

**SCOTT COUNTY SCHOOL BOARD**

**SEPTEMBER 7, 2023**

**MINUTES OF REGULAR MEETING**

The Scott County School Board met for a regular School Board meeting on Thursday, September 7, 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 Sallee, Vice Chairman  
Linda Gillenwater  
Gail McConnell  
William "Bill" Houseright  
Robin Hood

ABSENT: None

**OTHERS PRESENT:** John Ferguson, Superintendent; Jason Smith, Assistant Superintendent; Will Sturgill, School Attorney; Kim Henderson, Clerk of the Board/Purchasing Clerk; Sherri Christian, Deputy Clerk/Medicaid Coordinator; Gabe Edmunds, Scott County Virginia Star/Heritage TV; Kathy Musick, VPE Representative; Makayla Jaramillo, SCEA Representative; Jason Dean, community member; Dent Meade, community member; Amanda Kim, Gate City High School parent; Misty Gillenwater, TSHS parent and Guardian Riders Victim Advocate Club members.

**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. No changes were made to the agenda.

**APPROVAL OF AGENDA:** On a motion by Vice Chairman Steve Sallee, seconded by Mrs. Linda Gillenwater, all members voting aye, the Board approved the agenda as presented.

**APPROVAL OF MINUTES FOR AUGUST 1, 2023 REGULAR MEETING:** On a motion by Mr. Bill Houseright, seconded by Mr. Robin Hood, all members voting aye, the Board voted to approve the minutes for August 1, 2023 regular meeting as written.

**APPROVAL OF CLAIMS:** On a motion by Mr. Gail McConnell, 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 \$593,065.49 as shown by warrants # 5000479-5000517, #5000638-5000639, #5000691-5000697, #5000726-5000732, #5000804-5000833 (voided #5000649) and #9030002; electronic payroll direct deposit in the amount of \$1,583,624.08 and electronic tax deposits in the amount of \$583,259.13. Cafeteria fund invoices and payroll in the amount of \$137,870.51 as shown by warrants #1030021-1030041; electronic payroll direct deposit for cafeteria in the amount of \$51,119.86 and electronic tax deposits in the amount of \$15,595.79. Head Start invoices totaling \$57,700.25 as shown by warrants #24330-24372.

**PUBLIC COMMENT:** Amanda Kim, Gate City High School parent, addressed the Board regarding the policy and training of staff to report sexual harassment of a student. Assistant Superintendent Jason Smith responded that additional training was being provided this school year to all employees. Guardian Riders Victim Advocate Club members addressed the Board also regarding the allegations of harassment against Twin Springs High School teacher.

**SUPERINTENDENT'S REPORT:**

**APPROVAL OF 2023-2024 1<sup>ST</sup> SEMESTER, 1<sup>ST</sup> QUARTER ALLOCATIONS (APPENDIX A):** On a motion by Vice Chairman Steve Sallee, seconded by Mrs. Linda Gillenwater, all members voting aye, the Board approved the 2023-2024 1<sup>st</sup> Semester, 1<sup>st</sup> Quarter Allocations (Appendix A) as presented for each school.

**APPROVAL OF 2023-2024 SCHOOL COMMITTEES (APPENDIX B):** The following 2023-2024 School Committees (Appendix B) were approved as follows:

On a motion by Mr. Bill Houseright, seconded by Vice Chairman Steve Sallee, all members voting aye, the Board approved the Communications Committee with Chairman David Templeton serving as the Board Member Representative.

On a motion by Mr. Robin Hood, seconded by Mr. Gail McConnell, all members voting aye, the Board approved the Division Safety Committee as presented.

On a motion by Mr. Robin Hood, seconded by Vice Chairman Steve Sallee, all members voting aye, the Board approved the Character Education Development Committee with Mr. Bill Houseright serving as the Board Member Representative.

On a motion by Mr. Robin Hood, seconded by Mr. Gail McConnell, all members voting aye, the Board approved the Salary, Fringe Benefits and Calendar Committee with Vice Chairman Steve Sallee serving as the Board Member Representative.

On a motion by Mr. Robin Hood, seconded by Mr. Bill Houseright, all members voting aye, the Board approved the Parent Advisory Council for Federal Programs as presented.

On a motion by Vice Chairman Steve Sallee, seconded by Mr. Gail McConnell, all members voting aye, the Board approved the Remediation Program Standards Committee with David Templeton serving as the Board Member Representative.

On a motion by Mr. Robin Hood, seconded by Mr. Gail McConnell, all members voting aye, the Board approved the Gifted Talented/504/Special Education Committee as presented.

**APPROVAL OF BALLAD TELEHEALTH AGREEMENT AFTER LEGAL REVIEW (APPENDIX C):** On a motion by Chairman David Templeton, seconded by Vice Chairman Steve Sallee, all members voting aye, the Board approved the Ballard Telehealth Agreement (Appendix C) after legal review from School Attorney Will Sturgill.

**APPROVAL OF NEBULIZER POLICY FOR SCHOOL CLINICS (APPENDIX D):** On a motion by Vice Chairman Steve Sallee, seconded by Mrs. Linda Gillenwater, all members voting aye, the Board approved the Nebulizer Policy for School Clinics (Appendix D).

**APPROVAL OF JAMES RIVER ADVISORS TO DISTRIBUTE FINANCIAL INFORMATION TO STAFF (APPENDIX E):** On a motion by Chairman David Templeton, seconded by Mr. Robin Hood, all members voting aye, the Board approved the James River Advisors to distribute financial information to staff (Appendix E) as requested.

**JOINT LEGISLATIVE AUDIT AND REVIEW COMMISSION:** Superintendent John Ferguson presented the Board with the Joint Legislative Audit and Review Commission's briefing report regarding Virginia's K-12 Funding Formula just for their information.

**VIRGINIA DEPARTMENT OF EDUCATION DEPARTMENT OF SPECIAL POPULATIONS FINDINGS:** Superintendent John Ferguson presented the Board with the VDOE Department of Special Populations findings regarding Scott County Schools data submission for FFY 2021 State Performance Plan and Annual Performance Report under Part B of the Individuals with Disabilities Education Improvement Act. Scott County Schools meets requirements based on the VDOE determination.

**2023-2024 SCHOOL SECURITY GRANT APPLICATION:** Superintendent John Ferguson presented the Board with the 2023-2024 School Security Grant Application to request grant money to further improve the school security in our area.

**2023-2024 FRESH FRUIT AND VEGETABLE PROGRAM FUNDED SCHOOLS:** Superintendent John Ferguson presented the Board with the 2023-2024 Fresh Fruit and Vegetable Program Funded Schools memo from the VDOE. Scott County Schools will have five elementary schools to participate in this program for this school year.

**APPROVAL OF 2023-2024 HEAD START FIVE-YEAR PROGRAM GOALS (APPENDIX F):** On a motion by Mr. Bill Houseright, seconded by Mr. Gail McConnell, all members voting aye, the Board approved the 2023-2024 Head Start Five-Year Program Goals (Appendix F) as presented.

**APPROVAL OF HEAD START SCHOOL READINESS GOALS (APPENDIX G):** On a motion by Vice Chairman Steve Sallee, seconded by Mr. Robin Hood, all members voting aye, the Board approved the Head Start School Readiness Goals (Appendix G) as presented.

**APPROVAL OF HEAD START TRAINING AND TECHNICAL ASSISTANCE PLAN FY 2024 (APPENDIX H):** On a motion by Mr. Robin Hood, seconded by Mr. Bill Houseright, all members voting aye, the Board approved the Head Start Training and Technical Assistance Plan FY 2024 (Appendix H).

**APPROVAL OF HEAD START CONTINUATION GRANT APPLICATION FY 2024 (APPENDIX I):** On a motion by Mr. Robin Hood, seconded by Mr. Bill Houseright, all members voting aye, the Board approved the Head start Continuation Grant Application FY 2024 (Appendix I) as presented.

**APPROVAL OF HEAD START FINANCIAL REPORT, JULY 2023 (APPENDIX J):** On a motion by Vice Chairman Steve Sallee, seconded by Mr. Robin Hood, all members voting aye, the Board approved the Head Start Financial Report for July 2023 (Appendix J).

**HEAD START DIRECTOR'S REPORT, AUGUST 2023:** Superintendent John Ferguson presented the August 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.

**CLOSED MEETING:** Vice Chairman Steve Sallee made a motion to enter into closed meeting at 7:11 p.m. to discuss teachers, teaching assistants, coaches and custodians 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 8:23 p.m. with a roll call vote being held and on a motion by Vice Chairman Steve Sallee, seconded by Mr. Gail McConnell, 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

**APPROVAL TO AMEND THE AGENDA:** On a motion by Vice Chairman Steve Sallee, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to amend the agenda to add as item 9 for Approval of Selling Old Scoreboards as surplus items.

**APPROVAL TO SELL OLD SCOREBOARDS FROM RCHS AND TSHS FOR SURPLUS ITEMS:** On a motion by Vice Chairman Steve Sallee, seconded by Chairman David Templeton, all members voting aye, the Board approved the request to sell the old scoreboards from Rye Cove High and Twin Springs High Schools for surplus items and the money used for the football teams at those schools.

**ITEMS BY ASSISTANT SUPERINTENDENT JASON SMITH – PERSONNEL:**

**RESIGNATIONS:** On a motion by Mr. Gail McConnell, seconded by Mr. Bill Houseright, all members voting aye, the Board voted to accept the following resignations:

Audrianna Page, paraprofessional, effective August 7, 2023

Chelsea Hyden, counselor, effective August 7, 2023

Kayla Kilgore, teacher, effective August 8, 2023

**EMPLOYMENTS:** On a motion by Vice Chairman Steve Sallee, seconded by Mr. Robin Hood, all members voting aye, the Board approved the following employments:

Jeremy Herron, teacher, effective for the 2023-2024 school year

Grant Quinn, paraprofessional, effective for the 2023-2024 school year

Katherine Horn, school counselor, effective for the 2023-2024 school year

Tiffany Dean, paraprofessional, effective for the 2023-24 school year

Ashley Stanley, non-stipend assistant volleyball coach, GCHS, effective August 7, 2023

Millie Qualls, part time custodian, effective August 8, 2023  
April Bishop, part time custodian, effective August 8, 2023  
Lisa McCracken, non-stipend middle school volleyball coach, TSHS, effective August 9, 2023  
Tony Dean, assist. girls' basketball coach, TSHS, effective for the 2023-24 season (split stipend)  
Samantha Jones, assist. girls' basketball coach, TSHS, effect. for the 23-24 season (split stipend)  
Tyler Keesee, teacher, effective August 21, 2023  
Terry Bird, non-stipend girls' basketball, GCHS, effective for the 2023-24 season  
Tyler Keesee, JV boys' basketball coach, RCHS, effective for the 2023-24 season  
Brad Bowen, Shaun Lawson, Martin Sloan, Gary Shupe, Mark Rollins, split JV football coaches, RCHS, effective for the 2023-2024 season  
Emily Bishop, non-stipend assistant volleyball coach, RCHS, effective for the 2023-24 season  
Michelle Stewart, non-stipend cross country coach, RCHS, effective for the 2023-24 season  
Jonathan Lovelace, JV girls' basketball coach, RCHS, effective for the 2023-24 season  
Sonya Bomgardner, non-stipend girls' basketball coach, RCHS, effective for the 2023-24 season

**SUBSTITUTES:** On a motion by Chairman David Templeton, seconded by Vice Chairman Steve Sallee, all members voting aye, the Board approved the substitute list and the non-contracted Head Start classroom aide as presented.

**APPROVAL OF OVERNIGHT FIELD TRIP REQUESTS:** 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 FCCLA to attend the 2023 Capitol Leadership Event in Washington, DC on October 8-11, 2023.

On a motion by Mr. Gail McConnell, seconded by Mr. Robin Hood, all members voting aye, the Board approved the overnight field trip request for Gate City High, Rye Cove High and Twin Springs High Schools FCCLA to attend the FCCLA National Fall Conference in Birmingham, AL on November 9-12, 2023.

**APPROVAL OF AMENDED SALARY SCALES FOR COACHING SUPPLEMENTS (APPENDIX K):** On a motion by Chairman David Templeton, seconded by Mr. Robin Hood, all members voting aye, the Board approved to amend the Salary Scales for Coaching Supplements (Appendix K) as presented.

**BOARD MEMBER COMMENTS:**


Mr. Robin Hood congratulated RCHS and TSHS communities for getting the new scoreboards for each school.

Mr. Gail McConnell expressed his gladness.

Chairman David Templeton expressed his appreciation to the people who volunteered to dig holes for the new scoreboards when needed.

**ADJOURNMENT:** With no further business to discuss, the regular meeting of the Scott County School Board was adjourned at 8:33 p.m. The next meeting of the Scott County School Board will be Tuesday, October 3, 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 2023-2024 1<sup>st</sup> Semester, 1<sup>st</sup> Quarter Allocations**

**APPENDIX B – Approval of 2023-2024 School Committees**

**APPENDIX C – Approval of Ballard Telehealth Agreement After Legal Review**

**APPENDIX D – Approval of Nebulizer Policy for School Clinics**

**APPENDIX E – Approval of James River Advisors to Distribute Financial Information to Staff**

**APPENDIX F – Approval of 2023-2024 School Security Grant Application**

**APPENDIX G – Approval of Head Start School Readiness Goals**

**APPENDIX H – Approval of Head Start Training and Technical Assistance Plan FY 2024**

**APPENDIX I – Approval of Head Start Continuation Grant Application FY 2024**

**APPENDIX J – Approval of Head Start Financial Report, July 2023**

**APPENDIX K – Approval of Amended Salary Scales for Coaching Supplements**

**2023-24 ALLOCATIONS (1ST SEM, 1ST QTR)**

**SEPTEMBER 7, 2023**

	<b>COPIER</b>	<b>REM./INST.</b>	<b>LIBRARY</b>	<b>BUS/TECH</b>	<b>BAND</b>	<b>CUSTODIAL</b>	<b>TOTAL</b>
<b>DPS</b>	\$1,750.00	\$2,400.00	\$350.00			\$3,600.00	\$8,100.00
<b>DES</b>	\$2,000.00	\$1,100.00	\$200.00			\$1,800.00	\$5,100.00
<b>FBPS</b>	\$1,000.00	\$550.00	\$100.00			\$900.00	\$2,550.00
<b>HES</b>	\$1,000.00	\$1,100.00	\$200.00			\$1,800.00	\$4,100.00
<b>NES</b>	\$1,500.00	\$1,925.00	\$300.00			\$3,150.00	\$6,875.00
<b>RCI</b>	\$1,000.00	\$1,375.00	\$225.00			\$2,250.00	\$4,850.00
<b>SES</b>	\$2,750.00	\$4,400.00	\$600.00			\$5,875.00	\$13,625.00
<b>WCES</b>	\$2,125.00	\$2,750.00	\$400.00			\$4,500.00	\$9,775.00
<b>YES</b>	\$1,125.00	\$1,375.00	\$250.00			\$2,250.00	\$5,000.00
<b>GCMS</b>	\$1,700.00	\$2,750.00	\$600.00	\$300.00	\$2,500.00	\$4,500.00	\$12,350.00
<b>GCHS</b>	\$2,500.00	\$5,225.00	\$1,000.00	\$1,200.00	\$5,000.00	\$7,675.00	\$22,600.00
<b>TSHS</b>	\$1,020.00	\$1,650.00	\$450.00	\$750.00	\$3,250.00	\$2,700.00	\$9,820.00
<b>RCHS</b>	\$1,190.00	\$1,925.00	\$450.00	\$750.00	\$3,250.00	\$3,150.00	\$10,715.00
<b>SCCTC</b>	\$1,000.00	\$25,000.00				\$1,750.00	\$27,750.00
<b>TOTAL</b>	\$21,660.00	\$53,525.00	\$5,125.00	\$3,000.00	\$14,000.00	\$45,900.00	\$143,210.00

2023-2024  
Communications Committee

Duffield Primary School	Olivia Darnell
Dungannon Elementary School	Lindsey Stapleton
Fort Blackmore Center of Excellence	Celesa Broadwater
Gate City High School	Pat Davis
Gate City Middle School	Megan Sanders
Hilton Elementary School	Jennifer Smith
Nickelsville Elementary School	Jennifer Oaks
Rye Cove High School	Dustin Fleenor
Rye Cove Intermediate School	Kristin Robinette
Scott County Career & Technical Center	Adam Keith
Shoemaker Elementary School	Gina Fuller
Twin Springs High School	Veronica Kopychenko
Weber City Elementary School	Amy Lucas
Yuma Elementary School	Charlene Hall
Superintendent	John Ferguson
Principal Representative	Renee Dishner
Support Staff Representative	Lisa Scott
VPE Representative	Rhonda Kilgore
SCEA Representative	Scott Fleming
School Board Member	David Templeton



## **School Safety Audit Committee**

**2023-2024**

Jason Smith	Central Office
Travis Nickels	Principal
Christy Miller	Principal
Greg Ervin	Principal
Scott Vermillion	Principal
Katrina Toole	School Psychologist
Angie Vermillion	School Social Worker
Rebecca Alley	School Social Worker
Kathy Funkhouser	School/Court Liaison
Tim Edwards	Transportation Coordinator
Robert Sallee	Maintenance Supervisor
Jeff Edds	Scott County Sherriff
Donald Hardy	Weber City Chief of Police
Justin Miller	Gate City Chief of Police
Jason Cox	School Resource Officer
Brandon Jenkins	School Resource Officer
Andy Jones	School Resource Officer
Anthony Hass	School Resource Officer
Robby Davis	School Resource Officer

Matt Quillen	School Resource Officer
Mark Harmon	School Resource Officer
Pat Deskins	School Resource Officer
Dustin Lane	School Resource Officer
Darrin Pendleton	School Resource Officer
Terry Sivert	School Resource Officer
Aaron Begley	School Resource Officer
Cassidy Hall	School Resource Officer
Courtney Bolling	Nursing Coordinator
Lori Flanary	Parent
Sherry Kilgore	Teacher
Roger Carter	Duffield Fire Department
Jeff Brickey	Gate City Fire Department
Roger Burke	Nickelsville Fire Department

**2023-2024**  
**CHARACTER EDUCATION DEVELOPMENT COMMITTEE**

Central Office Representative	Reagan Mullins
School Board Member	Bill Houseright
Principal	Amy Sallee
Student-TSHS	Madison Wallace
Student-GCHS	Abigail Tate
Student-GCMS	Rhyli Horne
Student-RCHS	Tammy Bledsoe
Parent/Community Member-TSHS	Jennifer Wallace
Parent/Community Member-GCHS	Doneva Bays
Parent/Community Member-GCMS	Billie Horn
Parent/Community Member-RCHS	Virginia Bledsoe
School Counselor	Bridgett Barnette
School Counselor	Crystal McConnell
School Counselor	Allie Brickey
School Social Worker	Angie Vermillion
School Social Worker	Rebecca Alley
School Psychologist	Katrina Smith-Toole

2023-2024  
SALARY & FRINGE BENEFITS/SCHOOL CALENDAR COMMITTEE

Duffield Primary School	Hettie Love
Dungannon Elementary School	Ashley Culbertson
Fort Blackmore Center of Excellence	Morgan Snodgrass
Gate City High School	Kelsey Jones
Gate City Middle School	Holli Frasier
Hilton Elementary School	Amanda Rhoton
Nickelsville Elementary School	David Gwinn
Rye Cove High School	Kim Bishop
Rye Cove Intermediate School	Adam Toney
Scott County Career & Technical Center	Whitney Worley
Shoemaker Elementary School	Jessica McCain
Twin Springs High School	Joey Shipley
Weber City Elementary School	Carla Osborne
Yuma Elementary School	Kayla Templeton
Central Office Representative	Jason Smith
Principal Representative	Valerie Babb
Support Staff Representative	Hope Hensley
VPE Representative	Adam Keith
SCEA Representative	Shawna Vermillion
School Board Member	Steve Sallee

2023-2024  
PARENT ADVISORY COUNCIL FOR FEDERAL PROGRAMS

Tammy Quillen	Central Office Representative
Cathy Morteز	Duffield Primary School
Travis Nickels	Dungannon Elementary School
Stacy Wood	Fort Blackmore Primary School
Jennifer Stacey	Gate City Middle School
Doneva Bays	Gate City High School
Sarah Medukas	Hilton Elementary School
Tana Broadwater	Nickelsville Elementary School
Tyler Parks	Rye Cove Intermediate School
Barry Wolfe	Shoemaker Elementary School
Michelle Castle	Twin Spring High School
Jessie Parks	Weber City Elementary School
Emilee Phillips	Yuma Elementary

2023-24  
REMEDATION PROGRAM STANDARDS COMMITTEE

Remediation Coordinator	Tammy Quillen
Central Office Supervisor	Jennifer Frazier
School Board Member	David Templeton
Teacher	Stacie Jenkins
Principal	Christy Miller
Teacher	Michelle Jennings
Parent	Victoria Arnold
Parent	Sarah Medukas

**Need Board Approval:**

**Special Education/504/Preschool Special Education/Gifted-Talented Advisory Board**

The members are:

<b>Pam Bellamy Randy Compton Judy Flanary (chairman) Gena Fuller Marquita Gillenwater Andy Jones Allison Kimbler Michelle Rhoton Reba Kindle</b>	<b>Renee' Light Sarah Medukas Chad Robinette Kelsey Taylor Angie Vermillion Stacy Wood Jamie Rosenbalm Amanda Elswick Courtney Williams Brenda Robinette</b>
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**EXHIBIT C**  
**Telecommunication Requirements**

**Bandwidth requirements**

- **Video:** 300 kbps per stream (recommended lowest level)
- **Audio:** 50 kbps per stream (recommended lowest level)

*Note: We recommend that you have a minimum of 3Mbps down and 3Mbps*

**Network Connectivity requirements**

- **Minimum Requirement:** The minimum Requirement is that TCP port 443 is open. Some firewall/proxy rules only allow for SSL traffic over port 443. You will need to make sure that non-web traffic can also pass over this port.
- **Better Experience:** In addition to the minimum requirements being met, we also recommend that UDP port 3478 is open.

**Video specifications**

- Video resolutions — browsers:
  - 1280 x 720
  - 640 x 480
  - 320 x 240

**Browsers**

- Chrome — Highly Recommended
- Firefox
- Internet Explorer — Plug in is required

**Equipment — provided by Ballard Health**

- Windows 7 or later
- Intel i3 or AMD A6 or higher
- 4GB RAM or higher
- 5GB of free space on HD

**Additional recommendations**

- Headsets with microphone for improved sound quality and privacy
- Use of hardline over wireless connectivity
- USB echo-canceling speakers for meeting room environments



## TELEHEALTH SERVICES AGREEMENT

This Telehealth Services Agreement (the “**Agreement**”) by and between BLUE RIDGE MEDICAL MANAGEMENT CORPORATION d/b/a Niswonger Virtual Health, a Tennessee corporation (“**BRMMC**”) and Scott County Public Schools (“**District**”) shall be effective as of Aug 1, 2023, (the “**Effective Date**”). BRMMC and District shall be referred to herein each as a “**Party**” and collectively as the “**Parties**.”

### RECITALS

- A. District operates public primary and secondary schools for residents of Scott County, Virginia;
- B. District seeks to obtain high quality and convenient professional medical services for students, employees and other District personnel at certain schools identified at Exhibit A (the “**Identified Schools**”);
- C. BRMMC is a provider of professional medical services through its employed and contracted physicians, nurse practitioners and other licensed professionals;
- D. BRMMC remotely provides professional medical services to patients via telemedicine by utilizing appropriate equipment, software, technologies and specially trained personnel;
- E. BRMMC also provides in-person professional medical services to patients via its on-site service;
- F. The Parties desire to enter into an arrangement whereby BRMMC provides District access to professional medical services via telemedicine and on-site services at the Identified Schools to facilitate high quality and convenient care for the Identified Schools’ students, employees and other personnel.

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained, BRMMC and District agree as follows:

### AGREEMENT

#### Section 1. DEFINITIONS

Capitalized terms not otherwise defined in this Agreement shall have the meanings assigned to such terms in this Section.

1.1 “**Clinicians**” shall mean appropriately licensed physicians and nurse practitioners who are engaged by BRMMC to provide Medical Services to Patients under this Agreement.

1.2 “**Medical Services**” shall mean both On-Site Consultations and Telehealth Consultations. The range of Medical Services provided under this Agreement may include but is not limited to the services set forth at Exhibit B. The Parties acknowledge and agree that

BRMMC shall not provide any mental or behavioral health services to Patients as part of Medical Services furnished under this Agreement.

1.3 **“BRMMC Personnel”** shall mean individuals who are employed, contracted, licensed or otherwise engaged by BRMMC to furnish the Medical Services and fulfill BRMMC’s duties and obligations set forth in this Agreement. The term BRMMC Personnel shall include third-party vendors engaged by BRMMC to perform services related to this Agreement.

1.4 **“On-Site Consultations”** shall mean the delivery of diagnosis, consultation or treatment services by Clinicians to Patients on-site at the Identified Schools.

1.5 **“Patients”** means those individuals who are eligible to receive Medical Services from BRMMC pursuant to this Agreement. These individuals are: (a) students registered at the Identified Schools whose parents or legal guardians have provided consent and insurance verification forms required by BRMMC; (b) the District’s employees, contractors and other personnel who have been identified by the District as eligible to receive Medical Services hereunder; and (c) any other individuals as mutually agreed to in writing by the Parties.

1.6 **“Service Hours”** shall mean all regularly scheduled school days at the Identified Schools between the hours of 8:00 AM and 3:00 PM local time, unless otherwise agreed to in writing by the Parties.

1.7 **“Telehealth Consultation”** shall mean the use of the Telehealth Platform to enable an interaction between a Clinician and a Patient for the purpose of providing the diagnosis, consultation, or treatment services set forth at Exhibit B.

1.8 **“Telehealth Platform”** shall mean the certain equipment, software and supplies that enable real-time audio and video interaction between a Clinician and a Patient, as further defined by Section 2.3.

## **Section 2. OBLIGATIONS OF BRMMC**

2.1 **Medical Services.** Pursuant to this Agreement, BRMMC shall provide District access to Medical Services including Telehealth Consultations and On-Site Services at Identified Schools. BRMMC shall ensure that Clinicians provide Medical Services in accordance with applicable standards of care, the exercise of the Clinicians’ own independent and professional medical judgment, and the other terms and conditions set forth in this Agreement. During the delivery of Medical Services, if a Patient requests or requires a service that is not included in the scope of Medical Services defined herein or if a Clinician believes that a Patient’s condition necessitates care at a different health care setting, the Clinician may discontinue the Medical Services and refer the Patient to a hospital emergency department, urgent care setting or any other setting that the Clinician deems appropriate according to his or her professional judgment.

2.2 **Launch Dates.** BRMMC and Districts shall mutually agree upon a Launch Date (the **“Launch Date”**) for each Identified School at which time the Medical Services will be made available to Patients. The Launch Date shall be no earlier than the first date that: (a) any necessary equipment or technology that is required for the operation of the Telemedicine

Platform has been installed and adequately tested at the Identified School; (b) the District's personnel, as applicable, are adequately trained to provide support for BRMMC in the delivery of Medical Services as described herein; and (c) BRMMC and District have developed an adequate process to schedule Patients for Medical Services at the Identified School.

### **2.3 Telehealth Platform.**

(a) BRMMC shall itself and/or through a third party provide the Telehealth Platform necessary to provide Telehealth Consultations to Patients. The Telehealth Platform shall include both hardware and software necessary to allow Patients to obtain Telehealth Consultations, and shall be configured to enable the Clinicians to perform Telehealth Consultations.

(b) District acknowledges and agrees that this Agreement does not confer upon it any right, title or interest of any kind in the Telehealth Platform that BRMMC provides, including in any software or any related intellectual rights arising therefrom. District shall not, directly or indirectly, itself or through any third party, do any of the following, other than as expressly permitted herein: (i) reverse assemble, reverse engineer, disassemble, decompile or otherwise attempt to derive source code from, the software furnished by BRMMC; (ii) copy, modify, translate, distribute, transmit, publicly display, publicly sell, lease, transfer, use, sublicense or create any derivative works of, such software, content or materials; or (iii) authorize any person or third party other than authorized users to access or use the Telehealth Platform. The Telehealth Platform is a medical treatment consultation and decision support system, not a medical diagnostic or decision-making tool. District shall use commercially reasonable efforts to ensure that its authorized users shall use the Telehealth Platform only for its intended use (i.e., to facilitate medical treatment consultation by providing for the exchange of information and communication between qualified users and off-site Clinicians who have been and are authorized and trained to use the Telehealth Platform).

(c) District acknowledges and agrees that BRMMC will provide support and maintenance, but does not manufacture the Telehealth Platform, and makes no representations or warranties regarding, associated with, or arising from product liabilities of the Telehealth Platform.

(d) District shall not, and shall ensure that its personnel do not, alter the Telehealth Platform, unless expressly directed by BRMMC Personnel during phone support or otherwise directed in writing. Any alterations to the Telehealth Platform will require the prior approval of BRMMC Personnel.

(e) Should the District's personnel use the Telehealth Platform in a manner not consistent with BRMMC's training or this Agreement, any such damage or resulting effort by BRMMC to return the Telehealth Platform to working order in order to support the Medical Services shall be borne by District on a "time and materials" basis, and District shall pay such amounts promptly upon receipt of a detailed invoice by BRMMC.

(f) BRMMC or its designee shall provide a liaison that will coordinate and supervise the installation of the Telehealth Platform at each Identified School

#### **2.4 Scheduling and Availability.**

(a) BRMMC shall arrange for at least one Clinician to be available to provide Medical Services to the Identified Schools during the Service Hours.

(b) The individual Clinician who provides Medical Services at the Identified Schools shall be selected by BRMMC and may vary from day-to-day or may even vary during the same day, all at BRMMC's sole discretion.

(c) BRMMC reserves the right to schedule reasonable downtime for the Telehealth Platform in order to facilitate updates, upgrade or enhancements.

(d) The Parties acknowledge and agree that notwithstanding anything in this Agreement to the contrary, BRMMC will make good faith efforts to provide the Medical Services to District and the Identified Schools; however, BRMMC is not responsible for the unavailability of the Telehealth Consultations due to errors, delays, or failures in the Telehealth Platform, communication systems or unexpected volume. Notwithstanding the foregoing, the Parties may agree that in the event of such unavailability of the Telehealth Consultations that they will act in accordance with a mutually agreeable contingency plan that they may elect to develop as part of this Agreement. Such contingency or downtime procedures may include resorting to telephonic support for acute consultations and/or rescheduling consultations as mutually agreed upon and medically appropriate.

**2.5 Clinician Qualifications.** BRMMC shall ensure that Clinicians comply with the qualifications set forth below and shall not knowingly allow any Clinician who does not meet such qualifications to provide Medical Services to Patients under this Agreement.

(a) Clinicians shall be duly licensed, with no restrictions, to practice within the scope of their licensure in the state where the Included School is located.

(b) Clinicians shall maintain professional malpractice liability insurance coverage in the amount of at least One Million Dollars (\$1,000,000) per occurrence or claim and Two Million Dollars (\$2,000,000) in the annual aggregate.

(c) Clinicians shall be in possession of all customary narcotics and controlled substances numbers and licenses, as applicable.

(d) Clinicians shall not currently be excluded from participation in any state or federal healthcare program, including, but not limited to Medicare or Medicaid.

(e) Clinicians shall not discriminate in the performance of Medical Services on the basis of any Patient's race, color, creed, national origin, marital status, veteran's status, sex or sexual orientation.

**2.6 Background Checks.** BRMMC shall perform background checks on all Clinicians. Upon request, BRMMC shall provide reports of such background checks to the District.

2.7 **Training Services.** BRMMC shall provide training on operation of the Telehealth Platform, and applicable BRMMC policies, procedures, and standards to District personnel who will support the Medical Services (“**District Personnel**”) according to a schedule approved by District.

2.8 **Billing.** BRMMC or its agent shall bill Patients or their responsible payors using standard billing practices for Medical Services furnished under this Agreement. Neither District nor the Included Schools shall bill or collect any amounts from Patients or their responsible payors in connection with this Agreement. District shall not be responsible for the payment for any services provided to anyone pursuant to this Agreement.

### **Section 3. OBLIGATIONS OF DISTRICT**

3.1 **General Obligations.** District shall: (a) make available the Medical Services to Patients in accordance with BRMMC policies, procedures and standards; (b) provide and maintain the space, facilities, furniture, supplies, utilities and ancillary services determined by BRMMC in consultation with District to be necessary for the proper operation and administration of the Medical Services and Telehealth Platform; and (c) provide the maintenance, housekeeping, security, utilities and all other support and administrative services determined by BRMMC in consultation with District to be necessary for the installation, and the proper and efficient operation and conduct, of the Medical Services and Telehealth Platform.

3.2 **School Nurse; Telepresenter.** District shall use commercially reasonable efforts to provide an individual acting within the scope of a valid license at each Identified School to assist BRMMC in providing Medical Services to Patients (“**School Nurse**”). In the event District is unable, based on commercially reasonable efforts, to provide the assistance of a School Nurse at any Identified School as required hereunder, District shall instead provide another qualified individual to assist BRMMC in providing Medical Services to Patients (“**Telepresenter**”). District shall additionally use commercially reasonable efforts to ensure that the below requirements in this Section 3.2 are met with respect to each such School Nurse and Telepresenter, as applicable.

(a) When assisting Patients to receive Medical Services, each School Nurse or Telepresenter (as applicable) shall be working at the direction of BRMMC and shall provide any delegated tasks at the Clinician’s direction and under the Clinician’s supervision. District shall use commercially reasonable efforts to ensure that each School Nurse or Telepresenter (as applicable) follows all BRMMC policies and procedures in the delivery of services to Patients.

(b) District shall ensure that each School Nurse is duly licensed, with no restrictions, to practice within the scope of his or her license in the state of the Identified School where the School Nurse is located and that each School Nurse or Telepresenter (as applicable) shall not currently be excluded from participation in any state or federal healthcare program, including, but not limited to Medicare or Medicaid. District shall be responsible for ensuring that each School Nurse or Telepresenter (as applicable) performs only those activities that such individual is qualified and permitted by law to perform. For the avoidance of doubt, no School Nurse or Telepresenter may perform any activity requiring a professional license unless such individual is appropriately licensed to perform such activity.

(c) The School Nurse or Telepresenter (as applicable) shall assist Patients receiving Medical Services via the Telehealth Platform by presenting the Patient, including confirming the Patient's identification, and utilizing the Telehealth Platform as directed by the Clinician to facilitate diagnostic, consultation and treatment services. Clinician will not ask the School Nurse or Telepresenter to function outside of their clinical scope of practice.

To be qualified as a Telepresenter hereunder, such individual must (i) have been appropriately trained in the use of the Telehealth Platform and methods for facilitating the Medical Services, and (ii) possess adequate skills, knowledge, and ability to appropriately assist the Patient in utilizing the Telehealth Platform and the Clinician in performing the Medical Services.

**3.3 District Personnel Payment.** District shall be solely responsible for the compensation of District Personnel who assist BRMMC in the furnishing of Medical Services to Patients under this Agreement.

**3.4 Independence from Clinical Decisions.** District represents and warrants that: (a) it will at all times respect the independence of Clinicians' clinical judgment with respect to determinations of appropriateness/inappropriateness of transfer of any Patient to any tertiary care provider; and (b) it will at all times respect its Patients' freedom of choice with respect to transfers to tertiary care providers.

**3.5 Physical Space.** District shall provide BRMMC with all physical space that is reasonably necessary, clean, and appropriate to allow BRMMC to provide Medical Services pursuant to this Agreement. When delivering On-Site Services, District shall provide BRMMC with an exam room that is reasonably appropriate to ensure the privacy and confidentiality of Patients and Clinicians. When delivering Telehealth Consultations, District shall provide BRMMC with physical space that is reasonably clean and appropriate for the School Nurse, Telehealth Platform and Patient to engage in the Telehealth Consultation in a manner that ensures the privacy and confidentiality of Patients and Clinicians.

**3.6 Telecommunications.** District shall provide broadband Internet access with sufficient bi-directional bandwidth for Clinicians to communicate with Patients. Districts shall provide BRMMC or its agent with all necessary and desirable access to necessary departments, facilities and personnel to assist in the installation of the Telehealth Platform. District shall at its sole cost and expense: (a) install and maintain the communication links and connectivity necessary for Clinicians to link with the Telehealth Platform; and (b) ensure that the Telehealth Platform is connected to its IT network and powered-up at all times during the Service Hours. District is responsible for ensuring network connectivity configuration and quality of service between the Telehealth Platform and the internet service and telecommunications provider at each Identified School. The minimum telecommunications requirements that District shall ensure are available at each Identified School are set forth at Exhibit C.

**3.7 Technology and Security Assessment.** District warrants to BRMMC that there are adequate and sufficient services and infrastructure, including telephone lines and exchange facilities, available to BRMMC for the installation of the Telehealth Platform at each Identified School. District shall be responsible for providing an adequate environment for the installation of

the Telehealth Platform at each Identified School. District agrees and understands that as a condition precedent to the installation of the Telehealth Platform that BRMMC Personnel may conduct a technology and security assessment in order to determine if the Identified School meets these requirements.

**3.8 Security and Safeguarding of Telehealth Platform.** District shall implement security and other procedures to limit access to the Telehealth Platform to authorized users and shall immediately notify BRMMC of any security breach or other unauthorized use of the Telehealth Platform. District shall be responsible for the ordinary maintenance of the Telehealth Platform including cleaning and simple maintenance tasks as specified by BRMMC. District shall be responsible for the cost of replacing or repairing Telehealth Platform damaged by the acts or omissions of District Personnel.

**3.9 Scheduling Services.** District shall use reasonable efforts to assist BRMMC in developing a reasonable and mutually acceptable process for scheduling of Medical Services for Patients during the Service Hours.

**3.10 Education.** District shall work in good faith with BRMMC and BRMMC Personnel to educate Identified Schools and Patients regarding the availability of Telehealth Consultations from BRMMC.

**3.11 Documentation.** Districts shall arrange for District Personnel at the Identified Schools to assist BRMMC in obtaining appropriate documentation from Patients to enable BRMMC to provide Medical Services in accordance with applicable law. Such documentation may include but is not limited to consents, assignments of benefits, privacy notices and other disclosures.

**3.12 Eligibility Verification.** The Parties shall coordinate to develop a mutually agreeable process to verify insurance benefits for Patients and to ensure that any Patients deemed ineligible to receive Medical Services hereunder are excluded.

#### **Section 4. CONFIDENTIALITY AND PATIENT RECORDS**

**4.1 Proprietary Information Confidentiality.** District acknowledges that as BRMMC provides Medical Services pursuant to this Agreement, certain information disclosed to District is of a special and unique character and constitutes confidential information (“**Confidential Information**”). District shall exercise care and protection with respect to the Confidential Information and not directly or indirectly disclose, copy, distribute, republish or allow any third party to have access to any Confidential Information. District may disclose Confidential Information if so required by law (including court order or subpoena), provided that BRMMC may require District to request the appropriate court or governmental body to seal the record that shall contain such Confidential Information. District shall notify BRMMC of any requirement that District disclose BRMMC’s Confidential Information by operation of law, regulation or other legal process, and cooperate fully with Provider to protect the Confidential Information. Notwithstanding anything in this Agreement to the contrary the following shall apply. This Agreement and any documents or materials, in any format, including, but not limited to, paper, electronic, or virtual, that are public records, are not confidential and are subject to



disclosure in whole or in part, without regard to any provision contained in the Agreement declaring information confidential.

4.2 **Return or Destruction of Confidential Information.** Upon the termination of this Agreement, District shall promptly cease any use and destroy (and certify to BRMMC as to such destruction) or deliver to BRMMC all Confidential Information in any form, excepting only District's copy of this Agreement, as directed by BRMMC.

4.3 **Medical Records.** BRMMC shall own the medical records of Patients who receive Medical Services under this Agreement. District shall not have access to Patient medical records without a legally appropriate authorization from the Patient or as otherwise permitted by federal and state privacy laws.

4.4 **Educational Records.** BRMMC acknowledges that education records of District, including medical records of students maintained by District are confidential pursuant to the Federal Education Privacy Rights Act, and to the extent BRMMC would have any such records maintained by District, it will not disclose any such records without the proper written consent of the parents or guardian of a student.

4.5 **Injunctive Relief.** The Parties acknowledge that monetary damages may be inadequate to compensate for a breach of the provisions contained in this Section or other confidentiality provisions of this Agreement. In the event of a breach, either party shall be entitled to injunctive relief and any and all other remedies available at law or in equity. This Section in no way limits the liability or damages that may be assessed against either party in the event of a breach by the other party of any of the provisions of this Section.

4.6 **Survival.** The terms of this Section shall survive the termination of this Agreement.

## **Section 5. TERM AND TERMINATION**

5.1 **Term.** The Agreement will become effective as of the Effective Date and shall continue until the earlier of: (a) one (1) year from the Effective Date (the "**Initial Term**"), or (b) the date this Agreement may otherwise be terminated pursuant to this Section. Notwithstanding the foregoing, the Agreement will automatically renew at the end of the then-current term for successive additional terms of one (1) year (each a "**Renewal Term**") unless either party provides notice of termination to the other party at least ninety (90) days prior to the end of the then-current term. The Initial Term and each Renewal Term will be deemed the "**Term**."

5.2 **Termination.** In addition to any other express termination right set forth elsewhere in this Agreement:

(a) Either party (the "**Terminating Party**") may terminate this Agreement if the other party (the "**Breaching Party**") materially breaches this Agreement or materially defaults in the performance of the Breaching Party's obligations under this Agreement, and the Breaching Party fails to cure such material breach or default within thirty (30) days after the date on which the Terminating Party gives the Breaching Party written notice specifying in reasonable detail the nature, facts and extent of such breach or default.



(b) Either Party may terminate this Agreement immediately upon notice to the other Party in the event that the other Party violates Section 4 above (Confidentiality).

(c) The Parties may terminate this Agreement upon mutual, written agreement.

## **Section 6. INDEMNIFICATION AND LIABILITY**

**6.1 Indemnification by District.** Unless prohibited by state law, District agrees to defend, indemnify and hold harmless BRMMC, and its affiliates, officers, directors, employees, and agents, from and against any claims, suits, actions, demands, judgments, liabilities, damages, losses, or expenses BRMMC incurs as a result of a breach of this Agreement by District, negligence or willful misconduct of District or any employee or agent of District, including without limitation, amounts paid in settlement of claims. District further agrees to bear all costs and expenses, including, without limitation, reasonable attorney's fees, incurred in connection with the defense or settlement of any such claim as such costs and expenses are incurred in advance of judgment.

**6.2 Indemnification by BRMMC.** BRMMC agrees to defend, indemnify and hold harmless District and its affiliates, officers, directors, employees, and agents, from and against any claims, suits, actions, demands, judgments, liabilities, damages, losses, or expenses District incurs as a result of a breach of this Agreement by BRMMC, negligence or willful misconduct of BRMMC or any employee or agent of BRMMC (including District Personnel in the course of assisting with Medical Services), or third party claim of infringement, including without limitation, amounts paid in settlement of claims. BRMMC further agrees to bear all costs and expenses, including, without limitation, reasonable attorney's fees, incurred in connection with the defense or settlement of any such claim as such costs and expenses are incurred in advance of judgment.

**6.3 Sole Remedy.** THIS SECTION 6 SETS FORTH EACH PARTY'S SOLE REMEDIES AND SOLE LIABILITY AND OBLIGATION FOR ANY ACTUAL, THREATENED OR ALLEGED CLAIMS THAT THIS AGREEMENT OR ANY SUBJECT MATTER HEREOF INFRINGES, MISAPPROPRIATES OR OTHERWISE VIOLATES ANY INTELLECTUAL PROPERTY RIGHTS OF ANY THIRD PARTY.

### **6.4 Limitations of Liability**

(a) **EXCLUSION OF DAMAGES.** IN NO EVENT WILL EITHER PARTY, OR ANY OF ITS SERVICE PROVIDERS OR SUPPLIERS BE LIABLE UNDER OR IN CONNECTION WITH THIS AGREEMENT OR ITS SUBJECT MATTER UNDER ANY LEGAL OR EQUITABLE THEORY, INCLUDING BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY AND OTHERWISE, FOR ANY (a) COST OF REPLACEMENT GOODS OR SERVICES OR (b) CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL, ENHANCED OR PUNITIVE DAMAGES, IN EACH CASE REGARDLESS OF WHETHER SUCH PERSONS WERE ADVISED OF THE POSSIBILITY OF SUCH LOSSES OR DAMAGES OR SUCH LOSSES

OR DAMAGES WERE OTHERWISE FORESEEABLE, AND NOTWITHSTANDING THE FAILURE OF ANY AGREED OR OTHER REMEDY OF ITS ESSENTIAL PURPOSE.

(b) **Exceptions to Limitations of Liability.** The exclusions and limitations in this Section shall not apply to either Party's indemnification obligations, breach of either Party's confidentiality obligations hereunder, or liability for such Party's gross negligence or willful misconduct.

## **Section 7. GENERAL PROVISIONS**

7.1 **Representations and Warranties.** Each Party represents and warrants to the other Party as follows: (a) it is duly organized, validly existing and in good standing under the laws of the state of its incorporation; (b) it has the requisite power and authority to execute, deliver and carry out this Agreement; (c) it holds all material licenses, permits, registrations and approvals it is required by law or regulation to hold in its name to conduct and operate its facilities, businesses and services as presently conducted and operated; and (d) it holds all material accreditations it is required by law or regulation or is expected by practice and/or industry standard to hold in its name.

7.2 **Insurance.** BRMMC shall obtain and maintain during the term of this Agreement, maintain at its own expense, (i) workers' compensation insurance coverage for its respective employees pursuant to state requirements; (ii) commercial general liability covering its employees, contractors and agents with respect to the services with minimum amounts of liability of one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) annual aggregate. BRMMC may satisfy the requirements of this section through a program of self-insurance, and shall obtain and deliver to the District, at its request, a certificate evidencing such insurance coverage.

7.3 **Force Majeure.** In no event will a Party be liable or responsible to the other or be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement, when and to the extent such failure or delay is caused by any circumstances beyond a Party's reasonable control (a "**Force Majeure Event**"), including acts of God, flood, fire, earthquake, pandemic, or explosion, war, terrorism, invasion, riot, or other civil unrest, embargoes or blockades in effect on or after the date of this Agreement, national or regional emergency, strikes, labor stoppages or slowdowns or other industrial disturbances, passage of Law or any action taken by a governmental or public authority, including imposing an embargo, export or import restriction, quota or other restriction or prohibition or any complete or partial government shutdown, or national or regional shortage of adequate power or telecommunications or transportation. In the event of any failure or delay caused by a Force Majeure Event, the party impacted shall give prompt written notice to the other stating the period of time the occurrence is expected to continue and use commercially reasonable efforts to end the failure or delay and minimize the effects of such Force Majeure Event.

7.4 **No Third-party Beneficiaries.** Except as expressly provided in this Agreement, this Agreement is for the sole benefit of the Parties hereto and their respective successors and permitted assigns and nothing herein, express or implied, is intended to or shall confer upon any

other person any legal or equitable right, benefit or remedy of any nature whatsoever under or by reason of this Agreement.

**7.5 Independent Contractor.** In the performance of their respective duties and obligations pursuant to this Agreement, the Parties agree and expressly acknowledge that they are "independent contractors," and nothing in this Agreement is intended and nothing shall be construed or deemed to create a relationship of employment, partnership or joint venture between them. Each Party's subcontractors, agents and employees are at all times acting as independent contractors with respect to the other Party and not as the other Party's agents or employees. Each Party understands and agrees that: (a) the other shall not be treated as an employee for federal tax purposes, (b) neither shall withhold on behalf of the other any sums for income tax, unemployment insurance, social security, or any other withholding pursuant to any law or requirement of any governmental body or make available any of the benefits afforded to its employees, and (c) all such payments, withholdings and benefits, if any, are the sole responsibility of the Party incurring the liability.

**7.6 Governmental Investigations.** Each Party will provide prompt written notice to the other Party upon becoming aware of, and will reasonably cooperate with the other Party in connection with, any governmental investigation or other action by a governmental or certification entity related to the Medical Services. This cooperation will include, without limitation, allowing a Party access to all requested records, documents and data in the other Party's possession or control.

**7.7 Binding Nature of Agreement; Assignment.** Except as otherwise provided herein, all the terms and provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns. Notwithstanding, District expressly acknowledges that any assignment to entities controlled by, controlling, or under common ownership with BRMMC or originating out of any merger or consolidation of BRMMC shall not require the consent of District. Except as expressly set forth herein, neither Party may otherwise assign or transfer this Agreement, or any of its rights or obligations under or interest in this Agreement, without the prior written consent of the other Party (which may be withheld in such party's sole discretion).

**7.8 Governing Law; Venue.** This Agreement shall be governed by and construed, interpreted, and enforced in accordance with the laws of the Commonwealth of Virginia.

**7.9 Notices.** Any notice required hereunder shall be delivered by hand, by courier service, or by certified mail (return receipt requested, postage prepaid) to the address below. Either Party may change the referenced addresses and contact information by written notice to the other in accordance with this Section. Notices shall be effective: (a) as of the date personally delivered if by hand, or (b) for notices sent by certified mail, five (5) business days after the postmark date, or (c) upon receipt if sent by courier service such as Federal Express, or U.P.S..

Blue Ridge Medical Management Corp.  
Attn: Legal Department  
400 N. State of Franklin Rd.  
Johnson City, TN 37604

Scott County Public Schools  
Main Office  
340 East Jackson St.  
Gate City, VA 24241

7.10 **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument.

7.11 **Severability.** Whenever possible, each provision of this Agreement will be interpreted in such manner as to be effective and valid under applicable law. If any provision of this Agreement is held to be invalid, illegal or unenforceable in any respect under any applicable law or rule in any jurisdiction, such invalidity, illegality or unenforceability shall not affect any other provision or any other jurisdiction and such other provisions shall be valid and enforceable to the fullest extent permitted by law, and this Agreement shall be reformed, construed and enforced in such jurisdiction as if such invalid, illegal or unenforceable provision had never been contained herein.

7.12 **Amendments.** Any amendments to this Agreement or the Exhibits hereto shall be in writing and executed on behalf of each Party by any duly authorized officer thereof, and this Agreement and the Exhibits hereto may not be modified or terminated orally.

7.13 **Waiver of Breach.** Any waiver of any term and condition of this Agreement must be in writing and signed by the party against whom it is sought to be asserted. The waiver by either party of a breach or violation of any provision of this Agreement shall not operate as, or be construed to constitute, a waiver of any other provision hereof or of any subsequent or continuing breach of the same or another provision hereof. No failure, neglect or delay on the part of any party in exercising any right hereunder will be deemed a waiver thereof and shall not affect such party's right to enforce such right, nor will any single or partial exercise preclude any further or other exercise of such or any other right.

7.14 **Code of Ethics and Business Conduct.** BRMMC is an affiliate of Ballad Health and has adopted the Ballad Health Code of Ethics and Business Conduct (the "Code"). District acknowledges it has received and reviewed a copy of the Code found at <https://www.balladhealth.org/ethics-code> District agrees that it and District Personnel providing services on behalf of BRMMC pursuant to this Agreement will either (i) abide by its terms and provisions; or (ii) in the event the District has a substantially similar Code, to abide by District's Code of Ethics and Business Conduct.

7.15 **No Waiver of Immunity.** No provision of this Agreement shall act or be deemed a waiver by District of any immunity, its rights or privileges as a sovereign entity.

7.16 **Entire Agreement.** This Agreement, the Exhibits and any agreements or documents referenced therein, shall be the entire understanding and agreement between District and BRMMC with respect to the Medical Services that are the subject of this Agreement. This Agreement supersedes all other previous negotiations, commitments and writings between the Parties with respect to the Medical Services.

**[Signatures Follow]**

**TELEHEALTH SERVICES AGREEMENT  
EXECUTION PAGE**

In consideration of mutual covenants and promises stated herein and other good and valuable consideration, the undersigned have agreed to be bound by the Agreement as of the Effective Date.

**BLUE RIDGE MEDICAL MANAGEMENT  
CORPORATION D/B/A NISWONGER  
VIRTUAL HEALTH**

**SCOTT COUNTY PUBLIC SCHOOLS**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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APPROVED BY BALLAD LEGAL

DEPARTMENT RKS

**Exhibit A**  
**IDENTIFIED SCHOOLS**

- Dungannon Elementary
  - 113 Fifth Street  
Dungannon, VA 24245
  - Phone 276-467-2281
  - Fax 276-467-2654
  - Principal Dr. Travis Nickels  
[Travis.nickels@scottschools.com](mailto:Travis.nickels@scottschools.com)
  - Assistant Principal Alicia White  
[Alicia.White@scottschools.com](mailto:Alicia.White@scottschools.com)
- Gate City Middle
  - 170 Harry Fry Drive  
Gate City, VA 24251
  - Phone 276-386-6065
  - Fax 276-386-2556
  - Principal Amy Salle  
[Amy.Salle@scottschools.com](mailto:Amy.Salle@scottschools.com)
  - Assistant Principal Rhea McConnell  
[Rhea.McConnell@scottschools.com](mailto:Rhea.McConnell@scottschools.com)
- Rye Cove Intermediate
  - 158 Memorial School Lane  
Duffield, VA 24244
  - Phone 276-940-2322
  - Fax 276-940-4161
  - Principal Jennifer Meade  
[Jennifer.Meade@scottschools.com](mailto:Jennifer.Meade@scottschools.com)
  - Assistant Principal Michael Paul Berry  
[Michael.Berry@scottschools.com](mailto:Michael.Berry@scottschools.com)
- Gate City High
  - 178 Harry Fry Drive  
Gate City, VA 24251
  - Phone 276-386-7522
  - Fax 276-386-2695
  - Principal Scott Vermillion  
[Scott.Vermillion@scottschools.com](mailto:Scott.Vermillion@scottschools.com)
  - Assistant Principal Chad Robinette  
[Chad.Robinette@scottschools.com](mailto:Chad.Robinette@scottschools.com)
  - Assistant Principal Milly Leighton  
[Milly.Leighton@scottschools.com](mailto:Milly.Leighton@scottschools.com)
- Rye Cove High
  - 164 Eagle's Nest Lane  
Duffield, VA 4244
  - Phone 276-940-2701
  - Fax 276-940-2277
  - Principal Chris Stapleton  
[Chris.Stapleton@scottschools.com](mailto:Chris.Stapleton@scottschools.com)
  - Vice Principal Jamie Carter  
[Jamie.Carter@scottschools.com](mailto:Jamie.Carter@scottschools.com)
- Twin Springs High
  - 273 Titan Lane  
Nickelsville, VA 24271
  - Phone 276-479-2185
  - Fax 276-479-3103
  - Principal Jordan Mullins  
[Jordan.Mullins@scottschools.com](mailto:Jordan.Mullins@scottschools.com)
  - Vice Principal Keith Warner  
[Keith.Warner@scottschools.com](mailto:Keith.Warner@scottschools.com)
- Scott County Career & Tech Center
  - 387 Broadwater Avenue  
Gate City, VA 24251
  - Phone 276-386-6515
  - Fax 276-386-2852
  - Principal Greg Ervin  
[Greg.Ervin@scottschools.com](mailto:Greg.Ervin@scottschools.com)
  - Vice Principal Adam Keith  
[Adam.Keith@scottschools.com](mailto:Adam.Keith@scottschools.com)
- Head Start
  - 305 Legion St  
Weber City, VA 24290
  - Phone 276-690-2468
  - Director, Cindy Raymond  
[craymond@scottcountyheadstart.org](mailto:craymond@scottcountyheadstart.org)
- Duffield Primary
  - 663 Duff Patt Hwy  
Duffield, VA 24244
  - Phone 276-431-2244
  - Fax 276-431-2131
  - Principal Christy Miller  
[Christy.Miller@scottschools.com](mailto:Christy.Miller@scottschools.com)
  - Vice Principal Whitney Berry  
[Whitney.Berry@scottschools.com](mailto:Whitney.Berry@scottschools.com)

- Fort Blackmore Primary
  - 214 Big Stoney Creek Road  
Fort Blackmore, VA 24250
  - Phone 276-995-2471
  - Fax 276-995-2654
  - Principal Stacy Wood  
[Stacy.Wood@scottschools.com](mailto:Stacy.Wood@scottschools.com)
- Hilton Elementary
  - 303 Academy Road  
Hilton, VA 24258
  - Phone 276-386-7430
  - Fax 276-386-3192
  - Principal Kelsey Taylor  
[Kelsey.Taylor@scottschools.com](mailto:Kelsey.Taylor@scottschools.com)
  - Vice Principal Sarah Medukas  
[Sarah.Medukas@scottschools.com](mailto:Sarah.Medukas@scottschools.com)
- Nickelsville Elementary
  - 11415 Nickelsville Hwy  
Nickelsville, VA 24271
  - Phone 276-479-2676
  - Fax 276-479-2121
  - Principal Tracy Stallard  
[Tracy.Stallard@scottschools.com](mailto:Tracy.Stallard@scottschools.com)
  - Vice Principal Autumn McConnell  
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  - Principal Valerie Babb  
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  - Vice Principal Amber Smith  
[Amber.Smith@scottschools.com](mailto:Amber.Smith@scottschools.com)

**Exhibit B**  
**TELEHEALTH CONSULTATIONS**

Definition of Service	CPT/HCPCS Code
Physician Office Visit – New Patient	CPT 99201-205
Physician Office Visit – Established Patient	CPT 99211-215



# **Scott County Public Schools**

## **Nebulizer Policy for School Clinics**

### OVERVIEW

Asthma is a chronic health condition affecting the airways in the lungs. Symptoms include wheezing, shortness of breath, chest tightness, retractions or other student specific asthma signs and symptoms as indicated.

A nebulizer changes liquid medicine into fine droplets (in aerosol or mist form) that are inhaled through a mouthpiece or mask. A nebulizer may be warranted instead of a metered dose inhaler. Nebulizers are often used with children because the procedure is easier to coordinate and use than metered dose inhalers.

Beginning in 2020, attention has been heightened on procedures that have the potential to spread infection disease by aerosols generated by nebulizers. However, if a student's doctor deems nebulizer use necessary the procedure should be as follows:

### PROCEDURE

1. Ensure that the student has an asthma care plan in place, along with an order from the student's physician. The student's parent / guardian will be responsible for providing the medication and equipment required for administering nebulizer treatments.
2. The nebulizer treatment should be performed with no other students in the room.
3. Staff administering the treatment should wear at a minimum a surgical mask and gloves.
4. During the treatment, staff should be only as close as necessary, taking care to keep their face as far away from, and above the nebulizer as possible. Observation of the student from across the room or outside of the door is adequate if the child is able to hold the nebulizer cup during the treatment.
5. Following the treatment both the student and staff member should wash their hands properly.
6. Return child to classroom.
7. Wear gloves and a mask while disinfecting surfaces in the room, and cleaning the nebulizer machine in accordance with the machine instructions.

## John Ferguson

---

**From:** Edwin Cox <epc@jamesriveradvisors.com>  
**Sent:** Thursday, August 24, 2023 6:17 PM  
**To:** John Ferguson  
**Subject:** \*\*\*WARNING, External Mail\*\*\*County Affiliated Advisors  
**Attachments:** Cox-Edwin\_6428261.pdf

Thanks John for the opportunity.

I am an independent IAR(Investment Adviser Representative), I have a local business on Jackson Street under the DBA of James River Advisors. I am registered with Cambridge Investment Research Advisors, who is a registered FINRA firm.

My business plan is to build a local business here in Scott County, and surrounding areas, as someone they know, is part of the community and an ear to listen and understand their goals and desires. I am married to a teacher and have teachers all throughout my family and look forward to working with those in Scott County.

My business provides the following services.

- Gathering and understanding a client's needs and developing a Financial Plan
- Educating clients on products and services and how they can be used to reach their goals
- Investment Management to include the appropriate allocation based upon a client's risk profile
- Continual monitoring performance against the client's goals to ensure objectives are met
- Work as a fiduciary to act in the client's best needs
- Life insurance planning and needs

I have attached a FINRA Broker check that lists my registrations and exams.

Looking forward to working with Scott County teachers!

Thanks,

Edwin Cox, Senior Partner  
James River Advisors  
122 E Jackson Street  
Gate City, VA 24251  
Office: 276-690-8014  
Mobile: 276-594-1351  
[www.jamesriveradvisors.com](http://www.jamesriveradvisors.com)

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We cannot accept trade orders through e-mail. Important letters, email, or fax messages should be confirmed by calling 276-690-8014. This email may not be monitored every day, or after normal business hours.

**From:** John Ferguson <John.Ferguson@scottsschools.com>  
**Date:** Thursday, August 24, 2023 at 3:44 PM  
**To:** Edwin Cox <epc@jamesriveradvisors.com>  
**Subject:** RE: \*\*\*WARNING, External Mail\*\*\*County Affiliated Advisors

Good afternoon. If you would, send me a brief summation of your services so that I can get board approval for you to share information with our employees. Thank you.

**From:** Edwin Cox <epc@jamesriveradvisors.com>  
**Sent:** Thursday, August 24, 2023 3:16 PM  
**To:** John Ferguson <John.Ferguson@scottsschools.com>  
**Subject:** \*\*\*WARNING, External Mail\*\*\*County Affiliated Advisors

John,

I hope this find you well, I certainly know busy with the start of school!

I wanted to ask with my financial advisory business how the county is aligned to offer teachers 403(b) options? Is this a county wide group policy operating under one plan or different individuals approved by the county? If individuals, how can someone get approved?

With my local advising business it would offer teachers a local option.

Thanks,

Edwin Cox, Senior Partner  
James River Advisors  
122 E Jackson Street  
Gate City, VA 24251  
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Mobile: 276-594-1351  
[www.jamesriveradvisors.com](http://www.jamesriveradvisors.com)

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BrokerCheck Report  
**EDWIN PAUL COX**  
CRD# 6428261

<u>Section Title</u>	<u>Page(s)</u>
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Broker Qualifications	2 - 4
Registration and Employment History	6 - 7



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- **Are there other resources I can use to check the background of investment professionals?**
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For additional information about the contents of this report, please refer to the User Guidance or [www.finra.org/brokercheck](http://www.finra.org/brokercheck). It provides a glossary of terms and a list of frequently asked questions, as well as additional resources. For more information about FINRA, visit [www.finra.org](http://www.finra.org).

**EDWIN P. COX**

CRD# 6428261

**Report Summary for this Broker**

Currently employed by and registered with the following Firm(s):

**IA CAMBRIDGE INVESTMENT RESEARCH ADVISORS, INC.**

122 E Jackson St.

Gate City, VA 24251

CRD# 134139

Registered with this firm since: 04/02/2020

**B CAMBRIDGE INVESTMENT RESEARCH, INC.**

122 E Jackson St.

Gate City, VA 24251

CRD# 39543

Registered with this firm since: 04/27/2020

This report summary provides an overview of the broker's professional background and conduct. Additional information can be found in the detailed report.

**Broker Qualifications**

This broker is registered with:

- 1 Self-Regulatory Organization
- 5 U.S. states and territories

**Disclosure Events**

All individuals registered to sell securities or provide investment advice are required to disclose customer complaints and arbitrations, regulatory actions, employment terminations, bankruptcy filings, and criminal or civil judicial proceedings.

This broker has passed:

- 0 Principal/Supervisory Exams
- 2 General Industry/Product Exams
- 2 State Securities Law Exams

Are there events disclosed about this broker? **No**

**Registration History**

This broker was previously registered with the following securities firm(s):

**IA JAMES RIVER ADVISORS**

CRD# 283203

LYNCHBURG, VA

04/2016 - 04/2020

**B TRIAD ADVISORS, INC.**

CRD# 25803

FOREST, VA

12/2014 - 06/2016





SCOTT COUNTY PUBLIC SCHOOL HEAD START  
305 LEGION ST. WEBER CITY, VA 24290  
[WWW.SCOTTCOUNTYHEADSTART.ORG](http://WWW.SCOTTCOUNTYHEADSTART.ORG)  
(276) 386-6051

# Five-Year Program Goals 2019/2020 – 2023/2024

Updated: Year 4 (2022/2023)  
Revised 5/30/2023

**PROGRAM GOAL #1: PREPARE CHILDREN TO BE READY TO SUCCEED DEVELOPMENTALLY, ACADEMICALLY, AND SOCIALLY.**

**Objective A. Strengthen the ability of teachers and parents to promote the vocabulary of enrolled children.**

**Expected Outcome:** Children will have age appropriate receptive and expressive vocabulary.

**Progress/Outcomes**

<b>19/20</b>	77% of the children have age appropriate receptive and expressive vocabulary as of end of SY19/20 – COVID-19 closure (Fall, Winter, & Spring data). (EHS) 38% of the children have age appropriate receptive and expressive vocabulary as of end of SY19/20 – COVID-19 closure (Fall & Winter data only). (HS)
<b>20/21</b>	83% of the children have age appropriate receptive and expressive vocabulary as of end of SY20/21. (EHS) 70% of the children have age appropriate receptive and expressive vocabulary as of end of SY20/21. (HS)
<b>21/22</b>	74% of the children have age appropriate receptive and expressive vocabulary as of end of SY21/22. (EHS) 67% of the children have age appropriate receptive and expressive vocabulary as of end of SY21/22. (HS)
<b>22/23</b>	90% of the children have age appropriate receptive and expressive vocabulary as of end of SY22/23. (EHS) 68% of the children have age appropriate receptive and expressive vocabulary as of end of SY22/23. (HS)
<b>23/24</b>	

**Challenges**

<b>19/20</b>	Evolving transitional process – children aging out of EHS and enrolling new children mid-year (EHS) SLP availability for classroom large group activities (HS) Budgetary constraints for additional curriculum enhancement, Time to Sign.
<b>20/21</b>	EHS caregiver turnover; Reliable COR data; Due to COVID-19, the SLP will not conduct large group activities in each classroom.
<b>21/22</b>	Large group activities with SLP continues to be suspended due to COVID-19; In-person closures due to COVID-19; At the beginning of the 21/22 school year, HS lost their individual SLP and will resume sharing services with the LEA.
<b>22/23</b>	Chronic absences
<b>23/24</b>	



Activities/Action Steps to Meet Objective

- 19/20 SLP to conduct large group language activities in each classroom.  
Purchase and implement Time to Sign curriculum enhancement.  
Explore High Scope language and literacy resources.  
Ensure each classroom is consistently utilizing C.H.A.T.T.E.R.
- 20/21 Professional development.  
1-2-3 Read literacy curriculum (EHS), Time to Sign curriculum enhancement, Read it Again High Scope language and literacy curriculum (HS)  
Vocabulary focus on lesson plan (EHS)
- 21/22 launching Literacy kits were purchased and distributed to centers. SLP will prepare take home activities for each HS classroom.
- 22/23
- 23/24

DATA, TOOLS, OR METHODS FOR TRACKING PROGRESS:

Lesson Plans, Purchase Orders, COR Advantage, In-Kind documentation

Objective B. Promote strategies to increase children’s attendance in the center.

Expected Outcome: Children will have less chronic absences.

Progress/Outcomes

- 19/20 As of April 19, 4 out of 9 months the 85% average was met. 4 out of the 5 months that the 85% was not met, the average was between 80% and 84%. July was the lowest month. (EHS)
- 20/21 As of April 20, 7 out of 9 months the 85% average was met. The months on average that were not met were July when HS classrooms were not operations and Nov. during the first closure for inclement weather. (EHS)

**Progress/Outcomes**

- 21/22** The program will continue to incorporate the activities and action steps. The FCSC is researching Attendance Works website for other effective attendance strategies. Management staff are analyzing data to increase attendance during summer months. The expected outcome has been modified to address chronic absences.
- 22/23** Average daily attendance 85% (HS); Average daily attendance (Aug-May) 88% (EHS).
- 23/24**

**Challenges**

- 19/20** The pattern of absenteeism presents itself at times when EHS children have siblings in HS. If HS closes due to inclement weather or scheduled breaks, attendance is generally lower in EHS. (EHS)  
Individual family circumstances can affect attendance.
- 20/21** COVID-19 can impact attendance.
- 21/22** Individual chronic absences continue to greatly impact attendance.
- 22/23** 97 or 61% Chronic absences (HS) / 22 or 54% chronic absences (EHS)
- 23/24**

**Activities/Action Steps to Meet Objective**

- 19/20** Educate families on attendance during orientation.  
Provide families with printed materials on habits of good attendance.  
FRS staff will alert families on the number of absences during routine meeting.  
Teachers will give attendance report to each family during conferences.
- 20/21** Utilize online orientation.
- 21/22**
- 22/23** Teachers will utilize ChildPlus to track attendance data and FRS to offer resources as needed. Attendance Team will monitor data and meet to discuss chronic absences. Revise center attendance policy & procedures and present during pre-service.

Activities/Action Steps to Meet Objective

23/24

DATA, TOOLS, OR METHODS FOR TRACKING PROGRESS:

ChildPlus Attendance Records, Attendance Report

Objective C. Increase quality classroom interactions in Instructional Support and Engage Support for Learning in the CLASS domains.

Expected Outcome: HS will maintain a score of >4.0 on Instructional Support by end of the program year. EHS will maintain a score of >4.0 on Engage Support for Learning by end of the program year.

Progress/Outcomes

19/20 HS averaged 4.51 in Instructional Support

20/21 EHS averaged 4.47 in Engaged Support for Learning / HS averaged 4.55 in Instructional Support

21/22 EHS averaged 4.64 in Engaged Support for Learning / HS averaged 4.55 in Instructional Support

22/23 EHS averaged 4.13 in Engaged Support for Learning / HS averaged 3.81 in Instructional Support

23/24

Challenges

19/20 Staff turnover in one classroom.

20/21 Possible school closure due to COVID-19, staff turnover continues to remain a challenge.

21/22 Training new staff who start during the middle of the school year.

22/23 New staff, challenging behaviors

23/24

**Activities/Action Steps to Meet Objective**

- 19/20** Provide training to teachers in I/T CLASS and CLASS.  
Utilize Teachstone CLASS video library.  
Participate in the Virginia Quality Rating & Improvement System (VQRIS).  
Provide practice-based coaching as needed.
- 20/21** Research Q-CCIT to & continue to search Q-CCIT training options.  
Provide professional development according to PQA data in adult-child interactions.
- 21/22**
- 22/23**
- 23/24**

**DATA, TOOLS, OR METHODS FOR TRACKING PROGRESS:**

Program Quality Assessment (PQA), CLASS Observation tool, ECERS, ITERS

**Objective D. Children will increase age-appropriate social/emotional skills and competencies.**

Expected Outcome: A reduction in challenging behaviors and mental health referrals.

**Progress/Outcomes**

- 19/20** 88% of enrolled children met benchmarks. (Fall, Winter, & Spring data only due to COVID-19 closure) (EHS) / 58% of enrolled children met benchmarks. (Fall & Winter data only due to COVID-19 closure) (HS)
- 20/21** 81% of enrolled children met benchmarks. (EHS) / 85% of enrolled children met benchmarks. (HS)
- 21/22** 74% of enrolled children met benchmarks. (EHS) / 55% of enrolled children met benchmarks. (HS)
- 22/23** 77% of enrolled children met benchmarks. (EHS) / 82% of enrolled children met benchmarks. (HS)
- 23/24**

**Challenges**

- 19/20** Ensuring all staff are utilizing the Pyramid Model; Staff turnover.
- 20/21** Delay in observations due to COVID-19 school closures.
- 21/22** Follow through on Behavior Support Plans; timely resources.
- 22/23** Follow through on Behavior Support Plans; timely resources.
- 23/24**

**Activities/Action Steps to Meet Objective**

- 19/20** Collaborate with I/T Mental Health Specialist.  
Pyramid Model training planned for pre-service.  
Provide training in a social/emotional curriculum supplement.  
Classrooms will follow the Pyramid Model framework.  
Provide training in trauma informed care.  
Monitor fidelity of the Pyramid Model through the use of TPOT/TPITOS.  
Provide practice-based coaching as needed.
- 20/21** Continue to monitor fidelity of the Pyramid Model through use of TPOT/TPITOS bi-annually.  
Continue to provide practice-based coaching.  
Meet with Mental Health Consultant to discuss social/emotional needs and provide training opportunities as needed.
- 21/22** Pyramid Model Classroom kits were purchased and distributed to centers.  
Create Benchmarks of Quality Planning Calendar for leadership team.
- 22/23** Addition of Mental Health Consultant teaching monthly social/emotional lessons.
- 23/24**

**DATA, TOOLS, OR METHODS FOR TRACKING PROGRESS:**  
Program Quality Assessment (PQA), TPOT/TPITOS Observations, ITERS, COR Advantage

**Objective E. Children will increase executive functioning skills.**

Expected Outcome: Increased impulse control, focus, planning, decision making, and following through on tasks.

**Progress/Outcomes**

19/20	88% of children met benchmarks. (Fall, Winter, & Spring data only due to COVID-19 closure) (EHS) / 74% of children met benchmarks. (Fall & Winter data only due to COVID-19 closure) (HS)
20/21	97% of children met benchmarks. (EHS) / 92% of children met benchmarks. (HS)
21/22	82% of children met benchmarks. (EHS) / 88% of children met benchmarks. (HS)
22/23	96% of children met benchmarks. (EHS) / 96% of children met benchmarks. (HS)
23/24	

**Challenges**

19/20	
20/21	
21/22	Staff turnover; chronic absences.
22/23	
23/24	

**Activities/Action Steps to Meet Objective**

19/20
20/21
21/22

**Activities/Action Steps to Meet Objective**

**22/23** Provide professional development to staff (Mind in the Making skills).  
Provide parents with educational resources on increasing executive functioning skills.  
Targeted self-regulation strategies executed by mental health consultant.

**23/24**

**DATA, TOOLS, OR METHODS FOR TRACKING PROGRESS:**

COR Advantage, Lesson Plans, Mental Health observations

**Objective F: Increase accessibility of dental services to children and families.**

Expected Outcome: Increase the number of children receiving dental services.

**Progress/Outcomes**

**19/20**

**20/21**

**21/22** The program has formed a new partnership with the Health Wagon, which will include more invasive services for children. The Health Wagon has provided services onsite twice during the 21/22 school year. Utilized SMILES program for two classrooms. Distributed dental kits to families twice during the school year.

**22/23** Partnered with Appalachian Miles for Smiles to provide onsite dental exams and application of fluoride varnish. 80% of children received dental services as of end of SY22/23

**23/24**

**Challenges**

**19/20** Limited dental resources; lack of parental education.

**20/21**

**Challenges**

- 21/22** The SMILES program requires 25 or more participants in order to come onsite; Limited dentists accepting new Medicaid patients; Cancellations due to COVID-19
- 22/23** Limited dental resources.
- 23/24**

**Activities/Action Steps to Meet Objective**

- 19/20** Contact other local dentists to build partnerships.  
Collaborate with other Head Start programs.  
Connect with mobile providers.
- 20/21** Encourage dental homes by providing a list of providers.
- 21/22** Provide dental education to families and staff.  
Establish new dental partnerships.  
Provide classroom education to children on dental hygiene.  
Distribute dental kits to families.
- 22/23** Continue to provide dental education to families and staff.  
Maintain dental partnerships.  
Continue to provide classroom education to children on dental hygiene.  
Continue to distribute dental kits to families.
- 23/24**

**DATA, TOOLS, OR METHODS FOR TRACKING PROGRESS:**

Partnership agreements, Number of dental screenings & follow-up care, Lesson Plans

**Objective G. Equip education staff with trauma informed care and emotionally responsive classrooms training.**

**Expected Outcome:** Staff will apply effective trauma informed care to teaching interactions.



### Progress/Outcomes

19/20	
20/21	
21/22	In Nov. 21, EHS staff received training in trauma informed care. The program has purchased emotionally responsive resources. Management staff is participating in trauma-informed care training. Resource materials have been purchased.
22/23	A social/emotional resource library has been established. Trauma informed care training is scheduled for March in-service through Harmony Family Center. 62% of full-time staff attended the training.
23/24	

### Challenges

19/20	
20/21	
21/22	Limited available trainings; Staff turnover.
22/23	Availability of all staff due to classroom responsibilities.
23/24	

### Activities/Action Steps to Meet Objective

19/20	
20/21	
21/22	Research quality trainings in trauma informed care and emotionally responsive classrooms. Purchase emotionally responsive resource materials. Provide trainings to staff throughout the school year.
22/23	Implement emotionally responsive resource materials previously purchased.
23/24	

**DATA, TOOLS, OR METHODS FOR TRACKING PROGRESS:**

Training records, Accounting records

**PROGRAM GOAL #2: ACTIVELY ENGAGE FAMILIES TO PARTICIPATE IN PROGRAM OPPORTUNITES TO SUPPORT THEIR CHILD'S DEVELOPMENT AND ACHIEVEMENT OF FAMILY GOALS.**

**Objective A. Design and implement new strategies/resources to maximize family participation.**

**Expected Outcome:** An increase in learning opportunities for children and families.

**Progress/Outcomes**

**19/20** Monitoring data reflected that families' schedules varied by classroom. One center has a well working system for family engagement; families consistently participate in center activities. The other center has inconsistent attendance for these events. (EHS). Survey results indicated only three parents were available to attend events during the day (EHS). Family engagement events were held in the evening around the time when parents were coming to pick their child up. Families were provided a yearly calendar that included the events.

**20/21**

**21/22** The program is providing more in-person participation options for families, including policy council meetings. During winter workshops, the program added opportunities for crafts and hands-on activities in addition to door prizes at program-wide workshops. Family engagement webs have been added to program calendars and support has been provided to the families. This objective has been met as of SY21/22.

**22/23**

**23/24**

**Challenges**

**19/20** Working parents with varying schedules; Monitoring reflected the need to implement more strategies to support individual classrooms and families. (EHS) Lack of resources; Budgetary constraints.

**20/21** Lack of in-person parent participation, COVID-19 challenges.

### Challenges

**21/22** Loss of families' interest or lack of time due to virtual engagement options; Families priorities during COVID-19.

**22/23**

**23/24**

### Activities/Action Steps to Meet Objective

**19/20** Survey families regarding availability for attending events.

Create a calendar of yearly family engagement events.

Explore web-based training platforms.

Utilize research to develop implementation strategies.

**20/21** Design a system for tracking family participation.

Coach identified classrooms to aid in family participation.

Provide opportunities for families to support their child's development through online platforms (Ready Rosie, Seesaw)

**21/22**

Implementation of family engagement web.

Provide additional support to classrooms and families on family engagement.

Record virtual family engagement trainings and disseminate to families.

Provide post-training virtual evaluation forms to families and review data.

Educate families on age appropriate play-based learning strategies.

Increase door prizes to promote attendance.

**22/23** Continue to monitor new strategies for effectiveness.

**23/24**

### DATA, TOOLS, OR METHODS FOR TRACKING PROGRESS:

Collected data, Documented research, Family surveys, Child Outcomes Data, Parent Evaluation Form, In-kind documentation, Teacher Individualization form

**Objective B. Increase family partnerships in individual child health goals.**

Expected Outcome: Engaged families in child's health follow-up care.

**Progress/Outcomes**

19/20

20/21

21/22

22/23 FRS followed up on all screening results with their individual families. The health section was added to the conference form.

23/24

**Challenges**

19/20

20/21

21/22

22/23

23/24

**Activities/Action Steps to Meet Objective**

19/20

20/21

21/22 Family Resource staff will work with families to attain health goals.  
Utilize the help of FRS to engage families in following through with health referrals.

Add health section to Teacher Individualization form to help ensure families are notified of health needs and referrals.

22/23

Activities/Action Steps to Meet Objective

23/24

DATA, TOOLS, OR METHODS FOR TRACKING PROGRESS:

Collected data, Family Partnership Agreement

PROGRAM GOAL #3: CULTIVATE AND MAINTAIN SAFE, SECURE, AND HEALTHY ENVIRONMENTS SUPPORTIVE OF OPTIMAL LEARNING AND DEVELOPMENT.

Objective A. Install exterior and interior cameras at each site.

Expected Outcome: Enhance safety of children and staff.

Progress/Outcomes

19/20 Security cameras have been installed in three EHS classroom and on playgrounds.

20/21

21/22

22/23

The program is researching web-based vendor solutions (i.e. Blink). Interior Blink cameras have been installed in two classrooms and staff will monitor effectiveness. TSS is working with local cable company on exploring options for program. Interior and exterior cameras have been purchased for all EHS classrooms. Working to secure volunteer for installation. Upgrades to center internet speeds have been completed. Arlo cameras were purchased and are in the process of being installed. All cameras have been installed and office monitoring will be setup by IT.

23/24

Challenges

19/20

Due to lack of high-speed internet, it is hard to ensure that cameras are running at all times in outlier locations; Monitoring of cameras on a daily basis; Budgetary constraints.

**Challenges**

- 20/21**
- 21/22** Budgetary constraints for additional installations; Outdated software due to advancement in technologies; Maintenance of existing cameras.
- 22/23** Blink cameras did not provide continuous recording and were deemed ineffective.
- 23/24**

**Activities/Action Steps to Meet Objective**

- 19/20** Obtain quotes and select vendor for security camera installation.  
Oversee installation.
- 20/21**
- 21/22** Secure funding for installation of cameras at remaining sites.  
Follow procurement practices for additional installations.  
Monitor security cameras for effectiveness.
- 22/23** IT to install cameras.
- 23/24**

**DATA, TOOLS, OR METHODS FOR TRACKING PROGRESS:**

Purchase Order, Accounting Records

**Objective B. Maintain outdoor areas.**

Expected Outcome: A reduction in weather exposure during transition times and extension in the life of existing buildings and playground areas.

**Progress/Outcomes**

- 19/20** Drainage issues on Duffield playground have been fixed by Scott County Schools Maintenance.

### Progress/Outcomes

- 20/21 Awnings were installed at Duffield and Shoemaker. Updated playground structures and PIP surfacing installed at all sites.
- 21/22 PIP surfacing on EHS playgrounds have been patched and resealed.
- 22/23 The program sought vendors for a fence repair at Dungannon and it has been installed. Magna latches have been installed on fencing throughout the sites.
- 23/24

### Challenges

- 19/20 Lack of funding/budgetary constraints.
- 20/21
- 21/22 Maintaining upkeep of poured-in-surfacing can be costly. Due to COVID-19, there are significant price increases of sealant for poured-in-place surfacing.
- 22/23 Some of the magna latches have already required repairs. The PIP surfacing at EHS playgrounds is in need of repairs beyond patchwork.
- 23/24

### Activities/Action Steps to Meet Objective

- 19/20 Research funding opportunities for playgrounds and walkways.
- 20/21 Apply for funding as it becomes available.
- 21/22
- 22/23 Repair fencing at Shoemaker playgrounds.
- 23/24 Research sealant process to see if it can be done in-house through school maintenance.

**DATA, TOOLS, OR METHODS FOR TRACKING PROGRESS:**

Grant Applications, Purchase Orders, Accounting Records, Maintenance Work Orders

**Objective C. Purchase t-shirts and assign individual colors to each classroom.**

Expected Outcome: Increased safety on field trips.

**Progress/Outcomes**

19/20 T-shirts were purchased for DEHS and WCEHS.

20/21

21/22 Program staff have purchased t-shirts for Shoemaker EHS and will replenish all other classroom t-shirts as needed. This objective has been met.

22/23

23/24

**Challenges**

19/20 When it is time to reorder, ensuring the same color is available for each classroom is difficult.

20/21

21/22

22/23

23/24

**Activities/Action Steps to Meet Objective**

19/20



**Activities/Action Steps to Meet Objective**

**20/21**

**21/22**

Purchase t-shirts for Shoemaker EHS.

Replenish t-shirts as needed for all other classrooms.

**22/23**

**23/24**

**DATA, TOOLS, OR METHODS FOR TRACKING PROGRESS:**

Purchase Orders, Accounting Records

**Objective D. Enhance transportation safety.**

Expected Outcome: Increased safety practices for bus riders.

**Progress/Outcomes**

**19/20**

**20/21**

**21/22**

**22/23**

**23/24**

Safety lanyards have been purchased for bus riders and a policy written. Staff have received training on the policy.

**Challenges**

**19/20**

Communication with transportation staff, Purchasing replacement items.

**20/21**

**21/22**

**Challenges**

**22/23** Replacement of safety lanyards is expensive; Not all children carry a backpack.  
**23/24**

**Activities/Action Steps to Meet Objective**

**19/20** Research additional options for child identification (i.e. safety vests).  
Create new policies & procedures as options are identified.  
Collaborate with transportation staff.  
**20/21**  
**21/22**  
**22/23** Continue researching best practices for bus safety.  
**23/24**

**DATA, TOOLS, OR METHODS FOR TRACKING PROGRESS:**

Purchase Orders, Policies & Procedures, Communication Logs

**Objective E. Update classroom facilities to enhance space, safety, and aesthetics.**

Expected Outcome: A reduction in overall maintenance costs and improved aesthetics.

**Progress/Outcomes**

**19/20** Tamper resistant receptacles were installed throughout the WCEHS building. (EHS)  
**20/21**  
**21/22** Updated technology, furniture, and flooring have been purchased and added to the classrooms. Additional wall-mounted and free-standing cabinets have been purchased to assist with storage needs. Interactive panels have been installed in all HS centers. All classrooms have updated energy efficient LED lighting. This objective has been met.

**Progress/Outcomes**

**22/23** Updated storage spaces, kitchen cabinet install, new carpet & furniture at SM4  
**23/24**

**Challenges**

**19/20** Safe plate outlet covers did not provide for the safest protection; Budgetary constraints.  
**20/21**  
**21/22**  
**22/23** Limited availability of maintenance, especially during summer months when the children are not in the center.  
**23/24**

**Activities/Action Steps to Meet Objective**

**19/20** Research safe outlet covers/receptacles.  
Purchase tamper resistant receptacles for centers in need and have maintenance install.  
Complete a Facilities assessment on each classroom to determine flooring, roofs, decking, heating/air, technology, and other needs.  
Prioritize facility projects by need.  
Complete projects as budget allows.  
**20/21**  
**21/22**  
**22/23**  
**23/24**

**DATA, TOOLS, OR METHODS FOR TRACKING PROGRESS:**

Facilities Assessment Results, Maintenance Tracking Form, Purchase Orders, Accounting Records

**Objective F. Update crisis management plan for all centers.**

Expected Outcome: Centers will be quipped to carry out emergency response procedures.

**Progress/Outcomes**

19/20

20/21

21/22

22/23

23/24

Staff were trained on crisis management and provided resource documentation. This objective has been met.

**Challenges**

19/20

20/21

21/22

22/23

23/24

Time constraints.

**Activities/Action Steps to Meet Objective**

19/20

20/21

21/22

**Activities/Action Steps to Meet Objective**

- 22/23** Centers will update their floor plan diagrams.  
Diagrams will be distributed to local fire departments and police stations.  
HSC will obtain crisis management plans for all public schools with on-site HS centers.

**23/24**

**DATA, TOOLS, OR METHODS FOR TRACKING PROGRESS:**

Training records, Crisis Management Plan, Center records, Crisis Management Checklist

**PROGRAM GOAL #4: STRENGTHEN OPPORTUNITIES FOR PROFESSIONAL DEVELOPMENT AND CAREER GROWTH.**

**Objective A. Provide opportunities for teachers to improve and refine teaching practices.**

**Expected Outcome:** Opportunities for professional growth.

**Progress/Outcomes**

**19/20** All EHS teachers participated in peer observations.

**20/21**

**21/22** The program has been promoting services offered through the state for higher education opportunities. One EHS Teacher is currently enrolled in an Associate's program and two Teachers are currently enrolled in a Master's program. Staff continue to participate in peer CLASS observations. All staff will have the opportunity to participate in the ETSU conference. Teaching staff have conducted parent trainings during program wide workshops and have been given opportunities to apply for state conference presentations.

The HS Director is a certified CLASS Train the Trainer. Two teachers and two management staff are CLASS certified. An EHS Mentor Teacher has been established.

**22/23** Mentor Teachers have been established to onboard new HS education staff and provide coaching. Mentor Teachers received PBC training. One HS and one EHS Teacher attended the VA Head Start Association Annual Conference. One HS and one EHS Teacher attended the National Head Start Association Annual Conference. Revised the professional development in-service schedule for 23/24 to include Teacher Assistants.

**23/24**

**Challenges**

- 19/20** Staff turnover; Center coverage.
- 20/21**
- 21/22**
- 22/23** Center coverage continues to be a problem for peer-observations and coaching as there is a shortage in part-time staff/substitutes.
- 23/24**

**Activities/Action Steps to Meet Objective**

- 19/20** Provide opportunities for teaching staff to perform peer observations.  
Provide targeted training.  
Coaching as needed.
- 20/21** Provide online professional development opportunities.
- 21/22** Continue schedule for peer observations.  
Provide targeted training and coaching.  
Increase conference opportunities.  
Explore credentialing and scholarship opportunities.  
Collaborate with local community colleges as a resource for job shadowing and education.
- 22/23** Revise 23/24 in-service calendar.
- 23/24**

**DATA, TOOLS, OR METHODS FOR TRACKING PROGRESS:**

Peer observation schedule & notes, Training records, Coaching contracts

**Objective B. Assess teachers and support staffs' skills, knowledge, strengths, and needs to create a professional development plan.**

Expected Outcome: Individualized professional development plan for education staff.

**Progress/Outcomes**

19/20 Conducted a teacher self-assessment survey with new staff. Designed a coaching schedule based on the needs of individual staff.  
20/21

21/22 A system has been implemented for staff in need of required credentials. Specific feedback has been provided to teachers on CLASS and PQA. This objective has been met effective end of SY 21/22.

22/23

23/24

**Challenges**

19/20 Staff turnover; Time management.

20/21

21/22

22/23

23/24

**Activities/Action Steps to Meet Objective**

19/20

20/21

21/22 Assess education staff in CLASS, PQA, TPOT, TPITOS.  
Provide individual feedback.

Create coaching partnerships as needed.

Conduct yearly performance appraisal and create an individualized professional development plan.

22/23

**Activities/Action Steps to Meet Objective**

23/24

**DATA, TOOLS, OR METHODS FOR TRACKING PROGRESS:**

CLASS, PQA, TPOT/TPITOS, Coaching Contracts, Performance Appraisals

**Objective C. Revise the system of professional development for new staff.**

Expected Outcome: Improve delivery of new employee orientation.

**Progress/Outcomes**

19/20

20/21

21/22

22/23 Part-time staff were included in pre-service training for SY 22/23. The orientation checklist has been revised. Substitute staff receive active supervision training. New full-time education staff are assigned a Mentor Teacher during onboarding.

23/24

**Challenges**

19/20

20/21

21/22

22/23 Staff time constraints.

23/24



**Activities/Action Steps to Meet Objective**

**19/20** Create a timeline of required trainings.  
Create orientation-training materials.  
Revise orientation checklist.

**20/21**

**21/22**

**22/23** Director and HR/FO will develop system for annual part-time staff training.  
Create module on program website for trainings.  
Utilize job shadowing as training hours.  
Create a substitute training record form.

**23/24**

**DATA, TOOLS, OR METHODS FOR TRACKING PROGRESS:**

Orientation checklist, Training records

**PROGRAM GOAL #5: INCREASE COMMUNITY AWARENESS OF THE HIGH-QUALITY CHILDHOOD SERVICES PROVIDED BY THE PROGRAM.**

**Objective A. Design and implement an awareness-focused marketing campaign to increase enrollment.**

**Expected Outcome:** Increased awareness of the program and its services within the community will result in higher enrollment.

**Progress/Outcomes**

**19/20**

**20/21** Partnership agreement established with UETHDA.

**21/22** The program has purchased materials to promote services throughout the community. Banners and tents with advertisements have been purchased and will be used throughout the service area. The program has secured a 3-month lease agreement for a vinyl billboard located in the county.

**Progress/Outcomes**

**22/23** The program has secured a vendor to create a video highlighting program services. Filming completed and video is now on program's website and shared on social media.

**23/24**

**Challenges**

**19/20**

**20/21**

**21/22** Budgetary constraints; lack of internal marketing experience; staff time constraints

**22/23**

**23/24**

**Activities/Action Steps to Meet Objective**

**19/20**

**20/21**

**21/22** Increase program's social media presence.

Consult with videographer to create video of program services.

Research commercial options.

Expand marketing to areas frequented by service area residents.

Educate families and community on quality comprehensive services offered.

**22/23**

Utilize video to promote services.

**23/24**

**DATA, TOOLS, OR METHODS FOR TRACKING PROGRESS:**

Enrollment records, Accounting records.

**Objective B. Participate in additional community partnerships and outreach programs.**

Expected Outcome: The program will grow relationships through partnerships that increase community awareness.

**Progress/Outcomes**

**19/20**

**20/21**

The FCSC is now an AppCAA board member and the Director is on MECC's Early Childhood Advisory Committee. The program has partnered with UETHDA and Kid Central to promote services outside of our service area. A partnership with the Health Wagon has been established. The program participated in a local charity drive through United Way.

**21/22**

The program participated in Kid Central and the annual charity drive through United Way.

**22/23**

Participated in the Back to School Bash held within the Town of Gate City. Working with Appalachian Miles for Smiles. FCSC attended WELL Scott County meetings. Provided pamphlets about Head Start services to Scott County's Leadership Program.

**23/24**

**Challenges**

**19/20**

**20/21**

Staff time constraints; COVID-19 social distancing restrictions.

**22/23**

**23/24**

**Activities/Action Steps to Meet Objective**

**19/20**

**20/21**

**21/22**

Research community outreach programs in the service area.  
Inquire with outreach programs about membership and participation.  
Form partnerships with community outreach programs.

**22/23**

Participate in community events sponsored by Gate City Frontier.  
Form partnership with the Lion's Club for sensory screenings.

**23/24**

**DATA, TOOLS, OR METHODS FOR TRACKING PROGRESS:**

Meeting minutes, Timesheets, Sign-in Sheets

**Objective C. Increase early childhood education workforce.**

Expected Outcome: Increased qualified applicants in early childhood education.

**Progress/Outcomes**

**19/20**

**20/21**

**21/22**

Program staff have participated in job fairs throughout the county. Virginia G3 information distributed to new hires. Hourly employees have been offered an earnings match through the program's retention plan.

**22/23**

Staff continue to promote resources offered by the state. The Director will attend an EC Advisory Board Committee meeting through MECC in March 22. Public Student Loan Forgiveness (PSLF) information distributed to staff. Director to begin as adjunct faculty at MECC, teaching ECE classes.

**23/24**

Challenges

- 19/20
- 20/21
- 21/22 COVID-19 restrictions; staff time-constraints.
- 22/23 Wage competition outside ECE workforce. Lack of funding for staff retention pay.
- 23/24

Activities/Action Steps to Meet Objective

- 19/20
- 20/21
- 21/22 Inquire with community resources to establish job fair within the service area.  
Continue partnerships with local community colleges to build workforce.  
Promote state resources offered for early childhood education tuition.  
Recruit teachers to participate in public speaking engagements regarding early childhood education.
- 22/23 Revise teacher qualifications within the Personnel Policies & Procedures Manual.  
Research National University Head Start pathway program.
- 23/24

DATA, TOOLS, OR METHODS FOR TRACKING PROGRESS:

Timesheets, Memorandum of Understanding

**PROGRAM GOAL #6: INCREASE ADDITIONAL STRATEGIES FOR CAPTURING NON-FEDERAL SHARE RESOURCES.**

Objective A. Promote strategies to increase non-federal share resources.

Expected Outcome: An increase in non-federal share captured by the program.

### Progress/Outcomes

19/20	
20/21	
21/22	An in-kind committee has been established. The committee will meet during March in-service training.
22/23	Grant consolidation efforts have helped EHS in-kind. NFS will continue to be monitored. Program is capturing more in-kind than in previous years with the implementation of the family engagement webs and other scheduled activities. This objective has been met.
23/24	

### Challenges

19/20	
20/21	
21/22	COVID-19 restrictions; Under-enrollment due to COVID-19.
22/23	Staff time constraints
23/24	

### Activities/Action Steps to Meet Objective

19/20	
20/21	
21/22	Establish in-kind committee comprised of internal staff. Design system to increase center level in-kind. Implement strategies to increase in-kind.
22/23	Research additional school system non-federal share match. Revise orientation process to emphasize the importance of in-kind. Promote volunteer opportunities on social media.

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Activities/Action Steps to Meet Objective

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23/24

DATA, TOOLS, OR METHODS FOR TRACKING PROGRESS:

In-kind documentation.

## HS School Readiness Goals Progress Report

Approaches to Learning	Level	Period 1	Period 2	Period 3
A. Children will be able to set goals, develop plans, complete tasks, and maintain concentration over time.	3 Year old (Level 3) 4 Year old (level 5)			
C. Children will increase their skills in problem solving by recalling past knowledge or experience.	3 Year old (Level 4) 4 Year old (level 5)			
<b>Social &amp; Emotional Development</b>				
D. Children will engage in socially acceptable behaviors by recognizing and regulating emotions.	3 Year old (Level 3) 4 Year old (level 5)			
<b>Language &amp; Literacy</b>				
L. Children will comprehend and use increasing complex and varied vocabulary.	3 Year old (Level 4) 4 Year old (level 5)			
N. Children will identify and discriminate between sounds and phonemes in language and show a growing awareness of beginning and ending sounds of words.	3 Year old (Level 3) 4 Year old (level 5)			
O. Children will identify letters and attend to the beginning and ending letters and sounds in familiar words.	3 Year old (Level 3) 4 Year old (level 4)			
R. Children will use letter-like shapes, symbols, and letters to convey meaning.	3 Year old (Level 3) 4 Year old (level 4)			
<b>Cognition</b>				
AA. Children will increase their skills in thinking symbolically and engaging in socio-dramatic play.	3 Year old (Level 4) 4 Year old (level 5)			
S. Children will demonstrate increasing ability to count, connect number words and symbols to objects counted, with the awareness that the last number describes the total.	3 Year old (Level 3) 4 Year old (level 5)			
T. Children will describe the position of objects in relation to other objects and themselves; recognize and describe simple geometric shapes.	3 Year old (Level 3) 4 Year old (level 5)			
<b>Perceptual Motor &amp; Physical Development</b>				
K. Children will understand and perform personal care tasks and practice healthy habits.	3 Year old (Level 4) 4 Year old (level 5)			
I. Children will demonstrate age appropriate physical development. ( Gross Motor)	3 Year old (Level 3) 4 Year old (level 4)			
J. Children will demonstrate age appropriate physical development. ( Fine Motor)	3 Year old (Level 4) 4 Year old (level 5)			

\*Progress Report Code: **N**= Not Yet   **D**= Developing   **P**=Proficient   **E**= Exceeds Expectations



## EHS School Readiness Goals Progress Report

Approaches to Learning	Level	Period 1	Period 2	Period 3	Period 4
A. Children will demonstrate age appropriate initiative in interactions, experiences, and explorations of others and objects in their environment with increasing ability to maintain attention.	0-16 Months: Level 1 17-36 Months: Level 2				
<b>Social &amp; Emotional Development</b>					
D. Children will increasingly demonstrate the ability to manage age appropriate feelings and emotions with the support of familiar adults.	0-16 Months: Level 1 17-36 Months: Level 2				
E. Children will engage in positive interactions through secure relationships with consistent, responsive adults.	0-16 Months: Level 1 17-36 Months: Level 2				
F. Children will develop appropriate personal and playful relationships with other children.	0-16 Months: Level 1 17-36 Months: Level 2				
<b>Language &amp; Literacy</b>					
M. Children will attend to and understand an increasing number of words in communication and conversation with others.	0-16 Months: Level 1 17-36 Months: Level 2				
L. Children will understand and use increasingly complex language in conversation with others.	0-16 Months: Level 1 17-36 Months: Level 2				
P. Children will comprehend meaning from pictures and stories.	0-16 Months: Level 1 17-36 Months: Level 2				
<b>Cognition</b>					
S. Children will engage in and maintain age appropriate mathematical skills in number sense and quantity.	0-16 Months: Level 1 17-36 Months: Level 2				
<b>Perceptual Motor &amp; Physical Development</b>					
K. Children will demonstrate age appropriate personal care behaviors with increasing independence as part of everyday routines.	0-16 Months: Level 1 17-36 Months: Level 2				
I. Children will demonstrate age appropriate physical development. (Gross Motor)	0-16 Months: Level 1 17-36 Months: Level 2				
J. Children will demonstrate age appropriate physical development. (Fine Motor)	0-16 Months: Level 1 17-36 Months: Level 2				

\*Progress Report Code: N= Not Yet D= Developing P=Proficient E= Exceeds Expectations

## Scott County Public School Head Start Training & Technical Assistance Plan

**School Year: 2023-2024**

**Budget Period: January 1, 2024 – December 31, 2024**

### Training Plan Preparation and Development

A comprehensive approach was utilized to develop the program's training plan. The Performance Standards, Community Assessment, Self-Assessment, and State Licensing along with other program assessment tools were used to determine training needs.

In order to develop the program's training plan, various stakeholders consisting of educational staff, members of the management team, policy council, and the governing body were consulted. Training goals, strategies, and contributing factors such as budget limitations for the training plan were discussed.

### Identified Trainings by Category

#### Program Design, Management, & Quality Improvement:

- Provide Management Team members with trainings necessary to ensure high-quality service delivery
- Ensure compliance to program performance standards
- Educate and actively engage program governance on their roles and responsibilities.

<b>T&amp;TA Strategies</b>	<b>Target Audience</b>	<b>Responsible Staff</b>	<b>Timeline</b>	<b>Costs Associated</b>
Virginia Head Start Association Annual Conference	Education Staff Family Resource Staff Management Staff Director	Mgmt. Team	10/24	Registration: \$2,250 Lodging: \$1,080 Meals/Mileage: \$1,473 <b>Total = \$4,803</b>
Virginia Head Start Association Director's Council	Director	Director	6/24	Registration: \$425 Lodging: \$666 Meals/Mileage: \$790 <b>Total = \$1,881</b>
National Head Start Association Annual Conference	Director Management Staff Fiscal Staff Education Staff Family Resource Staff	Director	4/24	Registration: \$3,395 Lodging: \$2,520 Meals/Mileage: \$4,165 <b>Total = \$10,080</b>
Cross-training for key positions	Management Staff Fiscal Staff Director	Mgmt. Team	As needed	\$0
Program Overview Training (including fiscal training for new	Policy Council	Director Fiscal Staff	10/23	\$0

members)				
ChildPlus Data Entry Training	All Staff	Mgmt. Team	As needed	\$0
Policy Council Training (provided during parent orientation)	Program Parents	Mgmt. Team FRS	8/23	\$0
Center Policies and Procedures Training	All Staff	Mgmt. Team	8/23	\$0
Program Governance Training	Policy Council Governing Body	Director	23/24	\$0
<b>TOTAL</b>				<b>\$16,764</b>

**Education and Child Development Services:**

- Provide staff with training to support the program's school readiness efforts in alignment with HSELOF and Virginia early learning standards.
- Ensure staff have the competencies to provide high quality learning experiences for children.

<b>T&amp;TA Strategies</b>	<b>Target Audience</b>	<b>Responsible Staff</b>	<b>Timeline</b>	<b>Costs Associated</b>
CDA Credentialing	Education Staff	CDSC	23/24	<b>\$1,275</b>
CDA Renewal	Education Staff	CDSC	23/24	<b>\$625</b>
CLASS Recertification	Education Staff Management Staff Director	CDSC	23/24	<b>\$1,150</b>
College Credit Recertification	Education Staff	CDSC	23/24	<b>\$600</b>
High Scope Curriculum Training	Education Staff Family Resource Staff Management Staff Director	CDSC	8/24	\$0
ETSU ECE Conference	Education Staff Management Staff	CDSC	23/24	<b>\$480</b>
Smart Beginnings ECE Conference	Education Staff	CDSC	23/24	<b>\$80</b>
Tender Loving Caregivers Conference	Education Staff	CDSC	23/24	<b>\$80</b>
AI's Pals Training	Education Staff	HSC	As needed	\$0

High Scope Curriculum Supports	Education Staff	CDSC	23/24	\$0
Knowledge of Head Start Early Learning Outcomes Framework (HSELOF)	Education Staff	CDSC	8/23	\$0
Culturally Diverse Environments	All Staff	CDSC	23/24	\$0
CLASS	Education Staff	CDSC	23/24	\$0
Addressing Challenging Behaviors & Other Social & Emotional Supports	Education Staff	CDSC HSC	23/24	\$0
Data driven individualization & assessment strategies	Education Staff	CDSC	23/24	\$0
Creating Emotionally Supportive Classrooms & Trauma Informed Practices	Education Staff	CDSC HSC	23/24	\$0
Inclusion & Disability Supports	Education Staff	CDSC	23/24	\$0
Transitioning Supports	Education Staff	CDSC FCSC	23/24	\$0
Trainings targeted towards coaching needs	Education Staff	CDSC	As needed	\$0
DOE's Virginia Pre-Service Training / Annual Training	New Hires / Education Staff	HR/FO	As needed	\$4,031
Publications, Guides, Checklists, Other Training Materials	All Staff Program Parents	N/A	As needed	\$594
<b>TOTAL</b>				<b>\$8,915</b>

### **Fiscal & Human Resource Management:**

- Provide fiscal staff with trainings necessary to support the program's fiscal capacity.
- Ensure staff are educated on the comprehensive fringe benefits offered by Scott County Schools.

<b>T&amp;TA Strategies</b>	<b>Target Audience</b>	<b>Responsible Staff</b>	<b>Timeline</b>	<b>Costs Associated</b>
Society for Human Resource Management On-Demand Webinars	HR/FO	HR/FO	As needed	\$0

OHS Region III Fiscal Training	HR/FO Payroll/Invoice Clerk	HR/FO	23-24	\$0
Virginia Retirement System Training (includes local STD, LTD policies)	HR/FO	HR/FO	As needed	\$0
Self-Funded Insurance Trainings (provided to Scott Co. Schools Insurance Committee)	HR/FO	HR/FO	23-24	\$0
HR Updates (during in-service)	All Staff	HR/FO	As needed	\$0
Personnel Policies & Procedures	All Staff	HR/FO	As needed	\$0
Staff Mental Health Training Team Building, Leadership Skills, Motivation	All Staff	Mgmt. Team	23-24	\$907
Resources, Publications, and Guides to support ongoing fiscal and grant requirements	HR/FO Director	N/A	As needed	\$0
<b>TOTAL</b>				<b>\$907</b>

**Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) & Family and Community Engagement Services:**

- Ensure appropriate staff have the competencies to enroll those who are categorically eligible or who meet defined income-eligibility requirements including at least 10% filled by children eligible for services under IDEA.
- Provide family resource staff with trainings to establish positive goal-oriented relationships with families, impact family wellbeing, and promote family engagement in children's learning and development.

<b>T&amp;TA Strategies</b>	<b>Target Audience</b>	<b>Responsible Staff</b>	<b>Timeline</b>	<b>Costs Associated</b>
Virginia Head Start Assoc. Health & Family Institute	Family Resource Staff Management Staff	FCSC	3/24	Registration: \$500 Lodging: \$340 Meals/Mileage: \$734 <b>Total = \$1,574</b>
Parenting Curriculum Training	Program Parents	FCSC FRS	23/24	\$0
Parent, Family, and Community Engagement Framework	Family Resource Staff Management Staff	FCSC	23/24	\$0

Strategies for Family Engagement	Family Resource Staff Management Staff Education Staff	FCSC CDSC	23/24	\$0
ERSEA Training	Family Resource Staff	FCSC	23/24	\$0
<b>TOTAL</b>				<b>\$1,574</b>

**Health and Nutrition Services & Transportation, Safe Environments:**

- Ensure staff are trained in practices to ensure children's nutritional and health/mental health needs are identified and addressed.
- Provide staff with the tools necessary to monitor and maintain healthy and safe environments.

<b>T&amp;TA Strategies</b>	<b>Target Audience</b>	<b>Responsible Staff</b>	<b>Timeline</b>	<b>Costs Associated</b>
Medication Administration (MAT) Renewal/Certification	Education Staff	HSC	8/23	<b>\$550</b>
Pediatric/Adult First Aid & CPR Certification	Education Staff Family Resource Staff Management Staff Health Services Staff	HSC	23/24	<b>\$396</b>
Virginia Head Start Assoc. Health & Family Institute	Health Services Staff Management Staff	HSC	3/24	Budgeted under ERSEA/Family Services
Child and Adult Care Food Program Training for Program Leaders	Management Staff Director	HSC	7/23	\$0
Child and Adult Care Food Program Training for Staff (Annual)	All Staff	HSC	8/23	\$0
Daily Health Observation Training	All Staff	HSC	8/23	\$0
Safe Environments	All Staff	HSC	8/23	\$0
OSHA	All Staff	HSC	8/23	\$0
Abusive Head Trauma & Safe Sleep Practices	Education Staff Family Resource Staff Management Staff	HSC	8/23	\$0
Child Abuse & Neglect Training	All Staff	FCSC	8/23	\$0

Active Supervision and Active Supervision Classroom Plans	Education Staff Family Resource Staff	Mgmt. Team	8/23	\$0
Virginia Licensing Regulations	All Staff	HSC CDSC	8/23	\$0
Annual Emergency Preparedness	All Staff	Mgmt. Team	8/23	\$0
Food Allergy Prevention & Response	Education Staff Family Resource Staff	HSC	8/23	\$0
Vaccine Education	All Staff	HSC	8/23	\$0
<b>TOTAL</b>				<b>\$946</b>

T&amp;TA FUNDING TOTAL

\$29,106



CONTINUATION FUNDING  
APPLICATION

#03CH011328

01/01/2024-12/31/2024

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

SCOTT COUNTY  
PUBLIC SCHOOL  
HEAD START  
PROGRAM

[www.scottcountyheadstart.org](http://www.scottcountyheadstart.org)

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# SECTION I. PROGRAM DESIGN & APPROACH TO SERVICE DELIVERY

## Subsection A: Goals

### *1. Program Goals, Measurable Objectives, and Expected Outcomes*

The program goals can be found in the supporting documentation tab within HSES.

### *2. Alignment of School Readiness Goals with ELOF*

No additions, deletions, or changes to report.

### *3. Governing Body/Policy Council Involvement in Establishing Program Goals*

No additions, deletions, or changes to report.

## Subsection B: Service Delivery

### *1. Service and Recruitment Area*

### *2. Needs of Children and Families*

#### **2a. Number of Eligible Children Under Five Years of Age**

Scott County Public School Head Start (SCPSHS) continues to work with the Early Childhood Special Education Program (ECSE) of Scott County Schools and Early Intervention (EI) through Child Find to obtain ongoing referrals. As of the 2023-2024 school year, the program is serving 20 children with disabilities through both the ECSE and EI programs.

A partnership with the Hope House of Scott County and the LEA assists the program in identifying and serving homeless age eligible children. SCPSHS also continues to work closely with the Scott County Foster Care program within the Department of Social Services (DSS) to obtain referrals for eligible children. The Hope House of Scott County and DSS continue to serve on the program's Policy Council in a Community Representative capacity.

#### **2b. Service Needs of Proposed Children & Families**

There are no updates or proposed changes to the service needs of children and families.

#### **2c. Availability of Other Child Development Programs**

The only private religious exempt child care provider within the service area is now serving approximately 40 children ages six weeks to two years of age and 60 children ages three to five years of age. Rates for child care continue to increase beyond affordability for many families within Scott County. A private Christian School within the county provides Pre-K 3 and Pre-K 4 services to families at an annual tuition rate of \$2,000. Their current enrollment in the Pre-K 3's is 7 and Pre-K 4's is 5 for a total of 12 preschool aged children. The LEA applied for and received an additional 35 slots to serve three-year old's during the 2023-2024 school year, therefore increasing the total VPI slots to 136.

### *3. Proposed Program Option(s) and Funded Enrollment Slots*

There are not modified program hours for the 2023-2024 school year. Start and end times vary from center to center, however all Head Start centers provide services to 140 children, 7.5 hours per day, 168 days per year, for a total of 1,260 annually. Early Head Start centers provide services to 32 children, 7.5 hours per day, 222 days per year, for a total of 1,665 hours annually.

### *4. Centers and Facilities*

There are no proposed changes to centers and facilities. In addition, there are no minor renovations, repairs, or facilities activities subject to 1303 Subpart E.

### *5. Eligibility, Recruitment, Selection, Enrollment, and Attendance*

#### **5a. Recruitment Process to Ensure Services to Those in Greatest Need**

SCPSHS continues to partner with neighboring counties to expand recruitment territories as well as working with partnerships throughout the county to identify and serve those in greatest need.

### *6. Education and Child Development*

There are no changes to the delivery of services under education and child development with all services being in-person.

## *7. Health*

SCPSHS continues to acknowledge the need of trauma informed care for staff, families, and children. The partnership with Frontier Health's Mental Health Consultant was revised to increase the number of hours of mental health services to children in Head Start classrooms. Additionally, the program plans to continue its partnership with Family Preservation Services (FPS) to provide applied behavioral intervention services for identified children during the 2023-2024 school year. Legislative efforts are being made to reintroduce Therapeutic Day Treatment programs back into public school systems. Until then, SCPSHS will work with FPS to provide these services as funding permits.

In an effort to increase the focus of our mental health supports for our children and staff within the classroom, the program intentionally revised the concentrations of the Health Services Coordinator's credentials to include a background in mental health, hiring a coordinator with a Qualified Mental Health Professional- Child credential in addition to the BS degree in the related field. Additionally, a program nurse was introduced to the staffing pattern to support the programs sensory screenings, referrals, and health documentation of participants.

## *8. Family and Community Engagement*

The transition from the Ready Rosie parenting curriculum to the Nurturing Parenting curriculum during the 2022-2023 school year showed favorable results. There were five Nurturing Parenting sessions held at the central office with a total of 31 participants in which one parent attended each session and several parents attending more than one session. Surveys presented for data collection show that the parents attending the services were happy with the curriculum and would continue to attend workshops featuring the parenting topics. SCPSHS will continue to collaborate with Frontier Health to provide the sessions free of charge to our families.

*9. Services for Children with Disabilities*

There are no updates or proposed changes to services for children with disabilities.

*10. Transition*

There are no updates or proposed changes to transition services.

*11. Services to Enrolled Pregnant Women*

SCPSHS does not currently provide services to enrolled pregnant women.

*12. Transportation*

There are no updates or proposed changes to transportation.

**Sub-section C: Governance, Organizational, & Mgmt. Structures**

*1. Governance*

There are no updates or proposed changes to governance.

*2. Human Resource Management*

An updated organizational chart can be found in the supporting documentation tab in HSES.

During the 2022-2023 school year, the program focused quality improvements efforts in our human resource management of onboarding new staff, both part time substitute staff and full-time teaching staff. Substitutes now receive intensive training in active supervision strategies that follow the same training guidelines that permanent staff receive. This concentrated training is now part of the 16-hour mandated training requirements set forth by the state licensing department. Substitutes also have opportunities for job shadowing as part of the onboarding training.

In addition to improvements to the onboarding training process for new substitutes and part-time classroom staff, the program revised the system of on-going coaching for classroom staff to include a mentorship program for new education staff. With the increase in challenging behaviors, classroom management and curricula implementation are the focus of the mentor program.

### *3. Program Management and Quality Improvement*

During the 2022-2023 school year the program self-reported two safety incidents involving the supervision of children that triggered two deficiencies under health and safety. The program is currently awaiting correspondence from the OHS on the corrective action plan submitted in June. Performing a root cause analysis on the safety incidents, the program revised several policies and procedures in our on-going monitoring process, onboarding new staff and the orientation of part-time staff, policies and procedures related to active supervision, as well as procedures to increase the culture of safety within and outside of our program. These ongoing oversight provisions and revised policies and procedures will be highlighted in the following paragraphs.

New procedures in the corrective action plan to prevent recurrent active supervision compliance issues included adding additional secondary measures of prevention such as child proof magna latches to gate openings, revision of specific procedures in staff zoning, scanning and counting, and child development knowledge, the installation of cameras at all sites, door alarms on all entrance and exits of classroom doors, and additional fencing around program sites as needed. Policy and procedures in active supervision were revised to include the 6 active supervision strategies from the National Center on Health, Behavioral Health, and Safety. Utilizing the 6 strategies: setting up the environment, position of staff, scanning and counting, listening, anticipating children's behavior, and engaging and redirecting, classroom staff created individualized active supervision binders to reflect these practices and assist with the on-going monitoring of these policies and procedures. Staff were provided several training sessions on these revised procedures and policies. The completed action plan for these deficiencies resulted in a total of 9 goals and 38 objectives.

The implementation of a third person in each classroom continues to promote continuity of care and provides additional supports to assist classroom teachers in the increase in challenging behaviors and increase the staff to child ratios for added active supervision protections. These Classroom Aides are utilized in the Head Start classrooms while the Food Service Provider and/or Floater assist in the Early Head Start classrooms.

SCPSHS was also monitored in CLASS and a Focus Area 2 review during the 2022-2023 program year. There were no areas of non-compliance or deficiencies with the FA 2 monitoring and all CLASS scores were above the Quality Improvement Thresholds. Additionally, the program is audited through an independent auditor selected by Scott County Government every year. During the 2021-2022 fiscal year, the program had no reported findings.

## SECTION II. BUDGET AND BUDGET JUSTIFICATION NARRATIVE

### 1. Detailed Narrative

<b>FUNDING GUIDANCE LETTER</b>			
	<b>HS</b>	<b>EHS</b>	<b>TOTAL</b>
Program Operations	\$1,440,175	\$619,057	\$2,059,232
Training and Technical Assistance	\$18,132	\$10,974	\$29,106
<b>TOTAL</b>	<b>\$1,458,307</b>	<b>\$630,031</b>	<b>2,088,338</b>

<b>PROGRAM</b>			
	<b>HS</b>	<b>EHS</b>	<b>TOTAL</b>
Federal Funded Enrollment	140	32	172

Non-federal matching funds in the amount of **\$522,085** (HS - \$364,577 / EHS - \$157,508) will be achieved through the implementation of this grant. Total funding for this budget period is **\$2,610,423** (HS - \$1,822,884 / EHS - \$787,539).



*A. Personnel*

SCPSHS has allocated a total of **\$1,291,606** (HS - **\$916,480** / EHS - **\$375,126**) of federal funds for payment of personnel.

Of the total amount **\$1,125,454** (HS - **\$818,952** / EHS - **\$306,502**) has been allotted for the payment of contracted, full-time employees. These funds will be used to pay salaries for the positions listed in the chart below.

<b>CONTRACTED POSITION</b>	<b># OF EMPLOYEES</b>
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

Of the total amount **\$166,152** (HS - **\$97,528** / EHS - **\$68,624**) has been allotted for the payment of non-contracted, part-time employees. These funds will be used to pay wages for the positions listed in the chart below.

<b>NON-CONTRACTED POSITION</b>	<b># OF EMPLOYEES</b>
Classroom Aide	8
Food Service Provider	3
EHS Floater	1
Nutrition Support / Educational Assistant	1
Food Delivery Technician	1
Payroll/Invoice Clerk	1
Janitorial Services Technician	1
Technology Support Specialist	1
Program Nurse	1

## SUMMARY OF EXPENSES - PERSONNEL

PERSONNEL			
	HS	EHS	TOTAL
Child Health & Development	\$648,111	\$312,173	\$960,284
Family & Community Partnership	\$125,978	\$29,552	\$155,530
Program Design & Management	\$139,894	\$32,815	\$172,709
Other	\$2,497	\$586	\$3,083
<b>TOTAL</b>	<b>\$916,480</b>	<b>\$375,126</b>	<b>\$1,291,606</b>

### *B. Fringe Benefits*

SCPSHS has allocated a total of \$476,885 (HS - \$340,275 / EHS - \$136,610) of federal funds for payment of employee fringe benefits. Calculations have been determined based the following wage types:

#### **I. Wage Type A: \$1,125,454 (HS - \$818,952 / EHS - \$306,502)**

Consists of contracted full-time personnel who are eligible to receive full benefits through Scott County Schools.

#### **II. Wage Type B: \$1,302,006 (HS - \$925,480 / EHS - \$376,526)**

Consists of contracted full-time personnel and all other personnel, including part-time personnel and substitutes (*listed under F. Other category*).

### **SOCIAL SECURITY, STATE DISABILITY, UNEMPLOYMENT, WORKER'S COMPENSATION, STATE UNEMPLOYMENT INSURANCE**

**FICA: \$99,833 (HS - \$70,799 / EHS - \$29,034)**

Program's share of employer medicare and social security taxes at the rate of 7.65% of an employee's gross earnings. *Wage Type B applied.*

**Worker's Compensation: \$3,654 (HS - \$2,591 / EHS - \$1,063)**

Worker's compensation insurance coverage is provided through VACORP and paid to Scott County Schools at the rate of .28% of an employee's gross earnings. *Wage Type B applied.*

**State Unemployment Insurance: \$612 (HS - \$392 / EHS - \$220)**

Unemployment insurance costs paid to the Commonwealth of Virginia at the rate of .17% of an employee's first \$8,000 in gross earnings. The program has on average 45 employees per year.

### **HEALTH/DENTAL/LIFE INSURANCE**

Current and historical data has been used to determine budget amounts below unless otherwise specified.

**Health Insurance: \$149,472 (HS - \$104,376 / EHS - \$45,096)**

Program's share of health and vision insurance benefits offered through Scott County Schools.

**Dental Insurance: \$4,560 (HS - \$3,326 / EHS - \$1,234)**

Program's share of dental insurance benefits offered through Scott County Schools.

**Group Life Insurance: \$15,081 (HS - \$10,974 / EHS - \$4,107)**

Program's share of life insurance costs offered through Scott County Schools at the rate of 1.34% of an employee's gross earnings. *Wage Type A applied.*

### **RETIREMENT**

**Virginia Retirement System: \$187,051 (HS - \$136,110 / EHS - \$50,941)**

Program's share of retirement costs for eligible employees through the Virginia Retirement System at the rate of 16.62% of an employee's gross earnings. *Wage Type A applied.*

**Health Insurance Credit: \$13,618 (HS - \$9,909 / EHS - \$3,709)**

Program's share of costs through the Virginia Retirement System that assists members with health insurance premiums upon retirement at the rate of 1.21% of an employee's gross earnings. *Wage Type A applied.*

**Virginia Local Disability Plan: \$3,004 (HS - \$1,798 / EHS - \$1,206)**

Program's share of disability coverage for eligible employees through the Virginia Retirement System at the rate of .47% of an employee's gross earnings. *Total payroll for eligible VLDP employees is as follows: HS - \$382,458 / EHS - \$256,632.*

#### *C. Travel*

All travel expenses can be found under *Section G. Training and Technical Assistance Allocation.*

#### *D. Supplies*

SCPSHS has budgeted **\$94,588 (HS - \$48,182 / EHS - \$46,406)** to purchase supplies necessary for this grant. Current and historical data has been used to determine budget amounts below unless otherwise specified.

### **OFFICE SUPPLIES**

**Office Supplies: \$9,000 (HS - \$6,000 / EHS - \$3,000)**

These expenditures include the cost of file folders, copier paper, and pens.

**Non-Capital Technology Hardware: \$7,200 (HS - \$1,600 / EHS - \$5,600)**

These expenditures include the cost to replace classroom and/or central office staff technology hardware such as printers, tablets or computers with a value of less than \$5,000.

**Technology Supplies: \$3,911 (HS - \$2,161 / EHS - \$1,750)**

These expenditures include the cost of computer accessories and printer cartridges.

### **CHILD & FAMILY SERVICES SUPPLIES**

**Materials & Supplies – School: \$11,600 (HS - \$6,600 / EHS - \$5,000)**

These expenditures include the cost to replace broken furniture throughout the classrooms, rugs indoor and outdoor playground toys, materials for dramatic play.

**Medical & Dental Supplies \$4,000 (HS - \$1,500 / EHS - \$2,500)**

These expenditures include the cost of toothbrush kits, medical supplies for First Aid kits, health and vision screening supplies, and any additional medical related supplies.

**Child Hygiene Supplies: \$6,500 (HS - \$1,000 / EHS - \$5,500)**

These expenditures include the cost of classroom diapering and toilet training supplies.

**Instructional Materials \$10,099 (HS - \$5,599 / EHS - \$4,500)**

These expenditures include the cost of consumable educational/classroom supplies such as pencils, markers, crayons, paper, paint, sensory bin items, etc. Expenditures may also include books purchased for the centers and Kindergarten transition materials.

**Parent Involvement Supplies: \$2,300 (HS - \$1,300 / EHS - \$1,000)**

Family Resource staff are allotted \$20 monthly to purchase items specific to family engagement, parent meetings, and/or program wide-workshop supplies. All purchases are pre-

approved by supervisors and receipts must be submitted for reimbursement. The following calculation is used to determine this line item: *HS - \$20 x 3 staff x 10 months = \$600; EHS - \$20 x 3 staff x 10 months = \$600*. In addition to family resource discretionary spending, funds have been allocated for the purchase of “Parents as Teachers” items and any other applicable parent involvement materials.

**Center Discretionary Supplies: \$3,840 (HS - \$2,400 / EHS - \$1,440)**

Classroom staff are allotted \$30 monthly to purchase educational items specific to their lesson plan and/or current family engagement activities. All purchases are pre-approved by supervisors and receipts must be submitted for reimbursement. The following calculation is used to determine this line item: *HS - \$30 x 8 classrooms x 10 months = \$2,400; EHS - \$30 x 4 classrooms x 12 months = \$1,440*.

**FOOD SERVICE SUPPLIES**

**Food Supplies: \$24,873 (HS - \$14,757 / EHS - \$10,116)**

Expenditures within this line item include non-CACFP reimbursable meals purchased for staff members required to eat with the children and the replacement of food service appliances, serving utensils, food storage products, and non-food consumable supplies for center meal preparation that exceed CACFP rates. Expenditures may also include food items purchased for parent and/or staff trainings, family engagement events, and policy council meetings. Current negotiated meal pricing through the Scott County School system and historical data has been used to determine this budgeted expense.

**OTHER SUPPLIES**

**Cleaning/Janitorial Supplies/Pest Control: \$10,265 (HS - \$5,265 / EHS - \$5,000)**

Expenditures from this line item include sanitization and disinfectant products purchased to maintain clean facilities.

***E. Contractual***

SCPSHS has budgeted **\$59,117 (HS - \$44,656 / EHS - \$14,461)** for contractual services.

The program routinely evaluates contract agreements to ensure contracts are necessary for providing quality services.

**HEALTH/DISABILITIES SERVICES**

**Mental Health Services: \$27,060 (HS - \$24,900 / EHS - \$2,160)**

SCPSHS has a contract with Frontier Health Inc. for child observations and other mental health services. Frontier Health provides this service at a cost of \$30 per hour. The program estimates 17 hours of mental health services in the Head Start classrooms combined and 1.5 hours in each Early Head Start classroom monthly. The following calculation is used to determine this line item: *HS - \$30 x 17 hours per month x 10 months = \$5,100; EHS - \$30 x 1.5 hours x 4 classrooms x 12 months = \$2,160.*

SCPSHS continues to partnership with Family Preservation Services to secure a qualified mental health professional (QMHP) for alternative behavioral intervention services (ABIS). These services would be provided through the remainder of the 2023-2024 school year (90 days) at the rate of \$220 per day.

**OTHER CONTRACTS**

**Services from Other Government Entities: \$24,000 (HS - \$14,640 / EHS - \$9,360)**

Scott County Schools provides maintenance and repair needs to Head Start and Early Head Start facilities. The negotiated rate is based on 50% of the total cost of a full-time contracted school maintenance position. The following calculation is used to determine this line item:  $HS - \$24,000 \times 61\% = \$14,640$ ;  $EHS - \$24,000 \times 39\% = \$9,360$ .

**Contracted Services/Other: \$2,706 (HS - \$1,651 / EHS - \$1,055)**

Commercial monitoring of the Central Office is approximately \$456 annually. Mowing and lawn care maintenance at Central Office and Weber City centers is approximately \$2,100 annually. Annual lead testing is conducted at all sites for an approximate cost of \$150. The following calculation is used to determine this line item:  $HS - \$2,706 \times 61\% = \$1,651$ ;  $EHS - \$2,706 \times 39\% = \$1,055$ .

**Pest Control: \$2,000 (HS - \$1,220 / EHS - \$780)**

SCPSHS contracts with a licensed pest control company to provide pest control services to all facilities bi-annually at a total cost of \$1,800. Additional funds have been allocated for pest control needs outside bi-annual maintenance. The following calculation is used to determine this line item:  $HS - \$2,000 \times 61\% = \$1,220$ ;  $EHS - \$2,000 \times 39\% = \$780$ .

**Maintenance/Service Contracts: \$3,350 (HS - \$2,245 / EHS - \$1,106)**

Building Systems Technology conducts annual fire alarm panel inspections at an annual cost of \$3,350 (\$2,245 for Head Start and \$1,106 for Early Head Start).

#### *F. Other*

SCPSHS has allotted **\$137,036 (HS - \$90,582 / EHS - \$46,454)** for the payment of line items within the “Other” category of the budget. Current and historical data has been used to determine budget amounts below unless otherwise specified.



## **RENT**

**Lease/Rent Office Space: \$10,800 (HS - \$6,588 / EHS - \$4,212)**

SCPSHS has a rental agreement with Cozart Rental Company for property located at 303, 305, & 307 Legion St. These locations house two Early Head Start classrooms, one Head Start classroom, and Central Office, which has both administrative and programmatic staff. This rental agreement is effective May 1, 2017 – December 31, 2035. Listed within this agreement is a monthly rental rate of \$900 for the period of January 1, 2021 – December 31, 2025, for an annual total of \$10,800. The following calculation is used to determine this line item: *HS* -  $\$10,800 \times 61\% = \$6,588$ ; *EHS* -  $\$10,800 \times 39\% = \$4,212$ .

## **UTILITIES, TELEPHONE**

**Utilities/Electric Service: \$13,600 (HS - \$9,600 / EHS - \$4,000)**

Utility costs not covered by Scott County Schools as non-federal share have been budgeted in this line item and include electricity at two Duffield centers, Nickelsville, Dungannon, three Gate City centers, three Weber City centers, and Central Office.

**Propane/Heating Fuel: \$1,900 (HS - \$1,159 / EHS - \$741)**

Costs incurred within this line item include propane fuel for Central Office. The following calculation is used to determine this line item: *HS* -  $\$1,900 \times 61\% = \$1,159$ ; *EHS* -  $\$1,900 \times 39\% = \$741$ .

**Telephone/Postage: \$18,500 (HS - \$11,285 / EHS - \$7,215)**

Expenditures within this line item include the cost of two cells phones, phone/internet for all classrooms and Central Office, stamps, and postal fees for parent surveys.

**Water & Sewer Service: \$6,929 (HS - \$4,429 / EHS - \$2,500)**

Water and sewer costs not covered by Scott County Schools as non-federal share have been budgeted in this line item and include services at Dungannon, three Gate City centers, three Weber City centers, and Central Office.

In addition to water and sewer service, expenditures within this line item include a water cooler rental for Central Office for an approximate annual cost of \$540.

**Recycling: \$1,428 (HS - \$871 / EHS - \$557)**

Recycling services are provided to the program by Stericycle at an annual cost of \$1,428. The following calculation is used to determine this line item: *HS* -  $\$1,428 \times 61\% = \$871$ ; *EHS* -  $\$1,428 \times 39\% = \$557$ .

**BUILDING & CHILD LIABILITY INSURANCE**

**Student Insurance: \$946 (HS - \$770 / EHS - \$176)**

Student accident insurance is provided through VACORP at the rate of approximately \$5.50 per child.

**BUILDING MAINTENANCE/REPAIR & OTHER OCCUPANCY**

**Repair/Maintenance General Property: \$8,000 (HS - \$2,500 / EHS - \$5,500)**

These expenditures include the cost of indoor and outdoor site maintenance such as repairs to emergency exit lighting, plumbing, and any additional repairs needed to ensure safe facilities.

**LOCAL TRAVEL**

**Vehicle Equipment/Fuel/Supplies: \$1,500 (HS - \$1,000 / EHS - \$700)**

Expenditures within this line item include the cost of fuel for program-owned vehicles.

**Mileage/Travel: \$1,260 (HS - \$1,120 / EHS - \$140)**

Mileage reimbursements will be provided to staff during circumstances when a program vehicle is unavailable for use. The program will follow the established mileage reimbursement rate approved by the Scott County Board of Supervisors. Of the total line item, \$810 (HS - \$720 / EHS - \$90) has been budgeted for mileage reimbursements to parent representatives who attend Policy Council meetings. The following calculation is used to determine this line item: *HS - \$10 x 9 months x 1 parent per classroom x 8 classrooms = \$720; EHS - \$10 x 9 months x 1 parent = \$90.*

**SUBSTITUTES**

**Substitutes: \$13,400 (HS - \$9,000 / EHS - \$4,400)**

A substitute may be used to provide support in the classroom during the absence of a full-time or permanent part-time staff member. Substitutes are paid the federal or state minimum wage rate, which is higher and do not receive benefits or accrue leave.

**PARENT SERVICES**

**Training – Parents: \$2,064 (HS - \$1,680 / EHS - \$384)**

Expenditures within this line item are reserved as “parent activity funds.” These funds are budgeted at a cost of \$12 per child and used for the annual parent enrichment trip determined by policy council. Additional activities including the cost of educational speakers and other trainings of interest to parents may be included in these expenditures.

**Professional Services: \$2,400 (HS - \$1,944 / EHS - \$456)**

SCPSHS utilizes CCR Analytics to aggregate and analyze family outcomes surveys twice a year. This service is provided at approximately \$2,400 annually. The following calculation is used to determine this line item:  $HS - \$2,400 \times 81\% = \$1,944$ ;  $EHS - \$2,400 \times 19\% = \$456$ .

### **ACCOUNTING & LEGAL SERVICES**

**Professional Services: \$3,250 (HS - \$2,633 / EHS - \$617)**

An accounting firm is selected by Scott County Government to provide consulting services and the preparation of financial documents at an annual cost of \$3,250. The following calculation is used to determine this line item:  $HS - \$3,250 \times 81\% = \$2,633$ ;  $EHS - \$3,250 \times 19\% = \$617$ .

### **PUBLICATIONS, ADVERTISING, PRINTING**

**Advertising: \$1,634 (HS - \$1,134 / EHS \$500)**

Expenditures within this line item include the cost of recruitment for children and staff such as signage, informational materials, job postings, and procurement bid announcements.

**Books & Subscriptions: \$350 (HS - \$284 / EHS \$66)**

The program currently subscribes to *Building Readers* from The Parent Institute at an annual cost of \$350. Excerpts from this magazine subscription are included in the monthly newsletters distributed to families.

**Printing & Binding: \$14,410 (HS - \$8,790 / EHS - \$5,620)**

Expenditures within this line item include the cost of copier machines rentals for the classrooms and Central Office. The following calculation is used to determine this line item: *HS* -  $\$14,410 \times 61\% = \$8,790$ ; *EHS* -  $\$14,410 \times 39\% = \$5,620$ .

### **EMPLOYMENT FEES**

**Health Exam/Drug Screenings: \$260 (HS - \$160 / EHS - \$100)**

Costs associated with obtaining a required physical and TB screening will be paid by the program for uninsured employees. The Scott County Health Department charges SCPSHS approximately \$50 per wellness exam.

**Criminal Record Search Fees: \$600 (HS - \$400 / EHS - \$200)**

Expenditures within this line item cover the cost of obtaining pre-employment and continued employment background checks, including the Virginia Central Registry for Child Abuse and Neglect.

### **FIELD TRIPS**

**Services from Other Government Entities: \$1,500 (HS - \$1,000 / EHS - \$500)**

SCPSHS provides reimbursement to Scott County Schools for the transporting of children to and from field trips.

**Field Trip Admission Fees: \$8,450 (HS - \$5,200 / EHS - \$3,250)**

These expenditures include the cost of admission fees and other associated costs for children and families while attending program-sponsored field trips.

### **PERMITS, DUES, & MEMBERSHIPS**

**Licensing Fees: \$1,020 (HS - \$700 / EHS - \$320)**

Expenditures within this line item cover the cost of fees associated with maintaining state and local licensure including: health permits, child day center license, and fire inspections.

Health permits are approximately \$40 per site. Annual fire inspection permits range from \$50-100 contingent upon building occupancy.

**Dues & Memberships: \$2,290 (HS - \$1,855 / EHS \$435)**

Expenditures within this line item cover the cost of fees associated with participation in the National Head Start Association and Virginia Head Start Association.

**SOFTWARE & SUBSCRIPTIONS**

**Technology Software/Online Content – General \$18,410 (HS - \$14,913 / EHS - \$3,497)**

ChildPlus serves as the program's data records management system and has an approximate annual cost of \$5,250. SCPSHS utilizes Intuit QuickBooks for accounting and payroll services at an approximate annual cost of \$4,500. For time and effort reporting, training, and employee resources, the program utilizes Zira's Teambridge at an approximate annual cost of \$2,160. Applications for enrollment are accepted through DocuSign, which has an annual cost of \$2,400. SpendMap automates the program's requisitions, approvals, and purchase orders at an annual cost of \$1,680. SCPSHS utilizes Dropbox as a file hosting service at an annual cost of \$200. Splashtop allows program staff secure remote access to their devices at an annual cost of \$570. Barracuda Security Essentials is used to provide email security at an annual cost of \$1,650.

**Technology Software/Online Content – Instructional: \$3,105 (HS - \$2,463 / EHS - \$642)**

The HighScope Program Quality Assessment (PQA) tool utilized by the program has an annual cost of \$30 per classroom. The program also utilizes HighScope's COR Advantage for observation-based assessments at an annual cost of approximately \$2,745.

**Technology Software/Online Content – Parent Involvement: \$1,125 (HS - \$911 / EHS - \$214)**

SCPSHS utilizes the Dial My Calls platform to mass communicate scheduling changes and announce upcoming program-wide events. The average annual cost of this service is \$810.

SCPSHS utilizes Zoom to communicate with policy council and parent committees. The average annual cost of this service is \$315.

#### *G. Training & Technical Assistance Allocation*

Training and technical assistance (T&TA) funds have been allocated to the program in the amount of \$29,106 (HS - \$18,132 / EHS - \$10,974). Detailed descriptions of trainings offered throughout the budget period can be found in the Training and Technical Assistance Plan.

### **PERSONNEL**

**Child Health & Development: \$2,304 (HS - \$1,536 / EHS - \$768)**

T&TA funds will be used to pay costs incurred to meet the Virginia Department of Education's minimum 16 hours of annual training for part-time staff who work with children. The program anticipates eight Classroom Aides, three Food Service Providers, and one EHS Floater will undergo 16 hours of annual training. The following calculation has been used to determine this line item: *HS - \$12.00 per hr. x 8 staff x 16 hours = \$1,536; EHS - \$12.00 per hr. x 4 staff x 16 hours = \$768*

## **FRINGE**

These allocated funds will provide payments for the program's share of employer payroll taxes. Calculations have been determined based on *Personnel* and *Other (Substitutes)* multiplied by the fringe benefit rate.

## **SOCIAL SECURITY, STATE DISABILITY, UNEMPLOYMENT, WORKER'S COMPENSATION, STATE UNEMPLOYMENT INSURANCE**

**FICA: \$287 (HS - \$207 / EHS - \$80)**

## **STAFF OUT OF TOWN TRAVEL**

T&TA funds will also be used to pay the cost of staff out of town travel and lodging fees for identified trainings in the T&TA Plan. Expenditures incurred within this line item will adhere to federal per diem rates and established program policies.

**Travel: \$7,162 (HS - \$4,585 / EHS - \$2,577)**

Virginia Head Start Association Annual Conference Meals and Mileage - Funds will be used to pay for the cost of travel to and from the conference for five staff at an approximate cost of \$438 (*700 miles approximately round-trip x \$.625*) and meals at an approximate cost of \$207 per person for the four-day period. The following calculation is used to determine this line item:  
$$\$207 \times 5 = \$1,035 + \$438 = \$1,473 \text{ HS} - \$1,473 \times 64\% = \$943; \text{ EHS} - \$1,473 \times 36\% = \$530.$$

Virginia Head Start Association Annual Director's Conference Meals and Mileage - Funds will be used to pay for the cost of travel to and from the conference for one staff member at an approximate cost of \$566 (*905 miles approximately round-trip x \$.625*) and meals at an



approximate cost of \$224 for the four-day period. The following calculation is used to determine this line item:  $\$566 + 224 = \$790$  HS -  $\$790 \times 64\% = \$506$ ; EHS -  $\$790 \times 36\% = \$284$ .

Virginia Head Start Association Health & Family Institute Meals & Mileage - Funds will be used to pay for the cost of travel to and from the conference for two staff at an approximate cost of \$438 (*700 miles approximately round-trip  $\times$  \$.625*) and meals at an approximate cost of \$148 per person for the three-day period. The following calculation is used to determine this line item:  $\$148 \times 2 = \$296 + \$438 = \$734$  HS -  $\$734 \times 64\% = \$470$ ; EHS -  $\$734 \times 36\% = \$264$ .

National Head Start Association Annual Conference Meals & Mileage - Funds will be used to pay for the cost of air travel to and from the conference for five staff at an approximate cost of \$2,500. Meals provided during the conference will be approximately \$333 per person for the 5-day period. The following calculation is used to determine this line item:  $\$333 \times 5 = \$1,665 + \$2,500 = \$4,165$  HS -  $\$4,165 \times 64\% = \$2,666$ ; EHS -  $\$4,165 \times 36\% = \$1,499$ .

**Lodging: \$4,606 (HS - \$2,948 / EHS - \$1,658)**

Virginia Head Start Association Annual Conference Lodging - Funds will be used to pay for the cost of lodging to attend the conference for five staff members at an approximate cost of \$120 per night for a three-night stay. The following calculation is used to determine this line item:  $\$120 \times 3 \text{ nights} \times 3 \text{ rooms} = \$1,080$  HS -  $\$1,080 \times 64\% = \$691$ ; EHS -  $\$1,080 \times 36\% = \$389$ .

Virginia Head Start Association Director's Council Lodging - Funds will be used to pay for the cost of lodging to attend the conference for one staff member at an approximate cost of \$222 per night for a three-night stay. The following calculation is used to determine this line item:  $\$222 \times 3 = \$666$  HS -  $\$666 \times 64\% = \$426$ ; EHS -  $\$666 \times 36\% = \$240$ .

Virginia Head Start Association Health & Family Institute Lodging - Funds will be used to pay for the cost of lodging to attend the conference for two staff members at an approximate cost of \$170 per night for a two-night stay. The following calculation is used to determine this line item:  $\$170 \times 2 = \$340$  HS -  $\$340 \times 64\% = \$218$ ; EHS -  $\$340 \times 36\% = \$122$ .

National Head Start Association Annual Conference Lodging – Funds will be used to pay for the cost of lodging to attend the conference for five staff members at an approximate cost of \$210 per night for a four-night stay. The following calculation is used to determine this line item:  $\$210 \times 4 \text{ nights} \times 3 \text{ rooms} = \$2,520$  HS -  $\$2,520 \times 64\% = \$1,613$ ; EHS -  $\$2,184 \times 36\% = \$907$ .

### **SUPPLIES**

**Training Supplies: \$594 (HS - \$445 / EHS - \$149)**

Costs incurred within this line item include publications, guides, checklists, and materials needed for employee trainings.

### **CONTRACTUAL**

#### **TRAINING AND TECHNICAL ASSISTANCE**

**Professional Services: \$1,387 (HS - \$887 / EHS - \$500)**

SCPSHS contracts with a Registered Nurse to provide First Aid/CPR/AED and MAT training to program staff. The contracted rate is \$15 per hour for an anticipated 32 hours annually. Additionally, the program has budgeted \$907 for trainer fees related to staff mental health, team building, leadership skills, and motivation. The following calculation is used to determine this line item:  $\$480 + \$907 = \$1,387$  HS -  $\$1,387 \times 64\% = \$887$ ; EHS -  $\$1,387 \times 36\% = \$500$ .

## **OTHER**

**Substitutes: \$1,440 (HS - \$1,166 / EHS - \$274)**

T&TA funds will be used to pay costs incurred to meet the Virginia Department of Education's minimum 10 hours of pre-service training for newly hired substitute staff. The program estimates twelve new substitutes will be hired during the budget period. The following calculation is used to determine this line item:  $\$12 \text{ per hour} \times 10 \text{ hours} \times 12 \text{ new staff} = \$1,440$ .  
 $HS - \$1,440 \times 81\% = \$1,166$ ;  $EHS - \$1,440 \times 19\% = \$274$ .

**Conferences: \$7,210 (HS - \$4,685 / EHS - \$2,525)**

Registration fees for identified trainings within the T&TA Plan are detailed below:

Virginia Head Start Association Annual Conference – Anticipated registration fees are \$450 per person. The following calculation is used to determine this line item:  $\$450 \times 5 \text{ people} = \$2,250$  HS -  $\$2,250 \times 64\% = \$1,440$ ; EHS -  $\$2,250 \times 36\% = \$810$ .

Virginia Head Start Association Director's Council – Anticipated registration fees are \$425 per person. The following calculation is used to determine this line item:  $\$425 \times 1 \text{ person} = \$425$  HS -  $\$425 \times 64\% = \$272$ ; EHS -  $\$425 \times 36\% = \$153$ .

Virginia Head Start Association Health & Family Institute – Anticipated registration fees are \$250 per person. The following calculation is used to determine this line item:  $\$250 \times 2 \text{ people} = \$500$  HS -  $\$500 \times 64\% = \$320$ ; EHS -  $\$500 \times 36\% = \$180$ .

National Head Start Association Annual Conference – Anticipated registration fees are \$679 per person. The following calculation is used to determine this line item:  $\$679 \times 5 \text{ people} = \$3,395$  HS -  $\$3,395 \times 64\% = \$2,173$ ; EHS -  $\$3,395 \times 36\% = \$1,222$ .

ETSU Early Childhood Education Conference – Anticipated registration fees are \$32 per person. The following calculation is used to determine this line item:  $HS - \$32 \times 15 \text{ staff} = \$480$ .

Smart Beginnings Early Childhood Education Conference – Anticipated registration fees are \$20 per person. The following calculation is used to determine this line item:  $EHS - \$20 \times 4 \text{ staff} = \$80$ .

Tender Loving Caregivers Conference – Anticipated registration fees are \$20 per person. The following calculation is used to determine this line item:  $EHS - \$20 \times 4 \text{ staff} = \$80$ .

**Employee Training: \$4,116 (HS - \$1,673 / EHS - \$2,443)**

Certifications, renewals, and staff trainings identified within the T&TA Plan are detailed below:

College Credit Recertification – Fees for Head Start Teachers to recertify their teaching license has been budgeted at \$600 (HS).

CLASS Recertification – CLASS Pre-K and I/T Observation recertification fees are \$125 each. Two Head Start Mentor Teachers (Pre-K), one Early Head Start Mentor Teacher (I/T), the Director (Pre-K & I/T), and the CDSC (Pre-K & I/T) are CLASS certified. In addition, the Director is a certified Pre-K CLASS Trainer which has an annual cost of \$275. The following calculation is used to determine this line item:  $HS - \$125 \times 4 = \$500 + \$275 = \$775$ ;  $EHS - \$125 \times 3 = \$375$ .

MAT Certification or Renewal \$7 per person – Certification fees are \$7 per person. The program anticipates ten staff will need MAT certification or renewal during the budget period.

The following calculation is used to determine this line item:  $\$7 \times 10 = \$70$  HS -  $\$70 \times 64\% = \$45$ ; EHS -  $\$70 \times 36\% = \$25$ .

Pediatric & Adult First Aid/CPR/AED Certification or Renewal – Certification fees are \$36 per person. The program anticipates eleven staff will need First Aid certification or renewal during the budget period. The following calculation is used to determine this line item:  $\$36 \times 11 = \$396$  HS -  $\$396 \times 64\% = \$253$ ; EHS -  $\$396 \times 36\% = \$143$ .

CDA Credentialing/Renewal – Credentialing fees are \$425 per person and renewal fees are \$125 per person. The program anticipates three EHS staff will need CDA credentialing and five EHS staff will need a renewal. The following calculation is used to determine this line item:  $EHS - \$425 \times 3 = \$1,275 + \$125 \times 5 = \$625 = \$1,900$ .

#### *H. Administrative Costs*

Administrative costs are monitored by the HR/FO and reported monthly to policy council and the governing body. The 15% maximum allowable administrative cost for this budget period is **\$391,564** (HS - **\$273,433** / EHS - **\$118,131**). The actual total administrative cost for this budget period is **\$272,025** (HS - **\$211,822** (12%) / EHS - **\$60,620** (8%)). Administrative cost totals determined below have been calculated based on the total cost of the line item, including non-federal share match totals multiplied by the administrative allocation percentage defined within the program's Cost Allocation Plan.

### **PERSONNEL**

The total administrative cost for the personnel category is **\$129,806** (HS - **\$129,806** / EHS - **\$30,448**). Grant funded and non-federal share match salaries with job functions deemed administrative are categorized below.

**Program Design & Management: \$159,946 (HS - \$129,556 / EHS - \$30,390)**

**Other Personnel: \$308 (HS - \$250 / EHS - \$58)**

### **FRINGE**

The total administrative cost for the fringe category is **\$66,466 (HS - \$53,289 / EHS - \$13,177)**. Fringe benefits are calculated based on the percentage of the position's salary defined as administrative cost multiplied by the actual fringe benefit percentage (*e.g. 100% administrative salary x 7.65% FICA*)

### **SOCIAL SECURITY, STATE DISABILITY, UNEMPLOYMENT, WORKER'S COMPENSATION, STATE UNEMPLOYMENT INSURANCE**

**FICA: \$12,259 (HS - \$9,930 / EHS - \$2,329)**

**Worker's Compensation: \$448 (HS - \$363 / EHS - \$85)**

**State Unemployment Insurance: \$190 (HS - \$95 / EHS - \$95)**

### **HEALTH/DENTAL/LIFE INSURANCE**

**Health Insurance: \$21,442 (HS - \$16,875 / EHS - \$4,567)**

**Dental Insurance: \$654 (HS - \$532 / EHS - \$122)**

**Group Life Insurance: \$2,147 (HS - \$1,739 / EHS - \$408)**

### **RETIREMENT**

**Virginia Retirement System: \$26,634 (HS - \$21,574 / EHS - \$5,060)**

**Health Insurance Credit: \$1,939 (HS - \$1,571 / EHS - \$368)**

**Virginia Local Disability Plan: \$753 (HS - \$610 / EHS - \$143)**

### **STAFF OUT OF TOWN TRAVEL**

The total administrative cost for the travel category is **\$942 (HS - \$603 / EHS - \$339)**.

The defined administrative cost allocation percentage for the following line items below is 8% unless otherwise specified.

**Travel: \$573 (HS - \$367 / EHS - \$206)**

**Lodging: \$369 (HS - \$236 / EHS - \$133)**

### **SUPPLIES**

The total administrative cost for the supplies category is **\$2,638 (HS - \$1,238 / EHS - \$1,400)**. The defined administrative cost allocation percentage for the following line items below is 8% unless otherwise specified.

### **OFFICE SUPPLIES**

**Office Supplies: \$880 (HS - \$480 / EHS - \$400)**

**Non-Cap Technology Hardware: \$576 (HS - \$128 / EHS - \$448)**

**Technology Supplies: \$313 (HS - \$173 / EHS - \$140)**

### **OTHER SUPPLIES**

**Cleaning/Janitorial Supplies/Pest Control: \$821 (HS - \$421 / EHS - \$400)**

**Training Supplies: \$48 (HS - \$36 / EHS - \$12)**

### **CONTRACTUAL**

The total administrative cost for the contractual category is **\$3,043 (HS - \$2,068 / EHS - \$975)**. The defined administrative cost allocation percentage for the following line items below is 6% unless otherwise specified.

### **TRAINING & TECHNICAL ASSISTANCE**

**Professional Services: \$111 (HS - \$71 / EHS - \$40) – Administrative Cost 8%**

### **OTHER CONTRACTS**

**Service from Other Government Entities: \$2,448 (HS - \$1,690 / EHS - \$758)**

**Contracted Services/Other: \$162 (HS - \$99 / EHS - \$63)**

**Pest Control: \$120 (HS - \$73 / EHS - \$47)**

**Maintenance/Service Contracts: \$201 (HS - \$135 / EHS - \$66)**

### **OTHER**

The total administrative cost for the other category is **\$39,102 (HS - \$24,820 / EHS - \$14,282)**. The defined administrative cost allocation percentage for the following line items below is 8% unless otherwise specified.

### **RENT**

**Lease/Rent Office Space: \$6,000 (HS - \$3,660 / EHS - \$2,340) – Administrative Cost 25%**

### **UTILITIES, TELEPHONE**

**Utilities/Electric Service: \$1,032 (HS - \$684 / EHS - \$348) – Administrative Cost 6%**

**Propane/Heating Fuel: \$114 (HS - \$70 / EHS - \$44) – Administrative Cost 6%**

**Telephone/Postage: \$1,480 (HS - \$903 / EHS - \$577)**

**Water & Sewer Service: \$776 (HS - \$554 / EHS - \$222) – Administrative Cost 6%**

**Recycling: \$843 (HS - \$514 / EHS - \$329) – Administrative Cost 6%**

### **BUILDING & CHILD LIABILITY INSURANCE**

**Property Liability Insurance: \$9,999 (HS - \$6,099 / EHS - \$3,900) – Administrative Cost 100%**



### **BUILDING MAINTENANCE/REPAIR & OTHER OCCUPANCY**

Repair/Maintenance General Property: \$480 (HS - \$150 / EHS - \$330) – *Administrative Cost*  
6%

### **LOCAL TRAVEL**

Vehicle Equipment/Fuel/Supplies: \$136 (HS - \$80 / EHS - \$56)

Mileage/Travel: \$101 (HS - \$90 / EHS - \$11)

### **ACCOUNTING & LEGAL SERVICES:**

Professional Services: \$3,250 (HS - \$2,633 / EHS - \$617) – *Administrative Cost 100%*

### **PUBLICATIONS/ADVERTISING/PRINTING**

Advertising: \$131 (HS - \$91 / EHS - \$40)

Printing & Binding: \$1,153 (HS - \$703 / EHS - \$450)

### **TRAINING OR STAFF DEVELOPMENT**

Conferences: \$577 (HS - \$375 / EHS - \$202)

Employee Training: \$329 (HS - \$134 / EHS - \$195)

### **EMPLOYMENT FEES**

Health Exam/Drug Screenings: \$21 (HS - \$13 / EHS - \$8)

Criminal Records Search Fees: \$48 (HS - \$32 / EHS - \$16)

### **PERMITS, DUES, & MEMBERSHIPS**

Dues & Memberships: \$183 (HS - \$148 / EHS - \$35)

## **SOFTWARE & SUBSCRIPTIONS**

**Technology Software/Online Content – General: \$1,473 (HS - \$1,193 / EHS - \$280)**

## **OTHER INSURANCE**

**Vehicle Insurance: \$7,886 (HS - \$4,810 / EHS - \$3,076) – Administrative Cost 100%**

**General Insurance: \$1,609 (HS - \$981 / EHS - \$628) – Administrative Cost 100%**

**Liability Insurance: \$1,482 (HS - \$904 / EHS - \$578) – Administrative Cost 100%**

2. Delegate Agency Agreement, Partnership Contract, & Any Single Item Costing More than \$150,000

N/A

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

When cost of living, quality, or other improvement funds are allocated to the program, policy council and the school board determine the allocation of funds. COLA funds are applied to all steps on the salary scale.

4. Organization's Financial & Property Management; Internal Controls

There are no proposed changes to the program's financial & property management or internal controls.

5. Non-Federal Match

SCPSHS will provide the non-federal match and in-kind from center volunteers, donations from the community, and Scott County Schools in the amount of **\$522,05 (HS - \$364,577 / EHS - \$157,508).**

### ***A. Personnel***

SCPSHS has allocated a total of **\$55,139 (HS - \$44,685 / EHS - \$10,454)** in non-federal matching funds for the donations of personnel time and technical assistance.

**Child Health & Development: \$48,539 (HS - \$39,339 / EHS - \$49,200)**

**School Nurse Coordinator:** The School Nurse Coordinator for Scott County Schools provides technical assistance to the program and serves on the Health Advisory Committee. This position spends approximately 27 hours (*1.5 hours x 2 Health Advisory Committee mtgs. + 24 hours as needed*) per year working with the program.

**Speech Language Pathologist (SLP):** The SLP provides annual training on increasing language and vocabulary skills and participates in the program's annual self-assessment. This position spends approximately 10 hours annually (*8 hours for self-assessment, 2 hours for training*) working with SCPSHS.

**Kindergarten Teacher:** A Kindergarten Teacher from Scott County Schools provides annual training to parents on kindergarten transition and participates in the program's annual self-assessment. This position spends approximately 4 hours annually (*2 hours + training + 2 hours self-assessment*) working with the program.

**Supervisor of Secondary Education and School Nutrition:** The Scott County Schools Supervisor of Secondary Education and School Nutrition serves as a nutrition resource for the program and oversees the CACFP agreement. CACFP components are met for meals contained within the SFA agreement. This position spends approximately 4 hours per month, 48 hours annually, working with SCPSHS.

**Cafeteria Managers/School Cooks:** Cafeteria Managers and School Cooks of Scott County Schools ensure components are met for meals contained within the CACFP agreement and prepare meals to serve. Managers spend approximately .5 hours each day working with SCPSHS and School Cooks spend approximately 1.5 hours each day working with SCPSHS.

**Program Design & Management: \$6,600 (HS - \$5,346 / EHS - \$1,254)**

**Division Superintendent/Designee:** The Scott County Schools Division Superintendent and/or designee provides oversight to the program. This position signs off on purchase orders, grant applications for federal funds, and provides technical assistance in all personnel and fringe matters. The Division Superintendent spends approximately 120 hours (10 hours per month) annually working with SCPSHS.

***B. Fringe Benefits***

SCPSHS has allocated a total of \$22,898 (HS - \$18,373 / EHS - \$4,525) in non-federal matching funds towards fringe benefits of donated personnel time and technical assistance. Fringe rates are calculated based on rates listed within *Section B.* of this application, utilizing Wage Type A unless otherwise specified below.

**SOCIAL SECURITY, STATE DISABILITY, UNEMPLOYMENT, WORKER'S  
COMPENSATION, STATE UNEMPLOYMENT INSURANCE**

**FICA: \$4,218 (HS - \$3,418 / EHS - \$800)**

**Worker's Compensation: \$154 (HS - \$125 / EHS - \$29)**

**State Unemployment Insurance: \$95 (HS - \$61 / EHS - \$34)**

There are approximately seven school system positions in which a non-federal share match has been determined. The State Unemployment Insurance amount is determined based on the number of non-federal share positions x the rate of .17% of the first \$8,000 taxable income.

**HEALTH/DENTAL/LIFE INSURANCE**

**Health Insurance: \$7,377 (HS - \$5,809 / EHS - \$1,568)**

Health insurance amounts are based on the program's approximate percentage of insurance costs for eligible employees. The rates are 13% for Head Start and 15% for Early Head Start.

**Dental Insurance: \$225 (HS - \$183 / EHS - \$42)**

Dental insurance amounts are based on the program's approximate percentage of insurance costs for eligible employees. The rates are .41% for Head Start and .40% for Early Head Start.

**Group Life Insurance: \$739 (HS - \$599 / EHS - \$140)**

### **RETIREMENT**

**Virginia Retirement System: \$9,164 (HS - \$7,427 / EHS - \$1,737)**

**Health Insurance Credit: \$667 (HS - \$541 / EHS - \$126)**

**Virginia Local Disability Plan: \$259 (HS - \$210 / EHS - \$49)**

#### *C. Contractual*

SCPSHS has allotted **\$228,620 (HS - \$223,580 / EHS - \$5,040)** in non-federal matching funds towards contractual agreements for mental health and bus transportation services.

### **HEALTH/DISABILITIES SERVICES**

**Mental Health Services: \$16,940 (HS - \$11,900 / EHS - \$5,040)**

Frontier Health Inc. provides mental health services to SCPSHS at a discounted rate of \$30 per hour. The regular hourly rate is \$100 per hour. The following calculation is used in determining the rate: *HS - \$70 x 17 hr. x 10 months = \$11,900; EHS - \$70 x 1.5 hrs. x 12 months x 4 classroom = \$5,040.*

## **CHILD TRANSPORTATION SERVICES**

**Services from Other Government Entities: \$211,680 (HS - \$211,680 / EHS - \$0)**

Scott County Schools provides bus transportation to and from centers for Head Start children. The following calculation is used in determining the rate: *HS - \$9.00 per child x 140 children x 168 days = \$211,680.*

## **OTHER CONTRACTS**

**Services from Other Government Entities: \$16,800 (HS - \$13,524 / EHS - \$3,276)**

Scott County Schools provides lawn care and mowing services to Duffield, Dungannon, Nickelsville, and Shoemaker locations. This includes overgrowth, brush clean up, and leaf removal during the off season. This service is provided as a non-federal share donation of approximately \$350 monthly per site. The following calculation is used in determining the rate: *HS - \$350 x 12 months x 2 centers = \$8,400 + \$350 x 12 months x 2 centers = \$8,400 x 61% = \$5,124 = \$13,524; EHS - \$8,400 x 39% = \$3,276*

*D. Other*

## **RENT**

**Lease/Rent Office Space: \$13,200 (HS - \$10,692 / EHS - \$2,508)**

SCPSHS has a lease agreement with Cozart Rental Company for commercial building space and land located at 303, 305, & 307 Legion Street. This lease is being provided to the program at a discounted rate of \$900 monthly. According to the program's most recent appraisal report, the market rental rate of this property is \$2,000 monthly. The following calculation is used in determining the rate: *\$2,000 - \$900 = \$1,100 x 12 months = \$13,200.*

## **UTILITIES/TELEPHONE**

**Utilities/Electric Service: \$3,600 (HS - \$1,800 / EHS - \$1,800)**

The Scott County School System provides non-federal share to the program through the use of electricity services for Shoemaker Head Start 4 and Duffield Early Head Start. The average monthly cost of electricity for each space is approximately \$150. The following calculation is used in determining the rate: *HS - \$150 x 12 months = \$1,800; EHS - \$150 x 12 months = \$1,800.*

**Water & Sewer Service: \$6,000 (HS - \$4,800 / EHS - \$1,200)**

The Scott County School System provides non-federal share to the program through the use of water and sewer services for Shoemaker Head Start 4, Duffield Head Start 1 & 2, Duffield Early Head Start, and Nickelsville Head Start. The average monthly cost of water for each space is approximately \$100. The following calculation is used in determining the rate: *HS - \$100 x 4 classrooms x 12 months = \$4,800; EHS - \$100 x 1 classroom x 12 months = \$1,200.*

**Recycling \$12,626 (HS - \$7,702 / EHS - \$4,924)**

Scott County Schools provides solid waste collection and recycling for all program facilities. Rates are based on comparable services offered by private vendors.

## **BUILDING & CHILD LIABILITY INSURANCE**

**Property Liability Insurance: \$9,999 (HS - \$6,099 / EHS - \$3,900)**

Building/contents insurance is provided by Scott County Schools through VACORP. Based on coverage rates effective July 1, 2023, 15% of the total annual contribution is a non-

federal share match for the program. The following calculation is used in determining the rate:

$$\$66,662 \times 15\% = \$9,999 \text{ HS} - \$9,999 \times 61\% = \$6,099; \text{EHS} - \$9,999 \times 39\% = \$3,900.$$

## **VOLUNTEERS**

**Family & Community Engagement Volunteers: \$142,226 (HS - \$29,267 / EHS - \$112,959)**

Volunteers will be used to support the program's portion of non-federal share match required. This will be achieved by families volunteering in the centers, home visits, field trips, family engagement activities, program workshops/trainings, required medical appointments, at home parent and child activities, and community member classroom engagement. The following calculation is used to determine this donation:

The following calculation is used to determine the classroom volunteer non-federal match: *HS – .75 hours x \$19.21 x 168 days x 8 classrooms = \$18,442 (amount rounded down so as not to exceed required NFS match amt.); EHS – 6.5 hours x \$19.48 x 222 days x 4 classrooms = \$110,293 (amount rounded down so as not to exceed required NFS match amt.).* The Head Start volunteer rate is determined by the entry level rate of pay for a Teacher Assistant plus a fringe rate of 42.27%. The Early Head Start hourly classroom volunteer rate is determined by the entry level rate of pay for an EHS Teacher plus a fringe rate of 44.27%.

Parent and Community Representative policy council member participation will also be used to support the program's portion of non-federal share match required. The hourly policy council rate is determined by the entry level rate of pay for the Head Start Director position plus a fringe rate of 42.27% for Head Start and 44.27% for Early Head Start.

The following calculation is used to determine parent policy council member non-federal match: *HS – 8 parent representatives x 2 hours x 11 meetings x \$38.26 = \$6,734; EHS – 2*



*members x 2 hours x 11 meetings x \$38.79 = \$1,707. The following calculation is used to determine community representative policy council member non-federal match: 6 community representatives x 2 hours x 11 meetings x \$38.26 = \$5,050 – HS - \$5,050 x 81% = \$4,091; EHS - \$5,050 x 19% = \$959.*

### **OTHER INSURANCE**

#### **Vehicle Insurance: \$7,886 (HS - \$4,810 / EHS - \$3,076)**

Bus and automobile insurance are provided by Scott County Schools through VACORP. Based on coverage rates effective July 1, 2023, 15% of the total annual contribution is a non-federal share match for the program. The following calculation is used in determining the rate:  $\$52,575 \times 15\% = \$7,886$  HS -  $\$7,886 \times 61\% = \$4,810$ ; EHS -  $\$7,886 \times 39\% = \$3,076$ .

#### **General Insurance: \$1,609 (HS - \$981 / EHS - \$628)**

Crime and cyber risk insurance are provided by Scott County Schools through VACORP. Based on coverage rates effective July 1, 2023, 15% of the total annual contribution is a non-federal share match for the program. The following calculation is used in determining the rate:  $\$10,725 \times 15\% = \$1,609$  HS -  $\$1,609 \times 61\% = \$981$ ; EHS -  $\$1,609 \times 39\% = \$628$ .

#### **Liability Insurance: \$1,482 (HS - \$904 / EHS - \$578)**

General liability and educator's legal liability is provided by Scott County Schools through VACORP. Based on coverage rates effective July 1, 2023, 15% of the total annual contribution is a non-federal share match for the program. The following calculation is used in determining the rate:  $\$9,883 \times 15\% = \$1,482$  HS -  $\$1,482 \times 61\% = \$904$ ; EHS -  $\$1,482 \times 39\% = \$578$ .

6. Non-Federal Share Match Waiver

N/A

7. Administrative Cost Waiver

N/A

8. Enrollment Reduction Request

N/A

9. Conversion

N/A

10. Purchase, Construction, or Major Renovation of Facilities

N/A

11. Equipment

N/A

# SCOTT COUNTY PUBLIC SCHOOL HEAD START

FINANCIAL REPORT, JULY 2023

## GRANT AWARDS

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

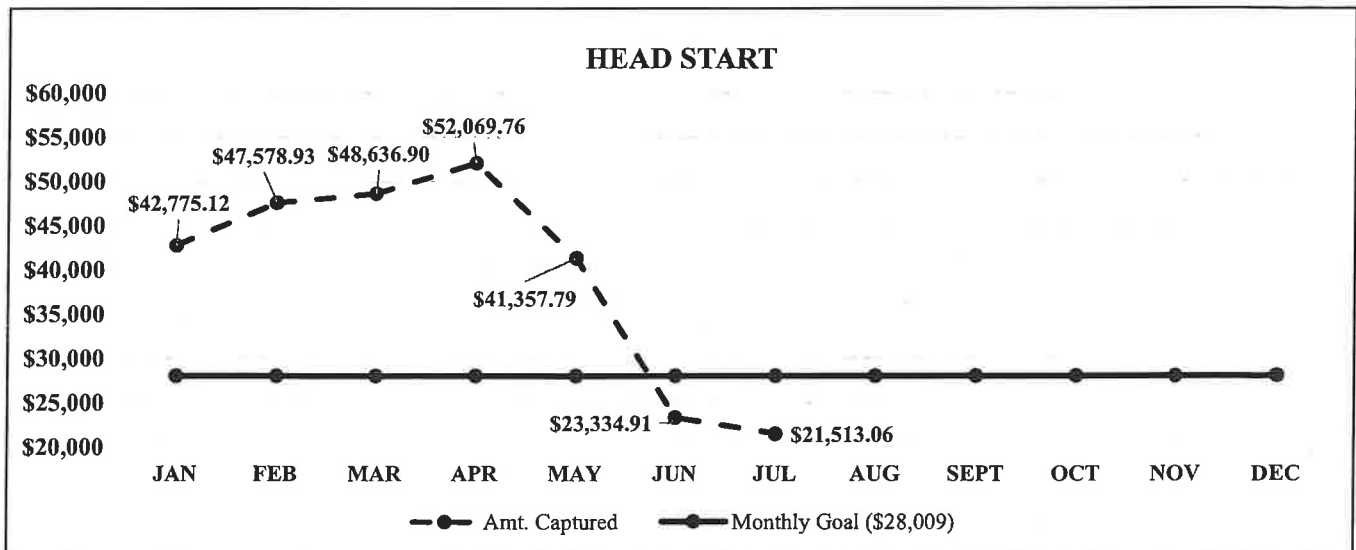
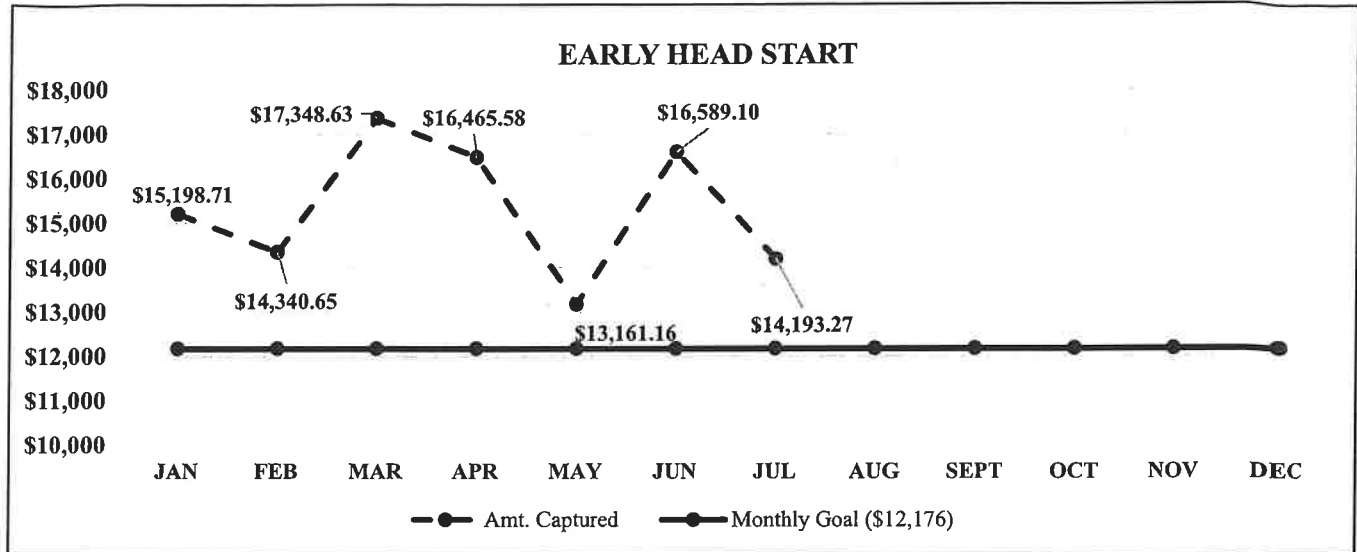
## NON-FEDERAL SHARE (NFS)

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

EHS	Current Month	YTD	Budgeted	Remaining	% Remaining
Parents & Volunteer	\$ 11,759.77	\$ 83,956.97	\$ 121,834.00	\$ 37,877.03	31%
School District	\$ 1,670.09	\$ 17,754.07	\$ 16,964.00	\$ (790.07)	-5%
Donations	\$ 763.41	\$ 5,586.06	\$ 7,308.00	\$ 1,721.94	24%
<b>Total</b>	<b>\$ 14,193.27</b>	<b>\$ 107,297.10</b>	<b>\$ 146,106.00</b>	<b>\$ 38,808.90</b>	<b>27%</b>

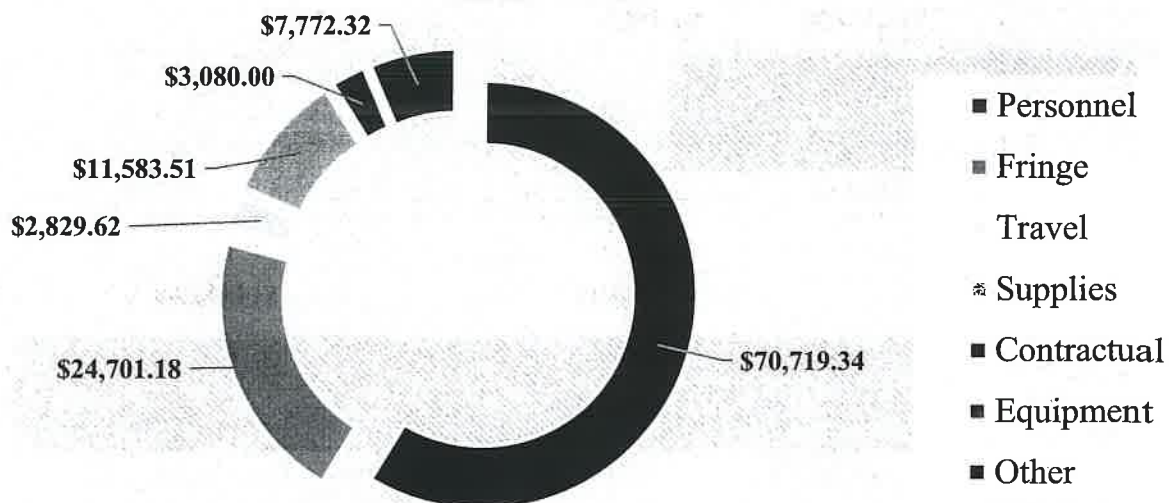
HS	Current Month	YTD	Budgeted	Remaining	% Remaining
Parents & Volunteer	\$ 43.33	\$ 91,379.00	\$ 83,295.00	\$ (8,084.00)	-10%
School District	\$ 19,760.38	\$ 163,303.62	\$ 234,116.00	\$ 70,812.38	30%
Donations	\$ 1,709.35	\$ 22,583.85	\$ 18,692.00	\$ (3,891.85)	-21%
<b>Total</b>	<b>\$ 21,513.06</b>	<b>\$ 277,266.47</b>	<b>\$ 336,103.00</b>	<b>\$ 58,836.53</b>	<b>18%</b>

## IN-KIND TREND ANALYSIS

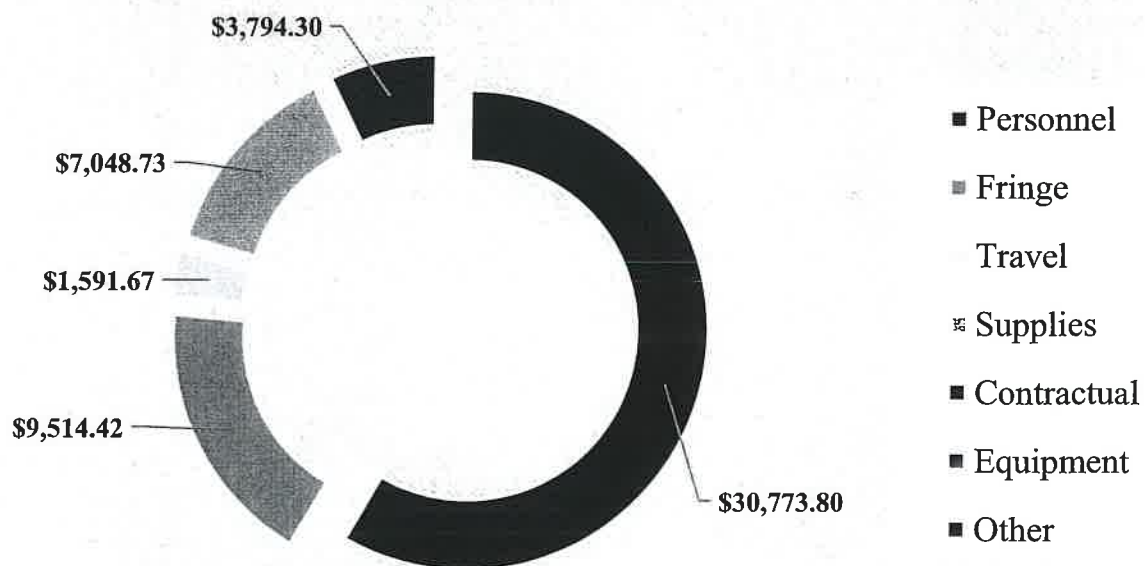


## EXPENDITURES BY CATEGORY

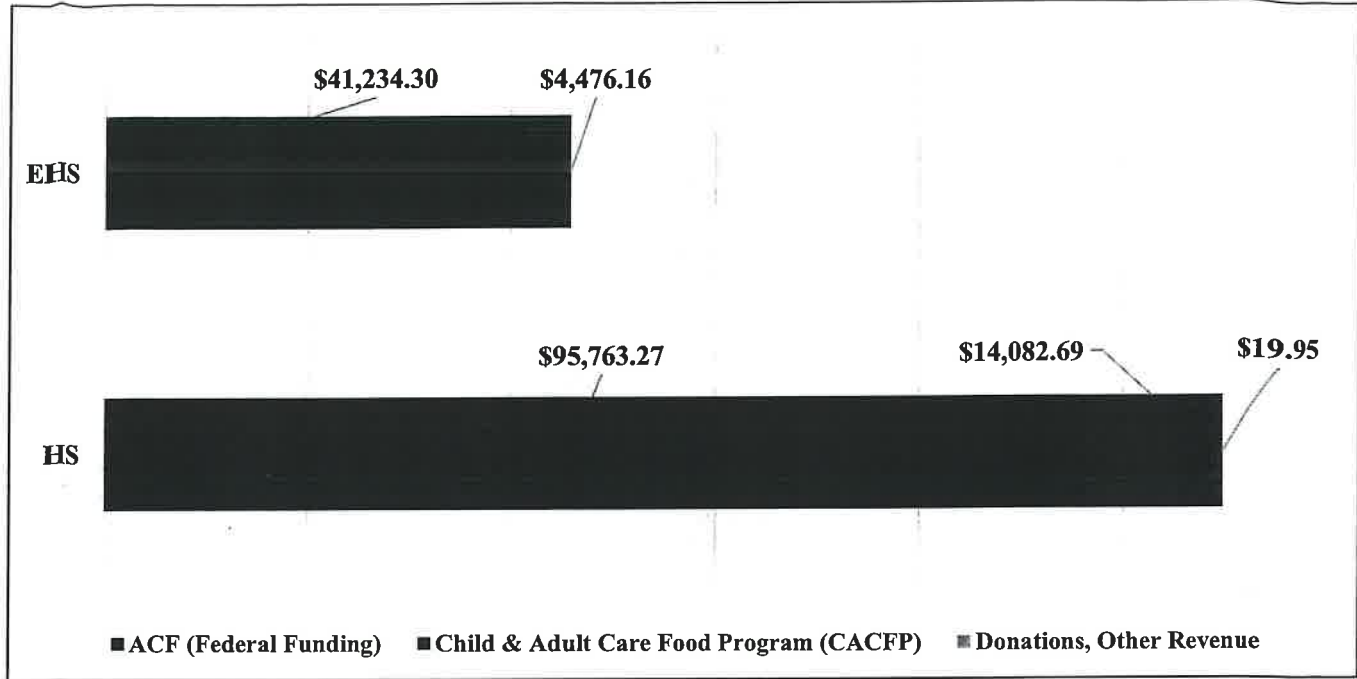
### HEAD START



### EARLY HEAD START



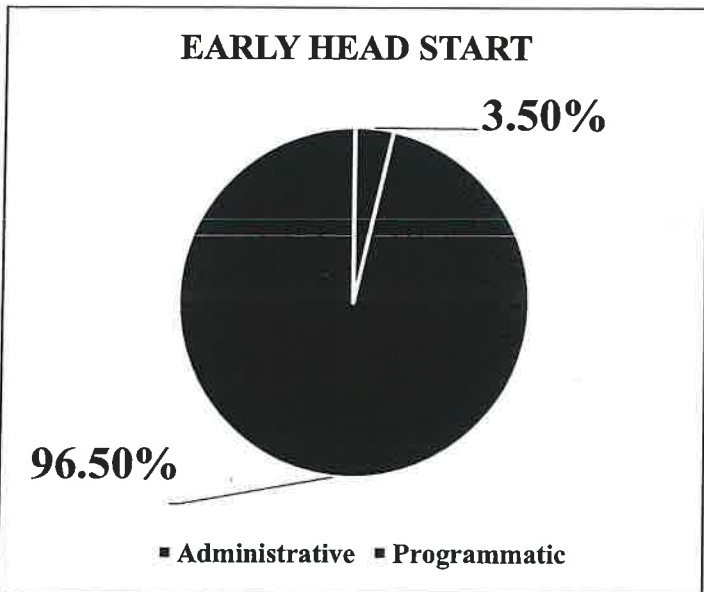
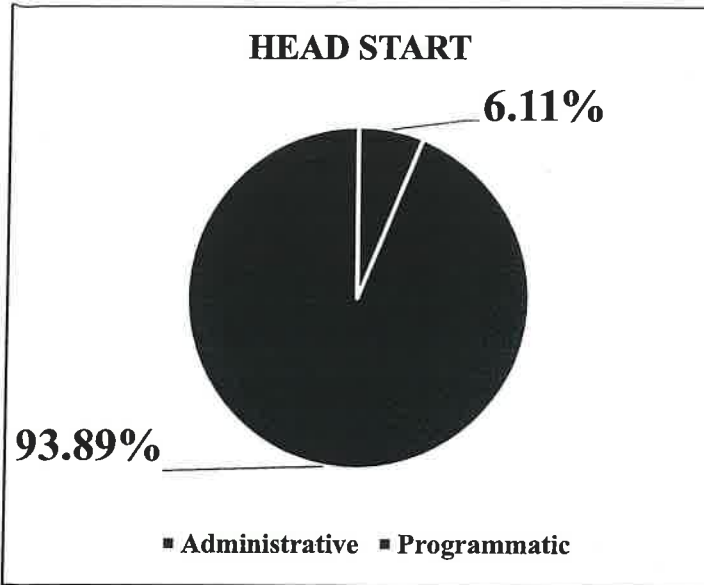
REVENUES BY FUNDING SOURCE



## 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*

### YEAR-TO-DATE COSTS



### CURRENT MONTH COSTS

HEAD START	
Personnel	\$11,218.40
Fringe	\$3,037.71
Travel	\$47.24
Supplies	\$50.10
Contractual	\$0.00
Other	\$887.82
<b>Total</b>	<b>\$15,241.27</b>
	.91%

EARLY HEAD START	
Personnel	\$2,631.60
Fringe	\$805.70
Travel	\$26.57
Supplies	\$13.87
Contractual	\$0.00
Other	\$342.66
<b>Total</b>	<b>\$3,820.40</b>
	.52%

**HEAD START BUDGET - JUL. 2023**  
**03CH011328-04 (01/01/23-12/31/23)**

<b>REVENUES</b>	<b>CURRENT MONTH</b>	<b>YTD</b>	<b>BUDGETED TOTAL</b>	<b>BUDGET REMAINING</b>	<b>% REMAINING</b>
ACF-OHS	\$ 88,964.08	\$ 735,283.81	\$ 1,344,412	\$ 609,128.19	45.3%
CACFP	\$ -	\$ 73,324.93	\$ 150,989	\$ 77,664.07	51.4%
Donations, Other Revenue	\$ 19.95	\$ 1,953.16	\$ -	\$ (1,953.16)	0.0%
<b>Total</b>	<b>\$ 88,984.03</b>	<b>\$ 810,561.90</b>	<b>\$ 1,495,401</b>	<b>\$ 684,839.10</b>	<b>45.8%</b>
<b>EXPENDITURES</b>					
Personnel	\$ 68,920.26	\$ 490,187.85	\$ 830,985	\$ 340,797.15	41.0%
<b>Personnel Total</b>	<b>\$ 68,920.26</b>	<b>\$ 490,187.85</b>	<b>\$ 830,985</b>	<b>\$ 340,797.15</b>	<b>41.0%</b>
Fringe	\$ 24,844.84	\$ 177,598.66	\$ 325,191	\$ 147,592.34	45.4%
<b>Fringe Total</b>	<b>\$ 24,844.84</b>	<b>\$ 177,598.66</b>	<b>\$ 325,191</b>	<b>\$ 147,592.34</b>	<b>45.4%</b>
Out of Town Travel	\$ 590.46	\$ 4,899.98	\$ 4,834	\$ (65.98)	-1.4%
<b>Travel Total</b>	<b>\$ 590.46</b>	<b>\$ 4,899.98</b>	<b>\$ 4,834</b>	<b>\$ (65.98)</b>	<b>-1.4%</b>
Office Supplies	\$ 618.10	\$ 4,193.94	\$ 7,111	\$ 2,917.06	41.0%
Postage	\$ 8.13	\$ 24.04	\$ 500	\$ 475.96	95.2%
Food Supplies	\$ (810.96)	\$ 64,858.06	\$ 157,000	\$ 92,141.94	58.7%
Food Service Supplies	\$ -	\$ 1,503.91	\$ 8,989	\$ 7,485.09	83.3%
Classroom/Ed. Supplies	\$ 184.92	\$ 2,349.72	\$ 11,857	\$ 9,507.28	80.2%
Medical & Dental Supplies	\$ -	\$ 71.94	\$ 4,000	\$ 3,928.06	98.2%
Transition Supplies	\$ -	\$ -	\$ 1,000	\$ 1,000.00	100.0%
Janitorial Supplies	\$ -	\$ 1,193.40	\$ 4,500	\$ 3,306.60	73.5%
<b>Supplies Total</b>	<b>\$ 0.19</b>	<b>\$ 74,195.01</b>	<b>\$ 194,957</b>	<b>\$ 120,761.99</b>	<b>61.9%</b>
Mental Health Services	\$ 4,102.50	\$ 8,802.50	\$ 3,600	\$ (5,202.50)	-144.5%
Other Contractual Services	\$ -	\$ 7,134.87	\$ 13,420	\$ 6,285.13	46.8%
<b>Contractual Total</b>	<b>\$ 4,102.50</b>	<b>\$ 15,937.37</b>	<b>\$ 17,020</b>	<b>\$ 1,082.63</b>	<b>6.4%</b>
Equipment	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Equipment Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
Rent	\$ 729.00	\$ 4,923.00	\$ 8,748	\$ 3,825.00	43.7%
Utilities	\$ 752.64	\$ 8,434.04	\$ 18,630	\$ 10,195.96	54.7%
Telephone	\$ 828.91	\$ 5,849.68	\$ 13,770	\$ 7,920.32	57.5%
Child Liability Insurance	\$ -	\$ -	\$ 770	\$ 770.00	0.0%
Maintenance & Repair	\$ 109.95	\$ 2,950.97	\$ 7,768	\$ 4,817.03	62.0%
Local Travel	\$ 26.73	\$ 830.09	\$ 3,000	\$ 2,169.91	72.3%
Parent Activities	\$ 42.63	\$ 5,164.59	\$ 3,000	\$ (2,164.59)	-72.2%
Audit Fee	\$ -	\$ -	\$ 2,578	\$ 2,578.00	100.0%
Publications, Ads, & Printing	\$ 747.52	\$ 6,798.85	\$ 17,820	\$ 11,021.15	61.8%
Health Services	\$ -	\$ -	\$ 2,800	\$ 2,800.00	100.0%
Field Trips	\$ -	\$ 1,700.50	\$ 5,000	\$ 3,299.50	66.0%
Discretionary Funds	\$ -	\$ 560.08	\$ 3,000	\$ 2,439.92	81.3%
Health Examinations/Wellness	\$ -	\$ -	\$ 800	\$ 800.00	100.0%
Assoc., Dues, & Fees	\$ 19.95	\$ 1,000.87	\$ 7,500	\$ 6,499.13	86.7%
Substitutes	\$ -	\$ 4,481.00	\$ 18,360	\$ 13,879.00	75.6%
Training	\$ 85.76	\$ 3,218.44	\$ 8,870	\$ 5,651.56	63.7%
<b>Other Total</b>	<b>\$ 3,343.09</b>	<b>\$ 45,912.11</b>	<b>\$ 122,414</b>	<b>\$ 76,501.89</b>	<b>62.5%</b>
<b>Expenditures Total</b>	<b>\$ 101,801.34</b>	<b>\$ 808,730.98</b>	<b>\$ 1,495,401</b>	<b>\$ 686,670.02</b>	<b>45.9%</b>
<b>Income (Loss)</b>	<b>\$ (12,817.31)</b>	<b>\$ 1,830.92</b>			