

SCOTT COUNTY SCHOOL BOARD

JANUARY 4, 2022

MINUTES OF REGULAR MEETING

The Scott County School Board met for a regular School Board meeting on Tuesday, January 4, 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; Amanda Clark, Heritage TV; Kathy Musick, VPE Representative; Gabriel Edmund, Scott County Virginia Star; Vickie Kitt, VEA Representative; Rye Cove High School community members: Lloyd Love, Mike Rutowski, Jonathan Howell, Tracey Baker, Todd Baker, Joy Davidson, Christy Head, Lindsey Fischer, Cathy Darnell, Shasta Addison, Ron Edwards, Carol Edwards, Patricia Edwards, Jackie Edwards, Alma Mullins, Mack Edwards, Dale Edwards, Michael Rhodes, Nick Johnson, Mark Rollins, Trina Rollins, Michael Edwards, Steve Darnell, Martin Sloan and Sara Hensley.

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*.

ELECTION AND APPOINTMENT OF OFFICERS FOR 2022: Chairman David Templeton turned the meeting over to Superintendent John Ferguson to elect and appoint officers for the Board for 2022. On the nomination of Mr. Robin Hood, seconded by Mr. Bill Houseright, all members voting aye, Mr. David Templeton was elected to be the Chairman of the Board. Superintendent John Ferguson returned control of the meeting over to Chairman David Templeton to complete the appointment of officers.

On the nomination of Mr. Robin Hood, seconded by Mr. Gail McConnell, all members voting aye, Mr. Steve Sallee was elected to be the Vice Chairman of the Board.

On the nomination of Chairman David Templeton, seconded by Mr. Bill Houseright, all members voting aye, Mrs. Kim Henderson was appointed as Clerk of the Board.

On the nomination of Chairman David Templeton, seconded by Vice Chairman Steve Sallee, all members voting aye, Mrs. Sherri Christian was appointed as Deputy Clerk of the Board.

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 include changing the fiscal year under Superintendent's Report Item A from 2021-2022 to 2022-2023 and added under the Superintendent's Report Item I - Announcement of School Security Grant.

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

APPROVAL OF MEETING MINUTES, DECEMBER 7, 2021: On a motion by Mr. Gail McConnell, seconded by Mr. Bill Houseright, all members voting aye, the Board voted to approve the December 7, 2021 regular meeting minutes as written.

APPROVAL OF CLAIMS: On a motion by Vice Chairman Steve Sallee, 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 \$1,099,920.51 as shown by warrants #8134297-8134514; electronic payroll direct deposit in the amount of \$1,497,274.39 and electronic tax deposits in the amount of \$571,891.45. Cafeteria fund invoices and payroll in the amount of \$171,129.95 as shown by warrants #1020508-1020552; electronic payroll direct deposit for cafeteria in the amount of \$44,576.71 and electronic tax deposits in the amount of \$14,087.57. Head Start invoices totaling \$165,359.12 as shown by warrants #23214-23440.

APPROVAL OF BOARD MEETING DATES FOR 2022 (APPENDIX A): On a motion by Chairman David Templeton, seconded by Mr. Gail McConnell, all members voting aye, the Board approved the list of board meeting dates as presented in Appendix A.

PUBLIC COMMENT: Several members of the Rye Cove community spoke to the Board in support of Coach Cheyenne Osborne continuing as the Rye Cove High School football coach with one community member asking for the position to change coaches.

SUPERINTENDENT'S REPORT:

APPROVAL OF BUDGET COMMITTEE FOR 2022-2023: On a motion by Mr. Robin Hood, seconded by Mr. Gail McConnell, all members voting aye, the Board approved the appointments of Chairman David Templeton and Vice Chairman Steve Sallee as representatives of the Budget Committee for 2022-2023.

APPROVAL OF SCHOOL BOARD REPRESENTATIVE FOR INSURANCE COMMITTEE FOR 2022: On a motion by Chairman David Templeton, seconded by Vice Chairman Steve Sallee, all members voting aye, the Board approved the appointments of Mr. Gail McConnell and Mr. Robin Hood as representatives of the Insurance Committee for 2022.

APPROVAL OF SECOND SEMESTER, THIRD QUARTER SCHOOL ALLOCATIONS (APPENDIX B): On a motion by Mr. Bill Houseright, seconded by Mr. Gail McConnell, all members voting aye, the Board approved the second semester, third quarter school allocations as presented in Appendix B.

APPROVAL OF HEAD START FINANCIAL REPORT, NOVEMBER 2021 - (APPENDIX C): On a motion by Vice Chairman Steve Sallee, seconded by Chairman David Templeton, all members voting aye, the board voted to approve the November 2021 Head Start Financial Report (Appendix C) as presented by Superintendent Ferguson on behalf of Head Start Director Cindy Raymond.

APPROVAL OF HEAD START FINANCIAL REPORT, AUGUST 2021, FINAL (APPENDIX D): On a motion by Mr. Gail McConnell, seconded by Vice Chairman Steve Sallee, all members voting aye, the Board approved the final August 2021 Head Start Financial Report (Appendix D) as presented by Superintendent Ferguson on behalf of Head Start Director Cindy Raymond.

APPROVAL OF ADDENDUM TO HEAD START STAFF QUALIFICATIONS (PERSONNEL POLICIES & PROCEDURES MANUAL) (APPENDIX E): On a motion by Mr. Bill Houseright, seconded by Vice Chairman Steve Sallee, all members voting aye, the Board approved the addendum to Head Start staff qualifications (personnel policies and procedures manual) as presented in Appendix E.

HEAD START FALL QUARTERLY REPORT: Superintendent Ferguson presented the Head Start Fall Quarterly Report on behalf of Head Start Director Cindy Raymond for informational purposes.

HEAD START DIRECTOR'S REPORT, DECEMBER 2021: Superintendent Ferguson presented the December 2021 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.

ANNOUNCEMENT OF SCHOOL SECURITY GRANT: Superintendent Ferguson informed the Board that Scott County Schools has been awarded a school security grant in the amount \$58,082.00 to purchase security equipment for Gate City High, Gate City Middle, Hilton Elementary, Rye Cove High, Twin Springs High and Weber City Elementary Schools.

CLOSED MEETING: Vice Chairman Steve Sallee made a motion to enter into closed meeting at 7:15 p.m. to discuss Head Start Personnel, teachers, coaches and secretaries 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 8:13 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 resignation of Heather Kirk, head start teacher, effective December 30, 2021.

On a motion by Mr. Gail McConnell, seconded by Mr. Bill Houseright, all members voting aye, the board voted to accept the resignation of Joe Sanders, custodian, effective December 20, 2021.

EMPLOYMENTS:

On a motion by Mr. Robin Hood, seconded by Vice Chairman Steve Sallee, all members voting aye with two members abstaining, the Board voted to approve the employment of Gary Collier, head football coach at Rye Cove High School, effective for the 2022-23 season.

On a motion by Vice Chairman Steve Sallee, seconded by Mr. Robin Hood, all members voting aye, the Board voted to approve the employment of Amber Roberts, head start teaching assistant, effective January 1, 2022.

On a motion by Mr. Gail McConnell, seconded by Vice Chairman Steve Sallee, all members voting aye, the Board voted to approve the employment of Victoria Howard, head start teaching assistant, effective January 1, 2022.

On a motion by Vice Chairman Steve Sallee, seconded by Mr. Robin Hood, all members voting aye, the Board voted to approve the employment of Stacy Alsup, early head start teacher, effective January 1, 2022.

On a motion by Mr. Bill Houseright, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the employment of Heather Kirk, teacher, effective January 4, 2022.

On a motion by Mr. Gail McConnell, seconded by Vice Chairman Steve Sallee, all members voting aye, the Board approved the employment of Lisa Scott, administrative assistant, effective January 4, 2022.

On a motion by Mr. Bill Houseright, seconded by Vice Chairman Steve Sallee, all members voting aye, the Board approved the employment of Sarah Mettfeld, head start teacher, effective February 1, 2022.

On a motion by Mr. Gail McConnell, seconded by Mr. Robin Hood, all members voting aye, the Board approved the employment of Hollie Pennington, early head start teacher, effective February 1, 2022.

APPROVAL OF OVERNIGHT FIELD TRIP REQUEST: On a motion by Mr. Gail McConnell, seconded by Mr. Robin Hood, all members voting aye, the Board approved the Overnight Field Trip Request for Rye Cove High School Band to attend the All-District Band Clinic at the Higher Education Center in Abingdon, VA. The conference will be held from February 4-5, 2022.

APPROVAL OF RELIGIOUS EXEMPTION HOMESCHOOL REQUEST FOR THREE STUDENTS: On a motion by Mr. Gail McConnell, seconded by Vice Chairman Steve Sallee, all members voting aye, the Board approved the religious exemption to homeschool request for three students (#ZV09, #EV07 and #JV05).

BOARD MEMBER COMMENTS:

Mr. Bill Houseright explained that he abstained from vote on Rye Cove High School coach situation because he did not have enough details to understand the situation.

ADJOURNMENT: With no further business to discuss, the regular meeting of the Scott County School Board was adjourned at 8:20 p.m. The next meeting of the Scott County School Board will be Tuesday, February 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 Board Meeting Dates for 2022

**APPENDIX B – Approval of Second Semester, Third Quarter School
Allocations**

APPENDIX C – Approval of Head Start Financial Report, November 2021

**APPENDIX D – Approval of Head Start Financial Report, August 2021
Final**

**APPENDIX E – Approval of Addendum to Head Start Staff Qualifications
(Personnel Policies & Procedures Manual)**

Proposed Board meeting dates for approval for 2022-2023:

**All Board meetings will be held at the Scott County Career & Technical Center-387 Broadwater Avenue, Gate City, VA 24251- unless
Otherwise noted or changed by Notification to the Public:**

January 4, 2022 (Tuesday)

February 1, 2022 (Tuesday)

March 1, 2022 (Tuesday)

April 5, 2022 (Tuesday)

May 3, 2022 (Tuesday)

June 7, 2022 (Tuesday)

Budget Close-Out Meeting to be voted on in June (tentatively June 28, 2022)

July 7, 2022 (Thursday)

August 2, 2022 (Tuesday)

September 8, 2022 (Thursday)

October 4, 2022 (Tuesday)

November 1, 2022 (Tuesday)

December 6, 2022 (Tuesday)

January 3, 2023 (Tuesday) Organizational Meeting)

2021-22 ALLOCATIONS (2ND SEM, 3RD QTR)**JANUARY 4, 2022**

| | COPIER | REM./INST. | LIBRARY | BUS/TECH | BAND | CUSTODIAL | TOTAL |
|--------------|---------------|-------------------|----------------|-----------------|-------------|------------------|--------------|
| DPS | \$1,750.00 | \$2,400.00 | \$350.00 | | | \$3,600.00 | \$8,100.00 |
| DIS | \$1,000.00 | \$550.00 | \$100.00 | | | \$900.00 | \$2,550.00 |
| FBPS | \$1,000.00 | \$550.00 | \$100.00 | | | \$900.00 | \$2,550.00 |
| HES | \$1,000.00 | \$1,100.00 | \$200.00 | | | \$1,800.00 | \$4,100.00 |
| NES | \$1,500.00 | \$1,925.00 | \$300.00 | | | \$3,150.00 | \$6,875.00 |
| RCI | \$1,000.00 | \$1,375.00 | \$225.00 | | | \$2,250.00 | \$4,850.00 |
| SES | \$2,750.00 | \$4,400.00 | \$600.00 | | | \$5,875.00 | \$13,625.00 |
| WCES | \$2,125.00 | \$2,750.00 | \$400.00 | | | \$4,500.00 | \$9,775.00 |
| YES | \$1,125.00 | \$1,375.00 | \$250.00 | | | \$2,250.00 | \$5,000.00 |
| GCMS | \$1,700.00 | \$2,750.00 | \$600.00 | \$300.00 | \$2,500.00 | \$4,500.00 | \$12,350.00 |
| GCHS | \$2,500.00 | \$5,225.00 | \$1,000.00 | \$1,200.00 | \$5,000.00 | \$7,675.00 | \$22,600.00 |
| TSHS | \$1,020.00 | \$1,650.00 | \$450.00 | \$750.00 | \$3,250.00 | \$2,700.00 | \$9,820.00 |
| RCHS | \$1,190.00 | \$1,925.00 | \$450.00 | \$750.00 | \$3,250.00 | \$3,150.00 | \$10,715.00 |
| SCCTC | \$1,000.00 | \$18,750.00 | | | | \$1,750.00 | \$21,500.00 |
| TOTAL | \$20,660.00 | \$46,725.00 | \$5,025.00 | \$3,000.00 | \$14,000.00 | \$45,000.00 | \$134,410.00 |

SCOTT COUNTY PUBLIC SCHOOL HEAD START

FINANCIAL REPORT, NOVEMBER 2021

GRANT AWARDS

| Head Start 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 |

| Early Head Start 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 |

| CRRSA/ARP 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 | \$ 9,907.04 | \$ 104,778.09 | \$ 155,978.00 | \$ 51,199.91 | 33% |
| School District | \$ 20,287.23 | \$ 232,527.16 | \$ 162,399.00 | \$ (70,128.16) | -43% |
| Donations | \$ 7,606.23 | \$ 49,194.77 | \$ 39,161.00 | \$ (10,033.77) | -26% |
| Total | \$ 37,800.50 | \$ 386,500.02 | \$ 357,538.00 | \$ (28,962.02) | -8% |

| Early Head Start | Current Month | YTD | Budgeted | Remaining | % Remaining |
|-------------------------|----------------------|---------------------|----------------------|---------------------|--------------------|
| Parents & Volunteer | \$ 6,810.44 | \$ 22,238.43 | \$ 73,542.00 | \$ 51,303.57 | 70% |
| School District | \$ 901.99 | \$ 2,705.97 | \$ 10,620.00 | \$ 7,914.03 | 75% |
| Donations | \$ 1,238.58 | \$ 2,628.78 | \$ 19,497.00 | \$ 16,868.22 | 87% |
| Total | \$ 8,951.01 | \$ 27,573.18 | \$ 103,659.00 | \$ 76,085.82 | 73% |

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 | \$ 9,663.47 | \$ 108,812.49 | \$ 125,508.00 | \$ 16,695.51 |
| Fringe | \$ 3,311.96 | \$ 37,811.74 | \$ 56,738.00 | \$ 18,926.26 |
| Travel | \$ - | \$ 38.46 | \$ 533.00 | \$ 494.54 |
| Supplies | \$ 265.84 | \$ 1,111.33 | \$ 993.00 | \$ (118.33) |
| Contractual | \$ 46.08 | \$ 1,084.23 | \$ - | \$ (1,084.23) |
| Other | \$ 5,611.93 | \$ 24,026.75 | \$ 36,233.00 | \$ 12,206.25 |
| Total | \$ 18,899.28 | \$ 172,885.00 | \$ 220,005.00 | \$ 47,120.00 |

Month Admin. Cost 1.03%

YTD Admin. Cost 9.45%

| Early Head Start | Current Month | YTD | Budgeted | Remaining |
|-------------------------|----------------------|--------------------|---------------------|---------------------|
| Personnel | \$ 1,537.26 | \$ 4,860.10 | \$ 24,316.00 | \$ 19,455.90 |
| Fringe | \$ 422.33 | \$ 1,327.62 | \$ 6,306.00 | \$ 4,978.38 |
| Travel | \$ - | \$ - | \$ 89.00 | \$ 89.00 |
| Supplies | \$ 2.80 | \$ 2.80 | \$ 497.00 | \$ 494.20 |
| Contractual | \$ 17.04 | \$ 51.12 | \$ 598.00 | \$ 546.88 |
| Other | \$ 151.95 | \$ 458.67 | \$ 8,871.00 | \$ 8,412.33 |
| Total | \$ 2,131.38 | \$ 6,700.31 | \$ 40,677.00 | \$ 33,976.69 |

Month Admin. Cost 0.41%

YTD Admin. Cost 1.28%

| CRRSA/ARP | Current Month | YTD | Budgeted | Remaining |
|--------------------------|----------------------|--------------------|---------------------|---------------------|
| Personnel | \$ 1,500.00 | \$ 1,500.00 | \$ 5,000.00 | \$ 3,500.00 |
| Fringe | \$ 114.75 | \$ 114.75 | \$ 400.00 | \$ 285.25 |
| Travel | \$ - | \$ - | \$ - | \$ - |
| Supplies | \$ 70.81 | \$ 1,307.30 | \$ 5,000.00 | \$ 3,692.70 |
| Contractual | \$ - | \$ - | \$ - | \$ - |
| Other | \$ - | \$ 220.23 | \$ 5,000.00 | \$ 4,779.77 |
| Total | \$ 1,685.56 | \$ 3,142.28 | \$ 15,400.00 | \$ 12,257.72 |
| Month Admin. Cost | 0.65% | | | |
| YTD Admin. Cost | 1.22% | | | |

CREDIT CARD TRANSACTIONS

| Head Start | Object | | | | |
|---------------------------------|---------------|--------------|---------------|----------------|--|
| Memo | Code | Debit | Credit | Balance | |
| CLASS observer recertification | 20-3800 | \$ (125.00) | \$ - | \$ (125.00) | |
| Postage fees for CCR surveys | 5201 | \$ (8.70) | \$ - | \$ (133.70) | |
| Annual PC luncheon | 5505 | \$ (751.77) | \$ - | \$ (885.47) | |
| Zira user license 10/22-11/22 | 6001 | \$ (120.00) | \$ - | \$ (1,005.47) | |
| FRS discretionary spending | 6017 | \$ (20.00) | \$ - | \$ (1,025.47) | |
| Training registration fees | 20-3800 | \$ (39.00) | \$ - | \$ (1,064.47) | |
| Health resource books | 20-3800 | \$ (276.48) | \$ - | \$ (1,340.95) | |
| ERSEA Virtual Conference | 20-3800 | \$ (200.00) | \$ - | \$ (1,540.95) | |
| Items for parent workshop 10/26 | 5505 | \$ (49.30) | \$ - | \$ (1,590.25) | |
| Items for parent workshop 11/16 | 5505 | \$ (25.97) | \$ - | \$ (1,616.22) | |
| Amazon Prime membership | 5801 | \$ (349.00) | \$ - | \$ (1,965.22) | |
| Janitorial supplies | 6005 | \$ (19.99) | \$ - | \$ (1,985.21) | |
| Educational supplies | 6013 | \$ (13.99) | \$ - | \$ (1,999.20) | |
| Food service supplies | 6002A | \$ (51.98) | \$ - | \$ (2,051.18) | |

| Early Head Start | Object | | | | |
|----------------------------------|---------------|--------------|---------------|----------------|--|
| Memo | Code | Debit | Credit | Balance | |
| Lunch during in-service training | 20-3800 | \$ (170.88) | \$ - | \$ (170.88) | |
| Late fees and interest | 5801 | \$ (80.77) | \$ - | \$ (251.65) | |
| Educational Supplies | 6013 | \$ (245.82) | \$ - | \$ (497.47) | |
| Discretionary spending - FRS | 6017 | \$ (20.00) | \$ - | \$ (517.47) | |
| Food service supplies | 6002A | \$ (89.85) | \$ - | \$ (607.32) | |

HEAD START BUDGET - NOVEMBER 2021
03CH011328-02 (01/01/21-12/31/21)

| REVENUES | CURRENT MONTH | YTD | BUDGETED TOTAL | BUDGET REMAINING | % REMAINING |
|-------------------------------|--------------------------|------------------------|---------------------------|-----------------------------|------------------------|
| ACF-OHS | \$ 126,583.22 | \$ 1,190,281.36 | \$ 1,471,510 | \$ 281,228.64 | 19.1% |
| CACFP | \$ - | \$ 74,819.87 | \$ 115,000 | \$ 40,180.13 | 34.9% |
| Donations, Other Revenue | \$ - | \$ 1,502.89 | \$ - | \$ (1,502.89) | 0.0% |
| Total | \$ 126,583.22 | \$ 1,266,604.12 | \$ 1,586,510 | \$ 319,905.88 | 20.2% |
| EXPENDITURES | | | | | |
| Personnel | \$ 77,062.67 | \$ 765,453.84 | \$ 899,518 | \$ 134,064.16 | 14.9% |
| Personnel Total | \$ 77,062.67 | \$ 765,453.84 | \$ 899,518 | \$ 134,064.16 | 14.9% |
| Fringe | \$ 27,740.25 | \$ 300,903.10 | \$ 367,541 | \$ 66,637.90 | 18.1% |
| Fringe Total | \$ 27,740.25 | \$ 300,903.10 | \$ 367,541 | \$ 66,637.90 | 18.1% |
| 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 | \$ 2,846.76 | \$ 12,731.31 | \$ 8,644 | \$ (4,087.31) | -47.3% |
| Postage | \$ 8.70 | \$ 37.54 | \$ 939 | \$ 901.46 | 96.0% |
| Food Supplies | \$ 7,476.49 | \$ 64,157.94 | \$ 93,735 | \$ 29,577.06 | 31.6% |
| Food Service Supplies | \$ 1,235.29 | \$ 2,568.66 | \$ 4,950 | \$ 2,381.34 | 48.1% |
| Classroom/Ed. Supplies | \$ 2,736.30 | \$ 21,266.55 | \$ 12,993 | \$ (8,273.55) | -63.7% |
| Medical & Dental Supplies | \$ - | \$ 346.63 | \$ 1,833 | \$ 1,486.37 | 81.1% |
| Transition Supplies | \$ - | \$ - | \$ 400 | \$ 400.00 | 100.0% |
| Janitorial Supplies | \$ 942.29 | \$ 3,107.10 | \$ 4,600 | \$ 1,492.90 | 32.5% |
| Supplies Total | \$ 15,245.83 | \$ 104,215.73 | \$ 128,094 | \$ 23,878.27 | 18.6% |
| Mental Health Services | \$ - | \$ 208.13 | \$ 4,140 | \$ 3,931.87 | 95.0% |
| Other Contractual Services | \$ - | \$ 14,480.59 | \$ 17,694 | \$ 3,213.41 | 18.2% |
| Contractual Total | \$ - | \$ 14,688.72 | \$ 21,834 | \$ 7,145.28 | 32.7% |
| Equipment | \$ - | \$ - | \$ 24,163.00 | \$ 24,163.00 | 0.0% |
| Equipment Total | \$ - | \$ - | \$ 24,163.00 | \$ 24,163.00 | 0.0% |
| Rent | \$ 765.00 | \$ 9,794.85 | \$ 9,180 | \$ (614.85) | -6.7% |
| Utilities | \$ 560.69 | \$ 13,368.10 | \$ 20,400 | \$ 7,031.90 | 34.5% |
| Telephone | \$ 1,181.00 | \$ 12,925.20 | \$ 12,000 | \$ (925.20) | -7.7% |
| Child Liability Insurance | \$ - | \$ - | \$ - | \$ - | 0.0% |
| Maintenance & Repair | \$ 551.36 | \$ 14,447.42 | \$ 6,546 | \$ (7,901.42) | -120.7% |
| Local Travel | \$ 151.44 | \$ 911.28 | \$ 4,095 | \$ 3,183.72 | 77.7% |
| Parent Activities | \$ - | \$ 658.92 | \$ 2,567 | \$ 1,908.08 | 74.3% |
| Audit Fee | \$ - | \$ - | \$ 2,945 | \$ 2,945.00 | 100.0% |
| Publications, Ads, & Printing | \$ 1,255.99 | \$ 10,654.82 | \$ 13,889 | \$ 3,234.18 | 23.3% |
| Health Services | \$ - | \$ - | \$ 3,278 | \$ 3,278.00 | 100.0% |
| Field Trips | \$ - | \$ - | \$ 750 | \$ 750.00 | 100.0% |
| Discretionary Funds | \$ 124.95 | \$ 630.85 | \$ 3,360 | \$ 2,729.15 | 81.2% |
| Health Examinations/Wellness | \$ 24.55 | \$ 193.41 | \$ 300 | \$ 106.59 | 35.5% |
| Assoc., Dues, & Fees | \$ 291.00 | \$ 2,776.67 | \$ 2,136 | \$ (640.67) | -30.0% |
| Substitutes | \$ 868.97 | \$ 3,752.00 | \$ 18,320 | \$ 14,568.00 | 79.5% |
| Training | \$ 125.00 | \$ 9,461.61 | \$ 15,541 | \$ 6,079.39 | 39.1% |
| Other Total | \$ 5,899.95 | \$ 79,575.13 | \$ 115,307 | \$ 35,731.87 | 31.0% |
| Expenditures Total | \$ 125,948.70 | \$ 1,265,386.00 | \$ 1,564,072 | \$ 298,686.00 | 19.1% |
| Income (Loss) | \$ 634.52 | \$ 1,218.12 | | | |

EARLY HEAD START BUDGET - NOV 2021

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

| REVENUES | CURRENT MONTH | YTD | BUDGETED TOTAL | BUDGET REMAINING | % REMAINING |
|-------------------------------|--------------------------|---------------------|---------------------------|-----------------------------|------------------------|
| ACF-OHS | \$ 27,269.37 | \$ 84,381.11 | \$ 419,588 | \$ 335,206.89 | 79.9% |
| CACFP | \$ - | \$ 2,659.33 | \$ 35,166 | \$ 32,506.67 | 92.4% |
| Donations, Other Revenue | \$ - | \$ - | \$ - | \$ - | 0.0% |
| Total | \$ 27,269.37 | \$ 87,040.44 | \$ 454,754 | \$ 367,713.56 | 80.9% |
| EXPENDITURES | | | | | |
| Personnel | \$ 19,309.56 | \$ 58,971.46 | \$ 252,118 | \$ 193,146.54 | 76.6% |
| Personnel Total | \$ 19,309.56 | \$ 58,971.46 | \$ 252,118 | \$ 193,146.54 | 76.6% |
| Fringe | \$ 6,231.06 | \$ 18,448.24 | \$ 86,740 | \$ 68,291.76 | 78.7% |
| Fringe Total | \$ 6,231.06 | \$ 18,448.24 | \$ 86,740 | \$ 68,291.76 | 78.7% |
| Out of Town Travel | \$ - | \$ - | \$ 1,272 | \$ 1,272.00 | 100.0% |
| Travel Total | \$ - | \$ - | \$ 1,272 | \$ 1,272.00 | 100.0% |
| Office Supplies | \$ - | \$ - | \$ 3,500 | \$ 3,500.00 | 100.0% |
| Postage | \$ - | \$ - | \$ 100 | \$ 100.00 | 100.0% |
| Food Supplies | \$ 2,367.85 | \$ 5,549.94 | \$ 34,488 | \$ 28,938.06 | 83.9% |
| Food Service Supplies | \$ 89.85 | \$ 89.85 | \$ 6,678 | \$ 6,588.15 | 98.7% |
| Classroom/Ed. Supplies | \$ 551.15 | \$ 551.15 | \$ 12,094 | \$ 11,542.85 | 95.4% |
| Medical & Dental Supplies | \$ - | \$ - | \$ 3,000 | \$ 3,000.00 | 100.0% |
| Transition Supplies | \$ - | \$ - | \$ 750 | \$ 750.00 | 100.0% |
| Janitorial Supplies | \$ 39.95 | \$ 39.95 | \$ 3,500 | \$ 3,460.05 | 98.9% |
| Supplies Total | \$ 3,048.80 | \$ 6,230.89 | \$ 64,110 | \$ 57,879.11 | 90.3% |
| Mental Health Services | \$ - | \$ 120.00 | \$ 1,620 | \$ 1,500.00 | 92.6% |
| Other Contractual Services | \$ - | \$ - | \$ 6,544 | \$ 6,544.00 | 100.0% |
| Contractual Total | \$ - | \$ 120.00 | \$ 8,164 | \$ 8,044.00 | 98.5% |
| Equipment | \$ - | \$ - | \$ - | \$ - | 0.0% |
| Equipment Total | \$ - | \$ - | \$ - | \$ - | 0.0% |
| Rent | \$ 135.00 | \$ 540.00 | \$ 1,620 | \$ 1,080.00 | 66.7% |
| Utilities | \$ 89.94 | \$ 273.44 | \$ 3,000 | \$ 2,726.56 | 90.9% |
| Telephone | \$ 163.21 | \$ 508.04 | \$ 2,386 | \$ 1,877.96 | 78.7% |
| 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 | \$ - | \$ - | \$ 600 | \$ 600.00 | 100.0% |
| 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 | \$ - | \$ - | \$ 2,500 | \$ 2,500.00 | 100.0% |
| Discretionary Funds | \$ 84.43 | \$ 84.43 | \$ 1,800 | \$ 1,715.57 | 95.3% |
| Health Examinations/Wellness | \$ - | \$ - | \$ 750 | \$ 750.00 | 100.0% |
| Assoc., Dues, & Fees | \$ 80.77 | \$ 120.77 | \$ 2,500 | \$ 2,379.23 | 95.2% |
| Substitutes | \$ 608.68 | \$ 1,565.92 | \$ 3,951 | \$ 2,385.08 | 60.4% |
| Training | \$ 170.88 | \$ 170.88 | \$ 8,111 | \$ 7,940.12 | 97.9% |
| Other Total | \$ 1,332.91 | \$ 3,263.48 | \$ 42,350 | \$ 39,086.52 | 92.3% |
| Expenditures Total | \$ 29,922.33 | \$ 87,034.07 | \$ 454,754 | \$ 367,719.93 | 80.9% |
| Income (Loss) | \$ (2,652.96) | \$ 6.37 | | | |

CRRSA/ARP BUDGET - NOV 2021

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

| REVENUES | CURRENT MONTH | YTD | BUDGETED TOTAL | BUDGET REMAINING | % REMAINING |
|-------------------------------|----------------------|---------------------|-------------------|-----------------------|----------------|
| ACF-OHS | \$ 21,647.97 | \$ 70,075.34 | \$ 257,564 | \$ 187,488.66 | 72.8% |
| CACFP | \$ - | \$ - | \$ - | \$ - | 0.0% |
| Donations, Other Revenue | \$ - | \$ - | \$ - | \$ - | 0.0% |
| Total | \$ 21,647.97 | \$ 70,075.34 | \$ 257,564 | \$ 187,488.66 | 72.8% |
| EXPENDITURES | | | | | |
| Personnel | \$ 20,400.00 | \$ 38,275.00 | \$ 14,400 | \$ (23,875.00) | -165.8% |
| Personnel Total | \$ 20,400.00 | \$ 38,275.00 | \$ 14,400 | \$ (23,875.00) | -165.8% |
| Fringe | \$ 1,571.94 | \$ 2,941.75 | \$ 1,239 | \$ (1,702.75) | -137.4% |
| Fringe Total | \$ 1,571.94 | \$ 2,941.75 | \$ 1,239 | \$ (1,702.75) | -137.4% |
| Out of Town Travel | \$ - | \$ - | \$ - | \$ - | 0.0% |
| Travel Total | \$ - | \$ - | \$ - | \$ - | 0.0% |
| Office Supplies | \$ 120.00 | \$ 15,938.07 | \$ - | \$ (15,938.07) | 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 | \$ - | \$ 552.62 | \$ 2,000 | \$ 1,447.38 | 72.4% |
| Transition Supplies | \$ - | \$ - | \$ - | \$ - | 0.0% |
| Janitorial Supplies | \$ 891.55 | \$ 2,737.72 | \$ 3,600 | \$ 862.28 | 24.0% |
| Supplies Total | \$ 1,011.55 | \$ 24,819.93 | \$ 104,788 | \$ 79,968.07 | 76.3% |
| 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 | \$ 13.30 | \$ 41.80 | \$ 1,800 | \$ 1,758.20 | 97.7% |
| Training | \$ - | \$ 157.40 | \$ 12,578 | \$ 12,420.60 | 98.7% |
| Other Total | \$ 13.30 | \$ 1,090.08 | \$ 43,537 | \$ 42,446.92 | 97.5% |
| Expenditures Total | \$ 22,996.79 | \$ 67,126.76 | \$ 257,564 | \$ 190,437.24 | 73.9% |
| Income (Loss) | \$ (1,348.82) | \$ 2,948.58 | | | |

SCOTT COUNTY PUBLIC SCHOOL HEAD START

FINANCIAL REPORT, AUGUST 2021 - FINAL

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> 9/1/20-8/31/21 | Funding Type | Federal Share | NFS | Total Funding |
|---|--------------|------------------|-----------------|------------------|
| 03HP000049-04-00 | Continuation | \$372,363 | \$93,091 | \$465,454 |
| 03HP000049-04-01 | COVID-19 | \$21,091 | \$0 | \$21,091 |
| 03HP000049-04-02 | COLA/QI | \$42,273 | \$0 | \$42,273 |
| | Total | \$435,727 | \$93,091 | \$528,818 |

| <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 | \$ 4,304.90 | \$ 62,421.30 | \$ 155,978.00 | \$ 93,556.70 | 60% |
| School District | \$ 21,829.23 | \$ 171,665.47 | \$ 162,399.00 | \$ (9,266.47) | -6% |
| Donations | \$ 2,930.48 | \$ 34,245.59 | \$ 39,161.00 | \$ 4,915.41 | 13% |
| Total | \$ 29,064.61 | \$ 268,332.36 | \$ 357,538.00 | \$ 89,205.64 | 25% |

| Early Head Start | Current Month | YTD | Budgeted | Remaining | % Remaining |
|---------------------|---------------------|---------------------|---------------------|----------------------|-------------|
| Parents & Volunteer | \$ 4,092.16 | \$ 47,725.35 | \$ 68,271.00 | \$ 20,545.65 | 30% |
| School District | \$ 1,058.29 | \$ 11,048.81 | \$ 9,205.00 | \$ (1,843.81) | -20% |
| Donations | \$ 9,823.12 | \$ 35,618.48 | \$ 15,615.00 | \$ (20,003.48) | -128% |
| Total | \$ 14,973.57 | \$ 94,392.64 | \$ 93,091.00 | \$ (1,301.64) | -1% |

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 | \$ 9,873.43 | \$ 79,394.54 | \$ 125,508.00 | \$ 46,113.46 |
| Fringe | \$ 3,422.15 | \$ 27,917.07 | \$ 56,738.00 | \$ 28,820.93 |
| Travel | \$ - | \$ 38.46 | \$ 533.00 | \$ 494.54 |
| Supplies | \$ 9.10 | \$ 402.91 | \$ 993.00 | \$ 590.09 |
| Contractual | \$ 56.31 | \$ 470.47 | \$ - | \$ (470.47) |
| Other | \$ 1,344.96 | \$ 15,253.53 | \$ 36,233.00 | \$ 20,979.47 |
| Total | \$ 14,705.95 | \$ 123,476.98 | \$ 220,005.00 | \$ 96,528.02 |
| Month Admin. Cost | 0.81% | | | |
| YTD Admin. Cost | 6.75% | | | |

| Early Head Start | Current Month | YTD | Budgeted | Remaining |
|--------------------------|--------------------|---------------------|---------------------|--------------------|
| Personnel | \$ 1,604.18 | \$ 19,930.21 | \$ 22,328.00 | \$ 2,397.79 |
| Fringe | \$ 446.45 | \$ 5,544.68 | \$ 7,466.00 | \$ 1,921.32 |
| Travel | \$ - | \$ 10.63 | \$ 82.00 | \$ 71.37 |
| Supplies | \$ 126.51 | \$ 687.74 | \$ 462.00 | \$ (225.74) |
| Contractual | \$ 6.82 | \$ 89.21 | \$ - | \$ (89.21) |
| Other | \$ 850.88 | \$ 9,270.43 | \$ 13,268.00 | \$ 3,997.57 |
| Total | \$ 3,034.84 | \$ 35,532.90 | \$ 43,606.00 | \$ 8,073.10 |
| Month Admin. Cost | 0.60% | | | |
| YTD Admin. Cost | 7.00% | | | |

CREDIT CARD TRANSACTIONS

| Head Start Memo | Object Code | Debit | Credit | Balance |
|---------------------------------|----------------|-------------|--------|---------------|
| Zira user license 7/22-8/22 | 6001 | \$ (120.00) | \$ - | \$ (120.00) |
| Supplies for pre-service | 6001 | \$ (129.94) | \$ - | \$ (249.94) |
| Refreshments for volunteers | 6002 | \$ (62.80) | \$ - | \$ (312.74) |
| Stickers for Fun Fest activity | 6013 | \$ (44.95) | \$ - | \$ (357.69) |
| P000198 | 20-3800 | \$ (32.00) | \$ - | \$ (389.69) |
| Refreshments during pre-service | 20-3800 | \$ (263.00) | \$ - | \$ (652.69) |
| Pre-service training 8/5/21 | 20-3800 | \$ (272.73) | \$ - | \$ (925.42) |
| Adult & Pediatric First Aid/CPR | 20-3800 | \$ (192.00) | \$ - | \$ (1,117.42) |
| Business cards for recruitment | 6001 | \$ (18.00) | \$ - | \$ (1,135.42) |
| Business cards for recruitment | 6001 | \$ (18.00) | \$ - | \$ (1,153.42) |
| Business cards for recruitment | 6001 | \$ (18.00) | \$ - | \$ (1,171.42) |
| Business cards for recruitment | 6001 | \$ (18.00) | \$ - | \$ (1,189.42) |
| Business cards for recruitment | 6001 | \$ (26.00) | \$ - | \$ (1,215.42) |
| Meals for volunteers | 6002 | \$ (75.91) | \$ - | \$ (1,291.33) |
| Rulers and playdough | 6013 | \$ (24.00) | \$ - | \$ (1,315.33) |

| Early Head Start Memo | Object Code | Debit | Credit | Balance |
|-------------------------------------|------------------------|---------------|---------------|----------------|
| Registration fees | 20-3800 | \$ (1,100.00) | \$ - | \$ (1,100.00) |
| Cardstock, tape, & sharpies | 6001 | \$ (103.43) | \$ - | \$ (1,203.43) |
| Maintenance supplies | 3310 | \$ (8.00) | \$ - | \$ (1,211.43) |
| Weber City EHS | 6002 | \$ (13.97) | \$ - | \$ (1,225.40) |
| Meals for volunteers | 6002 | \$ (107.21) | \$ - | \$ (1,332.61) |
| Bath scales | 6004 | \$ (17.85) | \$ - | \$ (1,350.46) |
| 2/3 drawer storage unit | 6013 | \$ (50.96) | \$ - | \$ (1,401.42) |
| Educational supplies | 6013 | \$ (7.97) | \$ - | \$ (1,409.39) |
| P000147 diapers, wipes | 6013 | \$ (877.06) | \$ - | \$ (2,286.45) |
| Adult/Ped. First Aid/CPR/AED | 20-3800 | \$ 32.00 | \$ - | \$ (2,254.45) |
| Pre-service | 20-3800 | \$ (221.78) | \$ - | \$ (2,476.23) |
| Pre-service 8/3/21 | 20-3800 | \$ (116.52) | \$ - | \$ (2,592.75) |
| Out of state criminal history check | 5801 | \$ (15.50) | \$ - | \$ (2,608.25) |
| Out of state child abuse search | 5801 | \$ (5.00) | \$ - | \$ (2,613.25) |
| Notary stamp & sign | 6001 | \$ (42.20) | \$ - | \$ (2,655.45) |
| Weber City EHS | 6002 | \$ (95.52) | \$ - | \$ (2,750.97) |
| Refreshments for open house | 6002 | \$ (23.58) | \$ - | \$ (2,774.55) |
| Janitorial supplies | 6005 | \$ (38.36) | \$ - | \$ (2,812.91) |
| ASQ kits | 6013 | \$ (1,000.05) | \$ - | \$ (3,812.96) |
| Child size cups & cutlery | 6002A | \$ (36.24) | \$ - | \$ (3,849.20) |
| Food supplies | 6002A | \$ (9.89) | \$ - | \$ (3,859.09) |

HEAD START BUDGET - AUGUST 2021

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

| REVENUES | CURRENT MONTH | YTD | BUDGETED TOTAL | BUDGET REMAINING | % REMAINING |
|-------------------------------|----------------------|----------------------|---------------------|----------------------|----------------|
| ACF-OHS | \$ 100,674.22 | \$ 819,740.33 | \$ 1,471,510 | \$ 651,769.67 | 44.3% |
| CACFP | \$ 3,671.11 | \$ 56,657.27 | \$ 115,000 | \$ 58,342.73 | 50.7% |
| Donations, Other Revenue | \$ 495.00 | \$ 636.79 | \$ - | \$ (636.79) | 0.0% |
| Total | \$ 104,840.33 | \$ 877,034.39 | \$ 1,586,510 | \$ 709,475.61 | 44.7% |
| EXPENDITURES | | | | | |
| Personnel | \$ 64,569.97 | \$ 544,024.99 | \$ 899,518 | \$ 355,493.01 | 39.5% |
| Personnel Total | \$ 64,569.97 | \$ 544,024.99 | \$ 899,518 | \$ 355,493.01 | 39.5% |
| Fringe | \$ 28,157.28 | \$ 219,690.15 | \$ 367,541 | \$ 147,850.85 | 40.2% |
| Fringe Total | \$ 28,157.28 | \$ 219,690.15 | \$ 367,541 | \$ 147,850.85 | 40.2% |
| 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 | \$ 129.94 | \$ 4,765.33 | \$ 8,644 | \$ 3,878.67 | 44.9% |
| Postage | \$ - | \$ 28.84 | \$ 939 | \$ 910.16 | 96.9% |
| Food Supplies | \$ 297.31 | \$ 40,371.58 | \$ 93,735 | \$ 53,363.42 | 56.9% |
| Food Service Supplies | \$ - | \$ 719.31 | \$ 4,950 | \$ 4,230.69 | 85.5% |
| Classroom/Ed. Supplies | \$ 1,428.46 | \$ 6,839.55 | \$ 12,993 | \$ 6,153.45 | 47.4% |
| Medical & Dental Supplies | \$ - | \$ 288.34 | \$ 1,833 | \$ 1,544.66 | 84.3% |
| Transition Supplies | \$ - | \$ - | \$ 400 | \$ 400.00 | 100.0% |
| Janitorial Supplies | \$ - | \$ 961.47 | \$ 4,600 | \$ 3,638.53 | 79.1% |
| Supplies Total | \$ 1,855.71 | \$ 53,974.42 | \$ 128,094 | \$ 74,119.58 | 57.9% |
| Mental Health Services | \$ - | \$ 65.63 | \$ 4,140 | \$ 4,074.37 | 98.4% |
| Other Contractual Services | \$ - | \$ 6,555.24 | \$ 17,694 | \$ 11,138.76 | 63.0% |
| Contractual Total | \$ - | \$ 6,620.87 | \$ 21,834 | \$ 15,213.13 | 69.7% |
| Equipment | \$ - | \$ - | \$ 24,163.00 | \$ 24,163.00 | 0.0% |
| Equipment Total | \$ - | \$ - | \$ 24,163.00 | \$ 24,163.00 | 0.0% |
| Rent | \$ - | \$ 6,734.85 | \$ 9,180 | \$ 2,445.15 | 26.6% |
| Utilities | \$ 904.67 | \$ 8,705.00 | \$ 20,400 | \$ 11,695.00 | 57.3% |
| Telephone | \$ 1,164.98 | \$ 9,498.95 | \$ 12,000 | \$ 2,501.05 | 20.8% |
| Child Liability Insurance | \$ - | \$ - | \$ - | \$ - | 0.0% |
| Maintenance & Repair | \$ 2,808.70 | \$ 7,724.58 | \$ 6,546 | \$ (1,178.58) | -18.0% |
| Local Travel | \$ - | \$ 689.84 | \$ 4,095 | \$ 3,405.16 | 83.2% |
| Parent Activities | \$ - | \$ 413.67 | \$ 2,567 | \$ 2,153.33 | 83.9% |
| Audit Fee | \$ - | \$ - | \$ 2,945 | \$ 2,945.00 | 100.0% |
| Publications, Ads, & Printing | \$ 378.30 | \$ 7,489.43 | \$ 13,889 | \$ 6,399.57 | 46.1% |
| Health Services | \$ - | \$ - | \$ 3,278 | \$ 3,278.00 | 100.0% |
| Field Trips | \$ - | \$ - | \$ 750 | \$ 750.00 | 100.0% |
| Discretionary Funds | \$ - | \$ 417.69 | \$ 3,360 | \$ 2,942.31 | 87.6% |
| Health Examinations/Wellness | \$ - | \$ 83.23 | \$ 300 | \$ 216.77 | 72.3% |
| Assoc., Dues, & Fees | \$ 1,849.85 | \$ 1,998.75 | \$ 2,136 | \$ 137.25 | 6.4% |
| Substitutes | \$ - | \$ 1,004.88 | \$ 18,320 | \$ 17,315.12 | 94.5% |
| Training | \$ - | \$ 1,895.50 | \$ 15,541 | \$ 13,645.50 | 87.8% |
| Other Total | \$ 7,106.50 | \$ 46,656.37 | \$ 115,307 | \$ 68,650.63 | 59.5% |
| Expenditures Total | \$ 101,689.46 | \$ 871,516.28 | \$ 1,564,072 | \$ 692,555.72 | 44.3% |
| Income (Loss) | \$ 3,150.87 | \$ 5,518.11 | | | |

CRRSA/ARP BUDGET - AUGUST 2021

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

| REVENUES | CURRENT MONTH | YTD | BUDGETED TOTAL | BUDGET REMAINING | % REMAINING |
|-------------------------------|---------------------|---------------------|-------------------|----------------------|----------------|
| ACF-OHS | \$ 14,992.30 | \$ 37,070.89 | \$ 257,564 | \$ 220,493.11 | 85.6% |
| CACFP | \$ - | \$ - | \$ - | \$ - | 0.0% |
| Donations, Other Revenue | \$ - | \$ - | \$ - | \$ - | 0.0% |
| Total | \$ 14,992.30 | \$ 37,070.89 | \$ 257,564 | \$ 220,493.11 | 85.6% |
| EXPENDITURES | | | | | |
| Personnel | \$ - | \$ 17,875.00 | \$ 14,400 | \$ (3,475.00) | -24.1% |
| Personnel Total | \$ - | \$ 17,875.00 | \$ 14,400 | \$ (3,475.00) | -24.1% |
| Fringe | \$ - | \$ 1,369.81 | \$ 1,239 | \$ (130.81) | -10.6% |
| Fringe Total | \$ - | \$ 1,369.81 | \$ 1,239 | \$ (130.81) | -10.6% |
| Out of Town Travel | \$ - | \$ - | \$ - | \$ - | 0.0% |
| Travel Total | \$ - | \$ - | \$ - | \$ - | 0.0% |
| Office Supplies | \$ 13,811.06 | \$ 14,258.03 | \$ - | \$ (14,258.03) | 0.0% |
| Postage | \$ - | \$ - | \$ - | \$ - | 0.0% |
| Food Supplies | \$ - | \$ - | \$ 408 | \$ 408.00 | 100.0% |
| Food Service Supplies | \$ - | \$ 441.89 | \$ - | \$ (441.89) | 0.0% |
| Classroom/Ed. Supplies | \$ 814.00 | \$ 1,650.52 | \$ 98,780 | \$ 97,129.48 | 98.3% |
| Medical & Dental Supplies | \$ - | \$ - | \$ 2,000 | \$ 2,000.00 | 100.0% |
| Transition Supplies | \$ - | \$ - | \$ - | \$ - | 0.0% |
| Janitorial Supplies | \$ - | \$ 398.86 | \$ 3,600 | \$ 3,201.14 | 88.9% |
| Supplies Total | \$ 14,625.06 | \$ 16,749.30 | \$ 104,788 | \$ 88,038.70 | 84.0% |
| 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 | \$ - | \$ 28.50 | \$ 1,800 | \$ 1,771.50 | 98.4% |
| Training | \$ - | \$ 157.40 | \$ 12,578 | \$ 12,420.60 | 98.7% |
| Other Total | \$ - | \$ 1,076.78 | \$ 43,537 | \$ 42,460.22 | 97.5% |
| Expenditures Total | \$ 14,625.06 | \$ 37,070.89 | \$ 257,564 | \$ 220,493.11 | 85.6% |
| Income (Loss) | \$ 367.24 | \$ - | | | |

EARLY HEAD START BUDGET - AUG. 2021 - FINAL

03HP00004904 (09/01/20-8/31/21)

| REVENUES | CURRENT MONTH | YTD | BUDGETED TOTAL | BUDGET REMAINING | % REMAINING |
|-------------------------------|--------------------------|----------------------|---------------------------|-----------------------------|------------------------|
| ACF-OHS | \$ 95,398.11 | \$ 435,727.00 | \$ 435,727 | \$ - | 0.0% |
| CACFP | \$ 5,900.77 | \$ 28,425.76 | \$ 30,000 | \$ 1,574.24 | 5.2% |
| Donations, Other Revenue | \$ 282.50 | \$ 450.50 | \$ - | \$ (450.50) | 0.0% |
| Total | \$ 101,581.38 | \$ 464,603.26 | \$ 465,727 | \$ 1,123.74 | 0.2% |
| EXPENDITURES | | | | | |
| Personnel | \$ 20,708.95 | \$ 238,994.30 | \$ 242,238 | \$ 3,243.70 | 1.3% |
| Personnel Total | \$ 20,708.95 | \$ 238,994.30 | \$ 242,238 | \$ 3,243.70 | 1.3% |
| Fringe | \$ 6,235.64 | \$ 74,981.06 | \$ 97,115 | \$ 22,133.94 | 22.8% |
| Fringe Total | \$ 6,235.64 | \$ 74,981.06 | \$ 97,115 | \$ 22,133.94 | 22.8% |
| Out of Town Travel | \$ - | \$ 151.91 | \$ 1,172 | \$ 1,020.09 | 87.0% |
| Travel Total | \$ - | \$ 151.91 | \$ 1,172 | \$ 1,020.09 | 87.0% |
| Office Supplies | \$ 9,131.96 | \$ 13,933.51 | \$ 3,000 | \$ (10,933.51) | -364.5% |
| Postage | \$ 249.57 | \$ 249.57 | \$ 100 | \$ (149.57) | -149.6% |
| Food Supplies | \$ 3,198.97 | \$ 23,549.94 | \$ 33,629 | \$ 10,079.06 | 30.0% |
| Food Service Supplies | \$ 3,289.60 | \$ 4,344.54 | \$ 4,500 | \$ 155.46 | 3.5% |
| Classroom/Ed. Supplies | \$ 22,583.78 | \$ 31,236.30 | \$ 23,453 | \$ (7,783.30) | -33.2% |
| Medical & Dental Supplies | \$ 1,205.03 | \$ 2,344.07 | \$ 3,000 | \$ 655.93 | 21.9% |
| Transition Supplies | \$ - | \$ - | \$ 500 | \$ 500.00 | 100.0% |
| Janitorial Supplies | \$ 3,450.77 | \$ 6,666.81 | \$ 5,500 | \$ (1,166.81) | -21.2% |
| Supplies Total | \$ 43,109.68 | \$ 82,324.74 | \$ 73,682 | \$ (8,642.74) | -11.7% |
| Mental Health Services | \$ 90.00 | \$ 271.87 | \$ 1,620 | \$ 1,348.13 | 83.2% |
| Other Contractual Services | \$ 2,931.30 | \$ 6,355.67 | \$ 8,000 | \$ 1,644.33 | 20.6% |
| Contractual Total | \$ 3,021.30 | \$ 6,627.54 | \$ 9,620 | \$ 2,992.46 | 31.1% |
| Equipment | \$ 4,010.36 | \$ 4,010.36 | \$ 4,480.00 | \$ 469.64 | 0.0% |
| Equipment Total | \$ 4,010.36 | \$ 4,010.36 | \$ 4,480.00 | \$ 469.64 | 0.0% |
| Rent | \$ - | \$ 1,560.00 | \$ 1,560 | \$ - | 0.0% |
| Utilities | \$ 652.73 | \$ 2,607.42 | \$ 4,500 | \$ 1,892.58 | 42.1% |
| Telephone | \$ 409.80 | \$ 2,325.58 | \$ 2,374 | \$ 48.42 | 2.0% |
| Child Liability Insurance | \$ - | \$ - | \$ - | \$ - | 0.0% |
| Maintenance & Repair | \$ 8,133.83 | \$ 21,690.77 | \$ 7,610 | \$ (14,080.77) | -185.0% |
| Local Travel | \$ 185.70 | \$ 555.72 | \$ 1,000 | \$ 444.28 | 44.4% |
| Parent Activities | \$ - | \$ 118.95 | \$ 600 | \$ 481.05 | 80.2% |
| Audit Fee | \$ - | \$ 455.00 | \$ 1,000 | \$ 545.00 | 54.5% |
| Publications, Ads, & Printing | \$ 4,162.85 | \$ 4,470.51 | \$ 2,208 | \$ (2,262.51) | -102.5% |
| Health Services | \$ - | \$ - | \$ 1,000 | \$ 1,000.00 | 100.0% |
| Field Trips | \$ - | \$ - | \$ 1,000 | \$ 1,000.00 | 100.0% |
| Discretionary Funds | \$ - | \$ 69.40 | \$ 1,800 | \$ 1,730.60 | 96.1% |
| Health Examinations/Wellness | \$ 71.21 | \$ 244.62 | \$ 250 | \$ 5.38 | 2.2% |
| Assoc., Dues, & Fees | \$ 378.20 | \$ 1,204.47 | \$ 1,700 | \$ 495.53 | 29.1% |
| Substitutes | \$ 1,389.38 | \$ 4,581.01 | \$ 2,697 | \$ (1,884.01) | -69.9% |
| Training | \$ 9,111.75 | \$ 17,629.90 | \$ 8,121 | \$ (9,508.90) | -117.1% |
| Other Total | \$ 24,495.45 | \$ 57,513.35 | \$ 37,420 | \$ (20,093.35) | -53.7% |
| Expenditures Total | \$ 101,581.38 | \$ 464,603.26 | \$ 465,727 | \$ 1,123.74 | 0.2% |
| Income (Loss) | \$ - | \$ - | | | |

STAFF QUALIFICATIONS

All persons hired shall have, at a minimum, a high school diploma or possess a certificate indicating that they have passed the General Educational Development Test (GED). Scott County Public School Head Start will ensure that staff and consultants have the knowledge, skills, and experience they need to perform their assigned functions responsibility.

Parents of children formerly or currently enrolled in Head Start will receive preference for employment vacancies for which they are an equally qualified applicant.

The following staff qualifications relates to the *Head Start Performance Standards Part 1302.91(b)(c)(d)(e)*.

The Head Start Director hired after November 7, 2016 must have at a minimum, a baccalaureate degree and experience in supervision of staff, fiscal management, and administration.

The HR/Fiscal Officer hired after November 7, 2016 must be a certified public accountant or have, at a minimum, a baccalaureate degree in accounting, business, fiscal management or a related field.

The Child Development Coordinator must have a baccalaureate or advance degree in early childhood education or a baccalaureate or advanced degree and equivalent coursework in early childhood education with early education teaching experience.

The Family & Community Services Coordinator and Health Services Coordinator hired after November 7, 2016 must have at a minimum, a baccalaureate degree, preferably related to one or more of the disciplines they oversee. i.e. family services, health services, services to children with disabilities

Early Head Start Teachers must have a minimum of a Child Development Associate (CDA) credential or comparable credential, and have been trained or have equivalent coursework in early childhood development with a focus on infant and toddler development.

Head Start Teachers must have at least an associate's or bachelor's degree in child development or early childhood education, equivalent coursework, or otherwise meet the requirements of section 648A9a)(3)(B) of the Act.

Head Start Teacher Assistants must have at a minimum, a Child Development Associate (CDA) credential or a state-awarded certificate that meets or exceeds the requirements for a CDA credential, are enrolled in a program that will lead to an associate or baccalaureate degree or, are enrolled in a CDA credentialed program to be completed within one year of the time of hire. Teacher assistants must be able to step into teacher's role and assume assigned responsibilities.

Family Resource Specialists hired after November 7, 2016 must have within eighteen months of hire, at a minimum, a credential or certification in social work, human services, family services, counseling, or a related field.

No person shall hold a salaried job with Scott County Public School Head Start over which a member of his/her immediate family exercises supervisory control.

No person shall hold a salaried job with Scott County Public School Head Start while he/she or a member of the immediate family (father, mother, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law) serves on the Scott County School Board, or the Head Start Policy Council and thereby has the authority to order personnel actions affecting his/her job or which by practice nominated, recommends, or screens candidates for employment in the Scott County Public School Head Start program.

These provisions shall not apply to any person who has been regularly employed or employed as a substitute employee by Head Start prior to the taking of office on the Scott County School Board, the Head Start Policy Council by members of his/her immediate family, or prior to the inception of such a relationship with a member of the Scott County School Board or the Head Start Policy Council. However, no person hired as a substitute employee can become regularly employed in the Head Start program as long as someone of his/her immediate family serves as a member of the policy council or school board.

ADDENDUM

Should significant labor shortages resulting in an availability of candidates or other extenuating circumstances prevent the hiring of qualified staff, SCPSHS will implement a professional development plan for staff hired who do not meet the minimum requirements.

The professional development plan will include:

- A specific description of the desired skills, education, or knowledge to be acquired.
- Courses, workshops, conferences, coaching/mentoring, job shadowing, or other professional development steps required.
- Timeline for completion
- Employee's responsibilities

The professional development plan will be included in each applicable employee's annual contract and must be signed by both the employee and their supervisor.