

SCOTT COUNTY SCHOOL BOARD

FEBRUARY 1, 2022

MINUTES OF REGULAR MEETING

The Scott County School Board met for a regular School Board meeting on Tuesday, February 1, 2022, at 6:30 p.m. at the Scott County Career & Technical Center, 387 Broadwater Avenue, Gate City, VA 24251 with the following members present:

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

ABSENT: Linda Gillenwater

OTHERS PRESENT: John I. Ferguson, Division Superintendent; Jason Smith, Assistant Superintendent; Will Sturgill, School Board Attorney; Kim Henderson, Clerk of the Board/Purchasing Clerk; Sherri Christian, Medicaid Specialist/Deputy Clerk; Robert Sallee, Maintenance Supervisor; Amanda Clark, Heritage TV; Kathy Musick, VPE Representative; Gabriel Edmund, Scott County Virginia Star; Sara Hensley, parent.

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

ITEMS TO ADD TO THE AGENDA: Chairman Templeton asked if there were any items to be added to the agenda. The agenda was amended to add under the Superintendent's Report Item L – ESSER III School Division Awards for Addressing Unfinished Learning, Before and After School Programs, and Summer Programs.

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

APPROVAL OF MEETING MINUTES, JANUARY 4, 2022: On a motion by Mr. Gail McConnell, seconded by Mr. Robin Hood, all members voting aye, the Board voted to approve the January 4, 2022 regular meeting minutes as written.

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

School operating fund invoices and payroll in the amount of \$970,202.55 as shown by warrants #8134515-8134653; electronic payroll direct deposit in the amount of \$1,441,231.33 and electronic tax deposits in the amount of \$543,718.90. Cafeteria fund invoices and payroll in the amount of \$161,170.90 as shown by warrants #1020553-1020599; electronic payroll direct deposit for cafeteria in the amount of \$43,200.18 and electronic tax deposits in the amount of \$13,276.62. Head Start invoices totaling \$72,494.73 as shown by warrants #23296-23365.

PUBLIC COMMENT: There was no public comment.

SUPERINTENDENT'S REPORT:

RECOGNITION OF SCHOOL BOARD MEMBER APPRECIATION MONTH: Superintendent John Ferguson acknowledged the month of February as School Board Member Appreciation Month and expressed his appreciation for each board member. He presented each board member with a Certificate of Appreciation from the Virginia School Boards Association.

RECOGNITION OF SCHOOL BOARD CLERK AND DEPUTY CLERK APPRECIATION WEEK

(FEBRUARY 14-18, 2022): Superintendent John Ferguson acknowledged the week of February 14-18, 2022 as School Board Clerk and Deputy Clerk Appreciation Week. He expressed his appreciation for both the Clerk and Deputy Clerk and presented Certificates of Appreciation from the Virginia School Boards Association.

APPROVAL OF APPALACHIAN VOLLEYBALL OFFICIALS ASSOCIATION AGREEMENT (APPENDIX

A): On a motion by Vice Chairman Steve Sallee, seconded by Mr. Gail McConnell, all members voting aye, the Board approved the Appalachian Volleyball Officials Association Agreement as presented in Appendix A.

APPROVAL OF AMENDED 2021-2022 SCHOOL OPERATING BUDGET AS OF JANUARY 5, 2022

(APPENDIX B): On a motion by Mr. Gail McConnell, seconded by Vice Chairman Steve Sallee, all members voting aye, the Board approved the amended 2021-2022 School Operating Budget as of January 5, 2022 as presented in Appendix B.

APPROVAL OF SCOTT COUNTY PUBLIC SCHOOLS SCHOOL NUTRITION FOOD SAFETY PLAN

(APPENDIX C): On a motion by Mr. Bill Houseright, seconded by Mr. Gail McConnell, all members voting aye, the Board approved the Scott County Public Schools School Nutrition Food Safety Plan as presented in Appendix C.

ANNOUNCEMENT OF ARPA CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUND

(CSLFRF): Superintendent John Ferguson announced the School Division Grant Awards for Ventilation Improvement Projects from the ARPA Coronavirus State and Local Fiscal Recovery Funds. The amount awarded to Scott County is \$684,509.00. According to Superintendent's Memo #013-22, it will allow projects to be funded from March 3, 2021 – December 31, 2024.

Vice Chairman Steve Sallee asked if the money had to be spent and then asked for reimbursement like other grants we receive. Superintendent Ferguson replied that was correct and that we have until 2024 to spend the funds. He stated that he had presented the request for local match with the County Board of Supervisors and did not receive a response to the request. He also stated that other grant funds would be used to complete the local match of funds required.

Mr. Bill Houseright asked Mr. Robert Sallee, Maintenance Supervisor, how the gas systems compared to coal systems. Mr. Sallee stated that gas prices might be a little more in cost but that coal to meet our specifications is becoming hard to purchase. Mr. Sallee also stated that this grant will help to convert four schools from coal to gas, hopefully, by next heating season. The other three schools will present a challenge to convert from coal to gas but in the long run they will have to be converted with these funds also.

Chairman David Templeton asked if seven schools were the number that used coal systems. Mr. Robert Sallee confirmed that number and stated that three were steam boilers which will be the challenge to convert.

Vice Chairman Steve Sallee asked if the school system would save cost on having to dispose of the ash from our coal systems. Mr. Robert Sallee stated the disposal of ash had been a challenge this

year because of changes at the Bristol City Landfill where our ash has been disposed in the past. Currently he is trying to find some place to dispose of this year's ash which is being stored at schools for now. He also replied that the school system would save in costs related to hauling and disposing of the ash after converting to gas systems.

Mr. Robert Sallee expressed his appreciation to the board members for their work and support of the school system and maintenance department.

ANNOUNCEMENT OF PFIZER COVID-19 VACCINE BOOSTER FOR STUDENTS 12 YEARS AND OLDER (APPENDIX D): Superintendent John Ferguson announced the schedule for the Lenowisco Health District to offer the Pfizer COVID-19 vaccine booster for those students 12 years of age and older to be offered as per the schedule in Appendix D.

APPROVAL OF HEAD START FINANCIAL REPORT, DECEMBER 2021 PRELIMINARY (APPENDIX E): On a motion by Vice Chairman Steve Sallee, seconded by Mr. Robin Hood, all members voting aye, the board voted to approve the December 2021 Head Start Financial Report (Appendix E) as presented by Superintendent Ferguson on behalf of Head Start Director Cindy Raymond.

APPROVAL OF HEAD START POLICY SECTION CRITERIA (APPENDIX F): On a motion by Mr. Gail McConnell, seconded by Mr. Bill Houseright, all members voting aye, the Board approved the Head Start Policy Section Criteria (Appendix F) as presented by Superintendent Ferguson on behalf of Head Start Director Cindy Raymond.

HEAD START DIRECTOR'S REPORT, JANUARY 2022: Superintendent Ferguson presented the January 2022 Head Start Director's Report on behalf of Head Start Director Cindy Raymond. With no comments or questions raised regarding the report, the next agenda item was presented.

APPROVAL OF HEAD START COVID-19 VACCINATION AND UNIVERSAL MASKING POLICY (APPENDIX G): On a motion by Vice Chairman Steve Sallee, seconded by Chairman David Templeton, all members voting aye, the Board approved the Head Start COVID-19 Vaccination and Universal Masking Policy as presented in Appendix G.

Mr. Bill Houseright asked if Head Start followed the guidelines as per the Virginia Governor. Superintendent John Ferguson stated that Head Start was a federal program so they would follow the federal guidelines. Board Attorney Will Sturgill confirmed that the federal program took precedence over the governor's order.

ANNOUNCEMENT OF ESSER III SCHOOL DIVISION AWARDS FOR ADDRESSING UNFINISHED LEARNING, BEFORE AND AFTER SCHOOL PROGRAMS, AND SUMMER PROGRAMS: Superintendent Ferguson informed the Board that Scott County Schools has been awarded three grant opportunities with the ARP ESSER III funds. Scott County was awarded \$266,676.00 for Addressing Unfinished Learning, \$94,117.74 for Before and After School Programs and \$152,336.34 for Summer Programs.

CLOSED MEETING: Vice Chairman Steve Sallee made a motion to enter into closed meeting at 6:53 p.m. to discuss teachers, coaches, custodians, nurses, teaching assistants and school resource officers as provided in Section 2.2-3711 of the Code of Virginia, as amended, the motion was seconded by Mr. Gail McConnell, all members voting aye.

RETURN FROM CLOSED MEETING: All members present returned from closed meeting at 7:37 p.m. with a roll call vote being held and on a motion by Chairman David Templeton, seconded by Vice

Chairman Steve Sallee, the Board returned to regular session and cited the following certification of the closed meeting.

CERTIFICATION OF CLOSED MEETING:

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

WHEREAS, Section 2.2-3711 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, Bill Houseright and Robin Hood.

NAYES: None

ABSENT: Linda Gillenwater

ITEMS BY ASSISTANT SUPERINTENDENT JASON SMITH – PERSONNEL:

RESIGNATIONS:

On a motion by Vice Chairman Steve Sallee, seconded by Mr. Robin Hood, all members voting aye, the Board voted to accept the following resignations:

Melissa Qualls, paraprofessional, effective December 31, 2021

Morgan Quillen, teacher, effective February 4, 2022

Joel Davis, head girls' track coach, TSHS, effective January 24, 2022

Aneisha Stidham, assistant software coach, TSHS, effective January 24, 2022

Garrett Clark, assistant baseball coach, TSHS, effective January 24, 2022

Cheyenne Osborne, teacher, effective January 31, 2022

Keith Warner, head boys' track coach, TSHS, effective January 24, 2022

Brittany Bishop, assistant softball coach, GCHS, effective January 31, 2022

EMPLOYMENTS:

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

Hannah Smith, nurse, effective January 17, 2022

Alexis Flanary, non-stipend assistant softball coach, GCMS, effective January 13, 2022

Kendal Quillen, non-stipend assistant softball coach, GCMS, effective January 13, 2022

Billy Bowen, custodian, effective January 27, 2022

Matt Bays, head boys' track coach, TSHS, effective January 24, 2022

Lenora Dingus, head girls' track coach, TSHS, effective January 24, 2022

Lisa McCracken, assistant softball coach, TSHS, effective January 24, 2022

Veronica Kopychenko, JV softball coach, TSHS, effective January 24, 2022

Keener Burke, assistant baseball coach, TSHS, effective January 24, 2022

Brittany Tomlinson, non-stipend middle school softball coach, effective January 24, 2022

Daniel Ross, non-stipend middle school softball coach, effective January 24, 2022
Evan Clark, teacher, effective February 9, 2022
Brittany Bishop, non-stipend assistant softball coach, GCHS, effective January 31, 2022
Lauren Williams, non-stipend girls' tennis coach, GCHS, effective February 1, 2022
Sarah Arnold, non-stipend girls' tennis coach, GCHS, effective February 1, 2022
Kaylee Jenkins, non-stipend girls' tennis coach, GCHS, effective February 1, 2022
Amelia Jennings, non-stipend girls' tennis coach, GCHS, effective February 1, 2022

On a motion by Vice Chairman Steve Sallee, seconded by Mr. Gail McConnell, all members voting aye, the Board approved the list of substitute teachers as presented.

APPROVAL OF OVERNIGHT FIELD TRIP REQUESTS: On a motion by Mr. Robin Hood, seconded by Vice Chairman Steve Sallee, all members voting aye, the Board approved the Overnight Field Trip Request for Gate City High School Band to attend the District 7 Band Festival at the Southwest Virginia Higher Education Center in Abingdon, VA. The event will be held from February 4-5, 2022.

On a motion by Vice Chairman Steve Sallee, seconded by Mr. Gail McConnell, all members voting aye, the Board approved the Overnight Field Trip Request for Twin Springs High School Band to attend the All District Band in Bristol, VA. The event will be held from February 4-5, 2022.

BOARD MEMBER COMMENTS:

Mr. Bill Houseright encouraged all teachers and staff to hang in there during this tough year. Chairman David Templeton expressed his and the Board's appreciation of the gifts from the various schools for School Board Appreciation Month.

ADJOURNMENT: With no further business to discuss, the regular meeting of the Scott County School Board was adjourned at 7:40 p.m. The next meeting of the Scott County School Board will be Tuesday, March 1, 2022, at 6:30 p.m. at the Scott County Career and Technical Center.


David Templeton, Chairman


Kim Henderson, Clerk of the Board

APPENDIX INDEX

APPENDIX A – Approval of Appalchian Volleyball Officials Association Agreement

APPENDIX B – Approval of Amended 2021-2022 School Operating Budget as of January 5, 2022

APPENDIX C – Approval of Scott County Public Schools School Nutrition Food Safety Plan

APPENDIX D – Schedule for Pfizer Covid-19 Vaccine Booster for Students 12 Years and Older

APPENDIX E – Approval of Head Start Financial Report, December 2021 Preliminary

APPENDIX F – Approval of Head Start Policy Section Criteria

APPENDIX G – Approval of Head Start Covid-19 Vaccination and Universal Masking Policy

Dear Superintendent,

Enclosed you will find a contract and pay scale for volleyball officiating services from the AVOA. The length of these will be for 3 years. We hope you will continue to use the AVOA for your officiating needs. We will continue to strive to provide quality officiating to the teams. We ask you to please sign page 4 and return it to me or Mr. Frank Hess by March 31, 2022. If you have any questions or concerns you may contact Danny Rasnake at dlrasnake@hotmail.com or 276-880-1473 or Frank Hess at frankhess@jetbroadband.com or 276-880-1168.

Sincerely,

A handwritten signature in cursive script that reads "Danny Rasnake".

Danny Rasnake

Chairman, AVOA

Mailing Addresses- Danny Rasnake, 57 Mountain View Road, Rosedale, VA. 24280

Frank Hess-545 Hayters Gap Road, Rosedale, VA. 24280

CONTRACTUAL AGREEMENT FOR OFFICIATING SERVICES

This Contract for Officiating Services is between Scott Co. Public Schools, governed by a Board (The School Board) and the Appalachian Volleyball Officials Association (AVOA), Based upon the mutual promises, contained herein, the Parties have agreed to the following:

FACTUAL BACKGROUND

1. The AVOA has a history of providing sports officials to school systems in southwestern Virginia and has a unique role and responsibility regarding the conduct of high school athletic contests.
2. The School Board desires to secure officiating services for varsity, junior varsity and 8th grade volleyball and has a unique role and responsibility regarding the conduct of high school athletic contests.
3. The Parties wish to memorialize their agreement based upon the following terms and conditions:

TERMS AND CONDITIONS

1. The AVOA represents that it can provide officials for the school's sport of Volleyball: for a term of three(3) years effective July 1, 2022 and ending June 30, 2025. In the absence of a renewal agreement, this contract will automatically renew and remain in place until a replacement agreement is present. The Parties may modify any part of this Agreement, mutually agreed upon in writing, and any agreement reached shall be deemed to be supplemental to this agreement.
2. All officials provided by AVOA shall be knowledgeable of sports rules along with the regulations of the Virginia High School League (VHSL) and capable of providing impartial officiating at sporting events. Officials must be registered with the VHSL for Volleyball and must be a member in good standing of the AVOA as defined in the AVOA Constitution.
3. The AVOA will work collaboratively with the Principal and/or Athletic Director to provide the highest quality officiating services for the student athletes and their communities. Prior to the start of the season, each school can request to have one (1) official eliminated (scratched) from officiating any of their contests, both home and away, throughout the term of this agreement not to exceed one (1) sport season. To scratch an official, the school Principal, on school letterhead, must send a signed letter to the Volleyball Commissioner and should specifically name the official and the school year for the request to scratch an official during the Volleyball season, the school Principal and the Volleyball Commissioner must mutually agree to scratch an official for the remainder of that season. Upon mutual agreement, the school Principal, on school letterhead, must send a signed letter to the Volleyball Commissioner and should specifically name the official, effective date and the school year for the requested remainder of season scratch.
4. It is recognized that the capabilities of any official is greatly impacted by the training provided to that official which should include an ongoing evaluation of his or her performance. The AVOA commits to implement training programs and camps for its officials and to monitor and evaluate all officials and use best efforts to provide the highest quality officials available for Volleyball matches. It is mutually understood that sub varsity contests may be used as training for new and/or less qualified officials.
5. Individual school responsibilities shall include the following:

a. Provide the name(s), email address(es) and contact information of the Principal and/or Athletic Director to serve as the contact person for the Volleyball Commissioner.

b. Provide sport schedule(s) to include date, time, location.

c. Provide schedule changes in writing. A reasonable effort should be made to confirm availability of officials with the Volleyball Commissioner when rescheduling.

d. Provide a game administration representative to communicate with the officials upon arrival prior to the start of the contest and be available throughout the contest. A security plan should be in place and discussed that provides and maintains a safe environment before, during and after any contest.

e. Provide safe, adequate dressing facilities.

f. Comply with the sportsmanship rule (VHSL Handbook 27-11-1 thru 14) in the VHSL Handbook and Policy Manual.

6. Commissioner/AVOA Board responsibilities shall include the following:

a. Maintain and provide schools, upon request, with the names, email addresses and contact information of all registered officials with level certification. This information may be provided using assigning software, currently Arbiter.

b. Provide a copy of the most recent AVOA Constitution upon request.

c. Maintain the status of a VHSL recognized association in good standing.

d. Comply with the VHSL Officials Association Guide.

7. Unless otherwise agreed in writing, fees will be based upon collective attachment(s), which shall include the following pertinent information at a minimum:

a. Sport Commissioner contact information.

b. Requested date of sport schedule.

c. Fee schedule of contest(s) to include all varsity and sub-varsity.

8. In addition, the Commissioner shall be paid an assignment fee of \$50 per sport level (1. Varsity, 2 Junior Varsity and 3 Middle school) plus an additional \$10 fee for the use of Arbiter assignment software. The Principal and/or Athletic Director will be allowed to view game information and the specific officials assigned to any game prior to the date of the contest.

9. Payment will be due after the officiating services are rendered consistent with the school activity account practices of the individual schools. If for any reason a school needs to cancel a scheduled contest, the school must notify the Volleyball Commissioner at a minimum, as soon as possible. If duly assigned and the

cancellation is made the day of the contest, the home school is required to make a reasonable effort to contact each assigned game official by phone with a message logged on unanswered call(s) being sufficient. In the event an assigned official arrives at the canceled contest location without attempted notification from the school, that official is entitled to half a game fee.

10. The AVOA is an independent contractor and is not, and shall not be deemed to be an employee, agent, or servant of The School Board. The School Board shall not provide any benefits to the AVOA or any sporting official acting pursuant to this agreement including, but not limited to, workers compensation insurance or unemployment insurance. The School Board shall not withhold any taxes for payments made to individual officials or the AVOA and it is explicitly agreed that the AVOA and the officials supplied by the AVOA shall be solely responsible for properly accounting for said payments with any and all taxing authorities. The AVOA agrees to comply with all federal, state, and municipal laws, rules and regulations that are now or may be in the future applicable to the services herein contemplated.

11. It is understood and agreed that this contract is subject to the availability of funds and it is further understood and agreed that both the School Board and/or the AVOA shall have the absolute right to terminate this agreement in part or as a whole, without cause, if, in its sole discretion, determines that partial or full termination of this agreement is in its best interest. Prior to any termination, the School Board and/or the AVOA shall provide thirty day written notice of such intention to terminate and both parties agree that all terms and conditions contained within shall remain in effect during this 30-day period until termination.

12. The AVOA will not discriminate against any individual because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by law relating to employment discrimination.

13. This contract cannot be assigned by the AVOA to any third party without the express written consent of the School Board.

14. The Parties recognize the need for good faith and open communications throughout the term of this contract. If a matter not covered in this agreement should arise, an attempt by the AVOA Volleyball Commissioner and the Athletic Director and/or Principal shall be made for a mutually agreed resolution. In the absence of a mutual agreement resolution, it is further agreed that the matter will be referred to the School Board's Division Superintendent, on behalf of the AVOA and/or such other person(s) as the AVOA may designate for resolving the issue. If no resolution can be reached at that point, the decision of the Superintendent is final if it is in accordance with the VHSL Handbook and Policy Manual.

15. This contract is made for the benefit of the contracting Parties only and there is no intended third-party beneficiary as to the provisions of this contract. Only AVOA registered officials with Level 1,2, and/or 3 status(es) as defined by the VHSL are eligible to officiate contests. School representatives do not have the authority to solicit officials directly for contest(s). All assignments shall be made by and through the Volleyball Commissioner.

16. All notices required by this contract shall be provided to the Volleyball Commissioner at the address provided in the collective Attachment.

17. Nothing in this agreement shall interfere with the independent judgment and discretion of officials assigned to any given contest.

18. If during the term of this contract any provision of this agreement is found to be invalid by appropriate authority, all other provisions will remain in effect and the Parties will attempt to negotiate substitute language for the invalidated portion using the method identified in item #15 of this contract.

WITNESS THE FOLLOWING SIGNATURES

Danny Rasnala

Chairman of the Appalachian Volleyball Officials Association

1-21-22

Date

Division Superintendent

Date

APPALACHIAN VOLLEYBALL OFFICIALS ASSOCIATION

2022 PAY SCALE

REGULAR SEASON SCALE FOR TWO OFFICIALS

Junior Varsity and Varsity assignment	\$90 each
Middle School, Junior Varsity, and Varsity assignment	\$115 each
Middle School or Junior Varsity assignment	\$60 each
Varsity assignment	\$ 65 each
Two Varsity assignments	\$100 each
Two Junior Varsity assignments	\$ 80 each
Two Junior Varsity and Two Varsity assignments	\$155 each
Saturday tournament assignment-each match	\$30
Scrimmage-two teams	\$30 each
Scrimmage- three teams	\$35 each

DISTRICT TOURNAMENTS

Two Officials-each match	\$65 each
Four Officials-each match	\$55 each

REGIONAL TOURNAMENTS

Four Officials-each match	\$60 each
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The attached 2021-2022 School Operating Budget has been amended to include grant monies that we have applied for and are to receive. Like other grants that the school division has been awarded, the amounts listed below will have to be spent before any of the monies can be reimbursed. The date listed next to the description of the grant is when we were notified of the award.

7-1-2021	ESSER III American Rescue Plan Act- Special Education VI B	\$172,789.00
7-1-2021	ESSER III American Rescue Plan Act- Special Education Pre-School	\$12,634.00
9-7-2021	21 st Century Community Learning Centers	\$583,766.00
12-12-2021	ESSER III American Rescue Plan Act- Homeless II	\$15,048.00
12-13-2021	ESSER III American Rescue Plan Act	\$537,371.00
12-30-2021	School Security Grant	\$58,082.00

Thank you.

VIRGINIA DEPARTMENT OF EDUCATION
CSLFRF HVAC REPLACEMENT AND IMPROVEMENT GRANT
FREQUENTLY ASKED QUESTIONS

1. What are the Davis-Bacon prevailing wage requirements for HVAC replacement and improvement projects funded with CSLFRF funds and matching funds?

The application states that CSLFRF HVAC projects that exceed \$10 million must comply with the Davis-Bacon prevailing wage requirements; however, further research by VDOE staff indicates that this requirement does not apply to ventilation projects. **CSLFRF-funded projects are not subject to the Davis-Bacon requirements regardless of the funding amount.** VDOE staff will update the application and guidelines to reflect this change. School divisions do not need to download a new application and should continue working on the current version of their application if they have already started.

If a school division uses federal ESSER I, II, or III formula funds to meet the required 100% local match, the Davis-Bacon requirements apply to the ESSER-funded project. Once ESSER funds are used to support an HVAC project, the Davis-Bacon requirements apply to the entire project.

2. What are the local match funding options and what is the period of performance for the local match?

School divisions have flexibility regarding the source or sources of funding used to meet the 100% local match requirement. Allowable sources of funding include: local Capital Improvement Plan (CIP) funds, federal Coronavirus Relief Funds (CRF), federal Elementary and Secondary School Emergency Relief (ESSER) funds, state Virginia Public School Authority (VPSA) Pooled School Construction Bond proceeds that are expended for qualifying school ventilation projects, and other local funds. Funds from energy bill utility savings are not considered locally matching funds and may not be used to meet the local match.

Costs for CSLFRF projects must be incurred between March 3, 2021 and December 31, 2024, and must be expended by December 31, 2026. The period of performance for local match projects is retroactive through March 13, 2020, and extends throughout the period of performance for the CSLFRF funds *unless the period of performance for the matching funds has an earlier end date*. For example, if a school division uses ESSER III funds to meet the local match, the period of performance for the ESSER III funds used for the local match will end on September 30, 2024, and all ESSER III reimbursements must be submitted by November 15, 2024.

3. Does the installation of filtration/air cleaning systems qualify under the CSLFRF or as a matching project?

The installation of filtration/air cleaning systems, including bipolar ionization units, is not on its own a qualifying project under the CSLFRF grant or as a matching project. However, the purchase and installation of these systems may qualify if included as part of a larger and more extensive HVAC replacement and improvement project.

4. Do routine HVAC maintenance, testing, filter replacement, and minor repair projects qualify under the CSLFRF or as a matching project?

No, these routine projects are not considered HVAC improvements and are not qualifying projects under CSLFRF.

5. Can CSLFRF funds be used to replace or upgrade HVAC systems in school division central offices or other facilities that are not schools?

No. The appropriation language specifies ventilation projects in local public schools. HVAC projects in school division central offices or other school division office facilities do not qualify under CSLFRF or the local match.

6. Can CSLFRF funds be used to pay for architectural/engineering/design services as part of a larger HVAC project that will be funded using other funds?

Yes. While CSLFRF funds can be used to pay for architectural/engineering/design services for an HVAC project that will be funded with CSLFRF funds, they cannot be used for these services alone. (Note: ESSER funds also cannot be used for standalone architectural/engineering/design services; however, they may be used for these services if the applicable project will also be funded under ESSER.)

1/5/2022	School Operating Budget- Revenue	
7-1-2021 ARPA Special Education VI-B; 7-1-2021 ARPA Special Education Pre-School; 9-7-2021 21st Century Community Learning Centers; 12-12-2021 ARPA Homeless II; 12-13-2021 ESSER III ARPA; 12-30-2021 School Security Grant	The Scott County School Board approved the amended Step plus 3% School Operating Budget on June 18, 2021.	
GL Account Number		General Assembly Budget
		3/9/2021
		ADM 3349.60
		SY '21-'22
		0.1899
	School Revenue	
61502	***Rent***	
061502-0001-000-000-000	Rent	\$ 5,000.00
	Total Department	\$ 5,000.00
61612	***Transportation of Students***	
061612-0005-000-000-000	Transportation of Pupils	\$ 35,000.00
	Total Department	\$ 35,000.00
61899	***Miscellaneous Revenue***	
061899-0005-000-000-000	Sale of Supplies	\$ 7,500.00
061899-0009-000-000-000	Sale of Other Equipment	\$ 7,500.00
061899-0010-000-000-000	Insurance Adjustments	\$ 12,000.00
061899-0012-000-000-000	Other Miscellaneous Funds	\$ 250,000.00
061899-0013-000-000-000	Sports Complex Donations	\$ -
061899-0014-000-000-000	VA Commission of the Arts	\$ 6,750.00
061899-0015-000-000-000	Scott County JAMS Fees	\$ 3,425.00
	Total Department	\$ 287,175.00
61901	***Grants***	
061901-0002-000-000-000	Carroll County Consortium Grant	\$ 5,500.00
061901-0006-000-000-000	Special Education Robots for Autism	\$ -
	Total Department	\$ 5,500.00
	Total ***Rent***	\$ 332,675.00

62402	***State Revenue***	
062402-0001-000-000-000	Sales Tax	\$ 3,626,809.00
062402-0002-000-000-000	Basic Aid/SOQ	\$ 15,076,921.00
062402-0003-000-000-000	GED Funding/ISAEP	\$ 8,386.00
062402-0004-000-000-000	Remedial Summer School	\$ -
062402-0005-000-000-000	Foster Care	\$ 12,486.00
062402-0007-000-000-000	Gifted-SOQ	\$ 141,103.00
062402-0008-000-000-000	Remedial Education SOQ	\$ 548,129.00
062402-0012-000-000-000	Special Education SOQ	\$ 2,377,036.00
062402-0014-000-000-000	Textbooks SOQ	\$ 291,621.00
062402-0017-000-000-000	Vocational Education SOQ	\$ 795,059.00
062402-0018-000-000-000	Vocational Education Adult	\$ 5,300.00
062402-0021-000-000-000	Instruction Social Security	\$ 966,010.00
062402-0022-000-000-000	VA Preschool Initiative	\$ 254,254.00
062402-0023-000-000-000	Instruction Retirement VRS	\$ 2,252,214.00
062402-0028-000-000-000	Early Reading Intervention	\$ 118,076.00
062402-0041-000-000-000	Group Life Instructional	\$ 67,838.00
062402-0046-000-000-000	Special Education/Homebound	\$ 34,152.00
062402-0052-000-000-000	Vocational Ed Equipment Stat	\$ 7,200.00
062402-0053-000-000-000	Voc Ed Occp Prep/Industry	\$ 59,498.00
062402-0059-000-000-000	Special Education Foster Child	\$ 3,121.00
062402-0065-000-000-000	At Risk SOQ Payments	\$ 579,923.00
062402-0072-000-000-000	Alternative Education	\$ 435,874.00
062402-0075-000-000-000	Primary Class K-3 Initiative	\$ 772,079.00
062402-0080-000-000-000	Supplemental Lottery Per Pupil Allocat	\$ -
062402-0085-000-000-000	Add Asst W/Ret Inflation/PS	\$ -
062402-0090-000-000-000	Textbook Lottery Funded	\$ -
062402-0091-000-000-000	Clinical Faculty & Mentor Teacher	\$ 4,277.00
062402-0095-000-000-000	Special Ed Jail Program	\$ 10,110.00
	Total Department	\$ 28,447,476.00
62403	***State Incentive Funds***	
062403-0051-000-000-000	At Risk	\$ 1,009,038.00
062403-0056-000-000-000	No Loss Funding	\$ 116,059.00
062403-0057-000-000-000	Community Provider Add-on Funds-Mixed Delivery	\$ 15,000.00
	High School Extension for Special Education Students	\$ -
	Learning Loss Instructional Supports	\$ -
062403-0100-000-000-000	COVID-19 Relief Payments	\$ -
	Early Childhood ED4	\$ -
	Games of Skill	\$ -
	General Fund Per Pupil Allocation Payment	\$ -
062403-0054-000-000-000	Infrastructure and Operations Per Pupil Fund	\$ 1,097,037.00
	School Construction Grants Program	\$ -
	Small School Division Enrollment Loss	\$ -
062403-0055-000-000-000	Special Education- Regional Tuition	\$ 274,985.00
	One-Time Bonus Payment	\$ -
	Bonus Payment	\$ -

062403-0050-000-000-000	Project Graduation	\$ 4,022.00
	Additional Instructional Positions	\$ -
062403-0004-000-000-000	Compensation Supplement	\$ -
062403-0005-000-000-000	ADL ASST W/RET Inflation PreSc	\$ -
062403-0009-000-000-000	ESL	\$ 4,650.00
062403-0049-000-000-000	Industry Certification Costs	\$ -
062403-0065-000-000-000	Workplace Readiness	\$ -
062403-0099-000-000-000	Nat'l Board Cert. Bonuses	\$ 2,500.00
	Total Department	\$ 2,523,291.00
62404	***Other State Funds***	
062404-0001-000-000-000	Vision IMP Salary ReIMB	\$ -
062404-0005-000-000-000	SOL Algebra Readiness	\$ 78,615.00
	Total Department	\$ 78,615.00
062500-0001-000-000-000	Medicaid Benefits From State	\$ 300,000.00
	Total Department	\$ 300,000.00
	Total ***State Revenue***	\$ 31,349,382.00
63302	***School Federal Revenue***	
063302-0002-000-000-000	Title I Basic Program	\$ 879,098.00
063302-0007-000-000-000	Title II Part A	\$ 115,285.00
063302-0008-000-000-000	Forrest Reserve Fund	\$ 44,128.00
063302-0019-000-000-000	Title VI-B	\$ 823,248.00
063302-0020-000-000-000	Preschool Handicapped	\$ 32,329.00
063302-0024-000-000-000	Perkins Grant- VOC ED	\$ 62,626.00
063302-0030-000-000-000	Title IV, Part A Student Support & Academic Enrichment	\$ 59,765.00
063302-0091-000-000-000	AP Test Fee	\$ 100.00
063302-0093-000-000-000	21st Cent Title IV Part D	\$ 583,766.00
063302-0098-000-000-000	CARES Act ESSERF	\$ -
063302-0099-000-000-000	CARES Act Set-Aside	\$ -
063302-0100-000-000-000	Federal Coronavirus Relief Fund	\$ -
063302-0101-000-000-000	CRRSA Fund	\$ 2,685,894.00
063302-0102-000-000-000	ARPA Fund	\$ 537,371.00
063302-0103-000-000-000	ARPA Special Ed. VI-B	\$ 172,789.00
063302-0104-000-000-000	ARPA Special Ed. Pre-School	\$ 12,634.00
063302-0105-000-000-000	American Rescue Plan Act (ARPA) ESSER III Homeless	\$ 15,048.00
	Total ***School Federal Revenue***	\$ 6,024,081.00
64104	***VPSA Grant***	
064104-0001-000-000-000	School Security Equipment Grant	\$ 58,082.00
064104-0005-000-000-000	VPSA Technology Grant	\$ 388,000.00
064104-0099-000-000-000	VPSA Renaissance	\$ 26,000.00

	Total ***VPSA***	\$ 472,082.00
67200	***Transfers In***	
067200-0001-000-000-000	Transfer from General Fund	\$ 6,273,108.00
067200-0002-000-000-000	Transfer from Health Insurance	\$ -
067200-0065-000-000-000	Transfer from Cafeteria Fund	\$ 100,000.00
	Total ***Transfers In***	\$ 6,373,108.00
93000	***Transfers Out***	
093000-0001-000-000-000	Transfer to School Health Insurance	\$ -
093000-0002-000-000-000	Transfer to Cafeteria Fund	\$ -
093000-0003-000-000-000	Transfer to General Fund	\$ -
	Total ***Transfers Out***	\$ -
	Final Total Revenue	\$ 44,551,328.00

1/5/2022	School Operating Budget- Expenditures	SALARIES/FRINGES
	The Scott County School Board approved the amended Step plus 3% School Operating Budget on June 18, 2021.	Budget Entry 6/18/21 and Grant Expenditures 1/5/21
7-1-2021 ARPA Special Education VI-B; 7-1-2021 ARPA Special Education Pre School; 9-7-2021 21st Century Community Learning Centers; 12-12-2021 ARPA Homeless II; 12-13-2021 ESSER III ARPA; 12-30-2021 School Security Grant		
GL Account Number	GL Account Description	2021-22
		Step Increase
		Plus 3%
61100	***Instruction***	
061100-1121-002-100-000	SALARIES ELEMENTARY TEACHERS	\$ 6,342,010.00
061100-1121-002-100-395	SALARIES ELEMENTARY TEACHERS ARPA	\$ 415,580.00
061100-1121-002-200-000	SALARIES ELEM SPECIAL EDUC TEA	\$ 879,430.00
061100-1121-002-200-496	SALARIES TEACHERS SP ED 6-B EL	\$ 855,310.00
061100-1121-002-200-596	SALARIES TEACHERS SP ED PRESCH	\$ 50,745.00
061100-1121-002-200-696	SALARIES TEACHERS 6-B ARPA	\$ 78,750.00
061100-1121-002-200-796	SALARIES TEACHERS ARP SPC ED PRE-K	\$ -
061100-1121-002-400-000	SALARIES GIFTED ELEMENTARY TEA	\$ 59,995.00
061100-1121-002-500-400	SALARIES TEACHERS TITLE I	\$ 669,045.00
061100-1122-002-100-000	ERIP ELEM TEACHERS	\$ 65,170.00
061100-1123-002-100-590	ELEM CLASS SIZE REDUCTION INIT	\$ 118,125.00
061100-1129-002-100-000	SALARY EARLY READING TEACHER	\$ 95,155.00
061100-1130-002-100-000	SALARIES READING SPECIALIST	\$ 212,350.00
061100-1132-002-100-392	CRF SALARIES	\$ -
061100-1132-002-100-122	21st DPS AFTERSCHOOL TEACHER STIPENDS	\$ 54,599.00
061100-1132-002-100-129	21st NES AFTERSCHOOL TEACHER STIPENDS	\$ 54,599.00
061100-1132-002-100-133	21st SES AFTERSCHOOL TEACHER STIPENDS	\$ 61,050.00
061100-1132-002-100-395	ARPA ELEMENTARY AFTER-SCHOOL TUTORING	\$ -
061100-1134-002-100-122	21st DPS AFTERSCHOOL ADMIN & CLERICAL	\$ 24,636.00
061100-1134-002-100-129	21st NES AFTERSCHOOL ADMIN & CLERICAL	\$ 24,636.00
061100-1134-002-100-133	21st SES AFTERSCHOOL ADMIN & CLERICAL	\$ 24,636.00
061100-1136-002-100-122	21st DPS SUMMER ADMIN & CLERICAL	\$ 7,017.00
061100-1136-002-100-129	21st NES SUMMER ADMIN & CLERICAL	\$ 7,017.00
061100-1136-002-100-133	21st SES SUMMER ADMIN & CLERICAL	\$ 7,017.00
061100-1137-002-100-000	SC JAMS PROGRAM COORDINATOR	\$ -
061100-1141-002-100-000	ELEMENTARY TEACHER AIDES	\$ 37,340.00

061100-1143-002-100-122	21st DPS AIDE AFTERSCHOOL & SUM	\$ 4,537.00
061100-1143-002-100-129	21st NES AIDE AFTERSCHOOL & SUM	\$ 4,537.00
061100-1143-002-100-133	21st SES AIDE AFTERSCHOOL & SUM	\$ 4,537.00
061100-1151-002-100-390	CARES ACT ELEM ELEMENTARY TEACHER AIDES	\$ -
061100-1151-002-100-393	CRRSA ELEMENTARY TEACHER AIDES	\$ 82,190.00
061100-1151-002-101-395	ARPA ELEMENTARY TEACHER AIDES	\$ 74,200.00
061100-1141-002-200-000	ELEM SPECIAL EDUC AIDES	\$ 494,815.00
061100-1620-002-200-391	SPECIAL ED CARES SET-ASIDE TUTORS	\$ -
061100-1142-002-200-000	SPEECH PART TIME	\$ -
061100-1521-002-100-000	SUBSTITUTE ELEM TEACHERS	\$ 80,000.00
061100-1523-002-100-000	SUB-TEACHER ELEM (LONG TERM)	\$ 60,000.00
061100-1607-002-100-000	SOL REMEDIATION	\$ 10,000.00
061100-1613-002-100-122	21st DPS SUMMER TEACHER STIPENDS	\$ 27,364.00
061100-1613-002-100-129	21st NES SUMMER TEACHER STIPENDS	\$ 27,364.00
061100-1613-002-100-133	21st SES SUMMER TEACHER STIPENDS	\$ 29,850.00
061100-1620-002-100-394	CRRSA ELEM SUMMER SCHOOL STIPEND	\$ 193,104.00
061100-1620-002-200-394	CRRSA ELEM SPEC. ED SUMMER SCHOOL STIPEND	\$ 29,720.00
061100-1650-002-100-000	ELEM NATIONAL TEACHER BONUS	\$ 2,500.00
	Personal Services Elementary	
	Sub Total	\$ 11,268,930.00
061100-2100-002-100-000	FICA ELEMENTARY	\$ 516,855.00
061100-2100-002-100-122	21st DPS FICA (ALL EMPLOYEES)	\$ 10,872.00
061100-2100-002-100-129	21st NES FICA (ALL EMPLOYEES)	\$ 10,872.00
061100-2100-002-100-133	21st SES FICA (ALL EMPLOYEES)	\$ 11,556.00
061100-2100-002-100-395	FICA ELEMENTARY ARPA	\$ 31,792.00
061100-2100-002-101-395	FICA ARPA ELEM. TEACHER AIDES	\$ 5,677.00
061100-2100-002-100-390	FICA CARES ACT ELEM. TEACHER AIDES	\$ -
061100-2100-002-100-393	FICA CRRSA ELEM. TEACHER AIDES	\$ 6,290.00
061100-2100-002-100-394	FICA CRRSA ELEM. SUMMER SCHOOL	\$ 14,774.00
061100-2100-002-100-590	FICA CLASS SIZE REDUCTION INIT	\$ 9,040.00
061100-2100-002-200-696	FICA 6-B ARPA	\$ 6,025.00
061100-2100-002-200-796	FICA SPEC-ED PRESCHOOL ARPA	\$ -
061100-2100-002-200-000	FICA SPECIAL ED ELEM	\$ 105,130.00
061100-2100-002-200-391	SPECIAL ED CARES SET-ASIDE FICA	\$ -
061100-2100-002-200-394	FICA CRRSA ELEM SPEC. ED SUMMER SCHOOL	\$ 2,350.00
061100-2100-002-200-496	FICA SP ED 6-B ELEM	\$ 65,435.00
061100-2100-002-200-596	FICA SP ED PRESCHOOL ELEM	\$ 3,885.00
061100-2100-002-400-000	FICA GIFTED ELEM	\$ 4,590.00
061100-2100-002-500-400	FICA TITLE I	\$ 51,185.00
061100-2105-002-100-000	SC JAMS PROGRAM COORDINATOR	\$ 90.00
061100-2117-002-100-000	FICA READING SPECIALIST	\$ 16,245.00
061100-2100-002-100-392	CRF FICA	\$ -
061100-2210-002-100-000	VRS RETIREMENT ELEM	\$ 895,870.00
061100-2210-002-100-590	VRS CLASS SIZE REDUCTION INITI	\$ -
061100-2210-002-200-000	VRS RETIREMENT SPECIAL ED ELEM	\$ 157,320.00
061100-2210-002-200-496	VRS RETIREMENT SP ED 6-B ELEM	\$ 93,200.00

061100-2210-002-200-596	VRS RETIREMENT SP ED PRESCHOOL	\$ 8,435.00
061100-2220-002-200-696	VRS 6-B ARPA	\$ 13,089.00
061100-2220-002-200-796	VRS SPEC-ED PRESCHOOL ARPA	\$ -
061100-2210-002-400-000	VRS RETIREMENT GIFTED ELEM	\$ 9,975.00
061100-2210-002-500-400	VRS RETIREMENT TITLE I ELEM	\$ 104,655.00
061100-2211-002-100-000	VRS READING SPECIALIST	\$ 35,295.00
061100-2210-002-100-392	CRF VRS	\$ -
061100-2210-002-101-395	VRS RET HYBRID PLAN ELEM AIDES ARPA	\$ -
061100-2220-002-100-395	VRS RET HYBRID PLAN ELEM ARPA	\$ 69,070.00
061100-2220-002-101-395	VRS RET HYBRID PLAN ELEM AIDES ARPA	\$ 12,333.00
061100-2220-002-100-000	VRS RET HYBRID PLAN ELEM	\$ 190,855.00
061100-2220-002-100-390	VRS HYBRID CARES ACT ELEM. TEACHES AIDES	\$ -
061100-2220-002-100-393	VRS HYBRID CRRSA ELEM. TEACHER AIDES	\$ 13,660.00
061100-2220-002-100-590	VRS HYBRID CLASS SIZE REDUCTIO	\$ 19,635.00
061100-2220-002-200-000	VRS RET HYBRID SPEC ED ELEM	\$ 71,080.00
061100-2220-002-200-496	VRS HYBRID SPEC ED 6-B ELEM	\$ 48,955.00
061100-2220-002-200-596	VRS HYBRID SP ED PRESCHOOL ELE	\$ -
061100-2220-002-400-000	VRS HYBRID GIFTED ELEM	\$ -
061100-2220-002-500-400	VRS HYBRID TITLE I ELEM	\$ 6,545.00
061100-2220-002-100-392	CRF VRS HYBRID	\$ -
061100-2300-002-100-000	HOSPITAL/MEDICAL PLAN ELEM	\$ 767,160.00
061100-2300-002-100-395	HOSPITAL/MEDICAL PLAN ELEM ARPA	\$ -
061100-2300-002-101-395	HOSPITAL/MEDICAL PLAN ELEM AIDES ARPA	\$ -
061100-2300-002-100-390	HMP CARES ACT ELEM. TEACHERS AIDES	\$ -
061100-2300-002-100-393	HMP CRRSA ELEM. TEACHER AIDES	\$ -
061100-2300-002-100-590	HMP CLASS SIZE REDUCTION INITI	\$ 13,680.00
061100-2300-002-200-000	HOSPITAL MEDICAL/PLAN SP ED EL	\$ 11,680.00
061100-2300-002-200-496	HOSPITAL/MEDICAL PLAN SP ED 6-B	\$ 70,800.00
061100-2300-002-200-596	HOSPITAL/MEDICAL PLAN PRE-SCHOOL	\$ 8,940.00
061100-2300-002-200-696	HOSPITAL/MEDICAL 6-B ARPA	\$ -
061100-2300-002-200-796	HOSPITAL/MEDICAL SPEC-ED PRESCH ARPA	\$ -
061100-2300-002-400-000	HOSPITAL MEDICAL/PLAN ELEM GIFTED	\$ 8,940.00
061100-2300-002-500-400	HOSPITAL/MEDICAL TITLE I ELEM	\$ 66,120.00
061100-2301-002-100-000	HMP READING SPECIALIST	\$ 14,700.00
061100-2300-002-100-392	CRF HMP	\$ -
061100-2400-002-100-000	VRS GROUP LIFE INS ELEM	\$ 87,620.00
061100-2400-002-100-395	VRS GROUP LIFE INS ELEM ARPA	\$ 5,569.00
061100-2400-002-101-395	VRS GROUP LIFE INS ELEM AIDES ARPA	\$ 995.00
061100-2400-002-100-390	VRS GLI CARES ACT ELEM. TEACHER AIDES	\$ -
061100-2400-002-100-393	VRS GLI CRRSA ELEM. TEACHER AIDES	\$ 1,105.00
061100-2400-002-100-590	VRS GROUP LIFE INS CSR	\$ 1,585.00
061100-2400-002-200-000	VRS GROUP LIFE INS SPEC ED	\$ 18,415.00
061100-2400-002-200-496	VRS GROUP LIFE INS VIB	\$ 11,465.00
061100-2400-002-200-596	VRS LIFE INS SP ED PRESCHOOL E	\$ 680.00
061100-2400-002-200-696	VRS LIFE INS 6-B ARPA	\$ 1,056.00
061100-2400-002-200-796	VRS LIFE INS SPEC-ED PRESCHOOL ARPA	\$ -
061100-2400-002-400-000	VRS LIFE INSURANCE ELEM GIFTED	\$ 805.00

061100-2400-002-500-400	VRS LIFE INS TITLE I ELEM	\$ 8,965.00
061100-2401-002-100-000	VRS GROUP LIFE READING SPECIAL	\$ 2,845.00
061100-2400-002-100-392	CRF VRS GROUP LIFE INS	\$ -
061100-2510-002-100-000	VLDP HYBRID PLAN ELEM	\$ 3,790.00
061100-2510-002-100-395	VLDP HYBRID PLAN ELEM ARPA	\$ 1,372.00
061100-2510-002-101-395	VLDP HYBRID PLAN ELEM AIDES ARPA	\$ 245.00
061100-2510-002-100-390	VDLP HYBRID CARES ACT EL. TEACHERS AIDES	\$ -
061100-2510-002-100-393	VDLP HYBRID CRRSA EL. TEACHERS AIDES	\$ 275.00
061100-2510-002-100-590	VLDP HYBRID CLASS SIZE REDUCTION	\$ 390.00
061100-2510-002-200-000	VLDP HYBRID PLAN SPEC ED ELEM	\$ 1,415.00
061100-2510-002-200-496	VLDP HYBRID SPEC ED 6-B ELEM	\$ 975.00
061100-2510-002-200-596	VLDP HYBRID SPEC ED PRESCHOOL	\$ -
061100-2510-002-200-696	VLDP HYBRID 6-B ARPA	\$ 260.00
061100-2510-002-200-796	VLDP HYBRID SPEC ED PRESCHOOL ARPA	\$ -
061100-2510-002-400-000	VLDP HYBRID GIFTED ELEM	\$ -
061100-2510-002-500-400	VLDP HYBRID TITLE I ELEM	\$ -
061100-2510-002-100-392	CRF VDLP HYBRID	\$ 130.00
061100-2600-002-100-000	UNEMPLOYMENT INSURANCE ELEM	\$ 1,160.00
061100-2600-002-100-395	UNEMPLOYMENT INSURANCE ELEM ARPA	\$ 880.00
061100-2600-002-101-395	UNEMPLOYMENT INSURANCE ELEM AIDES ARPA	\$ 32.00
061100-2600-002-100-390	UNEMPLOYMENT CARES ACT EL. TEACH. AIDES	\$ -
061100-2600-002-100-393	UNEMPLOYMENT CRRSA EL. TEACH. AIDES	\$ 35.00
061100-2600-002-100-590	UNEMPLOYMENT INSURANCE	\$ 25.00
061100-2600-002-200-000	UNEMPLOYMENT INSURANCE SP ED E	\$ 340.00
061100-2600-002-200-496	UNEMPLOYMENT INSURANCE 6-B	\$ 130.00
061100-2600-002-200-596	UNEMPLOYMENT INSURANCE SP-ED PK	\$ 10.00
061100-2600-002-200-696	UNEMPLOYMENT INSURANCE 6-B ARPA	\$ 72.00
061100-2600-002-200-796	UNEMPLOYMENT INS SPEC ED PRESCH ARPA	\$ -
061100-2600-002-400-000	UNEMPLOYMENT INSURANCE ELEM GI	\$ 10.00
061100-2600-002-500-400	UNEMPLOYMENT INS TITLE I ELEM	\$ 100.00
061100-2601-002-100-000	UNEMPLOYMENT READING SPECIALIS	\$ 35.00
061100-2600-002-100-392	CRF UNEMPLOYMENT	\$ -
061100-2720-002-100-000	WORKMENS COMPENSATION ELEM	\$ 17,000.00
061100-2720-002-100-395	WORKMENS COMPENSATION ELEM ARPA	\$ 1,081.00
061100-2720-002-101-395	WORKMENS COMPENSATION ELEM AIDES ARPA	\$ 193.00
061100-2720-002-100-390	WORKMENS COMP. CARES ACT E TEACHER AIDES	\$ 865.00
061100-2720-002-100-393	WORKMENS COMP. CRRSA EL. TEACHER AIDES	\$ 215.00
061100-2720-002-100-590	WORKMN COMP CLASS SIZE REDUCTI	\$ 370.00
061100-2720-002-200-000	WORKMENS COMPENSATION SP ED EL	\$ 3,575.00
061100-2720-002-200-496	WORKMENS COMPENSATION SP ED 6-B	\$ 2,225.00
061100-2720-002-200-596	WORKMENS COMPENSATION SP ED PR	\$ 135.00
061100-2720-002-200-696	WORKMENS COMPENSATION 6-B ARPA	\$ 205.00
061100-2720-002-200-796	WORKMENS COMP SPEC ED PRESCH ARPA	\$ -
061100-2720-002-400-000	WORKMENS COMPENSATION ELEM GIF	\$ 155.00
061100-2720-002-500-400	WORMENS COMPENSATION TITLE I E	\$ 1,740.00
061100-2721-002-100-000	WORKMENS COMP READING SPEC.	\$ -
061100-2720-002-100-392	CRF WORKMENS COMPENSATION	\$ -

061100-2750-002-100-000	VRS HEALTH INSURANCE CREDIT EL	\$ 79,120.00
061100-2750-002-100-395	VRS HEALTH INSURANCE CREDIT EL ARPA	\$ 5,029.00
061100-2750-002-101-395	VRS HEALTH INSURANCE CREDIT EL AIDES ARPA	\$ 898.00
061100-2750-002-100-390	VRS HEALTH INS. CREDIT CARES ACT EL. TEACHER AIDES	\$ -
061100-2750-002-100-393	VRS HEALTH INS. CREDIT CRRSA EL. TEACHER AIDES	\$ 995.00
061100-2750-002-100-590	VRS HEALTH INS CREDIT ELEM CLA	\$ 1,430.00
061100-2750-002-200-000	VRS HEALTH INSURANCE CREDIT EL SP-ED	\$ 16,630.00
061100-2750-002-200-496	VRS HEALTH INSURANCE CREDIT EL 6-B	\$ 10,350.00
061100-2750-002-200-596	VRS HEALTH INSURANCE CREDIT ELM SP-ED PK	\$ 615.00
061100-2750-002-200-696	VRS HEALTH INSURANCE CREDIT 6-B ARPA	\$ 953.00
061100-2750-002-200-796	VRS HEALTH INS SPEC ED PRESCH ARPA	\$ -
061100-2750-002-400-000	VRS HEALTH INS CREDIT GIFTED	\$ 725.00
061100-2750-002-500-400	VRS HEALTH INS CREDIT TITLE I	\$ 8,095.00
061100-2751-002-100-000	VRS HEALTH INS CR READING SP	\$ 2,570.00
061100-2750-002-100-392	CRF HEALTH INS CREDIT	\$ -
061100-2801-002-100-000	RETIREEES HMP	\$ 13,480.00
061100-2820-002-100-000	INSERVICE TUITION ASSISTANCE E	\$ 2,500.00
061100-2820-002-200-000	INSERVICE TUITION ASSIST SP ED	\$ 2,500.00
	Employee Benefits Elementary	
	Sub Total	\$ 3,911,090.00
061100-3001-002-200-496	PURCHASED SERVICES VI-B	\$ -
061100-3002-002-100-122	21st DPS REC FEES	\$ 2,520.00
061100-3002-002-100-129	21st NES REC FEES	\$ 2,520.00
061100-3002-002-100-133	21st SES REC FEES	\$ 3,080.00
061100-3006-002-100-122	21st DPS ADM ED PGMS	\$ 5,800.00
061100-3006-002-100-129	21st NES ADM ED PGMS	\$ 5,800.00
061100-3006-002-100-133	21st SES ADM ED PGMS	\$ 5,800.00
061100-3008-002-100-122	21st DPS TRAINING & PROF DEV	\$ 6,800.00
061100-3008-002-100-129	21st NES TRAINING & PROF DEV	\$ 6,800.00
061100-3008-002-100-133	21st SES TRAINING & PROF DEV	\$ 6,800.00
061100-3015-002-100-122	21st DPS ADV ACADEMY SUBS	\$ -
061100-3015-002-100-129	21st NES ADV ACADEMY SUBS	\$ -
061100-3015-002-100-133	21st SES ADV ACADEMY SUBS	\$ -
061100-3130-002-100-590	PROF DEVELOPMENT-TITLE IIA	\$ -
061100-3170-002-100-000	PURCHASED SERVICES ELEM	\$ 10,000.00
	Purchased Services	
	Sub Total	\$ 55,920.00
061100-4003-002-100-122	21st DPS TRAINING SUPPLIES (VOC SCHOOL)	\$ 1,000.00
061100-4003-002-100-129	21st NES TRAINING SUPPLIES (VOC SCHOOL)	\$ 1,000.00
061100-4003-002-100-133	21st SES TRAINING SUPPLIES (VOC SCHOOL)	\$ 1,000.00
061100-4009-002-100-122	21st DPS BUSES (FUEL)	\$ 9,420.00
061100-4009-002-100-129	21st NES BUSES (FUEL)	\$ 9,420.00
061100-4009-002-100-133	21st SES BUSES (FUEL)	\$ 9,420.00
	Internal Services	
	Sub Total	\$ 31,260.00

061100-5000-002-100-000	TRAVEL ST/NAT 21ST CENT DPS	\$ -
061100-5001-002-100-000	TRAVEL ST/NAT 21ST CENT SES	\$ -
061100-5005-002-100-000	TRAVEL ST/NAT 21ST CENT NES	\$ -
061100-5501-002-100-000	TRAVEL ELEM	\$ 1,500.00
061100-5501-002-200-000	TRAVEL SP ED ELEM	\$ 1,500.00
061100-5501-002-200-596	PRESCHOOL TRAVEL ELEM	\$ 1,500.00
061100-5501-002-400-000	TRAVEL GIFTED ELEM	\$ 1,500.00
	Other Services	
	Sub Total	\$ 6,000.00
061100-6001-002-100-122	21st DPS MATERIALS & SUPPLIES	\$ 10,120.00
061100-6001-002-100-129	21st NES MATERIALS & SUPPLIES	\$ 10,120.00
061100-6001-002-100-133	21st SES MATERIALS & SUPPLIES	\$ 7,420.00
061100-6000-002-200-391	SPECIAL ED CARES SET-ASIDE MAT. & SUPPLIES	\$ -
061100-6001-002-500-400	PARENTAL INVOLVEMENT SUPPLIES	
061100-6020-002-100-000	TEXTBOOKS	\$ 125,000.00
061100-6020-002-500-391	CARES SET-ASIDE MENTAL HEALTH CURRICULUM	\$ -
061100-6021-002-100-000	BOOKS/SUBSCRIPTIONS/TEXTBOOKS	\$ 8,500.00
061100-6031-002-100-000	ELEM INSTRUCTIONAL SUPPLIES	\$ 65,000.00
061100-6031-002-100-390	CARES ACT ELEM. INSTRUCTIONAL SUPPLIES	\$ -
061100-6031-002-100-395	ARPA ELEM. INSTRUCTIONAL SUPPLIES	\$ -
061100-6031-002-100-600	INSTRUCTIONAL SUPPLIES TITLE IV SSAE	\$ 5,800.00
061100-6031-002-200-000	INSTRUCTIONAL SUPPLIES SP ED	\$ 1,500.00
061100-6031-002-200-496	INSTRUCT SUPPLIES SP ED 6-B EL	\$ 6,000.00
061100-6031-002-200-596	INSTRUCT SUPPLIES SP ED PS	\$ 2,000.00
061100-6031-002-400-000	GIFTED INSTRUCT MATERIALS ELE	\$ 2,000.00
061100-6050-002-100-122	21st DPS TECH HARDWARE	\$ 3,450.00
061100-6050-002-100-129	21st NES TECH HARDWARE	\$ 3,450.00
061100-6050-002-100-133	21st SES TECH HARDWARE	\$ 3,450.00
061100-6050-002-100-600	TECHNOLOGY HARDWARE TITLE IV SSAE	\$ -
	Materials and Supplies	
	Sub Total	\$ 253,810.00
061100-8101-002-100-000	MACHINEY & EQUIPMENT ELEMENTAR	\$ 3,000.00
061100-8101-002-200-000	MACHINERY & EQUIPMENT SP ED EL	\$ 2,000.00
061100-8106-002-100-000	MACHINERY & EQUIPMENT COPIERS	\$ 70,000.00
	Capital Outlay	
	Sub Total	\$ 75,000.00
061100-1120-003-100-390	SALARIES ALT ED PILOT PROJECT	\$ 267,695.00
061100-1121-003-100-000	SALARIES SECONDARY TEACHERS	\$ 3,438,170.00
061100-1121-003-100-395	SALARIES SECONDARY TEACHERS ARPA	\$ 42,450.00
061100-1121-003-100-390	ALT. ED. PART TIME	\$ 4,500.00
061100-1121-003-200-000	SECONDARY SPECIAL EDUC TEACHER	\$ 927,060.00
061100-1121-003-300-000	SECONDARY VOCATIONAL TEACHERS	\$ 1,323,005.00
061100-1122-003-100-000	ERIP SEC TEACHERS	\$ 1,955.00

061100-1123-003-100-000	TEACHERS ALGEBRA READINESS	\$ 114,055.00
061100-1129-003-100-000	ESL - TITLE III	\$ 2,500.00
061100-1129-003-300-000	ESL (ROB GARDNER)	\$ -
061100-1521-003-100-000	SUBSTITUTE SECONDARY TEACHERS	\$ 85,000.00
061100-1523-003-100-000	SUB-TEACHER SEC (LONG TERM)	\$ 50,000.00
061100-1620-003-100-394	CRRSA SEC SUMMER SCHOOL STIPENDS	\$ 36,548.00
061100-1621-003-100-000	SUPPLEMENT SECONDARY TEACHERS	\$ 300,000.00
061100-1622-003-100-000	STUDENT DRIVING INSTRUCTOR	\$ 30,000.00
061100-1623-003-100-000	TUTORS SOL REMEDIAL	\$ 5,000.00
	Personal Services Secondary	
	Sub Total	\$ 6,627,938.00
061100-2100-003-100-000	FICA SECONDARY	\$ 310,965.00
061100-2100-003-100-390	FICA ALT ED PILOT PROJECT	\$ 20,785.00
061100-2100-003-100-394	FICA CRRSA SEC SUMMER SCHOOL	\$ 2,796.00
061100-2100-003-100-395	FICA SECONDARY ARPA	\$ -
061100-2100-003-200-000	FICA SECONDARY SP ED	\$ 70,920.00
061100-2100-003-300-000	FICA CAREER & TECHNICAL	\$ 101,220.00
061100-2210-003-100-000	VRS RETIREMENT SECONDARY	\$ 423,195.00
061100-2210-003-100-390	VRS ALT ED PILOT PROJECT SECON	\$ 44,490.00
061100-2210-003-200-000	VRS RETIREMENT SP EDUC SECONDA	\$ 112,145.00
061100-2210-003-300-000	VRS CAREER & TECHNICAL	\$ 147,015.00
061100-2220-003-100-000	VRS RET HYBRID SECONDARY	\$ 173,865.00
061100-2220-003-100-390	VRS HYBRID ALT ED PILOT SECOND	\$ -
061100-2220-003-100-395	VRS RET HYBRID SECONDARY ARPA	\$ 7,055.00
061100-2220-003-200-000	VRS HYBRID SP EDUC SECONDARY	\$ 41,935.00
061100-2220-003-300-000	VRS HYBRID CAREER & TECH	\$ 72,875.00
061100-2300-003-100-000	HOSPITAL MEDICAL/PLAN SECONDA	\$ 347,700.00
061100-2300-003-100-390	HEALTH INS ALT ED PILOT PROJE	\$ 23,040.00
061100-2300-003-100-395	HOSPITAL MEDICAL/PLAN SECONDA ARPA	\$ -
061100-2300-003-200-000	HOSPITAL MEDICAL/PLAN SP ED SE	\$ 72,960.00
061100-2300-003-300-000	HOSPITAL MEDICAL/PLAN CAREER &	\$ 81,300.00
061100-2400-003-100-000	VRS LIFE INSURANCE SECONDARY	\$ 48,140.00
061100-2400-003-100-390	VRS LIFE INS ALT ED PILOT PROJ	\$ 3,590.00
061100-2400-003-100-395	VRS LIFE INSURANCE SECONDARY ARPA	\$ 570.00
061100-2400-003-200-000	VRS LIFE INSURANCE SP ED SECON	\$ 12,425.00
061100-2400-003-300-000	VRS LIFE INSURANCE VOCATIONAL	\$ 17,730.00
061100-2510-003-100-000	VLDP HYBRID SECONDARY	\$ 3,455.00
061100-2510-003-100-395	VLDP HYBRID SECONDARY ARPA	\$ 140.00
061100-2510-003-100-390	VLDP HYBRID ALT ED PILOT SECON	\$ -
061100-2510-003-200-000	VLDP HYBRID SP EDUC SECONDARY	\$ 835.00
061100-2510-003-300-000	VLDP HYBRID CAREER & TECH	\$ 1,450.00
061100-2600-003-100-000	UNEMPLOYMENT INSURANCE SECONDA	\$ 585.00
061100-2600-003-100-395	UNEMPLOYMENT INSURANCE SECONDA ARPA	\$ 10.00
061100-2600-003-100-390	UNEMPLOYMENT INS ALT ED PILOT	\$ 40.00
061100-2600-003-200-000	UNEMPLOYMENT INS SP ED SECOND	\$ 140.00
061100-2600-003-300-000	UNEMPLOYMENT INS CAREER & TEC	\$ 195.00

061100-2720-003-100-000	WORKMENS COMPENSATION SECONDAR	\$ 9,345.00
061100-2720-003-100-395	WORKMENS COMPENSATION SECONDAR ARPA	\$ 110.00
061100-2720-003-100-390	WORKMENS COMP ALT ED PILOT PRO	\$ 700.00
061100-2720-003-200-000	WORKMENS COMPENSATION SP ED SE	\$ 2,410.00
061100-2720-003-300-000	WORKMENS COMP CAREER & TECHNIC	\$ 3,440.00
061100-2750-003-100-000	VRS HEALTH INS CREDIT SECONDAR	\$ 43,470.00
061100-2750-003-100-395	VRS HEALTH INS CREDIT SECONDAR ARPA	\$ 515.00
061100-2750-003-100-390	VRS HEALTH INSURANCE CREDIT AL	\$ 3,170.00
061100-2750-003-200-000	VRS HEALTH INS CREDIT SPEC ED	\$ 3,240.00
061100-2750-003-300-000	VRS HEALTH INS CREDIT CAREER &	\$ 16,010.00
061100-2820-003-100-000	INSERVICE TUITION ASSIST SECON	\$ 2,000.00
061100-2820-003-200-000	INSERVICE TUITION ASSIST SP ED	\$ 2,000.00
	Employee Benefits Secondary	
	Sub Total	\$ 2,229,976.00
061100-3170-003-100-000	PURCHASED SERVICES SECONDARY	\$ 55,000.00
061100-3171-003-100-000	PURCH SRV/DUAL ENROLLMENT	\$ -
061100-3172-003-300-681	DUAL ENROLLMENT CARL PERKINS	\$ 15,000.00
061100-3180-003-100-000	ISAEP/GED TESTING	\$ 8,386.00
061100-3310-003-300-000	PURCHASED SERVICES CAREER TECH	\$ 1,500.00
061100-3801-003-200-000	PURCHASED SERVICES SP ED SECON	\$ 1,500.00
	Purchased Services Secondary	
	Sub Total	\$ 81,386.00
061100-5501-003-100-000	TRAVEL SECONDARY	\$ 2,000.00
061100-5501-003-200-000	TRAVEL SP ED SECONDARY	\$ 1,500.00
061100-5501-003-300-000	TRAVEL CARRER & TECHNICAL	\$ 1,500.00
061100-5503-003-300-681	STUDENT ORGANIZATIONS(CARL PER	\$ 10,000.00
	Other Charges	
	Sub Total	\$ 15,000.00
061100-6000-003-100-390	SUPPLIES ALT ED PILOT PROJECT	\$ 25,000.00
061100-6020-003-100-000	TEXTBOOKS	\$ 120,000.00
061100-6020-003-500-391	CARES SET-ASIDE MENTAL HEALTH CURRIUCUL	\$ -
061100-6021-003-100-000	BOOKS\SUBSCRIPTIONS\TEXTBOOKS	\$ 35,000.00
061100-6031-003-100-000	INSTRUCTIONAL SUPPLIES SEC	\$ 65,000.00
061100-6031-003-100-392	CRF INSTRUCTIONAL SUPPLIES SECONDARY	\$ -
061100-6031-003-100-393	CRRSA INSTRUCTIONAL SUPPLIES SECONDARY	\$ -
061100-6031-003-100-395	ARPA INSTRUCTIONAL SUPPLIES SECONDARY	\$ -
061100-6031-003-100-600	INSTRUCTIONAL SUPPLIES TITLE IV SSAE	\$ 55,000.00
061100-6031-003-200-000	INSTRUCT SUPPLIES SP ED SEC	\$ 2,000.00
061100-6031-003-300-000	INSTRUCT MATERIALS CAR&TECH	\$ 75,000.00
061100-6050-003-100-600	TECHNOLOGY HARDWARE TITLE IV SSAE	\$ 5,500.00
	Materials and Supplies	
	Sub Total	\$ 382,500.00
061100-7000-003-100-390	JOINT OPERATIONS LEE CO	\$ 275,000.00

	Payment To Joint Operations	
	Sub Total	\$ 275,000.00
061100-8101-003-300-000	MACHINERY & EQUIP CARRER & TEC	\$ 2,500.00
061100-8102-003-200-000	FURNITURE & FIXTURES SP ED SEC	\$ 1,500.00
061100-8102-003-300-000	FURNITURE & FIXTURES CAREER &	\$ 1,500.00
061100-8105-003-300-681	MACHINERY & EQUIPT (CARL PERKI	\$ 17,500.00
061100-8106-003-100-000	MACHINERY & EQUIPMENT COPIERS	\$ 60,000.00
	Capital Outlay	
	Sub Total	\$ 83,000.00
061100-1110-009-800-000	SALARIES VPI PRINCIPALS	\$ 24,525.00
061100-1120-009-800-000	SALARIES VPI TEACHERS	\$ 298,650.00
061100-1151-009-800-000	SALARIES VPI TEACHING ASST.	\$ 124,675.00
061100-1321-009-600-000	REMEDIAL PROGRAM SUMMER TEACHE	\$ 27,000.00
	Personal Services VPI	
	Sub Total	\$ 474,850.00
061100-2100-009-600-000	REMEDIAL PROGRAM SUMMER-FICA	\$ 2,065.00
061100-2100-009-800-000	FICA VPI	\$ 34,260.00
061100-2210-009-800-000	VRS VPI	\$ 47,305.00
061100-2220-009-800-000	VRS RET HYBRID VPI	\$ 27,130.00
061100-2300-009-800-000	HMP VPI	\$ 46,680.00
061100-2400-009-800-000	GLI VPI	\$ 6,005.00
061100-2510-009-800-000	VLDP HYBRID VPI	\$ 540.00
061100-2600-009-800-000	UNEMP. VPI	\$ 140.00
061100-2720-009-800-000	WORKERS COMP. VPI	\$ 1,165.00
061100-2750-009-800-000	HEALTH CR. VPI	\$ 5,420.00
	Employee Benefits	
	Sub Total	\$ 170,710.00
061100-6000-009-800-000	SUPPLIES VPI	\$ 5,000.00
061100-6033-009-600-000	REMEDIAL MATERIALS	\$ 140,000.00
	Materials and Supplies	
	Sub Total	\$ 145,000.00
	Total Instruction	\$ 26,087,370.00
61210	***Guidance Services***	
061210-1123-002-000-000	ELEM GUIDANCE COUNSELORS	\$ 323,295.00
	Personal Services Elem Guidance	
	Sub Total	\$ 323,295.00
061210-2100-002-000-000	FICA GUIDANCE ELEM	\$ 24,735.00
061210-2210-002-000-000	VRS RETIREMENT GUIDANCE ELEM	\$ 46,810.00
061210-2220-002-000-000	VRS HYBRID GUIDANCE ELEM	\$ 6,925.00

061210-2300-002-000-000	HOSPITAL/MEDICAL GUIDANCE ELEM	\$ 26,220.00
061210-2400-002-000-000	VRS LIFE INS GUIDANCE ELEM	\$ 4,335.00
061210-2510-002-000-000	VLDP HYBRID GUIDANCE ELEM	\$ 140.00
061210-2600-002-000-000	UNEMPLOYMENT INS GUIDANCE ELE	\$ 50.00
061210-2720-002-000-000	WORKMENS COMP GUIDANCE ELEM	\$ 840.00
061210-2750-002-000-000	VRS HEALTH INS CREDIT ELEM	\$ 3,915.00
	Employee Benefits Elem Guid	
	Sub Total	\$ 113,970.00
061210-5501-002-000-000	TVL/PROF DEV GUIDANCE ELEM	\$ 1,500.00
	Other Charges	
	Sub Total	\$ 1,500.00
061210-1123-003-000-000	SECONDARY GUIDANCE COUNSELORS	\$ 303,280.00
061210-1150-003-000-000	GUIDANCE SECRETARYS SECONDARY	\$ 82,060.00
	Personal Benefits Sec Guid	
	Sub Total	\$ 385,340.00
061210-2100-003-000-000	FICA GUIDANCE SEC	\$ 29,480.00
061210-2210-003-000-000	VRS RETIREMENT GUIDANCE SECOND	\$ 59,950.00
061210-2220-003-000-000	VRS HYBRID GUIDANCE SECONDARY	\$ 4,100.00
061210-2300-003-000-000	HOSPITAL/MEDICAL GUIDANCE SECO	\$ 31,740.00
061210-2400-003-000-000	VRS LIFE INS GUIDANCE SECONDAR	\$ 5,165.00
061210-2510-003-000-000	VLDP HYBRID GUIDANCE SECONDARY	\$ 85.00
061210-2600-003-000-000	UNEMPLOYMENT INS GUIDANCE SECO	\$ 70.00
061210-2720-003-000-000	WORKMENS COMP GUIDANCE SECONDA	\$ 1,005.00
061210-2750-003-000-000	VRS HEALTH INS CREDIT SECONDAR	\$ 4,665.00
	Employee Benefits Sec Guid	
	Sub Total	\$ 136,260.00
061210-5501-003-000-000	TVL/PROF DEV GUIDANCE SEC	\$ 750.00
	Other Charges	
	Sub Total	\$ 750.00
	Total Guidance	\$ 961,115.00
661220	***Social Worker Services***	
061220-1130-002-000-000	SOCIAL WORKER ELEMENTARY	\$ 27,785.00
	Personal Services	
	Sub Total	\$ 27,785.00
061220-2100-002-000-000	FICA ELEM	\$ 2,125.00
061220-2210-002-000-000	VRS RETIREMENT ELEM	\$ 4,615.00
061220-2220-002-000-000	VRS HYBRID SOCIAL WORKER ELEM	\$ -
061220-2300-002-000-000	HOSPITAL/MEDICAL ELEM	\$ -
061220-2400-002-000-000	VRS LIFE INSURANCE ELEM	\$ 370.00

061220-2510-002-000-000	VLDP HYBRID SOCIAL WORKER ELEM	\$ -
061220-2600-002-000-000	UNEMPLOYMENT INS SOCIAL WORKER	\$ 5.00
061220-2720-002-000-000	WORKMENS COMPENSATION ELEM	\$ 70.00
061220-2750-002-000-000	VRS HEALTH INSURANCE CREDIT EL	\$ 340.00
061220-6000-002-000-000	SOCIAL WORKER SUPPLIES ELEM	\$ 1,000.00
	Employee Benefits Elem	
	Sub Total	\$ 8,525.00
061220-1130-003-000-000	SOCIAL WORKER SECONDARY	\$ 27,780.00
	Personal Services	
	Sub Total	\$ 27,780.00
061220-2100-003-000-000	FICA SECONDARY	\$ 2,125.00
061220-2210-003-000-000	VRS RETIREMENT SECONDARY	\$ 4,620.00
061220-2220-003-000-000	VRS HYBRID SOCIAL WORK SECONDA	\$ -
061220-2300-003-000-000	HOSPITAL/MEDICAL SEC	\$ -
061220-2400-003-000-000	VRS LIFE INSURANCE SECONDARY	\$ 375.00
061220-2510-003-000-000	VLDP HYBRID SOCIAL WORK SECOND	\$ -
061220-2600-003-000-000	UNEMPLOYMENT INSURANCE SECONDA	\$ 5.00
061220-2720-003-000-000	WORKMENS COMPENSATION SECONDAR	\$ 75.00
061220-2750-003-000-000	VRS HEALTH INS CREDIT SECONDAR	\$ 340.00
061220-6000-003-000-000	SOCIAL WORKER SUPPLIES SECONDARY	\$ 1,000.00
	Employee Benefits Sec	
	Sub Total	\$ 8,540.00
	Total Social Worker Services	\$ 72,630.00
61230	***Homebound Instruction***	
061230-1121-002-000-000	ELEMENTARY HOMEBOUND TEACHER	\$ -
061230-1122-002-000-000	ELEM HOMEBOUND TEACHERS P T	\$ -
	Personal Services Elem Homebound	
	Sub Total	\$ -
061230-2100-002-000-000	FICA ELEM HOMEBOUND	\$ -
061230-2210-002-000-000	ELEMENTARY VRS HOMEBOUND TEACH	\$ -
061230-2300-002-000-000	ELEMENTARY HMP HOMEBOUND TEACH	\$ -
061230-2400-002-000-000	VRS GROUP LIFE INS-HOMEBOUND E	\$ -
061230-2750-002-000-000	VRS HEALTH INS CREDIT ELEM	\$ -
	Employee Benefits Elem Homebound	
	Sub Total	\$ -
061230-1121-003-000-000	SECONDARY HOMEBOUND TEACHERS	\$ 61,800.00
061230-1122-003-000-000	SEC HOMEBOUND TEACHERS P T	\$ 5,000.00
	Personal Services Sec Homebound	
	Sub Total	\$ 66,800.00

061230-2100-003-000-000	FICA SECONDARY HOMEBOUND	\$ 5,110.00
061230-2210-003-000-000	SEC HOME BOUND VRS-RETIREMENT	\$ 10,275.00
061230-2220-003-000-000	VRS HYBRID SEC HOMEBOUND	\$ -
061230-2300-003-000-000	SEC HOMEBOUND-HMP	\$ 5,520.00
061230-2400-003-000-000	SEC HOMEBOUND-VRS LIFE INS	\$ 830.00
061230-2510-003-000-000	VLDP HYBRID SEC HOMEBOUND	\$ -
061230-2600-003-000-000	UNEMPLOYMENT INSURANCE SECONDA	\$ 10.00
061230-2720-003-000-000	WORKMENS COMPENSATION SECONDA	\$ 160.00
061230-2750-003-000-000	VRS HEALTH INSURANCE CREDIT SE	\$ 750.00
	Employee Benefits Sec Homebound	
	Sub Total	\$ 22,655.00
	Total Homebound Services	\$ 89,455.00
61310	***Improvement of Instruction***	
061310-1124-002-200-000	ELEM SPECIAL ED SUPERVISOR	\$ 86,745.00
061310-1125-002-000-000	ELEMENTARY SUPERVISOR	\$ 173,490.00
061310-1150-002-000-000	CLERICAL	\$ 33,465.00
061310-1150-002-200-000	CLERICAL SP ED	\$ 37,300.00
	Personal Services Elem Sup	
	Sub Total	\$ 331,000.00
061310-2100-002-000-000	FICA ELEM	\$ 15,835.00
061310-2100-002-200-000	FICA SP ED ELEM	\$ 9,490.00
061310-2210-002-000-000	VRS RETIREMENT ELEM	\$ 28,835.00
061310-2210-002-200-000	VRS RETIREMENT SPEC ED ELEM	\$ 20,620.00
061310-2220-002-000-000	VRS HYBRID ELEM SUPERVISOR	\$ -
061310-2220-002-200-000	VRS HYBRID SPEC ED ELEM	\$ -
061310-2300-002-000-000	HOSPITAL/MEDICAL ELEM SUPERVIS	\$ 13,680.00
061310-2300-002-200-000	HMP SPECIAL ED CLERICAL	\$ 480.00
061310-2400-002-000-000	VRS LIFE INSURANCE ELEM	\$ 2,775.00
061310-2400-002-200-000	VRS LIFE INSURANCE SP ED ELEM	\$ 1,665.00
061310-2510-002-000-000	VLDP HYBRID ELEM SP ED SUPERVI	\$ 110.00
061310-2510-002-200-000	VLDP HYBRID ELEM SPEC ED	\$ -
061310-2600-002-000-000	UNEMPLOYMENT INSURANCE	\$ 30.00
061310-2600-002-200-000	UNEMPLOYMENT INSURANCE	\$ 20.00
061310-2720-002-000-000	WORKMENS COMPENSATION ELEM	\$ 540.00
061310-2720-002-200-000	WORKMENS COMPENSATION SP ED EL	\$ 325.00
061310-2750-002-000-000	VRS HEALTH INSURANCE CREDIT	\$ 2,505.00
061310-2750-002-200-000	VRS HIC SP ED ELEM	\$ 1,500.00
	Employee Benefits Elem Sup	
	Sub Total	\$ 98,410.00
061310-5501-002-000-000	TRAVEL ELEM	\$ 3,500.00
061310-5501-002-200-000	TRAVEL SP ED ELEM	\$ 1,000.00
	Other Charges	

	Sub Total	\$ 4,500.00
061310-1124-003-000-000	SECONDARY SUPERVISOR	\$ 102,890.00
061310-1150-003-000-000	CLERICAL	\$ 42,900.00
	Personal Services Sec Sup	
	Sub Total	\$ 145,790.00
061310-2100-003-000-000	FICA SECONDARY SUPERVISOR	\$ 11,155.00
061310-2210-003-000-000	VRS RETIREMENT	\$ 24,230.00
061310-2220-003-000-000	VRS HYBRID SECONDARY SUPERVISOR	\$ -
061310-2300-003-000-000	HMP/SECONDARY SUPERVISOR	\$ 8,940.00
061310-2400-003-000-000	VRS LIFE INSURANCE	\$ 1,955.00
061310-2510-003-000-000	VLDP HYBRID SECONDARY SUPERVIS	\$ -
061310-2600-003-000-000	UNEMPLOYMENT INSURANCE	\$ 20.00
061310-2720-003-000-000	WORKMENS COMPENSATION	\$ 380.00
061310-2750-003-000-000	VRS HEALTH INSURANCE CREDIT SE	\$ 1,765.00
	Employee Benefits Sec Sup	
	Sub Total	\$ 48,445.00
061310-1124-003-000-395	SECONDARY SUPERVISOR ARPA	\$ 86,745.00
	Personal Services Sec Sup	
	Sub Total	\$ 86,745.00
061310-2100-003-000-395	FICA SECONDARY SUPERVISOR ARPA	\$ 6,640.00
061310-2210-003-000-395	VRS RETIREMENT ARPA	\$ 14,420.00
061310-2220-003-000-395	VRS HYBRID SECONDARY SUPERVISOR ARPA	\$ -
061310-2300-003-000-395	HMP/SECONDARY SUPERVISOR ARPA	\$ 8,940.00
061310-2400-003-000-395	VRS LIFE INSURANCE ARPA	\$ 1,165.00
061310-2510-003-000-395	VLDP HYBRID SECONDARY SUPERVIS ARPA	\$ -
061310-2600-003-000-395	UNEMPLOYMENT INSURANCE ARPA	\$ 10.00
061310-2720-003-000-395	WORKMENS COMPENSATION ARPA	\$ 225.00
061310-2750-003-000-395	VRS HEALTH INSURANCE CREDIT SE ARPA	\$ 1,050.00
	Employee Benefits Sec Sup	
	Sub Total	\$ 32,450.00
061310-5501-003-000-000	SEC SUPERVISOR TRAVEL	\$ 4,000.00
	Other Charges	
	Sub Total	\$ 4,000.00
	Total Improvement of Instruction	\$ 751,340.00
61320	***Media Services***	
061320-1122-002-000-000	ELEMENTARY SCHOOL LIBRARIANS	\$ 312,300.00
	Personal Services Elem Librarians	
	Sub Total	\$ 312,300.00

061320-2100-002-000-000	FICA ELEMENTARY	\$ 23,890.00
061320-2210-002-000-000	VRS RETIREMENT ELEM	\$ 38,175.00
061320-2220-002-000-000	VRS HYBRID ELEM LIBRARIANS	\$ 13,375.00
061320-2300-002-000-000	HOSPITAL/MEDICAL ELEM	\$ 18,160.00
061320-2400-002-000-000	VRS LIFE INSURANCE ELEM	\$ 4,185.00
061320-2510-002-000-000	VLDP HYBRID ELEM LIBRARIANS	\$ 275.00
061320-2600-002-000-000	UNEMPLOYMENT INSURANCE ELEM	\$ 55.00
061320-2720-002-000-000	WORKMENS COMPENSATION ELEM	\$ 3,780.00
061320-2750-002-000-000	VRS HEALTH INSURANCE CREDIT EL	\$ 3,030.00
	Employee Benefits Elem Lib	
	Sub Total	\$ 104,925.00
061320-1122-003-000-000	SECONDARY LIBRARIANS	\$ 212,015.00
	Personal Services Sec Librarians	
	Sub Total	\$ 212,015.00
061320-2100-003-000-000	FICA SECONDARY	\$ 16,220.00
061320-2210-003-000-000	VRS RETIREMENT SECONDARY	\$ 35,240.00
061320-2220-003-000-000	VRS HYBRID SECONDARY LIBRARIAN	\$ -
061320-2300-003-000-000	HOSPITAL/MEDICAL SECONDARY	\$ 6,000.00
061320-2400-003-000-000	VRS LIFE INSURANCE SECONDARY	\$ 2,845.00
061320-2510-003-000-000	VLDP HYBRID SECONDARY LIBRARIAN	\$ -
061320-2600-003-000-000	UNEMPLOYMENT INSURANCE SECONDARY	\$ 35.00
061320-2720-003-000-000	WORKMENS COMPENSATION SECONDARY	\$ 555.00
061320-2750-003-000-000	VRS HEALTH INSURANCE CREDIT SE	\$ 2,565.00
	Employee Benefits Sec Librarians	
	Sub Total	\$ 63,460.00
	Total Media Services	\$ 692,700.00
61410	***Office of Principal***	
061410-1126-002-000-000	ELEMENTARY PRINCIPALS	\$ 609,225.00
061410-1150-002-000-000	ELEMENTARY SECRETARIES	\$ 266,480.00
	Personal Services Elem Principals	
	Sub Total	\$ 875,705.00
061410-2100-002-000-000	FICA ELEMENTARY	\$ 66,995.00
061410-2210-002-000-000	VRS RETIREMENT ELEM	\$ 125,110.00
061410-2220-002-000-000	VRS HYBRID ELEM PRINCIPALS	\$ 20,435.00
061410-2300-002-000-000	HOSPITAL/MEDICAL ELEM	\$ 64,440.00
061410-2400-002-000-000	VRS-GROUP LIFE INS-ELEM	\$ 11,735.00
061410-2510-002-000-000	VLDP HYBRID ELEM PRINCIPALS	\$ 405.00
061410-2600-002-000-000	UNEMPLOYMENT INSURANCE ELEM	\$ 120.00
061410-2720-002-000-000	WORKMENS COMPENSATION ELEM	\$ 2,280.00
061410-2750-002-000-000	VRS HEALTH INSURANCE CREDIT EL	\$ 10,600.00
	Employee Benefits Elem Principals	

	Sub Total	\$ 302,120.00
061410-5501-002-000-000	TRAVEL ELEM	\$ 2,500.00
	Other Charges	
	Sub Total	\$ 2,500.00
061410-1126-003-000-000	SECONDARY PRINCIPALS	\$ 329,160.00
061410-1126-003-300-000	PRINCIPALS/CAREER & TECHNICAL	\$ 86,745.00
061410-1128-003-000-000	ASSISTANT PRINCIPAL SALARY	\$ 225,510.00
061410-1150-003-000-000	SECONDARY SECRETARIES	\$ 241,655.00
061410-1150-003-300-000	CAREER & TECHNICAL SECRETARIES	\$ 57,410.00
	Personal Services Sec Principals	
	Sub Total	\$ 940,480.00
061410-2100-003-000-000	FICA SECONDARY	\$ 60,920.00
061410-2100-003-300-000	FICA CAREER & TECHNICAL	\$ 11,030.00
061410-2210-003-000-000	VRS RETIREMENT SECONDARY	\$ 125,840.00
061410-2210-003-300-000	VRS RETIREMENT CAREER & TECHNI	\$ 23,960.00
061410-2220-003-000-000	VRS HYBRID SECONDARY PRINCIPAL	\$ 6,315.00
061410-2220-003-300-000	VRS HYBRID CAREER & TECH PRINC	\$ -
061410-2300-003-000-000	HOSPITAL/MEDICAL SECONDARY	\$ 92,700.00
061410-2300-003-300-000	HOSPITAL/MEDICAL CAREER & TECH	\$ 9,180.00
061410-2400-003-000-000	VRS LIFE INSURANCE SECONDARY	\$ 10,670.00
061410-2400-003-300-000	VRS LIFE INSURANCE VOCATIONAL	\$ 1,930.00
061410-2510-003-000-000	VLDP HYBRID SECONDARY PRINCIPA	\$ 130.00
061410-2510-003-300-000	VLDP HYBRID CAREER & TECH PRIN	\$ -
061410-2600-003-000-000	UNEMPLOYMENT INS	\$ 130.00
061410-2600-003-300-000	UNEMPLOYMENT INSURANCE-CAREER/	\$ 30.00
061410-2720-003-000-000	WORKMENS COMPENSATION SECONDA	\$ 2,070.00
061410-2720-003-300-000	WORKMENS COMPENSATION VOCATION	\$ 375.00
061410-2750-003-000-000	VRS HEALTH INSURANCE CREDIT SE	\$ 9,635.00
061410-2750-003-300-000	VRS HEALTH INSURANCE CR CAREER	\$ 1,745.00
	Employee Benefits Sec Principals	
	Sub Total	\$ 356,660.00
061410-5501-003-000-000	TRAVEL SECONDARY	\$ 2,500.00
061410-5501-003-300-000	TRAVEL CAREER & TECHNICAL	\$ 1,500.00
	Other Charges	
	Sub Total	\$ 4,000.00
	Total Office of Principal	\$ 2,481,465.00
62110	***Board Services***	
062110-1111-009-000-000	BOARD MEMBERS	\$ 14,400.00
062110-1150-009-000-000	CLERK OF BOARD	
	Personal Services	

	Sub Total	\$ 14,400.00
062110-2100-009-000-000	FICA	\$ 1,105.00
062110-2210-009-000-000	VRS RETIREMENT	\$ -
062110-2220-009-000-000	VRS HYBRID BOARD SERVICES	\$ -
062110-2300-009-000-000	HOSPITAL/MEDICAL PLAN	\$ -
062110-2400-009-000-000	VRS LIFE INSURANCE	\$ -
062110-2510-009-000-000	VLDP HYBRID BOARD SERVICES	\$ -
062110-2600-009-000-000	UNEMPLOYMENT INSURANCE	\$ -
062110-2720-009-000-000	WORKMENS COMPENSATION	\$ -
062110-2750-009-000-000	VRS HEALTH INSURANCE CREDIT	\$ -
	Employee Benefits Board Services	
	Sub Total	\$ 1,105.00
062110-5501-009-000-000	TRAVEL	\$ 10,000.00
	Other Charges	
	Sub Total	\$ 10,000.00
062110-6001-009-000-000	OFFICE SUPPLIES	\$ 3,500.00
	Materials and Supplies	
	Sub Total	\$ 3,500.00
	Total Board Services	\$ 29,005.00
62120	Executive Administration	
062120-1112-009-000-000	SUPERINTENDENT OF SCHOOLS	\$ 120,000.00
062120-1150-009-000-000	CLERK & SECRETARY	
	Personal Services	
	Sub Total	\$ 120,000.00
062120-2100-009-000-000	FICA	\$ 9,180.00
062120-2210-009-000-000	VRS RETIREMENT	\$ 19,945.00
062120-2220-009-000-000	VRS HYBRID SUPERINTENDENT	\$ -
062120-2300-009-000-000	HOSPITAL MEDICAL/PLAN	\$ 8,940.00
062120-2400-009-000-000	VRS LIFE INSURANCE	\$ 1,610.00
062120-2510-009-000-000	VLDP HYBRID SUPERINTENDENT	\$ -
062120-2600-009-000-000	UNEMPLOYMENT INSURANCE	\$ 10.00
062120-2720-009-000-000	WORKMENS COMPENSATION	\$ 315.00
062120-2750-009-000-000	VRS HEALTH INSURANCE CREDIT	\$ 1,455.00
	Employee Benefits	
	Sub Total	\$ 41,455.00
062120-3120-009-000-000	AUDITING	\$ 8,500.00
062120-3122-009-000-000	PROFESSIONAL SERVICES	\$ 450,000.00
062120-3320-009-000-000	SERVICE CONTRACTS, COPIERS	\$ 40,000.00
062120-3600-009-000-000	ADVERTISING	\$ 18,000.00

	Purchased Services	
	Sub Total	\$ 516,500.00
062120-5501-009-000-000	TRAVEL	\$ 7,000.00
062120-5801-009-000-000	DUES/MEMBERSHIPS/SUBSCRIPTIONS	\$ 7,500.00
062120-5802-009-000-000	SUBSCRIPTIONS/MEMBERSHIPS (CO	\$ 1,500.00
062120-5803-009-000-000	SUBSCRIPTIONS/TRAVEL (CO ACCT C	\$ 1,500.00
	Other Charges	
	Sub Total	\$ 17,500.00
062120-6001-009-000-000	OFFICE SUPPLIES	\$ 10,000.00
	Materials and Supplies	
	Sub Total	\$ 10,000.00
062120-8102-009-000-000	FURNITURE & FIXTURES	\$ 4,000.00
	Capital Outlay	
	Sub Total	\$ 4,000.00
062120-9200-009-000-000	INTEREST	\$ 32,000.00
	Other Uses of Funds	
	Sub Total	\$ 32,000.00
	Total Executive Administration	\$ 741,455.00
62160	***Fiscal Services***	
062160-1150-009-000-000	PAYROLL CLERK	\$ 39,900.00
	Personal Services	
	Sub Total	\$ 39,900.00
062160-2100-009-000-000	FICA	\$ 3,055.00
062160-2210-009-000-000	VRS RETIREMENT	\$ 6,635.00
062160-2220-009-000-000	VRS HYBRID PAYROLL CLERK	\$ -
062160-2300-009-000-000	HOSPITAL MEDICAL/PLAN	\$ 5,760.00
062160-2400-009-000-000	VRS LIFE INSURANCE	\$ 535.00
062160-2510-009-000-000	VLDP HYBRID PAYROLL CLERK	\$ -
062160-2600-009-000-000	UNEMPLOYMENT INSURANCE	\$ 10.00
062160-2720-009-000-000	WORKMENS COMPENSATION	\$ 105.00
062160-2750-009-000-000	VRS HEALTH INSURANCE CREDIT	\$ 485.00
	Employee Benefits	
	Sub Total	\$ 16,585.00
062160-6001-009-000-000	OFFICE SUPPLIES	\$ 4,000.00
	Materials and Supplies	
	Sub Total	\$ 4,000.00
	Total Fiscal Services	\$ 60,485.00

62170	***Purchasing***	
062170-1150-009-000-000	PURCHASING CLERK	\$ 35,785.00
	Personal Services	
	Sub Total	\$ 35,785.00
062170-2100-009-000-000	FICA	\$ 2,740.00
062170-2210-009-000-000	VRS RETIREMENT	\$ 5,950.00
062170-2220-009-000-000	VRS HYBRID PURCHASING	\$ -
062170-2400-009-000-000	VRS LIFE INSURANCE	\$ 480.00
062170-2510-009-000-000	VLDP HYBRID PURCHASING	\$ -
062170-2600-009-000-000	UNEMPLOYMENT INSURANCE	\$ 10.00
062170-2720-009-000-000	WORKMENS COMPENSATION	\$ 95.00
062170-2750-009-000-000	VRS HEALTH INSURANCE CREDIT	\$ 455.00
	Employee Benefits	
	Sub Total	\$ 9,730.00
062170-6001-009-000-000	OFFICE SUPPLIES	\$ 4,000.00
	Materials and Supplies	
	Sub Total	\$ 4,000.00
	Total Purchasing	\$ 49,515.00
62210	***Attendance Services***	
062210-1130-009-000-000	SALARIES COURT INTERVENTION	\$ 61,800.00
	Personal Services	
	Sub Total	\$ 61,800.00
062210-2100-009-000-000	FICA COURT INTERVENTION	\$ 4,730.00
062210-2210-009-000-000	VRS-RETIREMENT	\$ 10,275.00
062210-2220-009-000-000	VRS HYBRID COURT INTERVENTION	\$ -
062210-2400-009-000-000	VRS-LIFE INSURANCE	\$ 830.00
062210-2510-009-000-000	VLDP HYBRID COURT INTERVENTION	\$ -
062210-2600-009-000-000	UNEMPLOYMENT INSURANCE	\$ 10.00
062210-2720-009-000-000	WORKMENS COMPENSATION COURT IN	\$ 160.00
062210-2750-009-000-000	VRS HEALTH INSURANCE CREDIT	\$ 750.00
	Employee Benefits	
	Sub Total	\$ 16,755.00
062210-5501-009-000-000	TRAVEL-COURT INTERVENTION	\$ -
	Other Charges	
	Sub Total	\$ -
	Total Attendance Services	\$ 78,555.00

62220	***Health***	
062220-1130-009-000-000	PHYSICAL/OCCUP THERAPIST SALAR	\$ 210,330.00
062220-1131-009-000-000	NURSE	\$ 46,030.00
062220-1131-009-000-390	CARES ACT NURSES	\$ -
062220-1131-009-000-393	CRRSA ACT NURSES	\$ 103,440.00
062220-1131-009-000-395	ARPA NURSES	\$ -
062220-1131-009-000-122	21st DPS NURSE	\$ 8,650.00
062220-1131-009-000-129	21st NES NURSE	\$ 8,650.00
062220-1131-009-000-133	21st SES NURSE	\$ 8,650.00
062220-1132-009-000-000	HEALTH ASSISTANTS	\$ 317,385.00
062220-1133-009-000-000	PART TIME PHYSICAL THERAPIST S	\$ -
062220-1150-009-000-000	MEDICAID SPECIALIST	\$ 35,785.00
	Personal Services	
	Sub Total	738,920.00
062220-2100-009-000-000	FICA	\$ 46,630.00
062220-2100-009-000-390	FICA CARES ACT NURSES	\$ -
062220-2100-009-000-393	FICA CRRSA NURSES	\$ 7,915.00
062220-2100-009-000-395	FICA ARPA NURSES	\$ -
062220-2210-009-000-000	VRS RETIREMENT	\$ 61,710.00
062220-2220-009-000-000	VRS RETIREMENT HYBRID PLAN	\$ 42,080.00
062220-2220-009-000-390	VRS RETIREMENT HYBRID CARES ACT NURSES	\$ -
062220-2220-009-000-393	VRS RETIREMENT HYBRID CRRSA NURSES	\$ 17,195.00
062220-2220-009-000-395	VRS RETIREMENT HYBRID ARPA NURSES	\$ -
062220-2300-009-000-000	HOSPITAL/MEDICAL PLAN	\$ 78,660.00
062220-2300-009-000-390	HOSPITAL/MEDICAL PLAN CARE ACT NURSES	\$ -
062220-2300-009-000-393	HOSPITAL/MEDICAL PLAN CRRSA NURSES	\$ 14,700.00
062220-2300-009-000-395	HOSPITAL/MEDICAL PLAN ARPA NURSES	\$ -
062220-2400-009-000-000	VRS LIFE INSURANCE	\$ 8,170.00
062220-2400-009-000-390	VRS LIFE INSURANCE CARES ACT NURSES	\$ -
062220-2400-009-000-393	VRS LIFE INSURANCE CRRSA NURSES	\$ 1,390.00
062220-2400-009-000-395	VRS LIFE INSURANCE ARPA NURSES	\$ -
062220-2510-009-000-000	VLDP FOR HYBRID EMPLOYEES	\$ 790.00
062220-2510-009-000-390	VLDP FOR HYBRID CARES ACT NURSES	\$ -
062220-2510-009-000-393	VLDP FOR HYBRID CRRSA NURSES	\$ 345.00
062220-2510-009-000-395	VLDP FOR HYBRID ARPA NURSES	\$ -
062220-2600-009-000-000	UNEMPLOYMENT INSURANCE	\$ 130.00
062220-2600-009-000-390	UNEMPLOYMENT INS. CARES ACT NURSES	\$ -
062220-2600-009-000-393	UNEMPLOYMENT INS. CRRSA NURSES	\$ 35.00
062220-2600-009-000-395	UNEMPLOYMENT INS. ARPA NURSES	\$ -
062220-2720-009-000-000	WORKMENS COMPENSATION	\$ 1,490.00
062220-2720-009-000-390	WORKMENS COMP CARES ACT NURSES	\$ -
062220-2720-009-000-393	WORKMENS COMP CRRSA NURSES	\$ 270.00
062220-2720-009-000-395	WORKMENS COMP ARPA NURSES	\$ -
062220-2750-009-000-000	VRS HEALTH INSURANCE CREDIT	\$ 7,375.00
062220-2750-009-000-390	VRS HEALTH INS CREDIT CARES ACT NURSES	\$ -

062220-2750-009-000-393	VRS HEALTH INS CREDIT CRRSA NURSES	\$ 1,255.00
062220-2750-009-000-395	VRS HEALTH INS CREDIT ARPA NURSES	\$ -
	Employee Benefits	
	Sub Total	\$ 290,140.00
062220-3110-009-000-000	PROFESSIONAL SERVICES	\$ 42,250.00
062220-3120-009-000-000	HEALTH DEPARTMENT SERVICES	\$ 5,000.00
	Purchased Services	
	Sub Total	\$ 47,250.00
062220-5501-009-000-000	TRAVEL	\$ 3,500.00
	Other Charges	
	Sub Total	\$ 3,500.00
062220-6004-009-000-000	MEDICAL & LABORTATORY SUPPLIES	\$ 6,000.00
062220-6004-009-000-390	MEDICAL SUPPLIES CARES ACT	\$ -
	Materials and Supplies	
	Sub Total	\$ 6,000.00
062220-8101-009-000-000	MACHINERY & EQUIPMENT	\$ 8,500.00
	Capital Outlay	
	Sub Total	\$ 8,500.00
	Total Health	\$ 1,094,310.00
62230	***Psychological***	
062230-1130-009-000-000	PSYCHOLOGIST	\$ 71,500.00
	Personal Services	
	Sub Total	\$ 71,500.00
062230-2100-009-000-000	FICA	\$ 5,470.00
062230-2210-009-000-000	VRS RETIREMENT	\$ 11,885.00
062230-2220-009-000-000	VRS HYBRID PSYCHOLOGIST	\$ -
062230-2300-009-000-000	HOSPITAL MEDICAL/PLAN	\$ 6,840.00
062230-2400-009-000-000	VRS LIFE INSURANCE	\$ 960.00
062230-2510-009-000-000	VLDP HYBRID PSYCHOLOGIST	\$ -
062230-2600-009-000-000	UNEMPLOYMENT INSURANCE	\$ 10.00
062230-2720-009-000-000	WORKMENS COMPENSATION	\$ 190.00
062230-2750-009-000-000	VRS HEALTH INSURANCE CREDIT	\$ 870.00
	Employee Benefits	
	Sub Total	\$ 26,225.00
062230-3110-009-000-000	PSYCHOLOGICAL TESTING	\$ 1,500.00
	Purchased Services	
	Sub Total	\$ 1,500.00

062230-5501-009-000-000	TRAVEL	\$ 1,250.00
	Other Charges	
	Sub Total	\$ 1,250.00
062230-6001-009-000-000	TESTING SUPPLIES	\$ 1,250.00
062230-6001-009-000-391	CARES SET-ASIDE TESTING SUPPLIES	\$ -
	Materials and Supplies	
	Sub Total	\$ 1,250.00
	Total Psychological	\$ 101,725.00
63100	***Transportation***	
063100-1114-009-000-000	TRANSPORTATION SUPERVISOR	\$ 54,825.00
063100-1150-009-000-000	TRANSPORTATION CLERK	\$ 30,665.00
	Personal Services	
	Sub Total	\$ 85,490.00
063100-2100-009-000-000	FICA	\$ 6,540.00
063100-2210-009-000-000	VRS RETIREMENT	\$ 9,115.00
063100-2220-009-000-000	VRS HYBRID TRANSPORTATION	\$ 5,100.00
063100-2300-009-000-000	HOSPITAL MEDICAL/PLAN	\$ 8,940.00
063100-2400-009-000-000	VRS LIFE INSURANCE	\$ 1,145.00
063100-2510-009-000-000	VLDP HYBRID TRANSPORTATION	\$ 105.00
063100-2600-009-000-000	UNEMPLOYMENT INSURANCE	\$ 20.00
063100-2720-009-000-000	WORKMENS COMPENSATION	\$ 225.00
063100-2750-009-000-000	VRS HEALTH INSURANCE CREDIT	\$ 1,035.00
	Employee Benefits	
	Sub Total	\$ 32,225.00
063100-5501-009-000-000	TRAVEL	\$ 2,000.00
	Other Charges	
	Sub Total	\$ 2,000.00
063100-6014-009-000-000	OTHER OPERATING SUPPLIES	\$ 2,000.00
	Materials and Supplies	
	Sub Total	\$ 2,000.00
	Total Transportation	\$ 121,715.00
63200	***Vehicle Operation***	
063200-1170-009-000-000	BUS DRIVERS	\$ 791,475.00
063200-1570-009-000-000	SUBSTITUTE BUS DRIVERS	\$ 20,000.00
063200-1571-009-000-000	DRIVERS EXTRA TRIPS	\$ 20,000.00
063200-1572-009-000-000	DRIVERS SUMMER SCHOOL	\$ 3,000.00
063200-1574-009-000-122	21st DPS BUS DRIVERS	\$ 9,720.00

063200-1574-009-000-129	21st NES BUS DRIVERS	\$ 9,720.00
063200-1574-009-000-133	21st SES BUS DRIVERS	\$ 9,720.00
	Personal Services	
	Sub Total	\$ 863,635.00
063200-2100-009-000-000	FICA BUS DRIVERS 21ST CENT SES	\$ -
063200-2103-009-000-000	FICA BUS DRIVERS 21ST CENT DPS	\$ -
063200-2104-009-000-000	FICA BUS DRIVERS	\$ 63,840.00
063200-2105-009-000-000	FICA BUS DRIVERS 21ST CENT NES	\$ -
063200-2300-009-000-000	HOSPITAL MEDICAL/PLAN	\$ 1,680.00
063200-2600-009-000-000	UNEMPLOYMENT INSURANCE	\$ 360.00
063200-2720-009-000-000	WORKMENS COMPENSATION	\$ 30,395.00
	Employee Benefits	
	Sub Total	\$ 96,275.00
063200-3110-009-000-000	HEALTH SERVICES, DRUG TESTS	\$ 13,000.00
063200-3420-009-000-000	PRIVATE CARRIER	\$ 5,000.00
	Purchased Services	
	Sub Total	\$ 18,000.00
063200-5305-009-000-000	MOTOR VEHICLE INSURANCE	\$ 33,000.00
	Other Charges	
	Sub Total	\$ 33,000.00
063200-6008-009-000-000	VEHICLE FUEL	\$ 275,000.00
063200-6014-009-000-000	OTHER OPERATING SUPPLIES	\$ 2,000.00
	Materials and Supplies	
	Sub Total	\$ 277,000.00
063200-8105-009-000-000	SCHOOL BUS REPLACEMENT	\$ -
063200-8105-009-000-392	CRF SCHOOL BUS REPLACEMENT	\$ -
063200-8105-009-000-393	CRRSA SCHOOL BUS REPLACEMENT	\$ 290,930.00
063200-8105-009-000-395	ARPA SCHOOL BUS REPLACEMENT	\$ 290,930.00
063200-8170-009-000-398	ARPA HOMELESS VEHICLE REPLACEMENT	\$ 24,999.00
063200-8200-009-000-392	CRF ADDITIONAL MOTOR VEHICLES	\$ -
	Capital Outlay	
	Sub Total	\$ 606,859.00
	Total Vehicle Operations	\$ 1,894,769.00
63400	***Vehicle Maintenance***	
063400-1165-009-000-000	MECHANICS	\$ 164,715.00
	Personal Services	
	Sub Total	\$ 164,715.00
063400-2100-009-000-000	FICA	\$ 12,600.00

063400-2210-009-000-000	VRS RETIREMENT	\$ 5,510.00
063400-2220-009-000-000	VRS HYBRID MECHANICS	\$ 1,705.00
063400-2300-009-000-000	HOSPITAL MEDICAL/PLAN	\$ 12,840.00
063400-2400-009-000-000	VRS LIFE INSURANCE	\$ 2,210.00
063400-2510-009-000-000	VLDP HYBRID MECHANICS	\$ 130.00
063400-2600-009-000-000	UNEMPLOYMENT INSURANCE	\$ 40.00
063400-2720-009-000-000	WORKMENS COMPENSATION	\$ 4,385.00
063400-2750-009-000-000	VRS HEALTH INSURANCE CREDIT	\$ 1,285.00
	Employee Benefits	
	Sub Total	\$ 40,705.00
063400-5501-009-000-000	TRAVEL	\$ 1,200.00
	Other Charges	
	Sub Total	\$ 1,200.00
063400-6009-009-000-000	VEHICLE PARTS, ETC.	\$ 200,000.00
	Materials and Supplies	
	Sub Total	\$ 200,000.00
	Total Vehicle Maintenance	\$ 406,620.00
64100	***Operation and Maintenance	
064100-1115-009-000-000	SUPERVISOR MAINTENANCE	\$ 74,160.00
064100-1150-009-000-000	CLERICAL	\$ 13,325.00
	Personal Services	
	Sub Total	\$ 87,485.00
064100-2100-009-000-000	FICA	\$ 6,695.00
064100-2210-009-000-000	VRS RETIREMENT	\$ 14,540.00
064100-2220-009-000-000	VRS HYBRID MAINTENANCE	\$ -
064100-2300-009-000-000	HOSPITAL MEDICAL/PLAN	\$ 8,940.00
064100-2400-009-000-000	VRS LIFE INSURANCE	\$ 1,175.00
064100-2510-009-000-000	VLDP HYBRID MAINTENANCE	\$ -
064100-2600-009-000-000	UNEMPLOYMENT INSURANCE	\$ 20.00
064100-2720-009-000-000	WORKMENS COMPENSATION	\$ 230.00
064100-2750-009-000-000	VRS HEALTH INSURANCE CREDIT	\$ 1,060.00
	Employee Benefits	
	Sub Total	\$ 32,660.00
064100-5501-009-000-000	TRAVEL	\$ 3,000.00
	Other Charges	
	Sub Total	\$ 3,000.00
	Total Operation and Maintenance	\$ 123,145.00
64200	***Building Services***	

064200-1161-009-000-000	CARPENTERS (TRADES)	\$ 475,345.00
064200-1162-009-000-000	SALARIES P-TIME CUSTODIANS	\$ 44,100.00
064200-1191-009-000-000	CUSTODIANS	\$ 1,286,440.00
064200-1193-009-000-122	21st DPS CUSTODIAN/COOK	\$ 5,590.00
064200-1193-009-000-129	21st NES CUSTODIAN/COOK	\$ 5,590.00
064200-1193-009-000-133	21st SES CUSTODIAN/COOK	\$ 5,590.00
	Personal Services	
	Sub Total	\$ 1,822,655.00
064200-2100-009-000-000	FICA	\$ 138,150.00
064200-2102-009-000-000	FICA CUSTODIANS/CAFÉ 21ST CENT SES	\$ -
064200-2103-009-000-000	FICA CUSTODIANS/CAFÉ 21ST CENT DPS	\$ -
064200-2104-009-000-000	FICA CUSTODIANS/CAFÉ 21ST CENT NES	\$ -
064200-2210-009-000-000	VRS RETIREMENT	\$ 40,650.00
064200-2220-009-000-000	VRS HYBRID BLDG SERVICES	\$ 36,485.00
064200-2300-009-000-000	HOSPITAL MEDICAL/PLAN	\$ 228,780.00
064200-2400-009-000-000	VRS LIFE INSURANCE	\$ 23,595.00
064200-2510-009-000-000	VLDP HYBRID BUILDING SERVICES	\$ 2,750.00
064200-2600-009-000-000	UNEMPLOYMENT INSURANCE	\$ 425.00
064200-2720-009-000-000	WORKMENS COMPENSATION	\$ 46,840.00
064200-2750-009-000-000	VRS HEALTH INSURANCE CREDIT	\$ 13,735.00
	Employee Benefits	
	Sub Total	\$ 531,410.00
064200-3131-009-000-000	PURCHASED SERVICES	\$ 109,050.00
064200-3320-009-000-000	MAINTENANCE SERVICE CONTRACTS	\$ 78,085.00
	Purchased Services	
	Sub Total	\$ 187,135.00
064200-5101-009-000-000	ELECTRICAL SERVICE	\$ 850,000.00
064200-5102-009-000-000	HEATING SERVICE	\$ 115,750.00
064200-5103-009-000-000	WATER & SEWER SERVICES	\$ 117,409.00
064200-5201-009-000-000	POSTAGE	\$ 3,500.00
064200-5302-009-000-000	PROPERTY LIABILITY INSURANCE	\$ 115,000.00
064200-5307-009-000-000	STUDENT INSURANCE	\$ 31,000.00
064200-5504-009-000-000	TRAVEL	\$ 3,500.00
	Other Charges	
	Sub Total	\$ 1,236,159.00
064200-6000-009-000-000	SPORTS COMPLEX DONATIONS	\$ -
064200-6005-009-000-000	JANITORIAL SUPPLIES	\$ 200,000.00
064200-6005-009-000-391	CARES SET-ASIDE JANITORIAL SUPPLIES	\$ -
064200-6005-009-000-395	ARPA JANITORIAL SUPPLIES	\$ -
064200-6006-009-000-390	MAINTENANCE SUPPLIES CARES ACT	\$ -
064200-6006-009-000-391	CARES SET-ASIDE MAINTENANCE SUPPLIES	\$ -
064200-6007-009-000-000	REPAIR & MAINTENANCE SUPPLIES	\$ 200,000.00

064200-6007-009-000-392	CRF MAINTENANCE SUPPLIES	\$ -
064200-6007-009-000-393	CRRSA REPAIR & MAINTENANCE SUPPLIES	\$ -
064200-6007-009-000-395	ARPA REPAIR & MAINTENANCE SUPPLIES	\$ -
	Materials and Supplies	
	Sub Total	\$ 400,000.00
064200-8100-009-000-000	RENOVATIONS	\$ 473,209.00
064200-8100-009-000-393	RENOVATIONS CRRSA	\$ 1,782,037.00
064200-8100-009-000-395	RENOVATIONS ARPA	\$ -
064200-8101-009-000-000	MACHINERY & EQUIPMENT	\$ 30,000.00
064200-8101-009-000-392	CRF MACHINERY & EQUIPMENT	\$ -
064200-8102-009-000-000	FURNITURE & SUPPLIES	\$ 3,000.00
064200-8103-009-000-000	PRESCHOOL GRANT PLAYGROUND EQU	\$ -
064200-8104-009-000-000	SCHOOL SECURITY EQUIPMENT GRAN	\$ 58,082.00
064200-8105-009-000-000	PC PAYMENT TO CONTRACTOR	\$ -
	Capital Outlay	
	Sub Total	\$ 2,346,328.00
064300-6000-009-000-000	Ground Services-Materials & Supplies	\$ -
	Sub Total	\$ -
064500-8200-009-000-000	Additional Motor Vehicles/Equip	\$ -
	Sub Total	\$ -
	Total Building Services	\$ 6,523,687.00
67100	***Payment To Performance Contract***	
067100-9100-000-000-000	PRINCIPAL PAYMENTS FOR PC	\$ 311,000.00
067100-9110-000-000-000	MAINTENANCE CONSTR PROJ PRINC	\$ -
067100-9200-000-000-000	INTEREST PAYMENTS FOR PC	\$ 38,855.00
067110-9210-000-000-000	MAINTENANCE CONSTR PROJ INTEREST	\$ -
	Other Use of Funds	
	Sub Total	\$ 349,855.00
	Total Payment To Performance Contract	\$ 349,855.00
68100-0009	***Technology Classroomm Instruction***	
068100-1120-009-000-000	TECHNOLOGY INSTRUCTION	\$ 153,680.00
068100-1120-009-000-390	TECHNOLOGY INSTRUCTION CARES ACT	\$ -
068100-1120-009-000-393	TECHNOLOGY INSTRUCTION CRRSA	\$ 66,495.00
068100-1120-009-000-395	TECHNOLOGY INSTRUCTION ARPA	\$ -
	Personal Services	
	Sub Total	\$ 220,175.00
068100-2100-009-000-000	TECHNOLOGY FICA	\$ 11,760.00

068100-2100-009-000-390	TECHNOLOGY INST. FICA CARES ACT	\$ -
068100-2100-009-000-393	TECHNOLOGY INST. FICA CRRSA	\$ 6,060.00
068100-2100-009-000-395	TECHNOLOGY INST. FICA ARPA	\$ -
068100-2210-009-000-000	TECHNOLOGY RETIREMENT	\$ 25,545.00
068100-2210-009-000-390	TECHNOLOGY RETIREMENT CARES ACT	\$ -
068100-2210-009-000-393	TECHNOLOGY RETIREMENT CRRSA	\$ 8,310.00
068100-2210-009-000-395	TECHNOLOGY RETIREMENT ARPA	\$ -
068100-2220-009-000-000	VRS HYBRID TECHNOLOGY SRV	\$ -
068100-2300-009-000-000	TECHNOLOGY HMP	\$ 14,700.00
068100-2300-009-000-390	TECHNOLOGY HMP CARES ACT	\$ -
068100-2300-009-000-393	TECHNOLOGY HMP CRRSA	\$ -
068100-2300-009-000-395	TECHNOLOGY HMP ARPA	\$ -
068100-2400-009-000-000	TECH-VRS LIFE INSURANCE	\$ 2,060.00
068100-2400-009-000-390	TECH-VRS LIFE INSURANCE CARES ACT	\$ -
068100-2400-009-000-393	TECH-VRS LIFE INSURANCE CRRSA	\$ 670.00
068100-2400-009-000-395	TECH-VRS LIFE INSURANCE ARPA	\$ -
068100-2510-009-000-000	VLDP HYBRID TECHNOLOGY INST	\$ -
068100-2510-009-000-393	VLDP HYBRID TECHNOLOGY INST CRRSA	\$ -
068100-2510-009-000-395	VLDP HYBRID TECHNOLOGY INST ARPA	\$ -
068100-2600-009-000-000	TECHNOLOGY UNEMPLOYMENT	\$ 25.00
068100-2600-009-000-390	TECHNOLOGY UNEMPLOYMENT CARES ACT	\$ -
068100-2600-009-000-393	TECHNOLOGY UNEMPLOYMENT CRRSA	\$ 10.00
068100-2600-009-000-395	TECHNOLOGY UNEMPLOYMENT ARPA	\$ -
068100-2720-009-000-000	TECH INSTRUCTION WORKMAN'S COM	\$ 400.00
068100-2720-009-000-390	TECH INSTRUCTION WORKMAN'S COM CARES ACT	\$ -
068100-2720-009-000-393	TECH INSTRUCTION WORKMAN'S COM CRRSA	\$ 130.00
068100-2720-009-000-395	TECH INSTRUCTION WORKMAN'S COM ARPA	\$ -
068100-2750-009-000-000	TECHNOLOGY VRS HEALTH INS CRED	\$ 1,860.00
068100-2750-009-000-390	TECHNOLOGY VRS HEALTH INS CRED CARES ACT	\$ -
068100-2750-009-000-393	TECHNOLOGY VRS HEALTH INS CRED CRRSA	\$ 605.00
068100-2750-009-000-395	TECHNOLOGY VRS HEALTH INS CRED ARPA	\$ -
	Employee Benefits	
	Sub Total	\$ 72,135.00
068100-3003-009-000-681	TECH STAFF DEVELOPMENT PERKINS	\$ 1,300.00
	Purchased Services	
	Sub Total	\$ 1,300.00
068100-5002-009-000-000	TECH-FIBER LEASE/INTERNET	\$ 200,000.00
068100-5003-009-000-000	TECH TRANSMISSION COST((SVETN)	\$ -
068100-5501-009-000-000	TECHNOLOGY TRAVEL	\$ 4,500.00
	Other Charges	
	Sub Total	\$ 204,500.00
068100-6000-009-000-000	TECH-MATERIALS/SUPPLIES (LOCAL	\$ 13,000.00
068100-6001-009-000-391	CARES SET-ASIDE TECH-HARDWARE	\$ -
068100-6001-009-000-395	ARPA TECH-HARDWARE	\$ 119,107.00

068100-6042-009-000-000	TECH-SOFTWARE MAINT ETC	\$ 250,610.00
068100-6043-009-000-000	TECH-SOFTWARE LOCAL	\$ 25,000.00
068100-6044-009-000-681	COMPUTER SOFTWARE (CARL PERKINS)	\$ -
	Materials and Supplies	
	Sub Total	\$ 407,717.00
068100-8110-009-000-000	TECH-HARDWARE REPLACE-VP SA	\$ 388,000.00
068100-8111-009-000-000	TECH-HARDWARE REPLACE (LOCAL)	\$ 77,600.00
068100-8112-009-000-681	TECH-HARDWAR REPLACE-PERKINS	\$ 13,000.00
068100-8113-009-000-390	TECH HARDWARE ALT.ED.	\$ 26,000.00
	Capital Outlay	
	Sub Total	\$ 504,600.00
	Total Technology Classroom Instruction	\$ 1,410,427.00
68200	***Technology Instructional Support***	
068200-1140-009-000-000	TECHNOLOGY-TECHNICAL SUPPORT	\$ 230,155.00
	Personal Services	
	Sub Total	\$ 230,155.00
068200-2100-009-000-000	TECHNOLOGY-FICA	\$ 17,610.00
068200-2210-009-000-000	TECHNOLOGY-VRS-RETIREMENT	\$ 38,255.00
068200-2220-009-000-000	VRS HYBRID TECH SUPPORT	\$ -
068200-2300-009-000-000	TECHNOLOGY-HMP	\$ 20,460.00
068200-2400-009-000-000	TECHNOLOGY-VRS-LIFE INSURANCE	\$ 3,085.00
068200-2510-009-000-000	VLDP HYBRID TECH SUPPORT	\$ -
068200-2600-009-000-000	TECHNOLOGY-UNEMPLOYMENT INS	\$ 35.00
068200-2700-009-000-000	TECHNOLOGY-WORKERS COMPENSATIO	\$ 600.00
068200-2750-009-000-000	VRS HEALTH INSURANCE CREDIT	\$ 2,785.00
	Employee Benefits	
	Sub Total	\$ 82,830.00
068200-5500-009-000-000	TECHNOLOGY-TRAVEL	\$ 2,000.00
	Other Charges	
	Sub Total	\$ 2,000.00
	Total Technology Instructional Support	\$ 314,985.00
68600	***Technology Operations/Main	
068600-5001-009-000-000	COMMUNICATIONS/LOCAL/LONG DIST	\$ 115,000.00
	Other Charges	
	Sub Total	\$ 115,000.00
	Total Technology Operations/Main	\$ 115,000.00

	Final Total Expenditures	\$ 44,551,328.00
	Total Revenue	\$ 44,551,328.00
	Difference Revenue to Expenditures	\$ -
	Funds Less Than Previously Budgeted	

**HACCP-Based Standard Operating Procedures
Adopted by Scott County Public Schools
02/01/2022**



National Food Service Management Institute
The University of Mississippi

2005

HACCP-Based SOPs

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HACCP-Based SOPs

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HACCP-Based SOPs

Cleaning and Sanitizing Food Contact Surfaces **Scott County School Nutrition Department**

PURPOSE: To prevent foodborne illness by ensuring that all food contact surfaces are properly cleaned and sanitized.

SCOPE: This procedure applies to foodservice employees involved in cleaning and sanitizing food contact surfaces.

KEY WORDS: Food Contact Surface, Cleaning, Sanitizing

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Follow manufacturer's instructions regarding the use and maintenance of equipment and use of chemicals for cleaning and sanitizing food contact surfaces. Refer to Storing and Using Poisonous or Toxic Chemicals SOP.
4. If State or local requirements are based on the *2001 FDA Food Code*, wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment:
 - Before each use
 - Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry
 - Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry
 - Any time contamination occurs or is suspected
5. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment using the following procedure:
 - Wash surface with detergent solution.
 - Rinse surface with clean water.
 - Sanitize surface using a sanitizing solution mixed at a concentration specified on the manufacturer's label.
 - Place wet items in a manner to allow air drying.

HACCP-Based SOPs

Cleaning and Sanitizing Food Contact Surfaces, continued Scott County School Nutrition Department

INSTRUCTIONS, continued:

6. If a 3-compartment sink is used, setup and use the sink in the following manner:
 - In the first compartment, wash with a clean detergent solution at or above 110 °F or at the temperature specified by the detergent manufacturer.
 - In the second compartment, rinse with clean water.
 - In the third compartment, sanitize with a sanitizing solution mixed at a concentration specified on the manufacturer's label or by immersing in hot water at or above 171 °F for 30 seconds. Test the chemical sanitizer concentration by using an appropriate test kit.
7. If a dishmachine is used:
 - Check with the dishmachine manufacturer to verify that the information on the data plate is correct.
 - Refer to the information on the data plate for determining wash, rinse, and sanitization (final) rinse temperatures; sanitizing solution concentrations; and water pressures, if applicable.
 - Follow manufacturer's instructions for use.
 - Ensure that food contact surfaces reach a surface temperature of 160 °F or above if using hot water to sanitize.

MONITORING:

Foodservice employees will:

1. During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
2. In a 3-compartment sink, on a daily basis:
 - Visually monitor that the water in each compartment is clean.
 - Take the water temperature in the first compartment of the sink by using a calibrated thermometer.
 - If using chemicals to sanitize, test the sanitizer concentration by using the appropriate test kit for the chemical.
 - If using hot water to sanitize, use a calibrated thermometer to measure the water temperature. Refer to Using and Calibrating Thermometers SOPs.

HACCP-Based SOPs

Cleaning and Sanitizing Food Contact Surfaces, continued **Scott County School Nutrition Department**

MONITORING, continued:

3. In a dishmachine, on a daily basis:

- Visually monitor that the water and the interior parts of the machine are clean and free of debris.
- Continually monitor the temperature and pressure gauges, if applicable, to ensure that the machine is operating according to the data plate.
- For hot water sanitizing dishmachine, ensure that food contact surfaces are reaching the appropriate temperature by placing a piece of heat sensitive tape on a smallware item or a maximum registering thermometer on a rack and running the item or rack through the dishmachine.
- For chemical sanitizing dishmachine, check the sanitizer concentration on a recently washed food-contact surface using an appropriate test kit.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food contact surfaces that have not been sanitized properly.
3. In a 3-compartment sink:
 - Drain and refill compartments periodically and as needed to keep the water clean.
 - Adjust the water temperature by adding hot water until the desired temperature is reached.
 - Add more sanitizer or water, as appropriate, until the proper concentration is achieved.
4. In a dishmachine:
 - Drain and refill the machine periodically and as needed to keep the water clean.
 - Contact the appropriate individual(s) to have the machine repaired if the machine is not reaching the proper wash temperature indicated on the data plate.
 - For a hot water sanitizing dishmachine, retest by running the machine again. If the appropriate surface temperature is still not achieved on the second run, contact the appropriate individual(s) to have the machine repaired. Wash, rinse, and sanitize in the 3-compartment sink until the machine is repaired or use disposable single service/single-use items if a 3-compartment sink is not available.

HACCP-Based SOPs

Cleaning and Sanitizing Food Contact Surfaces, continued Scott County School Nutrition Department

- For a chemical sanitizing dishmachine, check the level of sanitizer remaining in bulk container. Fill, if needed. "Prime" the machine according to the manufacturer's instructions to ensure that the sanitizer is being pumped through the machine. Retest. If the proper sanitizer concentration level is not achieved, stop using the machine and contact the appropriate individual(s) to have it repaired. Use a 3-compartment sink to wash, rinse, and sanitize until the machine is repaired.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record monitoring activities and any corrective action taken on the Food Contact Surfaces Cleaning and Sanitizing Log. The foodservice manager will verify that foodservice employees have taken the required temperatures and tested the sanitizer concentration by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the Food Contact Surfaces Cleaning and Sanitizing Log. The log will be kept on file for at least 1 year. The foodservice manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: 02/01/2022 BY: Jennifer Frazier

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

HACCP-Based SOPs

Controlling Time and Temperature During Preparation Scott County School Nutrition Department

PURPOSE: To prevent foodborne illness by limiting the amount of time that potentially hazardous foods are held in the temperature danger zone during preparation.

SCOPE: This procedure applies to foodservice employees who prepare food.

KEY WORDS: Cross-Contamination, Time and Temperature Control, Food Preparation, Temperature Danger Zone

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow State or local health department requirements.
3. Wash hands prior to preparing foods. Refer to the Washing Hands SOP.
4. Use clean and sanitized equipment and utensils while preparing food.
5. Separate raw foods from ready-to-eat foods by keeping them in separate containers until ready to use and by using separate dispensing utensils. Refer to the Preventing Cross-Contamination During Storage and Preparation SOP.
6. Pre-chill ingredients for cold foods, such as sandwiches, salads, and cut melons, to 41 °F or below before combining with other ingredients.
7. Prepare foods as close to serving times as the menu will allow.
8. Prepare food in small batches.
9. Limit the time for preparation of any batches of food so that ingredients are not at room temperature for more than 30 minutes before cooking, serving, or being returned to the refrigerator.
10. If potentially hazardous foods are not cooked or served immediately after preparation, quickly chill. Refer to the Cooling Potentially Hazardous Foods SOP.

MONITORING:

1. Use a clean, sanitized, and calibrated probe thermometer, preferably a thermocouple.
2. Take at least two internal temperatures from each pan of food at various stages of preparation.
3. Monitor the amount of time that food is in the temperature danger zone. It should not exceed 4 hours.

HACCP-Based SOPs

Controlling Time and Temperature During Preparation, continued Scott County School Nutrition Department

CORRECTIVE ACTIONS:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Begin the cooking process immediately after preparation is complete for any foods that will be served hot.
3. Rapidly cool ready-to-eat foods or foods that will be cooked at a later time.
4. Immediately return ingredients to the refrigerator if the anticipated preparation completion time is expected to exceed 30 minutes.
5. Discard food held in the temperature danger zone for more than 4 hours.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record the date, product name, start and end times of production, the two temperature measurements taken, any corrective actions taken, and the amount of food prepared on the Production Log. The foodservice manager will verify that foodservice employees are taking the required temperatures and following the proper preparation procedure by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the Production Log daily. Maintain the Production Log as directed by your State agency. The foodservice manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: 02/2022 **BY:** JENNIFER FRAZIER, SND

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

HACCP-Based SOPs

Cooking Potentially Hazardous Foods **Scott County School Nutrition Department**

PURPOSE: To prevent foodborne illness by ensuring that all foods are cooked to the appropriate internal temperature.

SCOPE: This procedure applies to foodservice employees who prepare or serve food.

KEY WORDS: Cross-Contamination, Temperatures, Cooking

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow State or local health department requirements.
3. If a recipe contains a combination of meat products, cook the product to the highest required temperature.
4. If State or local health department requirements are based on the *2001 FDA Food Code*, cook products to the following temperatures:
 - a. 145 °F for 15 seconds
 - Seafood, beef, and pork
 - Eggs cooked to order that are placed onto a plate and immediately served
 - b. 155 °F for 15 seconds
 - Ground products containing beef, pork, or fish
 - Fish nuggets or sticks
 - Eggs held on a steam table
 - Cubed or Salisbury steaks
 - c. 165 °F for 15 seconds
 - Poultry
 - Stuffed fish, pork, or beef
 - Pasta stuffed with eggs, fish, pork, or beef (such as lasagna or manicotti)
 - d. 135 °F for 15 seconds
 - Fresh, frozen, or canned fruits and vegetables that are going to be held on a steam table or in a hot box

MONITORING:

1. Use a clean, sanitized, and calibrated probe thermometer, preferably a thermocouple.
2. Avoid inserting the thermometer into pockets of fat or near bones when taking internal cooking temperatures.

HACCP-Based SOPs

Cooking Potentially Hazardous Foods, continued

3. Take at least two internal temperatures from each batch of food by inserting the thermometer into the thickest part of the product which usually is in the center.
4. Take at least two internal temperatures of each large food item, such as a turkey, to ensure that all parts of the product reach the required cooking temperature.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Continue cooking food until the internal temperature reaches the required temperature.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record product name, time, the two temperatures/times, and any corrective action taken on the Cooking and Reheating Temperature Log. Foodservice manager will verify that foodservice employees has taken the required cooking temperatures by visually monitoring foodservice employees and preparation procedures during the shift and reviewing, initialing, and dating the temperature log at the close of each day. The Cooking and Reheating Temperature Log is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: 02/2022 **BY:** JENNIFER FRAZIER, SND

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

HACCP-Based SOPs

Cooling Potentially Hazardous Foods Scott County School Nutrition Department

PURPOSE: To prevent foodborne illness by ensuring that all potentially hazardous foods are cooled properly.

SCOPE: This procedure applies to foodservice employees who prepare or serve food.

KEY WORDS: Cross-Contamination, Temperatures, Cooling, Holding

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow State or local health department requirements.
3. Modify menus, production schedules, and staff work hours to allow for implementation of proper cooling procedures.
4. Prepare and cool food in small batches.
5. Chill food rapidly using an appropriate cooling method:
 - Place food in shallow containers no more than 4 inches deep and uncovered on the top shelf in the back of the walk-in or reach-in cooler.
 - Use a quick-chill unit such as a blast chiller.
 - Stir the food in a container placed in an ice water bath.
 - Add ice as an ingredient.
 - Separate food into smaller or thinner portions.
 - Pre-chill ingredients and containers used for making bulk items such as salads.
6. If State or local requirements are based on the *2001 FDA Food Code*, chill cooked, hot food from:
 - 135 °F to 70 °F within 2 hours. Take corrective action immediately if food is not chilled from 135 °F to 70 °F within 2 hours.
 - 70 °F to 41 °F or below in remaining time. The total cooling process from 135 °F to 41 °F may not exceed 6 hours. Take corrective action immediately if food is not chilled from 135 °F to 41 °F within the 6 hour cooling process.
7. Chill prepared, ready-to-eat foods such as tuna salad and cut melons from 70 °F to 41 °F or below within 4 hours. Take corrective action immediately if ready-to-eat food is not chilled from 70 °F to 41 °F within 4 hours.

MONITORING:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the internal temperature of the food during the cooling process.

HACCP-Based SOPs

Cooling Potentially Hazardous Foods, continued Scott County School Nutrition Department

2. Monitor temperatures of products every hour throughout the cooling process by inserting a probe thermometer into the center of the food and at various locations in the product.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Reheat cooked, hot food to 165 °F for 15 seconds and start the cooling process again using a different cooling method when the food is:
 - Above 70 °F and 2 hours or less into the cooling process; and
 - Above 41 °F and 6 hours or less into the cooling process.
3. Discard cooked, hot food immediately when the food is:
 - Above 70 °F and more than 2 hours into the cooling process; or
 - Above 41 °F and more than 6 hours into the cooling process.
3. Use a different cooling method for prepared ready-to-eat foods when the food is above 41 °F and less than 4 hours into the cooling process.
4. Discard prepared ready-to-eat foods when the food is above 41 °F and more than 4 hours into the cooling process.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record temperatures and corrective actions taken on the Cooling Temperature Log. Foodservice employees will record if there are no foods cooled on any working day by indicating "No Foods Cooled" on the Cooling Temperature Log. The foodservice manager will verify that foodservice employees are cooling food properly by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the temperature log each working day. The Cooling Temperature Logs are to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: 02/2022 **BY:** JENNIFER FRAZIER, SND

DATE REVIEWED: _____ **BY:** _____

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HACCP-Based SOPs

Date Marking Ready-to-Eat, Potentially Hazardous Food Scott County School Nutrition Department

PURPOSE: To ensure appropriate rotation of ready-to-eat food to prevent or reduce foodborne illness from *Listeria monocytogenes*.

SCOPE: This procedure applies to foodservice employees who prepare, store, or serve food.

KEY WORDS: Ready-to-Eat Food, Potentially Hazardous Food, Date Marking, Cross-Contamination

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP. The best practice for a date marking system would be to include a label with the product name, the day or date, and time it is prepared or opened. Examples of how to indicate when the food is prepared or opened include:
 - Labeling food with a calendar date, such as “cut cantaloupe, 5/26/11, 8:00 a.m.,”
 - Identifying the day of the week, such as “cut cantaloupe, Monday, 8:00 a.m.,” or
 - Using color-coded marks or tags, such as cut cantaloupe, blue dot, 8:00 a.m. means “cut on Monday at 8:00 a.m.”
2. Follow State or local health department requirements.
3. Label ready-to-eat, potentially hazardous foods that are prepared on-site and held for more than 24 hours.
4. Label any processed, ready-to-eat, potentially hazardous foods when opened, if they are to be held for more than 24 hours.
5. Refrigerate all ready-to-eat, potentially hazardous foods at 41 °F or below.
6. Serve or discard refrigerated, ready-to-eat, potentially hazardous foods within 7 days.
7. Indicate with a separate label the date prepared, the date frozen, and the date thawed of any refrigerated, ready-to-eat, potentially hazardous foods.
8. Calculate the 7-day time period by counting only the days that the food is under refrigeration. For example:
 - On Monday, 8/1/11, lasagna is cooked, properly cooled, and refrigerated with a label that reads, “Lasagna, Cooked, 8/1/11.”
 - On Tuesday, 8/2/11, the lasagna is frozen with a second label that reads, “Frozen, 8/2/11.” Two labels now appear on the lasagna. Since the lasagna was held under refrigeration from Monday, 8/1/11 – Tuesday, 8/2/11, only 1 day is counted towards the 7-day time period.

HACCP-Based SOPs

Date Marking Ready-to-Eat, Potentially Hazardous Food, continued Scott County School Nutrition Department

INSTRUCTIONS, continued:

- On Tuesday 8/16/11 the lasagna is pulled out of the freezer. A third label is placed on the lasagna that reads, "Thawed, 8/16/11." All three labels now appear on the lasagna. The lasagna must be served or discarded within 6 days.

MONITORING:

A designated employee will check refrigerators daily to verify that foods are date marked and that foods exceeding the 7-day time period are not being used or stored.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Foods that are not date marked or that exceed the 7-day time period will be discarded.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: 02/2022 BY: JENNIFER FRAZIER, SND

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

HACCP-Based SOPs

Handling a Food Recall

Scott County School Nutrition Department

PURPOSE: To prevent foodborne illness in the event of a product recall.

SCOPE: This procedure applies to foodservice employees who prepare or serve food.

KEY WORDS: Food Recalls

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Review the food recall notice and specific instructions that have been identified in the notice.
4. Communicate the food recall notice to feeding sites.
5. Hold the recalled product using the following steps:
 - Physically segregate the product, including any open containers, leftover product, and food items in current production that items contain the recalled product.
 - If an item is suspected to contain the recalled product, but label information is not available, follow the district's procedure for disposal.
6. Mark recalled product "Do Not Use" and "Do Not Discard." Inform the entire staff not to use the product.
7. Do not destroy any USDA commodity food without official written notification from the State Distributing Agency, USDA Food Safety Inspection Services (FSIS), or State or local health department.
8. Inform the school district's public relations coordinator of the recalled product.
9. Identify and record whether any of the product was received in the district, locate the food recall product by feeding site, and verify that the food items bear the product identification code(s) and production date(s) listed in the recall notice.
10. Obtain accurate inventory counts of the recalled products from every feeding site, including the amount in inventory and amount used.
11. Account for all recalled product by verifying inventory counts against records of food received at the feeding site.

MONITORING:

Foodservice employees and foodservice manager will visually observe that school sites have segregated and secured all recalled products.

HACCP-Based SOPs

Handling a Food Recall, continued Scott County School Nutrition Department

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Determine if the recalled product is to be returned and to whom, or destroyed and by whom.
3. Notify feeding site staff of procedures, dates, and other specific directions to be followed for the collection or destruction of the recalled product.
4. Consolidate the recall product as quickly as possible, but no later than 30 days after the recall notification.
5. Conform to the recall notice using the following steps:
 - Report quantity and site where product is located to manufacturer, distributor, or State agency for collection. The quantity and location of the affected USDA commodity food must be submitted to the State Distributing Agency within 10 calendars days of the recall.
 - Obtain the necessary documents from the State Distributing Agency for USDA commodity foods. Submit necessary documentation for reimbursement of food costs.
 - Complete and maintain all required documentation related to the recall including:
 - Recall notice
 - Records of how food product was returned or destroyed
 - Reimbursable costs
 - Public notice and media communications
 - Correspondence to and from the public health department and State agency

VERIFICATION AND RECORD KEEPING

Foodservice employees will record the name of the contaminated food, date, time, and the reason why the food was discarded on the Damaged or Discarded Product Log. The foodservice manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged or Discarded Product Log each day. Maintain the Damaged or Discarded Product Logs for a minimum of 1 year.

HACCP-Based SOPs

Handling a Food Recall, continued Scott County School Nutrition Department

DATE IMPLEMENTED: 02/2022 BY: JENNIFER FRAZIER, SND

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

Adapted from: National Food Service Management Institute. (2002). *Responding to a Food Recall*. University, MS: Author.

HACCP-Based SOPs

Holding Hot and Cold Potentially Hazardous Foods Scott County School Nutrition Department

PURPOSE: To prevent foodborne illness by ensuring that all potentially hazardous foods are held under the proper temperature.

SCOPE: This procedure applies to foodservice employees who prepare or serve food.

KEY WORDS: Cross-Contamination, Temperatures, Holding, Hot Holding, Cold Holding, Storage

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow State or local health department requirements.
3. If State or local health department requirements are based on the *2001 FDA Food Code*:
 - Hold hot foods at 135 °F or above
 - Hold cold foods at 41 °F or below
4. Preheat steam tables and hot boxes.

MONITORING:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food.
2. Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
3. Take temperatures of holding units by placing a calibrated thermometer in the coolest part of a hot holding unit or warmest part of a cold holding unit.
4. For hot foods held for service:
 - Verify that the air/water temperature of any unit is at 135 °F or above before use.
 - Reheat foods in accordance with the Reheating for Hot Holding SOP.
 - All hot potentially hazardous foods should be 135 °F or above before placing the food out for display or service.
 - Take the internal temperature of food before placing it on a steam table or in a hot holding unit and at least every 2 hours thereafter.

HACCP-Based SOPs

Holding Hot and Cold Potentially Hazardous Foods, continued Scott County School Nutrition Department

MONITORING, continued:

5. For cold foods held for service:
 - Verify that the air/water temperature of any unit is at 41 °F or below before use.
 - Chill foods, if applicable, in accordance with the Cooling Potentially Hazardous Foods SOP.
 - All cold potentially hazardous foods should be 41 °F or below before placing the food out for display or service.
 - Take the internal temperature of the food before placing it onto any salad bar, display cooler, or cold serving line and at least every 2 hours thereafter.
6. For cold foods in storage:
 - Take the internal temperature of the food before placing it into any walk-in cooler or reach-in cold holding unit.
 - Chill food in accordance with the Cooling Potentially Hazardous Foods SOP if the food is not 41 °F or below.
 - Verify that the air temperature of any cold holding unit is at 41 °F or below before use and at least every 4 hours thereafter during all hours of operation.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. For hot foods:
 - Reheat the food to 165 °F for 15 seconds if the temperature is found to be below 135 °F and the last temperature measurement was 135 °F or higher and taken within the last 2 hours. Repair or reset holding equipment before returning the food to the unit, if applicable.
 - Discard the food if it cannot be determined how long the food temperature was below 135 °F.
3. For cold foods:
 - Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41 °F and the last temperature measurement was 41 °F or below and taken within the last 2 hours:
 - Place food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler.
 - Use a quick-chill unit like a blast chiller.
 - Stir the food in a container placed in an ice water bath.
 - Add ice as an ingredient.
 - Separate food into smaller or thinner portions.

HACCP-Based SOPs

Holding Hot and Cold Potentially Hazardous Foods, continued Scott County School Nutrition Department

CORRECTIVE ACTION, continued:

4. Repair or reset holding equipment before returning the food to the unit, if applicable.
5. Discard the food if it cannot be determined how long the food temperature was above 41 °F.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log. A designated foodservice employee will record air temperatures of coolers and cold holding units on the Refrigeration Logs. The foodservice manager will verify that foodservice employees have taken the required holding temperatures by visually monitoring foodservice employees during the shift and reviewing the temperature logs at the close of each day. The temperature logs are to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: 02/2022 **BY:** JENNIFER FRAZIER, SND

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DATE REVISED: _____ **BY:** _____

HACCP-Based SOPs

Personal Hygiene Scott County School Nutrition Department

PURPOSE: To prevent contamination of food by foodservice employees.

SCOPE: This procedure applies to foodservice employees who handle, prepare, or serve food.

KEY WORDS: Personal Hygiene, Cross-Contamination, Contamination

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Follow the Employee Health Policy. (Employee health policy is not included in this resource.)
4. Report to work in good health, clean, and dressed in clean attire.
5. Change apron when it becomes soiled.
6. Wash hands properly, frequently, and at the appropriate times.
7. Keep fingernails trimmed, filed, and maintained so that the edges are cleanable and not rough.
8. Avoid wearing artificial fingernails and fingernail polish.
9. Wear single-use gloves if artificial fingernails or fingernail polish are worn.
10. Do not wear any jewelry except for a plain ring such as a wedding band.
11. Treat and bandage wounds and sores immediately. When hands are bandaged, single-use gloves must be worn.
12. Cover a lesion containing pus with a bandage. If the lesion is on a hand or wrist, cover with an impermeable cover such as a finger cot or stall and a single-use glove.
13. Eat, drink, use tobacco, or chew gum only in designated break areas where food or food contact surfaces may not become contaminated.
14. Taste food the correct way:
 - Place a small amount of food into a separate container.
 - Step away from exposed food and food contact surfaces.
 - Use a teaspoon to taste the food. Remove the used teaspoon and container to the dish room. Never reuse a spoon that has already been used for tasting.
 - Wash hands immediately.
15. Wear suitable and effective hair restraints while in the kitchen.

HACCP-Based SOPs

Personal Hygiene, continued Scott County School Nutrition Department

MONITORING:

- A designated foodservice employee will inspect employees when they report to work to be sure that each employee is following this SOP.
- The designated foodservice employee will monitor that all foodservice employees are adhering to the personal hygiene policy during all hours of operation.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard affected food.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will verify that foodservice employees are following this SOP by visually observing the employees during all hours of operation. The foodservice manager will complete the Food Safety Checklist daily. Foodservice employees will record any discarded food on the Damaged or Discarded Product Log. The Food Safety Checklist and Damaged or Discarded Product Logs are to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: 02/2022 **BY:** JENNIFER FRAZIER, SND

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

HACCP-Based SOPs

Preventing Contamination at Food Bars Scott County School Nutrition Department

PURPOSE: To prevent foodborne illness by ensuring that all items held on food bars are protected from contamination.

SCOPE: This procedure applies to anyone who is responsible for maintaining and monitoring the self-service food bars.

KEY WORDS: Contamination, Self-Service, Salad Bars, Food Bars

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Follow Employee Health Policy, Personal Hygiene, and Washing Hands SOPs. (Employee health policy is not included in this resource.)
4. Follow manufacturer's instructions for pre-heating and pre-chilling food bar equipment before use.
5. Place all exposed food under sneeze guards.
6. Provide an appropriate clean and sanitized utensil for each container on the food bar.
7. Replace existing containers of food with new containers when replenishing the food bar.
8. Assist customers who are unable to properly use utensils.
9. Ensure that customers use a clean dish when returning to the food bar.
10. Store eating utensils with the handles up or in a manner to prevent customers from touching the food contact surfaces.
11. Avoid using spray chemicals to clean food bars when in use.

MONITORING:

1. Monitor and record temperatures of food in accordance with the Holding Hot and Cold Potentially Hazardous Foods SOP.
2. Continually monitor food containers to ensure that utensils are stored on a clean and sanitized surface or in the containers with the handles out of the food.
3. Continually monitor customers' use of the food bar to ensure that customers are not:
 - Touching food with their bare hands
 - Coughing, spitting, or sneezing on the food
 - Placing foreign objects in the food

HACCP-Based SOPs

Preventing Contamination at Food Bars, continued Scott County School Nutrition Department

MONITORING, continued:

- Using the same plate for subsequent trips

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Remove and discard contaminated food.
3. Demonstrate to customers how to properly use utensils.
4. Discard the food if it cannot be determined how long the food temperature was above 41 °F or below 135 °F.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will verify that foodservice employees are assigned to maintain food bars during all hours of operation. Foodservice employees will record temperatures of food items and document corrective actions taken on the Hot and Cold Holding Temperature Log. The foodservice manager will complete the Food Safety Checklist daily. This form is to be kept on file for a minimum of 1 year. Foodservice employees will document any discarded food on the Damaged or Discarded Product Log. The foodservice manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged or Discarded Product Log each day. The Hot and Cold Holding Temperature Log and the Damaged or Discarded Product Log are to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: 02/2022 BY: JENNIFER FRAZIER, SND

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

HACCP-Based SOPs

Preventing Cross-Contamination During Storage and Preparation Scott County School Nutrition Department

PURPOSE: To reduce foodborne illness by preventing unintentional contamination of food.

SCOPE: This procedure applies to anyone who is responsible for receiving, storing, preparing, and serving food.

KEY WORDS: Cross-Contamination, Preparation, Contamination, Storage, Receiving

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Wash hands properly. Refer to the Washing Hands SOP.
4. Avoid touching ready-to-eat food with bare hands. Refer to Using Suitable Utensils When Handling Ready-To-Eat Foods SOP.
5. Separate raw animal foods, such as eggs, fish, meat, and poultry, from ready-to-eat foods, such as lettuce, cut melons, and lunch meats during receiving, storage, and preparation.
6. Separate different types of raw animal foods, such as eggs, fish, meat, and poultry, from each other, except when combined in recipes.
7. Store raw animal foods in refrigerators or walk-in coolers by placing the raw animal foods on shelves in order of cooking temperatures with the raw animal food requiring the highest cooking temperature, such as chicken, on the lowest shelf.
8. Separate unwashed fruits and vegetables from washed fruits and vegetables and other ready-to-eat foods.
9. Use only dry, cleaned, and sanitized equipment and utensils. Refer to Cleaning and Sanitizing Food Contact Surfaces SOP for proper cleaning and sanitizing procedure.
10. Touch only those surfaces of equipment and utensils that will not come in direct contact with food.
11. Place food in covered containers or packages, except during cooling, and store in the walk-in refrigerator or cooler.
12. Designate an upper shelf of a refrigerator or walk-in cooler as the “cooling” shelf. Uncover containers of food during the initial quick cool-down phase to facilitate cooling.

HACCP-Based SOPs

Preventing Cross-Contamination During Storage and Preparation, continued

Scott County School Nutrition Department

INSTRUCTIONS, continued:

13. Clean the exterior surfaces of food containers, such as cans and jars, of visible soil before opening.
14. Store damaged goods in a separate location. Refer to Segregating Damaged Goods SOP.

MONITORING:

A designated foodservice employee will continually monitor food storage and preparation to ensure that food is not cross-contaminated.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Separate foods found improperly stored.
3. Discard ready-to-eat foods that are contaminated by raw eggs, raw fish, raw meat, or raw poultry.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will visually observe that employees are following these procedures and taking all necessary corrective actions during all hours of operation. The foodservice manager will periodically check the storage of foods during hours of operation and complete the Food Safety Checklist daily. The Food Safety Checklist will be kept on file for a minimum of 1 year. Foodservice employees will document any discarded food on the Damaged and Discarded Product Log. The foodservice manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged and Discarded Product Log each day. The Damaged and Discarded Product Log is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: 02/2022 BY: JENNIFER FRAZIER, SND

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

HACCP-Based SOPs

Receiving Deliveries

Scott County School Nutrition Department

PURPOSE: To ensure that all food is received fresh and safe when it enters the foodservice operation and to transfer food to proper storage as quickly as possible.

SCOPE: This procedure applies to foodservice employees who handle, prepare, or serve food.

KEY WORDS: Cross-Contamination, Temperatures, Receiving, Holding, Frozen Goods, Delivery

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Schedule deliveries to arrive at designated times during operational hours.
4. Post the delivery schedule, including the names of vendors, days and times of deliveries, and drivers' names.
5. Establish a rejection policy to ensure accurate, timely, consistent, and effective refusal and return of rejected goods.
6. Organize freezer and refrigeration space, loading docks, and store rooms before deliveries.
7. Gather product specification lists and purchase orders, temperature logs, calibrated thermometers, pens, flashlights, and clean loading carts before deliveries. Refer to the Using and Calibrating Thermometers SOP.
8. Keep receiving area clean and well lighted.
9. Do not touch ready-to-eat foods with bare hands.
10. Determine whether foods will be marked with the date arrival or the "use by" date and mark accordingly upon receipt.
11. Compare delivery invoice against products ordered and products delivered.
12. Transfer foods to their appropriate locations as quickly as possible.

MONITORING:

1. Inspect the delivery truck when it arrives to ensure that it is clean, free of putrid odors, and organized to prevent cross-contamination. Be sure refrigerated foods are delivered on a refrigerated truck.

HACCP-Based SOPs

Receiving Deliveries, continued Scott County School Nutrition Department

2. Check the interior temperature of refrigerated trucks.
3. Confirm vendor name, day and time of delivery, as well as driver's identification before accepting delivery. If driver's name is different from what is indicated on the delivery schedule, contact the vendor immediately.
4. Check frozen foods to ensure that they are all frozen solid and show no signs of thawing and refreezing, such as the presence of large ice crystals or liquids on the bottom of cartons.
5. Check the temperature of refrigerated foods.
 - a. For fresh meat, fish, and poultry products, insert a clean and sanitized thermometer into the center of the product to ensure a temperature of 41 °F or below. The temperature of milk should be 45 °F or below.
 - b. For packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper. If the temperature exceeds 41 °F, it may be necessary to take the internal temperature before accepting the product.
 - c. For eggs, the interior temperature of the truck should be 45 °F or below.
6. Check dates of milk, eggs, and other perishable goods to ensure safety and quality.
7. Check the integrity of food packaging.
8. Check the cleanliness of crates and other shipping containers before accepting products. Reject foods that are shipped in dirty crates.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Reject the following:
 - Frozen foods with signs of previous thawing
 - Cans that have signs of deterioration, such as swollen sides or ends, flawed seals or seams, dents, or rust
 - Punctured packages
 - Foods with out-dated expiration dates
 - Foods that are out of safe temperature zone or deemed unacceptable by the established rejection policy

HACCP-Based SOPs

Receiving Deliveries, continued **Scott County School Nutrition Department**

VERIFICATION AND RECORD KEEPING:

Record the temperature and the corrective action on the delivery invoice or on the Receiving Log. The foodservice manager will verify that foodservice employees are receiving products using the proper procedure by visually monitoring receiving practices during the shift and reviewing the Receiving Log at the close of each day. Receiving Logs are kept on file for a minimum of 1 year.

DATE IMPLEMENTED: 02/2022 **BY:** JENNIFER FRAZIER, SND

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DATE REVISED: _____ **BY:** _____

HACCP-Based SOPs

Reheating Potentially Hazardous Foods Scott County School Nutrition Department

PURPOSE: To prevent foodborne illness by ensuring that all foods are reheated to the appropriate internal temperature.

SCOPE: This procedure applies to foodservice employees who prepare or serve food.

KEY WORDS: Cross-Contamination, Temperatures, Reheating, Holding, Hot Holding

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow State or local health department requirements.
3. If State or local requirements are based on the *2001 FDA Food Code*, heat processed, ready-to-eat foods from a package or can, such as canned green beans or prepackaged breakfast burritos, to an internal temperature of at least 135 °F for 15 seconds for hot holding.
4. Reheat the following products to 165 °F for 15 seconds:
 - Any food that is cooked, cooled, and reheated for hot holding
 - Leftovers reheated for hot holding
 - Products made from leftovers, such as soup
 - Precooked, processed foods that have been previously cooled
5. Reheat food for hot holding in the following manner if using a microwave oven:
 - Heat processed, ready-to-eat foods from a package or can to at least 135 °F for 15 seconds
 - Heat leftovers to 165 °F for 15 seconds
 - Rotate (or stir) and cover foods while heating
 - Allow to sit for 2 minutes after heating
6. Reheat all foods rapidly. The total time the temperature of the food is between 41 °F and 165 °F may not exceed 2 hours.
7. Serve reheated food immediately or transfer to an appropriate hot holding unit.

MONITORING:

1. Use a clean, sanitized, and calibrated probe thermometer.
2. Take at least two internal temperatures from each pan of food.

HACCP-Based SOPs

Reheating Potentially Hazardous Foods, continued Scott County School Nutrition Department

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Continue reheating and heating food if the internal temperature does not reach the required temperature.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record product name, time, the two temperatures/times, and any corrective action taken on the Cooking and Reheating Temperature Log. Foodservice manager will verify that foodservice employees have taken the required reheating temperatures by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the Cooking and Reheating Temperature Log at the close of each day. The temperature logs are kept on file for a minimum of 1 year.

DATE IMPLEMENTED: 02/2022 **BY:** JENNIFER FRAZIER, SND

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

HACCP-Based SOPs

Serving Food

Scott County School Nutrition Department

PURPOSE: To prevent foodborne illness by ensuring that all foods are served in a sanitary manner.

SCOPE: This procedure applies to foodservice employees who serve food.

KEY WORDS: Cross-Contamination, Service

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow State or local health department requirements.
3. Follow the employee health policy. (Employee health policy is not included in this resource.)
4. Wash hands before putting on gloves, each time the gloves are changed, when changing tasks, and before serving food with utensils. Refer to the Washing Hands SOP.
5. Avoid touching ready-to-eat foods with bare hands. Refer to the Using Suitable Utensils when Handling Ready-To-Eat Foods SOP.
6. Handle plates by the edge or bottom; cups by the handle or bottom; and utensils by the handles.
7. Store utensils with the handles up or by other means to prevent contamination.
8. Hold potentially hazardous food at the proper temperature. Refer to the Holding Hot and Cold Potentially Hazardous Foods SOP.
9. Serve food with clean and sanitized utensils.
10. Store in-use utensils properly. Refer to the Storing In-Use Utensils SOP.
11. Date mark and cool potentially hazardous foods or discard leftovers. Refer to the Date Marking Ready-to-Eat, Potentially Hazardous Foods, and Cooling Potentially Hazardous Foods SOPs.

MONITORING:

A designated foodservice employee will visually observe that food is being served in a manner that prevents contamination during all hours of service.

HACCP-Based SOPs

Serving Food, continued Scott County School Nutrition Department

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Replace improperly handled plates, cups, or utensils.
3. Discard ready-to-eat food that has been touched with bare hands.
4. Follow the corrective actions identified in the Washing Hands; Using Suitable Utensils When Handling Ready-To-Eat Foods; Date Marking Ready-to-Eat, Potentially Hazardous Foods; Cooling Potentially Hazardous Foods; and Holding Hot and Cold Potentially Hazardous Foods SOPs.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will periodically check the storage and use of utensils during service. In addition, the foodservice manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: 02/2022 **BY:** JENNIFER FRAZIER, SND

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

HACCP-Based SOPs

Storing and Using Poisonous or Toxic Chemicals Scott County School Nutrition Department

PURPOSE: To prevent foodborne illness by chemical contamination.

SCOPE: This procedure applies to foodservice employees who use chemicals in the kitchen.

KEY WORDS: Chemicals, Cross-Contamination, Contamination, Material Safety Data Sheet

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Designate a location for storing the Material Safety Data Sheets (MSDS).
4. Follow manufacturer's directions for specific mixing, storing, and first aid instructions on the chemical containers in the MSDS.
5. Label and date all poisonous or toxic chemicals with the common name of the substance.
6. Store all chemicals in a designated secured area away from food and food contact surfaces using spacing or partitioning.
7. Limit access to chemicals by use of locks, seals, or key cards.
8. Maintain an inventory of chemicals.
9. Store only chemicals that are necessary to the operation and maintenance of the kitchen.
10. Mix, test, and use sanitizing solutions as recommended by the manufacturer and the State or local health department.
11. Use the appropriate chemical test kit to measure the concentration of sanitizer each time a new batch of sanitizer is mixed.
12. Do not use chemical containers for storing food or water.
13. Use only hand sanitizers that comply with the *2001 FDA Food Code*. Confirm with the manufacturer that the hand sanitizers used meet the requirements of the *2001 FDA Food Code*.
14. Label and store first aid supplies in a container that is located away from food or food contact surfaces.
15. Label and store medicines for employee use in a designated area and away from food contact surfaces. Do not store medicines in food storage areas.
16. Store refrigerated medicines in a covered, leak proof container where they are not accessible to children and cannot contaminate food.

HACCP-Based SOPs

Storing and Using Poisonous or Toxic Chemicals, continued Scott County School Nutrition Department

MONITORING:

Foodservice employees and foodservice manager will visually observe that chemicals are being stored, labeled, and used properly during all hours of operation.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard any food contaminated by chemicals.
3. Label and properly store any unlabeled or misplaced chemicals.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will complete the Food Safety Checklist daily to indicate that monitoring is completed. Foodservice employees will record the name of the contaminated food, date, time, and the reason why the food was discarded on the Damaged and Discarded Product Log. The foodservice manager will verify that appropriate corrective actions are being taken by reviewing, initialing, and dating the Damaged and Discarded Product Log each day. The Food Safety Checklist and Damaged and Discarded Product Logs are kept on file for a minimum of 1 year.

DATE IMPLEMENTED: 02/2022 BY: JENNIFER FRAZIER, SND

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

HACCP-Based SOPs

Transporting Food to Remote Sites, FFVP and ASP Scott County School Nutrition Department

PURPOSE: To prevent foodborne illness by ensuring that food temperatures are maintained during transportation and distribution and contamination is prevented.

SCOPE: This procedure applies to foodservice employees who transport food from a central kitchen to remote sites, FFVP and the After- School program.

KEY WORDS: Hot Holding, Cold Holding, Reheating, Cooling, Transporting Food

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. If State or local health department requirements are based on the *2001 FDA Food Code*:
 - Keep frozen foods frozen during transportation.
 - Maintain the temperature of refrigerated, potentially hazardous foods at 41 °F or below and cooked foods that are transported hot at 135 °F or above.
4. Use only food carriers for transporting food approved by the National Sanitation Foundation International or that have otherwise been approved by the state or local health department.
5. Prepare the food carrier before use:
 - Ensure that all surfaces of the food carrier are clean.
 - Wash, rinse, and sanitize the interior surfaces.
 - Ensure that the food carrier is designed to maintain cold food temperatures at 41 °F and hot food temperatures at 135 °F or above.
 - Place a calibrated stem thermometer in the warmest part of the carrier if used for transporting cold food, or the coolest part of the carrier if used for transporting hot food. Refer to the Using and Calibrating Thermometers SOP.
 - Pre-heat or pre-chill the food carrier according to the manufacturer's recommendations.
6. Store food in containers suitable for transportation. Containers should be:
 - Rigid and sectioned so that foods do not mix
 - Tightly closed to retain the proper food temperature
 - Nonporous to avoid leakage
 - Easy-to-clean or disposable
 - Approved to hold food

HACCP-Based SOPs

Transporting Food to Remote Sites, FFVP and ASP, continued **Scott County School Nutrition Department**

INSTRUCTIONS, continued:

7. Place food containers in food carriers and transport the food in clean trucks, if applicable, to remote sites as quickly as possible.
8. Employees at receiving site will immediately distribute meals for consumption.
9. Any foods not consumed will be returned to refrigeration or discarded.

MONITORING:

1. Check the air temperature of the food carrier to ensure that the temperature suggested by the manufacturer is reached prior to placing food into it.
2. Check the internal temperatures of food using a calibrated thermometer before placing it into the food carrier. Refer to the Holding Hot and Cold Potentially Hazardous Foods SOP for the proper procedures to follow when taking holding temperatures.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Continue heating or chilling food carrier if the proper air temperature is not reached.
3. Reheat food to 165 °F for 15 seconds if the internal temperature of hot food is less than 135 °F. Refer to the Reheating Potentially Hazardous Foods SOP.
4. Cool food to 41 °F or below using a proper cooling procedure if the internal temperature of cold food is greater than 41 °F. Refer to the Cooling Potentially Hazardous Foods SOP for the proper procedures to follow when cooling food.
5. Discard foods held in the danger zone for greater than 4 hours.

VERIFICATION AND RECORD KEEPING:

Before transporting food to remote sites, foodservice employees will record food carrier temperature, food product name, time, internal temperatures, and any corrective action taken on the Hot and Cold Holding Temperature Log.

HACCP-Based SOPs

Transporting Food to Remote Sites, FFVP and ASP, continued Scott County School Nutrition Department

DATE IMPLEMENTED: 02/2022 BY: JENNIFER FRAZIER, SND

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

HACCP-Based SOPs

Using and Calibrating Thermometers Scott County School Nutrition Department

PURPOSE: To prevent foodborne illness by ensuring that the appropriate type of thermometer is used to measure internal product temperatures and that thermometers used are correctly calibrated for accuracy.

SCOPE: This procedure applies to foodservice employees who prepare, cook, and cool food.

KEY WORDS: Thermometers, Calibration

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Follow the food thermometer manufacturer's instructions for use. Use a food thermometer that measures temperatures from 0 °F (-18 °C) to 220 °F (104 °C) and is appropriate for the temperature being taken. For example:
 - Temperatures of thin products, such as hamburgers, chicken breasts, pizza, filets, nuggets, hot dogs, and sausage patties, must be taken using a thermistor or thermocouple with a thin probe.
 - Bimetallic, dial-faced stem thermometers are accurate only when measuring temperatures of thick foods. They may not be used to measure temperatures of thin foods. A dimple mark located on the stem of the thermometer indicates the maximum food thickness that can be accurately measured.
 - Use only oven-safe, bimetallic thermometers when measuring temperatures of food while cooking in an oven.
4. Have food thermometers easily-accessible to foodservice employees during all hours of operation.
5. Clean and sanitize food thermometers before each use. Refer to the Cleaning and Sanitizing Food Contact Surfaces SOP for the proper procedure to follow.
6. Store food thermometers in an area that is clean and where they are not subject to contamination.

HACCP-Based SOPs

Using and Calibrating Thermometers, continued Scott County School Nutrition Department

MONITORING:

1. Foodservice employees will use either the ice-point method or boiling-point method to verify the accuracy of food thermometers. This is known as calibration of the thermometer.
2. To use ice-point method:
 - Insert the thermometer probe into a cup of crushed ice.
 - Add enough cold water to remove any air pockets that might remain.
 - Allow the temperature reading to stabilize before reading temperature.
 - Temperature measurement should be 32 °F (± 2 °F) [or 0 °C (± 1 °C)]. If not, adjust according to manufacturer's instructions.
3. To use boiling-point method:
 - Immerse at least the first two inches of the probe into boiling water.
 - Allow the temperature reading to stabilize before reading temperature.
 - Reading should be 212 °F (± 2 °F) [or 100 °C (± 1 °C)]. This reading may vary at higher altitudes. If adjustment is required, follow manufacturer's instructions.
4. Foodservice employees will check the accuracy of the food thermometers:
 - At regular intervals (at least once per week)
 - If dropped
 - If used to measure extreme temperatures, such as in an oven
 - Whenever accuracy is in question

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. For an inaccurate, bimetallic, dial-faced thermometer, adjust the temperature by turning the dial while securing the calibration nut (located just under or below the dial) with pliers or a wrench.
3. For an inaccurate, digital thermometer with a reset button, adjust the thermometer according to manufacturer's instructions.
4. If an inaccurate thermometer cannot be adjusted on-site, discontinue using it, and follow manufacturer's instructions for having the thermometer calibrated.
5. Retrain employees who are using or calibrating food thermometers improperly.

HACCP-Based SOPs

Using and Calibrating Thermometers, continued Scott County School Nutrition Department

VERIFICATION AND RECORD KEEPING:

Foodservice employees will record the calibration temperature and any corrective action taken, if applicable, on the Thermometer Calibration Log each time a thermometer is calibrated. The foodservice manager will verify that foodservice employees are using and calibrating thermometers properly by making visual observations of the employees during the calibration process and all operating hours. The foodservice manager will review and initial the Calibration Log daily. The Calibration Log will be kept on file a minimum of 1 year. The foodservice manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: 02/2022 BY: JENNIFER FRAZIER, SND

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

HACCP-Based SOPs

Using Suitable Utensils When Handling Ready-to-Eat Foods

Scott County School Nutrition Department

PURPOSE: To prevent foodborne illness due to hand-to-food cross-contamination.

SCOPE: This procedure applies to foodservice employees who prepare, handle, or serve food.

KEY WORDS: Ready-to-Eat Food, Cross-Contamination

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Use proper handwashing procedures to wash hands and exposed arms prior to preparing or handling food or at anytime when the hands may have become contaminated.
4. Do not use bare hands to handle ready-to-eat foods at any time unless washing fruits and vegetables.
5. Use suitable utensils when working with ready-to-eat food. Suitable utensils may include:
 - Single-use gloves
 - Deli tissue
 - Foil wrap
 - Tongs, spoodles, spoons, and spatulas
6. Wash hands and change gloves:
 - Before beginning food preparation
 - Before beginning a new task
 - After touching equipment such as refrigerator doors or utensils that have not been cleaned and sanitized
 - After contacting chemicals
 - When interruptions in food preparation occur, such as when answering the telephone or checking in a delivery
 - When handling money
 - Anytime a glove is torn, damaged, or soiled
 - Anytime contamination of a glove might have occurred

MONITORING:

A designated foodservice employee will visually observe that gloves or suitable utensils are used and changed at the appropriate times during all hours of operation.

HACCP-Based SOPs

Using Suitable Utensils When Handling Ready-to-Eat Foods, continued Scott County School Nutrition Department

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard ready-to-eat food touched with bare hands.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will verify that foodservice workers are using suitable utensils by visually monitoring foodservice employees during all hours of operation. The foodservice manager will complete the Food Safety Checklist daily. The designated foodservice employee responsible for monitoring will record any discarded food on the Damaged and Discarded Product Log. The Food Safety Checklist and Damaged and Discarded Food Log are kept on file for a minimum of 1 year.

DATE IMPLEMENTED: 02/2022 **BY:** JENNIFER FRAZIER, SND

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

HACCP-Based SOPs

Using Time Alone as a Public Health Control to Limit Bacteria Growth in Potentially Hazardous Foods Scott County School Nutrition Department

PURPOSE: To prevent foodborne illness by ensuring that potentially hazardous foods are not held in the temperature danger zone for more than 4 hours before being cooked or served.

SCOPE: This procedure applies to foodservice employees that handle, prepare, cook, and serve food.

KEY WORDS: Temperatures, Holding, Time as a Public Health Control

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP. Refer to the Using and Calibrating Thermometers SOP.
2. Follow State or local health department requirements.
3. If State or local health department requirements are based on the *2001 FDA Food Code*, establish written procedures that clearly identify the:
 - Specific foods for which time rather than temperature will be used to limit bacteria growth.
 - Corrective procedures that are followed to ensure that foods are cooled properly. Refer to the Cooling Potentially Hazardous Foods SOP.
 - Marking procedures used to indicate the time that is 4 hours past the point when the food is removed from temperature control, such as an oven or refrigerator.
 - Procedures that are followed when food is in the danger zone for greater than 4 hours.
4. Cook raw potentially hazardous food within 4 hours past the point when the food is removed from temperature control.
5. Serve or discard cooked or ready-to-eat food within 4 hours past the time when the food is removed from temperature control.
6. Avoid mixing different batches of food together in the same container. If different batches of food are mixed together in the same container, use the time associated with the first batch of food as the time by which to cook, serve, or discard all the food in the container.

HACCP-Based SOPs

Using Time Alone as a Public Health Control to Limit Bacteria Growth in Potentially Hazardous Foods, continued **Scott County School Nutrition Department**

MONITORING:

1. Foodservice employees will continually monitor that foods are properly marked or identified with the time that is 4 hours past the point when the food is removed from temperature control.
2. Foodservice employees will continually monitor that foods are cooked, served, or discarded by the indicated time.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Discard unmarked or unidentified food or food that is noted to exceed the 4-hour limit.

VERIFICATION AND RECORD KEEPING:

Foodservice employees will mark or otherwise identify food as specified in the Instructions Section of this SOP. The foodservice manager will verify that foodservice employees are following this procedure by visually monitoring foodservice employees and food handling during the shift. The foodservice manager will complete the Food Safety Checklist daily. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: 02/2022 **BY:** JENNIFER FRAZIER, SND

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

HACCP-Based SOPs

Washing Fruits and Vegetables Scott County School Nutrition Department

PURPOSE: To prevent or reduce risk of foodborne illness or injury by contaminated fruits and vegetables.

SCOPE: This procedure applies to foodservice employees who prepare or serve food.

KEY WORDS: Fruits, Vegetables, Cross-Contamination, Washing

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Wash hands using the proper procedure.
4. Wash, rinse, sanitize, and air-dry all food-contact surfaces, equipment, and utensils that will be in contact with produce, such as cutting boards, knives, and sinks.
5. Follow manufacturer's instructions for proper use of chemicals.
6. Wash all raw fruits and vegetables thoroughly before combining with other ingredients, including:
 - Unpeeled fresh fruit and vegetables that are served whole or cut into pieces.
 - Fruits and vegetables that are peeled and cut to use in cooking or served ready-to-eat.
7. Wash fresh produce vigorously under cold running water or by using chemicals that comply with the *2001 FDA Food Code*. Packaged fruits and vegetables labeled as being previously washed and ready-to-eat are not required to be washed.
8. Scrub the surface of firm fruits or vegetables such as apples or potatoes using a clean and sanitized brush designated for this purpose.
9. Remove any damaged or bruised areas.
10. Label, date, and refrigerate fresh-cut items.
11. Serve cut melons within 7 days if held at 41 °F or below. Refer to the Date Marking Ready-to-Eat, Potentially Hazardous Food SOP.
12. Do not serve raw seed sprouts to highly susceptible populations such as preschool-age children.

MONITORING:

1. The foodservice manager will visually monitor that fruits and vegetables are being properly washed, labeled, and dated during all hours of operation.
2. Foodservice employees will check daily the quality of fruits and vegetables in cold storage.

HACCP-Based SOPs

Washing Fruits and Vegetables, continued Scott County School Nutrition Department

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Remove unwashed fruits and vegetables service and washed immediately before being served.
3. Label and date fresh cut fruits and vegetables.
4. Discard cut melons held after 7 days.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will complete the Food Safety Checklist daily to indicate that monitoring is being conducted as specified in this SOP. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: 02/2022 **BY:** JENNIFER FRAZIER, SND

DATE REVIEWED: _____ **BY:** _____

DATE REVISED: _____ **BY:** _____

HACCP-Based SOPs

Washing Hands

Scott County School Nutrition Department

PURPOSE: To prevent foodborne illness by contaminated hands.

SCOPE: This procedure applies to anyone who handle, prepare, and serve food.

KEY WORDS: Handwashing, Cross-Contamination

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Post handwashing signs or posters in a language understood by all foodservice staff near all handwashing sinks, in food preparation areas, and restrooms.
4. Use designated handwashing sinks for handwashing only. Do not use food preparation, utility, and dishwashing sinks for handwashing.
5. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each handwashing sink or near the door in restrooms.
6. Keep handwashing sinks accessible anytime employees are present.
7. Wash hands:
 - Before starting work
 - During food preparation
 - When moving from one food preparation area to another
 - Before putting on or changing gloves
 - After using the toilet
 - After sneezing, coughing, or using a handkerchief or tissue
 - After touching hair, face, or body
 - After smoking, eating, drinking, or chewing gum or tobacco
 - After handling raw meats, poultry, or fish
 - After any clean up activity such as sweeping, mopping, or wiping counters
 - After touching dirty dishes, equipment, or utensils
 - After handling trash
 - After handling money
 - After any time, the hands may become contaminated

HACCP-Based SOPs

Washing Hands, continued Scott County School Nutrition Department

INSTRUCTIONS, continued:

8. Follow proper handwashing procedures as indicated below:
 - Wet hands and forearms with warm, running water at least 100 °F and apply soap.
 - Scrub lathered hands and forearms, under fingernails, and between fingers for at least 10-15 seconds. Rinse thoroughly under warm running water for 5-10 seconds.
 - Dry hands and forearms thoroughly with single-use paper towels.
 - Dry hands for at least 30 seconds if using a warm air hand dryer.
 - Turn off water using paper towels.
 - Use paper towel to open door when exiting the restroom.
9. Follow FDA recommendations when using hand sanitizers. These recommendations are as follows:
 - Use hand sanitizers only after hands have been properly washed and dried.
 - Use only hand sanitizers that comply with the *2001 FDA Food Code*. Confirm with the manufacturers that the hand sanitizers used meet these requirements.
 - Use hand sanitizers in the manner specified by the manufacturer.

MONITORING:

1. A designated employee will visually observe the handwashing practices of the foodservice staff during all hours of operation.
2. The designated employee will visually observe that handwashing sinks are properly supplied during all hours of operation.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP.
2. Ask employees that are observed not washing their hands at the appropriate times or using the proper procedure to wash their hands immediately.
3. Retrain employee to ensure proper handwashing procedure.

VERIFICATION AND RECORD KEEPING:

The foodservice manager will complete the Food Safety Checklist daily to indicate that monitoring is being conducted as specified. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

HACCP-Based SOPs

Washing Hands, continued Scott County School Nutrition Department

DATE IMPLEMENTED: 02/2022 BY: JENNIFER FRAZIER, SND

DATE REVIEWED: _____ BY: _____

DATE REVISED: _____ BY: _____

HACCP-Based SOPs

FOOD SAFETY CHECKLIST

Date _____ Observer _____

Directions: Use this checklist daily. Determine areas in your operations requiring corrective action. Record corrective action taken and keep completed records in a notebook for future reference.

PERSONAL HYGIENE

	Yes	No	Corrective Action
• Employees wear clean and proper uniform including shoes.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Effective hair restraints are properly worn.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Fingernails are short, unpolished, and clean (no artificial nails).	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Jewelry is limited to a plain ring, such as wedding band and a watch and no bracelets.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hands are washed properly, frequently, and at appropriate times.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Burns, wounds, sores or scabs, or splints and water-proof bandages on hands are bandaged and completely covered with a foodservice glove while handling food.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Eating, drinking, chewing gum, smoking, or using tobacco are allowed only in designated areas away from preparation, service, storage, and ware washing areas.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Employees use disposable tissues when coughing or sneezing and then immediately wash hands.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Employees appear in good health.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hand sinks are unobstructed, operational, and clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hand sinks are stocked with soap, disposable towels, and warm water.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• A handwashing reminder sign is posted.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Employee restrooms are operational and clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____

FOOD PREPARATION

	Yes	No	Corrective Action
• All food stored or prepared in facility is from approved sources.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food equipment utensils, and food contact surfaces are properly washed, rinsed, and sanitized before every use.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Frozen food is thawed under refrigeration, cooked to proper temperature from frozen state, or in cold running water.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Thawed food is not refrozen.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is tasted using the proper procedure.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Procedures are in place to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is handled with suitable utensils, such as single use gloves or tongs.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food is prepared in small batches to limit the time it is in the			

HACCP-Based SOPs

- temperature danger zone. ☐ ☐ _____
- Clean reusable towels are used only for sanitizing equipment and surfaces and not for drying hands, utensils, or floor. ☐ ☐ _____
- Food is cooked to the required safe internal temperature for the appropriate time. The temperature is tested with a calibrated food thermometer. ☐ ☐ _____
- The internal temperature of food being cooked is monitored and documented. ☐ ☐ _____

HOT HOLDING

Yes No Corrective Action

- Hot holding unit is clean. ☐ ☐ _____
- Food is heated to the required safe internal temperature before placing in hot holding. Hot holding units are not used to reheat potentially hazardous foods. ☐ ☐ _____
- Hot holding unit is pre-heated before hot food is placed in unit. ☐ ☐ _____
- Temperature of hot food being held is at or above 135 °F. ☐ ☐ _____
- Food is protected from contamination. ☐ ☐ _____

COLD HOLDING

Yes No Corrective Action

- Refrigerators are kept clean and organized. ☐ ☐ _____
- Temperature of cold food being held is at or below 41 °F. ☐ ☐ _____
- Food is protected from contamination. ☐ ☐ _____

REFRIGERATOR, FREEZER, AND MILK COOLER

Yes No Corrective Action

- Thermometers are available and accurate. ☐ ☐ _____
- Temperature is appropriate for pieces of equipment. ☐ ☐ _____
- Food is stored 6 inches off floor or in walk-in cooling equipment. ☐ ☐ _____
- Refrigerator and freezer units are clean and neat. ☐ ☐ _____
- Proper chilling procedures are used. ☐ ☐ _____
- All food is properly wrapped, labeled, and dated. ☐ ☐ _____
- The FIFO (First In, First Out) method of inventory management is used. ☐ ☐ _____
- Ambient air temperature of all refrigerators and freezers is monitored and documented at the beginning and end of each shift. ☐ ☐ _____

FOOD STORAGE AND DRY STORAGE

Yes No Corrective Action

- Temperatures of dry storage area is between 50 °F and 70 °F or State public health department requirement. ☐ ☐ _____
- All food and paper supplies are stored 6 to 8 inches off the floor. ☐ ☐ _____

HACCP-Based SOPs

- All food is labeled with name and received date. ☐ ☐ _____
- Open bags of food are stored in containers with tight fitting lids and labeled with common name. ☐ ☐ _____
- The FIFO (First In, First Out) method of inventory management is used. ☐ ☐ _____
- There are no bulging or leaking canned goods. ☐ ☐ _____
- Food is protected from contamination. ☐ ☐ _____
- All food surfaces are clean. ☐ ☐ _____
- Chemicals are clearly labeled and stored away from food and food-related supplies. ☐ ☐ _____
- There is a regular cleaning schedule for all food surfaces. ☐ ☐ _____
- Food is stored in original container or a food grade container. ☐ ☐ _____

CLEANING AND SANITIZING

Yes No Corrective Action

- Three-compartment sink is properly set up for ware washing. ☐ ☐ _____
- Dishmachine is working properly (such as gauges and chemicals are at recommended levels). ☐ ☐ _____
- Water is clean and free of grease and food particles. ☐ ☐ _____
- Water temperatures are correct for wash and rinse. ☐ ☐ _____
- If heat sanitizing, the utensils are allowed to remain immersed in 171 °F water for 30 seconds. ☐ ☐ _____
- If using a chemical sanitizer, it is mixed correctly and a sanitizer strip is used to test chemical concentration. ☐ ☐ _____
- Smallware and utensils are allowed to air dry. ☐ ☐ _____
- Wiping cloths are stored in sanitizing solution while in use. ☐ ☐ _____

UTENSILS AND EQUIPMENT

Yes No Corrective Action

- All small equipment and utensils, including cutting boards and knives, are cleaned and sanitized between uses. ☐ ☐ _____
- Small equipment and utensils are washed, sanitized, and air-dried. ☐ ☐ _____
- Work surfaces and utensils are clean. ☐ ☐ _____
- Work surfaces are cleaned and sanitized between uses. ☐ ☐ _____
- Thermometers are cleaned and sanitized after each use. ☐ ☐ _____
- Thermometers are calibrated on a routine basis. ☐ ☐ _____
- Can opener is clean. ☐ ☐ _____
- Drawers and racks are clean. ☐ ☐ _____
- Clean utensils are handled in a manner to prevent contamination of _____

HACCP-Based SOPs

areas that will be in direct contact with food or a person's mouth.

☐ ☐ _____

LARGE EQUIPMENT

Yes No Corrective Action

- Food slicer is clean. ☐ ☐ _____
- Food slicer is broken down, cleaned, and sanitized before and after every use. ☐ ☐ _____
- Boxes, containers, and recyclables are removed from site. ☐ ☐ _____
- Loading dock and area around dumpsters are clean and odor-free. ☐ ☐ _____
- Exhaust hood and filters are clean. ☐ ☐ _____

GARBAGE STORAGE AND DISPOSAL

Yes No Corrective Action

- Kitchen garbage cans are clean and kept covered. ☐ ☐ _____
- Garbage cans are emptied as necessary. ☐ ☐ _____
- Boxes and containers are removed from site. ☐ ☐ _____
- Loading dock and area around dumpster are clean. ☐ ☐ _____
- Dumpsters are clean. ☐ ☐ _____

PEST CONTROL

Yes No Corrective Action

- Outside doors have screens, are well-sealed, and are equipped with a self-closing device. ☐ ☐ _____
- No evidence of pests is present. ☐ ☐ _____
- There is a regular schedule of pest control by a licensed pest control operator. ☐ ☐ _____

HACCP-Based SOPs

Components of a Comprehensive Food Safety Program			
Directions: For each of your food service locations complete the following information. Maintain this record for a minimum of 1 year.			
Component	Location	Task Completed	Date
Documented SOP			
Documented Critical Control Points			
Standardized Recipes			
No-Cook Process Worksheet			
Same Day Service Process Worksheet			
Complex Process Worksheet			
Monitoring			
Corrective Actions			
Record Keeping			
Verification			
Training			
Review of Food Safety Plan			

HACCP-Based SOPs

Summary Table of Record Keeping for HACCP-Based SOP										
	Cleaning and Sanitizing Log	Cooking-Reheating Temperature Log	Cooling Temperature Log	Damaged or Discarded Product Log	Food Safety Checklist	Hot and Cold Holding Temperature Log	Production Log	Receiving Log	Thermometer Calibration Log	To Be Determined
Cleaning and Sanitizing Food Contact Surfaces	X				X					
Controlling Time and Temperature During Food Preparation					X		X			
Cooking		X								
Cooling			X							
Date Marking					X					
Employee Health Policy										X
Handling a Food Recall				X	X					
Holding Foods						X				

HACCP-Based SOPs

Summary Table of Record Keeping for HACCP-Based SOP, continued										
	Cleaning and Sanitizing Log	Cooking-Reheating Temperature Log	Cooling Temperature Log	Damaged or Discarded Product Log	Food Safety Checklist	Hot and Cold Holding Temperature Log	Production Log	Receiving Log	Thermometer Calibration Log	To Be Determined
Personal Hygiene				X	X					
Preventing Contamination at Food Bars				X	X	X				
Preventing Cross-Contamination During Storage and Preparation				X	X					
Receiving Deliveries								X		
Reheating Potentially Hazardous Foods		X								
Serving Food					X					
Storing and Using Toxic Chemicals				X	X					

HACCP-Based SOPs

Summary Table of Record Keeping for HACCP-Based SOP, continued										
	Cleaning and Sanitizing Log	Cooking- Reheating Temperature Log	Cooling Temperature Log	Damaged or Discarded Product Log	Food Safety Checklist	Hot and Cold Holding Temperature Log	Production Log	Receiving Log	Thermometer Calibration Log	To Be Determined
Transporting Food to Remote Sites					X	X		X		
Using and Calibrating a Food Thermometer					X				X	
Using Suitable Utensils When Handling Ready-to-Eat Foods				X	X					
Using Time Alone as a Public Health Control					X					
Washing Fruits and Vegetables					X					
Washing Hands					X					

HACCP-Based SOPs

Summary Table for Monitoring and Reviewing HACCP-Based SOP Record			
Directions: Identify the foodservice employee who will be responsible for monitoring and verifying records. Maintain this record for a minimum of 1 year.			
Standard Operating Procedure	Record	Monitored by Whom	Reviewed by Whom
Cleaning and Sanitizing Food Contact Surfaces	Food Safety Checklist Food Contact Surfaces Cleaning and Sanitizing Log		
Controlling Time and Temperature during Food Preparation	Food Safety Checklist Production Log		
Cooking	Cooking and Reheating Temperature Log		
Cooling	Cooling Temperature Log		
Date Marking	Food Safety Checklist		
Employee Health Policy	To be determined by school officials and State or local health department.		
Handling a Food Recall	Food Safety Checklist		
	Damaged or Discarded Product Log		

HACCP-Based SOPs

Summary Table for Monitoring and Reviewing HACCP-Based SOP Record, continued				
Directions: Identify the foodservice employee who will be responsible for monitoring and verifying records. Maintain this record for a minimum of 1 year.				
Standard Operating Procedure	Record	Monitored by Whom	Reviewed by Whom	
Holding Foods	Hot and Cold Holding Temperature Log			
	Refrigeration Log			
Personal Hygiene	Food Safety Checklist			
	Damaged or Discarded Product Log			
Preventing Contamination at Food Bars	Food Safety Checklist			
	Damaged or Discarded Product Log			
	Hot and Cold Holding Temperature Log			
Preventing Cross-Contamination during Storage and Preparation	Food Safety Checklist			
	Damaged or Discarded Product Log			

HACCP-Based SOPs

Summary Table for Monitoring and Reviewing HACCP-Based SOP Record, continued				
Directions: Identify the foodservice employee who will be responsible for monitoring and verifying records. Maintain this record for a minimum of 1 year.				
Standard Operating Procedure	Record	Monitored by Whom	Reviewed by Whom	
Receiving Deliveries	Receiving Log			
Reheating Potentially Hazardous Foods	Cooking and Reheating Temperature Log			
Serving Food	Food Safety Checklist			
Storing and Using Toxic Chemicals	Food Safety Checklist-Damaged or Discarded Product Log			
Transporting Foods to Remote Sites	Food Safety Checklist-Hot and Cold Holding Temperature Log-Receiving Log			
Using and Calibrating a Food Thermometer	Food Safety Checklist Thermometer Calibration Log			

HACCP-Based SOPs

Summary Table for Monitoring and Reviewing HACCP-Based SOP Record, continued				
Directions: Identify the foodservice employee who will be responsible for monitoring and verifying records. Maintain this record for a minimum of 1 year.				
Standard Operating Procedure	Record	Monitored by Whom	Reviewed by Whom	
Using Suitable Utensils When Handling Ready-to-eat Foods	Food Safety Checklist			
Using Time Alone as a Public Health Control	Food Safety Checklist			
Washing Fruits and Vegetables	Food Safety Checklist			
Washing Hands	Food Safety Checklist			

HACCP-Based SOPs

Summary of Corrective Actions for HACCP-Based SOPs

SOP	Corrective Action
Cleaning and Sanitizing Food Contact Surfaces	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food contact surfaces that have not been sanitized properly. 3. In a 3-compartment sink: <ul style="list-style-type: none"> • Drain and refill compartments periodically and as needed to keep the water clean. • Adjust the water temperature by adding hot water until the desired temperature is reached. • Add more sanitizer or water, as appropriate, until the proper sanitizer concentration is achieved. 4. In a dishmachine: <ul style="list-style-type: none"> • Drain and refill the machine periodically and as needed to keep the water clean. • Contact the appropriate individual(s) to have the machine repaired if the machine is not reaching the proper wash temperature indicated on the data plate. • For a hot water sanitizing dishmachine, retest by running the machine again. If the appropriate surface temperature is still not achieved on the second run, contact the appropriate individual(s) to have the machine repaired. Wash, rinse, and sanitize in the 3-compartment sink until the machine is repaired or use disposable single service/single-use items if a 3-compartment sink is not available. • For a chemical sanitizing dishmachine, check the level of sanitizer remaining in bulk container. Fill, if needed. "Prime" the machine according to the manufacturer's instructions to ensure that the sanitizer is being pumped through the machine. Retest. If the proper sanitizer concentration level is not achieved, stop using the machine and contact the appropriate individual(s) to have it repaired. Use a 3-compartment sink to wash, rinse, and sanitize until the machine is repaired.

HACCP-Based SOPs

Summary of Corrective Actions for HACCP-Based SOPs, continued

SOP	Corrective Action
Controlling Time and Temperature During Preparation	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Begin the cooking process immediately after preparation is complete for any foods that will be served hot. 3. Rapidly cool ready-to-eat foods or foods that will be cooked at a later time. 4. Immediately return ingredients to the refrigerator if the anticipated preparation completion time is expected to exceed 30 minutes. 5. Discard food held in the temperature danger zone for more than 4 hours.
Cooking Critical Control Point (CCP)	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Continue cooking food until the internal temperature reaches the required temperature.
Cooling Critical Control Point (CCP)	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Reheat cooked, hot food to 165 °F for 15 seconds and start the cooling process again using a different cooling method when the food is: <ul style="list-style-type: none"> • Above 70 °F and 2 hours or less into the cooling process; and • Above 41 °F and 6 hours or less into the cooling process. 3. Discard cooked, hot food immediately when the food is: <ul style="list-style-type: none"> • Above 70 °F and more than 2 hours into the cooling process; or • Above 41 °F and more than 6 hours into the cooling process. 3. Use a different cooling method for prepared ready-to-eat foods when the food is above 41 °F and less than 4 hours into the cooling process. 4. Discard prepared ready-to-eat foods when the food is above 41 °F and more than 4 hours into the cooling process.
Date Marking Ready-to-Eat Potentially Hazardous Food	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Foods that are not date marked or that exceed the 7-day time period will be discarded.
Employee Health Policy	To be determined by school officials and State or local health department.
Handling A Food Recall	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Determine if the recalled product is to be returned and to whom, or destroyed and by whom. 3. Notify feeding site staff of procedures, dates, and other specific directions to be followed for the collection or destruction of the recalled product. 4. Consolidate the recall product as quickly as possible, but no later than 30 days after the recall notification.

HACCP-Based SOPs

	5. Conform to the recall notice using the following steps:
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Summary of Corrective Actions for HACCP-Based SOPs, continued

SOP	Corrective Action
Handling A Food Recall, continued	<ul style="list-style-type: none"> • Report quantity and site where product is located to manufacturer, distributor, or State agency for collection. The quantity and location of the affected USDA commodity food must be submitted to the State Distributing Agency within 10 calendars days of the recall. • Obtain the necessary documents from the State Distributing Agency for USDA commodity foods. Submit necessary documentation for reimbursement of food costs. • Complete and maintain all required documentation related to the recall including: <ul style="list-style-type: none"> • Recall notice • Records of how food product was returned or destroyed • Reimbursable costs • Public notice and media communications
Holding Hot and Cold Potentially Hazardous Foods <div>Critical Control Point (CCP)</div>	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. For hot foods: <ul style="list-style-type: none"> • Reheat the food to 165 °F for 15 seconds if the temperature is found to be below 135 °F and the last temperature measurement was 135 °F or higher and taken within the last 2 hours. Repair or reset holding equipment before returning the food to the unit, if applicable. • Discard the food if it cannot be determined how long the food temperature was below 135 °F. 3. For cold foods: <ul style="list-style-type: none"> • Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41 °F and the last temperature measurement was 41 °F or below and taken within the last 2 hours: <ul style="list-style-type: none"> • Place food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler. • Use a quick-chill unit like a blast chiller. • Stir the food in a container placed in an ice water bath. • Add ice as an ingredient. • Separate food into smaller or thinner portions. 4. Repair or reset holding equipment before returning the food to the unit, if applicable

HACCP-Based SOPs

- | | |
|--|---|
| | 5. Discard the food if it cannot be determined how long the food temperature was above 41 °F. |
|--|---|

Summary of Corrective Actions for HACCP-Based SOPs, continued

SOP	Corrective Action
Personal Hygiene	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following this procedure. 2. Discard affected food.
Preventing Contamination at Food Bars	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Remove and discard contaminated food. 3. Demonstrate to customers how to properly use utensils. 4. Discard the food if it cannot be determined how long the food temperature was above 41 °F or below 135 °F.
Preventing Cross-Contamination during Storage and Preparation	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Separate foods found improperly stored. 3. Discard ready-to-eat foods that are contaminated by raw eggs, raw fish, raw meat, or raw poultry.
Receiving Deliveries	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Reject the following: <ul style="list-style-type: none"> • Frozen foods with signs of previous thawing • Cans that have signs of deterioration, such as swollen sides or ends, flawed seals or seams, dents, or rust • Punctured packages • Foods with out-dated expiration dates • Foods that are out of safe temperature zone or deemed unacceptable by the established rejection policy
Reheating Potentially Hazardous Foods Critical Control Point (CCP)	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Continue reheating and heating food if the internal temperature does not reach the required temperature.
Serving Food	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Replace improperly handled plates, cups, or utensils. 3. Discard ready-to-eat food that has been touched with bare hands.

HACCP-Based SOPs

	4. Follow the corrective actions identified in the Washing Hands; Using Suitable Utensils When Handling Ready-To-Eat Foods; Date Marking Ready-to-Eat, Potentially Hazardous Foods; Cooling Potentially Hazardous Foods; and Holding Hot and Cold Potentially Hazardous Foods SOPs.
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Summary of Corrective Actions for HACCP-Based SOPs, continued

SOP	Corrective Action
Storing and Using Poisonous or Toxic Chemicals	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Discard any food contaminated by chemicals. 3. Label and/or properly store any unlabeled or misplaced chemicals
Transporting Foods to Remote Sites (Satellite Kitchens)	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Continue heating or chilling food carrier if the proper air temperature is not reached. 3. Reheat food to 165 °F for 15 seconds if the internal temperature of hot food is less than 135 °F. Refer to the Reheating Potentially Hazardous Foods SOP. 4. Cool food to 41 °F or below using a proper cooling procedure if the internal temperature of cold food is greater than 41 °F. Refer to the Cooling Potentially Hazardous Foods SOP for the proper procedures to follow when cooling food. 5. Discard foods held in the danger zone for greater than 4 hours.
Using and Calibrating a Thermometer	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. For an inaccurate, bimetallic, dial-faced thermometer, adjust the temperature by turning the dial while securing the calibration nut (located just under or below the dial) with pliers or a wrench. 3. For an inaccurate, digital thermometer with a reset button, adjust the thermometer according to manufacturer's instructions. 4. If an inaccurate thermometer cannot be adjusted on-site, discontinue using it, and follow manufacturer's instructions for having the thermometer calibrated. 5. Retrain employees who are using or calibrating food thermometers improperly.
Using Suitable Utensils When Handling Ready-to-Eat Foods	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Discard ready-to-eat food touched with bare hands.
Using Time Alone as a Public Health Control	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP.

HACCP-Based SOPs

Critical Control Point (CCP)	2. Discard unmarked or unidentified food or food that is noted to exceed the 4-hour limit.
Washing Fruits and Vegetables	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Remove unwashed fruits and vegetables service and washed immediately before being served. 3. Label and date fresh cut fruits and vegetables. 4. Discard cut melons held after 7 days.

Summary of Corrective Actions for HACCP-Based SOPs, continued

SOP	Corrective Action
Washing Hands	<ol style="list-style-type: none"> 1. Retrain any foodservice employee found not following the procedures in this SOP. 2. Ask employees that are observed not washing their hands at the appropriate times or using the proper procedure to wash their hands immediately. 3. Retrain employee to ensure proper handwashing procedure.

HACCP-Based SOPs

Employee Food Safety Training Record

Date: _____

Location: _____

Directions: Use this form to record food safety training provided to employees. Maintain this record for a minimum of 1 year.

[illegible]

HACCP-Based SOPs

No-Cook Process Worksheet

Directions: Review the standardized recipe for each of your menu items. Write the name of the menu item, the recipe number, and any specific instructions in the appropriate columns. Follow your HACCP-based standard operating procedures for facility-wide, receiving, storing, preparing, holding, and serving.

Menu Item	Recipe Number	Specific Instructions

HACCP-Based SOPs

No-Cook Process Worksheet, continued

Directions: Review the standardized recipe for each of your menu items. Write the name of the menu item, the recipe number, and any specific instructions in the appropriate columns. Follow your HACCP-based standard operating procedures for facility-wide, receiving, storing, preparing, holding, and serving.

Menu Item	Recipe Number	Specific Instructions

HACCP-Based SOPs

Same Day Service Process Worksheet

Directions: Review the standardized recipe for each of your menu items. Write the name of the menu item, the recipe number, and any specific instructions in the appropriate columns. Follow your HACCP-based standard operating procedures for facility-wide, receiving, storing, preparing, holding, cooking, and serving.

Menu Item	Recipe Number	Specific Instructions

HACCP-Based SOPs

Same Day Service Process Worksheet, continued

Directions: Review the standardized recipe for each of your menu items. Write the name of the menu item, the recipe number, and any specific instructions in the appropriate columns. Follow your HACCP-based standard operating procedures for facility-wide, receiving, storing, preparing, holding, cooking, and serving.

Menu Item	Recipe Number	Specific Instructions

HACCP-Based SOPs

Complex Food Process Worksheet

Directions: Review the standardized recipe for each of your menu items. Write the name of the menu item, the recipe number, and any specific instructions in the appropriate columns. Follow your HACCP-based standard operating procedures for facility-wide, receiving, storing, preparing, holding, cooking, serving, cooling, and reheating.

Menu Item	Recipe Number	Specific Instructions

HACCP-Based SOPs

Complex Food Process Worksheet, continued

Directions: Review the standardized recipe for each of your menu items. Write the name of the menu item, the recipe number, and any specific instructions in the appropriate columns. Follow your HACCP-based standard operating procedures for facility-wide, receiving, storing, preparing, holding, cooking, serving, cooling, and reheating.

Menu Item	Recipe Number	Specific Instructions

Lee County
P. O. Box 763
134 Hill Street
Jonesville, VA 24263
Phone: 276-346-2011
Fax: 276-346-0401

Scott County
190 Beech Street
Suite 102
Gate City, VA 24251
Phone: 276-386-1312
Fax: 276-386-2116

Wise County and the City of Norton
134 Roberts Ave SW
Wise, VA 24293
Phone: 276-328-8000
Fax: 276-376-1020

COMMONWEALTH OF VIRGINIA

VIRGINIA DEPARTMENT OF HEALTH

Cumberland Plateau & Lenowisco Health Districts
224 Clydesway Dr. – Suite B 134 Roberts Avenue, SW
Lebanon, VA 24266 Wise, VA 24293

January 25, 2022

Dear Parents or Guardians of Students 12 years of age and older,

The Lenowisco Health District is pleased to offer the Pfizer COVID-19 vaccine booster for those students 12 years of age and older at the schools in Scott County on the following dates and times. The link to the clinics is also provided to help you schedule your child's appointment. If you have any issues scheduling the appointment, please contact your local health department for assistance.

The schedule is as follows:

February 3, 2022	Rye Cove Intermediate
February 3, 2022	Rye Cove High School
February 3, 2022	Dungannon Intermediate School
February 3, 2022	Twin Spring High School
February 3, 2022	Nickelsville Elementary School
February 4, 2022	Gate City High School
February 4, 2022	Gate City Middle School
February 4, 2022	Scott County Vocational School

Students between 12-17 years of age are NOT eligible to receive a booster dose unless it has been 5 months since they received their second dose of Pfizer vaccine.

COVID-19 cases are once again on the rise in our schools and communities. Receiving a booster dose of vaccine provides further protection and reduces the risk of disease, hospitalization, and death, and may also protect friends, family, and the community.

Wearing masks, social distancing, and washing hands, along with receiving the COVID-19 vaccine booster, are important tools to help prevent the spread of disease.

Common side effects from the vaccine include pain at the injection site, headache, muscle or joint pain, fever, and chills. These side effects typically resolve within 12-24 hours. Please review the Emergency Use Authorization (EUA) for specific vaccine information.

To register your student for a vaccine, you will sign them up online on the VDH VASE+ system. To schedule the appointment, review the EUA, and sign the consent, please use the specific vaccine link for your child's school:

Rye Cove Intermediate School

https://vase.vdh.virginia.gov/vdhapps/f?p=535:205:::NO:205:P205_CLINIC_DETAILS_ID:285000423203888042163078640410773034720

Rye Cove High School

https://vase.vdh.virginia.gov/vdhapps/f?p=535:205:::NO:205:P205_CLINIC_DETAILS_ID:285000254744244663979460512981289987083

Dungannon Intermediate School

https://vase.vdh.virginia.gov/vdhapps/f?p=535:205:::NO:205:P205_CLINIC_DETAILS_ID:285001968425585218165428962698589787676

Twin Springs High School

https://vase.vdh.virginia.gov/vdhapps/f?p=535:205:::NO:205:P205_CLINIC_DETAILS_ID:285002093805663645242603262485782514537

Nickelsville Elementary School

https://vase.vdh.virginia.gov/vdhapps/f?p=535:205:::NO:205:P205_CLINIC_DETAILS_ID:285002150992524994913027320412851826668

Gate City High School

https://vase.vdh.virginia.gov/vdhapps/f?p=535:205:::NO:205:P205_CLINIC_DETAILS_ID:285009961251917267486739064749606753907

Gate City Middle School

https://vase.vdh.virginia.gov/vdhapps/f?p=535:205:::NO:205:P205_CLINIC_DETAILS_ID:285011366798938582013942341583912986741

Scott County Vocational School

https://vase.vdh.virginia.gov/vdhapps/f?p=535:205:::NO:205:P205_CLINIC_DETAILS_ID:285002150992552800206878456883870068716

Best Regards,

Michelle McPherson, Nurse Manager
LENOWISCO and Cumberland Plateau Health Districts

SCOTT COUNTY PUBLIC SCHOOL HEAD START

FINANCIAL REPORT, DECEMBER 2021 PRELIMINARY

GRANT AWARDS

<i>Head Start</i> 1/1/21-12/31/21	Funding Type	Federal Share	NFS	Total Funding
03CH011328-02-01	Continuation	\$1,430,148	\$357,538	\$1,787,686
03CH011328-02-02	COLA	\$17,199	\$0	\$17,199
03CH011328-02-03	Carryover	\$24,163	\$0	\$24,163
	Total	\$1,471,510	\$357,538	\$1,829,048

<i>Early Head Start</i> 9/1/21-8/31/22	Funding Type	Federal Share	NFS	Total Funding
03HP000497-01-00	Baseline	\$419,588	\$103,659	\$523,247
	Total	\$419,588	\$103,659	\$523,247

<i>CRRSA/ARP</i> 4/1/21-3/31/23	Funding Type	Federal Share	NFS	Total Funding
03HE000869-01-00	CRRSA (C5)	\$51,766	\$0	\$51,766
03HE000869-01-01	ARP (C6)	\$205,798	\$0	\$205,798
	Total	\$257,564	\$0	\$257,564

NON-FEDERAL SHARE (NFS)

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

Head Start	Current Month	YTD	Budgeted	Remaining	% Remaining
Parents & Volunteer	\$ 6,188.09	\$ 110,966.18	\$ 155,978.00	\$ 45,011.82	29%
School District	\$ 18,981.73	\$ 251,508.89	\$ 162,399.00	\$ (89,109.89)	-55%
Donations	\$ 4,221.03	\$ 53,415.80	\$ 39,161.00	\$ (14,254.80)	-36%
Total	\$ 29,390.85	\$ 415,890.87	\$ 357,538.00	\$ (58,352.87)	-16%

Early Head Start	Current Month	YTD	Budgeted	Remaining	% Remaining
Parents & Volunteer	\$ 3,356.89	\$ 25,595.32	\$ 73,542.00	\$ 47,946.68	65%
School District	\$ 807.49	\$ 3,513.46	\$ 10,620.00	\$ 7,106.54	67%
Donations	\$ 510.44	\$ 3,139.22	\$ 19,497.00	\$ 16,357.78	84%
Total	\$ 4,674.82	\$ 32,248.00	\$ 103,659.00	\$ 71,411.00	69%

ADMINISTRATIVE COST

*Allowable costs to develop and administer a Head Start program cannot exceed 15 percent of the total approved program costs, which includes both federal costs and non-federal match.
(Head Start Program Performance Standards 1303.5)*

Head Start	Current Month	YTD	Budgeted	Remaining
Personnel	\$ 9,192.46	\$ 118,004.95	\$ 125,508.00	\$ 7,503.05
Fringe	\$ 3,185.31	\$ 40,997.05	\$ 56,738.00	\$ 15,740.95
Travel	\$ -	\$ 38.46	\$ 533.00	\$ 494.54
Supplies	\$ 160.57	\$ 1,271.90	\$ 993.00	\$ (278.90)
Contractual	\$ 46.08	\$ 1,130.31	\$ -	\$ (1,130.31)
Other	\$ 1,022.22	\$ 25,048.97	\$ 36,233.00	\$ 11,184.03
Total	\$ 13,606.64	\$ 186,491.64	\$ 220,005.00	\$ 33,513.36

Month Admin. Cost **0.74%**

YTD Admin. Cost **10.20%**

Early Head Start	Current Month	YTD	Budgeted	Remaining
Personnel	\$ 3,808.36	\$ 8,668.46	\$ 24,316.00	\$ 15,647.54
Fringe	\$ 596.09	\$ 1,923.71	\$ 6,306.00	\$ 4,382.29
Travel	\$ -	\$ -	\$ 89.00	\$ 89.00
Supplies	\$ 21.17	\$ 23.97	\$ 497.00	\$ 473.03
Contractual	\$ 17.04	\$ 68.16	\$ 598.00	\$ 529.84
Other	\$ 99.18	\$ 557.85	\$ 8,871.00	\$ 8,313.15
Total	\$ 4,541.84	\$ 11,242.15	\$ 40,677.00	\$ 29,434.85

Month Admin. Cost **0.87%**

YTD Admin. Cost **2.15%**

CRRSA/ARP	Current Month	YTD	Budgeted	Remaining
Personnel	\$ -	\$ 1,500.00	\$ 5,000.00	\$ 3,500.00
Fringe	\$ -	\$ 114.75	\$ 400.00	\$ 285.25
Travel	\$ -	\$ -	\$ -	\$ -
Supplies	\$ 96.38	\$ 1,403.68	\$ 5,000.00	\$ 3,596.32
Contractual	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ 220.23	\$ 5,000.00	\$ 4,779.77
Total	\$ 96.38	\$ 3,238.66	\$ 15,400.00	\$ 12,161.34
Month Admin. Cost	0.04%			
YTD Admin. Cost	1.26%			

CREDIT CARD TRANSACTIONS

Head Start Memo	Object Code	Debit	Credit	Balance
Program Wide Parent Workshop	3320	\$ (237.33)	\$ -	\$ (237.33)
P000339	5505	\$ (47.27)	\$ -	\$ (284.60)
Policy Council 11/18/21	5505	\$ (444.41)	\$ -	\$ (729.01)
P000341	20-3800	\$ (180.00)	\$ -	\$ (909.01)
P000342	20-3800	\$ (590.00)	\$ -	\$ (1,499.01)
P000344	6001	\$ (120.00)	\$ -	\$ (1,619.01)
P000370	6001	\$ (475.20)	\$ -	\$ (2,094.21)
P000347	6001	\$ (245.00)	\$ -	\$ (2,339.21)
Parent activity, parent workshop	6017	\$ (34.00)	\$ -	\$ (2,373.21)
Items for parent workshop	6017	\$ (41.54)	\$ -	\$ (2,414.75)
Parent activity, parent workshop	6017	\$ (34.00)	\$ -	\$ (2,448.75)
Sponsored job on Indeed	3320	\$ (137.70)	\$ -	\$ (2,586.45)
Sponsored job on Indeed	3320	\$ (27.45)	\$ -	\$ (2,613.90)
P000379	20-3800	\$ (99.00)	\$ -	\$ (2,712.90)
Zira User license, Dec. 2021	6001	\$ (120.00)	\$ -	\$ (2,832.90)
PC Meeting	5505	\$ (216.88)	\$ -	\$ (3,049.78)
P000380	6013	\$ (201.41)	\$ -	\$ (3,251.19)
P000381	6013	\$ (1,213.42)	\$ -	\$ (4,464.61)
P000383	6013	\$ (705.55)	\$ -	\$ (5,170.16)
P000382	6013	\$ (597.42)	\$ -	\$ (5,767.58)
Postage	5501	\$ (12.00)	\$ -	\$ (5,779.58)
P000375	3310	\$ (219.80)	\$ -	\$ (5,999.38)
P000377	5505	\$ (115.84)	\$ -	\$ (6,115.22)
Stamps	5201	\$ (40.43)	\$ -	\$ (6,155.65)
Program Wide Parent Workshop	5505	\$ (38.07)	\$ -	\$ (6,193.72)
Program Wide Parent Workshop	5505	\$ (7.15)	\$ -	\$ (6,200.87)
P000387	6013	\$ (32.00)	\$ -	\$ (6,232.87)
Weber City HS	6002	\$ (32.60)	\$ -	\$ (6,265.47)

Early Head Start**Memo**

	Acct.	Debit	Credit	Balance
P000333	PVNB	\$ (31.07)	\$ -	\$ (31.07)
Pumpkin Patch Field Trip	BOA	\$ (100.94)	\$ -	\$ (132.01)

HEAD START BUDGET - DEC. 2021 - PRELIMINARY REPORT

03CH011328-02 (01/01/21-12/31/21)

REVENUES	CURRENT MONTH	YTD	BUDGETED TOTAL	BUDGET REMAINING	% REMAINING
ACF-OHS	\$ 140,969.07	\$ 1,331,250.43	\$ 1,471,510	\$ 140,259.57	9.5%
CACFP	\$ 13,895.19	\$ 88,715.06	\$ 115,000	\$ 26,284.94	22.9%
Donations, Other Revenue	\$ 3,800.00	\$ 5,302.89	\$ -	\$ (5,302.89)	0.0%
Total	\$ 158,664.26	\$ 1,425,268.38	\$ 1,586,510	\$ 161,241.62	10.2%
EXPENDITURES					
Personnel	\$ 69,670.20	\$ 835,124.04	\$ 899,518	\$ 64,393.96	7.2%
Personnel Total	\$ 69,670.20	\$ 835,124.04	\$ 899,518	\$ 64,393.96	7.2%
Fringe	\$ 27,135.14	\$ 328,038.24	\$ 367,541	\$ 39,502.76	10.7%
Fringe Total	\$ 27,135.14	\$ 328,038.24	\$ 367,541	\$ 39,502.76	10.7%
Out of Town Travel	\$ -	\$ 549.48	\$ 7,615	\$ 7,065.52	92.8%
Travel Total	\$ -	\$ 549.48	\$ 7,615	\$ 7,065.52	92.8%
Office Supplies	\$ 1,516.77	\$ 14,248.08	\$ 8,644	\$ (5,604.08)	-64.8%
Postage	\$ -	\$ 37.54	\$ 939	\$ 901.46	96.0%
Food Supplies	\$ 12,637.60	\$ 76,795.54	\$ 93,735	\$ 16,939.46	18.1%
Food Service Supplies	\$ 463.45	\$ 3,032.11	\$ 4,950	\$ 1,917.89	38.7%
Classroom/Ed. Supplies	\$ 8,444.94	\$ 29,711.49	\$ 12,993	\$ (16,718.49)	-128.7%
Medical & Dental Supplies	\$ 49.96	\$ 396.59	\$ 1,833	\$ 1,436.41	78.4%
Transition Supplies	\$ -	\$ -	\$ 400	\$ 400.00	100.0%
Janitorial Supplies	\$ 777.09	\$ 3,884.19	\$ 4,600	\$ 715.81	15.6%
Supplies Total	\$ 23,889.81	\$ 128,105.54	\$ 128,094	\$ (11.54)	0.0%
Mental Health Services	\$ 727.50	\$ 935.63	\$ 4,140	\$ 3,204.37	77.4%
Other Contractual Services	\$ -	\$ 14,480.59	\$ 17,694	\$ 3,213.41	18.2%
Contractual Total	\$ 727.50	\$ 15,416.22	\$ 21,834	\$ 6,417.78	29.4%
Equipment	\$ 24,635.04	\$ 24,635.04	\$ 24,163.00	\$ (472.04)	0.0%
Equipment Total	\$ 24,635.04	\$ 24,635.04	\$ 24,163.00	\$ (472.04)	0.0%
Rent	\$ -	\$ 9,794.85	\$ 9,180	\$ (614.85)	-6.7%
Utilities	\$ 1,350.04	\$ 14,718.14	\$ 20,400	\$ 5,681.86	27.9%
Telephone	\$ 1,059.04	\$ 13,984.24	\$ 12,000	\$ (1,984.24)	-16.5%
Child Liability Insurance	\$ -	\$ -	\$ -	\$ -	0.0%
Maintenance & Repair	\$ 3,851.03	\$ 18,298.45	\$ 6,546	\$ (11,752.45)	-179.5%
Local Travel	\$ 44.50	\$ 955.78	\$ 4,095	\$ 3,139.22	76.7%
Parent Activities	\$ 2,151.91	\$ 2,810.83	\$ 2,567	\$ (243.83)	-9.5%
Audit Fee	\$ -	\$ -	\$ 2,945	\$ 2,945.00	100.0%
Publications, Ads, & Printing	\$ 1,643.76	\$ 12,298.58	\$ 13,889	\$ 1,590.42	11.5%
Health Services	\$ -	\$ -	\$ 3,278	\$ 3,278.00	100.0%
Field Trips	\$ 589.10	\$ 589.10	\$ 750	\$ 160.90	21.5%
Discretionary Funds	\$ 128.49	\$ 759.34	\$ 3,360	\$ 2,600.66	77.4%
Health Examinations/Wellness	\$ -	\$ 193.41	\$ 300	\$ 106.59	35.5%
Assoc., Dues, & Fees	\$ 360.00	\$ 3,136.67	\$ 2,136	\$ (1,000.67)	-46.8%
Substitutes	\$ 302.77	\$ 4,054.77	\$ 18,320	\$ 14,265.23	77.9%
Training	\$ 1,285.48	\$ 10,747.09	\$ 15,541	\$ 4,793.91	30.8%
Other Total	\$ 12,766.12	\$ 92,341.25	\$ 115,307	\$ 22,965.75	19.9%
Expenditures Total	\$ 158,823.81	\$ 1,424,209.81	\$ 1,564,072	\$ 139,862.19	8.9%
Income (Loss)	\$ (159.55)	\$ 1,058.57			

EARLY HEAD START BUDGET - DEC. 2021

03HP000497-01 (09/01/21-8/31/22)

REVENUES	CURRENT MONTH	YTD	BUDGETED TOTAL	BUDGET REMAINING	% REMAINING
ACF-OHS	\$ 30,839.10	\$ 115,220.21	\$ 419,588	\$ 304,367.79	72.5%
CACFP	\$ 2,282.26	\$ 4,941.59	\$ 35,166	\$ 30,224.41	85.9%
Donations, Other Revenue	\$ -	\$ -	\$ -	\$ -	0.0%
Total	\$ 33,121.36	\$ 120,161.80	\$ 454,754	\$ 334,592.20	73.6%
EXPENDITURES					
Personnel	\$ 20,485.76	\$ 79,457.22	\$ 252,118	\$ 172,660.78	68.5%
Personnel Total	\$ 20,485.76	\$ 79,457.22	\$ 252,118	\$ 172,660.78	68.5%
Fringe	\$ 6,274.01	\$ 24,722.25	\$ 86,740	\$ 62,017.75	71.5%
Fringe Total	\$ 6,274.01	\$ 24,722.25	\$ 86,740	\$ 62,017.75	71.5%
Out of Town Travel	\$ -	\$ -	\$ 1,272	\$ 1,272.00	100.0%
Travel Total	\$ -	\$ -	\$ 1,272	\$ 1,272.00	100.0%
Office Supplies	\$ 302.40	\$ 302.40	\$ 3,500	\$ 3,197.60	91.4%
Postage	\$ -	\$ -	\$ 100	\$ 100.00	100.0%
Food Supplies	\$ 2,588.46	\$ 8,138.40	\$ 34,488	\$ 26,349.60	76.4%
Food Service Supplies	\$ 3.49	\$ 93.34	\$ 6,678	\$ 6,584.66	98.6%
Classroom/Ed. Supplies	\$ 19.00	\$ 570.15	\$ 12,094	\$ 11,523.85	95.3%
Medical & Dental Supplies	\$ -	\$ -	\$ 3,000	\$ 3,000.00	100.0%
Transition Supplies	\$ -	\$ -	\$ 750	\$ 750.00	100.0%
Janitorial Supplies	\$ -	\$ 39.95	\$ 3,500	\$ 3,460.05	98.9%
Supplies Total	\$ 2,913.35	\$ 9,144.24	\$ 64,110	\$ 54,965.76	85.7%
Mental Health Services	\$ 90.00	\$ 210.00	\$ 1,620	\$ 1,410.00	87.0%
Other Contractual Services	\$ -	\$ -	\$ 6,544	\$ 6,544.00	100.0%
Contractual Total	\$ 90.00	\$ 210.00	\$ 8,164	\$ 7,954.00	97.4%
Equipment	\$ -	\$ -	\$ -	\$ -	0.0%
Equipment Total	\$ -	\$ -	\$ -	\$ -	0.0%
Rent	\$ -	\$ 540.00	\$ 1,620	\$ 1,080.00	66.7%
Utilities	\$ 150.45	\$ 423.89	\$ 3,000	\$ 2,576.11	85.9%
Telephone	\$ 172.40	\$ 680.44	\$ 2,386	\$ 1,705.56	71.5%
Child Liability Insurance	\$ -	\$ -	\$ 132	\$ 132.00	0.0%
Maintenance & Repair	\$ -	\$ -	\$ 8,000	\$ 8,000.00	100.0%
Local Travel	\$ -	\$ -	\$ 500	\$ 500.00	100.0%
Parent Activities	\$ 505.04	\$ 505.04	\$ 600	\$ 94.96	15.8%
Audit Fee	\$ -	\$ -	\$ 1,500	\$ 1,500.00	100.0%
Publications, Ads, & Printing	\$ -	\$ -	\$ 3,000	\$ 3,000.00	100.0%
Health Services	\$ -	\$ -	\$ 2,000	\$ 2,000.00	100.0%
Field Trips	\$ 95.90	\$ 95.90	\$ 2,500	\$ 2,404.10	96.2%
Discretionary Funds	\$ -	\$ 84.43	\$ 1,800	\$ 1,715.57	95.3%
Health Examinations/Wellness	\$ -	\$ -	\$ 750	\$ 750.00	100.0%
Assoc., Dues, & Fees	\$ -	\$ 120.77	\$ 2,500	\$ 2,379.23	95.2%
Substitutes	\$ 158.56	\$ 1,724.48	\$ 3,951	\$ 2,226.52	56.4%
Training	\$ -	\$ 170.88	\$ 8,111	\$ 7,940.12	97.9%
Other Total	\$ 1,082.35	\$ 4,345.83	\$ 42,350	\$ 38,004.17	89.7%
Expenditures Total	\$ 30,845.47	\$ 117,879.54	\$ 454,754	\$ 336,874.46	74.1%
Income (Loss)	\$ 2,275.89	\$ 2,282.26			

CRRSA/ARP BUDGET - DEC. 2021

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

REVENUES	CURRENT MONTH	YTD	BUDGETED TOTAL	BUDGET REMAINING	% REMAINING
ACF-OHS	\$ -	\$ 70,075.34	\$ 257,564	\$ 187,488.66	72.8%
CACFP	\$ -	\$ -	\$ -	\$ -	0.0%
Donations, Other Revenue	\$ -	\$ -	\$ -	\$ -	0.0%
Total	\$ -	\$ 70,075.34	\$ 257,564	\$ 187,488.66	72.8%
EXPENDITURES					
Personnel	\$ 12.13	\$ 38,287.13	\$ 14,400	\$ (23,887.13)	-165.9%
Personnel Total	\$ 12.13	\$ 38,287.13	\$ 14,400	\$ (23,887.13)	-165.9%
Fringe	\$ 0.95	\$ 2,942.70	\$ 1,239	\$ (1,703.70)	-137.5%
Fringe Total	\$ 0.95	\$ 2,942.70	\$ 1,239	\$ (1,703.70)	-137.5%
Out of Town Travel	\$ -	\$ -	\$ -	\$ -	0.0%
Travel Total	\$ -	\$ -	\$ -	\$ -	0.0%
Office Supplies	\$ 1,376.90	\$ 17,314.97	\$ -	\$ (17,314.97)	0.0%
Postage	\$ -	\$ -	\$ -	\$ -	0.0%
Food Supplies	\$ -	\$ 119.85	\$ 408	\$ 288.15	70.6%
Food Service Supplies	\$ -	\$ 441.89	\$ -	\$ (441.89)	0.0%
Classroom/Ed. Supplies	\$ -	\$ 5,029.78	\$ 98,780	\$ 93,750.22	94.9%
Medical & Dental Supplies	\$ 336.50	\$ 889.12	\$ 2,000	\$ 1,110.88	55.5%
Transition Supplies	\$ -	\$ -	\$ -	\$ -	0.0%
Janitorial Supplies	\$ -	\$ 2,737.72	\$ 3,600	\$ 862.28	24.0%
Supplies Total	\$ 1,713.40	\$ 26,533.33	\$ 104,788	\$ 78,254.67	74.7%
Mental Health Services	\$ -	\$ -	\$ 93,600	\$ 93,600.00	100.0%
Other Contractual Services	\$ -	\$ -	\$ -	\$ -	0.0%
Contractual Total	\$ -	\$ -	\$ 93,600	\$ 93,600.00	100.0%
Equipment	\$ -	\$ -	\$ -	\$ -	0.0%
Equipment Total	\$ -	\$ -	\$ -	\$ -	0.0%
Rent	\$ -	\$ 819.80	\$ 2,460	\$ 1,640.20	66.7%
Utilities	\$ -	\$ 71.08	\$ -	\$ (71.08)	0.0%
Telephone	\$ -	\$ -	\$ -	\$ -	0.0%
Child Liability Insurance	\$ -	\$ -	\$ -	\$ -	0.0%
Maintenance & Repair	\$ -	\$ -	\$ -	\$ -	0.0%
Local Travel	\$ -	\$ -	\$ -	\$ -	0.0%
Parent Activities	\$ -	\$ -	\$ 3,000	\$ 3,000.00	100.0%
Audit Fee	\$ -	\$ -	\$ -	\$ -	0.0%
Publications, Ads, & Printing	\$ -	\$ -	\$ 8,699	\$ 8,699.00	100.0%
Health Services	\$ -	\$ -	\$ -	\$ -	0.0%
Field Trips	\$ -	\$ -	\$ -	\$ -	0.0%
Discretionary Funds	\$ -	\$ -	\$ -	\$ -	0.0%
Health Examinations/Wellness	\$ -	\$ -	\$ -	\$ -	0.0%
Assoc., Dues, & Fees	\$ -	\$ -	\$ 15,000	\$ 15,000.00	100.0%
Substitutes	\$ -	\$ 41.80	\$ 1,800	\$ 1,758.20	97.7%
Training	\$ -	\$ 157.40	\$ 12,578	\$ 12,420.60	98.7%
Other Total	\$ -	\$ 1,090.08	\$ 43,537	\$ 42,446.92	97.5%
Expenditures Total	\$ 1,726.48	\$ 68,853.24	\$ 257,564	\$ 188,710.76	73.3%
Income (Loss)	\$ (1,726.48)	\$ 1,222.10			

The Head Start Policy Council approved the revised enrollment criteria priorities used to select eligible children for the 2022-2023 school year. The revision included the addition of the following Special Family Circumstances: Early Intervention Referral, a DSS Referral due to extenuating circumstances, and Death of a Parent. Ten points were assigned to each of these. Once approved, all children will be prioritized according to these criteria in addition to the Income categories such as 100% below the poverty guidelines, 101-130% below the poverty guidelines (up to 35% of funded enrollment), over income (up to 10% of funded enrollment).

Scott County Head Start Eligibility Configuration

Head Start 2022-2023

Applies to:

Scott County Early Head Start - EHS 2021- 2022
Scott County Head Start - Program Year 2021 - 2022

Automatically assign points based on Income

Foster	25
Homeless	25
Public Assistance	24
0 - 10%	22
11 - 20%	21
21 - 30%	20
31 - 40%	19
41 - 50%	18
51 - 60%	17
61 - 70%	16
71 - 80%	15
81 - 90%	14
91 - 100%	13
101 - 110%	3
111 - 120%	2
121 - 130%	1
131 - 140%	12
141 - 150%	11
151 - 160%	10
161 - 170%	9
171 - 180%	8
181 - 190%	7
191 - 200%	6
201 - 300%	5
301 - 400%	4

Automatically assign points based on Class Age

0 - 35 mo	0
36 - 47 mo	7
48 - 59 mo	9

Participant is not eligible if less than 36 months old on the school-year cut-off date or at the time of enrollment.
Participant is not eligible if 60 months old or older on the school-year cut-off date.

Other Eligibility Criteria

Parental Status

- 7 Single Parent (Mother Only)
- 7 Single Parent (Father Only)
- 6 Two Parent Family
- 9 Other Relative (Grandparent/ Guardian)

Special Family Circumstances

- 9 A Single Parent Working or in School
- 7 Two Paren Working or in School
- 10 Incarcerated Parent
- 10 Early Intervention Referral
- 10 DSS Referral/ Extenuating Circumstances
- 10 Death of a Parent

Scott County Head Start

Eligibility Configuration

Head Start 2022-2023

Other Eligibility Criteria

Disability

- 6 Suspected
- 8 Identified
- 3 Biological Medical Risk

Enrollment Status

- 5 Returning Child
- 4 Transitioning from EHS



SCOTT COUNTY PUBLIC SCHOOL HEAD START

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Weber City, VA 24290
Phone: (276) 386-6051
www.scottcountyheadstart.org
Cindy Raymond, Director

COVID-19 VACCINATION & UNIVERSAL MASKING POLICY¹

Purpose:

The purpose of this policy is to provide guidance to Scott County Public School Head Start (SCPSHS) around requirements of COVID-19 vaccinations and universal masking.

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

Being fully vaccinated for COVID-19 and using a mask are two of the most effective mitigation strategies available to reduce transmission of SARS-COV-2. Additionally, including a regular SARS-COV-2 testing requirement for those approved for an exemption from the vaccination requirement is necessary to identify infected employees and separate them from the workplace to prevent transmission and to facilitate early medical intervention, when appropriate. Fully vaccinated staff are at much lower risk of infection and therefore, pose lower transmission risk to the young unvaccinated children in their care. The CDC recommends screening testing for current infection of unvaccinated asymptomatic workers as a useful tool to detect SARS-COV-2 and stop transmission quickly.

Scope:

This policy applies to all staff, contractors whose activities involve contact with, or providing direct services to children and families, and volunteers working directly with children of Scott County Public School Head Start. All individuals covered by this policy are required to be fully vaccinated by January 31, 2022 as a term and condition of employment, volunteer services, or contractual agreements. For the purpose of this policy, individuals are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine, with, if applicable, at least the minimum recommended interval between doses. For example, this includes two weeks after a second dose in a two-dose series, such as the Pfizer or Moderna vaccines, two weeks after a single-dose vaccine, such as the Johnson and Johnson vaccine, or two weeks after the second dose of any combination of two doses of different COVID-19 vaccines as part of one primary vaccination series. The Administration of Children and Families'

¹ This policy was approved by Policy Council on --/-- and the Scott County School Board on --/--.

definition of fully-vaccinated is consistent with the CDC's current guidance (as of January 26, 2022, a booster is not currently required). This definition is subject to change. All employees are required to report their vaccination status and to provide proof of vaccination. Staff must provide truthful and accurate information about their COVID-19 vaccination status, and, if applicable, their testing results. Staff not in compliance with this policy will be subject to discipline. Contractors are required to report their vaccination status and to provide proof of vaccination to their home agency. Volunteer vaccination status and proof of vaccination will be kept on file by Scott County Public School Head Start. Non-compliance of this policy will be subject to disciplinary action.

Universal masking for all individuals two years of age and older, with some noted exceptions, and all staff, contractors whose activities involve contact with or providing direct services to children and families, and volunteers working in classrooms or directly with children will be effective November 30, 2021.

Staff, certain contractors, and volunteers may request an exemption from this mandatory vaccination and masking policy if the vaccine is medically contraindicated for them or medical necessity requires a delay in vaccination. They may also be legally entitled to a reasonable accommodation if they cannot be vaccinated and wear a face covering because of a disability, or if the provisions in this policy for vaccination, and/or testing for COVID-19, and wearing a face covering conflicts with a sincerely held religious belief, practice, or observance. Requests for exemptions and reasonable accommodations must be initiated by the individual. All such requests will be handled in accordance with applicable laws and regulations and procedures outlined within this policy.

Authority:

Guidance for this policy is supported by the Interim Final Rule contained within the Code of Federal Regulations 45 CFR Part 1302 – VACCINE AND MASK REQUIREMENTS TO MITIGATE THE SPREAD OF COVID-19 IN HEAD START PROGRAMS; Head Start Program Performance Standards; and the program's Personnel Policies & Procedures Manual.

The revised standards (Amendment to 45 CFR Part 1302) are as follows:

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

(5) Safety practices. All staff and consultants follow appropriate practices to keep children safe during all activities, including, at a minimum:

(vi) Masking, using masks recommended by CDC, for all individuals 2 years of age or older when there are two or more individuals on a vehicle owned, leased, or arranged by the Head Start program; indoors in a setting when Head Start services are provided; and for those not fully vaccinated, outdoors in crowded settings or during activities that involve sustained close contact with other people except:

(A) Children or adults when they are either eating or drinking;

(B) Children when they are napping;

(C) When a person cannot wear a mask, or cannot safely wear a mask because of a disability as defined by the Americans with Disabilities Act; or

(D) When a child's health care provider advises an alternative face covering to accommodate the child's special health care needs.

PART 1302 – PROGRAM OPERATIONS Subpart I – Human Resources Management
1302.93. Staff health and wellness.

(a) A program must ensure each staff member has an initial health examination and a periodic re-examination as recommended by their health care provider in accordance with state, tribal, or local requirements, that include screeners or tests for communicable diseases, as appropriate. The program must ensure staff do not, because of communicable diseases, pose a significant risk to the health or safety of others in the program that cannot be eliminated or reduced by reasonable accommodation, in accordance with the Americans with Disabilities Act and section 504 of the Rehabilitation Act.

(1) All staff, and those contractors who activities involve contact with or providing direct services to children and families, must be fully vaccinated for COVID-19, other than those employees:

(i) For whom a vaccine is medically contraindicated;

(ii) For whom medical necessity requires a delay in vaccination; or

(iii) Who are legally entitled to an accommodation with regard to the COVID-19 vaccination requirements based on an applicable Federal law.

(2) Those granted an accommodation outlined in paragraph (a)(1) of this section must undergo SARS-COV-2 testing for current infection at least weekly with those who have negative test results to remain in the classroom or working directly with children. Those with positive test results must be immediately excluded from the facility, so they are away from the children and staff until they are determined to no longer be infectious.

PART 1302 – PROGRAM OPERATIONS Subpart I – Human Resources Management
1302.94. Volunteers.

(a) A program must ensure volunteers have been screened for appropriate communicable diseases in accordance with state, tribal, or local laws. In the absence of state, tribal, or local law, the Health Services Advisory Committee must be consulted regarding the need for such screenings.

(1) All volunteers in classrooms or working directly with children other than their own must be fully vaccinated for COVID-19, other than those volunteers:

(i) For whom a vaccine is medically contraindicated;

(ii) For whom medical necessity requires a delay in vaccination; or

(iii) Who are legally entitled to an accommodation with regard to the COVID-19 vaccination requirements based on an applicable Federal law.

(2) Those granted an accommodation outlined in paragraph (a)(1) of this section must undergo SARS-COV-2 testing for current infection at least weekly with those who have negative test results to remain in the classroom or work directly with children. Those with positive test results must be immediately excluded from the facility, so they are away from children and staff until they are determined to no longer be infectious.

Masking Procedures:

OVERVIEW AND GENERAL INFORMATION

SCPSHS will follow the guidelines for masking as contained within the Head Start Program Performance Standards and included below.

1. Universal masking for all individuals two years of age and older, with some noted exceptions, effective immediately upon publication of the final rule, November 30, 2021
2. Universal masking, with some noted exceptions, for all individuals two years of age and older when there are two or more individuals in a vehicle owned, leased, or arranged by the Head Start program
3. When they are indoors in a setting where Head Start services are provided;
4. For those not fully vaccinated, outdoors in crowded settings or during activities that involve close contact with other people

MASKING REQUIREMENTS

Program staff should choose a mask that is comfortable to wear and fits snugly. It must cover one's mouth, nose, and chin. It can fasten around the ears or the back of the head, as long as it stays in place when one talks and moves. Masks with vents or exhalation valves are not allowed because they allow unfiltered breath to escape the masks.

Exceptions are noted for when individuals are eating or drinking; for children when they are napping; for the narrow subset of persons who cannot wear a mask, or cannot safely wear a mask, because of a disability as defined by the American with Disabilities Act (ADA), consistent with CDC guidance on disability exemptions; and for children with special health care needs, for whom programs should work together with parents and follow the advice of the child's health care provider for the best type of face covering.

The program will follow the doctor's recommendation on the best type of face covering for any individual with special healthcare needs or a disability. Written documentation from a licensed physician must be on file at Central Office.

It should be noted that like all new skills, children will need to be taught the proper way to put a mask on and keep a mask on. While children are adaptable, they are still in the early stages of development and may need reminders and reinforcements to comply with this new practice. It

is imperative that Head Start staff abide by the Standards of Conduct outlined in 1302.90 Personnel Policies in the Head Start Program Performance Standards and the program's Personnel Policies and Procedures Manual namely that staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and do not use harsh disciplinary practices that could endanger the health or safety of children.

SCPSHS will provide masks to staff to fulfill their duties and responsibilities. Additionally, masks shall also be provided to children when they do not have their own mask and to contractors whose activities involve contact with or providing direct services to children and families, and volunteers working in classrooms or directly with children.

COVID-19 Vaccination Procedures

OVERVIEW AND GENERAL INFORMATION

SCPSHS will follow the guidelines for COVID-19 vaccination requirements as contained within the Head Start Program Performance Standards effective November 30, 2021.

Vaccination for COVID-19 for all Head Start program staff, certain contractors, and volunteers in classrooms or working directly with children by January 31, 2021.

The definition of staff in 1305.2 is "paid adults who have responsibilities related to children and their families who are enrolled in programs." Consistent with that definition, "all staff" as noted in the IFC, refers to all staff who work with enrolled Head Start children and families in any capacity regardless of funding source.

To be fully vaccinated by January 31, 2022, individuals must:

- Obtain the first dose of a two-dose vaccine no later than January 3, 2022 for Moderna or January 10, 2022 for Pfizer; and the second dose no later than January 31, 2022 or
- Obtain one dose of a single dose vaccine no later than January 31, 2022

For the purposes of this policy, staff, certain contractors, and volunteers will meet the requirement even if they have not yet completed the 14-day waiting period required for full vaccination. This timing flexibility applies only to the initial implementation and has no bearing on ongoing compliance.

COVID-19 VACCINATION ACCESSABILITY

Individuals are encouraged to schedule an appointment to obtain a COVID-19 vaccination through their medical provider, pharmacies, or local health departments. Staff will be compensated for up to four hours of time off to obtain a COVID-19 vaccination and up to eight hours of time off to recover from side effects directly related to receiving the COVID-19 vaccination until February 1, 2022.

VACCINATION STATUS AND ACCEPTABLE FORMS OF PROOF

The Head Start Act at section 647 has a provision on record-keeping, which allows the Secretary to require certain records be kept and to support OHS in conducting its oversight of

programs through monitoring. Pursuant to the statutory recordkeeping requirement in section 647 of the Head Start Act and in order to ensure programs are complying with the vaccination requirements, Scott County Public School Head Start will track and securely document the vaccination status of each staff member, including those for whom there is a temporary delay in vaccination, such as recent receipt of monoclonal antibodies or convalescent plasma. This documentation will be an ongoing process as new staff are onboarded.

Staff and ongoing volunteers working in classrooms or directly with children are required to submit proof of COVID-19 vaccination to the HR/Fiscal Officer with Scott County Public School Head Start via electronic mail or in-person at Central Office.

Periodic volunteers working in classrooms or directly with children are required to provide proof of COVID-19 vaccination, regardless of where they received vaccination. A visual confirmation will be conducted on each volunteer by center staff.

Agencies employing contractors whose activities involve contact with or providing direct services to children and families should establish internal procedures on the process for securing proof of vaccination status for employees. These agencies will provide electronic proof of COVID-19 vaccination for necessary staff to the HR/Fiscal Officer with Scott County Public School Head Start.

All COVID-19 vaccines must be appropriately documented by the provider or supplier.

Examples of acceptable forms of proof of vaccination include:

- CDC COVID-19 vaccination record card (or a legible photo of the card)
- Documentation of vaccination from a healthcare provider or electronic health records, or
- State immunization information system record

If vaccinated outside of the United States, a reasonable equivalent of any of the previous examples would suffice.

The HR/Fiscal Officer will utilize ChildPlus as a staff vaccination tracking tool and maintain an electronic contractor file.

VACCINE EXEMPTION PROCESS

Under federal law, including the American with Disabilities Act (ADA) and Title VII of the Civil Rights Act of 1964, staff, contractors, and volunteers who cannot be vaccinated because of a disability under the ADA, medical condition, or sincerely held religious beliefs, practice, or observance may in some circumstances be granted an exemption. Reasonable accommodations, to the extent required by federal law, may be granted for employees who request and receive exemption from vaccination because of a disability, medical condition, or sincerely held religious belief, practice, or observance.

For staff members, contractors, and volunteers who request a medical exemption from vaccination, all documentation confirming recognized clinical contraindications to COVID-19

vaccines or medical need for delay, and which supports the request, must be signed and dated by a licensed practitioner, who is not the individual requesting the exemption, and who is acting within their respective scope of practice as defined by, and in accordance with, all applicable state and local laws.

Such documentation must contain all information specifying which of the authorized or approved COVID-19 vaccines are clinically contraindicated for the staff member to receive and the recognized clinical reasons for the contraindications or the recognized clinical reasons necessitating delay in vaccination; and a statement by the authenticating practitioner recommending that the staff member be exempted from the program's COVID-19 vaccination requirements based on the recognized clinical contraindications or allowed to delay vaccination.

For religious accommodations, a written explanation should be provided of the individual's sincerely held religious beliefs, and/or appropriate documentation from their religious leader regarding the religious belief(s) that conflict with the COVID-19 vaccination requirement.

Staff and ongoing volunteers that work directly with children of whom are seeking a COVID-19 vaccine exemption for medical or religious reasons should submit required documentation outlined within this policy to the HR/Fiscal Officer. Periodic volunteers that are seeking a COVID-19 vaccine exemption for medical or religious reasons should submit required documentation to their assigned Family Resource Specialist or center teacher. All exemptions will be reviewed and approved by the Head Start Director or the HR/Fiscal Officer in his/her absence in accordance to the guidelines outlined within this policy. Agencies employing contractors whose activities involve contact with or providing direct services to children and families should establish internal procedures on the process for reviewing and reaching determinations regarding exemption requests. These agencies will provide a copy of COVID-19 vaccine exemptions for necessary staff to the HR/Fiscal Officer with Scott County Public School Head Start.

The HR/Fiscal Officer will utilize ChildPlus as a staff and ongoing volunteer exemption tracking tool and maintain an electronic contractor file. Exemptions for periodic volunteers will be kept on file in their child's health folder within the classroom.

In granting such exemptions or accommodations, programs must ensure that they minimize the risk of transmission of SARS-COV-2 to at-risk individuals, in keeping with their obligation to protect the health and safety of staff, children, and families. To that end, it is a reasonable alternative that staff, contractors, and volunteers granted an accommodation be required to undergo testing at least weekly for current SARS-COV-2 infection, and SARS-COV-2 transmission among individuals without symptoms is a significant driver of COVID-19, ACF has determined it is necessary to prevent the pre-symptomatic and asymptomatic transmission of SARS-COV-2 from unvaccinated staff, contractors and volunteers, through a requirement for a weekly screening test. Although more regular screening testing may identify even more cases, ACF has decided to require a minimum testing of only a weekly basis, which is in line with CDC recommendations.

Staff who work in the classroom or directly with children and ongoing volunteers who work in the classroom that have received an approved COVID-19 accommodation will submit to weekly testing. This test should be self-administered in the presence of another Head Start staff member. Results will be documented by the witness and reviewed by the Head Start Director and HR/Fiscal Officer. Individuals administering COVID-19 tests while in the centers should isolate themselves until the results are read.

Periodic volunteers working in classrooms or directly with children that have received an approved COVID-19 accommodation will be required to submit a negative COVID-19 before volunteering. This test should be self-administered in the presence of and read by a Head Start staff member. Visual verification of the negative test will serve as compliance to this policy.

A negative test result from a health care provider will meet the weekly testing requirement so long as it does not exceed 72 hours.

Agencies employing contractors whose activities involve contact with or providing direct services to children and families should establish internal procedures on the process for testing and validation of COVID-19 results. Agencies should refrain from accepting negative tests results that exceed 72 hours. Results will be documented by a designated employee determined by the agency and reviewed by the Head Start Director and HR/Fiscal Officer.

Any individuals with positive test results will be immediately excluded from the facility, so they are away from children and staff until they have determined to no longer be infectious.

The costs of regular testing for those granted an exemption is an allowable use of Head Start funds. The costs to cover these tests will be paid by the program utilizing COVID-19 funds. Once those funds have been exhausted, the program will evaluate if sustain continued funding is available to further cover testing.

Individuals are encouraged to first seek free testing methods available within the community, other government programs, or insurance prior to requesting a test from the Head Start program.

PENALTIES FOR FALSE STATEMENTS AND RECORDS

Staff who attempt to falsify documentation required within this policy will be subject to Group II offense disciplinary action outlined within the program's Personnel Policies and Procedures Manual. Agencies who employ contractors whose activities involve contact with or providing direct services to children and families will be responsible for establishing and maintaining disciplinary policies for staff who falsify documentation pertaining to this policy. Violation of this policy for agencies who employ eligible contractors will result in potential withdrawal of contractual services. Volunteers who attempt to falsify documentation required within this policy may be prohibited from future volunteering.

Confidentiality and Privacy:

All medical records must be kept confidential and stored separately from an employer's personnel files, pursuant to the ADA and the Rehabilitation Act. Medical information collected from individuals, including COVID-19 vaccination information, exemptions, test results, and any

other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

Policy Oversight and Dissemination:

This policy will be maintained by the Head Start Director and will be added to the program's Personnel Policies and Procedures Manual. All staff and contractors whose activities involve contact with children will receive a copy of the policy. Additionally, this policy will be available to the public for review on the program's website. Volunteers working in classrooms or directly with children will be advised to review the program's policy prior to program participation.

Questions

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