

SCOTT COUNTY SCHOOL BOARD

MINUTES OF REGULAR MEETING – THURSDAY, SEPTEMBER 5, 2019

The Scott County School Board met for a regular meeting on Thursday, September 5, 2019 at 6:30 p.m. at the Scott County Career and Technical Center, 387 Broadwater Avenue, Gate City, Virginia 24251 with the following members present:

David Templeton, Chairman	ABSENT: None
Larry Horton	
Gail L. McConnell	
Linda Gillenwater	
Lon Stephen "Steve" Sallee, Jr., Vice-Chairman	

OTHERS PRESENT: John I. Ferguson, Division Superintendent; Jason Smith, Assistant Superintendent; Will Sturgill, School Board Attorney; Beverly Stidham, Purchasing Agent/Clerk of the Board; Angela Johnson, School Nutrition Agent/Head Start Payroll Clerk/Deputy Clerk of the Board; Amanda Clark, Heritage TV; Rhonda Kilgore, VPE Representative; Kathy Wilcox, Head Start Director; April Carter, Head Start Fiscal Agent; Jennifer Smith, Teacher at HES; Chuck Bridwell, CPA; Dustin Mays, Associate with Chuck Bridwell and Associates, CPA; Christy Head, RCHS; Monica McClelland, RCHS; Sarah Medukas, Assistant Principal-HES; Christy Miller, Principal-DPS; Amy Bledsoe, YES; Joy Hurd, YES; Trois Carter, YES; Donna Sanders, WCE; Joy Davidson, RCHS; Whitney Berry, DPS; Delonda Spivey, GCHS/Tennis; Jamie Davis, RCHS; Pam Sivert, Retiree, Shoemaker; David Sivert, Citizen; Christi Stapleton, DPS; Chris Stapleton, Principal, Rye Cove High School; Mario Jaramillo, Teacher, Twin Springs High School; Patricia Nash, DPS; Billy Nash, SCCTC; Randy Kilgore, parent of Twin Springs High School student; Kristi Kilgore, parent of Twin Springs High School student; Natalie White, Twin Springs High School; Colten Kilgore, Student-TSHS; Corbin Kilgore, Student-TSHS; Shelby Kilgore, TSHS; Rebecca Dillow, AppCAA; JoAnna Spicer, Retired Teacher; Tim Spicer, Retired Teacher; Frye Powell, citizen/TSHS grandparent; Bob Powell, citizen/TSHS grandparent; Cindy Dorton, Principal-WCE; Londa Bowen, WCE; Valeria Babb, Principal, YES; Cheyenne Berry, GCHS; Amanda Vermillion, GCHS/Soccer; Layla Hillman, GCHS; Hannah Kelliner, GCHS; Abby Williams, GCHS; Bristyn Holder, GCHS; Kallie Berry, GCHS; Shawna Shepard, GCHS; Ross Stokes, GCHS; Ethan Billips, GCHS; Allyson S. Moore, GCHS; Bailee Porter, GCHS; Audrey Williams, GCHS; Renee Dishner, Principal-SES; Kandace Haigler, WCES; Amanda Mullins, WCES; Tiffany Roth, DPS; Riley Houseright, GCHS; Ashtyn Gibson, GCHS; Amy Lucas, WCES; Lisa Ison, WCES; April Osborne, WCES; Shannon Pillion, WCES; and Greg Ervin, Principal, SCCTC.

CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE: Chairman David Templeton called the regular meeting of the Scott County School Board to order at 6:30 p.m. and welcomed everyone to the meeting. The members and audience observed a moment of silence and Mr. Gail McConnell led in citing the *Pledge of Allegiance*.

APPROVAL OF AGENDA: On a motion by Mr. Larry Horton, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the agenda with the following changes: Agenda Item 11C. – Vacancy on Board will now be moved to 13C. and an addition of 13D will be added to the agenda of Approval of Coach's Supplements.

APPROVAL OF AUGUST 6, 2019 REGULAR BOARD MEETING MINUTES: On a motion by Mr. Gail McConnell, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to approve the minutes of the August 6, 2019 regular meeting as presented.

APPROVAL OF CLAIMS: On a motion by Mr. Steve Saltee, seconded by Mr. Larry Horton, all members voting aye, the Board voted to approve the claims as presented on September 5, 2019 as follows:

School operating fund invoices and payroll direct deposit in the amount of \$474,017.85 as shown by warrants #8129429-8129573 (with check #8128922, #8129203, #8129374 being voided); electronic payroll direct deposit in the amount of \$1,270,942.35 as shown by electronic tax deposits in the amount of \$501,783.29. Cafeteria fund invoices and payroll in the amount of \$40,473.99 as shown by warrants #1019447-1019463 & electronic payroll direct deposit in the amount of \$40,210.93. Electronic payroll tax deposits in the amount of \$12,639.91. Head Start invoices totaling \$75,711.99 as shown by warrants #20583-20693.

PRESENTATIONS:

Superintendent Ferguson presented the Virginia Board of Education awards to the Schools as follows for recognition of achievement in outstanding academic achievement:

Ms. Valeria Babb and several of the Yuma Elementary School staff were present at the meeting to accept from Mr. Ferguson the 2019 Board of Education's Highest Achievement Exemplar Award.

Along with this award, Principal Babb and staff also received the Board of Education Excellence Award based upon criteria met during the 2016-17 and 2017-18 academic years.

Principals Cindy Dorton and Assistant Laura Pyne were present with several of Weber City Elementary staff to accept the 2018-19 Virginia Board of Education Excellence Award based upon criteria met during the 2016-17 and 2017-18 academic years.

Principal Christy Miller and staff from Duffield Primary School were presented the 2018-19 Virginia Board of Education Distinguished Achievement Award based upon criteria met from the 2016-17 and 2017-18 Academic years.

Ms. Renee Dishner, principal at Shoemaker Elementary School, was present to accept the 2019 Board of Education's Continuous Improvement Award through the Exemplar School Recognition Program on behalf of her staff for her school's achievement.

Principal Kelsey Taylor and Assistant Principal Sarah Medukas from Hilton Elementary School received the 2018-19 Board of Education Distinguished Achievement Award based upon data from the 2016-17 and 2017-18 Academic Years.

Mr. Chris Stapleton and Rye Cove High School staff were present to accept the 2019 Virginia Board of Education's Continuous Improvement Award through the Exemplar School Recognition Program.

SPORTS/ACADEMIC RECOGNITIONS:

Mr. Ferguson recognized the following students for participating at the State level in Spring sporting events for Twin Springs High School and Gate City High School: Each Student received a resolution in their honor for qualifying or placing in the State competition.

Corbin Kilgore-Twin Springs High School-Track, 110 hurdles placed 6th in State; 300 hurdles, placed 4th in State.

Gate City High School-Girls Track:

Track Team-Samantha Jerrell, Aubrie Penley, Ashtyn Gibson, and Suzann Moore 4 x 100 Relay team qualified for State.

Samantha Jerrell: Qualified for State in 100m, 200m, Triple Jump, Long Jump; placed 8th in State in 100m and placed 5th in State in Long Jump.

Aubrie Penley: Qualified for State in Long Jump.

Ashtyn Gibson: Qualified for State in 400m Dash

Riley Houseright: Placed 5th in Shot in State; 8th in Discus at State level.

Boys Track: GCHS- Michael Calhoun – Mountain 7 Region 2D Region District State Champ; placed 2nd at State in Shot put.

GCHS Girls Tennis:

Girls Tennis Team – 2A State Runner Up 2019

Girls Tennis Double Team: Region 2D State Quarter Finalists

GCHS Girls Soccer:

Girls Soccer Team: 2D Region Runner-Up

PRESENTATION OF 2019 RETIREES: Assistant Superintendent Jason Smith, along with the Board members, presented a framed certificate of recognition to the 2019 retirees for their years of service and offered the County's appreciation for their dedication and contribution to Scott County. The list of 2019 Retiree Recognition are as follows:

Sheila Nash	February 1, 2019
Ralph Quesinberry	January 1, 2019
Brenda Richardson	December 1, 2018
Tammy Farmer	January 1, 2019
Glenda Edens	July 1, 2019
Tim Spicer	July 1, 2019
Margaret Hass	July 1, 2019
Randy Bledsoe	July 1, 2019
Thomas Dooley	July 1, 2019
Rhonda Dorton	July 1, 2019
Rob Gardner	July 1, 2019
David Tipton	July 1, 2019
Betsy Humphreys	July 1, 2019
Linda Laney	July 1, 2019
Pamela Sivert	September 1, 2019

REPORT ON SCHOOL ACTIVITY FUND AUDIT, CHARLES BRIDWELL, CPA & ASSOCIATES, PC:

(APPENDIX A) Mr. Charles Bridwell spoke to the Board and Superintendent regarding the Schools Activity audit he performed for the Fiscal Year 2018-19. He informed the Board that he and his associates had visited every school to test internal controls, to evaluate Activity funds, and school athletic fund accounts. He reported that overall all schools were doing a great job with internal accounting controls. He did mention the high success rate of athletic funds of tearing tickets and the accountability of monitoring the entrance of people versus the money collected; he stated the only way to provide better accountability is to invest in some type of electronic monitoring of crowd counting such as clickers or entry counters for athletic events. Mr. Bridwell reiterated that what he saw in his audit represented a good picture of financial accountability in all schools. He also spoke briefly about

the new accounting system (School Funds Online) that was put in place in the schools and stated that it seemed to be working out well for everyone and providing good reporting. He asked the Board for any questions and there being none, the next agenda item was presented.

IMAGINATION LIBRARY: Ms. Rebecca Dillow with AppCAA requested a donation to Scott County Imagination Library in the amount of \$2500.00 to benefit the children of Scott County.

On a motion by Mr. Gail McConnell, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the donation request of \$2500.00 by Ms. Rebecca Dillow for Imagination Library for Scott County children.

Ms. Kathy Wilcox, Head Start Director spoke to the Board about some changes in the Head Start Assessment – she spoke about the enrollment of three foster children being in the program and that seven children were dually enrolled with Head Start and served in the Special Education Program in Scott County Schools. She also explained to the Board that Head Start's goals are for each child to develop socially, academically, and mentally. Head Start also maintains their goal to provide a safe, secure and healthy environment for each child.

On a professional development level, she explained that Head Start has a goal to strengthen professional development and career growth for their employees. She also stated to the Board that the Administration is exploring other program options to apply for additional funding for the Early Head Start program.

Ms. Wilcox talked to the Board about Head Start asking for a reduction of 25 Head Start classroom slots to reflect an average of no more than 18 students per classroom.

APPROVAL OF HEAD START, JULY 2019 FINANCIAL REPORT: (APPENDIX B) On a motion by Mr. Larry Horton, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the July 2019 Head Start financial report as presented by Head Start Director Kathy Wilcox.

APPROVAL OF EARLY HEAD START, JULY 2019 FINANCIAL REPORT: (APPENDIX C) On a motion by Mr. Larry Horton, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to approve the July 2019 Early Head Start financial report as presented by Head Start Director Kathy Wilcox.

APPROVAL OF COMMUNITY ASSESSMENT REPORT, 2019: (APPENDIX D) On a motion by Mr. Steve Sallee, seconded by Mr. Larry Horton, all members voting aye, the Board voted to approve the 2019 Community Assessment report as presented by Head Start Director Kathy Wilcox. (With noted changes on Page 23)

APPROVAL OF HEAD START FY 2020 GRANT APPLICATION INCLUDING PROGRAM GOALS -5 YEAR GOALS: (APPENDIX E) On a motion by Ms. Linda Gillenwater, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the FY 2020 Head Start Grant Application including the (5-Yr. Goals) Program Goals as presented by Head Start Director Kathy Wilcox.

Ms. Kathy Wilcox presented the August 2019 Head Start Director's Report for informational purposes and asked the Board for any questions. There being none, she directed their attention to the 2018-19 Head Start Program Information Report for their information also. Lastly, Ms. Wilcox asked if there were any questions regarding the 2018-19 Early Head Start Program Information Report they received in their packet; with no questions, the Chairman thanked Ms. Wilcox for all of the important information regarding the Head Start program and thanked her for attending the meeting.

PUBLIC COMMENT: No public comment at the September 5, 2019 meeting.

SUPERINTENDENT'S MEETING:

APPROVAL OF COMMITTEES FOR 2019-2020 SCHOOL YEAR: (APPENDIX F)

On a motion by Mr. Gail McConnell, seconded by Mr. Larry Horton, all members voting aye, the Board voted to approve the Communications Committee as presented with Mr. David Templeton, Board Chairman volunteering to serve on the committee as School Board Member.

On a motion by Mr. Steve Sallee, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to approve the Division Safety Committee as presented.

On a motion by Ms. Linda Gillenwater, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the Character, Education Development Committee as presented with Mr. Larry Horton volunteering to serve on the committee as School Board Member.

On a motion by Mr. Larry Horton, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the Salary, Fringe Benefits, and Calendar Committee as presented with Ms. Linda Gillenwater volunteering to serve on the committee as School Board member.

On a motion by Mr. Steve Sallee, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to approve the Parent Advisory Council for Federal Programs Committee as presented.

On a motion by Mr. Larry Horton, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the Remediation Program Standards Committee with Mr. Steve Sallee volunteering to serve on the committee as School Board member.

APPROVAL OF FIRST SEMESTER, FIRST QUARTER SCHOOL ALLOCATIONS: (APPENDIX G) On a motion by Mr. Steve Sallee, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to approve the allocations for the Schools for the first semester, first quarter of the 2019-2020 Academic Year as presented by Superintendent Ferguson.

VACANCY ON BOARD: No action was taken on this agenda item.

CLOSED MEETING: Mr. Steve Sallee made a motion to enter into closed meeting at 7:35 p.m. to discuss Teachers, Teaching Assistants, Coaches, and Bus Drivers as provided in Section 2.2-3711 of the Code of Virginia, as amended, the motion was seconded by Ms. Linda Gillenwater, all members voting aye.

RETURN FROM CLOSED MEETING: All members present returned from the closed meeting at 8:15 p.m. with a roll call vote being held, and on a motion by Mr. Steve Sallee, seconded by Mr. Gail McConnell, the Board returned to regular session and Mr. Sallee cited the following certification of the closed meeting:

CERTIFICATION OF CLOSED MEETING:

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

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

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

ROLL CALL VOTE:

AYES: David Templeton, Steve Sallee, Gail McConnell, Larry Horton, and Linda Gillenwater.

NAYS: None.

ITEMS BY ASSISTANT SUPERINTENDENT, JASON SMITH:

APPROVAL OF OVERNIGHT FIELD TRIP REQUEST:

On a motion by Mr. Gail McConnell, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the overnight field trip request for the FCCLA Fall National Conference for the students of Scott County Career & Tech Center, Twin Springs High School, Gate City Middle School/Gate City High School, and Rye Cove High School to attend November 15-17, 2019.

PERSONNEL:

On a motion by Mr. Steve Sallee, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the Substitute teaching list as presented by Mr. Jason Smith.

On a motion by Mr. Larry Horton, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the Gate City High/Middle School Coaching List as presented. (Appendix H)

On a motion by Mr. Gail McConnell, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to approve the Rye Cove High School Coaching List as presented. With one abstention. (Appendix I)

On a motion by Mr. Steve Sallee, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the updated coaching supplement scale as presented by Mr. Smith. (Appendix J)

RESIGNATIONS:

On a motion by Mr. Larry Horton, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the resignation of Hannah Balthis, paraprofessional, effective August 7, 2019.

On a motion by Ms. Linda Gillenwater, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the resignation of Rebecca Hillman, LPTA, effective September 13, 2019.

On a motion by Mr. Larry Horton, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the resignation of Ashley Parker, teacher, effective, August 22, 2019.

EMPLOYMENT:

On a motion by Ms. Linda Gillenwater, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the employment of Kristen Gillenwater, paraprofessional, effective August 12, 2019.

On a motion by Mr. Gail McConnell, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the employment of Zach Dorton, bus driver, effective August 12, 2019.

On a motion by Ms. Linda Gillenwater, seconded by Mr. Larry Horton, all members voting aye, the Board voted to approve the employment of Georgeanne Cole, speech therapist, effective September 16, 2019.

On a motion by Mr. Steve Sallee, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the employment of Monica McClelland, substitute bus driver, effective August 26, 2019.

On a motion by Mr. Larry Horton, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the employment of Kaitlian Brooks, LPTA, effective September 16, 2019.

On a motion by Mr. Gail McConnell, seconded by Mr. Larry Horton, all members voting aye, the Board voted to approve the employment of Aaron Kilgore, part-time custodian, effective September 9, 2019.

LEAVE OF ABSENCE:

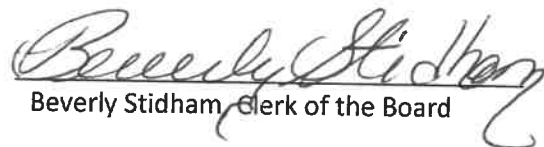
On a motion by Mr. Gail McConnell, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the leave of absence for Employee #840238 for the 2019-2020 School Year.

BOARD MEMBER COMMENTS: Ms. Linda Gillenwater wished all the Student athletes and others recognized at tonight's meeting well in their recognitions.

Mr. Larry Horton echoed these sentiments in wishing everyone well that received certificates and resolutions of recognitions for academics and sports.

ADJOURNMENT: There being no further business to discuss, the regular meeting of the Scott County School Board was adjourned 8:40 p.m.


David Templeton, Chairman


Beverly Stidham, Clerk of the Board

Appendix for September 5, 2019 Regular Meeting Minutes:

- A.** School Audit-On file at Central Office, 340 E. Jackson Street, Gate City, VA 24251
- B.** Approval of July 2019 Head Start financial report
- C.** Approval of July 2019 Early Head Start financial report
- D.** Approval of Community Assessment Report for 2019
- E.** Approval of FY 2020 Head Start Grant Application (to include Program Goals-5Yr. Goals)
- F.** Approval of 2019-2020 Academic Year Committees
- G.** Approval of First Semester, First Quarter School Allocations

SCOTT COUNTY PUBLIC SCHOOL HEAD START
HEAD START FINANCIAL REPORT
GRANT #03CH3469-05 (1/1/19-12/31/19)

JULY 2019

REVENUE	CURRENT MONTH	YTD	APPROVED FUNDING	UNCOLLECTED FUNDING	%
Federal Funds	67,290.66	694,590.43	1,348,584.00	653,993.57	48%
USDA	-	80,027.83	-	-	
Donations, Other Revenue	-	831.42	-	-	
TOTAL \$	\$ 67,290.66	\$ 775,449.68	\$ 1,348,584.00	\$ 653,993.57	48%

EXPENSES	CURRENT MONTH	YTD	BUDGETED FUNDING	AVAILABLE FUNDING	%
PERSONNEL					
Payroll Expenses	57,724.84	475,700.27	854,943.00	379,242.73	44%
Fringe	22,079.13	167,235.69	326,918.00	159,682.31	49%
TRAVEL					
Out of Town Travel	-	247.45	1,500.00	1,252.55	84%
SUPPLIES					
Office Supplies	435.96	4,219.56	8,000.00	3,780.44	47%
Postage	-	408.79	1,000.00	591.21	59%
Food Supplies	-	64,517.58	86,497.83	21,980.25	25%
Food Service Supplies	-	717.63	2,000.00	1,282.37	64%
Educational Supplies	-	6,124.85	23,880.42	17,755.57	74%
Medical & Dental Supplies	-	63.46	1,500.00	1,436.54	96%
Janitorial Supplies	-	865.23	2,000.00	1,134.77	57%
CONTRACTUAL					
Mental Health Services	-	825.00	2,500.00	1,675.00	67%
OTHER					
Rent	800.00	6,400.00	9,600.00	3,200.00	33%
Utilities	942.02	9,882.24	21,000.00	11,117.76	53%
Telephone	1,126.37	7,498.33	14,400.00	6,901.67	48%
Child Liability Insurance	-	-	740.00	740.00	100%
Maintenance & Repair	264.90	4,877.79	20,000.00	15,122.21	76%
Local Travel	82.82	1,296.35	2,300.00	1,003.65	44%
Parent Activities	(826.25)	952.00	3,500.00	2,548.00	73%
Audit Fee (Accounting & Legal)	-	-	2,750.00	2,750.00	100%
Publications, Ads, & Printing	835.26	8,522.61	14,500.00	5,977.39	41%
Health Services	-	171.24	3,125.00	2,953.76	95%
Field Trips	-	90.00	1,000.00	910.00	91%
Discretionary Funds	29.22	446.67	3,300.00	2,853.33	86%
Health Examinations	-	72.91	250.00	177.09	71%
Assoc. Dues & Fees	-	1,387.11	1,840.00	452.89	25%
Training	1,348.12	10,860.67	20,399.00	9,538.33	47%
TOTAL \$	\$ 84,842.39	\$ 773,383.43	\$ 1,429,443.25	\$ 656,059.82	46%

IN-KIND (NON-FEDERAL SHARE)	CURRENT MONTH	YTD	IN-KIND BUDGETED	IN-KIND REMAINING	%
Parents & Volunteer	4,510.02	72,514.19	57,613.00	(14,901.19)	-26%
School District	1,232.81	122,761.11	243,750.00	120,988.89	50%
Donations	3,301.64	24,868.99	35,783.00	10,914.01	31%
TOTAL \$	\$ 9,044.47	\$ 220,144.29	\$ 337,146.00	\$ 117,001.71	35%

ADMINISTRATIVE COST	CURRENT MONTH	YTD	ADMIN. COST BUDGETED	ADMIN. COST REMAINING
Personnel	13,592.29	93,960.06	159,915.00	65,954.94
Travel	-	27.22	165.00	137.78
Supplies	43.60	631.12	1,300.00	668.88
Other	2,055.63	15,943.66	31,796.00	15,852.34
TOTAL \$	\$ 15,691.52	\$ 110,562.06	\$ 193,176.00	\$ 82,613.94

JULY ADMIN. COST	1.1%
YTD ADMIN. COST	7.4%

**SCOTT COUNTY PUBLIC SCHOOL HEAD START
HEAD START PROGRAM
FINANCIAL REPORT SUMMARIZATION
GRANT #03CH3469-05 (1/1/19-12/31/19)**

JULY 2019

REVENUES: \$67,290.66 – Federal Funds

EXPENSES:

Personnel

- Payroll/Fringe: Head Start staff (contracted/non-contracted) payroll & fringe benefits.

Supplies

- Office Supplies: General expenses for program.

Other

- Rent: HS Office, August 19.
- Utilities: Utility service for centers & HS office.
- Telephone: Telephone/internet service for office & centers.
- Maintenance & Repair: Routine maintenance fees for centers.
- Local Travel: Staff mileage reimbursement.
- Parent Activities: PC fund reimbursement for parent enrichment trip.
- Publications, Ads, & Printing: Copier contracts for office & centers.
- Discretionary Funds: Reimbursement to education staff for classroom supplies.
- Training: Out of town gasoline, lodging, & meals for training.

In-Kind Match: \$9,044.47. The remaining in-kind for the budget period is 35%.

Administrative Costs: \$15,691.52. The year-to-date administrative cost is 7.4%, not to exceed 15%.

Credit Card Expenses: \$1,729.12. See attached credit card expense report.

Scott County Public School Head Start Custom Transaction Detail Report

July 2019

Name	Memo	Account	Debit	Credit	Original Amount	Balance
Bank of America-Platinum Plus	p.o.4700-VA head start association director's council	20-3800 · Training	627.11		-638.70	-627.11
Bank of America-Platinum Plus	p.o.4700-VA head start association director's council	20-3800 · Training	11.59		-638.70	-638.70
Bank of America-Platinum Plus	gas out of town travel-director's council	20-3800 · Training	0.63		-34.65	-639.33
Bank of America-Platinum Plus	gas out of town travel-director's council	20-3800 · Training	34.02		-34.65	-673.35
Bank of America-Platinum Plus	meal-director's council	20-3800 · Training	0.45		-24.71	-673.80
Bank of America-Platinum Plus	meal-director's council	20-3800 · Training	24.26		-24.71	-698.06
Bank of America-Platinum Plus	meal-director's council	20-3800 · Training	0.23		-12.83	-698.29
Bank of America-Platinum Plus	meal-director's council	20-3800 · Training	12.60		-12.83	-710.89
Bank of America-Platinum Plus	meal-director's council	20-3800 · Training	0.37		-20.51	-711.26
Bank of America-Platinum Plus	meal-director's council	20-3800 · Training	20.14		-20.51	-731.40
Bank of America-Platinum Plus	meal-director's council	20-3800 · Training	0.54		-29.71	-731.94
Bank of America-Platinum Plus	meal-director's council	20-3800 · Training	29.17		-29.71	-761.11
Bank of America-Platinum Plus	gas out of town travel-director's council	20-3800 · Training	0.69		-38.00	-761.80
Bank of America-Platinum Plus	gas out of town travel-director's council	20-3800 · Training	37.31		-38.00	-799.11
Bank of America-Platinum Plus	meal-director's council	20-3800 · Training	0.06		-3.42	-799.17
Bank of America-Platinum Plus	meal-director's council	20-3800 · Training	3.36		-3.42	-802.53
Bank of America-Platinum Plus	p.o.4699-lodging director's council	20-3800 · Training	11.59		-638.70	-814.12
Bank of America-Platinum Plus	p.o.4699-lodging director's council	20-3800 · Training	627.11		-638.70	-1,441.23
Bank of America-Platinum Plus	gas out of town travel-director's council	20-3800 · Training	0.54		-30.00	-1,441.77
Bank of America-Platinum Plus	gas out of town travel-director's council	20-3800 · Training	29.46		-30.00	-1,471.23
Bank of America-Platinum Plus	gas out of town travel-director's council	20-3800 · Training	0.40		-22.00	-1,471.63
Bank of America-Platinum Plus	gas out of town travel-director's council	20-3800 · Training	21.60		-22.00	-1,493.23
Bank of America-Platinum Plus	meal-director's council	20-3800 · Training	0.24		-13.13	-1,493.47
Bank of America-Platinum Plus	meal-director's council	20-3800 · Training	12.89		-13.13	-1,506.36
Bank of America-Platinum Plus	meal-director's council	20-3800 · Training	0.30		-16.71	-1,506.66
Bank of America-Platinum Plus	meal-director's council	20-3800 · Training	16.41		-16.71	-1,523.07
Bank of America-Platinum Plus	meal-director's council	20-3800 · Training	0.45		-24.66	-1,523.52
Bank of America-Platinum Plus	meal-director's council	20-3800 · Training	24.21		-24.66	-1,547.73
Bank of America-Platinum Plus	meal-director's council	20-3800 · Training	0.26		-14.56	-1,547.99
Bank of America-Platinum Plus	meal-director's council	20-3800 · Training	14.30		-14.56	-1,562.29
Bank of America-Platinum Plus	meal-director's council	20-3800 · Training	0.41		-22.79	-1,562.70
Bank of America-Platinum Plus	meal-director's council	20-3800 · Training	22.38		-22.79	-1,585.08

COOK COUNTY - JUDICIAL BRANCH - 2019
Custom Transaction Detail Report

July 2019

Name	Memo	Account	Debit	Credit	Original Amount	Balance
Bank of America-Platinum Plus	gas-out of town travel-director's council	20-3800 · Training	34.36		-35.00	-1,619.44
Bank of America-Platinum Plus	gas-out of town travel-director's council	20-3800 · Training	0.64		-35.00	-1,620.08
Bank of America-Platinum Plus	rebate on lodging and gas during out of town travel	20-3800 · Training		31.96	31.96	-1,588.12
Bank of America-Platinum Plus	Quickbooks July subscription fee	6001 · Office Supplies	138.43		-141.00	-1,726.55
Bank of America-Platinum Plus	Quickbooks July subscription fee	6001 · Office Supplies	2.57		-141.00	-1,729.12
			<u>1,761.08</u>	<u>31.96</u>		<u>-1,729.12</u>

**SCOTT COUNTY PUBLIC SCHOOL HEAD START
EARLY HEAD START FINANCIAL REPORT
GRANT #03HP00004902 (9/1/18-8/31/19)**

JULY 2019

REVENUE	CURRENT MONTH	YTD	APPROVED FUNDING	UNCOLLECTED FUNDING	%
Federal Funds	33,477.69	289,774.99	378,506.00	88,731.01	23%
USDA	1,895.05	22,088.57	-	-	
Donations, Other Revenue	-	983.00	-	-	
TOTAL	\$ 35,372.74	\$ 312,846.56	\$ 378,506.00	\$ 88,731.01	23%

EXPENSES	CURRENT MONTH	YTD	BUDGETED FUNDING	AVAILABLE FUNDING	%
PERSONNEL					
Payroll Expenses	19,888.42	190,814.30	202,403.00	11,588.70	6%
Fringe	6,133.38	62,130.72	93,348.00	31,217.28	33%
TRAVEL					
Out of Town Travel	-	-	1,000.00	1,000.00	100%
SUPPLIES					
Office Supplies	-	565.07	3,000.00	2,434.93	81%
Postage	-	220.00	100.00	(120.00)	-120%
Food Supplies	1,469.69	22,503.52	29,717.57	7,214.05	24%
Food Service Supplies	-	89.90	1,000.00	910.10	91%
Educational Supplies	1,709.82	3,109.96	20,983.00	17,873.04	85%
Medical & Dental Supplies	-	69.52	1,000.00	930.48	93%
Janitorial Supplies	11.58	411.84	1,000.00	588.16	59%
CONTRACTUAL					
Mental Health Services	45.00	255.00	1,000.00	745.00	75%
EQUIPMENT					
Medical & Dental Equipment	-	12,468.96	12,468.00	(0.96)	0%
OTHER					
Rent	-	-	-	-	0%
Utilities	130.40	2,128.60	4,500.00	2,371.40	53%
Telephone	232.20	2,316.15	3,000.00	683.85	23%
Child Liability Insurance	-	-	144.00	144.00	100%
Maintenance & Repair	-	4,261.75	6,760.00	2,498.25	37%
Local Travel	-	82.33	660.00	577.67	88%
Parent Activities	-	53.59	600.00	546.41	91%
Audit Fee (Accounting & Legal)	-	-	1,000.00	1,000.00	100%
Publications, Ads, & Printing	-	-	500.00	500.00	100%
Health Services	-	52.10	1,000.00	947.90	95%
Field Trips	-	262.96	4,067.00	3,804.04	94%
Discretionary Funds	-	75.14	1,320.00	1,244.86	94%
Transition	-	-	500.00	500.00	100%
Health Examinations	-	-	300.00	300.00	100%
Assoc. Dues & Fees	-	1,159.44	1,500.00	340.56	23%
Training	4,316.46	5,701.45	8,707.00	3,005.55	35%
TOTAL	\$ 33,936.95	\$ 308,732.30	\$ 401,577.57	\$ 92,845.27	23%

IN-KIND (NON-FEDERAL SHARE)	CURRENT MONTH	YTD	IN-KIND BUDGETED	IN-KIND REMAINING	%
Parents & Volunteer	4,367.67	61,761.47	73,463.00	11,701.53	16%
School District	845.15	9,847.67	9,150.00	(697.67)	-8%
Donations	1,158.78	19,698.80	12,015.00	(7,683.80)	-64%
TOTAL	\$ 6,371.60	\$ 91,307.94	\$ 94,628.00	\$ 3,320.06	4%

ADMINISTRATIVE COST	CURRENT MONTH	YTD	ADMIN. COST BUDGETED	ADMIN. COST REMAINING
Personnel	2,323.42	24,606.11	30,020.00	5,413.89
Travel	-	-	200.00	200.00
Supplies	-	113.01	600.00	486.99
Other	923.71	2,997.12	4,208.00	1,210.88
TOTAL	\$ 3,247.13	\$ 27,716.24	\$ 35,028.00	7,311.76

JUL ADMIN. COST	0.7%
YTD ADMIN. COST	6.3%

**SCOTT COUNTY PUBLIC SCHOOL HEAD START
EARLY HEAD START PROGRAM
FINANCIAL REPORT SUMMARIZATION
GRANT #03HP00004902 (9/1/18-8/31/19)**

JULY 2019

REVENUES: \$33,477.69 – Federal Funds; \$1,895.05 – USDA (June)

EXPENSES:

Personnel

- Payroll/Fringe: EHS staff (contracted/non-contracted) payroll & fringe benefits.

Supplies

- Food Supplies/Food Service Supplies: USDA meals purchased for centers & non-food meal preparation supplies.
- Educational Supplies: General program expenses.
- Janitorial Supplies: General program expenses.

Contractual

- Mental Health Services: May services

Other

- Utilities: Utility service for centers.
- Telephone: Telephone/internet service for centers.
- Training: Time to Sign training, Out-of-town training meals & lodging

In-Kind Match: \$6,371.60. The remaining in-kind for the budget period is 4%.

Administrative Costs: \$3,247.13. The year-to-date administrative cost is 6.3%, not to exceed 15%.

Credit Card Expenses: \$1,941.18. See attached credit card expense report.

10:35 AM
08/07/19
Cash Basis

Scott County Public School Head Start
Custom Transaction Detail Report
July 2019

Name	Memo	Account	Debit	Credit	Original Amount	Balance
Powell Valley National Bank	meal purchased out of town training	20-3800 · Training	8.07		-8.07	-8.07
Powell Valley National Bank	meal purchased out of town training	20-3800 · Training	0.00		-8.07	-8.07
Powell Valley National Bank	gas purchased out of town training	20-3800 · Training	13.48		-13.48	-21.55
Powell Valley National Bank	gas purchased out of town training	20-3800 · Training	0.00		-13.48	-21.55
Powell Valley National Bank	gas purchased out of town training	20-3800 · Training	0.00		-17.00	-21.55
Powell Valley National Bank	gas purchased out of town training	20-3800 · Training	17.00		-17.00	-38.55
Powell Valley National Bank	meal purchased out of town training	20-3800 · Training	8.68		-8.68	-47.23
Powell Valley National Bank	meal purchased out of town training	20-3800 · Training	0.00		-8.68	-47.23
Powell Valley National Bank	meal purchased out of town training	20-3800 · Training	0.00		-9.75	-47.23
Powell Valley National Bank	meal purchased out of town training	20-3800 · Training	9.75		-9.75	-56.98
Powell Valley National Bank	meal purchased out of town training	20-3800 · Training	14.48		-14.48	-71.46
Powell Valley National Bank	meal purchased out of town training	20-3800 · Training	0.00		-14.48	-71.46
Powell Valley National Bank	gas purchased out of town training	20-3800 · Training	16.12		-16.12	-87.58
Powell Valley National Bank	gas purchased out of town training	20-3800 · Training	0.00		-16.12	-87.58
Powell Valley National Bank	gas purchased out of town training	20-3800 · Training	0.01		-25.07	-87.59
Powell Valley National Bank	gas purchased out of town training	20-3800 · Training	25.06		-25.07	-112.65
Powell Valley National Bank	p.o. 4701-lodging to attend training	20-3800 · Training	638.52		-638.70	-751.17
Powell Valley National Bank	p.o. 4701-lodging to attend training	20-3800 · Training	0.18		-638.70	-751.35
Powell Valley National Bank	rebate on gasoline during out of town training	20-3800 · Training		0.54	0.54	-750.81
Powell Valley National Bank	p.o. 1063-thermometer	6002 · Food Supplies	0.00		-11.96	-750.81
Powell Valley National Bank	p.o. 1063-thermometer	6002 · Food Supplies	11.96		-11.96	-762.77
Powell Valley National Bank	p.o. 1063-soap-lysol spray	6005 · Janitorial Supplies	11.57		-11.58	-774.34
Powell Valley National Bank	p.o. 1063-soap-lysol spray	6005 · Janitorial Supplies	0.01		-11.58	-774.35
Powell Valley National Bank	p.o. 4704-outdoor toys for classrooms	6013 · Educational Supplies	991.15		-991.44	-1,765.50
Powell Valley National Bank	p.o. 4704-outdoor toys for classrooms	6013 · Educational Supplies	0.29		-991.44	-1,765.79
Powell Valley National Bank	p.o. 1063-diapers	6013 · Educational Supplies	0.03		-102.93	-1,765.82
Powell Valley National Bank	p.o. 1063-diapers	6013 · Educational Supplies	102.90		-102.93	-1,868.72
Powell Valley National Bank	p.o. 1066-supplies for classroom	6013 · Educational Supplies	0.02		-72.46	-1,868.74
Powell Valley National Bank	p.o. 1066-supplies for classroom	6013 · Educational Supplies	72.44		-72.46	-1,941.18
			<u>1,941.72</u>	<u>0.54</u>		<u>-1,941.18</u>



COMMUNITY ASSESSMENT 2019

Scott County Public School Head Start

305 Legion St. Weber City, VA 24290

(276) 386-6051

www.scottcountyheadstart.org

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ABOUT THE COMMUNITY ASSESSMENT

What is the Community Assessment?

As required by Section 1305.3, Title 45, Volume 4 of the Code of Federal Regulations, Scott County Public School Head Start (SCPSHS) must conduct a community assessment once every five years. The community assessment is a strategic planning tool to help SCPSHS determine long-term and short-term program goals and objectives. In addition, the community assessment identifies trends within the program service area that directly impact low-income families.

The 2019 community assessment provides the most recent data available regarding demographics, early learning programs, disabilities, health and nutrition, and social services for children and families in the program service area. The assessment provides a portrait of the SCPSHS program and identifies community resources available. This assessment also identifies where there are gaps between available services and needs.

Ultimately, the community assessment is used to make decisions for outreach, enrollment, selection, and the most appropriate delivery of services. It is a valuable resource for staff, parents, and community partners to collectively think about the impacts of population shifts and equitable distribution of services.

SCPSHS holds a “key community stakeholders” meeting consisting of staff, board members, policy council representatives, parents, and community partners to gather pertinent data critical to completing the community assessment.

Data Sources

This assessment is made using information from a variety of sources and divided into these three basic categories: Community/Consumer Input, Staff/Partner Agency Information, and Resource Sources. Information is gathered from each source using a process designed to provide an accurate and detailed picture of the needs and resources of the program and its service area. Community and consumer sources are surveyed using questions about needs and resources. Staff members are trained to elicit information and comments from families served by the program. Community input is collected in a number of different settings including private sector conferences and other interagency information gathering tools. Staff and partner agency comments are solicited, documented, and included in the assessment. Partner agencies submit comments in response to directed inquiries. Staff attend a facilitated

planning session in which directed brainstorming and prioritization techniques are used to elicit and rank suggestions for program direction and operation.

Standard research courses are also consulted. Local planning agencies as well as computer based information databases provide demographic and other data. The results of research in all three of these source categories are synthesized by the Program Director and Management Team.

Assessment Outcomes

Through this process, SCPSHS gathers data that is relevant to the population served. Ensuring accurate and timely data will create a community assessment which does the following:

- Informs decisions about needs for services
- Suggests improvements to service delivery systems
- Identifies recruitment and enrollment patterns and trends
- Proposes appropriate program options
- Suggests more efficient and effective staffing patterns
- Justifies budget levels and grant modifications, if needed
- Identifies community resources which can help supply the program's non-federal share
- Assists the program in revising or reaffirming the program's philosophy as it relates to new populations
- Assists in determining long-term and short-term goals for program planning

PROGRAM BACKGROUND

In 1965, Head Start began in Scott County as an eight-week summer program designed to break the cycle of poverty by providing children with a program to meet their social, emotional, health, nutritional, and physiological needs. The idea was that with a little help, children from even the most disadvantaged families could begin elementary school at the same level of school readiness as their more advantaged peers.

From 1965 to 1995, the community action agency, Rural Areas Development Association, Inc. (RADA) was the fiscal agent and grantee for the Head Start program in Scott County, with Scott County Public Schools delegated to operate the program. In 1995, the Head Start grant was awarded to Scott County Public Schools. The public school system continues to serve as the fiscal agent and grantee for the Head Start program today.

From 1965 to 1977, Head Start was funded to operate 147 children in a center-based program format. From 1977 to 2002, Head Start operated both center-based and home-based program options with a funded enrollment of 181 children. In the Fall of 2003, the community assessment indicated the need for all center-based services and as a result, funded enrollment dropped to 173 center-based slots. The program currently operates nine full school year, 6.5 hour per day center-based classrooms and is funded to serve 173 children ages three and four.

In addition to the Head Start grant, an Early Head Start grant was awarded to Scott County Public Schools in 2017. The program currently operates three full calendar year, 8-hour per day center-based classrooms and is funded to serve 24 children ages six weeks to three years.

Today, Scott County Public School Head Start (SCPSHS) continues to provide opportunities to low-income children, families, and communities with high quality early childhood education, nutrition, health, dental, mental health, and social services. The promotion of school readiness is the focal point and delivered through a program that is child centered, family focused, comprehensive, and community based. Not only are developmental goals for children supported, but there is also support for employment and self-sufficiency goals for families. The mission of SPSHS is *"Guiding low income families toward self-sufficiency and success in school."* In order to meet our mission, the program must address the changing needs of its service area.

SERVICE AREA DEMOGRAPHICS

History/Geography

Scott County was formed by an act of the Virginia General Assembly on November 24, 1814. The county was created out of parts of Washington, Lee, and Russell Counties.¹

Scott County is a rural county located on the southern edge of the Southwest Virginia coalfields in rural southeastern Appalachia. It contains 536 square miles of land area and borders Lee, Wise, Russell, and Washington counties. The county also borders the State of Tennessee.

There are six small incorporated towns within Scott County: Clinchport, Duffield, Dungannon, Gate City, Nickelsville, and Weber City. Most of these populated areas are located near rivers or large creeks, in county valleys, and in close proximity to natural passageways through mountain chains. These six incorporated areas account for 4.65 square miles (8.63%) of the county's total land area. Gate City, the county seat, is 348 miles southwest of the state's capital, Richmond.

Scott County has a continental, warm-to-temperate climate with an average winter temperate of 37.5 degrees and an average summer temperature of 73 degrees. Sudden, heavy rainfalls in late winter and spring combine with existing steep terrain to result in periodic flash flooding.

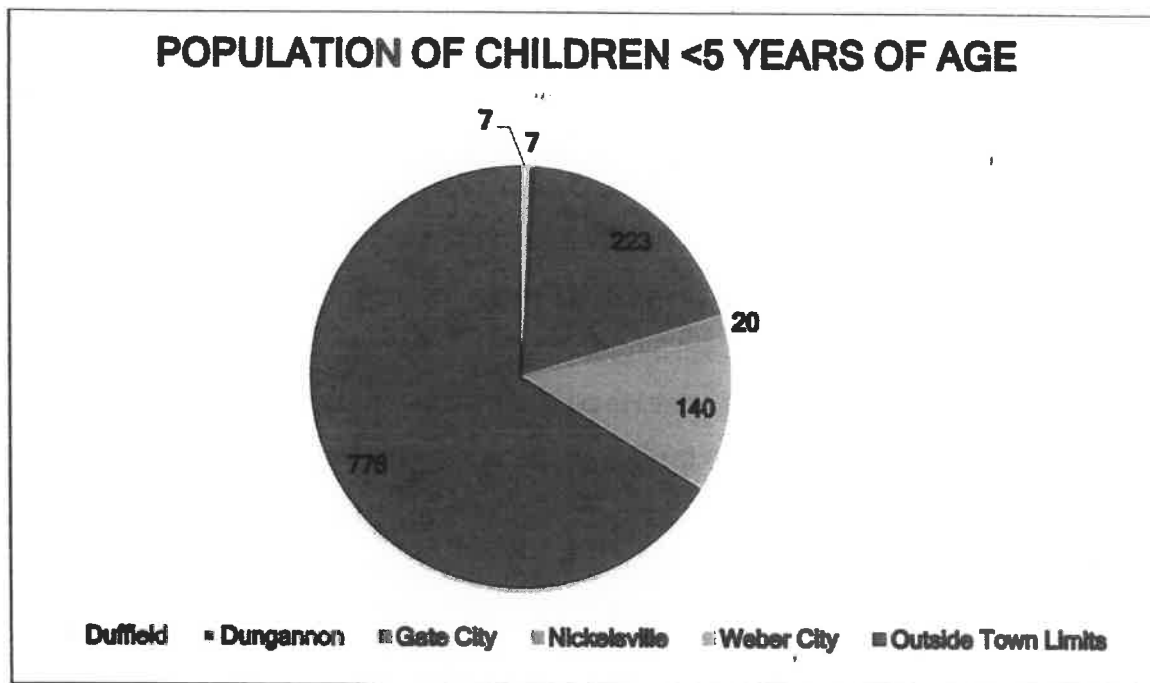
Local Government

Scott County is governed by a County Board form of local government. Divided into six magisterial districts, each district elects a representative to the Board of Supervisors, including a Supervisor at Large. These seven members are responsible for county governance.

Population

According to July 2018 US Census data, the population of Scott County is 21,534. The Scott County Comprehensive Plan 2017, estimates 18.3% of the county's total population resides in one of the county's six incorporated towns. The table below shows the 2017 estimated population less than five years of age for the six incorporated towns within Scott County and outside town limits.

¹ Scott County Tourism, www.explorescottcountyva.org, 2019



Source: Dilenowisco Planning District

The remaining 81.7% of Scott County residents live outside incorporated town limits. Of the total population, 1,173 Scott County residents are under the age of five.

Based on a five-year average from 2012-2016, Livestories.com estimates a total of 281 pre-school age children live in poverty within Scott County. This total dropped over 80 children to 199 based on a 5-year estimate from 2013-2017. Scott County Schools has also seen a decline in Kindergarten registration over the past five years. In 2015-2016, Kindergarten registration was 202 children. This number dropped to 131 children in the 2018-2019 school year.

SCPSHS has seen a shift in enrollment for the Head Start program. In 2016-2017, the program did not meet funded enrollment for four consecutive months. The areas of Dungannon and Nickelsville were consistently under enrolled. An under-enrollment plan was put into place for the 2017-2018 school year. During that school year, the program maintained full enrollment for each month.

Foster Care

According to the Scott County Department of Social Services, there are currently 46 children under the age of 18 in foster care within Scott County. Of those 46 children, 10 are under the age of 5. SCPSHS continues to serve children in foster care. During the 2018-2019

school year, SCPSHS served 2 infants/toddlers and 5 pre-school children from the Scott County Foster Care program.

Homelessness

Scott County serves homeless women and children through the Hope House of Scott County. SCPSHS and the Scott County Public School System work together to ensure the county is in compliance with the federal mandates of the Stewart B. McKinney Homeless Assistance Act in conjunction with Virginia's House Joint Resolution 181. Through an interagency agreement, the SCPSS informs Head Start of any homeless EHS/HS age eligible children in the county. SCPSHS informs the LEA's social worker of any homeless children and their siblings. SCPSHS has served 3 homeless children during the 2018-2019 school year.

Pregnant Women and Infants

According to 2016 Kids Count Data Center, 81.8% of Scott County women received pre-natal care beginning in the first trimester. According to the Virginia Department of Health, 187 births were documented for Scott County in 2017. The 2016 Kids Count Data revealed babies born to Scott County residents with a low birth weight are slightly lower than the corresponding rates in Virginia.

Disabilities

The recruitment efforts of SCPSHS include actively locating and recruiting children with disabilities. Among the children served by the Head Start program, there are 7 children with developmental delays and 22 children with speech delays. In the public school system's Early Childhood Special Education program, there are 37 children with developmental delays, 7 of whom are served by Head Start and included in these numbers.

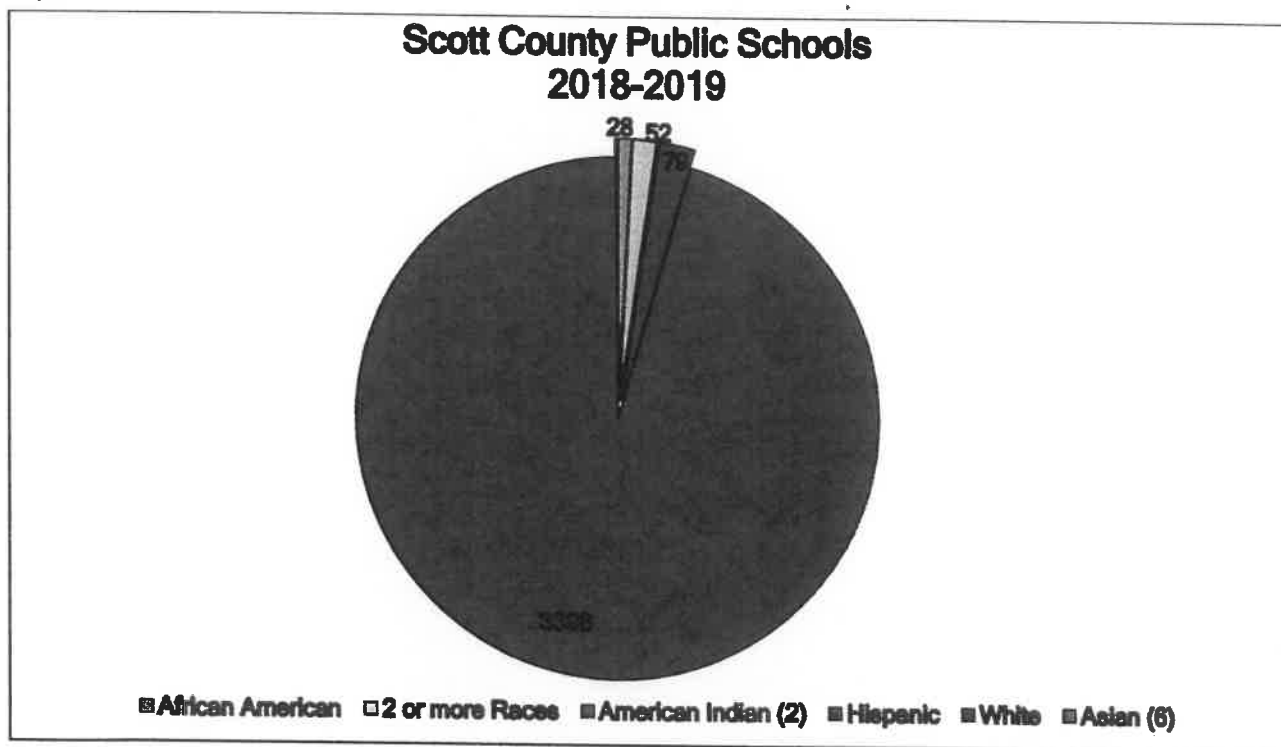
The Infant & Toddler Connection of Dilenowisco currently serves 24 children and has 2 referrals within Scott County. Of the 24 children served, 6 are enrolled in the Early Head Start program, 4 of which have developmental delays & 2 with speech delays.

Disability services are provided to Scott County children through various agencies including: Southwest Virginia Child Development Clinic, Scott County Behavioral Services, Infant & Toddler Connection of Dilenowisco, First Step Rehab, Mountain Region Speech & Hearing Center Inc., Bristol Regional Rehabilitation Center, Easter Seal Society of Virginia Inc., March of Dimes Birth Defects Foundation/SW Division Chapter, Kluge Children's

Rehabilitation Center, Mini Miracles Pediatric Therapy, Regional Eye Center, Weber City Eye Clinic, & Repko Family Vision Center.

Racial and Ethnic Composition

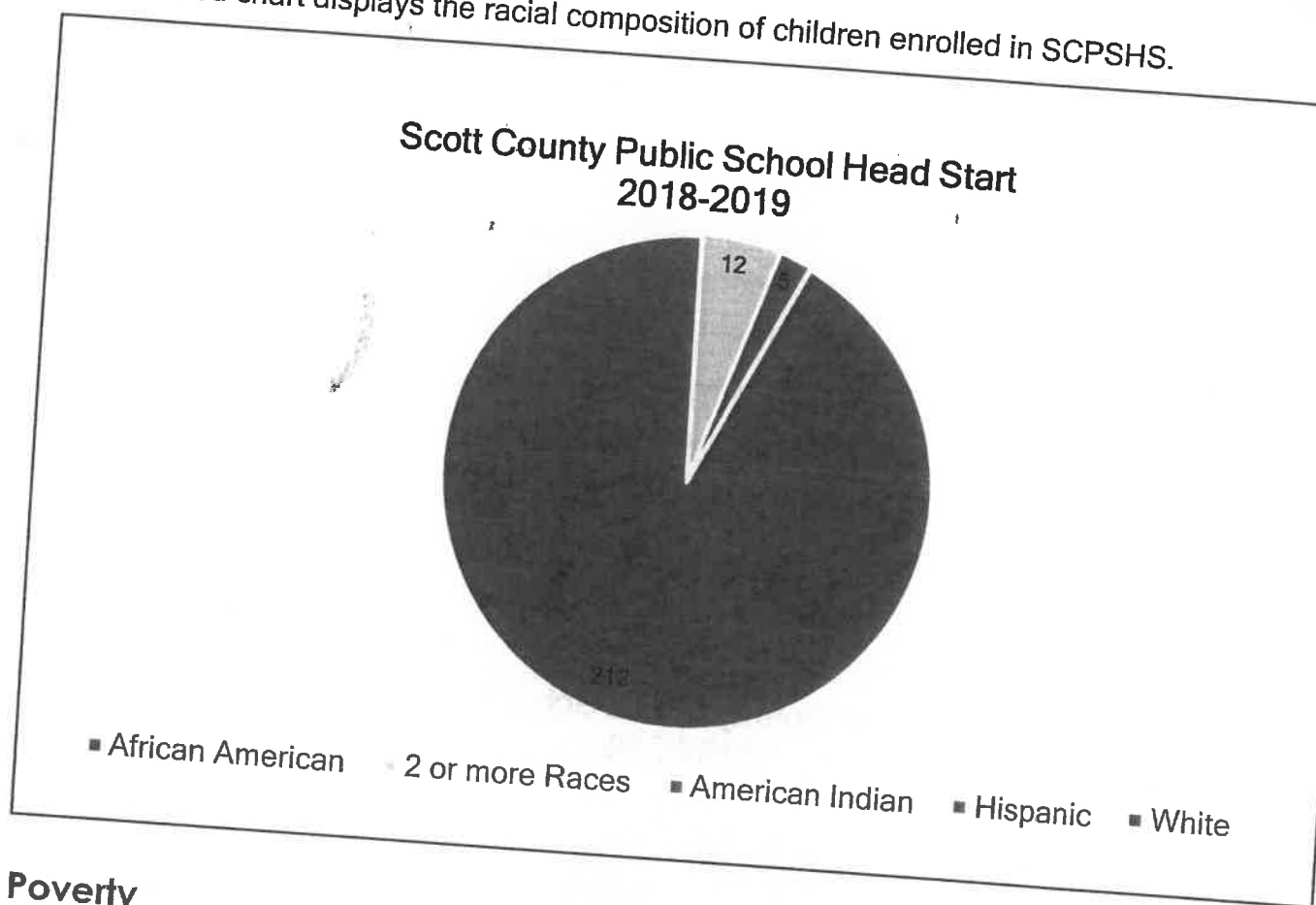
According to US Census data, 97.7% of Scott County residents are White. The remaining 3.6% is comprised of African American (.8%), American Indian and Alaska Native (.3%), Asian (.2%), Native Hawaiian and Other Pacific Islander (.1%), Two or More Races (.9%), and Hispanic or Latino (1.3%). A majority of Scott County residents are native to the mountains of Southern Appalachia and share a common cultural background. The percentage of persons speaking a language other than English at home is 1.4%. The table below shows the racial demographics of enrolled children in the Scott County Public School system for the year 2018-2019.



Source: Scott County Public Schools, POWERSCHOOL data

During the 2018-2019 school year, the Head Start program served 187 children and the Early Head Start program served 37 children. There were no dual-language learners. The

below listed chart displays the racial composition of children enrolled in SCPSHS.



Poverty

Scott County, along with the surrounding areas continues to have some of the highest poverty rates in the Commonwealth of Virginia. Poverty creates barriers to accessing health services, healthy food options, and other necessities, thus contributing to poor health status.

For 2019, the federal poverty level is \$12,060 for a one-person household and \$24,600 for a four-person household. The below listed charts detail the percentage of Scott County residents and children living 100% below the federal poverty level.

POPULATION BELOW 100 FEDERAL POVERTY LEVEL		
REPORT AREA	TOTAL POPULATION	POPULATION IN POVERTY
Scott County	21,621	4,355 (20.14%)
State	8,060,892	921,664 (11.43%)
National	310,629,645	46,932,225 (15.11%)

Source: US Census Bureau, American Community Survey. 2012-16.

POPULATION OF CHILDREN BELOW 100 FEDERAL POVERTY LEVEL

REPORT AREA	POPULATION UNDER AGE 18	POPULATION IN POVERTY UNDER AGE 18
Scott County	4,126	1,184 (28.7%)
State	1,838,212	278,352 (15.14%)
National	72,456,096	15,335,783 (21.17%)

Source: US Census Bureau, American Community Survey. 2012-16

During the 2018-2019 school year, the Head Start program cumulatively enrolled 146 children at 100% below the poverty level, 23 between 100%-130%, & 18 over income. The Early Head Start program cumulatively enrolled 32 children at 100% below the poverty level, 3 between 100%-130%, & 2 over income.

During the 2018-2019 school year, 85 children within Scott County received TANF assistance. Thirty-three Scott County families participated in the Virginia Initiative for Employment Not Welfare (VIEW) program. The below listed chart details the number of families within Head Start and Early Head Start receiving TANF, Supplemental Security Income (SSI), and WIC services.

PROGRAM	TANF	SSI	WIC
Head Start	14	9	75
Early Head Start	6	0	10

According to the US Census Bureau, 1,581 (17.37%) households in Scott County are receiving SNAP benefits. This percentage is much higher than the state average of 9.43% and the nationwide average of 13.05%. Of the 1,581 households receiving SNAP benefits, 29 of them are Head Start/Early Head Start families. As of July 2019, the WIC program of Scott County served 97 infants from birth to twelve months and 166 children from age one to five. SCPSHS staff encourages all families to apply for WIC participation. Program families also receive assistance from a variety of other sources including Medicaid.

Employment

A vast majority of Scott County's residents obtain employment in nearby counties and states. Residents benefit from employment opportunities in the Tri-Cities metro area and the growth of industries along the I-81 corridor in Washington County, VA. The table below

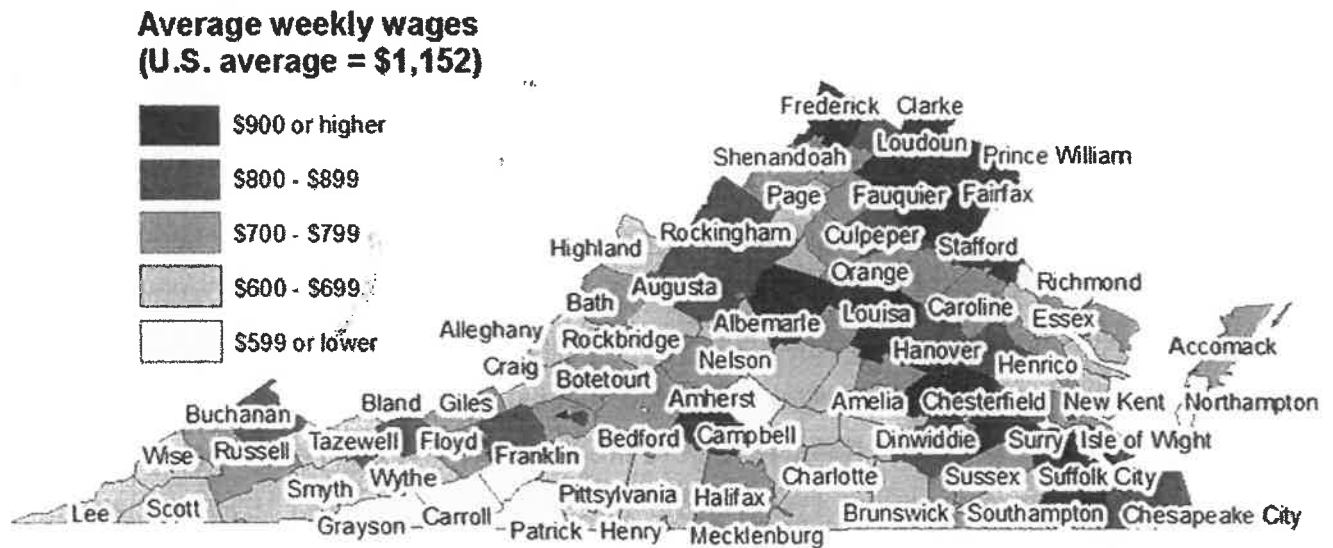
shows the industries with the highest number of employees in Scott County for the third quarter, 2017.

RANK	INDUSTRY SECTOR	# OF ESTABLISHMENTS	# OF EMPLOYEES
1	Total, All Industries	419	4,600
2	Health Care and Social Assistance	112	802
3	Manufacturing	9	740
4	Educational Services	3	672
5	Retail Trade	75	636
6	Accommodation & Food Services	23	417
7	Public Administration	33	338
8	Other Services	43	155
9	Administrative & Support, Waste Mgmt.	5	144
10	Transportation & Warehousing	18	140

Source: Virginia Employment Commission, Quarterly Census of Employment & Wages

According to December 2018 statistics from the Virginia Employment Commission, the federal unemployment rate was 3.7%, the state unemployment rate was 2.6% and Scott County's unemployment rate was reported at 2.9%. Scott County has seen a 1.2% decrease in the unemployment rate since January 2018. The top five largest employers within Scott County are Scott County School Board, Joy Technologies, Tempur Productions, Itec Healthcare Solutions Inc., and Food City. The average weekly wages for employees working in Scott County is \$614. At 2018-2019 enrollment, 137 households served by SCPSHS were gainfully employed. SCPSHS offers employment opportunities to families through substitute staff training. The program also communicates with families regarding job opportunities within the area through parent meetings and program wide workshops.

Chart 1. Average weekly wages by county in Virginia, first quarter 2018



Housing

According to the 2010 census, Scott County has a total of 11,916 housing units, an increase from the 2000 census count of 11,355. The dominate housing type continues to be single-family at 71%, with multi-family housing at 5%, and manufactured homes at 24%

In 2010, occupied rental units comprised 19% of Scott County housing. Owner occupied units comprised 63% and vacant units accounted for 18%. Median value for occupied housing units increased from \$46,000 in 1990 to \$91,700 in 2010.²

Based on the US Census Bureau Fact Finder Demographics, statistics for owner occupied households with own children under age 18 is 2,287 (23.4%). The statistics for renter occupied households with own children under age 18 is 667 (6.8%).

According to the 2010 census and the most recent data from the planning district commission, 6% of the total units in Scott County lack complete plumbing systems, 2% lack complete kitchen facilities, 5% are overcrowded, 6% lack indoor plumbing, 46.4% lack an approved source of water, 42% lack central heating, and 8% lack telephones.

According to the Scott County Redevelopment and Housing Authority, renters within Scott County pay a median gross rent of \$609. Approximately 40% of renters pay 30% or more of their income for housing costs, a level considered far exceeding affordable housing costs.

² Scott County Comprehensive Plan, 2017

There are two types of housing provided by the Scott County Redevelopment and Housing Authority: Section 8 Housing & Public Housing. In public housing, participants pay 30% of their adjusted income. Electricity and water are included in their rent. If participants in public housing become employed and go over the income guidelines, they are given the opportunity to stay in housing while paying a flat rent rate. In Section 8 housing, participants have a private landlord. Participants are responsible for a portion of the rent and are responsible for electricity and water. If while in Section 8 housing the participant goes over the income guidelines, they are given 6 months to find other housing.

As of June 2019, 42 families are on the wait list for Section 8 housing, and 48 families are on the wait list for public housing. There are three low-income housing projects within Scott County. There are 60 total units in Duffield, 36 in Gate City, and 15 in Dungannon. The wait list for housing is 6 to 12 months.

Education

In today's workforce, education is a key factor in self-sufficiency. Many employers are requiring higher education levels for vacant positions, limiting the number of job opportunities available for those with low education levels of formal education. The table below shows the 2012-2016 educational attainment of the population by percentage of Scott County in comparison to the state and national averages.

EDUCATIONAL ATTAINMENT	COUNTY	STATE	NATIONAL
Less than High School Diploma	20.7%	11.4%	13.0%
High School Diploma or Equivalency	38.1%	24.5%	27.5%
Some College, No Degree	21.6%	19.9%	21.0%
Associate's Degree	7.0%	7.4%	8.2%
Bachelor's Degree	8.7%	21.2%	18.8%
Graduate or Professional Degree	3.8%	15.7%	11.5%

Source: US Census Bureau, American Community Survey, 2012-16.

Although there are no institutions of higher learning located in Scott County, the area is served by a two-year community college, Mountain Empire Community College and a four-year college, the University of Virginia's College at Wise in Wise County, VA. The Kingsport Center for Higher Education located in neighboring Sullivan County, Tennessee consists of four institutions: Lincoln Memorial University, East Tennessee State University, and Northeast State Community College.

During the 2018-2019 school year, SCPSHS served a total of 207 families (171 Head Start, 36 Early Head Start). Of the 171 Head Start families, 5 have an advanced degree or baccalaureate degree, 24 have an associate's degree or some college, 133 have a high school diploma or equivalency, and 15 have less than a high school diploma. Of the 36 Early Head Start families, 2 have an advanced degree or baccalaureate degree, 9 have an associate's degree or some college, 22 have a high school diploma or equivalency, and 3 have less than a high school diploma. The following chart details the educational status of families served by the program based on percentages during the 2018-2019 school year.

EDUCATION STATUS	HS	EHS
Less than High School Diploma	9%	8%
High School Diploma or Equivalency	78%	61%
Associate's Degree or Some College	14%	25%
Advanced Degree or Baccalaureate Degree	3%	6%

SCPSHS partners with the Regional Adult Education Program through referrals to families for free GED classes offered in two locations throughout the county. There are currently two Head Start families enrolled in Adult Education classes.

Transportation

The primary mode of transportation throughout the service area is by private vehicle. There is a bus/van operated by Mountain Empire Older Citizens (MEOC) in a neighboring county offered to residents. Current American Community Survey (US Census Bureau) data reveals nearly 10% of Scott County residents carpool to work. The lack of public transportation creates a significant issue for those who do not own a vehicle. Among current families served by SCPSHS, four have no transportation. For many families, the transportation available is either unreliable or used to transport employed family members.

Head Start children utilize the public school system for transportation to and from school. Travel reimbursement is also available for parents attending certain SCPSHS events including Policy Council meetings.

HEALTH & NUTRITION

Health Services

Access to healthcare in Scott County is limited by both geographic and economic barriers. The county currently has no hospital facilities within the service area. Many residents seek hospital services in bordering Sullivan County, Tennessee. There are five general practice physician offices in localities throughout Scott County. Additionally, residents can seek health services through the Lenowisco Health District - Scott County Health Department located in Gate City. During the 2018-2019 school year, the Head Start program had 174 children with a primary care physician. The Early Head Start program had 24 children with a primary care physician.

According to data compiled by the US Census Bureau in 2016, 7% of children from low-income families do not have health insurance. The percentage of uninsured Scott County residents is 11.49% as opposed to the state's average of 10.68%. During the 2018-2019 school year, the Head Start program had 159 children enrolled with Medicaid, 16 with private insurance coverage, 2 covered by other insurance, and 10 not covered by medical insurance. The Early Head Start program has 21 children enrolled with Medicaid and 3 with private insurance.

The County Health Rankings, issued by the Robert Wood Johnson Foundation is a metrics for evaluating the overall health of a region. Scott County ranks 92nd least healthy out of 133 jurisdictions evaluated in Virginia.

Hearing & Vision Services

Scott County currently has two sites with three opticians providing optical care to residents. SCPSHS uses a SPOT screening camera for enrolled children to detect six amblyopic risk factors in children as young as six months old.

Additionally, the program uses a pediatric device called an OAE (otoacoustic emission) Hearing Screener to test hearing by detecting how hair cells in the cochlea respond to sound.

Oral Health Services

There are currently four dentists providing oral care services in Scott County. Of the four dentists, two offices accept Medicaid patients. SCPSHS has partnered with this dental office to provide initial dental examinations for enrolled children. Extensive follow-up care is offered with a pedodontist in neighboring Tennessee. SCPSHS assists families with

scheduling appointments and transportation, as needed. During the 2018-2019 school year, the Head Start program had 157 children with a dental home. The Early Head Start program had 7 children with a dental home.

Mental Health Services

SCPSHS contracts with Frontier Health to provide identification and intervention regarding each child's social and emotional wellness. The program ensures support through regularly scheduled on-site consultations and observations.

The program uses the ASQSE-2 assessment tool to screen concerns and behaviors. During the initial observation of the 2018-2019 school year, 37 children have been referred for further evaluations.

Additional mental health services are provided to Scott County children through various agencies including: Health Connect America and Family Preservation Services.

Nutrition Services

Food uncertainty and limited access to nutritious food is an ongoing concern for many residents of Scott County, particularly children. Poor nutrition directly contributes to worse health and lower performance in school. According to 2015-2016 data from the CDC, nearly 1 in 5 school age children and young people (6-19 years old) in the United States has obesity. The Body Mass Index, BMI, is a widely used screening tool for measuring obesity. The CDC recommends the use of BMI percentile when measuring children. The CDC defines overweight in children ages two & up as a BMI at or above the 85th percentile and less than the 95th percentile. According to the latest measurements for Head Start children enrolled in the 2018-2019 school year, there are 20 overweight children and 29 obese children (27% of total enrollment).

According to the Virginia Department of Education - Office of School Nutrition Programs 2018-2019 Report, 3,527 children within the Scott County Public School system are members of the School Nutrition Program. Of the 3,527, 2,037 (57.75%) are classified as free while 243 (6.89%) are classified as reduced. All 197 children enrolled in Head Start/Early Head Start are classified as free.

SCPSHS is regulated by the USDA's Child and Adult Care Food Program (CACFP), a federally-funded program that aids in the provision of nutritious foods for young children. SCPSHS also works to guarantee all children meet or surpass the recommended amount of daily physical activity as well as encourage children to drink water throughout the day.

SCPSHS partners with WIC on educational materials used to encourage healthier food choices for families.

SOCIAL SERVICE NEEDS

Substance Abuse

According to 2016 data from the Center for Disease Control and Prevention, 48.5 million Americans have used illicit drugs or misused prescription drugs. These numbers continue to increase, affecting children and families nationwide. The Scott County Sheriff's Office reports 80% of incarcerations are drug related or drug abuse, approximately 30% of those cases involve children. According to the Virginia Department of Health data, opioids have been the driving force behind the large increase in fatal overdoses since 2013. In 2018, Scott County had a rate of 6.5-11.4 fatal prescription opioid overdoses per 100,000 persons. This is the third highest rating out of six on the fatal methamphetamine overdose scale in the State of Virginia. Additionally, Scott County had a rate of 2.6-4.4 fatal methamphetamine overdoses from 2016-2018. This is the second highest rating out of six on the fatal methamphetamine overdose scale in the State of Virginia. The rate of fatal prescription opioid overdoses in SCPSHS continues to address this problem through staff and parent trainings.

Domestic Violence

Families within the service area continue to face a variety of social service needs. According to the Domestic Violence Officer of the Scott County Sheriff's Office, substance abuse, alcohol, and drugs account for a majority of the domestic violence calls occurring within the county. These incidents increase during the summer months when children are home and resources such as money and food are scarce. The Domestic Violence Task Force works closely with the Hope House to ensure there is a safe place for women and children who flee from violence in the home. Within the past year, the Hope House has served 46 children under the age of 18 and 7 under the age of 5.

Child Abuse & Neglect

According to statistics provided by Virginia Department of Social Services for FY 17-18, the Child Protective Services (CPS) unit investigated 324 child abuse cases concerning children in Scott County. Family assessments were conducted for 653 families. Approximately 44% of the investigations were returned as "founded."

EARLY LEARNING PROGRAMS

Child Development & Child Care Programs

Child care resources outside the Head Start/Early Head Start programs in the county are very limited. There is currently one faith-based child care provider serving a capacity of 220 children six weeks to twelve years of age. Of the 220 children, the provider serves approximately 48 children ages six weeks to two years of age and 90 children ages three to five years of age. There are also a limited number of private in-home child care providers. Approximate rates of child care within the county ranges from \$85 per week to \$140 for full time and daily rates of \$45 for a minimum of two days per week.

The Scott County Public School System offers six Pre-K classrooms, serving a total of 105 4-year old children throughout the county in the following locations: Hiltons, Yuma, Weber City, Gate City, Duffield, & Nickelsville. Of the 105 children, 50 slots are funded by the VDOE - Virginia Preschool Initiative. Gate City Christian School provides one Pre-K classroom, serving approximately five 4-year old children. The monthly rate for enrollment is \$155 per child.

Families within the community continue to express concerns of the lack of affordable child care, specifically for infants and toddlers. As of August 2019, SCPSHS has 55 age eligible children on the Early Head Start waitlist. Of that total amount, 32 children are income eligible. The program has seen this number continue to increase since the opening of Early Head Start.

COMMUNITY STRENGTHS

Low Violent Crime Rates

In an analysis conducted by the Virginia Department of Criminal Justice Services, counties are ranked against other counties for total violent crime rates with the highest rate ranked 1 and the lowest rate ranked 95. Scott County ranked 63rd out of 95 counties for total violent crime rate in 2016. This is a decrease from 2007 in which Scott County ranked 57th.

Active Community and Intergenerational Family Involvement

Scott County is a close-knit community with a large number of faith-based worship centers. These churches along with other members of the community play an active role in meeting rising needs of families including extracurricular activities for children. Scott County has a volunteer-based Little League for children ages 4-14 interested in various sports. Additional extracurricular activities for children include Upward Sports League, Jenkins School of Dance, Virginia Cooperative Extension Office 4H Program, and the Scouts programs. Additionally, residents of Nickelsville, Duffield, and Gate City maintain community gardens during the summer months.

Intergenerational families play a contributing factor into the development of such a close-knit community. This is reflected in that extended family members help provide child care as needed while parents work or are in school. They also assist with transportation to various activities.

Quality Public School Education

The Scott County Public School System focuses on developing lifelong learners who value themselves and others, contribute to their community, and are college and career ready. All 13 schools within the Scott County Public School system are accredited. Developed by the Comprehensive Plan Committee, the 2018-2024 Comprehensive Plan details four main priority areas for the school system: High Academic Standards, College/Career Readiness, Communication/Community Involvement, and Social/Emotional Development. During the 2017-2018 school year, the district graduation rate was 95%, of those graduating, 50% of Twin Springs High School graduates had an advanced studies diploma, 33% from Rye Cove High School, and 54% from Gate City High School. The district maintained an attendance rate of 94.7% during the 2017-2018 school year. Additionally, the school system

has an extensive range of extracurricular activities for students ranging from academics to athletics.

Location/Economic Opportunity

Bordering the Tri-Cities metro area, Scott County residents have more opportunities for employment compared to other neighboring counties. In October 2016, TeleTech, a provider of customer service, opened a customer care center in Scott County, which brought up to 300 jobs to the region.

Cultural Heritage

Scott County is an area culturally rich in the Appalachian heritage. A major Scott County venue along the "Crooked Road" is the destination of the first family of country music, The Carter Family, at the Carter-Family Fold. Additionally, Kickin' Back @ King Alley is a free summer concert and event series in which talented bands from across the region come to perform in downtown Gate City. Scott County JAMS is a Crooked Road JAM program that began in 2014. The program attempts to preserve the Appalachian music heritage by offering affordable afterschool classes in fiddle, banjo, guitar, and mandolin for students in grades 4th-8th.

Outdoor Recreation

Located along the Appalachian Trail, Scott County has a vast array of outdoor recreation opportunities available to residents. The county is home to a popular hiking destination known as the "Devil's Bathtub" and Natural Tunnel State Park which offers hiking and mountain bike trails, swimming, fishing, and boating. Scott County is home to Creation Kingdom, an exotic zoo, open seasonally for visitors. The Scott County Regional Horse Association sponsors shows at the Scott County Horse Park. The Clinch and Holston Rivers are known for a great variety of fish. Additionally, the community utilizes these rivers for recreational fishing. Nearby Jefferson National Forest has several areas open for public hunting.

SUMMARY OF FINDINGS

Service Area Demographics

- A majority of the county's population (81.7%) live outside incorporated town limits.
- SCPSHS served 7 children from the Scott County Foster Care program.
- SCPSHS served 3 homeless children during the 18/19 school year.
- 81.8% of women in Scott County receive pre-natal care during the first trimester.
- The Scott County Public School System serves 37 children with developmental delay, 7 of which are enrolled in Head Start.
- The Infant and Toddler Connection of Dilenowisco serves 24 children with developmental and/or speech delays, 6 of which are enrolled in Early Head Start.
- 97.7% of residents are white and share a common cultural background.
- The percentage of county residents living at or below the federal poverty level is significantly higher than state and national percentages, specifically those under the age of 18.
- 17.37% of Scott County residents are receiving SNAP benefits, a percentage much higher than the state average of 9.43% and national average of 13.05%.
- The average weekly wage of employees working in Scott County is \$614.
- 46.4% of housing units within Scott County lack an approved source of water.
- Gross median rent for county residents is \$609. Additionally, 40% of renters, pay 30% or more of their income towards housing.
- Scott County has a total of 111 low-income housing units (Duffield - 60, Gate City - 36, & Dungannon - 15).
- In comparison to the state and national averages, Scott County residents have a much higher percentage of residents without a high school diploma or equivalency.
- Lack of public transportation creates issues for many one-vehicle families throughout the county.

Health & Nutrition

- 11.49% of Scott County residents do not have health insurance as opposed to the state average of 10.7%.
- Scott County ranks 92nd least healthy out of 133 jurisdictions evaluated in Virginia.
- SCPSHS ensures routine health screenings for enrolled children.
- 27% of total enrolled Head Start children have a BMI measuring above the 85th percentile.
- All enrolled Head Start/Early Head Start children receive free healthy meals through the USDA's CACFP program.

Social Service Needs

- 30% of the drug cases within Scott County involve children.
- Scott County has a higher rate of drug overdose deaths per 100,000 people compared to the national average.
- The Hope House of Scott County served 46 children under the age of 18 within the past year.
- 44% of the investigations conducted by the Child Protective Service Unit of DSS during FY 17-18 were returned as "founded."

Early Learning Programs

- The number of early child care programs offered to Scott County residents is very limited.
- Existing child care programs offered outside SCPSHS and the public school system are unaffordable to many low income families.

Community Strengths

- Scott County ranks 63rd out of 95 counties for total violent crime rate (highest ranking beginning at 1).
- Community and intergenerational family involvement play a contributing factor in creating a close-knit community.
- The Scott County Public School System provides quality education and extracurricular activities for school age children.

- Residents of Scott County have more opportunities for employment compared to neighboring counties due to its close proximity to Tri-Cities area.
- Scott County is an area culturally rich in the Appalachian heritage.
- Residents have access to a vast array of outdoor recreational opportunities including hiking, mountain biking, swimming, fishing, and boating.

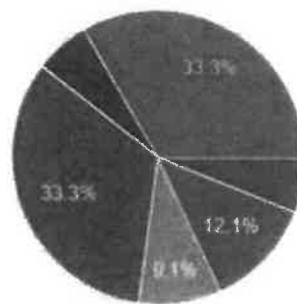
ASSESSMENT SURVEY

As a part of the assessment process, comments were solicited from parents with children currently enrolled in the program, policy council community members, program staff, and individuals who reside/work within the community. This took place through an electronic survey posted on social media and the program's website. Additionally, details regarding the survey were sent home with children enrolled in the program at that time.

The program had a total 33 responses. The below chart provides details of those surveyed.

Please select the below listed statement that best describes you.

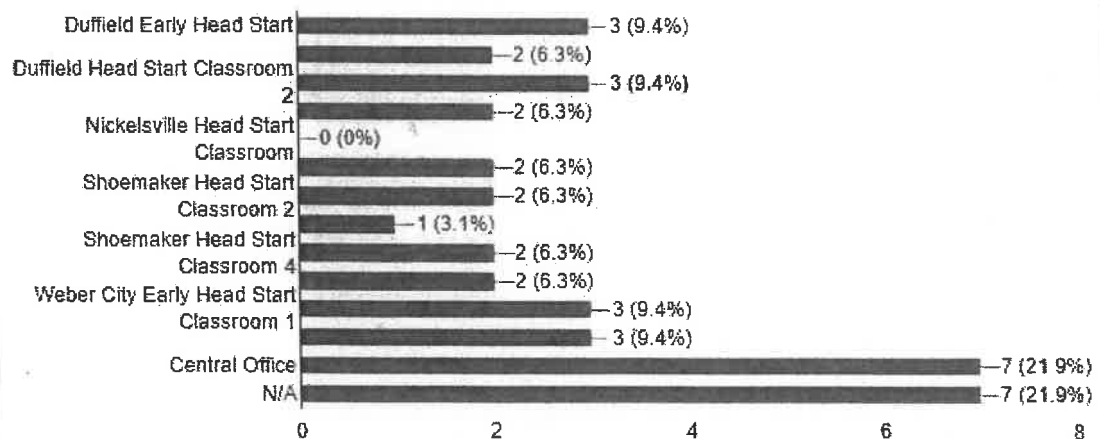
33 responses



- My child is enrolled in Early Head Start
- My child is enrolled in Head Start
- I have children enrolled in both Early Head Start & Head Start
- I am an employee of SCPSHS
- I am a SCPSHS Policy Council Community Member
- I reside and/or work within Scott County

Center Location

32 responses



The following multiple choice questions were included in the survey and the below listed chart provides details of the responses.

- *What do you feel are the greatest childcare needs within your community?*
- *What do you feel are the most concerning health/disability needs for children and families within your community?*
- *What do you feel are the most concerning educational needs for children and families within your community?*
- *What do you feel are the most concerning nutritional needs for children and families within your community?*
- *What do you feel are the most concerning social service needs for children and families within your community?*
- *What do you feel are the most concerning safety needs for children and families within your community?*

The survey also included the following short answer questions. Below are the three most common responses for each question.

What do you like best about living in your community?

1. Small town community
2. The people are friendly
3. Feel like it is a safe place to live

What do you like least about living in your community?

1. Increase in drug abuse
2. Lack of job opportunities in the area
3. Lack of community resources

What resources are easily accessible to you within your community?

1. Online Educational Opportunities with GED Classes & MECC
2. Local Library
3. Assistance from Department of Social Services

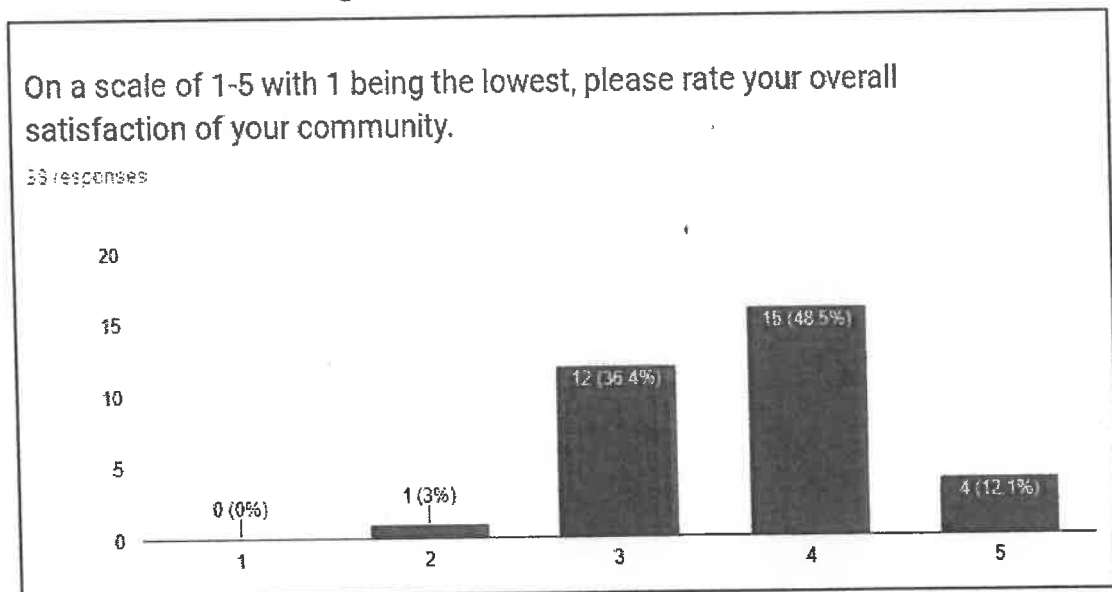
What resources are difficult for you to access within your community?

1. Public Transportation
2. Affordable child care (after school & summer)
3. Dental care

The program also requested changes or suggestions that could be made within the community to better meet the needs of families. Some of the responses included:

- Community Center for children and youth
- More options for child care & after school/summer care
- Public transportation
- More job opportunities

Surveyors were asked to rate their overall satisfaction of their community, with one being the lowest and five the highest. The below listed chart details the responses.



SCPSHS staff comments reflected the importance of health care and transportation issues. The need for insured and affordable medical/dental care is great among families. There is also a need for a prescription medication insurance plan that would be economically feasible for program families. Additionally, transportation for many families is either undependable or used to transport a working parent to and from a job.

Underlying all the specific issues is the recurrent theme of increasingly lower eligibility cutoff points. When parents find employment, they increase their income by just enough to make them ineligible for benefits such as child care and health services. These services are too expensive for families living at this level to afford in the private market. The lack of benefits interferes with their ability to maintain stable employment. Many children who need the services provided by Head Start/Early Head Start are barely ineligible due to family's income being slightly over the income guidelines.

COMMUNITY RESOURCES

SCPSHS works collaboratively with other agencies and community resources to provide high quality services to families. Some examples of these collaborations are listed below.

Scott County School Public School System - provides fiscal and administrative oversight to SCPSHS. Additionally, supports the program by providing computer technician services, maintenance, transportation, legal services, school health support, staff training, and technical assistance as needed.

Scott County Public Health Department - services and programs offered include: Pharmacy Connect Program - assisting eligible patients with prescription medications at no or reduced costs, immunizations, Pre-school physicals with an appointment, diagnostic evaluation services for children with developmental disorders (Child Development Clinic), diagnostic, preventive, and restorative dental health treatment, food establishment regulations, sewage regulations, water permits, rabies prevention, lead exposure, and outbreak investigations.

Clinch River Health Services - A community health care center, located in Dungannon provides medical services to low-income patients through a sliding scale of service charge. The Clinch River practice has nine examinations rooms that are shared by two family physicians and a family nurse practitioner. Services include a waived medical lab, simple x-rays, emergency care, pharmaceuticals for patients with chronic illnesses, mental health counseling, minor surgery, and prenatal care up to 32 weeks for low-risk patients. The clinic will make home visits as needed and tailor their range of available services to meet the needs of the community.

Scott County Volunteer Fire Department - Fire prevention training to children and parents, as well as tours of the local fire station.

Virginia Cooperative Extension (Scott County Office) - Parent training is offered annually on a wide range of topics. Associated with Virginia Tech, this office provides printed materials/information ranging from "nutrition" to "budgeting" at no cost to staff and parents. The Smart Choice Nutrition Education Program (SCNEP) agent provides nutrition education to families in their home. The Extension Office also conducts workshops throughout the year designed to help parents preserve the Appalachian heritage including gardening, canning, and cooking traditional recipes in a healthy manner.

The Christian Social Ministry - Provides clothing and household goods for families in crisis.

Christmas CART - Provides food baskets and clothing/toys to families during the Christmas season.

Hope House - Provides shelter for victims of domestic violence including homeless women and children.

Scott County Cooperative Ministries - Distribution of monthly food packages and additional groceries are distributed to families in crisis and as needed.

Dungannon Development Commission - Organization that involves the people in building a better community through providing survival skills, environmentally sound economic development, affordable and safe housing, and youth empowerment programs. Some programs include: monthly food pantry, Project Help-Volunteer Home Repair program, Crisis Program, Computer Training center, and Dungannon Thrift Store.

H.O.P.E. Christian Ministries - A non-profit group of area churches that provide food and clothing to those within the community in need. Additional programs provided include: food pantry, clothes closet, counseling, tutoring, resume building, cooking classes, and elder care assistance.

Natural Tunnel State Park - Serves on the SCPSHS Policy Council. Provides community events promoting outdoor recreation and history related to Scott County.

Regional Adult & Career Education - Serves on the SCPSHS Policy Council. Offers free GED classes and GED testing services within Scott County to improve regional adult education and prepare students for career success through earning a high school equivalency diploma.

Appalachian Community Action & Development Agency (AppCAA) - Serves on the SCPSHS Policy Council. Some programs include: After School/Summer Food Program, Imagination Library, Financial Coaching & Empowerment, Financial Workshops, Tax Preparation Services, AmeriCorps VISTA, Retired Seniors Volunteer Program, CHORE Program, Emergency utility services, Housing Counseling, Indoor Plumbing & Rehabilitation, New Eyes for the Needy, SafeLink Cellphone, and Weatherization.

SCPSHS receives additional support from several private sector companies. Local banks often provide training on managing money and budgeting. A past Policy Council Community Representative, who is also a local farmer, provides a tour through his pumpkin patch and corn maze as a field trip for children and their families. Three local churches share space for parent meetings, including kitchen space for meals and space for on-site child care.

Scott County Public School
Head Start Program
FY 2020
Baseline Grant Application



**Scott County
Head Start**

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SECTION I. PROGRAM DESIGN & APPROACH TO SERVICE DELIVERY

SUB-SECTION A: GOALS

1. Program Goals, Measurable Objectives, and Expected Outcomes

Program Goal 1: To prepare children to be ready to succeed developmentally, academically, and socially.	
Objectives	
1. The program will strengthen the ability of teachers and parents to improve the vocabulary of enrolled children.	
Expected Outcomes	Expected Challenges
Children will have age-appropriate receptive and expressive vocabulary.	Speech Language Pathologist (SLP) availability for classroom large group activities. Budgetary constraints for additional curriculum enhancement (Time to Sign).
Activities or Action Steps to Meet Objective: <ol style="list-style-type: none"> 1. SLP conduct large group language activities in each classroom. 2. Purchase & implement Time to Sign curriculum enhancement. 3. Explore High Scope language and literacy resources. 4. Ensure each classroom is consistently utilizing C.H.A.T.T.E.R. 	
Data, Tools, or Methods for Tracking Progress Above: <ol style="list-style-type: none"> 1. Lesson Plans 2. Purchase Order 3. COR Advantage 4. In-Kind documentation 	
2. The program will promote strategies to increase children's attendance in the center.	
Expected Outcomes	Expected Challenges
Each center will maintain a monthly average attendance of 85% or higher.	Individual family circumstances can affect attendance.
Activities or Action Steps to Meet Objective: <ol style="list-style-type: none"> 1. Educate families on attendance during orientation. 2. Provide families with printed materials on habits of good attendance. 3. FRS staff will alert families on the number of absences during routine meeting. 4. Teachers will give attendance report to each family during conferences. 	
Data, Tools, or Methods for Tracking Progress Above: <ol style="list-style-type: none"> 1. Attendance records/Child Plus 2. Attendance Report 	
3. The program will increase quality classroom interactions and maintain a score of ≥ 4.0 on Instructional Support by the end of the program year.	
Expected Outcomes	Expected Challenges
To improve adult-child quality interactions via Instructional Support.	Staff turnover.

Activities or Action Steps to Meet Objective:

1. Provide training to teachers in CLASS.
2. Utilize Teachstone CLASS video library.
3. Participate in the Virginia Quality Rating & Improvement System (VQRIS).
4. Provide practice based coaching as needed.

Data, Tools, or Methods for Tracking Progress Above:

1. Program Quality Assessment (PQA)
2. CLASS Observation tool
3. ECERS
4. ITERS

4. Children will exhibit age-appropriate social/emotional skills.

Expected Outcomes

The program will see a reduction in classroom mental health referrals.

Expected Challenges

Staff turnover.

Activities or Action Steps to Meet Objective:

1. Provide training in a social/emotional curriculum supplement.
2. Classrooms will follow the Pyramid Model framework.
3. Provide training in trauma informed care.
4. Monitor fidelity of the Pyramid Model through use of TPOT / TPITOS.
5. Provide practice based coaching as needed.

Data, Tools, or Methods for Tracking Progress Above:

1. Program Quality Assessment (PQA)
2. TPITOS/TPOT observations
3. ITERS
4. COR Advantage

5. The program will increase accessibility of dental services to children and families.

Expected Outcomes

The program will see an increase in the number of children receiving dental services.

Expected Challenges

Limited dental resources.
Lack of parental education.

Activities or Action Steps to Meet Objective:

1. Contact other local dentist to build partnerships.
2. Collaborate with other Head Start programs.
3. Connect with mobile providers.

Data, Tools, or Methods for Tracking Progress Above:

1. Partnership agreements
2. Number of dental screenings & follow-up care.

Program Goal 2: Actively engage families to participate in program opportunities to support their child's development and achievement of family goals.

Objectives

1. The program will analyze individual classroom family participation to modify delivery of program opportunities.

Expected Outcomes	Expected Challenges
Increase family participation in targeted classrooms.	Lack of parent participation.

Activities or Action Steps to Meet Objective:

1. Design a system for tracking family participation.
2. Coach identified classrooms to aid in family participation.

Data, Tools, or Methods for Tracking Progress Above:

1. Surveys
2. Child Plus Family Engagement Tracking / In-Kind

2. The program will research new strategies/resources to maximize family participation.

Expected Outcomes	Expected Challenges
Increase options for families to engage in program opportunities.	Lack of resources, budgetary constraints.

Activities or Action Steps to Meet Objective:

1. Explore web-based training platforms.
2. Utilize research to develop implementation strategies.

Data, Tools, or Methods for Tracking Progress Above:

1. Collected data
2. Documented research

Program Goal 3: Cultivate and maintain safe, secure, and healthy environments that support children's learning and development.	
Objectives	
1. The program will install security cameras inside each classroom.	
Expected Outcomes	Expected Challenges
Enhance safety of children and staff.	Budgetary constraints.
Activities or Action Steps to Meet Objective Above: 1. Obtain quotes and select vendor for security camera installation. 2. Oversee installation.	
Data, Tools, or Methods for Tracking Progress Above: 1. Purchase Order 2. Invoice Statement form	
2. The program will improve outdoor playground and walkway areas.	
Expected Outcomes	Expected Challenges
Reduced playground injuries through the installation of safer surfacing and playground equipment. Reduced maintenance costs.	Lack of funding
Activities or Action Steps to Meet Objective Above: 1. Research funding opportunities for playgrounds and walkways. 2. Apply for funding as available.	
Data, Tools, or Methods for Tracking Progress Above: 1. Grant applications 2. Purchase orders	
3. The program will enhance transportation safety.	
Expected Outcomes	Expected Challenges
Increased safety practices for bus riders.	Communication with transportation staff, Purchasing replacements.
Activities or Action Steps to Meet Objective Above: 1. Research additional options for child identification (i.e. safety vests). 2. Create new policies & procedures as options are identified. 3. Collaborate with transportation staff.	
Data, Tools, or Methods for Tracking Progress Above: 1. Research notes 2. Purchase order 3. Policies and procedures 4. Communication log	
4. The program will enhance classroom facilities.	
Expected Outcomes	Expected Challenges

Program Goal 3: Cultivate and maintain safe, secure, and healthy environments that support children's learning and development.

Objectives

1. The program will install security cameras inside each classroom.

Expected Outcomes	Expected Challenges
Enhance safety of children and staff.	Budgetary constraints.

Activities or Action Steps to Meet Objective Above:

1. Obtain quotes and select vendor for security camera installation.
2. Oversee installation.

Data, Tools, or Methods for Tracking Progress Above:

1. Purchase Order
2. Invoice Statement form

2. The program will improve outdoor playground and walkway areas.

Expected Outcomes	Expected Challenges
Reduced playground injuries through the installation of safer surfacing and playground equipment. Reduced maintenance costs.	Lack of funding

Activities or Action Steps to Meet Objective Above:

1. Research funding opportunities for playgrounds and walkways.
2. Apply for funding as available.

Data, Tools, or Methods for Tracking Progress Above:

1. Grant applications
2. Purchase orders

Facilities will have updated flooring, roofs, stained decks, and heating/ air systems.	Budgetary constraints
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Activities or Action Steps to Meet Objective Above:

1. Complete a Facilities assessment on each classroom.
2. Prioritize facility projects by need.
3. Complete projects as budget allows.

Data, Tools, or Methods for Tracking Progress Above:

1. Facilities Assessment Results
2. Maintenance Tracking Form

Program Goal 4: Strengthen opportunities for professional development and career growth.	
Objectives	
1. The program will provide opportunities for teachers to improve and refine teaching practices.	
Expected Outcomes	Expected Challenges
Teachers will have the opportunities to increase their skills and knowledge.	Staff turnover, center coverage
Activities or Action Steps to Meet Objective Above: <ol style="list-style-type: none"> 1. Provide opportunities for teaching staff to perform peer observations. 2. Provide targeted training. 3. Coaching as needed. Data, Tools, or Methods for Tracking Progress Above: <ol style="list-style-type: none"> 1. Peer observation notes 2. Training records 3. Coaching action plan 	
2. The program will provide applicable staff with opportunities to improve skills related to job responsibilities.	
Expected Outcomes	Expected Challenges
Staff will improve job skills for professional growth.	Lack of credentialing opportunities and financial resources
Activities or Action Steps to Meet Objective Above: <ol style="list-style-type: none"> 1. Explore credentialing and scholarship opportunities. 2. Collaborate with local community colleges as a resource for job shadowing & education. Data, Tools, or Methods for Tracking Progress Above: <ol style="list-style-type: none"> 1. Sign-In Sheets 	
3. The program will revise the system of professional development for new staff.	
Expected Outcomes	Expected Challenges
Improved delivery of new employee orientation.	Time constraints
Activities or Action Steps to Meet Objective Above: <ol style="list-style-type: none"> 1. Create a timeline of required trainings. 2. Create orientation-training materials. 3. Revise orientation checklist. Data, Tools, or Methods for Tracking Progress Above: <ol style="list-style-type: none"> 1. Orientation checklist 	

Program Goal 5: Explore other program options based on changes in the community needs.	
Objectives	
1. The program will apply for additional EHS grant funding as available.	
Expected Outcomes	Expected Challenges
Serve additional infants and toddlers in the service area.	Lack of funding.
Activities or Action Steps to Meet Objective Above: <ol style="list-style-type: none"> 1. Continue gathering data from community sources on low-income working families and those in school. 2. Research viable classroom locations based on need. 3. Write a grant based on the needs of the community. Data, Tools, or Methods for Tracking Progress Above: <ol style="list-style-type: none"> 1. Community Assessment 2. Child Plus records 3. Data from community sources 	

2. Alignment of School Readiness Goals with Early Learning Outcomes

The Child Development Services Committee did a crosswalk to ensure the potential school readiness goals aligned with the Head Start Early Learning Outcomes Framework and the COR Advantage. The Head Start education staff shared expectations for each goal. Annually, during the initial home visit, each parent contributes their goals for their child. Scott County Public School Head Start (SCPSHS) created and implemented a plan of action for achieving the established school readiness goals.

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

The SCPSHS program goals were developed through collaborative efforts and meetings between staff, parents, policy council, and school board. Planning sessions were conducted to analyze data and draft goals. During a policy council work session, the goals were reviewed and discussed. The program goals were then presented to the Policy Council and School Board for approval.

SUB-SECTION B: SERVICE DELIVERY

1. Service and Recruitment Area (1302.11(a), 1302.13)

1a. Service and Recruitment Area for Proposed Program Operations

SCPSHS proposes to serve 140 Head Start children and 8 Early Head Start children in Scott County, Virginia. Scott County is a rural county located on the southern edge of the Southwest Virginia coalfields in rural southwestern Appalachia. It contains 536 square miles of land area and is bordered by Lee, Wise, and Russell counties. There are six small incorporated towns with Scott County: Duffield, Gate City, Weber City, Nickelsville, Clinchport, and Dungannon. Approximately 82% of the county's population resides outside incorporated town limits.

1b. Evidence Demonstrating Area of Greatest Need

The following description of this service area contains information gathered from the most recent Scott County Public School Head Start (SCPSHS) community assessment.

Partnering with Scott County Health Department (SCHD) and the Department of Social Services (DSS), the program found many of the current client base to be in need of additional assistance ranging from medical services to child care. The need for child care assistance would help to mitigate the region-wide high poverty level by enabling families to seek employment and/or higher education opportunities. The SCHD determined a target demand for services based on current WIC enrollment numbers. These numbers include nearly 100 clients with children in the 0-12-month age range and 166 children from 1 to 5 years of age. DSS data shows 85 families are receiving TANF. Of the 85 families, 20 are Head Start families. Thirty-three families are participating in the Virginia Initiative for Employment Not Welfare (VIEW) program.

1c. Number of Proposed Children Served through Partnership Slots

SCPSHS has no child care partners proposed at this time.

2. Needs of Children and Families (1302.11(b), Special Instruction on Community Assessment)

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

Of the 21,534 county residents in Scott County, 861 are under 5 years of age. Of these, 247 or 28.7% are estimated to fall below the federal poverty level. Of the county residents, 97.7% are white, .8% black/African American, American Indian and Alaska Native (.3%), Asian (.2%), Native Hawaiian and other Pacific Islander (.1%), Two or more Races (.9%), and Hispanic or Latino (1.3%) (Source: US Census). A majority of Scott County residents are native to the mountains of Southern Appalachia and share a common cultural background. The percentage of persons speaking a language other than English at home is 1.4%.

According to DSS, there are currently 46 children under the age of 18 in foster care within Scott County. Of those 46 children, 10 are under the age of 5. SCPSHS continues to serve children in foster care. During the 2018-2019 school year, SCPSHS served 2 infants/toddlers and 5 pre-school children from the Scott County Foster Care program.

Scott County serves homeless women and children through the Hope House of Scott County. SCPSHS and the SCPSS work together to ensure the county is in compliance with the federal mandates of the Stewart B. McKinney Homeless Assistance Act in conjunction with Virginia's House Joint Resolution 181. Through an interagency agreement, the SCPSS will inform Head Start of any homeless EHS/HS age eligible children in the county. The program informs the LEA's social worker of any homeless children and their siblings. SCPSHS served 3 homeless children during the 2018-2019 school year.

The recruitment efforts of SCPSHS include actively locating and recruiting children with disabilities. The Infant & Toddler Connection of Dilenowisco currently serves 24 children and has 2 referrals within Scott County. Of the 24 children served, 6 are enrolled in the Early Head Start program, 4 of which have developmental delays & 2 with speech delays. Among the children served by the Head Start program for the 2018-19 school year, there were 7 children with developmental delays and 22 children with speech delays. In the public school system's Early Childhood Special Education program, there are 37 children with developmental delays (7 of whom are served by Head Start and included in these numbers).

2b. Service Needs of Proposed Children & Families

Education is a critical need in Scott County. According to the US Census, Scott County has 79.2% of residents, age 25+ being a high school graduate or higher compared to Virginia at 88.7% and the US at 87%.

The Scott County Public School System (SCPSS) is the primary educational resource for citizens of the county. It is a fully accredited Pre-K-12 system, offering a full academic curriculum with special programs for vocational, education, the gifted, and those physically and mentally challenged. The SCPSS participates in the Regional Adult Education program. The SCPSHSP works in partnership with the SCPSS to meet the educational needs of the families served.

Although there are no institutions of higher learning located in Scott County, the area is served by a two-year community college, Mountain Empire Community College and a four-year college, the University of Virginia's College at Wise in Wise County, VA.

Access to healthcare in Scott County is limited by both geographic and economic barriers. The county currently has no hospital facilities within the service area. Many residents seek hospital services in bordering Sullivan County, Tennessee, approximately nine miles from Gate City. There are five general practice physician offices in localities throughout Scott County. Additionally, residents seek health services through the Lenowisco Health District – SCHD located in Gate City. According to the US Census Bureau, the percentage of uninsured Scott County residents is 11.49% as opposed to the state's average of 10.68%. The County Health Rankings, issued by the Robert Wood Johnson Foundation, ranked Scott County 92nd least healthy out of 133 jurisdictions within Virginia.

There are currently four dentists providing oral care services in Scott County. Of the four dentists, two offices accept Medicaid patients. SCPSHS has partnered with this dental office to provide initial dental examinations for enrolled children.

Food uncertainty and limited access to nutritious food is an ongoing concern for many residents of Scott County, particularly children. Poor nutrition directly contributes to worse health and lower performance in school. According to the latest measurements for Head Start children enrolled in the 2018-2019 school year, there are 20 overweight children and 29 obese children (27% of total enrollment).

According to 2016 Kids Count Data Center, 81.8% of Scott County women received prenatal care beginning in the first trimester. Kids Count Data also revealed babies born to Scott County residents have a slightly lower birth weight than corresponding rates in Virginia.

For many families with young children, formal child care in centers or licensed family child care homes is unaffordable. As a result, most childcare services, other than Head Start, is

provided through unlicensed care with family members. While child care is needed for employment needs, many parents responded in a recent program survey stating their children would only be left with unlicensed care through relatives or friends.

According to December 2018 statistics from the Virginia Employment Commission, Scott County's unemployment rate was 2.9%, compared to a state average of 2.6%. The median gross rent for Scott County renters is \$609 according to the Scott County Redevelopment and Housing Authority.

A major socioeconomic issue is the abuse of prescription drugs by Scott County residents. According to the Virginia Department of Health data, opioids have been the driving force behind the large increase in fatal overdoses since 2013. In 2018, Scott County had a rate of 6.5-11.4 fatal prescription opioid overdoses per 100,000 persons. This is the third highest rating out of six on the fatal prescription opioid overdose scale in the State of Virginia. Additionally, Scott County had a rate of 2.6-4.4 fatal methamphetamine overdoses from 2016-2018. This is the second highest rating out of six on the fatal methamphetamine overdose scale in the State of Virginia. The Scott County Sheriff's Office reports 80% of incarcerations are drug related or drug abuse, approximately 30% of those cases involve children. The SCSO reports 80% of drug abuse cases are prescription opioids, followed by marijuana and cocaine.

Although substance abuse rates are high in the county, substance abuse and mental health resources are scarce. The relative poverty and poor health status of the population indicate the need for improved access to primary and specialty care, including pediatrics.

2c. Availability of Other Child Development Programs

Child care resources outside SCPSHS in the county are very limited. There is currently one faith-based child care provider serving a capacity of 220 children six weeks to twelve years of age. Of the 220 children, the provider serves approximately 48 children ages six weeks to two years of age and 90 children ages three to five years of age. There are also a limited number of private in-home child care providers. Approximate rates of child care within the county ranges from \$85 per week to \$140 for full time and daily rates of \$45 for a minimum of two days per week. Gate City Christian School provides one Pre-K classroom, serving approximately five 4-year old children. The monthly rate for enrollment is \$155 per child. The Scott County Public School System offers six Pre-K classrooms, serving a total of 105 4-year old children throughout the county.

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

3a. Proposed Program Option & Compliance with 1302 Subpart B

Based on the community needs assessment, SCPSHS proposes a center-based option to meet the needs of 140 three and four-year old children and families. SCPSHS will meet the requirements for Head Start center-based by providing 6.5 hours per day, 5 days per week for 172 days for a total of 1,118. Over twenty years ago, SCPSHS recognized a need for extended duration hours. Without additional funding, the program implemented a 6.5 hour per day, 5 days per week schedule to better meet families' needs.

Additionally, SCPSHS proposes a center-based option to meet the needs of 8 toddlers and their families. SCPSHS will meet the requirements for full-day, full-year services by providing 8 hours per day, 5 days per week for 220 days for a total of 1,760 hours per year.

3b. Locally-Designed Program Option Variation (LDO) Waiver under 1302.24(c).

SCPSHS is not requesting a waiver.

3c. Meeting the Needs Based on Program Option

Community assessment data reveals an increase in child care needs for younger children ages six weeks to three years of age. The current Early Head Start waitlist has 55 age eligible children. Of that total amount, 32 children are income eligible. A center-based option serving 8 toddlers will give families an opportunity for quality childcare while responding to the needs of low-income working families. The SCPSS serves 105 children through Pre-K, 50 of those slots are funded by the VDOE – Virginia Preschool Initiative. In response to the socioeconomic status of the children and families of Scott County, and the lack of child care programs in this area, the need of the community is overwhelming.

3d. Funded Enrollment Changes

SCPSHS proposes a reduction of 25 Head Start slots from the total funded enrollment amount of 173 children. The program proposes to serve 140 Head Start children in eight classrooms, reducing the maximum number of children to 18 per classroom. In 2018-2019, the SCPSS served 96 children in the Pre-K program. This number increased to 105 children for the 2019-2020 school year. Due to the rising number of 4-year old children served by the county's Pre-K program, SCPSHS has increased services to more 3-year olds. *According to Performance Standard 1302.21(b) staff-child ratios and group size maximums must be determined by the age of the majority of children and the needs of children present.* This reduction would allow more flexibility in ensuring age ratios are met.

SCPSHS has seen a steady increase over the last three years in mental health referrals. A majority of the referrals made are based on behaviors of children affected by drug abuse, living with non-nuclear family members, and foster care. SCPSHS has worked to allocate more resources towards social/emotional health by implementing the Pyramid Model. All

staff have received training on Trauma Informed Care. Additionally, applicable staff have attended trainings on *Prevent, Teach, Reinforce, TPOT*, and *TPITOS*. Allowing a reduction in classroom size, promotes a greater focus on meeting social/emotional needs for both children and their families.

SCPSHS proposes to convert 16 Head Start slots from the total funded enrollment amount of 173 children. The program proposes to serve 8 Early Head Start children in one classroom.

i. The funding guidance for 1/1/2020-12/31/2020 includes the total amount of \$1,328,185 for Head Start. SCPSHS is including a revised budgeted funding amount of \$1,197,829 for Head Start and \$130,357 for Early Head Start.

ii. Prior to the proposed reduction/conversion, Head Start served 173 children. In the proposed reduction/conversion Head Start will serve 140 three and four-year old center-based children and Early Head Start will serve 8 center-based toddlers for a total funded enrollment of 148.

iii(A). Based on a five-year average from 2012-2016, Livestories.com estimates a total of 281 pre-school age children live in poverty within Scott County. This total dropped over 80 children to 199 based on a 5-year estimate from 2013-2017. Scott County Schools has also seen a decline in Kindergarten registration over the past five years. In 2015-2016, Kindergarten registration was 202 children. This number dropped to 131 children in the 2018-2019 school year. Based on this data and data compiled in the Community Assessment, the program anticipates this decrease in population to continue. SCPSHS has seen a shift in enrollment for the Head Start program. In 2016-2017, the program did not meet funded

enrollment for four consecutive months. The areas of Dungannon and Nickelsville were consistently under enrolled. An under-enrollment plan was put into place for the 2017-2018 school year. During and after the reduction/conversion takes places, all eligible children will be served either by Head Start or the SCPSS.

iii(B). Due to the lack of quality childcare in the service area, this opportunity will grow the supply of effective early learning opportunities for infants and toddlers in the community. Expanding the program to serve 8 toddlers will give families an opportunity to quality childcare and respond to the child care needs of low-income working families in Scott County.

iii(C). SCPSHS has participated in Virginia Star Quality Initiative for five years. Children with access to high quality early learning experiences are more likely to acquire the skills they need to enter Kindergarten ready to succeed. SCPSHS has been serving 24 center-based infants and toddlers at two sites since 2017. One Early Head Start site received a Level 5 accreditation, the highest level a site can receive in Virginia Quality and another Early Head Start site received a Level 4 accreditation. SCPSHS is committed to providing quality environments and interactions with Early Head Start children.

iii(D). In the hiring process, SCPSHS will screen applications that meet the specific credentials and qualifications of a CDA credential, or state certificate that is comparable to a CDA. The program has established a systemic approach to staff training and development to assist staff in acquiring or increasing the knowledge and skills needed. Some examples of professional development include: Infant/Toddler High Scope Curriculum (Tender Care and Early Learning), COR Advantage, Sweet Dreams (Safe Sleep Practices), Safe Environments

& Center Procedures, Supportive Adult Child Interactions, Mandated Child Abuse & Neglect Reporting, and Reflective Supervision.

SCPSHS will utilize an existing Head Start modular which previously served preschool age children. The program will make accommodations to meet requirements for serving toddlers. Qualified existing staff will support the program's infrastructure in the following areas: education, disabilities, health, family and community, fiscal and administration.

iii(E). SCPSHS proposes the implementation of the conversion to be finalized in March 2020. Implementation of the timeline will begin in January 2020 for the recruitment, interviewing, and training of new staff. Minor facility renovations/preparations will also begin in January 2020 with an expected completion date of February 2020. Since the program will be utilizing an existing Head Start classroom for the converted EHS classroom, licensing, fire alarm systems, health inspection, and phone/internet hook ups have already been implemented. Ordering of classroom supplies, furniture, and setting up the classroom environment will begin in January 2020. The program will ensure areas for learning, playing, sleeping, toileting, preparing food, and eating in facilities used in these group socializations meet safety standards described in 1302.47(1)(ii) through (viii). In February 2020, staff will screen existing applications from the EHS waitlist and notify families of enrollment. Initial home visits will begin in March 2020. The program anticipates beginning center base services in March 2020.

4. Centers and Facilities

Centers and Facilities

a. SCPSHS proposes to utilize the Shoemaker 3 classroom located at 227 Bishop St. Gate City, VA. as a toddler classroom. There are no other changes to the service locations.

b. Renovations proposed at the Shoemaker 3 classroom include the installation of an age-appropriate gate system, including a section for the kitchen area and the potential removal of a pre-school age loft.

c. SCPSHS does not have facilities activities subject to 1303 Subpart E.

5. Eligibility, Recruitment, Selection, Enrollment, and Attendance (1302.13, 1302.14, 1320.15, 1302.16)

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

The SCPSHS has a recruitment strategy and selection criteria to ensure services will be provided to those in greatest need. The SCPSHS recognizes recruitment is an ongoing process, requiring year-round attention from staff, policy council, board, parent committees, and community partners.

In an effort to locate age and income eligible children in the service area, a recruitment flyer will be placed in the program's newsletter bi-monthly. A list of siblings will be generated from currently enrolled children which are age eligible for the HS/EHS program. SCPSHS will advertise in the local paper, cable TV, program website, social media, and radio with information stating the program accepts and provides services to children, including those with disabilities. Recruitment signs will be placed throughout the county and flyers distributed to the LEA and businesses.

In an effort to recruit homeless families, SCPSHS will work with local agencies including Hope House Domestic Violence Shelter, Scott County DSS, Appalachian Community Action Agency, and SCPSS Homeless Liaison to determine if they are serving homeless families with HS/EHS age eligible children. Recruitment flyers will be posted at all four agency sites and other businesses throughout the county.

To recruit foster children, the SCPSHS will communicate with the Scott County DSS to determine if age eligible children are currently in foster care. The SCPSHS will collaborate with Early Intervention and the LEA in child find efforts. In addition, the program will participate in an Early Childhood Fair. Staff work to identify children eligible for Early Head Start/Head Start and special education services.

In an effort to recruit migrant and non-English speaking families, staff will contact the Clinch River Migrant Health Network and the SCPSS to obtain assistance in recruiting families. Management staff conducts community outreach by participating in community meetings and other agency's service training. Additionally, staff will conduct door to door recruitment.

The SCPSHS will work to ensure that no less than 10 percent of the actual enrollment will be children with disabilities. The SCPSHS has an interagency agreement with the Infant Toddler Connection of DILENOWISCO and the SCPSS. SCPSHS will conduct recruitment and identification efforts of children in close collaboration with its IDEA (Individuals with Disabilities Education Act) partners.

5b. Strategy to Promote Regular Attendance

Attendance is important to everyone at Head Start – Administrative Staff, Food Services, Health Services, Family Services, Teachers, parents, and most of all, the children. Regular attendance is a major indicator of children's future success at school.

Our goal is to provide support so that each child may participate in the program on a consistent basis. We want to maximize the number of days each child attends school. SCPSHS engages parents in their child's ongoing success by encouraging good attendance. The first step in reducing absences is to help families understand the benefits of the program. These benefits are explained at the time of intake of the application and during orientation.

While taking the performance standards as our guideline for attendance follow-up, staff will often make contact with parents sooner than this procedure requires. SCPSHS will provide additional support and information to families that are having attendance problems. If the parent does not notify the center and the child has two consecutive unexplained absences, or three to five unexplained absences in two weeks, staff will initiate family support procedures and conduct a home visit or other direct contact, and if necessary, assist the family in working toward regular attendance.

For each absence, a parent note or excuse note is required on the first day the child returns to class stating the reason for the absence. Acceptable excused absences are illness (if over three days, the program may require a note from a doctor), court appearance, death in the family, religious holidays, physical or follow-up care, or extenuating circumstances to be determined by program staff and administration on a case by case basis.

If an extended absence is because of the child's documented medical condition or certain extenuating circumstances, a special home bound agreement can be developed which may include provision of educational and family support.

If a child ceases to attend, the program will make appropriate efforts to reengage the family to resume attendance. If the child's attendance does not resume, then the program must consider that slot vacant.

6. Education and Child Development (1320 Subpart C)

6a. Program Curriculum & Curricular Enhancements aligned with HSELOF

SCPSHS will utilize the research based and child focused High/Scope Infant-Toddler curriculum. The High/Scope curriculum is a comprehensive model that addresses all areas of development through six content areas and 42 key developmental indicators (KDIs) – the skills

and behaviors at each stage of development that pave the way for school and adult success. Each KDI is connected to and reinforced by scaffolding strategies to support and gently extend children's learning. The High/Scope curriculum is research based and child focused. Kindermusik, Time to Sign, and 1,2,3 Read are curricular enhancements infants & toddlers.

Using the High Scope Approach, the program provides a safe and healthy environment for three (3) and four (4) year old children that is developmentally appropriate, based on sound principles of learning, and that affords children opportunities and experiences resulting in their acquisition of a good foundation for school readiness and self-sufficiency. Using the High Scope Curriculum, SCPSHS not only helps young children excel in language and cognitive learning but also promotes independence, curiosity, decision-making, cooperation, persistence, creativity, and problem solving — the fundamental skills that help determine success in adult life. Other curricula resources used include: *I Am Moving/I Am Learning*, *Al's Pals*, *Happily Ever After*, *Numbers Plus*, and *Growing Readers*.

The curriculum enhancements utilized by SCPSHS, aligns with standards set forth by the Head Start Early Learning Outcomes Framework, the Early Childhood Environmental Rating Scale (ITERS/ECERS), and the Classroom Assessment Scoring System (CLASS).

Education staff of SCPSHS will receive yearly curriculum training in High Scope from a High Scope consultant.

SCPSHS will implement a systematic, ongoing process to provide supervision to the staff. Adult-interaction tools (CLASS for Preschool) and Program Quality Assessment (PQA for Toddler/Preschool) will be used to monitor and support staff. Staff will be given immediate feedback that highlights strengths and builds on areas needing improvements. Areas of

improvement needed in curriculum implementation may result in coaching or other professional development throughout the year for staff. Ongoing monitoring also ensures that staff partner with families in supporting the child's development through: school readiness and family partnership goal setting, individualized plans, home visits, parent teacher conferences, and health services.

6b. Home-Based Curriculum

SCPSHS does not currently have a home-based program.

6c. Developmental Screenings & Assessments

For EHS, SCPSHS staff will utilize the Ages and Stages Questionnaires (ASQ-3), built on nearly 40 years of research and experience, to assist in ensuring effective screening results. ASQ provides valid, accurate, and reliable developmental and social-emotional screening for children between birth and age 6. Drawing on parents' expert knowledge, ASQ -3 has been specifically designed to pinpoint developmental progress and catch delays in young children and pave the way for meaningful next steps in learning, intervention, or monitoring.

For HS, SCPSHS utilizes the *BRIGANCE®Screens III*, built on more than twenty-five years of research and experience, to assist in ensuring effective screening results. The *BRIGANCE®Screens III* cover a broad sampling of a child's skills and behaviors, including Language Development, Literacy, Mathematics and Science, and Physical Health and Development. In particular, the *BRIGANCE®Screen III* is effectively assess critically predictive domains of development, language and achievement, by sampling expressive and receptive language as well as early literacy and math skills. *BRIGANCE®Screen III* have been proven to be highly accurate, reliable, and valid. They have been nationally standardized and validated on

children ages birth to seven (7), across a representative sample that encompasses geographic, demographic, and socioeconomic breadth.

To meet school readiness goals, assessing children's outcomes and gathering and analyzing data for improving quality, SCPSHS will utilize the COR Advantage child assessment system. COR Advantage is a birth-to-kindergarten assessment that assists teachers in supporting children at every developmental level, including children who are English language learners and those with special needs. This assessment tool is used to track each child's progress utilizing a developmental checklist of indicators which are also aligned with the domains of the Head Start Early Learning Outcomes Framework. During three or four observation periods, center staff will input data into the system. The information will be gathered from ongoing assessments from teacher observations, parent observations, one-on-one assessment, group projects, work sampling, and anecdotal notes. Information from the COR Advantage will be used to provide individual profiles, class profiles, and total program reports.

BRIGANCE Screen III and COR Advantage are inclusive for all preschool children, including dual language learners. Spanish versions are available for ASQ and COR Advantage. When serving children who are dual language learners, SCPSHS will use qualified bilingual staff, a LEA consultant, interpreter, or an outreach worker with Migrant Health Network to conduct screenings and assessments. SCPSHS will ensure those conducting the screening or assessment know and understand the child's language and culture and have sufficient skill level in the child's home language to accurately administer the screening or assessment and to record and understand the child's responses, interactions, and communications.

6d. Opportunities for Family Participation in Child's Screenings & Assessment

Drawing on parents' expert knowledge, ASQ & *BRIGANCE®Screen III* have been specifically designed to pinpoint developmental progress and catch delays in young children and pave the way for meaningful next steps in learning, intervention, or monitoring. Parents answer simple questions on their child's observable behaviors. The activities are easy for parents to try with their child and respond to. Families are engaged in the COR Advantage assessment through its online family network, family reports, and its educational resources for families. Parents are given opportunities to share observations that may relate to COR with their classroom teacher throughout the assessment cycle. COR Advantage training is provided to parents of the program at the beginning of the school year during a program wide workshop.

Parents are engaged in the selection/implementation of the curriculum and resources via participation in the classroom where they assist teachers in planning and implementing activities or sharing resources. Parents and family members are also given opportunities to provide feedback on the selected curriculum and instructional materials during parent teacher conferences, parent meetings, and yearly self-assessment meetings.

7. Health (1302 Subpart D)

7a. Program Partnership with Parents to meet Oral Health, Nutritional, Mental Health, & Social/Emotional Well-Being of Children to Support Growth & School Readiness

SCPSHS partners with families and community agencies to provide comprehensive health services to all enrolled children. Health services are followed up in a timely and effective manner. In order to support each child's growth and school readiness, SCPSHS staff will provide services using appropriate interpreters and/or bilingual staff. Written resources are offered to reflect the population served. Community resources are offered through an agency's ability to provide services in the family's primary language and/or cultural perspective as well as addressing the child's developmental needs.

The SCPSHS program recognizes the importance of effective oral health practices. To assist in ensuring enrolled children have good oral health, the SCPSHS program offers each Head Start family an opportunity to receive dental services through a partnership with a local dentist or through Smile Virginia. All children who receive a dental screening also receive a fluoride varnish treatment. SCPSHS staff assist parents with referrals for restorations and follow-up treatment if recommended. The SCPSHS program works with families to promote good oral health through dental education materials which are sent to parents on a regular basis reinforcing the need for regular dental visits. Children and their families are also educated about effective dental hygiene practices, including the ability to clean their teeth properly based upon their developmental skills. The SCPSHS program assists parents with referrals to the public health dentist and dental providers.

SCPSHS completes a nutritional assessment of each enrolled child based on review of children's records that include health history and physical information.

In order to assess and meet individual needs, staff will determine if the child has ongoing access to health services and obtain documentation of an age appropriate health assessment upon enrollment or within 30 days of child's first day of attendance. As part of the enrollment process, parents are asked to identify the child's health care providers. Once the program receives record of a child's physical, the information is entered into Child Plus. If a family does not have a medical/dental provider, staff will support families in obtaining a preschool physical for their child within 30 days of entering the enrollment and establishing a medical and dental home for the child within 90 days of entering the program. For children who are not up to date on an age-appropriate schedule of well child care, the program will work to assist parents in making the necessary arrangements to bring the child up to date. For children who are up-to-date on an age-

appropriate schedule of well child care, the program works to assist parents to make sure the child continues with the current well child care.

A child's (birth to 5 years) mental health effects his/her growing ability to experience, regulate, and express emotions. They learn to develop close, secure relationships with peers and caring adults. Children begin to explore and learn from their surroundings, pay attention, and follow directions. The SCPSHS program contracts with Frontier Health, Inc., a provider of behavioral health services, to serve the program an average of 20 hours per month to ensure children, families, and staff have access to prevention and intervention services. With parent/guardian permission, individual child observations are conducted by a mental health professional when there are concerns. In addition, this contracted service will assist program staff and parents in writing and implementing intervention plans, facilitate the program's mental health education services and serve as a resource to parents and staff about mental health issues. SCPSHS collaborates with other mental health service providers who offer therapeutic day treatment services when necessary.

8. Family and Community Engagement (1302 Subpart E)

8a. Program Strategies for Building Relationships with Families and Welcoming Environments

All SCPSHS staff members play a role in building trusting and respectful relationships with families. SCPSHS staff begin to establish trusting and respectful relationships with families during the enrollment process. This process offers many opportunities to talk with families and learn about their strengths, hopes, and challenges.

SCPSHS conducts home visits and parent teacher conferences. This is an opportunity to building closer connections to the families. The first home visit is critical to building a positive relationship with each family.

SCPSHS creates links between school and home. Strengthening the family's ability to support their child's development and learning is a priority.

SCPSHS ensures effective two-way communication in our efforts to communicate with the families. The goal of fostering two-way communication between staff and families may require training to help staff understand the most effective way to communication in a respectful, honest, and timely manner.

SCPSHS engage families by welcoming them and providing family engagement events that better fit families' work schedules.

SCPSHS works closely with the families on referral services to appropriate agencies for identified needs. Based on the goals for each family through the family assessment process, staff work on a strength-based model, encouraging families to build on their own strengths.

SCPSHS families have an open invitation to visit and work in the centers any time. During orientation, families are given a parent handbook that details center schedules and operational hours with special sections featuring parent engagement and volunteer activities.

SCPSHS is committed to ensuring that all staff supports and respects gender, culture, language, ethnicity and family composition. SCPSHS classrooms foster healthy, safe, and supportive learning environments that embrace diversity. SCPSHSP have a set of values and principles that recognize diversity.

SCPSHS provides many opportunities for families, including fathers, to share their culture, skills, and expertise. Parents serve as resource persons for classroom activities. Specifically, during the program year parents will: help to plan and participate in field trips, act as volunteers

(health, classroom, field trip assistants), demonstrate their special talents and skills in the classroom e.g. preparing special food dishes, speaking another language, playing music, etc.

8b. Engagement Activities to Support Parent-Child Relationships, Development, Family Literacy, & Language Development

Families are encouraged to be engaged in the program to help them gain knowledge as well as prepare their children to become successful lifelong learners. Examples of the activities used to accomplish this include: monthly school readiness family engagement events which are planned to promote specific skills to support parent child interactions, community field trips, family participation in C.H.A.T.T.E.R. (Center to Home Activities That Teach Emergent Reading) activities, and bilingual picture books to ensure children are given an opportunity to develop a second language and expand their cultural awareness. Additionally, families are encouraged to attend community resource fairs which support learning and development.

8c. Program's Research-based Parenting Curriculum

SCPSHS has investigated various research-based parenting curriculums. The program staff met with the Training and Technical Assistance (T/TA) Early Childhood Specialist to discuss and review Head Start Compendium of Parenting Interventions and to review costs, culturally relevant practices, and accessibility. SCPSHS also contacted other agencies to gather information on their implemented curriculum. The program reviewed child outcomes data to assess the domains of learning. The Pyramid Model was chosen to help professionals working with parents to promote positive and effective parenting behaviors that support children's social and emotional development.

Initially, the curriculum was offered during program-wide workshops. In order to better meet parents' needs, the curriculum will be offered at different locations. The sessions encompass opportunities for small group discussions and practice skills at home.

8d. Program's Strategies for Family Partnership Services

Through the Partnership Building Process, staff and families work together to identify family strengths, needs, and interests. The assessment tool used by SCPSHS is a parent survey that is completed two times per year, spring and fall. The survey is aligned with the PFCE framework. Areas where families indicate they “need help now” are immediately prioritized and addressed by staff. Families who indicate an “interest” receive assistance through printed materials such as newsletters, referrals, and program workshops. Staff use the individual results from the fall survey to help parents develop goals for their family. Family goals are categorized in four Family Goal Areas that align with the family outcomes in the PFCE Framework: Family Life Practices, Support for Children, Family Self Sufficiency, and Support for Families. Staff initiate contact with families four times per year to develop and updated progress on Family Partnership Agreements. Family Progress is reported three times per year in quarterly data meetings. The Spring survey is administered to learn how the program has supported the family and identify areas where the program is doing well and not doing well.

8e. Examples of Community Partnerships Responsive to Family Partnership Goals & Children's Needs

SCPSHS collaborates with Regional Adult & Career Education to share recruitment efforts and meet the needs of individual families. SCPSHS partners with the Scott County DSS to facilitate access to services that support family well-being.

To facilitate health care, the Scott County Public Health Department in Gate City provides pediatric clinics, maternity, family planning and birth control, immunizations, WIC, and miscellaneous clinics. Clinch River Health Services in Dungannon provides general practice and emergency treatment.

The Child Development Clinic, operating within the Scott County Health Dept., provides mental and psychological assessments. Frontier Health provides behavioral screenings twice yearly. Scott County Mental Health (Frontier Health) partners with SCPSHS by providing one consultant for 20 hours per month to provide mental health services for children. The consultant also provides training for parents and staff on a regular basis.

To enhance nutrition services, SCPSHS refers families to the WIC program.

9. Services for Children with Disabilities (1302 Subpart F)

9a. Program Participation in Services & Activities for Children with Disabilities

SCPSHS works with the families, Early Intervention, and/or LEA to meet the needs of individual child that has a diagnosed disability. Children with disabilities are included in the classroom curriculum and activities and receive the full range of Head Start services, unless so designated in their IFSP/IEP. Children are served in the least restrictive environment, based on objectives in their IFSP/IEP. With the IFSP/IEP as a guide, adaptive equipment and materials are purchased as needed. Additionally, activities may be modified if needed. Instructional materials such as dolls, books, and puzzles will illustrate people with disabling conditions. Materials used in the classrooms are age appropriate and used to meet the ability and developmental needs of the children. In addition, all facilities meet ADA accessibility requirements.

9b. Meeting the Individualized Needs of Children with Disabilities

SCPSHS coordinates resources with community programs under Parts B and C of the IDEA to ensure high quality education and child development services. EHS families are given a handbook on the Early Intervention process and services offered. To implement disabilities services, SCPSHS partners with the Infant & Toddler Connection of DILENOWISCO(ITCD). This strong partnership is reviewed on a regular basis determining roles and responsibilities and

services provided. Through ITCD, parents and professionals working together help children from birth to 3 years old develop and learn. Infant & Toddler connection provides supports and services for babies and their families so that families can help their child learn during everyday activities and routine. Developmental, speech, hearing, O.T. and P.T. screening concerns will be referred to ITCD. ITCD contracts with the Mini Miracles Pediatric Therapy to provide services.

HS families are given a handbook titled “What Every Parent Needs to Know About Referrals, Evaluations, and the Special Education Process.” An interagency agreement between SCPSS and SCPSHS exists to establish working procedures between the two agencies in the provision of services to preschool children eligible for special education in compliance with federal and state laws and regulations. It is the intent of this agreement to achieve the following:

1. Define which services will be provided by each agency.
2. Ensure children eligible for preschool special education services receive a free and appropriate public education, as required by law, in the least restrictive environment.
3. Ensure each agency cooperatively maintains communication and shares leadership responsibility at the local level to ensure that available resources are used in the most effective manner.
4. Ensure cooperative arrangements between SCPSS and SCPSHS are developed, implemented, and preserved.

This agreement applies only to preschool children three years old to school age who are eligible for special education services.

10. Transition (1302 Subpart G)

10a. Transitions To and From Early Head Start

SCPSHS will ensure newly enrolled infant/toddlers and families transition smoothly into the center by appropriate staff conducting an initial home visit. The initial home visit will be a time for families and children to become familiar with the primary caregiver. Also, an

orientation/staggered enrollment for the children and families will give them time to begin to adjust and develop a trusting relationship with a consistent caregiver.

Six months prior to a child's third birthday, EHS staff will schedule transition meetings with the parents, appropriate Head Start staff, or other local agencies to ensure that each child has a smooth transition. SCPSHS will provide the following transition activities which are appropriate for all children transitioning to or from a setting: Provide parents with information on programs and or/services including enrollment requirements and registration; Communicate with agency staff to facilitate continuity of programming and or/services; Provide training for parents regarding transition process and future options and include appropriate partners in the training; Involve parents in every step of the transition planning; plan activities to prepare the child for the next service setting; arrange visits to the next service setting for children, families, and staff from the Early Head Start Program; Coordinate with other agencies to transfer relevant records to the next service setting; Release appropriate information/screening evaluation to the next service setting with parental permission.

Joint transition training opportunities between EHS and Head Start staff allow members to be knowledgeable about the policies and procedures of both programs. Head Start teacher receives a copy of each child's individual EHS transition form and conducts a joint home visit with the EHS teacher. Understanding each program can lead to greater opportunity for building strong, high quality, coordinated services which enhance the Birth-to-Five Continuum.

10b. Transitions from Head Start to Kindergarten

The SCPSHSP conducts various activities to support the transition process for children transitioning to the SCPSS including providing each family with the Parent's Rights and Responsibilities booklet. Additionally, parents are given an opportunity to meet with the

principal and Kindergarten teachers to discuss expectations and to tour the school.

Opportunity for discussion of transition with parents occurs during IEP meetings and parent-teacher conferences. Transition activities include: classroom activities, scheduling visits to various Kindergarten classrooms, making staff available for families during registration, scheduling time to play on the playground with Kindergarten classes, and eating lunch in cafeteria.

SCPSHS staff complete a *Transition to Kindergarten Planning* form on each child transitioning to Kindergarten. SCPSHSP obtains parental permission to transfer relevant records to the school the child will enroll. Prior to scheduled registration, Head Start provides families with kindergarten registration packets to be completed

Head Start provides the SCPSS with a roster of children transitioning to Kindergarten. The SCPSS confirms receiving physicals and completed kindergarten registration packets. Each family receives "*A Parent's Handbook: Helping Your Child Prepare for School Tips for Success.*"

Staff plan a transition home visit where parents complete an "All About (child's name) transition form. Families are encouraged to share these with their child's Kindergarten teacher. The SCPSHS provide Kindergarten supplies including summer transition activities to each child.

Transition training is offered to Head Start staff and parents on related topics such as child development, speech & language development, kindergarten readiness, classroom assessment, kindergarten expectations, and parent's rights and responsibilities.

10c. Transitions Between Programs

SCPSHS undertakes every effort to support families, including homeless and foster children, in transitioning to another early childhood program that meets their needs. Relocating families are provided resources/information on other available early childhood programs within the applicable areas. To help with a family's transition needs, upon getting parental permission, child records can be sent to nearby programs via mail or fax to aide in the enrollment process.

11.Services to Enrolled Pregnant Women (1302 Subpart H)

SCPSHS does not provide services to enrolled pregnant women.

12.Transportation (1303 Subpart F)

12a. Need for Child Transportation Services

As a non-federal share match, Scott County Public School provides transportation services to Head Start children to and from school. SCPS realizes the majority of Head Start children have no other means of getting to school. Early Head Start parents are working and have reliable transportation enabling their children to attend the program.

12b. Accessing Other Forms of Transportation

Transportation for Head Start enrolled children has been provided consistently over the past 40 plus years by the grantee, Scott County Public Schools. On an annual basis, the school division purchases, operates, and maintains school buses, hires and trains bus drivers, and develops and supervises bus routes throughout the mountainous terrain of the rural county. If a transportation need develops for Early Head Start families, SCPSHS will provide families with alternate transportation resources.

SUB-SECTION C: GOVERNANCE, ORGANIZATIONAL, & MGMT. STRUCTURES

1.Governance (45 CFR Part 1301, Section 642(c)-(d) in the Act.)

STRUCTURE

1a/b. Structure of Governing Body/Reflection of Community & Key Programmatic Areas.

The SCPSS has legal and fiscal responsibility for SCPSHSP as the governing body. This body is a publicly elected School Board. One of the foundations of the SCPSHSP is the operating partnership between the SCPSS and SCPSHSP Policy Council to share governance of the program. The SCPSHSP is administratively under the SCPSS which is governed by six (6) publicly elected Board Members who participate in local elections every four years. This board serves as the governing body for SCPSHSP.

The SCPSS School Board has a representative elected to represent each of the six districts in the county. The School Board's licensed attorney attends all board meetings and stays current with issues which come before the governing body.

1c. Makeup of Policy Council

The SCPSHS policy council's composition consists of two parents/guardians and one alternate from each of the eight Head Start classrooms. In addition, one parent/guardian and one alternate from each of the four Early Head Start classrooms. There are also up to ten elected community representatives at-large from the community. Locally determined policy council by-laws are revised and updated annually to ensure clarity and consistency in function and purpose. These by-laws call for center parent committees which offer parents the opportunity to participate by planning and conducting activities to support their child's education in Head Start.

PROCESSES

1a. How Governing Body Receives Key Information & Maintains Effective Oversight

All policies and procedures, funding applications, program self-assessment, program plans, goals and objectives are presented to the Policy Council for input, questions, review and

approval. The Superintendent's Designee acts a liaison for the School Board to coordinate policies and procedures and to collaborate on program self-assessment, program planning, program goals and objectives. All funding applications, program plans, goals, objectives and Policies & Procedures are reviewed and approved by the SCPSS Board following Policy Council approval. The SCPSHSP has established procedures for the ongoing monitoring of operations to ensure effective implementation of Federal regulations and maintaining high quality services. The SCPSHSP shares accurate and regular information for use by the SCPSS Board and Policy Council including but not limited to monthly financial reports including credit card expenditures, CACFP, and administrative cost, monthly Director's report which includes Service Area information, program enrollment report, attendance, and ongoing monitoring results. Quarterly Outcomes Data Reports, Annual Child Outcomes Reports, and Program Annual Reports are shared with families, staff, Policy Council, Governing Board, and the community.

SCPSS has legal and fiscal responsibility for SCPSHSP as the governing body. While the Head Start began in Scott County in 1965, the SCPSS was awarded the Head Start grant for Scott County in 1994. Since that time the SCPSHSP has operated with a sound financial system which meets the required Federal Standards for financial reporting, accounting records, internal controls, budget controls, and compliance with cost principles, cash management and administrative costs. The Governing Body, Policy Council, and staff work together to implement a strong and effective financial management system. After the cash transactions and Payroll disbursements are approved by the Division Superintendent or Designee, the SCPSS's payroll/invoice clerk and the Clerk of the School Board sign all checks and Payroll disbursements. The School Board approves all Financial Reports and Invoices for payment.

1b. Responsibilities Delegated to Advisory Committees

SCPSS has not designated any advisory committees.

1c. How Policy Council Receives Key Information & Maintains Effective Oversight

The SCPSSHSP Policy Council must approve and submit to the Governing Body decisions which are listed under the Improving Head Start for School Readiness Act of 2007. One of the foundations of the SCPSSHSP is the operating partnership between the SCPSS and the SCPSSHSP Policy Council to share governance of the program.

Under the Improving Head Start for School Readiness Act of 2007, the Policy Council must approve and submit to the Governing Body decisions about each of the following activities: Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs, Program recruitment, selection, and enrollment priorities, Applications for Head Start funding and amendments to such applications, prior to submission of applications, Budget planning for program expenditures, including policies for reimbursement and participation in Policy Council activities, Bylaws for operation of the Policy Council, Program personnel policies and decisions regarding the employment of program staff consistent with the Governing Body's responsibilities in this area, including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff, Developing procedures for how members of the Policy Council will be elected.

1d/e. Communication between Parent Committee & Staff/Policy Council

SCPSSHS staff ensures each center establishes a parent committee at the beginning of each new school year. At the first meeting, the parents receive a copy of the responsibilities of serving on Policy Council, Health Advisory, and other committees. Each classroom elects

representatives and alternates to the Policy Council. Communication between parent center committees and the Policy Council is achieved through written reports of each monthly policy council meeting, including agendas and detailed minutes. This information is posted in all centers. Each policy council representative is responsible for communicating parent committee concerns and suggestions to the policy council each month. Parent Committees can undertake program activities to benefit their center with or without staff assistance.

RELATIONSHIPS

1a. Training & Technical Assistance for Governing Body & Policy Council

SCPSHS designs an annual calendar for orientation and training sessions for the governing body and the policy council. The calendar is approved by policy council and the governing body.

1b. Ensuring Governing Body Members Do Not Have a Conflict of Interest

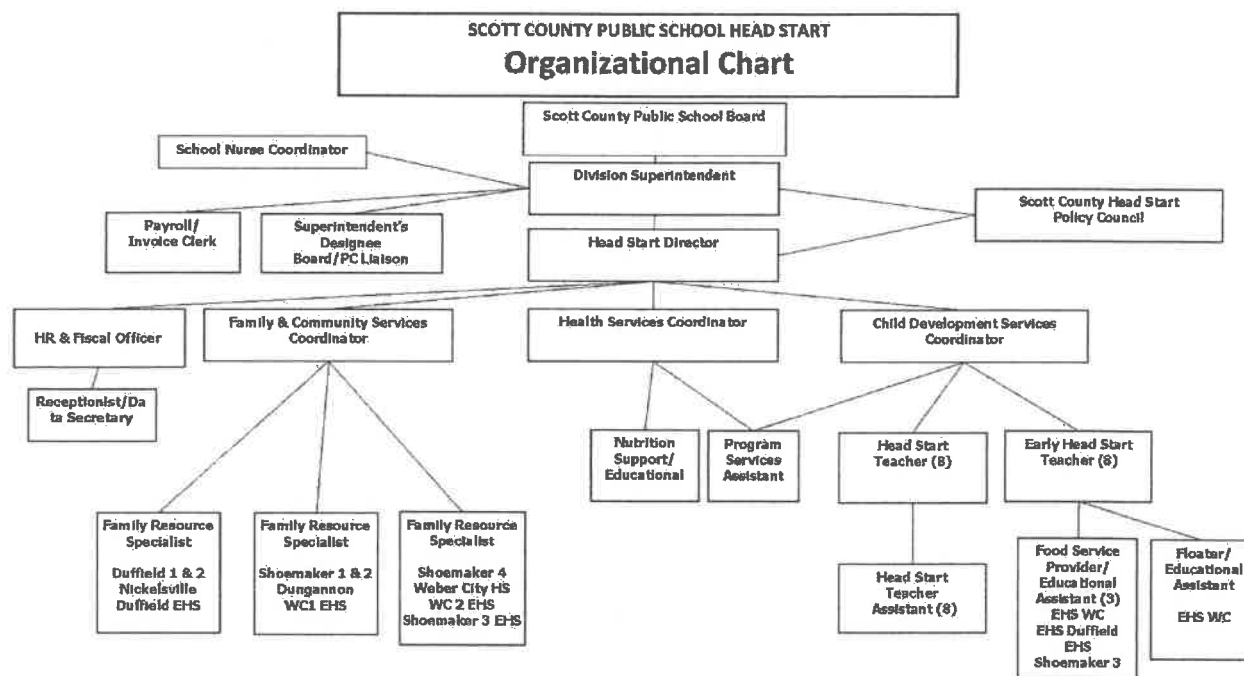
All school board members and the Superintendent fill out Conflict of Interests/Disclosure forms each year prior to January 15th. A copy is kept in file at the School Board office allowing auditors to review them. These are also available to the public upon request.

1c. Collaboration Between Governing Body & Policy Council in Joint Decisions

SCPSHS has impasse procedures to facilitate meaningful consultation and collaboration regarding joint decisions. The program uses Robert's Rules of Order to ensure effective parliamentary procedure is followed. The Division Superintendent Designee acts as a liaison between the School Board and ensures collaboration between both bodies.

2. Human Resource Management (1302 Subpart I)

2a. Organizational Chart



2b. System for Ensuring Criminal Background Checks on Staff, Consultants, & Contractors

Scott County Public School Head Start is required by the Office of Head Start and/or Virginia Department of Social Services Licensing Division to complete the following for all new staff: Sworn Disclosure Statement, Criminal Record Check Request & Sex Offender Registry (Virginia State Police & FBI), Central Registry Release of Information (VA Department of Social Services), and Out-of-State Child Abuse Registry Search. Sworn Disclosure Statements are completed during the employment/volunteer application process. For existing staff, an updated sworn disclosure statement is conducted every five years.

Applicants must pass a satisfactory clearance for a fingerprint criminal record check & sex offender registry (eligible as employee) through the Virginia State Police and FBI prior to being hired. Applicants are provided instructions for completing the fingerprint criminal record check by the HR & Fiscal Officer. Once a criminal record check is returned to the Head Start

office, the Director and HR & Fiscal Officer will review the report to verify employment eligibility. The HR & Fiscal Officer will input this information into Child Plus and file in the employee's personnel record. For existing staff, an updated fingerprint criminal record check is conducted every five years.

2c. Orientation Provided to New Staff, Consultants, & Volunteers

New staff orientation will focus on the details of their job descriptions, roles, and expectations for fulfilling their contracts. Teachers will be trained and reminded of their primary role of caregiver and the importance of stability and relationships in relation to child development.

2d.1 Program's Approach to Staff Training & Professional Development

SCPSHS adheres to a consistent ongoing Professional Development policy. In consultation with an employee, all employees who provide direct services to children and to ensure that such plans are regularly evaluated for their impact on teacher and staff effectiveness, the program will utilize annual performance appraisals and ongoing monitoring to assist in developing this professional development plan. The staff will be given supported opportunities to progress along career pathways tied to higher compensation. During each in-service, SCPSHS will encourage peer support by providing specific times for center staff to discuss and share effective strategies for working with infants and toddlers. Each center staff person will be given an opportunity to participate in at least one peer observation

2d.2 Program's Approach to Implementing Research-based Coordinated Coaching Strategy

Our Practice Based Coaching consists of CLASS Assessment, ITERS, and the PQA (Program Quality Assessment) which provide the coordinated coaching strategy for education

staff. Based on these tools, we determine the intensity of coaching necessary to identify strengths, areas of needed support, and which staff would benefit most from coaching. Our coaching provides opportunities for staff to be observed and receive feedback and modeling of effective teacher practices directly related to clearly articulated program goals. Our coaching aligns with our school readiness goals, curricula, adult-child interactions and quality learning environments. Our coaches have adequate training and experience in adult learning and in using assessment data to drive practice-based coaching strategies. This is ongoing communication between the Coach, Head Start Director, Child Development Services Coordinator and any other relevant staff. We have policies that ensure assessment results are used for staff development and continuous improvement and never for punitive measures.

3. Program Management and Quality Improvement (1302 Subpart J)

3a. System for Oversight of Program Goals, Including Effective Health & Safety Practices.

SCPSHS recognizes that strategic planning is an ongoing process involving a variety of stakeholders. Information from a number of sources, including child outcome data, family engagement data is used for the oversight, correction, and assessment of progress towards the program's identified program goals and objectives that further impact program model, training and budget.

Monitoring procedures are implemented across all systems and services. Procedures outline the person(s) responsible for completing the monitoring, which person(s) and or/systems are to be monitored and timelines. Data is collected, analyzed and reports show through monitoring progress or need for improvement. Follow up plans are used to correct any weakness identified.

SCPSHS ensures teachers and other relevant staff provide responsive care, effective teaching, and an organized learning environment, including for children with disabilities, that

promotes healthy development by first hiring qualified staff and continuing through individualized professional development and a system for regular ongoing monitoring and supervision.

Management staff conducts a quarterly safety inspection to ensure that each facility's light, ventilation, heat, and other physical arrangements are consistent with the health, safety and developmental needs of children. Classroom staff conducts a monthly Health & Safety Checklist that ensures the program maintains a safe environment.

3b. System to Ensure Continuous Program Improvement Utilizing Data & Supervision

SCPSHS focuses on improving the content, quality, consistency and credibility of ongoing assessment of children by designing an approach to analyze data on children's progress and accomplishments. This approach is reviewed by assessment committees trained in methods of accomplishing an assessment and the program's policy on confidentiality. Management team monitors and analyzes data monthly and submits information to the Director. The Director creates and shares a monthly report from this data. Data teams will meet quarterly to analyze data from reports, monitoring summaries, and other documentation. The team will review data information that includes strengths, areas of concern, compare yearly progress of children, families enrolled for two or more years, and identify program trends. Quarterly data meetings are held to review child outcomes data, family outcomes data, health data and ongoing monitoring results and develop a plan for continuous improvement. Data will be collected throughout the year. The analysis of the data will occur in May/June after the data has been compiled. Information from the analysis will be used along with the program's self-assessment and community assessment to: identify areas of strength, identify areas needing improvement,

identify and prioritize program goals, develop staff development plans, develop training plans, determine funding needs, and develop annual outcomes and annual program reports.

SCPSHS has a systematic, ongoing process to provide supervision to the staff. Adult-Interaction tools (CLASS) and Program Quality Assessment (PQA) will be used to monitor and support individual staff professional development. Staff will be given feedback that highlights strengths and builds on areas needing improvement. Ongoing monitoring will ensure that staff partner with families in supporting the child's development through: school readiness and family partnership goal setting, individualized plans, home visits, parent teacher conferences, and health services.

3c. Ensuring Budget and Staffing Patterns Promote Continuity of Care

SCPSHS management system ensures that the budget and staffing patterns promote continuity of care by ensuring that children and their teacher remain together for more than one year. The yearly calendar allows for Pre-Service and In-Service training and professional development opportunities. The SCPSHS annual training plan addresses state and federal mandates and initiatives, program needs, center needs, and individual staff needs.

SECTION II. BUDGET AND BUDGET JUSTIFICATION NARRATIVE

1. Detailed Narrative

The Scott County Public School Head Start refunding letter projects **\$1,328,185** in federal funds to successfully operate the Head Start program for the project period. In addition, the training and technical assistance funding allocation will be **\$20,399**. Non-federal matching funds in the amount of **\$337,146** will be achieved through the implementation of this project. The total Head Start budget for this project period is **\$1,685,730**. The justification for budgeted line items will be detailed below along with methods used to project costs for the on-going budget.

1a. PERSONNEL

SCPSHS has allocated a total of **\$800,493** of federal funds for payment of contracted, full-time employees. These funds will be used to pay for the salaries of two Early Head Start Teachers, eight Head Start Teachers, and eight Teacher Assistants. The average annual salary for an Early Head Start Teacher is \$23,560. The average annual salary for a Head Start Teacher is \$34,355 and the average annual salary for a Teacher Assistant is \$17,251. The program also employs three Family Resource Specialists with an average annual salary of \$28,294. Additionally, these funds will be used to pay for the salaries of the Receptionist/Data Secretary, Family & Community Services Coordinator, Health Services Coordinator, Program Services Assistant, Child Development Services Coordinator, HR & Fiscal Officer, and Head Start Director.

SCPSHS works to ensure wages are reasonable and comparable to wages paid by other organizations in the area. The rates of pay offered to employees of the Early Head Start program are reasonable for the job responsibilities.

Salary amounts for the EHS conversion were determined based on dividing the annual salary by the total number of children served and then multiplying by the number of EHS children served. i.e. a salary of \$40,000/148 children = \$270.27 x 8 children = \$2,162. The Family Resource Specialist EHS conversion salary amount was determined based on the position's caseload of 44 children instead of total number of children served and then multiplied by the number of EHS children on caseload. i.e. \$21,541/44 children = \$489.57 x 8 children = \$3,917

1b. FRINGE BENEFITS

SCPSHS has allocated **\$321,282** of the total requested federal funds for payment of employee fringe benefits. The allocated funds will provide payments for the program's share of

payroll taxes, insurance, retirement, and other fringe benefits. Scott County Public School Head Start and Scott County Public Schools have worked to create a fringe/benefits package that helps to acquire and retain qualified applicants for positions within the program.

FICA - This line item represents the program's share of Medicare and Social Security taxes. The amount is calculated at 7.65% of total salaries (contracted and non-contracted) paid by this project. The following calculation is used to determine this line item: *Head Start* (\$795,868 x 7.65% = \$60,884) + *EHS Conversion* (\$81,299 + 7.65% = \$6,219) = \$67,103

WORKER'S COMPENSATION - This line item represents the program's share of worker's compensation insurance costs. The amount is calculated at .28% of total salaries (contracted and non-contracted) paid by this project. The following calculation is used to determine this line item: *Head Start* (\$795,868 x .28% = \$2,228) + *EHS Conversion* (\$81,299 + .28% = \$228) = \$2,456

UNEMPLOYMENT - This line item represents the program's share of unemployment costs. The monthly employer cost of unemployment is .38% of total salaries (contracted & non-contracted). The following calculation is used to determine this line item: *Head Start* (\$795,868 x .38% = \$3,024) + *EHS Conversion* (\$81,299 + .38% = \$309) = \$3,333

HEALTH INSURANCE - This line item represents the program's share of health insurance costs. Scott County Public School Head Start offers health insurance to contracted employees, working 40 hours or more per week. The monthly employer cost for each employee is contingent upon the coverage type. The employer portion of employee only coverage is \$460, employee plus one dependent is \$550, and employee plus two or more dependents is \$725. The program anticipates 18 contracted staff (2 of which are EHS Teachers) will enroll/remain enrolled in

employer provided health insurance. The following calculation is used to determine this line item: *Head Start* (13 @ emp. only rate \$460 x 12, 1 emp + 1 rate \$550 x 12, 1 @ emp + 2 or more \$725 x 12 = \$87,060) + *EHS Conversion* (1 @ emp. only rate \$460 x 12, 1 @ emp + 1 rate \$550 x 12 = \$12,120) = \$99,180

HEALTH INSURANCE CREDIT – This line item represents the program’s share of health insurance credit costs. The program pays a health insurance credit for all contracted employees, working 40 hours or more per week. The monthly employer cost of the health insurance credit is 1.2% of each employee’s gross earnings. The following calculation is used to determine this line item: *Head Start* (\$731,742 x 1.2% = \$8,781) + *EHS Conversion* (\$68,751 x 1.2% = \$825) = \$9,606

DENTAL INSURANCE - This line item represents the program’s share of dental insurance costs. Scott County Public School Head Start offers dental insurance to contracted employees, working 40 hours or more per week. The monthly employer cost of dental insurance for each covered employee is \$20. The program anticipates 13 contracted staff (2 of which are EHS Teachers) will enroll/remain enrolled in employer provided dental insurance. The following calculation is used to determine this line item: *Head Start* (13 employees x \$20 x 12 = \$3,120) + *EHS Conversion* (2 employees x \$20 x 12 = \$480) = \$3,600

GROUP LIFE - This line item represents the program’s share of group life insurance costs. Scott County Public School Head Start offers group life insurance to contracted employees, working 40 hours or more per week. The monthly employer cost of group life insurance is 1.31% of each employee’s gross earnings. The following calculation is used to determine this line item: *Head Start* (\$731,742 x 1.31% = \$9,586) + *EHS Conversion* (\$68,751 x 1.31% = \$901) = \$10,487

RETIREMENT/HYBRID - This line item represents the program's share of retirement costs. Scott County Public School Head Start offers retirement through the Virginia Retirement System to contracted employees, working 40 hours or more per week. Employees hired after July 2014 are enrolled in the new Hybrid VRS retirement plan. The monthly required employee contribution for eligible employees is 5% of gross earnings. The monthly employer cost of retirement is 15.68% of gross earnings. The following calculation is used to determine this line item: *Head Start* ($\$731,742 \times 15.68\% = \$114,737$) + *EHS Conversion* ($\$68,751 + 15.68\% = \$10,780$) = \$125,517

FRINGE BENEFITS		
Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance		\$72,892
FICA	\$67,103	
Worker's Compensation	\$2,456	
Unemployment	\$3,333	
Health / Dental / Life Insurance		\$122,873
Health Insurance	\$99,180	
Health Insurance Credit	\$9,606	
Dental Insurance	\$3,600	
Group Life Insurance	\$10,487	
Retirement		\$125,517
VRS/Hybrid Retirement	\$125,517	
FRINGE BENEFITS TOTAL		\$321,282

1c. TRAVEL

Scott County Public School Head Start has budgeted **\$2,757** for travel expenses incurred by staff while attending the Virginia Head Start Association Director's Council. This out of town travel will include gasoline (\$333) and lodging ($\$180 + 12\% \text{ tax}, 3 \text{ staff} \times 4 \text{ nights} = \$2,424$). Expenditures incurred within this line item will adhere to federal per diem rates.

HEAD START

TRAVEL	
Staff Out-of-Town Travel	\$2,424
TRAVEL TOTAL	\$2,424

EARLY HEAD START CONVERSION

TRAVEL	
Staff Out-of-Town Travel	\$333
TRAVEL TOTAL	\$333

1d. SUPPLIES

Scott County Public School Head Start has budgeted **\$38,828** to purchase supplies necessary for this project. The program has evaluated the existing supply expenditures to develop the supply budget.

OFFICE SUPPLIES - has been allotted at \$8,366 for the ongoing budget. These expenditures include the cost of consumable office supplies such as file folders, copier paper, pens, scissors, and printer cartridges. Of the total office supply budget, \$922 has been allotted for postage.

CHILD & FAMILY SERVICES SUPPLIES - has been allotted at \$17,779. Of the total amount \$15,947 has been allotted to classroom/education Supplies. These expenditures include the cost of diapers and/or training pants, and wipes for one Early Head Start classroom and eight Head Start classrooms, COR Advantage, PQA, Kindermusik (EHS), and any additional classroom/education supplies needed. Medical and dental supplies have been allotted at \$1,666 for the budget period. These expenditures include the cost of toothbrushes, toothpaste, and medical supplies such as First Aid kits. Transition supplies have been allotted at \$166 for the

budget period. These expenditures include the cost of Resource Fair, Early Intervention into Head Start Fair, and appropriate children's books.

FOOD SUPPLIES - has been allotted at \$8,294 for the ongoing budget. These expenditures include the purchase of nutritional food supplies for children in the center. These funds are in addition to USDA funds the program will apply for. Expenditures from this line item may include non-food supplies for center meal preparation, field trips, food experiences, and meals purchased for all volunteers, who donate three hours per day in the classroom and staff members, who are required to eat with the children. Of the total budgeted line item, \$2,111 has been allotted for food service supplies. These expenditures include the cost incurred for the replacement of appliances and the purchase of chlorine test strips used in the centers.

JANITORIAL SUPPLIES - has been allotted at \$2,278 for the ongoing budget. Expenditures from this line item include the cost to clean centers.

HEAD START

SUPPLIES		
Office Supplies		\$8,000
Office Supplies	\$7,111	
Postage	\$889	
Child & Family Services Supplies		\$11,848
Classroom/Ed. Supplies	\$10,515	
Medical & Dental Supplies	\$1,333	
Food Supplies		\$7,529
Food Supplies	\$5,751	
Food Service Supplies	\$1,778	
Janitorial Supplies		\$1,778
SUPPLIES TOTAL		\$29,155

EARLY HEAD START CONVERSION

SUPPLIES		
Office Supplies		\$366
Office Supplies	\$333	
Postage	\$33	
Child & Family Services Supplies		\$5,931
Classroom/Ed. Supplies	\$5,432	
Medical & Dental Supplies	\$333	
Transition	\$166	
Food Supplies		\$2,876
Food Supplies	\$2,543	
Food Service Supplies	\$333	
Janitorial Supplies		\$500
SUPPLIES TOTAL		\$9,673

1e. CONTRACTUAL

MENTAL HEALTH SERVICES - has been allotted at **\$4,140** for the ongoing budget.

Scott County Public School Head Start has a contract through 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 1.5 hours of mental health services per classroom monthly (\$30 x 1.5 x 8 HS classrooms x 10 months + \$30 x 1.5 x 1 EHS classroom x 12 months).

SCPSHS provides high quality, cost effective services for the children and families in this area and has a strong base for the creation of this on-going budget. Every line item has been determined by program standards and the cost incurred in this application is reasonable in light of the services that it will provide to participating children and families.

HEAD START

CONTRACTUAL	
Health / Disabilities Services	\$3,600
CONTRACTUAL TOTAL	\$3,600

EARLY HEAD START CONVERSION

CONTRACTUAL	
Health / Disabilities Services	\$540
CONTRACTUAL TOTAL	\$540

If. OTHER

Scott County Public School Head Start has allotted **\$160,685** for the payment of line items within the “Other” category of the ongoing budget. The majority of the expenditures within this category are explained by line item.

UTILITIES, TELEPHONE - has been allotted at \$34,360 for the ongoing budget. Utilities include electricity for central office, seven HS classrooms, and one EHS classroom, water/sewer for central office, four HS classrooms, one EHS classroom, and propane for central office. Telephone has been calculated at \$13,960 for the budget period. These expenditures include the cost of a phone and internet in central office and each classroom and two cell phones for management staff.

BUILDING MAINTENANCE / REPAIR - has been allotted at \$7,534 for the ongoing budget. These expenditures include the cost of routine pest control maintenance by a licensed exterminator at a yearly cost of \$100 per site (\$100 x 10 sites). Additionally, the program expects to pay \$6,534 in costs for maintenance to the playgrounds, center classrooms, and other repairs as needed.

LOCAL TRAVEL - has been allotted at \$2,265 for the ongoing budget. The program will have a mileage reimbursement rate of \$.505 per mile when staff use personal vehicles for work-related travel. These expenditures also include the purchase of fuel for Head Start vehicles.

SUBSTITUTES – has been allotted at \$76,674 for the payment of non-contracted (part-time) personnel. One EHS Food Service Provider/Educational Assistant works 5.5 hours per day, 220 days at the rate of \$7.25 per hour. The budgeted cost of this position is \$8,773. The estimated cost of substitutes working in the centers is approximately 2,290 hours at the rate of \$7.25 per hour. The budgeted cost of these positions is \$16,603. The Payroll/Invoice Clerk is employed by Scott County Public Schools and provides financial assistance including payroll/accounts payable & receivable support to the program. This position is budgeted at a cost of \$7,000. The program employs one Food Delivery Technician to transport lunch to one classroom at the rate of \$9.73 per day. The budgeted cost of this position is \$1,674 (172 days x \$9.73). The program also employs one Nutrition Support / Classroom Assistant to purchase and deliver food supplies for centers. The budgeted cost of this position is \$3,828 (2 days per week x 8 hours per day x 33 weeks x \$7.25). The program also employs eight Classroom Assistants to work 8 hours per day for approximately 64 days in the Head Start centers. The budget costs of these positions is \$29,696 (\$7.25 hourly x 8 hours x 64 days x 8 classrooms). The program also employs a Maintenance Technician who works approximately 10 hours week at an hourly rate of \$17.50. The budgeted cost of this position is \$9,100 (\$17.50 hourly x 10 hours x 52 weeks).

PARENT SERVICES / ACTIVITIES - has been allotted at \$3,312 for the ongoing budget. These expenditures include mileage reimbursement to parents for policy council meetings. The program anticipates ten parents will attend monthly policy council meetings at a budgeted cost of \$1,100 (\$10 x 10 parents x 11 meetings). The remaining funds will be used for the annual parent enrichment trip and any other scheduled parent activities.

ACCOUNTING & LEGAL SERVICES - has been allotted at \$2,778 for the ongoing budget. An independent contracted auditor is selected by Scott County government on an annual basis to provide auditing services.

PUBLICATIONS / ADVERTISING / PRINTING – has been allotted at \$13,055 for the ongoing budget. These funds will be utilized for copier contracts for all centers and central office. The copiers are used for printing publications, documentation for children's files, and communication information for families. Additionally, these funds will also be used for educational magazine subscriptions, job advertising, and bid announcements in the local newspaper.

HEALTH SERVICES (MEDICAL & DENTAL CARE) - has been allotted at \$3,111 for the ongoing budget. These expenditures include the cost of payments for any medical or dental expenses incurred by enrolled children.

FIELD TRIPS - have been allotted at \$2,200 for the ongoing budget. These expenditures include admission, transportation, and any additional costs for children and families while on program field trips.

DISCRETIONARY FUNDS - have been allotted at \$3,360 for the ongoing budget. Discretionary funds are used by classroom and family resource staff to purchase educational items for individual classrooms. Each classroom receives up to \$30 per month. The Family Resource Specialists receives up to \$20 per month to purchase family engagement materials that promote school readiness. All purchases must be pre-approved by supervisors and receipts must be submitted for reimbursement. This line item has been calculated at $\$30 \times 1 \text{ EHS classroom} \times 12 \text{ months} + \$30 \times 8 \text{ HS classrooms} \times 10 \text{ months} + \$20 \times 3 \text{ staff} \times 10 \text{ months}$.

HEALTH WELLNESS - has been allotted at \$300 for the ongoing budget. This line item will be used to reimburse staff for costs incurred with meeting the requirements for staff health physicals and TB screenings. The reimbursement is not to exceed \$50 per person.

ASSOCIATION, DUES, FEES, & MARKETING - has been allotted at \$2,136 for the ongoing budget. These expenditures include the cost of licensing the centers, recruitment materials, and pre-employment/required screenings for staff.

HEAD START

OTHER		
Rent		\$9,600
Utilities, Telephone		\$31,860
Utilities	\$18,900	
Telephone	\$12,960	
Building Maintenance / Repairs		\$6,046
Local Travel		\$2,045
Substitutes		\$64,126
Parent Services		\$3,112
Accounting & Legal Services		\$2,445
Publications / Advertising / Printing		\$12,889
Health Services		\$2,778
Field Trips		\$1,700
Discretionary Funds		\$3,000
Health Wellness		\$250
Association, Dues, Fees, & Marketing		\$1,636
OTHER TOTAL		\$141,487

EARLY HEAD START CONVERSION

OTHER		
Utilities, Telephone		\$2,500
Utilities	\$1,500	
Telephone	\$1,000	
Building Maintenance / Repair		\$1,488
Local Travel		\$220
Substitutes		\$12,548
Parent Services		\$200
Accounting & Legal Services		\$333

Publications / Advertising / Printing	\$166
Health Services	\$333
Field Trips	\$500
Discretionary Funds	\$360
Health Wellness	\$50
Association, Dues, Fees, & Marketing	\$500
OTHER TOTAL	\$19,198

1g. ADMINISTRATIVE COSTS

SCPSHS will not exceed the 15% limitation on administrative costs. The administrative costs will be reviewed monthly by the HR & Fiscal Officer and the Director to determine the actual administrative cost to be used to calculate the administrative and programmatic cost on the monthly financial report made available to policy council and the school board.

The 15% maximum allowable administrative costs for the Head Start program of Scott County Public School Head Start is **\$224,550** ($\$1,680,630 - 183,628 = \$1,497,002 \times 15\%$).

Administrative Cost calculated for the budget period is 12% ($\$183,628 / \$1,680,630 - 183,628$).

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

SCPSHS does not have any delegate agency agreement or partnership contracts. The program is not requesting the purchase of any single item costing more than \$150,000 in the “Contractual” or “Other” budget categories.

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

SCPSHS ensures the highest standards of business and ethical practices surrounding the custody and use of federal resources. The program's strong internal controls and balanced oversight ensure effectiveness of program operations, reliability of financial reporting, and compliance with applicable laws and regulations. The governing body, policy council, and staff work in conjunction to plan the program's financial management system.

The program maintains effective internal controls through highly qualified staff. Employees understand their responsibilities, limits to their authority, and are knowledgeable, mindful, and committed to upholding the ethical and behavioral standards set forth by the program. The Head Start Director and Scott County Public Schools Division Superintendent Designee regularly monitor adherence to program policies, fiscal controls, and expenditures. The program ensures the segregation of duties between the authorization of costs, the actual disbursement of funds, and the process for claiming reimbursements. The budget to actual reports are in place and used by the HR & Fiscal Officer to monitor financial activity. Financial statements are presented on a monthly basis to Policy Council and School Board for approval. Financial policies and procedures are updated on an as needed basis to maintain effective internal controls.

5. Non-Federal Match

Scott County Public School Head Start will provide the non-federal match and in-kind from center volunteers, donations from the community, and the Scott County Public School system.

PERSONNEL

The Scott County Public School Nurse Coordinator provides technical assistance to the Head Start program on health related needs and serves on the Health Advisory Committee. Technical assistance is provided as a non-federal match in the amount of \$387. According to the 2018-2019 Scott County Schools salary scale, the entry level hourly rate of pay for this position is \$25.78 (*1 meeting x 3 hrs. x \$25.78 + 12 hours as needed x \$25.78*).

The Scott County Public School Division Superintendent and/or designee signs off on purchasing, grant applications for federal funds, and provides technical assistance in all personnel and fringe matters. The non-federal match for this position is \$3,060. According to the Scott County School Board, the hourly rate of pay for this position is \$51.00 (*5 hours per month x \$51.00 x 12 months*).

PERSONNEL		
CHILD HEALTH & DEVELOPMENT		
Health/Mental Health Services Personnel		\$387
School Nurse Coordinator	\$387	
PROGRAM DESIGN & MANAGEMENT		
Executive Director		\$3,060
Division Superintendent of Schools	\$3,060	
PERSONNEL TOTAL		\$3,447

FRINGE BENEFITS

The non-federal share match for the School Nurse Coordinator and Division Superintendent of Schools is as follows

FRINGE BENEFITS		
Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance		\$286
FICA (7.65%)	\$264	
Worker's Comp. (.28%)	\$10	

Unemployment (.38%)	\$13	
Health / Dental / Life Insurance		\$260
Health Insurance (4.5%)	\$156	
Health Insurance Credit (1.2%)	\$41	
Dental Insurance (.5%)	\$18	
Group Life Insurance (1.31%)	\$45	
Retirement		\$540
VRS/Hybrid Retirement (15.68%)	\$540	
FRINGE BENEFITS TOTAL		\$1,086

CONTRACTUAL

MENTAL HEALTH SERVICES – Frontier Health Inc. provides mental health services to Scott County Public School Head Start at a discounted rate. The non-federal share match for this service is \$9,200 (*1 hour x 12 months x \$100 x 1 center + 1 hour x 10 months x \$100 x 8 centers*).

SCHOOL BUS TRANSPORTATION – The program anticipates \$184,506 in bus transportation provided to and from the centers for Head Start children. The following calculation is used to determine the transportation match: \$1,718,554 total yearly cost / 1,745 total transportation enrollment = \$985 total yearly cost per student / 172 enrollment days = \$5.73 per child per day in attendance: \$5.73 x 140 Head Start children x 23 days per month x 10 operational months = \$184,506

CONTRACTUAL		
Health / Disabilities Services		\$9,200
Mental Health Services	\$9,200	
Child Transportation Services		\$184,506
School Bus Transportation	\$184,506	
CONTRACTUAL TOTAL		\$193,706

OTHER

RENT – Scott County Public School Head Start anticipates \$35,783 in matching funds from Cozart Rental Company. The program has a signed lease agreement with Cozart Rental Company for the Head Start central office and outside space of the Weber City Head Start classroom. This lease is provided to the program at a discounted rate. Based on a fair and reasonable rental rate for an area of \$7.50 per square foot (inside commercial space) and \$1.00 per square foot (outdoor rental space), applied to a building of 5,851 square feet inside and 75 square feet outside, the following formula applies: Inside Space $(5,851 \times \$7.50) = \$43,883$ + Outside Space $(75 \times 20 \text{ children} \times \$1.00) = \$1,500 = \$45,383$ (Fair Market Value of Space) – Actual Rental Rate $\$9,600 = \$35,783$

UTILITIES/TELEPHONE – The Scott County Public School System provides a match in the form of utilities at an amount of \$3,600 annually. Water and sewer service is paid by the school system at Shoemaker 4 center, Duffield 1 & 2 center, and Nickelsville. Electricity is also paid by the school system at Shoemaker 4. The following calculation is used to determine this match: water/sewer $\$40 \text{ monthly} \times 2 \times 12 + \$80 \text{ monthly} \times 12 = \$1,920$, electricity $\$140 \text{ monthly} \times 12 = \$1,680$

BUILDING & CHILD LIABILITY INSURANCE – Property & contents insurance is provided by the Scott County School System through VACORP. The estimated non-federal share match is \$6,346. The Scott County School System provides student accident insurance through VACORP at an estimated cost of \$1,480 $(\$10 \text{ per child} \times 148)$. Additionally, employees are covered through a public employees blanket bond policy provided by the Scott County School System at an estimated cost of \$725 annually.

VOLUNTEERS – Scott County Public School Head Start anticipates volunteer match in the amount of \$86,559. Of this total amount, \$52,059 will be achieved by parents/families

volunteering in the centers, home visits, field trips, family engagement days, scheduled program meetings, medical/dental appointments, at home parent & child activities, community members, and the Foster Grandparent program. The following calculation is used to determine the classroom volunteer non-federal match $2.5 \text{ hours} \times \$15.41 \times 172 \text{ days} \times 8 \text{ classrooms} + 1 \text{ hour} \times \$15.41 \times 222 \text{ days} \times 1 \text{ classroom}$. This amount has been rounded down to meet the non-federal share minimum requirement, however the program anticipates exceeding the parent match. The hourly classroom volunteer rate is determined by the entry level rate of pay for a Teacher Assistant plus fringe rate of 40%.

The remaining \$34,500 will be achieved through Policy Council meetings. The following calculation is used to determine this volunteer non-federal match $25 \text{ members} \times 2.5 \text{ hours} \times 12 \text{ meetings} \times \46 . The hourly policy council rate is determined by the Director's rate of pay plus fringe rate of 40%.

ACCOUNTING & LEGAL SERVICES – The Scott County Public School System provides a licensed attorney to assist Head Start in legal matters. The following calculation is used to determine this match: $12 \text{ hours per year} \times \$225.00 \text{ per hour} = \$2,700$.

AUTOMOBILE INSURANCE – The Scott County Public School System provides automobile liability for three Head Start vans pro-rated at \$1,714 annually.

OTHER		
Rent		\$35,783
Utilities		\$3,600
Building & Child Liability Insurance		\$8,551
Building & Contents Insurance	\$6,346	
Student Accident Insurance	\$1,480	
Public Employee Bond	\$725	
Volunteers		\$86,559
Classroom Volunteers	\$52,059	
Policy Council Volunteers	\$34,500	

Accounting & Legal Services	\$2,700
Automobile Liability Insurance	\$1,714
OTHER TOTAL	\$138,907

TOTAL

\$337,146.00

6. Non-Federal Share Match Waiver

SCPSHS is not requesting a non-federal share match waiver.

7. Administrative Cost Waiver

SCPSHS is not requesting a 15% limitation on development and administrative costs waiver.

8. Enrollment Reduction Request

SCPSHS has reviewed administrative, supervisory, and content area staff positions to determine adequate need. All positions contained within the budget narrative are necessary to ensure the quality of services. The program does not employ any Assistant Supervisor within any service area. The Director oversees the Management staff of each service area including the HR & Fiscal Officer and the Receptionist/Data Secretary. Additionally, family resource employees will serve up to 50 families each.

SCPSHS has reviewed the reasonableness and cost effectiveness of program operations. Transportation is provided to Head Start children as a non-federal share match from the county's school system. Meals for enrolled children are purchased from the school system at a discounted rate. The program also utilizes the CACFP program for meal reimbursement. SCPSHS continually reviews program operations to ensure the most effective cost saving measures are implemented.

9. Conversion

a. According to the funding guidance letter, the program will receive \$1,328,185 in program funds to operate. SCPSHS has budgeted \$800,493 in the Personnel object class category,

\$68,751 of which will be re-allocated to Early Head Start services. SCPSHS has budgeted \$321,282 in the Fringe object class category, \$31,861 of which will be re-allocated to Early Head Start services. SCPSHS has budgeted \$2,757 in the Travel object class category, \$333 of which will be re-allocated to Early Head Start services. SCPSHS has budgeted \$38,828 in the Supplies object class category, \$9,673 of which will be re-allocated to Early Head Start services. SCPSHS has budgeted \$4,140 in the Contractual object class category, \$540 of which will be re-allocated to Early Head Start services. SCPSHS has budgeted \$160,685 in the Other object class category, \$19,198 of which will be re-allocated to Early Head Start services. Changes in each of these object class categories have been detailed in the budget narrative.

b. SCPSHS will spend approximately \$1,500 in purchasing and installing a gate system for the classroom. The program anticipates volunteers will work to remove the pre-school age loft area if necessary. The program will also spend \$100 in funds to advertise and recruit two Early Head Start teachers.

c. SCPSHS does not propose the use of any one-time funding necessary for the conversion.

10. Purchase, Construction, or Major Renovation of Facilities

SCPSHS is not requesting funds for the purchase, construction, or major renovation of program facilities.

11. Equipment

SCPSHS is not requesting funds for the purchase of equipment as defined in 45 CFR 75.2.

HEAD START

03CH3469-06

01/01/20-12/31/20

	HS PROGRAM	EHS CONVERSION	PROGRAM TOTAL	T&TA	NFS	ADMIN
PERSONNEL	\$ 731,742	\$ 68,751	\$ 800,493	\$ -	\$ 3,447	\$ 118,098
FRINGE	\$ 289,421	\$ 31,862	\$ 321,282	\$ -	\$ 1,086	\$ 37,965
TRAVEL	\$ 2,424	\$ 333	\$ 2,757	\$ 4,858	\$ -	\$ 685
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUPPLIES	\$ 29,155	\$ 9,673	\$ 38,828	\$ -	\$ -	\$ 958
CONTRACTUAL	\$ 3,600	\$ 540	\$ 4,140	\$ -	\$ 193,706	\$ -
CONSTRUCTION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER	\$ 141,487	\$ 19,198	\$ 160,685	\$ 15,541	\$ 138,907	\$ 25,923
TOTAL \$	1,197,829	130,357	1,328,185	20,399	337,146	183,629

Memo

To: School Board Members

From: John I. Ferguson

Date: September 5, 2019

Re: Committees

Attached are the following committees for your approval:

1. *Communications
2. Division Safety
3. *Character Education Development
4. *Salary, Fringe Benefits, and Calendar Committee
5. Parent Advisory Council for Federal Programs
6. *Remediation Program Standards

***School Board Member Needed**

**2019-2020
Communications Committee**

Duffield Primary School	Christi Stapleton
Dungannon Intermediate School	Alicia White
Fort Blackmore Primary School	Cookie Musick
Gate City High School	Pat Davis
Gate City Middle School	Scot Fleming
Hilton Elementary School	Jennifer Smith
Nickelsville Elementary School	Veronica Kopychenko
Rye Cove High School	Dustin Fleenor
Rye Cove Intermediate School	Adam Hood
Scott County Career & Technical Center	Annette Parker
Shoemaker Elementary School	Michael Vermillion
Twin Springs High School	Cindy Fields
Weber City Elementary School	Amy Lucas
Yuma Elementary School	Joy Hurd
Superintendent	John Ferguson
Principal Representative	Renee Dishner
Support Staff Representative	Robin Hall
VPE Representative	Rhonda Kilgore
SCEA Representative	Scott Fleming
School Board Member	D T

School Safety Audit Committee

2019-2020

Jason Smith	Central Office
Travis Nickels	Principal
Jennifer Meade	Principal
Greg Ervin	Principal
Scott Vermillion	Assistant Principal
Katrina Toole	School Psychologist
Angie Vermillion	School Social Worker
Kathy Funkhouser	School/Court Liaison
Gary Adams	Transportation Coordinator
Robert Sallee	Maintenance Supervisor
Chris Holder	Scott County Sherriff
Michael Delano	Weber City Chief of Police
Terry Sivert	Gate City Chief of Police
Jason Cox	Student Resource Officer
Dare Bond	Student Resource Officer
Andy Jones	Student Resource Officer
Andi Ison	Student Resource Officer
Robby Davis	Student Resource Officer
Tiffany Howard	Nursing Coordinator

Rhonda Williams

Parent

Sherry Kilgore

Teacher

Roger Carter

Duffield Fire Department

Jeff Brickey

Gate City Fire Department

Nickelsville Fire Department

2019-2020
CHARACTER EDUCATION DEVELOPMENT COMMITTEE

Central Office Representative	Jason Smith
School Board Member	L. Horton
Principal	Reagan Mullins
Student	Abigail Tate
Student	Isabel Sallee
Student	Molly Dockery
Student	Justin Reed
Parent/Community Member	Matt Bays
Parent/Community Member	Becky Meade
Parent/Community Member	Pam Dockery
Parent/Community Member	Stephanie Reed
School Counselor	Bridgett Barnette
School Counselor	Crystal McConnell
School Counselor	Kim Wilson
School Social Worker	Angie Vermillion
School Psychologist	Katrina Smith-Toole

2019-2020
SALARY & FRINGE BENEFITS/SCHOOL CALENDAR COMMITTEE

Duffield Primary School	Tiffany Scott
Dungannon Intermediate School	Karen Hartsock
Fort Blackmore Primary School	Sherry Kilgore
Gate City High School	Kim Wilson
Gate City Middle School	Kelsey Jones
Hilton Elementary School	Andrea Lawson
Nickelsville Elementary School	David Gwinn
Rye Cove High School	Monica McClelland
Rye Cove Intermediate School	Rhea McConnell
Scott County Career & Technical Center	Shawna Vermillion
Shoemaker Elementary School	Reba Kindle
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	Megan Gardner
VPE Representative	Adam Keith
SCEA Representative	Anthony Shipley
School Board Member	- L G

2019-2020
PARENT ADVISORY COUNCIL FOR FEDERAL PROGRAMS

Tammy Quillen	Central Office Representative
Paula Proctor	Duffield Primary School
Savannah Splawn	Dungannon Intermediate School
Lacy Mann	Fort Blackmore Primary School
Allison Falin	Hilton Elementary School
Jennifer Wallace	Nickelsville Elementary School
Lisa Rhoton	Rye Cove Intermediate School
Margaret Osborne	Shoemaker Elementary School
Jane Ann Baker	Weber City Elementary School
Regina Meade	Yuma Elementary School

2019-20
REMEDATION PROGRAM STANDARDS COMMITTEE

Remediation Coordinator	Tammy Quillen
Central Office Supervisor	Jennifer Frazier
School Board Member	- S.S.
Teacher	Carla Osborne
Principal	Christy Miller
Teacher	Michelle Bush
Parent	Angie Vermillion
Parent	Rachel Stone

2019-20 Allocations 1st Semester
1st Quarter

SCHOOL	COPIER	REM./INST	LIBRARY	BUS/TECH	FAM/SCI	BAND	CUSTODIAL	TOTAL
DPS	\$1,750.00	\$2,400.00	\$350.00				\$3,600.00	\$8,100.00
DIS	\$1,000.00	\$550.00	\$100.00				\$900.00	\$2,550.00
FBPS	\$1,000.00	\$550.00	\$100.00				\$900.00	\$2,550.00
HES	\$1,000.00	\$1,100.00	\$200.00				\$1,800.00	\$4,100.00
NES	\$1,500.00	\$1,925.00	\$300.00				\$3,150.00	\$6,875.00
RCI	\$1,000.00	\$1,375.00	\$225.00				\$2,250.00	\$4,850.00
SES	\$2,750.00	\$4,400.00	\$600.00				\$5,875.00	\$13,625.00
WCES	\$2,125.00	\$2,750.00	\$400.00				\$4,500.00	\$9,775.00
YES	\$1,125.00	\$1,375.00	\$250.00				\$2,250.00	\$5,000.00
GCMS	\$1,700.00	\$2,750.00	\$600.00	\$300.00		\$2,500.00	\$4,500.00	\$12,350.00
GCHS	\$2,500.00	\$5,225.00	\$1,000.00	\$1,200.00	\$1,250.00	\$5,000.00	\$7,675.00	\$23,850.00
TSHS	\$1,020.00	\$1,650.00	\$450.00	\$750.00	\$750.00	\$3,250.00	\$2,700.00	\$10,570.00
RCHS	\$1,190.00	\$1,925.00	\$450.00	\$750.00	\$750.00	\$3,250.00	\$3,150.00	\$11,465.00
SCCTC	\$1,000.00	\$6,250.00					\$1,750.00	\$9,000.00
TOTAL	\$20,660.00	\$34,225.00	\$5,025.00	\$3,000.00	\$2,750.00	\$14,000.00	\$45,000.00	\$124,660.00

Appendix for September 5, 2019 Regular Meeting Minutes:

- A.** School Audit-On file at Central Office, 340 E. Jackson Street, Gate City, VA 24251
- B.** Approval of August 2019 Head Start financial report
- C.** Approval of August 2019 Early Head Start financial report
- D.** Approval of Community Assessment Report for 2019
- E.** Approval of FY 2020 Head Start Grant Application (to include Program Goals-5Yr. Goals)
- F.** Approval of 2019-2020 Academic Year Committees
- G.** Approval of First Semester, First Quarter School Allocations

Revised Appendix:

- H.** Approval of Gate City High School Coaching List
- I.** Approval of Rye Cove High School Coaching List
- J.** Approval of Updated Coaching Supplement Scale

GATE CITY HIGH/MIDDLE SCHOOL	
ASSIGNMENT	2019-20 Recommendations
ATHLETIC DIRECTOR	
High School	Brent Roberts
Middle School	Scotty Vermillion
ACADEMIC TEAM	
Sponsor (half supplement)	Sarah Whisenhunt
Sponsor (half supplement)	Mary Alice McClellan
BASEBALL	
Head	Jonathan Salyer
Assistant Varsity	Austen Arnold
JV	Zeke Newton 1/2 Supplement
	Brian McMurray 1/2 Supplement
GIRL'S BASKETBALL	
Head	Kelly Houseright
Assistant Varsity	Jeremy Houseright
Junior Varsity (2/3 supplement)	John Reed Barnes
Junior Varsity (1/3 supplement)	Sarah Kilgore
Assistant	Mark Thompson
BOY'S BASKETBALL	
Head	Scotty Vermillion
Assistant Varsity	Terry Bird
Junior Varsity	Jamie Hackney
9th Grade	Shannon Boy
CHEERLEADING	
Head Coach (2/3 supplement)	Misty Vaughn
Assistant (1/3 supplement)	Anna Fansler
CROSS COUNTRY (BOYS & GIRLS)	
	Shawn Becker
FOOTBALL	
Head	Jeremy Houseright
First Assistant	Darren Reed
Other Assistant	Jamie Hackney
Other Assistant (1/3 supplement)	Barry Jones
Other Assistant	Aaron Daugherty
Other Assistant	Steve Shockley
Other Assistant	Mark Thompson
Other Assistant (1/3 supplement)	Austin Reed
Other Assistant (1/3 supplement)	Hunter Jones
FORENSICS	Jamie Perry
GOLF 1/2 Supplement Head/JV	
1/2 Supplement Head/JV	Jody Wolfe
	Rhea McConnell
SOFTBALL	
Head	Cara Noe
Assistant Varsity	Bobby Quillen
Junior Varsity (1/2 supplement)	Sid Blevins
Middle School (1/2 supplement)	Kayli Compton 1/2 Supplement
SWIMMING (no supplement) Head	
Assistant	Debbie Copper

TENNIS	
Head Boys	John Reed Barnes
Head Girls	Delonda Spivey
Theatre Festival	Morgan Quillen
TRACK	
Head Boys	Darren Reed
Head Girls	Amy Reed
VOLLEYBALL	
Head	Amy Reed
Junior Varsity	Justin Seaver
Other Assistant	Haley Reed
SOCCER	
Head Boys	Aaron Hillman
Head Girls	Mario Jaramillo
Asst Girls (Split Supplement)	Rachel Peters
Asst Boys (Split Supplement)	Chris Mann
YEARBOOK	
High School	Pam Jones
Middle School	Kelsey Jones
NON-STIPENED	
Baseball:	
Jason Jenkins	Football:
Jason Taylor	Jason Johnson
Brent Spivey	Matt Reed
Wes Fleming	Brian Gibson
Brad Steele-Middle School	
Chandler Pendleton-Middle School	
Girl's Basketball:	Softball:
Andy Barnes	Lori Compton
Marsha Barnes	
Stan Rogers	
Josh Boiling	
Boy's Basketball:	Golf:
Chris Fugate	Barry Wolfe
Jonathan Salyer	
Jason Howell	Softball:
Greg Ervin	Brittany Bishop
Reagan Mullins	Valerie Babb
Austin Arnold	Jason Wood
Hunter Jones	
Chris McDonald	Soccer:
Cheerleading:	Austin Gibson
Tiffany Hawley	Tucker Alley
	Darrin Pendleton
Cross Country:	Matt Carter
	Tennis:
Track	Ashley Ervin
Austin Reed	Skip Sheets
	Jeff DeBoard
Volleyball Amanda Rhoton	

Team Managers

Chase Smith (Football, Boys BB, Boys Soccer)
Justin Smith (Football)
George Russell (Football)

RYE COVE HIGH SCHOOL	
Assignment	2019-2020 Assignment
ATHLETIC DIRECTOR	Jamie Carter
ACADEMIC TEAM-SPONSOR	Joy Davidson
BASEBALL-HEAD COACH	Michael Paul Berry
ASSISTANT COACH	Steven Lane
JV COACH	Robert Baker
GIRL'S BASKETBALL-HEAD COACH	Lisa Rhoton
ASSISTANT COACH	Melissa Sanders
JV COACH	Kristin Sanders
BOY'S BASKETBALL-HEAD COACH	Michael Paul Berry
ASSISTANT COACH	Jamie Carter
JV COACH	Cheyenne Osborne
CHEERLEADING-SPONSOR	Tammy Cassell
CROSS COUNTRY-HEAD COACH-BOYS/GIRLS	Lisa Rhoton
FOOTBALL-HEAD COACH	Cheyenne Osborne
FIRST ASSISTANT	Jamie Carter
ASSISTANT COACH	Jacob Horton
JV COACH	Steve Lane (1/2 Supplement)
JV COACH	James Lamb (1/2 Supplement)
FORENSICS-COACH	Ashley Parker
GOLF-HEAD COACH	Todd Baker
SOFTBALL-HEAD COACH	Britney Salyer
ASSISTANT COACH	Larry Lawson
JV COACH	Charity Hill
THEATRE FESTIVAL-COACH	Ashley Kincer
TRACK-HEAD COACH-BOYS	Brad Taylor
TRACK-HEAD COACH-GIRLS	Ashley Parker
VOLLEYBALL-HEAD COACH	Britney Salyer
ASSISTANT COACH	Heather Petersen
JV COACH	Charity Hill
YEARBOOK-SPONSOR	Joy Davidson

VOLUNTEERS	
BASEBALL	Thomas Bowen, Tony Rhoton, Travis Bowen, Matt Alvis, Chris Rollins, Dwayne Kern
BOY'S BASKETBALL	Tony Rhoton, Robert Baker, James Lamb
CHEERLEADING	Carli Cassell, Emily Mays, Hettie Love
CROSS COUNTRY	Wendy Chambers and Lowell Bledsoe
GIRL'S BASKETBALL	Kevin Sanders, James Lamb, Hannah Goins
FOOTBALL	Brad Bowen, Mickey Gibson, Adam Bishop,
GOLF	
SOFTBALL	Mark Byington and Lisa Byington
TRACK	Andi Ison
VOLLEYBALL	Morgan Kerns, Larry Lawson, Paige Horton
SWIM	Christopher D'Artagnion Luce-Edwards and Melinda Goins
PRINCIPAL'S SIGNATURE:	
DATE:	

2019-20

COACHING SUPPLEMENTS

FOOTBALL		BAND	
HEAD COACH	\$5,010	COUNTYWIDE	\$1,135.00
FIRST ASSISTANT	\$3,940		
OTHER ASSISTANT	\$3,300	ACADEMIC (TOTAL)	\$2,630.00
BOY'S BASKETBALL		CHEERLEADER (TOTAL)	\$3,940.00
HEAD COACH	\$5,010		
FIRST ASSISTANT	\$3,940	YEARBOOK	\$1,350.00
VARSITY AND/OR JV			
SECOND ASSISTANT	\$2,630		
VARSITY AND/OR JV			
9TH GRADE	\$1,690	CROSS COUNTRY	\$2,250.00
BASEBALL		FORENSICS	\$1,350.00
HEAD COACH	\$5,010		
ASSISTANT	\$2,630	THEATRE FESTIVAL	\$1,350.00
GIRL'S BASKETBALL		ATHLETIC DIRECTOR	
HEAD COACH	\$5,010	GATE CITY HIGH	\$3,610
FIRST ASSISTANT	\$3,940	GATE CITY MIDDLE	\$1,610
VARSITY AND/OR JV			
SECOND ASSISTANT	\$2,630	RYE COVE HIGH	\$2,810
VARSITY AND/OR JV			
9TH GRADE	\$1,690	TWIN SPRINGS HIGH	\$2,810
VOLLEYBALL			
HEAD COACH	\$5,010		
ASSISTANT	\$3,940		
TRACK			
	\$2,630		
SOFTBALL			
HEAD COACH	\$5,010		
ASSISTANT	\$2,630		
TENNIS			
	\$2,630		
GOLF			
HEAD COACH	\$2,630		
ASSISTANT	\$1,315		
SOCCER			
HEAD COACH	\$5,010		
ASSISTANT	\$2,630		