. Coupled with other personal and professional hardships associated with the COVID-19 pandemic, many program employees are susceptible to increased employee burnout. While intrinsic motivators can help organizations achieve long-term goals, extrinsic motivators such as retention bonuses, often play a role in improving employee engagement, morale, and job satisfaction.

Authority:

Guidance for this plan is supported by the Code of Federal Regulations 45 CFR Part 75 – UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR HHS AWARDS; the Head Start Program Performance Standards; the Fiscal Policies and Procedures of SCPSHS; the Personnel Policies & Procedures Manual, including the Incentive Compensation Policy; Information Memorandum ACF-IM-HS-21-05; ACF Dear Colleague Letter 10/13/2021; Information Memorandum ACF-IM-HS-22-04.

Proposal:

The HHS' Administration for Children and Families (ACF) is strongly encouraging entities to use American Rescue Plan (ARP) Act funds to increase payments, compensation, and benefits for the ECE workforce.

SCPSHS recognizes the essential role program staff play in the delivery of high-quality, comprehensive services to enrolled infants, toddlers, preschool-aged children, and their families. In an effort to provide such a critical infrastructure for parents to work and/or pursue training or education while their child is in an affordable, safe, nurturing, and educationally enriching environment, SCPSHS will provide one-time incentives through the use of retention bonuses.

Effective July 1, 2022, all eligible permanent contracted staff as defined in the program's Personnel Policies & Procedures Manual, will receive a \$350 monthly retention bonus for services rendered during the month so long as they meet an 80% attendance rate. Employees must be in active full-time employment status on the last working day of the month ending to be eligible for a retention payout. Scheduled and un-scheduled leave will be counted against an employee's attendance rate with the exception of vacation leave, which must be exhausted prior to the end of the school term. Ten- and eleven-month employees will remain eligible for monthly retention payouts during months in which there are no child contact days.

SCOTT COUNTY PUBLIC SCHOOL HEAD START AND EARLY HEAD START
SELECTION CRITERIA
2023-2024

Head Start

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), SNAP (Supplemental Nutrition Assistance Program), 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 one or more of the following special family circumstances:
 - Single parent
 - Working family
 - Parent enrolled in higher education
 - Child in the care of a relative
 - Child of an incarcerated parent
 - DSS referral/ extenuating circumstances
 - Death of a parent
 - Early Intervention Referral
 - Child in care of another relative/ guardian
9. Child has older siblings enrolled in Scott County Public Schools.

Early Head Start

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), SNAP Supplemental Nutrition Assistance Program, or the SSI (Supplemental Security Income) program.
4. Income eligible child under 100% of poverty level with a suspected or documented disability.
5. Income eligible child under 100% of poverty level.
6. Child with one or more of the following special family circumstances:
 - Single parent
 - Working family
 - Parent enrolled in higher education
 - Child in the care of a relative
 - Child of an incarcerated parent
 - DSS referral/ extenuating circumstances
 - Death of a parent
 - Early Intervention Referral
 - Child in care of another relative/ guardian
7. Child has older siblings enrolled in Scott County Public Schools.

SCPSHS UNSCHEDULED CLASSROOM CLOSING POLICY

Purpose

Scott County Public School Head Start puts the health and safety of all children and staff as top priority. In some cases, inclement weather such as flooding, snow, or ice may pose a risk to safety and make it necessary for center closures. In this case, Scott County Public School Head Start will follow the guidance of the program's Inclement Weather Policy or Remote Inclement Weather Plan in collaboration with Scott County Public School. Early Head Start center weather-related closures are at the discretion of the Head Start Director and are not made in collaboration with Scott County Public Schools.

In extreme cases, individual Head Start or Early Head Start centers may need to close if pertinent health and safety standards cannot be met. This policy will provide provision for such closures.

Exposure and Communicable Disease Outbreaks

In the event of a communicable disease outbreak, including the virus that causes COVID 19, that threatens the health or safety of our staff and children, Scott County Public School Head Start will follow the recommendations of the Local Health Department and Scott County Public Schools.

Health and Safety Standards

To operate a center the following health and safety standards under staff supervision of children must be met.

- 8VAC20-780-340 (A). When staff are supervising children, they shall always ensure their care, protection, and guidance. This includes adequate training and qualifications of staff.
- 8VAC20-780-340 (B). During the center's hours of operation, one adult on the premises shall be in charge of the administration of the center. The person shall be either the administrator or an adult appointed by the licenses or designated by the administrator.
- During the stated hours of operation, there shall be one staff member who meets the qualifications of a program leader or program director and who is immediately available to staff, on the premises and on field trips, when one or more children are present.
- 8VAC20-780-240 (B). Staff working in the center must complete orientation training in subsection C of this section prior to the staff member working alone with children and no later than 7 days of the date of assuming job responsibilities.
- 8VAC20-780-240 (C). Orientation training shall be appropriate to the age of the children in care and include all of the following facility specific topics:
 - Job responsibility and whom they report
 - Center policy and procedures
 - Playground safety procedures
 - Recognizing child abuse and neglect and legal requirements of reporting
 - Confidential treatment of personal information
 - Center's policies and procedures of medication administration
 - Emergency preparedness and procedures
 - Prevention of shaken baby and sudden infant death syndrome, as necessary
 - Prevention of, and response to, emergencies due to food and other allergic reactions
 - Prevention and control of disease
 - Procedures for active supervision of children
 - At least one staff member in each licensed center must have a pediatric CPR and First Aid certification.

- 8VAC20-780-350 Staff-to-children ratio and group size requirements: These requirements must be met any time the center is in operation by qualified program staff. When children are in ongoing mixed aged groups, the staff-to-children ratio and group size applicable to the youngest child in the group shall apply to the entire group.
 - Birth to 16 months: Staff: Children- 1:4 Group size maximum: 12
 - 16 months-24 months: Staff: Children-1:5 Group size maximum:15
 - 2 years old: Staff: Children- 1:8 Group size maximum 24
 - 3 years up to school age: Staff: Children- 1:10 group size maximum 30
- 8VAC20-780-260 Approval from other agencies; requirements subsequent to initial licensure.
 - Annual fire inspection report
 - Annual health department reports with requirements meeting: water supply, sewage disposal system, and food service.
- 8VAC20-780-270 Building Maintenance (A). Areas and equipment of the center, inside and outside, shall be maintained in a clean, safe, and operable condition.
- 8VAC20-780-270 (B). Heat shall be supplied from a heating system
- 8VAC20-780-270 (C). In inside areas occupied by children, the temperature shall be no lower than 68 degrees Fahrenheit
- 8VAC20-780-270 (E). Safe drinking water must be accessible at all times
- 8VAC20-780-320 Restroom Areas and Furnishings (B)(2). Have toilets that are flushable.
- At least one of the classroom staff members must be a contracted full-time teacher, teacher assistant, or CDSC with the program

Procedures for Individual Center Closures

Once a health and/or safety concern of a center's operation has been identified, the appropriate management staff will notify the Director. It is ultimately the Director's decision on whether or not an individual center should be closed. Before any closures are considered, all problem-solving solutions must be considered. These solutions include, but are not limited to,

- Exploring the use of all support staff such as aides and substitutes to operate a center due to staff shortage
- Utilizing Family Resource Staff as center staff to operate a center due to staff shortage
- Employing the use of the CDSC or other qualified management staff as appropriate to operate a center due to staff shortage
- Moving program center staff around to ensure all classrooms have at least one contracted center staff to operate a center due to staff shortage
- In the case of inadequate water supply or flushable toilets; the purchase of gallon jugs of water and /or bottled water, combining centers when feasible, or the short-term use of another location's water /toileting supplies
- In the event of emergency building maintenance, short term solutions may include moving the location of the center temporarily, combining centers when feasible, and keeping indoor temperatures within 68-80 degrees Fahrenheit through the use of fans or heating units in the case of heat pump disruptions or maintenance
- Applying the use of onsite maintenance staff as soon as possible for emergency building maintenance

Required Instructional Days

The health and safety of our children and staff is the most important factor when making the decision to close a center. Closing of individual centers will be minimal, if at all, and considered only as an absolute last resort in maintaining the integrity of our health and safety standards. Individual center closures will not affect the overall programmatic days scheduled or the minimum of instructional days /hours set forth by the Head Start Program Performance Standards. Therefore, the program year will not be extended for makeup of these emergency closures. The program will however provide remote services to the fullest extent possible. This includes the provision of missed program meals, educational activities, and any off-site screenings/health services that can be safely provided. Center teachers will document attendance in ChildPlus with "V" for Virtual.

Since the closures will be considered remote instructional days, and will not extend the school year or staff contracts, all center contracted staff related to the closure are expected to participate in virtual instruction and working in the center, or at the office as appropriate. Employee participation may vary according to the needs of the center and program and is at the discretion of the Director or CDSC. Employees are expected to work a full work day no matter the location of the employees work site for the day. If the center staff are unable to participate, for example, due to transportation, sickness, or injury they are expected to report their absence and follow timesheet reporting of time off.

Communications to Families

In the event of an unscheduled closure, the center teacher is expected to notify all families via a phone call or in person contact as soon as the closure is known. If the center teacher is unable to contact the families, the center assistant teacher may notify families. If, for some reason neither the center teacher or teacher assistant is capable of notifying families, the HSC or the CDSC may notify all families.

In the event families cannot be reached by phone or in person, staff may notify families through the other preferred means of contact the family has listed. It is the program staff's responsibility to ensure that each family member has received the information of the center closure by a reply back from the family. Leaving a voicemail with no reply back from the family or relaying the information to another family member is not an acceptable means of ensuring families know of an unscheduled center closure.

All families related to the center's closure will be provided an all call program notification from the program's mass notification system in addition to the communications to families listed above. In addition, center teacher or teacher assistants may list it on their individual classroom website pages.

Communications to LEA

In the event of an unscheduled closure, the Director will notify the School Superintendent and Assistant Superintendent via email of the programs plan to close an individual classroom and why it is deemed necessary to close. The Director will also email the Bus Transportation Manager to let them know of the closure of the classroom and which buses transport the children related to the closure to ensure individual bus drivers are notified to not pick up on these routes.

Center staff will notify the respective cafeterias of their closures.

Communications to State Licensing Agency

The CDSC will be responsible for notifying the program's State Licensing Agent in the event of a closure. This may be via email or a phone call.

PC Approval Date:

Governing Body Approval Date:

All eligible permanent non-contracted staff as defined in the program's Personnel Policies & Procedures Manual, will receive a monthly retention bonus for services rendered during the month so long as they work a minimum number of hours per pay period as outlined in the table below. Permanent non-contracted staff will follow the program's approved Head Start and/or Early Head Start operational calendars. Non-working days due to school closures and holidays will be subtracted from the minimum number of hours requirement. Employees must be in an active permanent non-contracted employment status on the last working day of the month ending to be eligible for a retention payout. Permanent non-contracted staff are not eligible for retention payouts during months in which there are no child contact days.

POSITION	MINIMUM HRS. PER PAY PERIOD	MONTHLY PAYOUT
Food Service Provider / Educational Assistant	88	\$150
EHS Floater	64	\$150
Classroom Aide	58	\$100

All eligible temporary non-contracted staff as defined in the program's Personnel & Procedures Manual, will receive a 25% match on their gross earnings not to exceed \$100 for services rendered during the pay period.

SCPSHS will carefully communicate with staff that any incentives with one-time funding sources are not permanent. This retention bonus shall remain in effect until March 31, 2023. Payouts will be processed as detailed in the chart below. Retention bonus payouts are taxable income.

MONTH	PAYOUT DATE
July 2022	August 2022
August 2022	September 2022
September 2022	October 2022
October 2022	November 2022
November 2022	December 2022
December 2022	January 2023
January 2023	February 2023
February 2023	March 2023
March 2023	April 2023

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SCOTT COUNTY PUBLIC SCHOOL HEAD START

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MITIGATING THE SPREAD OF COVID-19 IN HEAD START PROGRAMS

Purpose:

The purpose of this policy is to provide guidance to Scott County Public School Head Start (SCPSHS) around the final rule, mitigating the spread of COVID-19 in Head Start Programs.

The final rule effective January 6, 2023, removes the universal masking requirement for individuals 2 years and older. It does not address the vaccination requirement, therefore the Head Start Program Performance Standards (HSPPS) at 45 CFR 1302.93 and 1302.94 remain in effect. The final rule also requires Head Start programs to have an evidence-based COVID-19 mitigation policy, developed in consultation with our Health Services Advisory Committee (HSAC).

SCPSHS's priority is to implement the protocols needed to promote the safety of in-person learning environments for staff, contractors, volunteers, children, and their families.

Scope:

This policy applies to all staff, and contractors whose activities involve contact with, or providing direct services to children and families, and volunteers working directly with children of Scott County Public School Head Start. All individuals covered by this policy are required to follow the measures hereby listed in this policy to reduce or lower SARS-CoV-2 transmission, or disease severity when community spread increases. Therefore, ensuring our program adapts to changing circumstances and conditions of COVID-19. The evidence-based migration policy will enact multiple strategies, using a layered approach to minimize the impact of SARS-CoV-2 to protect the health of children, families, and staff. This policy also includes a specific communication plan on how information is relayed to staff, families, and children of the program.

Authority:

Guidance for this policy is supported by (88 FR 993) contained within the Code of Federal Regulations 45 CFR Part 1302.47(b)(9) – MITIGATING THE SPREAD OF COVID-19 IN HEAD START PROGRAMS; Head Start Program Performance Standards; and the program's Personnel Policies & Procedures Manual.

The revised standards (Amendment to 45 CFR Part 1302.47) as follows:

PART 1302 – PROGRAM OPERATIONS Subpart D – Health Program Services 1302.47 Safety practices.

(9) COVID19 mitigation policy. The program has an evidence-based COVID-19 mitigation policy developed in consultation with their Health Services Advisory Committee (HSAC) that can be scaled up or down based on the impact of COVID-19 in the community to protect staff, children, and families from

COVID-19 infection.

Universal Strategies for Everyday Operations

SCPSHS will take a variety of actions every day to mitigate the spread of infectious diseases, including the virus that causes COVID-19. The following strategies are universal strategies that will be in place during everyday program operations and all COVID-19 community levels, including low.

Staying Up to Date on Vaccinations

All staff or contractors whose activities involve contact with or providing direct services to children and families, and volunteers working directly with children of SCPSHS are required to be fully vaccinated. For more information on SCPSHS's mandated vaccination policy see the amended COVID 19 Vaccination Policy.

SCPSHS will promote equitable access to vaccines to staff, families, and children through current recommendations and information outlined by the CDC. SCPSHS will partner with the local Health Department and the Health Wagon to schedule and promote onsite vaccination clinics as advised, and will provide information, where available, regarding off-site vaccination locations. It is the stance of SCPSHS to provide information about COVID 19 vaccines as well as other childhood immunizations, and will provide staff paid time off to receive COVID 19 immunizations and related boosters. More information on the COVID 19 immunization schedule can be found at: <https://www.immunize.org/catg.d/p3130.pdf>

Staying Home When Sick

Any person with symptoms of a contagious infection such as cough, fever, sore throat, vomiting, or diarrhea, should stay home. Any child or staff member with a fever of 100.4 or greater will be excluded from center activities. Testing is recommended for anyone with symptoms of COVID 19 as soon as possible after the onset of symptoms. Staying home when sick can lower the exposure and infection rates of COVID 19 as well as other infectious diseases. For more information on when exclusion from center care is necessary, please see "Is your child well enough to be at school today?" attachment at the end of this policy.

Hand Hygiene and Respiratory Etiquette

SCPSHS will teach and reinforce proper hand hygiene to lower the risk of spreading viruses. Staff will monitor and reinforce handwashing behaviors during key times of the day such as before and after eating, after using the restroom, when visually soiled, and after outdoor play. Staff will also wash hands during these key times of the day as well as before and after diaper changing or assisting the child in the restroom. All classrooms will be provided with handwashing infographics on or near handwashing facilities. All centers will be provided proper handwashing materials such as soap, water, and paper towels where possible and when proper handwashing is not accessible, hand sanitizer with a minimum of 60% alcohol will be available for all children, ages 2 and up, and staff. Staff will teach and monitor proper respiratory etiquette through the provisions of covering a cough or sneeze and the proper way to use, handle, and discard tissues to help keep individuals from getting and spreading infectious diseases. For more information click the link to be directed to the CDC's video for "Cover Your Coughs and Sneezes-Kids." See also the attachments at the end of this policy.

<https://youtu.be/mQINuSTP1jI>

Ventilation

SCPSHS will optimize ventilation and maintain the air quality improvements as provided by the current air purifier in place, iWave. Maintenance and updates such as routinely changing filters will be provided as needed.

Staff will be encouraged to open windows when safe to do so to allow for circulation of fresh air. During increased levels of community transmission, such as medium and high as determined by Virginia Department of Health (VDH), education staff will be encouraged to provide more classroom activities outdoors, weather permitting.

Cleaning

All classroom surfaces will be cleaned and sanitized with the use of the electrostatic disinfecting handheld sprayer at least once daily to reduce the risk of spreading germs. Additionally, classroom staff will follow the recommended procedures for cleaning, sanitizing, and disinfection in their settings such as after diapering, feeding, and exposure to body fluids. More information can be found in "Safety" center procedures section B.

Increased COVID 19 Levels and Associated Prevention Strategies

The Virginia Department of Health's COVID-19 data tracker helps communities and individuals make decisions about COVID 19 prevention strategies utilizing key data. This data categorizes a community's level of transmission as low, moderate, or high. During increased or particularly high levels of transmission and outbreaks, SCPSHS will take additional prevention strategies as necessary. When COVID 19 Community levels begin to decline, SCPSHS will consider reducing layered prevention strategies with continual monitoring. The following data tracker will be utilized to determine Scott County, Virginia's community level:

https://covid.cdc.gov/covid-data-tracker/#county-view?list_select_state=Virginia&data-type=CommunityLevels&list_select_county=51169.

Any individual of SCPSHS who is at risk for severe sickness when contracting COVID 19 will be given reasonable modifications and accommodations when necessary to ensure that all children, including children with disabilities, are able to access in-person learning. SCPSHS will follow the CDC's list of who is at risk for getting severely ill. More information can be found by navigating to the CDC link below.

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/risks-getting-very-sick.html>

Low Community Transmission Level

SCPSH will follow the universal strategies for everyday operations and will continuously monitor the Virginia Department of Health's transmission data tracker.

Medium Community Transmission Level

Masking: Any staff, child, or family member of SCPSHS who chooses to wear a mask will be supported in their decision regardless of community level. During increased medium community level transmission, immunocompromised individuals ages 2 and over should wear a high-quality mask or respirator when indoors or in a public setting.

Diagnostic Testing: SCPSHS will provide diagnostic testing kits for staff with symptoms of COVID 19 or with symptoms following known exposure. Children will not be offered testing on site, but it will be recommended to a child's family to seek testing through their pediatrician or local health department. Upon parent request, SCPSHS may provide testing kits to parents for their child.

Screening Testing: Routine screen testing is not recommended. However, at medium levels of community transmission, screen testing may be recommended for high-risk activities such as congregational activities, and this includes: indoor field trips, open houses, etc.

High Community Transmission Level

Masking: During high community level transmission it is recommended that all individuals age 2 and over wear a high-quality mask or respirator. Children under the age of 2 are not permitted to wear masks and therefore, other prevention strategies for this age group may be put into place. This includes increased ventilation, avoidance of crowded settings such as intermingling of classrooms, and the implementation of individualized materials and spaces such as play and eating areas.

Diagnostic Testing: SCPSHS will provide diagnostic testing kits for staff with symptoms of COVID 19 or for those who have been exposed to someone with COVID 19. Children will not be offered testing on site but will be recommended to seek testing through their pediatrician or local health department. Upon parent request, SCPSHS may provide testing kits to parents for their child.

Screening Testing: Screening tests will be recommended to individuals who have had close contact with a person sick with COVID 19, such as persons living in the same household. Screening tests will also be recommended during high-transmission congregational activities such as field trips. SCPSH will provide equal access and availability to testing kits for staff and families.

Additional Precautions: During high transmission levels, SCPSHS may cancel any high-risk congregational activities such as indoor field trips, family engagement events, or open houses. Parent workshops and policy council meetings may be held virtually if necessary to reduce the transmission of COVID 19. To assist in reducing the spread of COVID 19, classrooms will utilize outdoor learning spaces when possible. Head Start and Early Head Start classrooms may set up areas for individualized, play and eating spaces to reduce communal transmission.

Management of COVID 19 Cases and Exposure

Children who come to the program with symptoms, or who develop symptoms while at school will be asked to wear a well-fitting mask or respirator while in the center and be sent home immediately. Children should isolate in the center's designated sick area until they are able to leave. Parents of sick children should be advised to seek testing with their child's pediatrician, consider testing their child at home or consult with their local health department as soon as possible. Staff whom develops symptoms during the school day are encouraged to isolate and test at the center using a COVID-19 rapid testing kit as soon as possible.

Quarantine is no longer recommended for people who are exposed to COVID 19 except in high-risk settings. If exposed, individuals should follow the policy outlined above on testing and wearing a mask if feasible.

SCPSHS will follow the VDH's protocol of isolation for people with COVID 19. For more isolation information utilize the link below to be directed to the Virginia Department of Health's website for isolation recommendations.

<https://www.vdh.virginia.gov/coronavirus/protect-yourself/infected/>

If You Have Symptoms / Test Positive: Anyone testing positive for COVID 19 will be excluded from the center and should isolate (stay home) for at least 5 days from the day the symptoms began. Day 0 is the day symptoms began and not the day a specimen was collected for the positive test.

If You are Not Symptomatic: If you are not symptomatic but have tested positive for COVID 19, stay home and isolate for 5 days from the day the specimen was collected. Day 0 is the day the specimen was collected. If symptoms develop during the 10-day isolation period, the clock starts over and day zero is considered to be the day of symptom onset.

Ending Isolation: With improving symptoms and no fever individuals may return to school/work on day 6 and are required to wear a well-fitting mask or respirator appropriately through day 10. Individuals that are not able to wear a well-fitting mask or respirator should isolate for the 10 full days. Children age 2 and under testing positive for COVID-19 will be required to isolate for the entire 10 days.

If a person with COVID 19 has been inside the center within 24 hours of testing positive, the center should be cleaned and disinfected thoroughly using the iWave electrostatic sprayer and solution.

Responding to Outbreaks

If a center is experiencing a COVID 19 outbreak, as defined by the local health department, SCPSH will consider adding additional prevention strategies regardless of the COVID 19 Community Level. This includes: wearing well-fitted masks, ventilation strategies, screen testing, and case investigation to determine transmission source.

SCPSHS will work closely with our state and local health department in accordance with state and local regulations on all mitigation strategies to support in-person learning.

Communication Plan

To ensure that staff and families are prepared to navigate the ongoing conditions of COVID 19, SCPSHS will implement the following communication plan in a linguistically and culturally appropriate manner for our staff and families:

- “Mitigating the Spread of COVID 19 in Head Start Programs” Policy will be listed on the SCPSHS website under the COVID 19 banner.
- Staff will be provided training on the implementation of the new policy.
- Staff and families will be provided a mitigation summary on the program’s website for an easy overview of the policy.
- The mitigation summary will also be included in the parent handbook for teachers to discuss with all families, including new enrollees.
- When there are changing COVID 19 conditions, staff will be notified by the HSC to update the COVID-19 Community Transmission Level signs outside of their classroom doors to notify families visually of our community level and mitigation strategies.
- During medium and high-level community transmission, a dial my call alert will go out by the HSC to all families notifying them of the changing COVID 19 conditions.

Questions

Please direct any questions regarding this policy to the Head Start Director, (276) 386-6051.

COVID-19 Leadership Team

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HSAC Team Members

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Andrea Haubner, Extension Agent, Virginia Cooperative Extension Service

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Leah Williams, Epidemiologist, Virginia Department of Health

Daniel Hunsucker, Health Educator, Virginia Department of Health

Kelly Bledsoe, Family and Community Services Coordinator, SCPSHS

Pamela Pruitt, Teacher, Duffield 1 Head Start

Jill Pearce, Early Childhood Case Manager, Project LINK

Misty Lee, Community Relations Consultant, Anthem HealthKeepers Plus

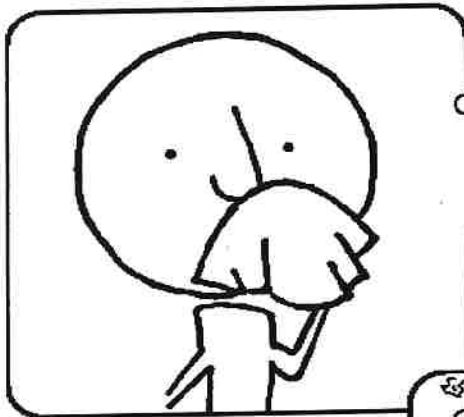
Heather Crause, Division Director of Child & Family Services, Frontier Health

Dr. Teresa Tyson, President/CEO, The Health Wagon

Candace Smith, Health Services Coordinator, SCPSHS

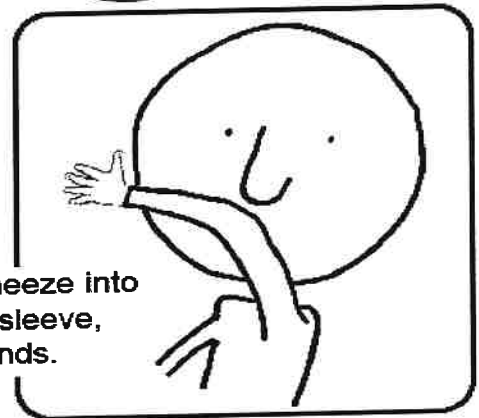
Stop the spread of germs that make you and others sick!

Cover your Cough



Cover your mouth
and nose with a
tissue when you
cough or sneeze

or
cough or sneeze into
your upper sleeve,
not your hands.

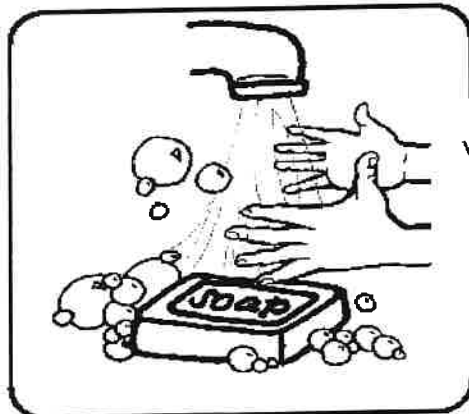


Put your used tissue in
the waste basket.



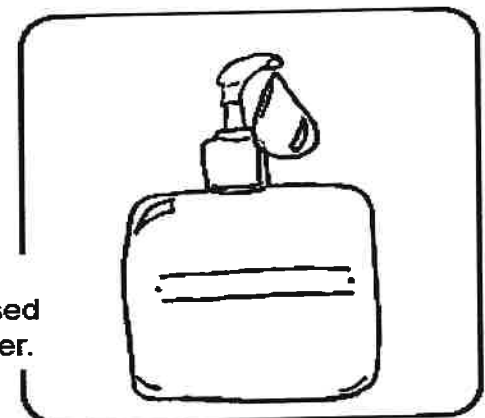
Clean your Hands

after coughing or sneezing.



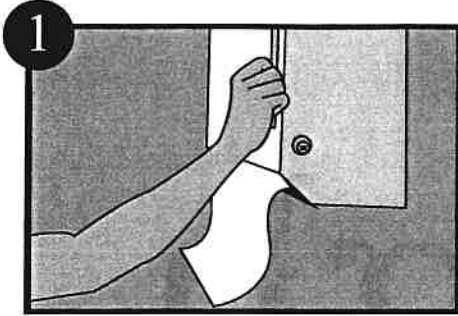
Wash hands
with soap and
warm water

or
clean with
alcohol-based
hand cleaner.

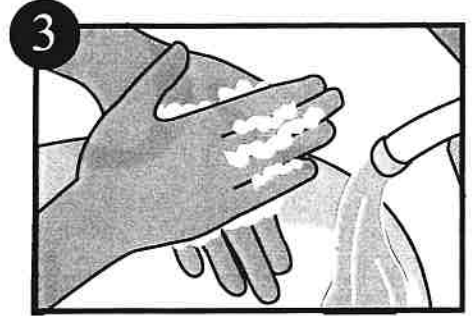
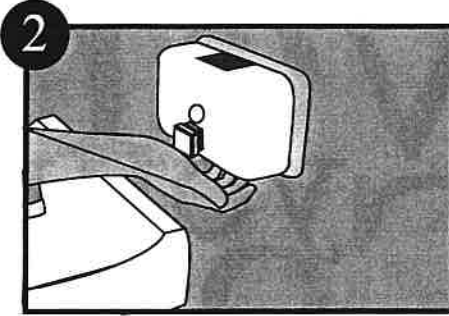


How to Wash Your Hands

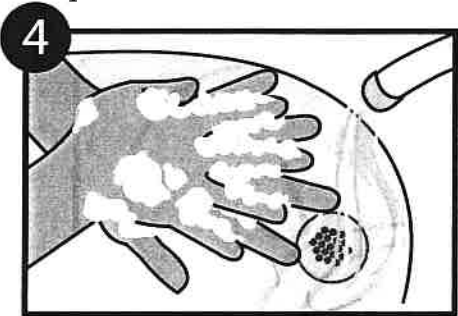
Wash hands including wrists following steps below. Wash for 20 seconds (sing Happy Birthday TWICE).



Get paper towel ready for Wet hands with clear, warm Wash palm to palm. drying.



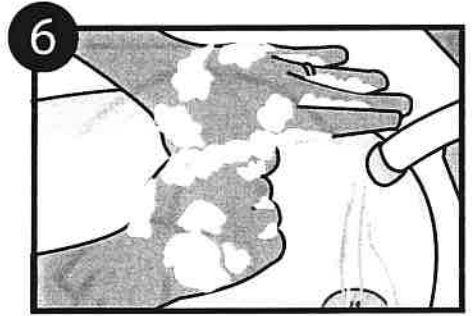
water. Apply



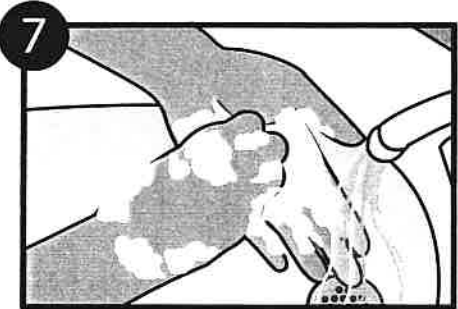
Back of hands. Ring.



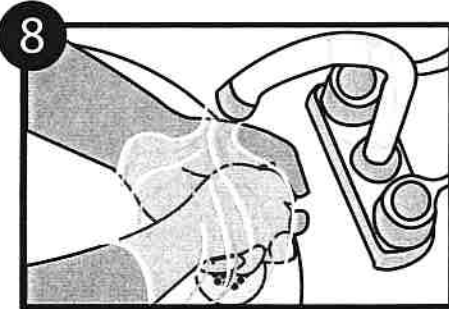
Back of fingers.



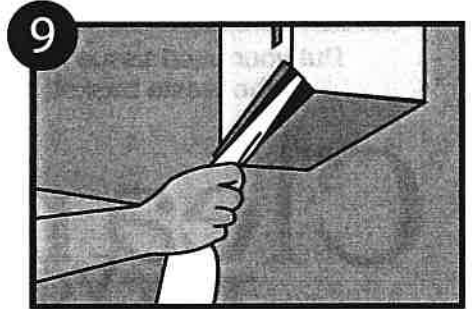
Thumbs.



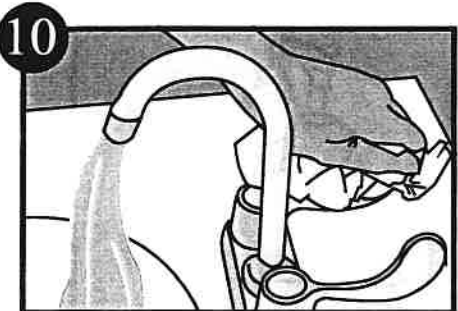
Fingertips.



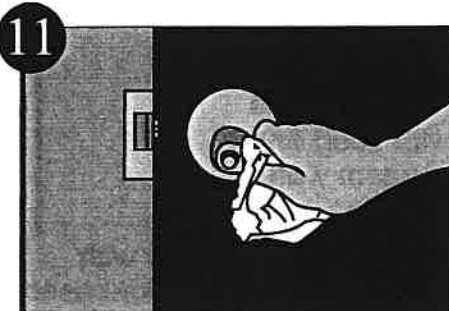
Rinse with clear, running water.



Dry thoroughly with clean paper towel.



Turn off water with paper towel.



Open rest room door with paper towel.

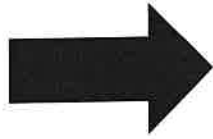
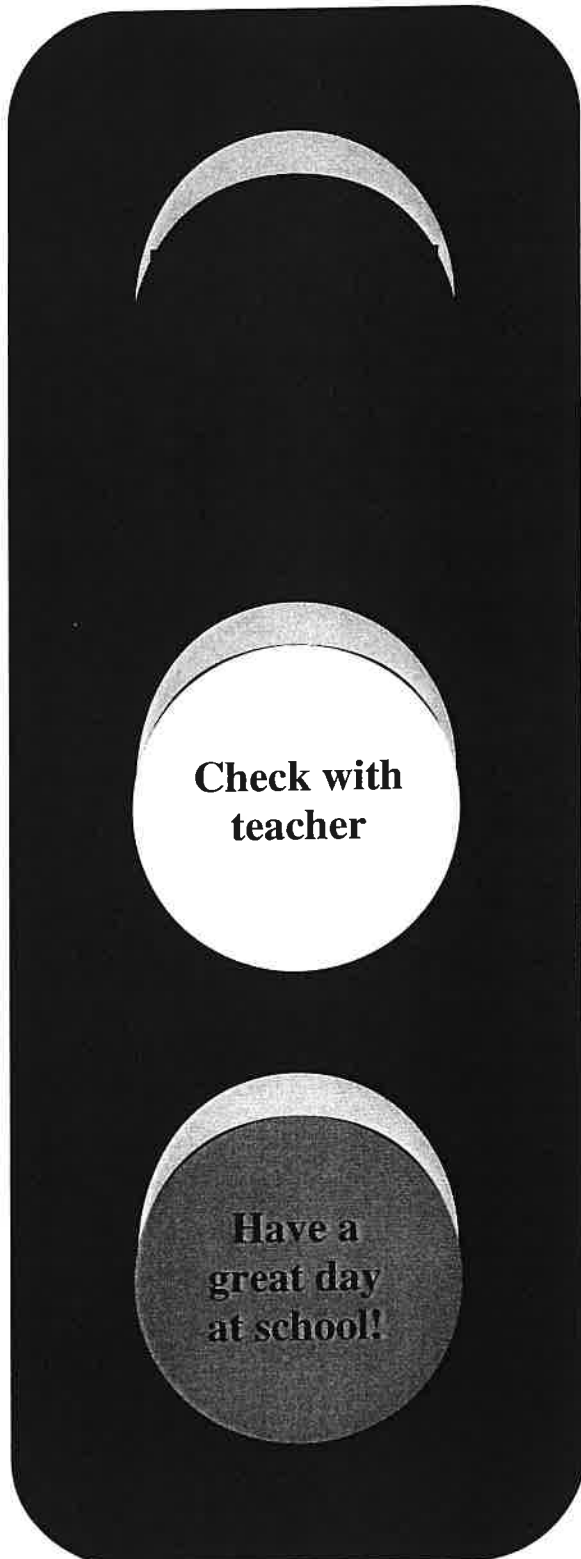


Dispose of paper towel in a hands-free trash can.



Is your child well enough to be at school today?

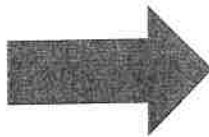
Use this guide to help you determine when to send your child to school:



- ❖ Fever over 100.4 degrees
- ❖ Open/infected sore not easily covered
- ❖ Vomiting
- ❖ Diarrhea
- ❖ Lice
- ❖ Red eyes with discharge
- ❖ Loss of taste or smell

**** Your child must be free from ANY vomiting, diarrhea, or fever for 24 HOURS without the aid of medications before returning to school.****

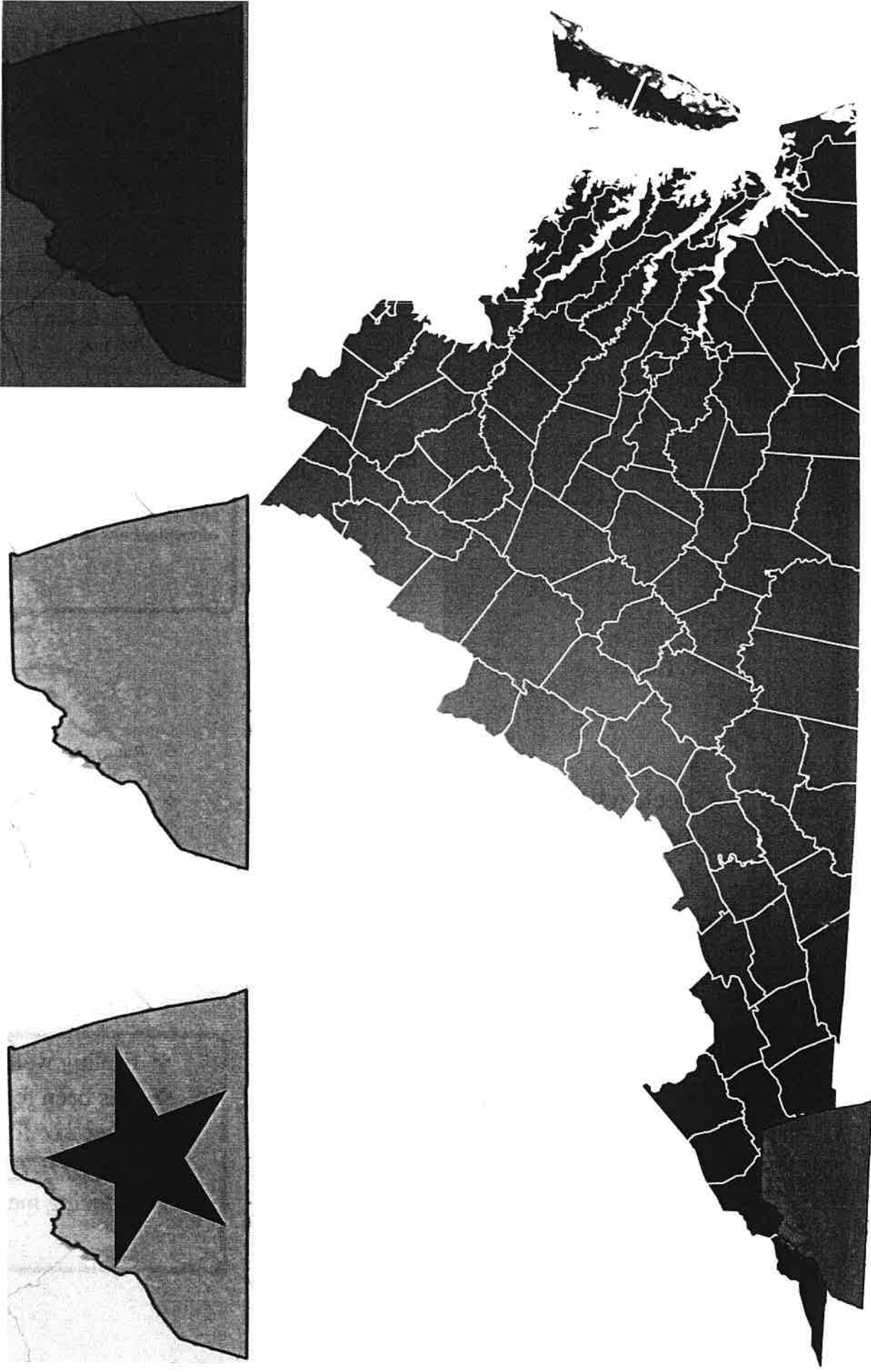
- ❖ Runny nose
- ❖ Cough
- ❖ Rash
- ❖ Been to the doctor, hospital, or ER
- ❖ Is not acting like usual
- ❖ Family member that is ill



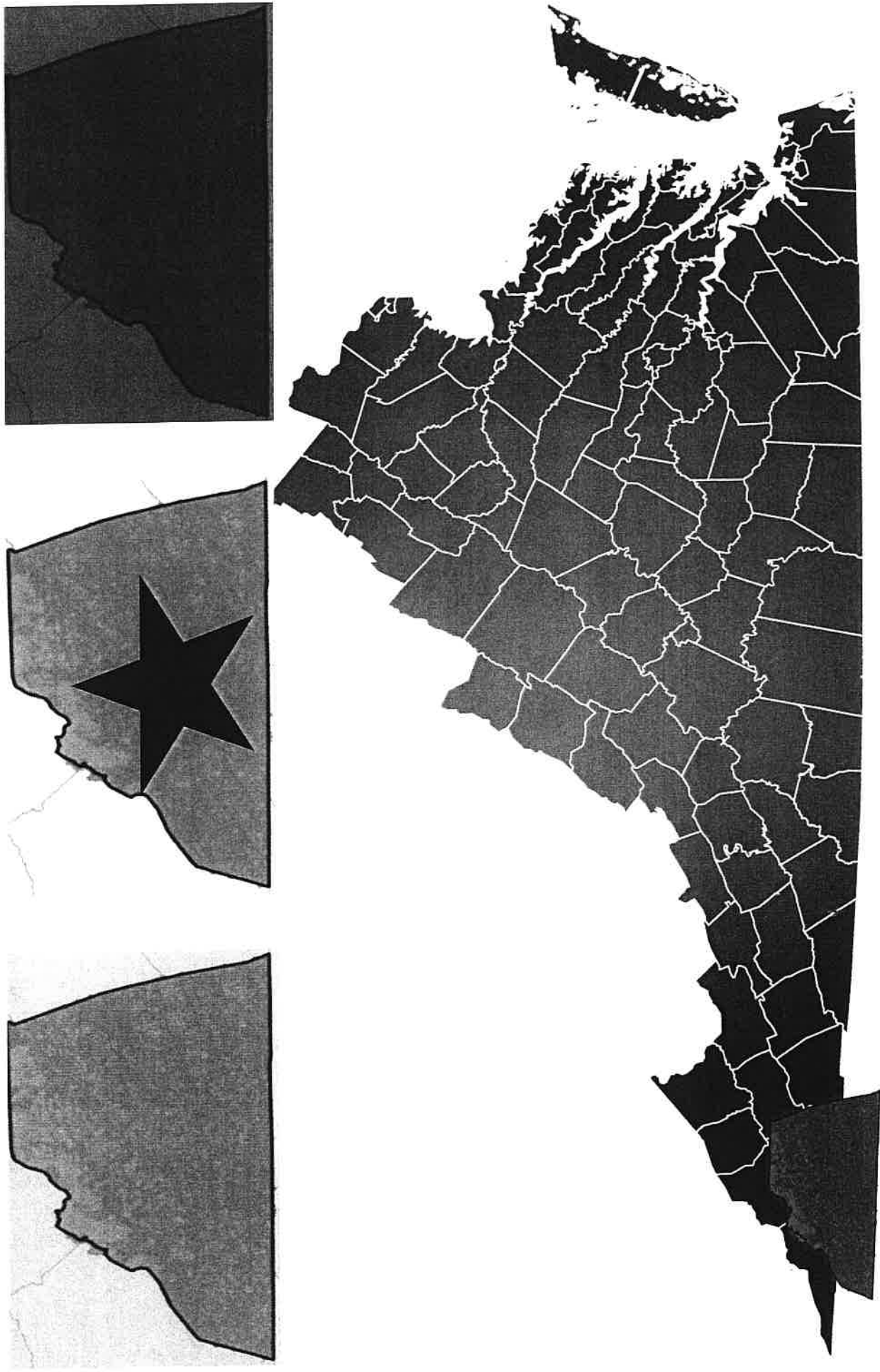
- ❖ Feeling well today
- ❖ Has been feeling well and fever free for 24 hours **WITHOUT** the use of fever reducing medication

**COVID-19
Community Level is**

LOW



COVID-19 Community Level is



COVID-19

Community Level is

HIGH

