

SCOTT COUNTY SCHOOL BOARD

MINUTES OF REGULAR MEETING –TUESDAY, AUGUST 7, 2018

The Scott County School Board met for a regular meeting on Tuesday, August 7, 2018 at 6:30 p.m. at the Scott County School Board office, with the following members present:

William “Bill” R. Quillen, Jr., Chairman  
David M. Templeton, Vice-Chairman  
Larry L. Horton  
Gail L. McConnell  
Linda Gillenwater  
Lon Stephen “Steve” Sallee, Jr.

ABSENT: None

**OTHERS PRESENT:** John I. Ferguson, Division Superintendent; Jason Smith, Assistant Superintendent; William Sturgill, School Board Attorney; Beverly Stidham, Clerk of the Board/Purchasing Agent; Angela Johnson, Deputy Clerk of the Board/Head Start Payroll Clerk; Michael Vermillion, VPE representative/teacher; Amanda Clark, Heritage TV.

**CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE:** Chairman Quillen called the meeting to order at 6:30 p.m. and welcomed everyone to the meeting. The members and others present observed a moment of silence and Mr. Steve Sallee led in citing the *Pledge of Allegiance*.

**APPROVAL OF AGENDA:** On a motion by Mr. David Templeton, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the agenda as presented for the August 7, 2018 regular meeting.

**APPROVAL OF JULY 10, 2018 REGULAR MEETING MINUTES:** On a motion by Mr. Larry Horton, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to approve the July 10, 2018 regular board meeting minutes as presented.

**APPROVAL OF JULY 19, 2018 SPECIAL CALLED MEETING MINUTES:** On a motion by Mr. Steve Sallee, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to approve the July 19, 2018 special called meeting minutes as presented.

**APPROVAL OF CLAIMS:** On a motion by Mr. Larry Horton, seconded by Mr. David Templeton, all members voting aye, the Board approved the claims as follows:

School operating fund invoices & payroll in the amount of \$559,579.86 as shown by warrants #8125855-8126298 & electronic payroll direct deposit in the amount of \$1,223,700.28 & electronic payroll tax deposits in the amount of \$496,371.95. Cafeteria Fund invoices & payroll in the amount of \$48,101.10 as shown by warrants #1018694-#1018819 & electronic payroll direct deposit in the amount of \$31,475.33 & electronic payroll tax deposit in the amount of \$12,581.98. Head Start invoices totaling \$66,879.77 as shown by warrants #15706-15769.

**PUBLIC COMMENT:** There was no public comment at the meeting.

**SUPERINTENDENT’S REPORT:** Superintendent Ferguson informed the Board of the 2018 revisions to the Policy Manual in regards to the 8<sup>th</sup> grade hold backs after questions from the Chairman. He informed the Board that only wording in the policy manual had changed to reflect school policy now in place that eighth grade students holding back do not have to take the previously required five classes.

**APPROVAL OF REVISED 2018-19 POLICY MANUAL:** On a motion by Mr. David Templeton, seconded by Mr. Gail McConnell, all members voting the aye, the Board approved the changes to the revised 2018 Policy Manual. (Appendix A)

**APPROVAL OF 2018-19 STUDENT/PARENT HANDBOOK AND CODE OF CONDUCT:** On a motion by Mr. Larry Horton, seconded by Ms. Linda Gillenwater, all members voting aye, the Board approved the 2018-19 Student/Parent Handbook and Code of Conduct book as presented. (Appendix B)

**APPROVAL OF THE 2018-19 SCHOOL NUTRITION CAFÉ' MEAL PRICES:** On a motion by Ms. Linda Gillenwater, seconded by Mr. Steve Sallee, all members voting aye, the Board approved the 2018-19 school nutrition Café' Meal Prices. (Appendix C)

**APPROVAL OF 2017 HEAD START ANNUAL REPORT:** On a motion by Mr. Gail McConnell, seconded by Mr. David Templeton, all members voting aye, the Board approved the 2017 Head Start Annual Report as presented. (Appendix D)

**APPROVAL OF EARLY HEAD START MAY 2018 FINANCIAL REPORT:** On a motion by Mr. Larry Horton, seconded by Mr. Gail McConnell, all members voting aye, the Board approved the Early Head Start May 2018 Financial Report as presented. (Appendix E)

**APPROVAL OF EARLY HEAD START JUNE 2018 FINANCIAL REPORT:** On a motion by Mr. Gail McConnell, seconded by Mr. David Templeton, all members voting aye, the Board approved the Early Head Start June 2018 Financial Report as presented. (Appendix F)

**APPROVAL OF HEAD START MAY 2018 FINANCIAL REPORT:** On a motion by Mr. Larry Horton, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the May 2018 Head Start financial report. (Appendix G)

**APPROVAL OF HEAD START JUNE 2018 FINANCIAL REPORT:** On a motion by Mr. Steve Sallee, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to approve the June 2018 Head Start financial report. (Appendix H)

The Board was given the 2018 Head Start's Annual Director's Report for their review.

**CLOSED MEETING:** Mr. David Templeton made a motion to enter into closed meeting at 6:40 p.m. to discuss Head Start personnel, Teachers, Teaching Assistants, Coaches, Secretaries, Custodians, Bus drivers and Cafeteria Staff 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 8:02 p.m. with a roll call vote being held, and on a motion by Mr. David Templeton, seconded by Mr. Gail McConnell, the Board returned to regular session and Mr. Templeton 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: Bill Quillen, David Templeton, Steve Sallee, Gail McConnell, Larry Horton, and Linda Gillenwater.

NAYS: None.

ABSENT DURING MEETING: None.

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

**ANNUAL REVIEW OF SCHOOL SAFETY PLAN:** Mr. Smith presented the Board with the annual School Safety Plan and they were given the opportunity to review this documentation at the meeting.

**PERSONNEL:**

On a motion by Mr. Steve Sallee, seconded by Mr. Larry Horton, all members voting aye, the Board voted to approve the following substitutes for the 2018-19 school year: Courtney Bolling, Sub-nurse; Daniel Canter; Sarah Casteel; Tucker Alley; Jan Mullins; and Keeley Quillen.

**RESIGNATIONS:**

On a motion by Mr. Larry Horton, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to approve the resignation of Tana Broadwater, teacher effective, July 25, 2018.

On a motion by Mr. Steve Sallee, seconded by Mr. Larry Horton, all members voting aye, the Board voted to approve the resignation of Tabitha Smith, teacher, effective July 27, 2018.

On a motion by Ms. Linda Gillenwater, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the resignation of Greg Hall, theatre coach, TSHS, effective August 7, 2018.

On a motion by Mr. Larry Horton, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the resignation of Teresa Mullins, family resource-Head Start, effective July 31, 2018.

On a motion by Mr. Larry Horton, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the resignation of Cammie Collier, Head Start teacher, effective August 2, 2018.

On a motion by Mr. Gail McConnell, seconded by Mr. David Templeton, all members voting aye, the Board voted to approve the resignation of Mr. Kaden Kilgore, paraprofessional, effective August 3, 2018.

**EMPLOYMENT:**

On a motion by Mr. Steve Sallee, seconded by Mr. Larry Horton, all members voting aye, the Board voted to approve the employment of Deborah Ducker, school nutrition-manager, effective for the 2018-19 school year.

On a motion by Mr. Larry Horton, seconded by Mr. David Templeton, all members voting aye, the Board voted to approve the employment of Lisa Farley, school nutrition-cook, effective for the 2018-19 school year.

On a motion by Mr. Gail McConnell, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the employment of Jeri Pritchett, part-time administrative assistant, effective for the 2018-19 school year.

On a motion by Ms. Linda Gillenwater, seconded by Mr. Larry Horton, all members voting aye, the Board voted to approve the employment of Darren Reed, substitute bus driver, effective August 7, 2018.

On a motion by Mr. Gail McConnell, seconded by Mr. David Templeton, all members voting aye, the Board voted to approve the employment of Jasmine Finch, teacher, effective for the 2018-19 school year.

On a motion by Mr. Steve Sallee, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to approve the employment of Derek Bryant, teacher, effective for the 2018-19 school year.

On a motion by Mr. Larry Horton, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to approve the employment of Makayla Jaramillo, theatre coach, TSHS, effective August 7, 2018.

On a motion by Mr. Steve Sallee, seconded by Mr. Larry Horton, all members voting aye, the Board voted to approve the employment of Hannah Balthis, paraprofessional, effective for the 2018-19 school year.

On a motion by Mr. David Templeton, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the employment of Lisa Wagner, Early Head Start Teacher, effective, August 2, 2018.

On a motion by Mr. Larry Horton, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the employment of Tim Spicer, bus driver, effective August 7, 2018.

On a motion by Ms. Linda Gillenwater, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the employment of Darrell Dougherty, bus driver, effective, August 7, 2018.

On a motion by Mr. Gail McConnell, seconded by Mr. David Templeton, all members voting aye, the Board voted to approve the employment of Ralph Lyons, custodian, effective, July 1, 2018.

#### **RETIREMENTS:**

On a motion by Mr. Larry Horton, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the retirement of Kathy Starnes, school nutrition-cook, effective, July 12, 2018.

On a motion by Mr. David Templeton, seconded by Mr. Larry Horton, all members voting aye, the Board voted to approve the retirement of Debbie Culbertson, teacher, effective, October 1, 2018.

On a motion by Mr. David Templeton, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the revised Gate City High School Coaching list for the 2018-19 school year.

**BOARD MEMBER COMMENTS:** Mr. Larry Horton wished all the students and staff a great start to the new school year. Ms. Linda Gillenwater wanted to wish everyone well on their retirement and to let everyone know how much they are appreciated as they start back for a new school year.

**ADJOURNMENT:** With no further business to discuss, the regular meeting of the Scott County School Board was adjourned at 8: 10 p.m.

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William "Bill" R. Quillen Jr., Chairman

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Beverly Stidham, Clerk

## Scott County Policy Manual Revisions 2018-2019

### Explanation of Revisions – February 2018 Policy Update

| <b>Policy Code</b> | <b>Page</b> | <b>Revision</b>   |
|--------------------|-------------|---|
| <b>AA</b>          | <b>2-A</b>  | <b>School Division Legal Status</b><br>Policy and Legal Reference updated.  |
| <b>AC</b>          | <b>3-A</b>  | <b>Nondiscrimination</b><br>Policy and Cross References updated.  |
| <b>AD</b>          | <b>4-A</b>  | <b>Educational Philosophy</b><br>Cross References updated.  |
| <b>CBD</b>         | <b>8-C</b>  | <b>Superintendent's Contract, Compensation and Benefits</b><br>Legal Reference updated to reflect amendment of the Virginia Freedom of Information Act by HB 1539 (2017).   |
| <b>CBG</b>         | <b>10-C</b> | <b>Evaluation of the Superintendent</b><br>Policy and Legal Reference updated.  |
| <b>EA</b>          | <b>3-E</b>  | <b>Support Services</b><br>Legal Reference and Cross Reference updated.   |
| <b>EB</b>          | <b>4-E</b>  | <b>School Crisis, Emergency Management and Medical Emergency Response Plan</b><br>Policy updated to reflect amendment of 8 VAC 20-131-260.  |
| <b>EBA</b>         |             | <b>Building and Grounds Inspection</b><br>Policy deleted to avoid duplication of Policies EB School Crisis, Emergency Management and Medical Emergency Response Plan and EC Buildings and Grounds Management and Maintenance. |
| <b>EBCB</b>        | <b>48-E</b> | <b>Safety Drills</b><br>Policy updated to reflect revision of 8 VAC 20-131-260.<br>Legal Reference updated.   |
| <b>EC</b>          | <b>50-E</b> | <b>Buildings and Grounds Management and Maintenance</b><br>Policy, Legal References and Cross References updated. Text in second paragraph of this policy was originally in Policy EB.  |
| <b>EEAB</b>        | <b>56-E</b> | <b>School Bus Scheduling and Routing</b><br>Policy updated.   |
| <b>GCB</b>         | <b>75-G</b> | <b>Professional Staff Contracts</b><br>Policy and Legal References updated to reflect adoption of 8 VAC 20-441-10 et seq. and repeal of 8 VAC 20-440-10 et seq.   |

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| <b>GCBB</b> | <b>79-G</b>  | <b>Supplementary Pay</b><br>Policy updated. Legal References updated to reflect repeal of 8 VAC 20-440-110 and 8 VAC 20-440-120.   |
| <b>GCL</b>  | <b>119-G</b> | <b>Professional Staff Development</b><br>Policy and Legal References updated.  |
| <b>GCN</b>  | <b>124-G</b> | <b>Evaluation of Professional Staff</b><br>Policy and Legal References updated.  |
| <b>GCPB</b> | <b>131-G</b> | <b>Resignation of Staff Members</b><br>Legal References updated to reflect repeal of 8 VAC 20-440-160.   |
| <b>GDQ</b>  | <b>145-G</b> | <b>School Bus Drivers</b><br>Policy and Legal References updated.  |
| <b>IGBE</b> | <b>38-I</b>  | <b>Remedial and Summer Instruction Program</b><br>Policy updated to reflect revisions to 8 VAC 20-131-120.<br>Legal References updated.  |
| <b>IIAE</b> | <b>60-I</b>  | <b>Innovative or Experimental Programs</b><br>Legal Reference updated to reflect revision of the Standards of Accreditation.   |
| <b>IIBD</b> | <b>61-I</b>  | <b>School Libraries/Media Centers</b><br>Policy updated to reflect revision of 8 VAC 20-131-190.   |
| <b>IKF</b>  | <b>87-I</b>  | <b>The Virginia Assessment Program and Graduation Requirements</b><br><b>Policy renamed.</b><br>Policy, Legal References and Cross References updated to reflect amendment of BOE regulations. |
| <b>LC-E</b> | <b>12-L</b>  | <b>[School Division] Charter School Application Addendum</b><br>Text updated to reflect amendments to Standards of Accreditation.  |
| <b>LI</b>   | <b>26-L</b>  | <b>Relations with Education Accreditation Agencies</b><br>Policy updated to reflect amendment of the Standards of Accreditation.   |

**Explanation of Revisions – May 2018 Policy Update**

| <b>Policy Code</b> | <b>Page</b> | <b>Revision</b>   |
|--------------------|-------------|---|
| <b>BBFA</b>        | <b>10-B</b> | <b>Conflict of Interests and Disclosure of Economic Interests</b><br>Policy updated to reflect amendment of Va. Code § 2.2-3119 by HB 212/SB 124. |

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| <b>CBB</b>   | <b>6-C</b>   | <b>Appointment and Term of the Superintendent</b><br>Policy updated to reflect amendment of Va. Code § 22.1-60 by HB 81.   |
| <b>CLA</b>   | <b>14-C</b>  | <b>Reporting Acts of Violence and Substance Abuse</b><br>Policy updated to reflect amendment of Va. Code § 22.1-279.3:1 by HB 292.   |
| <b>DA</b>    | <b>2-D</b>   | <b>Management of Funds</b><br>Policy updated to reflect content of Legal References.   |
| <b>DJ</b>    | <b>11-D</b>  | <b>Small Purchasing</b><br>Policy updated to reflect amendment of Va. Code § 2.2-4303 by HB 97.  |
| <b>GA</b>    | <b>4-G</b>   | <b>Personnel Policies Goals</b><br>Legal References updated to reflect enactment of Acts 2018, c. 513 by HB 438/SB 605.  |
| <b>GBB</b>   | <b>32-G</b>  | <b>Prohibition of Abusive Work Environments</b><br>New policy to reflect enactment of Va. Code § 22.1-291.4 by HB 1044.  |
| <b>GC</b>    | <b>74-G</b>  | <b>Professional Staff</b><br>Policy updated to reflect amendment of Va. Code § 22.1-299 by HB 1125/SB 349.   |
| <b>GCDA</b>  | <b>108-G</b> | <b>Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect</b><br>Policy updated to reflect enactment of Acts 2018 c. 833 by HB 1000.   |
| <b>GCG</b>   | <b>114-G</b> | <b>Professional Staff Probationary Term and Continuing Contract</b><br>Policy updated to remove references to local teaching licenses.   |
| <b>IA</b>    | <b>4-I</b>   | <b>Instructional Goals and Objectives</b><br>Policy updated to reflect amendment of Va. Code § 22.1-253.13:1 by HB 399 (re item # 15) and HB 507 (re item # 12).   |
| <b>IC/ID</b> | <b>8-I</b>   | <b>School Year/School Day</b><br>Policy updated to reflect enactment of Acts 2018, c. 785 by HB 1419/SB 273 and changes to the Standards of Accreditation.<br>Legal References and Cross References updated. |
| <b>IGAD</b>  | <b>18-I</b>  | <b>Career and Technical Education</b><br>Policy updated to reflect amendment of Va. Code § 22.1-227.1 by HB 544/SB9 60.  |



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| <b>IGAE/IGAF</b> | <b>19-I</b>  | <b>Health Education/Physical Education</b><br>First paragraph of policy updated to reflect amendment of Va. Code § 22.1-207 by HB 1604/SB 953 and by HB 1532.<br>Second paragraph of policy updated to reflect amendment of Va. Code § 22.1-253.13:1 by HB 357/SB 211 from 2016, which specified that the changes were to take effect at the beginning of the 2018-2019 school year.<br>Cross references updated. |
| <b>IGAH</b>      | <b>21-I</b>  | <b>Family Life Education (FLE)</b><br>Policy updated to reflect amendment of Va. Code § 22.1-207.1:1 by HB 45 and SB101.  |
| <b>IGBG</b>      | <b>42-I</b>  | <b>Off-Site instruction and Virtual Courses</b><br>Policy renamed and updated to reflect amendment of 8 VAC 20-131-180.   |
| <b>IGBI</b>      | <b>48-I</b>  | <b>Advanced Placement Classes and Special Programs</b><br>Policy and Legal Reference updated to reflect amendment of Va. Code § 22.1-153.13:1 by HB 399.<br>Cross Reference updated.  |
| <b>IGE</b>       | <b>52-I</b>  | <b>Adult Education</b><br>Policy updated to reflect amendment of Va. Code § 22.1-223 by HB 803.<br>Legal References and Cross References updated.   |
| <b>IJ</b>        | <b>74-I</b>  | <b>Guidance and Counselling Program</b><br>Content related to Academic and Career Plans moved to new Policy IJD College and Career Readiness.<br>Legal References updated to reflect move of some content to new policy.  |
| <b>IJD</b>       | <b>76-I</b>  | <b>College and Career Readiness</b><br><b>New Policy</b> reflecting new provisions in the revised Standards of Accreditation and amendment to Va. Code § 22.1-253.13:1 by HB 632.   |
| <b>IKEB</b>      | <b>80-I</b>  | <b>Acceleration</b><br>Policy and Legal Reference updated to reflect changes to the Standards of Accreditation.   |
| <b>IKFA</b>      | <b>102-I</b> | <b>Locally Awarded Verified Credits</b><br>Policy updated to reflect amendments to the Standards of Accreditation and new guidance from the Department of Education.  |
| <b>IKG</b>       | <b>104-I</b> | <b>Remediation Recovery Program</b><br>Policy and Legal References updated to reflect amendments to the Standards of Accreditation.   |

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| <b>IKH</b>   | <b>109-I</b> | <b>Retaking SOL Assessments</b><br>Policy updated to reflect adoption of Revisions to the Criteria for the Determination of Student Eligibility for Expedited Retakes of Standards of Learning (SOL) Tests, Virginia Board of Education, March 22, 2018. |
| <b>JC</b>    | <b>14-J</b>  | <b>Student Attendance Areas</b><br>Policy updated to reflect enactment of Va. Code § 22.1-7.2 by HB 1085.  |
| <b>JEA</b>   | <b>18-J</b>  | <b>Compulsory Attendance</b><br>Policy updated to reflect amendment of Va. Code § 22.1-254 by HB 829 and amendment of Va. Code § 22.1-277.2:1 by SB 170.   |
| <b>JEC</b>   | <b>23-J</b>  | <b>School Admission</b><br>Policy updated to reflect amendment of Va. Code § 22.1-254 by SB 775.   |
| <b>JECA</b>  | <b>29-J</b>  | <b>Admission of Homeless Children</b><br>Policy updated to reflect amendments to Va. Code § 22.1-3 by SB 961.  |
| <b>JED</b>   | <b>36-J</b>  | <b>Student Absences/Excuses/Dismissals</b><br>Policy updated to reflect amendment of Standards of Accreditation and amendment of Va. Code § 22.1-258 by HB 1485/SB841.   |
| <b>JHCF</b>  | <b>145-J</b> | <b>Student Wellness</b><br>Policy updated to reflect HB 357/SB 211 (2016), which provided that its provisions were to be effective beginning with the 2018-2019 school year.   |
| <b>JHCH</b>  | <b>149-J</b> | <b>School Meals and Snacks</b><br>Policy and Legal References updated to reflect enactment of Va. Code § 22.1-79.7 by HB 50/SB 840.  |
| <b>JO</b>    | <b>169-J</b> | <b>Student Records</b><br>Policy and Legal References updated to reflect amendment of Va. Code § 22.1-287.1 by HB 1 and § 2.2-3705.4 by SB 512.  |
| <b>KBA-R</b> | <b>10-K</b>  | <b>Requests for Information</b><br>Policy updated based on amendment to Va. Code 2.2-3704 by HB 1539 (2017).   |
| <b>KK</b>    | <b>37-K</b>  | <b>School Visitors</b><br>Policy updated.  |
| <b>KNAJ</b>  | <b>51-K</b>  | <b>Relations with Law Enforcement Authorities</b><br>Policy updated to reflect amendment of Va. Code § 22.1-279.3:1.A by HB 292.   |

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| <b>LEB</b> | <b>25-L</b> | <b>Advanced/Alternative Courses for Credit</b><br>Policy updated to reflect amendment of 8 VAC 20-131-140 as part of the revisions of the SOAs, which went into effect January 11, 2018. |
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**Explanation of Revisions – July 2018 Policy Update**

| <b>Policy Code</b>     | <b>Page</b>  | <b>Revision</b>   |
|------------------------|--------------|---|
| <b>BDA</b>             | <b>29-B</b>  | <b>Regular School Board Meetings</b><br>Policy updated to reflect amendment of Va. Code § 2.2-3707 and enactment of Va. Code § 2.2-3708.2 by HB 907.  |
| <b>BDD</b>             | <b>34-B</b>  | <b>Electronic Participation in Meetings from Remote Locations</b><br>Policy updated to reflect amendment of Va. Code §§ 2.2-3701 and 2.2-3707, repeal of Va. Code §§ 2.2-3708 and 2.2-3708.1, and enactment of Va. Code § 2.2-3708.2 by HB 907. |
| <b>CMA</b>             | <b>17-C</b>  | <b>Quality Profiles</b><br>Policy renamed and updated to reflect amendments to the Standards of Accreditation.<br>Legal References updated.   |
| <b>G CBD-R/G DBD-R</b> | <b>83-G</b>  | <b>Professional Staff Leaves and Absences/Support Staff Leaves and Absences</b><br>Regulation updated.  |
| <b>GCCB</b>            | <b>107-G</b> | <b>Employment of Family Members</b><br>Policy updated to reflect amendment of Va. Code § 2.2-3119 by HB 212/SB 124.   |
| <b>GCDA</b>            | <b>108-G</b> | <b>Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect</b><br>Policy updated to reflect enactment of Acts 2018 c. 833 by HB 1000.  |
| <b>IL</b>              | <b>111-I</b> | <b>Testing Programs</b><br>Policy updated to reflect amendment of Va. Code § 22.1-4.2 by SB 238.  |
| <b>IKEB-R</b>          | <b>81-I</b>  | <b>8<sup>th</sup> Grade Course of Study</b><br>Regulation updated.  |
| <b>IKEC-R</b>          | <b>82-I</b>  | <b>Grading System</b><br>Regulation updated.  |
| <b>IKG-R</b>           | <b>105-I</b> | <b>Honors, Awards, and Class Rank</b><br>Regulation updated.  |

**JGD/JGE**

**107-J**

**Student Suspension/Expulsion**

Policy updated to reflect amendment of Va. Code § 22.1-279.3:1 by HB 292, amendment of Va. Code §§ 22.1-276.01 and 22.1-277.05 by HB 1600 and amendment of Va. Code §§ 22.1-277 and 22.1-277.2:1 by SB 170.

**KKA**

**38-K**

**Service Animals in Public Schools**

Policy updated to clarify procedures for requesting permission to bring service animals onto school property.



**Student/Parent Information Handbook and Code of Conduct  
2018-2019  
Changes/Updates**

**\*\*Policy/Regulations Updated As Noted Below**

|                |  |
|----------------|--|
| <b>Page 1</b>  | <b>Compulsory School Attendance</b> <ul style="list-style-type: none"><li>• Alternative Education Program</li></ul>  |
| <b>Page 4</b>  | <b>Student Absences/Excuses/Dismissals/Tardies</b> <ul style="list-style-type: none"><li>• Compulsory Attendance Procedures</li></ul>  |
| <b>Page 11</b> | <b>Student Insurance</b> <ul style="list-style-type: none"><li>• 2018-2019 Student Accident Insurance Coverage</li></ul>   |
| <b>Page 15</b> | <b>Dual Enrollment, Advanced Placement Classes, and Special Programs</b>   |
| <b>Page 15</b> | <b>Eighth Grade Course of Study</b>  |
| <b>Page 16</b> | <b>Eighth Grade Holdbacks</b>  |
| <b>Page 17</b> | <b>Grading System</b> <ul style="list-style-type: none"><li>• Advanced Courses</li></ul>   |
| <b>Page 18</b> | <b>Graduation (Diploma) Seals of Achievement</b>   |
| <b>Page 20</b> | <b>Health Education/Physical Education</b>   |
| <b>Page 21</b> | <b>Homebound Instruction</b> <ul style="list-style-type: none"><li>• Virtual Courses</li><li>• Medical Certification for Homebound Instruction</li></ul>   |
| <b>Page 29</b> | <b>Standards of Learning and Graduation Requirements</b> <ul style="list-style-type: none"><li>• Graduation Requirements</li></ul>   |
| <b>Page 39</b> | <b>Student Records and Release of Student Information</b> <ul style="list-style-type: none"><li>• Disclosure of Information Relating to Home Instructed Students</li><li>• Directory Information</li></ul> |

**Page 49      School Nutrition Program Payment/Debt Procedures**

**Page 50      School Visitors**

- Board Members

**Page 55      Foster Care Policies and Procedures**

**Page 55      Gifted and Talented Education**

**Page 72      Student Suspension/Expulsion**

- Long Term Suspension

# SCOTT COUNTY VIRGINIA SCHOOLS

## SCHOOL BOARD MEMBERS

Linda D. Gillenwater  
Larry L. Horton  
Gail L. McConnell  
William R. Quillen, Jr.  
L. Stephen Sallee, Jr.  
David M. Templeton



## DIVISION SUPERINTENDENT

John L. Ferguson  
340 East Jackson Street  
Gate City, Virginia 24251  
Phone: (276) 386-6118  
Fax: (276) 386-2684

## SCOTT COUNTY SCHOOL NUTRITION

### CAFÉ MEAL PRICES: 2018-19

| High/Middle<br>School<br>Breakfast | Adult<br>Breakfast | Elementary<br>Breakfast | Elementary<br>Lunch | High/Middle<br>School<br>Lunch | Adult<br>Lunch |
|------------------------------------|--------------------|-------------------------|---------------------|--------------------------------|----------------|
| \$1.10                             | \$1.70             | \$1.05                  | \$2.05              | \$2.35                         | \$3.15         |

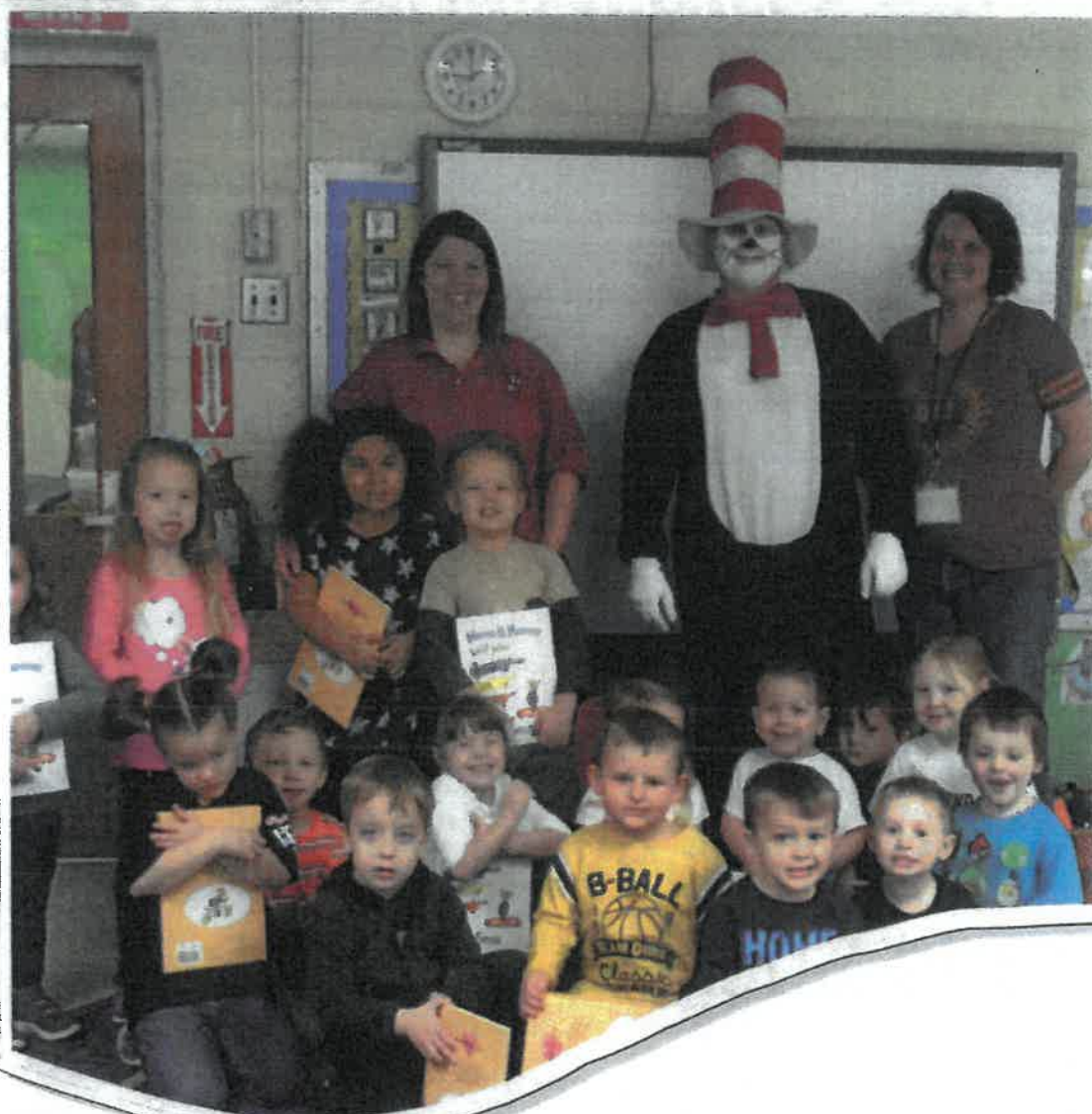


USDA is an equal opportunity employer





# Scott County Public School Head Start



## Annual Report 2017

305 Legion Street  
Weber City, VA 24290  
(276) 386-6051  
[www.scottcountyheadstart.org](http://www.scottcountyheadstart.org)  
Email: [scottcounty.headstart@sctv.coop](mailto:scottcounty.headstart@sctv.coop)

# *Scott County Public School Head Start*

305 Legion Street  
Weber City, VA 24290  
(276) 386-6051  
(276) 386-7281 Fax  
[www.scottcountyheadstart.org](http://www.scottcountyheadstart.org)  
Email: [scottcounty.headstart@sctv.coop](mailto:scottcounty.headstart@sctv.coop)

## **OUR MISSION**

**Guiding Low-Income Families  
Toward Self-Sufficiency  
and Success In School.**



# Annual Report 2017

## Introduction

Head Start began in Scott County in 1965, as well as in the rest of the country, as an eight week summer program designed to break the cycle of poverty by providing low income children with a program to meet their cognitive, emotional, social, health, nutritional and gross and fine motor developmental needs. The idea was that with a little help, children from even the most disadvantaged families could begin kindergarten at the same level of school readiness as their more advantaged peers.



*Kathy Wilcox, Director  
Scott County Public School  
Head Start*

In 2017, Scott County Public School Head Start continues to provide high quality early childhood education, involving parents in all services and activities throughout the program. The promotion of school readiness is at the focal point and is delivered through a program that is developmentally appropriate, child centered, family-focused, comprehensive and community based. Developmental goals for children are supported, along with employment and self sufficiency goals for adults as well as support for parents in their role as their child's first and foremost teacher.

In 2017:

- ◆ One hundred percent of teachers have a BA/BS degree in Early Childhood Education.
- ◆ Fifty-Five percent of program staff are the parents of current or past Head Start children.
- ◆ Seventy five% of Policy Council members were Head Start parents.



*William R. Quillen, Chair  
Scott County School Board*

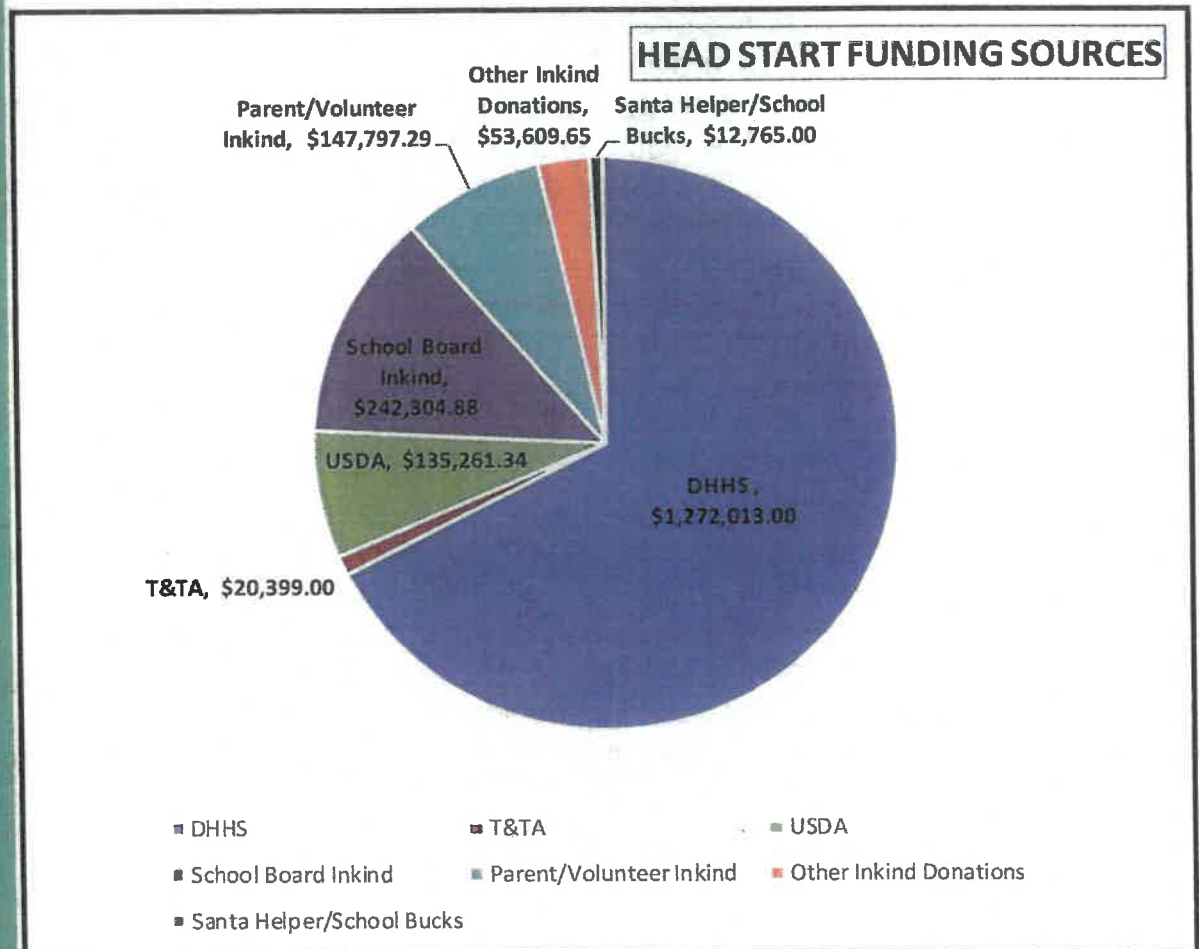
Being transparent and accountable  
to the community remains  
the goal of  
Scott County Public School  
Head Start.



*Dexter Egan, Chair  
Head Start Policy Council*

## HEAD START FUNDING SOURCES AND EXPENDITURES

**Total \$1,884,150.16**



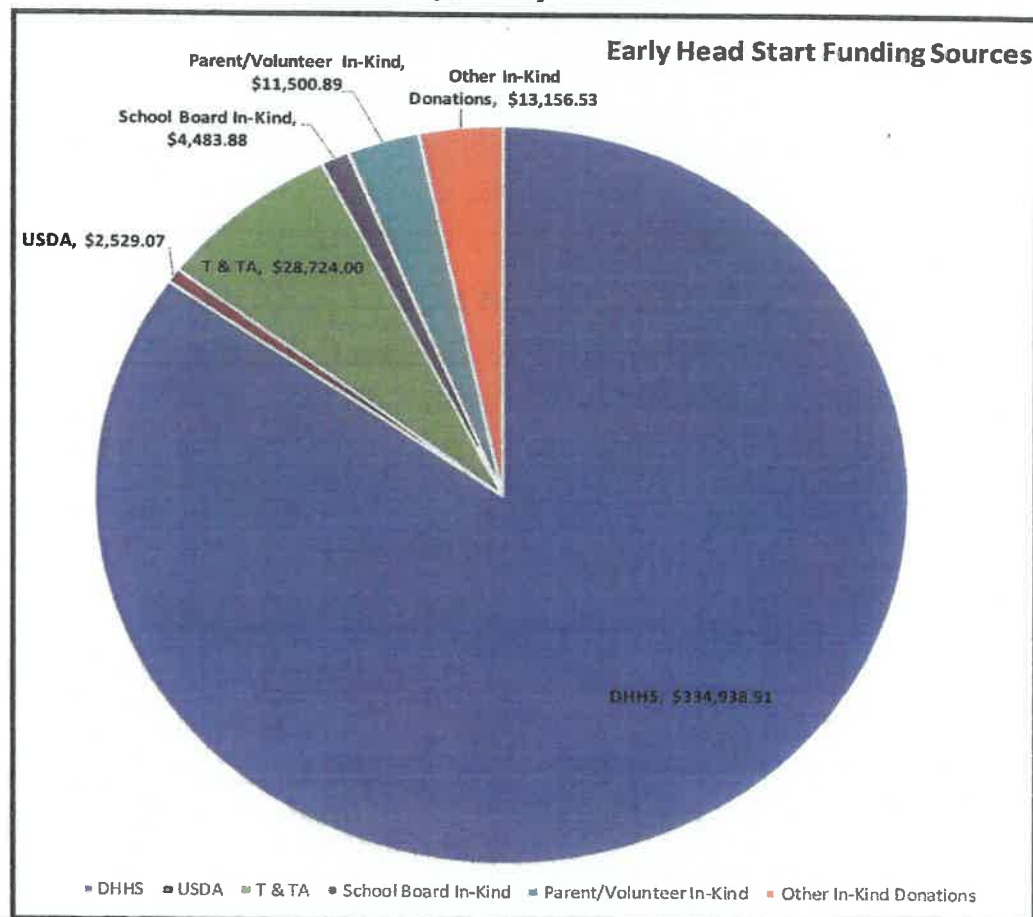
### HEAD START EXPENDITURES FY 2017

|                       |                       |
|-----------------------|-----------------------|
| Personnel             | \$ 805,888.71         |
| Fringe                | \$ 296,516.40         |
| Travel                | \$ 5,575.44           |
| Supplies              | \$ 208,914.04         |
| Other                 | \$ 103,144.75         |
| T & TA                | \$ 20,399.00          |
| <b>TOTAL EXPENSES</b> | <b>\$1,440,438.34</b> |



## EARLY HEAD START FUNDING SOURCES & EXPENDITURES (MARCH 2017—DECEMBER 2017)

**Total \$395,333.28**



### EARLY HEAD START EXPENDITURES (March 2017—December 2017)

|  |                      |
|--|----------------------|
| Personnel                                    | \$ 100,213.75        |
| Fringe                                       | \$ 36,579.86         |
| Travel                                       | \$ 1,015.79          |
| Supplies                                     | \$ 55,654.69         |
| Other  | \$ 18,800.82         |
| Construction                                 | \$ 60,000.00         |
| Equipment                                    | \$ 3,400.00          |
| Contractual Services                         | \$ 46,049.17         |
| T & TA                                       | \$ 13,253.85         |
| <b>TOTAL EXPENSES: (Mar. 2017—Dec. 2017)</b> | <b>\$ 334,967.93</b> |

## Scott County Public School Head Start Audited Statement of Activities For the year ended June 30, 2017

COUNTY OF SCOTT, VIRGINIA  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCES - BUDGET AND ACTUAL  
DISCRETELY PRESENTED COMPONENT UNIT - SCHOOL BOARD  
For the Year Ended June 30, 2017

EXHIBIT 14  
Page 4 of 5

| Scott County Head Start  |                         |                  |   |
|--|-------------------------|------------------|---|
| Original<br>Budget   | Budget<br>As<br>Amended | Actual           | Variance<br>From<br>Amended<br>Positive<br>(Negative) |
| <b>Revenues:</b>   |                         |                  |   |
| Revenue from use of money<br>and property  | \$ -                    | \$ -             | \$ -  |
| Charges for services   | -                       | -                | -   |
| Miscellaneous  | -                       | 355,432          | 355,432   |
| Recovered costs  | -                       | -                | -   |
| Intergovernmental:   |                         |                  |   |
| Commonwealth   | -                       | -                | -   |
| Federal  | 1,279,818               | 1,422,709        | 142,891   |
| <b>Total revenues</b>  | <b>1,279,818</b>        | <b>1,778,141</b> | <b>498,323</b>  |
| <b>Expenditures:</b>   |                         |                  |   |
| Current  |                         |                  |   |
| Education  | 1,279,818               | 1,778,141        | (498,323)   |
| <b>Total expenditures</b>  | <b>1,279,818</b>        | <b>1,778,141</b> | <b>(498,323)</b>                                      |
| <b>Excess (deficiency) of revenues<br/>over (under) expenditures</b>                                 | <b>-</b>                | <b>-</b>         | <b>-</b>  |
| <b>Other financing sources (uses):</b>   |                         |                  |   |
| Operating transfers in   | -                       | -                | -   |
| Operating transfers out  | -                       | -                | -   |
| Proceeds from indebtedness   | -                       | -                | -   |
| Transfer from/(to) primary debt  | -                       | -                | -   |
| <b>Total other financing sources</b>   | <b>-</b>                | <b>-</b>         | <b>-</b>  |
| <b>Excess (deficiency) of revenues &amp;<br/>other sources over expenditure<br/>&amp; other uses</b> | <b>-</b>                | <b>-</b>         | <b>-</b>  |
| <b>Fund balances at beginning of year</b>  | <b>-</b>                | <b>-</b>         | <b>-</b>  |
| <b>Fund balances at end of year</b>  | <b>\$ -</b>             | <b>\$ -</b>      | <b>\$ -</b>   |

Head Start programs are required to complete an annual fiscal audit and to report audit results to the public. This report includes summary pages from the 2015-2016 fiscal audit for Scott County Public School Head Start. A complete copy is available at the Head Start office during normal business hours.

This finding-free audit was conducted by Bostic, Tucker & Company, P.C. — Certified Public Accountants, Lebanon, VA 24266. (276) 889-3103.



*Scott County Public School Head Start  
Audited Statement of Activities  
For the year ended June 30, 2017*

COUNTY OF SCOTT, VIRGINIA  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
For the Year Ended June 30, 2017

SCHEDULE 4  
Page 1 of 2

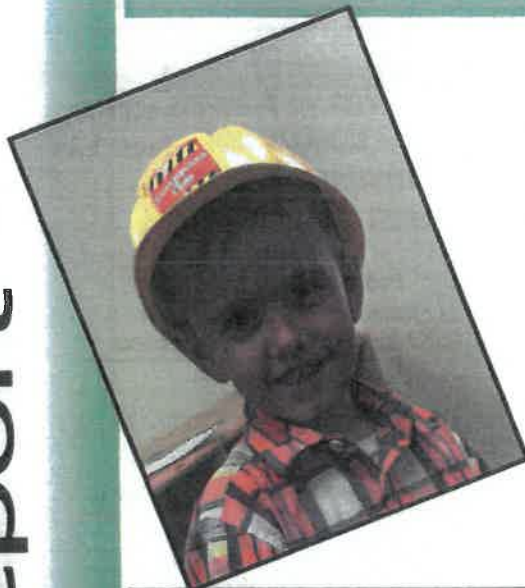
| <u>Federal Granting Agency /<br/>Recipient State Agency /<br/>Grant Program / Grant Number</u> | <u>Federal<br/>Catalogue<br/>Number</u> | <u>Expenditures</u> |
|--|---|---------------------|
| <b>DEPARTMENT OF HEALTH &amp; HUMAN SERVICES:</b>  |   |                     |
| <b>Direct Payments:</b>  |   |                     |
| Administration to Children, Youth and Families<br>Head Start                                   | 93.600 * \$                             | 1,289,843           |
| <b>Pass Through Payments:</b>  |   |                     |
| <b>Department of Social Services:</b>  |   |                     |
| Independent Living   | 93.674                                  | 3,244               |
| Social Service Block Grant   | 93.667                                  | 186,683             |
| Foster Care - Title IV - E   | 93.658                                  | 299,850             |
| Temporary Assistance to Needy Families   | 93.558                                  | 299,208             |
| Adoption Assistance  | 93.659                                  | 239,500             |
| Adoption Incentive Payments Program  | 93.603                                  | 1,843               |
| Child Care and Development Fund  | 93.596                                  | 47,062              |
| Child Welfare Services   | 93.645                                  | 560                 |
| State Children's Insurance Program   | 93.767                                  | 11,549              |
| Chafee Education & Training  | 93.599                                  | 3,129               |
| Family Preservation  | 93.556                                  | 506                 |
| <b>Pass Through Payments:</b>  |   |                     |
| <b>State Administered Program:</b>   |   |                     |
| Low - Income Home Energy Assistance  | 93.568                                  | 33,086              |
| Refugee and Entrant Assistance   | 93.566                                  | 1,020               |
| Medicaid Assistance  | 93.778                                  | 360,484             |
| <b>Corporation for National &amp; Community Services:</b>                                      |   |                     |
| Vista's  | 94.006                                  | -                   |
| <b>TOTAL DEPARTMENT OF HEALTH &amp; HUMAN SERVICES:</b>  |   | <b>\$ 2,777,667</b> |



# Annual Report 2017

## Scott County Public School Head Start Audited Statement of Activities

For the year ended  
June 30, 2017



COUNTY OF SCOTT, VIRGINIA  
GOVERNMENTAL FUNDS AND DISCRETELY PRESENTED COMPONENT UNITS  
STATEMENT OF REVENUES - BUDGET AND ACTUAL  
For the Year Ended June 30, 2017

SCHEDULE 1  
Page 5 of 5

| Fund, Major and Minor Revenue Source                    | Original<br>Budget | Budget<br>As<br>Amended | Actual        | Variance<br>From<br>Amended<br>Positive<br>(Negative) |
|---|--------------------|-------------------------|---------------|---|
| School Food Service Fund:                               |                    |                         |               |   |
| Revenue from local sources:                             |                    |                         |               |   |
| Charges for services:                                   |                    |                         |               |   |
| Cafeteria sales   | 620,613            | 620,613                 | 540,327       | (80,286)  |
| TOTAL REVENUE FROM LOCAL<br>SOURCES                     | 620,613            | 620,613                 | 540,327       | (80,286)  |
| Revenue from the government:                            |                    |                         |               |   |
| Categorical aid:  |                    |                         |               |   |
| Federal funds   | 1,240,000          | 1,240,000               | 1,391,963     | 151,963   |
| State funds   | 32,000             | 32,000                  | 38,240        | 6,240   |
| TOTAL REVENUE FROM THE<br>GOVERNMENT                    | 1,272,000          | 1,272,000               | 1,430,203     | 158,203   |
| TOTAL SCHOOL FOOD SERVICE FUND                          | \$ 1,892,613       | \$ 1,892,613            | \$ 1,970,530  | \$ 77,917   |
| School Insurance Fund:                                  |                    |                         |               |   |
| Charges for services:                                   |                    |                         |               |   |
| Insurance premiums                                      | \$ -               | \$ -                    | \$ 3,560,750  | \$ 3,560,750  |
| Scott County Headstart:                                 |                    |                         |               |   |
| Revenue from local sources:                             |                    |                         |               |   |
| Miscellaneous   | \$ -               | \$ -                    | \$ 355,432    | \$ 355,432  |
| Revenue from the federal government:                    |                    |                         |               |   |
| Categorical aid:  |                    |                         |               |   |
| Headstart grant   | 1,279,818          | 1,279,818               | 1,422,709     | 142,891   |
| TOTAL SPECIAL REVENUE FUNDS                             | \$ 1,279,818       | \$ 1,279,818            | \$ 1,778,141  | \$ 498,323  |
| School Debt Fund:                                       |                    |                         |               |   |
| Revenue from use of money & property:                   |                    |                         |               |   |
| Revenue from use of money                               | \$ -               | \$ -                    | \$ -          | \$ -  |
| GRAND TOTAL REVENUES - COMPONENT UNIT -<br>SCHOOL BOARD | \$ 33,158,865      | \$ 33,158,865           | \$ 36,475,613 | \$ 3,316,748  |



## Scott County Public School Head Start Audited Statement of Activities For the year ended June 30, 2017

COUNTY OF SCOTT, VIRGINIA  
GOVERNMENTAL FUNDS AND DISCRETELY PRESENTED COMPONENT UNITS  
STATEMENT OF REVENUES - BUDGET AND ACTUAL  
For the Year Ended June 30, 2017

SCHEDULE 1  
Page 5 of 5

| Fund, Major and Minor Revenue Source                        | Original Budget      | Budget As Amended    | Actual               | Variance From Amended Positive (Negative) |
|---|----------------------|----------------------|----------------------|---|
| School Food Service Fund:                                   |                      |                      |                      |   |
| Revenue from local sources:                                 |                      |                      |                      |   |
| Charges for services:                                       |                      |                      |                      |   |
| Cafeteria sales   | 620,613              | 620,613              | 540,327              | (80,286)                                  |
| <b>TOTAL REVENUE FROM LOCAL SOURCES</b>                     | <b>620,613</b>       | <b>620,613</b>       | <b>540,327</b>       | <b>(80,286)</b>                           |
| Revenue from the government:                                |                      |                      |                      |   |
| Categorical aid:  |                      |                      |                      |   |
| Federal funds   | 1,240,000            | 1,240,000            | 1,391,963            | 151,963                                   |
| State funds   | 32,000               | 32,000               | 38,240               | 6,240                                     |
| <b>TOTAL REVENUE FROM THE GOVERNMENT</b>                    | <b>1,272,000</b>     | <b>1,272,000</b>     | <b>1,430,203</b>     | <b>158,203</b>                            |
| <b>TOTAL SCHOOL FOOD SERVICE FUND</b>                       | <b>\$ 1,892,613</b>  | <b>\$ 1,892,613</b>  | <b>\$ 1,970,530</b>  | <b>\$ 77,917</b>                          |
| School Insurance Fund:                                      |                      |                      |                      |   |
| Charges for services:                                       |                      |                      |                      |   |
| Insurance premiums  | \$ -                 | \$ -                 | \$ 3,560,750         | \$ 3,560,750                              |
| Scott County Headstart:                                     |                      |                      |                      |   |
| Revenue from local sources:                                 |                      |                      |                      |   |
| Miscellaneous   | \$ -                 | \$ -                 | \$ 355,432           | \$ 355,432                                |
| Revenue from the federal government:                        |                      |                      |                      |   |
| Categorical aid:  |                      |                      |                      |   |
| Headstart grant   | 1,279,818            | 1,279,818            | 1,422,789            | 142,891                                   |
| <b>TOTAL SPECIAL REVENUE FUNDS</b>                          | <b>\$ 1,279,818</b>  | <b>\$ 1,279,818</b>  | <b>\$ 1,778,141</b>  | <b>\$ 498,323</b>                         |
| School Debt Fund:   |                      |                      |                      |   |
| Revenue from use of money & property:                       |                      |                      |                      |   |
| Revenue from use of money                                   | \$ -                 | \$ -                 | \$ -                 | \$ -                                      |
| <b>GRAND TOTAL REVENUES - COMPONENT UNIT - SCHOOL BOARD</b> | <b>\$ 33,158,865</b> | <b>\$ 33,158,865</b> | <b>\$ 36,425,613</b> | <b>\$ 3,266,748</b>                       |



## Scott County Public School Head Start Audited Statement of Activities For the year ended June 30, 2017

COUNTY OF SCOTT, VIRGINIA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
For the Year Ended June 30, 2017

SCHEDULE 5

### Section I - Summary of Auditor Results

#### Financial Statements

|   |               |
|---|---------------|
| Type of auditor's opinion issued:   | Unmodified    |
| Internal control over financial reporting:  |               |
| Material weakness(es) identified?   | No            |
| Significant deficiencies in internal control were disclosed by the audit of the financial statements: | None Reported |
| Noncompliance material to financial statements noted?   | No            |

#### Federal Awards

|   |               |
|---|---------------|
| Internal control over major programs:   |               |
| Material weakness(es) identified?   | No            |
| Significant deficiencies in internal control were disclosed by the audit of the financial statements: | None Reported |
| Type of auditor's opinion issued on compliance for major programs:                                    | Unmodified    |
| Any findings disclosed that are required to be reported in accordance with 2 CFR\$200.516(a)4         | No            |

#### Major programs identified:

|  | CFDA   |
|--|--------|
| Capitalization Grants for Drinking Water       | 66.468 |
| National School Lunch Program (SL-11)          | 10.555 |
| Administration to Children, Youth and Families |        |
| Head Start                                     | 93.600 |
| Community Development Block Grant              | 14.226 |
| Educationally Deprived Children's - LEA        | 84.010 |
| Handicapped State Grants                       | 84.027 |

|  |            |
|--|------------|
| Dollar threshold used to distinguish between Type A and Type B Programs: | \$ 750,000 |
|--|------------|

|   |     |
|---|-----|
| Auditee qualified as low risk under 2 CFR\$200.520? | Yes |
|---|-----|

### Section II - Financial Statement Findings:

None Reported

### Section III - Federal Awards Findings and Questioned Costs

None Reported

### Prior Year Findings

None Reported





## Scott County Public School Head Start

### Most Recent Federal Review Results



#### ADMINISTRATION FOR CHILDREN & FAMILIES

Office of Head Start 4th Floor - Switzer Memorial Building, 330 C Street SW, Washington DC 20024 [ed@ac.fhs.gov](mailto:ed@ac.fhs.gov)

#### Program Performance Summary Report

**To: Board Chairperson**  
Mr. William Quillen  
Board Chairperson  
Scott County Public Schools  
305 Legion Street  
Weber City, VA 24290

**From: Responsible HHS Official**  
Ms. Ann Linehan  
Acting Director, Office of Head Start

*Ann Linehan*

Date 4-2-18

From January 29 through February 2, 2018, the Administration for Children and Families (ACF) conducted a Focus Area Two Monitoring Review of the Scott County Public Schools, Head Start and Early Head Start programs. This report contains information about the grantee's performance and compliance with the requirements of the Head Start Program Performance Standards or Public Law 110-134, *Improving Head Start for School Readiness Act of 2007*. We would like to thank your governing body, policy council, parents, and staff for their engagement in the review process.

Based on the information gathered during this review, your Head Start program was found to have met the requirements of all applicable Head Start Program Performance Standards, laws, regulations, and policy requirements.

Please contact your Regional Office for guidance should you have any questions or concerns. Your Regional Office will follow up on the content of this report and can work with you to identify resources to support your program's continuous improvement.

#### DISTRIBUTION OF THE REPORT

Copies of this report will be distributed to the following recipients:  
Ms. Brenda Hewitt, Regional Program Manager  
Mr. Dexter Egan, Policy Council Chairperson  
Mr. John Ferguson, CEO/Executive Director  
Mrs. Kathy Wilcox, Head Start Director

Scott County Public Schools / 03CH3469, 03HP000049

#### Grantee Information

**Head Start Enrollment:** 173 (03CH3469)  
**Early Head Start Enrollment:** 24 (03HP000049)  
**Number of Grants:** 2  
**Head Start Director:** Mrs. Kathy Wilcox  
**Board Chairperson:** Mr. William Quillen  
**Policy Council Chairperson:** Mr. Dexter Egan  
**Program Specialist:** Ms. Shellie Peters  
**Fiscal Specialist:** Mr. Steve Giffhorn



Duffield Center

#### Section I. Overall Performance Summary

The summary table provides an overview of your program's performance in each of the seven core areas of performance subsumed within Program Infrastructure, Oversight, and Improvement and the Service Delivery sections of the report. Performance Status is interpreted as follows:

- Your program has met all requirements assessed within this performance area.
- ✗ Your program has an area of concern or an area of noncompliance in one or more requirements assessed within this performance area; your program has not met all requirements.
- ⚠ Your program has a deficiency in one or more requirements assessed within this area.

#### Program Performance: Program Infrastructure, Oversight, and Improvement

| Performance Area     | Performance Status |
|----------------------|--------------------|
| Program Management   | ●                  |
| Program Governance   | ●                  |
| Financial Management | ●                  |
| ERSEA                | ●                  |

#### Program Performance: Service Delivery

| Performance Area                                 | Performance Status |
|--|--------------------|
| Education and Child Development Program Services | ●                  |
| Health Program Services                          | ●                  |
| Family and Community Engagement Program Services | ●                  |



## Scott County Public School Head Start

### Most Recent Federal Review Results

Scott County Public Schools / 03CH3469, 03HP000049

#### Section II: Program Infrastructure, Oversight and Improvement

This section of the report provides information on your program's performance in: (1) Program Management; (2) Program Governance; (3) Financial Management; and (4) ERSEA.

##### 1. Program Management

This section describes your program's performance in providing management, ongoing monitoring and continuous improvement to achieve program goals and ensure child safety and the delivery of high-quality program services. This section indicates your program's performance in each of the following areas: program management structure; ongoing oversight and continuous improvement; and staff hiring, supervision, and development.

##### Program Management Performance Summary

| Performance Area                                     | Performance Status |
|--|--------------------|
| Program management structure                         | ●                  |
| Ongoing oversight and continuous program improvement | ●                  |
| Staff hiring, supervision, and development           | ●                  |

##### Performance Area Summary

**Program management structure.** The monitoring review found your program maintains a program and human resource management structure that provides effective management of all program areas.

**Ongoing oversight and continuous program improvement.** The monitoring review found that your program has implemented a system for collecting, using, and sharing data for ongoing monitoring and continuous program improvement.

**Staff hiring, supervision, and development.** The monitoring review found your program has implemented a systematic approach to staff hiring, supervision, training, support, and professional development that supports high-quality service delivery.

##### 2. Program Governance

This section indicates your program's performance in each of the two Program Governance performance areas: governing body and policy council.

##### Program Governance Performance Summary

| Performance Area | Performance Status |
|------------------|--------------------|
| Governing body   | ●                  |
| Policy council   | ●                  |

Scott County Public Schools / 03CH3469, 03HP000049

##### Performance Area Summary

**Governing body.** The monitoring review found your program's governing body uses data (e.g., ongoing monitoring, fiscal, school readiness, and other data such as audits, self-assessment, and monthly reports) and leverages its subject matter expertise to participate fully in the program oversight, planning, and monitoring, including annual approval of the operating budget and the safeguarding of funds.

**Policy council.** The monitoring review found your program's policy council uses data and leverages its knowledge of the community effectively for ongoing monitoring, continuous improvement, and program oversight, including involvement in budget planning, policies for reimbursement, and participation in policy council activities.

Your program's staff shared that the Policy Council requested reports that the program was under-enrolled. Your program's Policy Council addressed this by identifying recruitment strategies and promoting the program within the community. These activities included creating and entering a float in the Gate City parade, holding a recruitment fair at a local church, and distributing flyers at local flea markets and social service agencies. Because of the Policy Council's efforts, your program achieved full enrollment from November 2017 through the present.

##### 3. Financial Management

This section describes your program's performance in each of the seven performance areas listed under the Financial Management performance area.

##### Financial Management Performance Summary

| Performance Area                               | Performance Status |
|--|--------------------|
| Internal controls                              | ●                  |
| Financial management system                    | ●                  |
| Identifying and mitigating risk                | ●                  |
| Adequacy of budgeted resources                 | ●                  |
| Budget management                              | ●                  |
| Automated accounting and record keeping system | ●                  |
| Delegate agency oversight                      | Not Applicable     |

##### Performance Area Summary

**Internal controls.** The monitoring review found your program has internal controls that provide effective oversight of all fiduciary areas of responsibility to ensure accomplishment of program objectives.

**Financial management system.** The monitoring review found your program has a financial management system and accounting and reporting practices that support ongoing fiscal operations; provide supporting documentation necessary to facilitate effective audits; enable the grantee to remain in compliance with laws, regulations, grant terms, and conditions; and ensure payment of allowable program expenses promptly and within the appropriate budget period.

Scott County Public Schools / 03CH3469, 03HP000049

**Identifying and mitigating risk.** The monitoring review found your program has a process to identify risks and obtain cost-effective insurance for those identified risks, including a system for ensuring the protection of Federal interest in real property purchased with Federal funds.

**Adequacy of budgeted resources.** The monitoring review found that your program has sufficient staffing and resources to promote continuity of care for all children enrolled, allow for sufficient time needed for staff to participate in training and professional development, allow for provision of the full range of services, and ensure that facilities, equipment and materials remain safe.

**Budget management.** The monitoring review found your program has a management system that effectively monitors its budget for personnel, compensation, benefits, shared costs, non-Federal share, and indirect and administrative costs.

**Automated accounting and record keeping systems.** The monitoring review found your program maintains an automated accounting and record keeping system adequate for effective oversight.

**Delegate agency oversight.** Not Applicable

##### 4. ERSEA

The final performance area in Section I, ERSEA, focuses on your program's performance in eligibility and attendance.

##### ERSEA Performance Summary

| Performance Area | Performance Status |
|------------------|--------------------|
| Eligibility      | ●                  |
| Attendance       | ●                  |

##### Performance Area Summary

**Eligibility.** The monitoring review found your program enrolls children who are categorically eligible or who fall within defined income-eligibility requirements based on Head Start requirements.

**Attendance.** The monitoring review found your program monitors and uses attendance data to support families in promoting individual child attendance and to inform program improvements where monthly attendance rates indicate systematic attendance issues.

##### Section III: Service Delivery

This section of the report provides the results of the assessment of your program's service delivery, including your program's: (1) Education and Child Development Program Services; (2) Health Program Services; and (3) Family and Community Engagement Program Services.

Each summary table includes information from Section II's Program Management and Financial Management assessment to provide a comprehensive summary of the assessment of your program's service delivery. The summary table includes information on how well your program is providing ongoing oversight and continuous improvement; hiring, supervising, and developing staff; and budgeting adequate resources within the respective education, health, and family and community engagement service areas.

Scott County Public Schools / 03CH3469, 03HP000049

##### 1. Education and Child Development Program Services

This section describes your program's performance in delivering the following services: teaching practices and learning environments; services for children with disabilities; and home-based program services (where applicable).

##### Education and Child Development Services Performance Summary

| Performance Area   | Performance Status |
|--|--------------------|
| <b>Education and Child Development Service Delivery</b>                                  |                    |
| Teaching practices and learning environments   | ●                  |
| Services for children with disabilities  | ●                  |
| Home-based services  | Not Applicable     |
| <b>Program Management*</b>   |                    |
| Program management structure   | ●                  |
| Ongoing oversight and continuous improvement of education and child development services | ●                  |
| Hiring, supervision, and development of education and child development staff            | ●                  |
| <b>Financial Management*</b>   |                    |
| Adequacy of resources for education and child development services                       | ●                  |

\* Program and Financial Management data is only presented in this summary table; no narrative text is provided in the sections that follow. See Section II for narrative description of grantee Program Management and Financial Management performance.

##### Performance Area Summary

**Teaching practices and learning environments.** The monitoring review found your program uses a developmentally appropriate research-based curriculum that aligns with the Head Start Early Learning Outcomes Framework, and has implemented effective teaching practices and well-organized learning environments that promote progress in children's development and growth.

**Services for children with disabilities.** The monitoring review assessed whether your program fully engages children with disabilities in all aspects of the program, engages families of children with disabilities in their children's learning and development, and supports families in becoming advocates for services that meet their children's needs.

**Home-based services.** Not Applicable



Nicklesville Center



## Scott County Public School Head Start

### Most Recent Federal Review Results

Scott County Public Schools / 03CH3469, 03HP000049

#### Health Program Services

This section indicates your program's performance in delivering the following Health Program services: addressing health status and health needs; oral health and nutrition services; mental health services; services for pregnant women; and maintaining healthy and safe environments.

#### Health Program Services Performance Summary

| Performance Area  | Performance Status |
|---|--------------------|
| <b>Health Program Service Delivery</b>                                  |                    |
| Addressing health status and health needs                               | ●                  |
| Oral health and nutrition services                                      | ●                  |
| Mental health services  | ●                  |
| Services for pregnant women   | Not Applicable     |
| Healthy and safe environments   | ●                  |
| <b>Program Management*</b>  |                    |
| Program management structure  | ●                  |
| Ongoing oversight and continuous improvement of health program services | ●                  |
| Hiring, supervising, and developing health program service staff        | ●                  |
| <b>Financial Management*</b>  |                    |
| Adequacy of resources for health program services                       | ●                  |

\* Program and Financial Management data is only presented in this summary table; no narrative text is provided in the sections that follow. See Section II for narrative description of grantee Program Management and Financial Management performance.

#### Performance Area Summary

**Addressing health status and health needs.** The monitoring review found your program effectively collects, tracks, addresses, and shares information regarding each child's health status and health needs, including health, mental health, oral health, and nutritional needs.

**Oral health and nutrition services.** The monitoring review found your program has a system for maintaining and monitoring for effective oral health practices and providing nutrition services that meet the nutritional needs of and accommodate the feeding requirements of each child.

**Mental health services.** The monitoring review found your program effectively utilizes mental health consultation to support staff, including home visitors, in identifying and meeting children's mental health and social and emotional needs.

**Services for pregnant women.** Not Applicable



Scott County Public Schools / 03CH3469, 03HP000049

**Healthy and safe environments.** The monitoring review found your program has implemented a process for monitoring and maintaining healthy and safe environments.

#### 2. Family and Community Engagement Program Services

This section indicates your program's performance in the following Family and Community Engagement Services: integrating family engagement into all systems and services; creating responsive program environments; and identifying family needs and making progress toward individual family outcomes.

#### Family and Community Engagement Services Performance Summary

| Performance Area   | Performance Status |
|--|--------------------|
| <b>Family and Community Engagement Service Delivery</b>                                  |                    |
| Integrating family engagement into all systems and services                              | ●                  |
| Creating responsive program environments   | ●                  |
| Identifying family needs and making progress toward individual family outcomes           | ●                  |
| <b>Program Management*</b>   |                    |
| Program management structure   | ●                  |
| Ongoing oversight and continuous improvement of family and community engagement services | ●                  |
| Hiring, supervising, and developing family and community engagement staff                | ●                  |
| <b>Financial Management*</b>   |                    |
| Adequacy of resources for family and community engagement services                       | ●                  |

\* Program and Financial Management data is only presented in this summary table; no narrative text is provided in the sections that follow. See Section II for narrative description of grantee Program Management and Financial Management performance.

#### Performance Area Summary

**Integrating family engagement into all systems and services.** The monitoring review found your program integrates family engagement and support strategies into all systems and demonstrates progress in providing quality program services to support family well-being and promote school readiness.

Your program's staff discussed how parents report feeling emotionally connected to the school and the program. Currently, about 55 percent of your program's staff are former Head Start parents. Your program heavily involves parents in its activities. Your program shared that parents volunteer in classrooms, attend field trips, and participate in the planning and execution of school and community events. Your program offers a variety of parental engagement events at varying times of the day to accommodate working and non-working parents. These events include Read Across America, visiting a museum, and an annual parent enrichment trip where parents participate in activities with other parents to promote the development of the family-school connection.

**Creating responsive program environments.** The monitoring review found your program creates welcoming, culturally, and linguistically responsive program environments.

**Identifying family needs and making progress toward individual family outcomes.** The monitoring review found your program collaborates with parents to identify strengths and needs and make progress toward individual family outcomes.

— End of Report —



### PROGRAM GOVERNANCE

As Grantee, the Scott County School Board is legally and fiscally responsible for the oversight of quality services for Head Start children and families.

The School Board meets the first Tuesday of each month. Minutes are available at [www.scott.k12.va.us](http://www.scott.k12.va.us).

A Policy Council, made up of current parents and other community individuals is established to assist in the governance process.

Policy Council meetings are held the third Thursday of each month. Minutes are available for review at the Head Start Office in Weber City.

#### Scott County School Board Members (Current)

|                               |            |
|-------------------------------|------------|
| David M. Templeton            | District 1 |
| L. Stephen Sallee, Jr         | District 2 |
| Linda D. Gillenwater          | District 3 |
| William R. Quillen, Jr. Chair | District 4 |
| Gail L. McConnell             | District 5 |
| Larry L. Horton               | District 6 |

#### Scott County Head Start Policy Council

Duffield 1 Parent Representatives  
Angel Falin  
Misty Qualls  
Chris Rhoton

Shoemaker 4 Parent Representatives  
Christy Breeding  
Cindy Harrison  
Heather Kiser (Alternate)

Community Representatives  
Dexter Egan (Chair)  
Nancy Bailey  
Rhonda Bennett  
Becky Coleman  
Karen Davidson  
Dan Hunsucker  
Janet Owen  
Andrea Sheppard  
Kerri Whitt

Duffield 2 Parent Representatives  
Nikitia Lawson

Weber City Parent Representatives  
Teresa Phillips  
Amber Cabrera

Dungannon Parent Representatives  
Deana Hass  
Chelsie Taylor  
Amanda Roberts (Alternate)

Duffield Early Head Start  
Mary Mullins  
Heather Shepard

Nickelsville Parent Representatives  
Taylor Berry  
Magdalene Mason  
Jay Nash

Weber City EHS 1  
Johnnie Bear

Shoemaker 1 Parent Representatives  
Billy Linkous  
Michelle Brooks

Weber City EHS 2  
Autumn Kent

Shoemaker 2 Parent Representatives  
Brittany Page  
Taylor Sexton

Shoemaker 3 Parent Representatives  
Kala Gardner  
Candance Williams  
Myranda Moore (Alternate)



Annual Policy Council Luncheon Meeting

## Scott County Public School Head Start

### STAFF & SITES

| Scott County Public School Head Start & Early Head Start Staff Credentials |         |              |           |     |                               |       |             |
|--|---------|--------------|-----------|-----|-------------------------------|-------|-------------|
| Division   | Masters | BA/BS Degree | AA Degree | CDA | Family Development Credential | Other | Total Staff |
| Administration   | 1       | 1            |           | 0   | 0                             | 0     | 2           |
| Education  |         | 12           | 1         | 8   |                               | 4     | 25          |
| Family & Community Partnerships  |         | 1            |           |     | 3                             |       | 4           |
| Health & Nutrition   |         |              |           |     |                               | 1     | 1           |
| Office Staff   |         |              |           |     |                               | 1     | 1           |
| Total Staff  | 1       | 14           | 1         | 8   | 3                             | 6     | 33          |



Duffield 1 & 2



Dungannon



Nickelsville



Shoemaker 1 & 2



Shoemaker 3



Weber City



Shoemaker 4  
Within Shoemaker Elementary



Early Head Start  
WC 1 & WC 2



Early Head Start  
Duffield

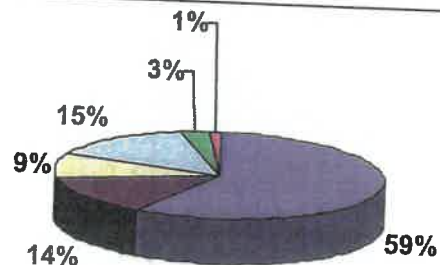


# Annual Report 2017

## SCOTT COUNTY PUBLIC SCHOOL HEAD START CHILDREN & FAMILIES SERVED

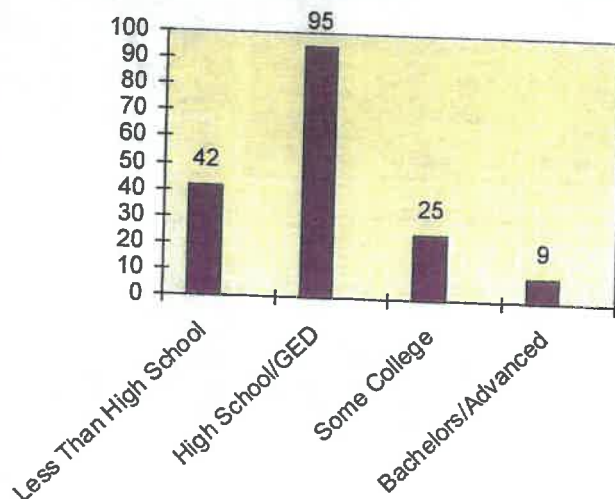


**Head Start Enrollment by Eligibility  
(based on 192 Children Served)**



- 59 % Income Eligible (100% Below Poverty) - 114
- 14% Receive Public Assistance - 26
- 9% Over Income - 17
- 15 % Eligible at 130% of Poverty Level - 28
- 3% Enrolled as Foster Child - 6
- <1 % Homeless

**Head Start Education History of 171 Families**



**Fun At Head Start**



## Scott County Public School Head Start Benefits to Children and Families



Scott County Head Start Resource Fair



Resource Fair



- ♦ Individualized Instruction by fully qualified staff
- ♦ Monthly newsletters
- ♦ Four Literacy Family Engagement Night and Four Family Engagement Day Events annually, each with school readiness focus.
- ♦ Monthly Book Club provides 10 quality books annually to each child.
- ♦ Exchange Point—provides educational items to parents in exchange for hours volunteered
- ♦ Monthly educational field trips for children and their parents
- ♦ Annual Parent Educational Field Trip
- ♦ Annual VA Head Start Association Conference for staff and parents
- ♦ Weekly Center to Home Activities that Teach Emergent Readers (**C.H.A.T.T.E.R.**) extends classroom learning to each home
- ♦ Volunteer and paid work experiences



Week of the Young Child—Pajama Day



Lunch Time at Head Start



# Annual Report 2017

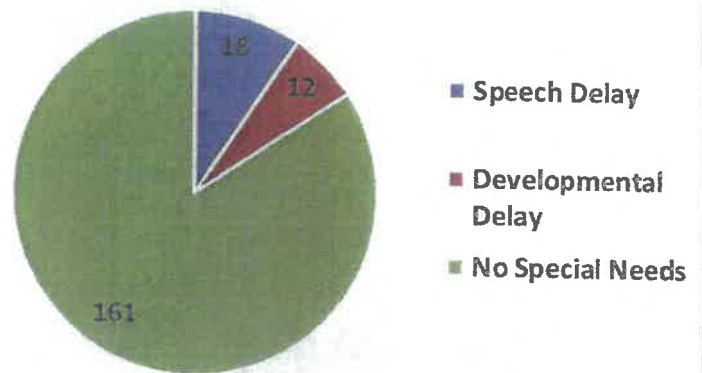
## SCOTT COUNTY PUBLIC SCHOOL HEAD START CHILDREN & FAMILIES SERVED

| HEAD START |                                 | EARLY<br>HEAD START |
|------------|---------------------------------|---------------------|
| 173        | Funded Enrollment               | 24                  |
| 173        | Average Monthly Enrollment      | 24                  |
| 87%        | Average Monthly Attendance      | 84%                 |
| 192        | Total Number of Children Served | 35                  |
| 171        | Total Number of Families Served | 33                  |
| 91         | Two Parent Families             | 16                  |
| 80         | Single Parent Families          | 17                  |
| 464        | Total Number of Volunteers      | 162                 |

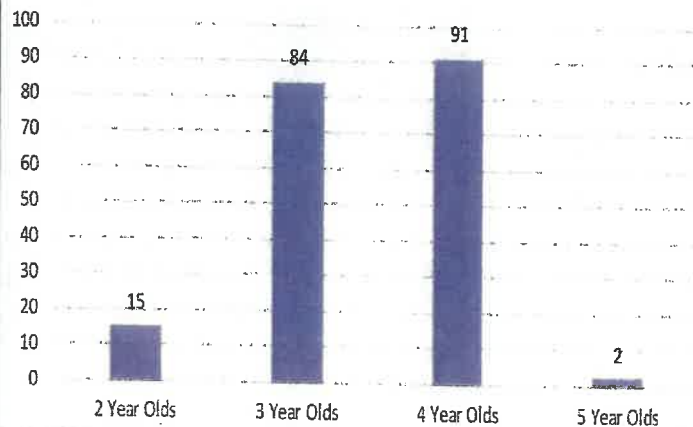


Dental Screenings

### Head Start Children With Disabilities



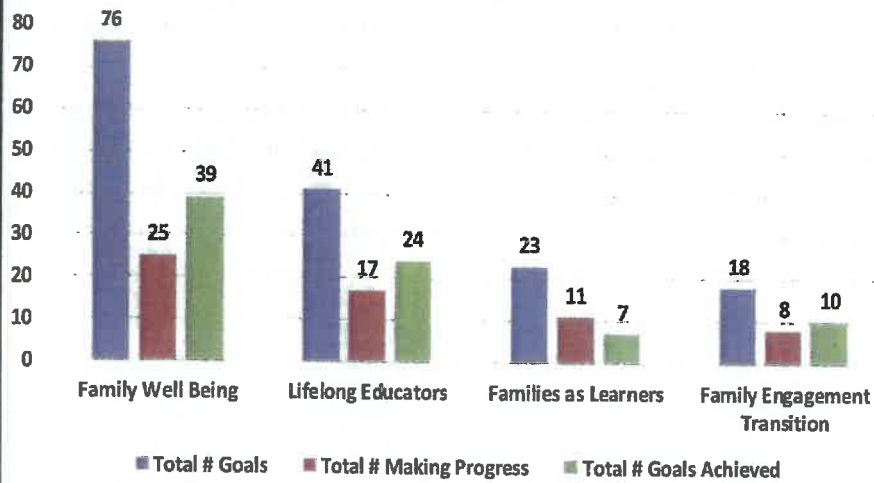
### Head Start Enrollment By Age 2017-2018



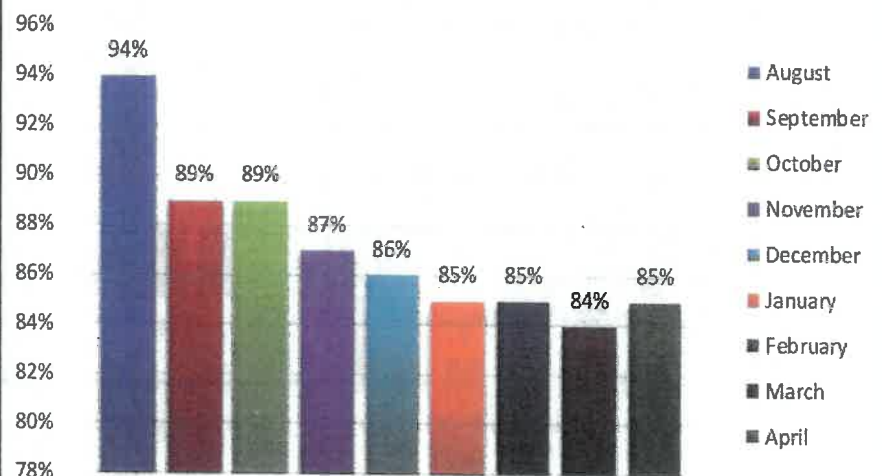
Dental Screenings

# SCOTT COUNTY PUBLIC SCHOOL HEAD START HEAD START FAMILY SERVICES

Head Start Family Outcomes Goals - 158  
#of Family Partnership Agreements - 156



Head Start Average Monthly Attendance

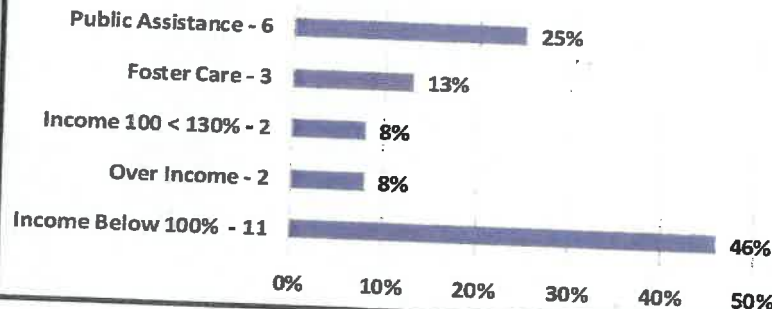




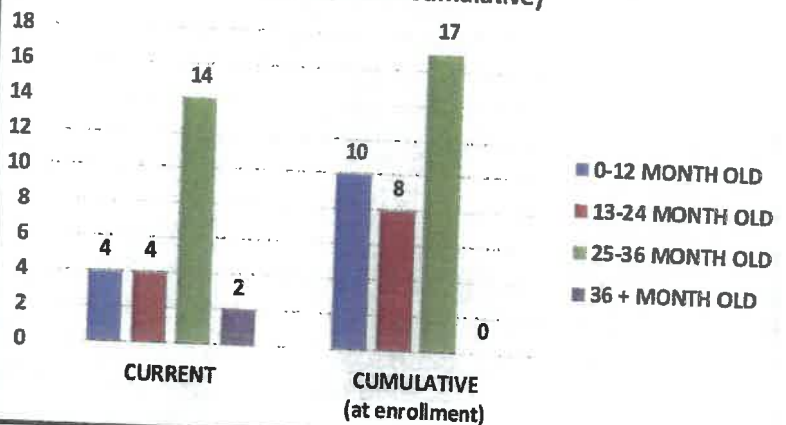
# Annual Report 2017

## SCOTT COUNTY PUBLIC SCHOOL EARLY HEAD START EARLY HEAD START CHILDREN & FAMILIES SERVED

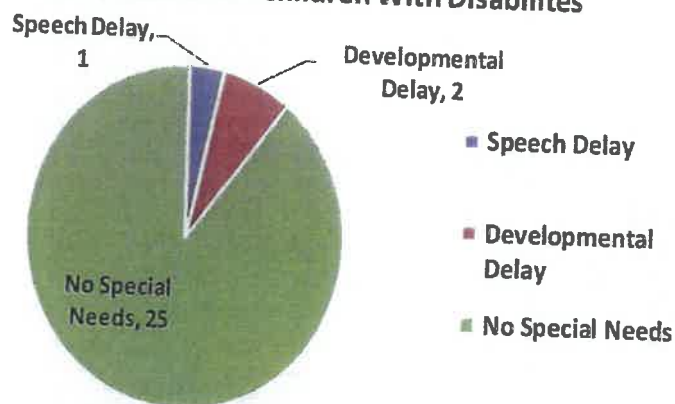
**EHS Enrollment by Eligibility**  
(Based on 24 Enrolled Children)  
**Current Enrollment 2017-2018**



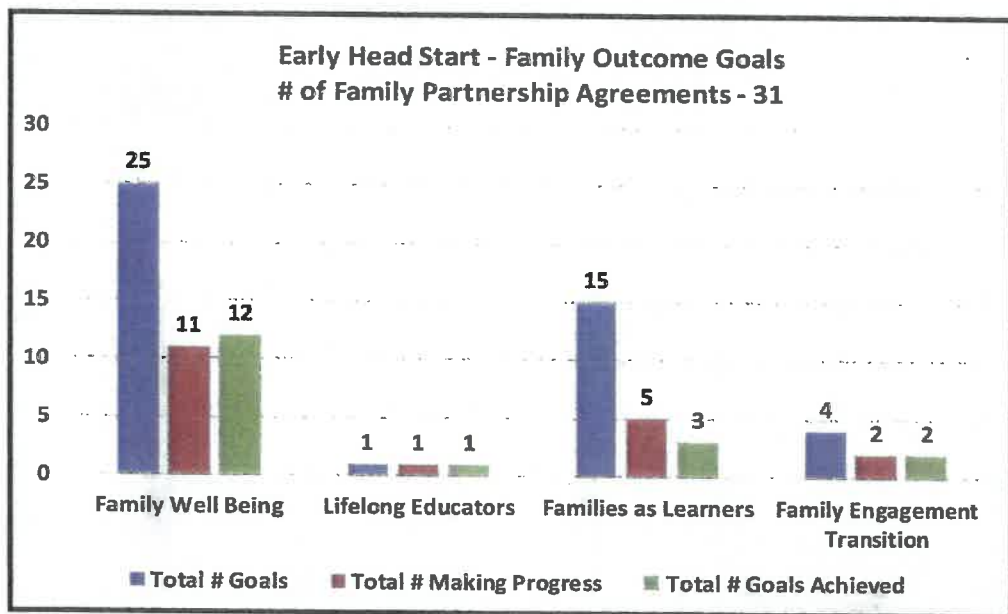
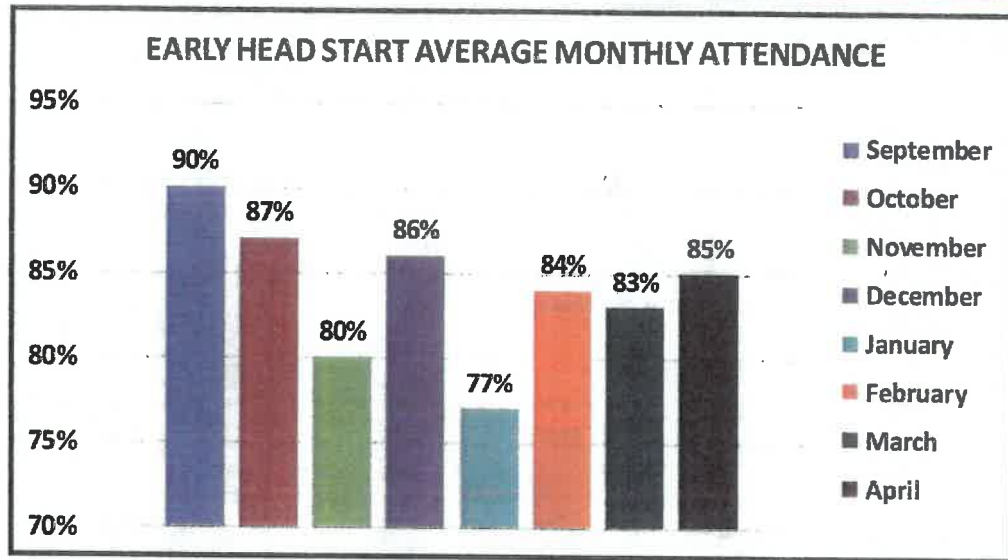
**EARLY HEAD START - ENROLLMENT BY AGE**  
(Current and Cumulative)



**Early Head Start Children With Disabilities**



## SCOTT COUNTY PUBLIC SCHOOL EARLY HEAD START EARLY HEAD START FAMILY SERVICES





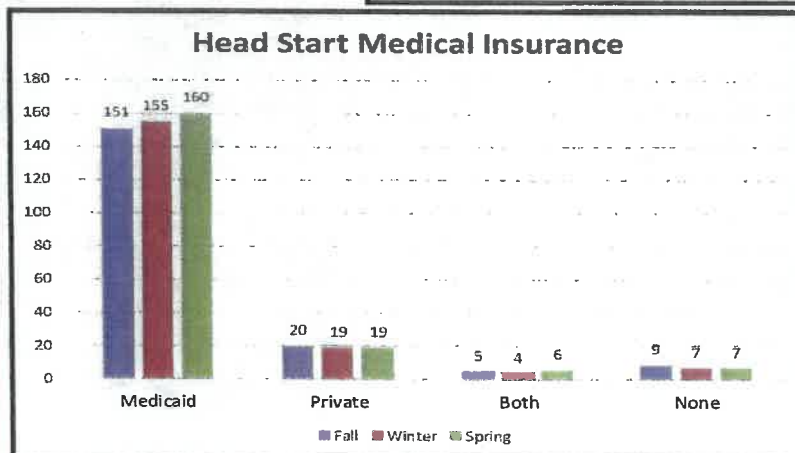
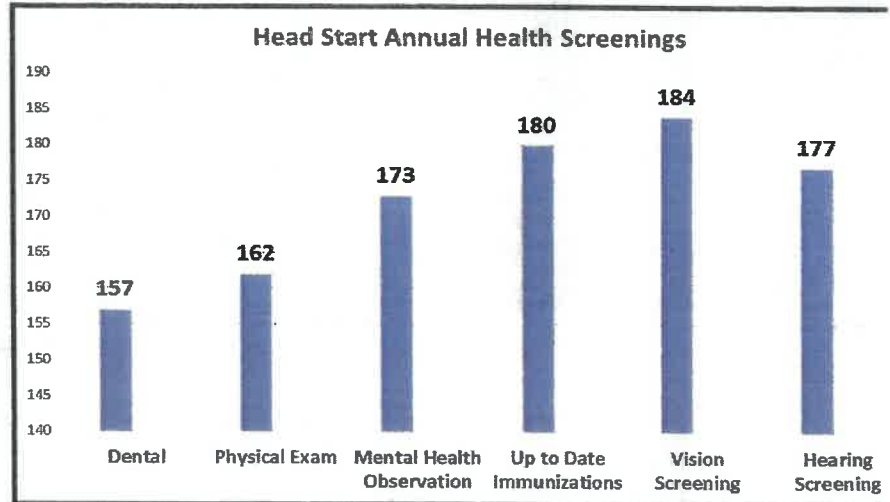
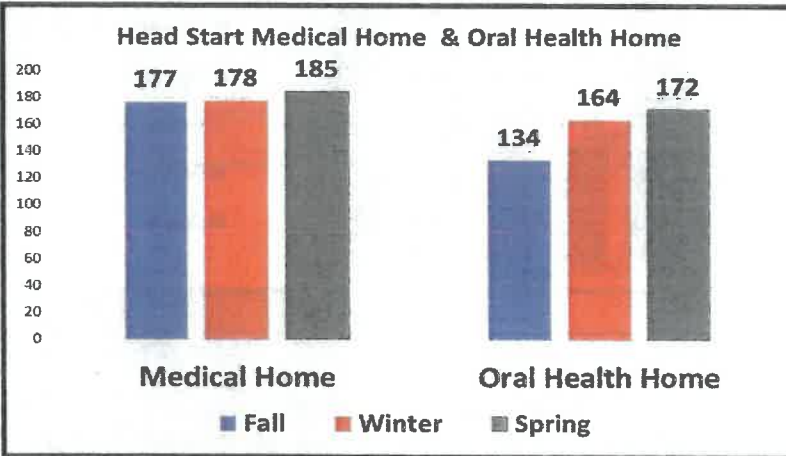
## Scott County Public School Head Start HEAD START HEALTH SERVICES

In collaboration with community health resources Scott County Public School Head Start ensures that each enrolled child receives a vision, hearing, medical, dental and mental health screening within 45 days of entry. Indicated Health services follow-up is completed within 90 days of entry when possible. Health statistics are based on total enrollment of 192.

Head Start is mandated to provide services to 17 children with disabilities (at least ten percent of enrollment). Yet, during the 2017–2018 school year, 30 children, around 16%, were served in Head Start. Individualized Education Plans (IEP's) were developed and implemented for:

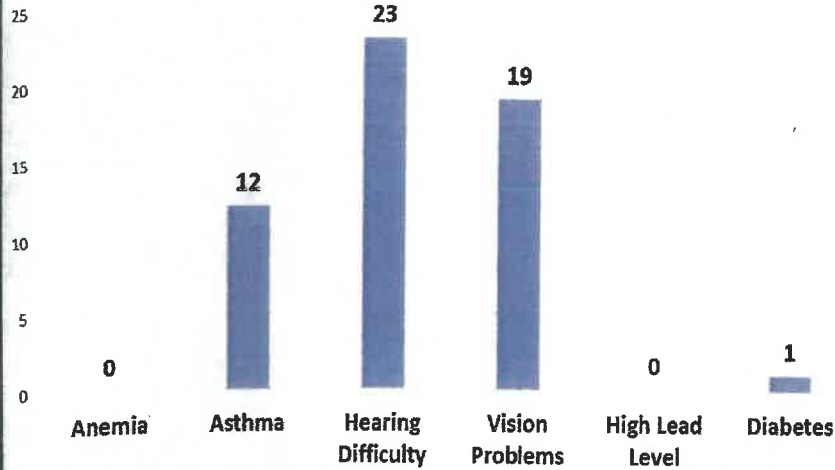
- ◆ Eighteen(18) children with speech or language impairments
- ◆ Twelve (12) children with developmental delays

Eleven children were served in the least restrictive environment through dual enrollment in both Head Start and the Scott County Schools Special Education Classrooms.

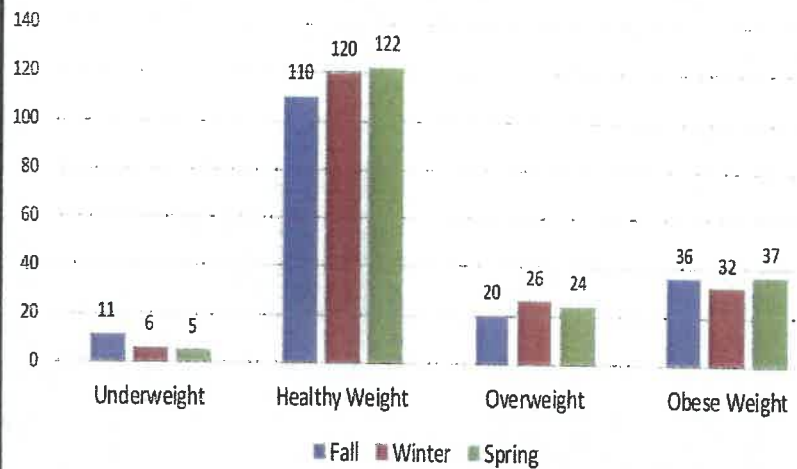


# Scott County Public School Head Start HEAD START HEALTH SERVICES

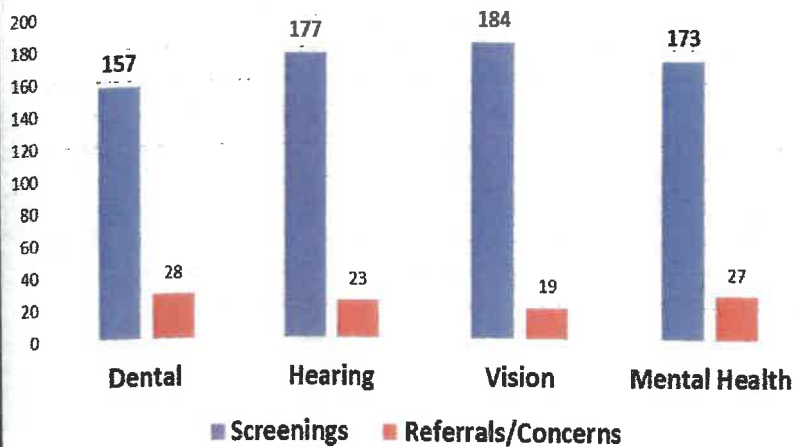
## Head Start Chronic Conditions



## Head Start Body Mass Index (Fall, Winter, Spring)



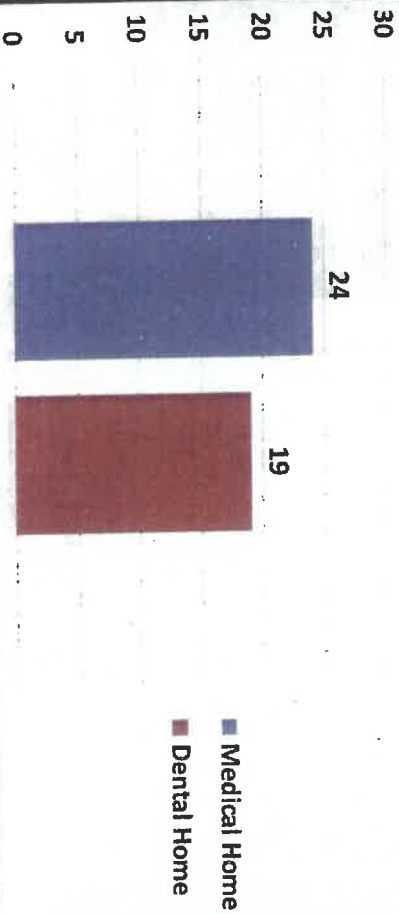
## Head Start Health Screenings



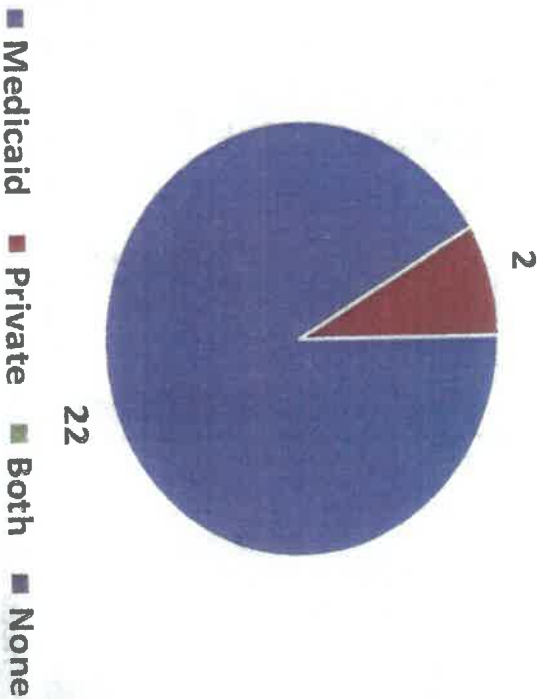


Scott County Public School Head Start  
**EARLY HEAD START-HEALTH SERVICES**

Early Head Start  
 Medical & Dental Home  
 Based on Current Enrollment



Early Head Start - Insurance (Current Enrollment)

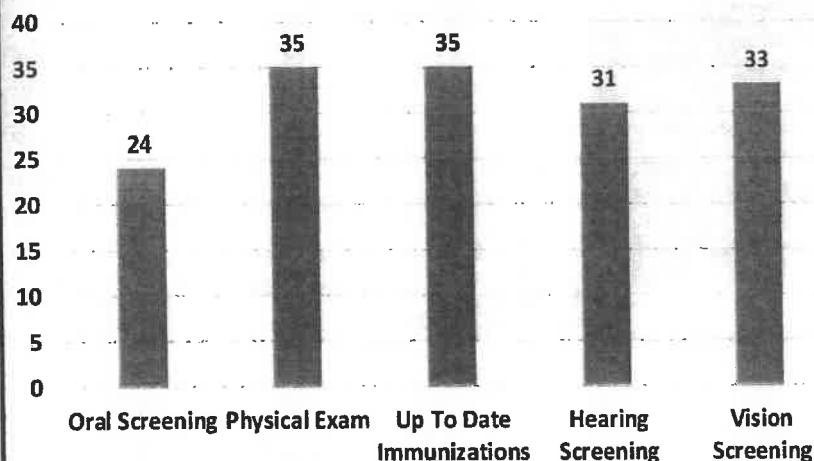


# Annual Report 2017

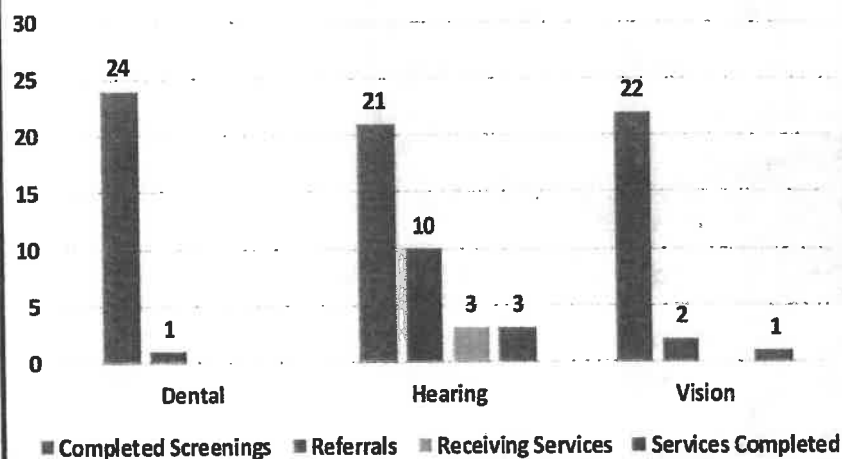


# Scott County Public School Head Start **EARLY HEAD START—HEALTH SERVICES**

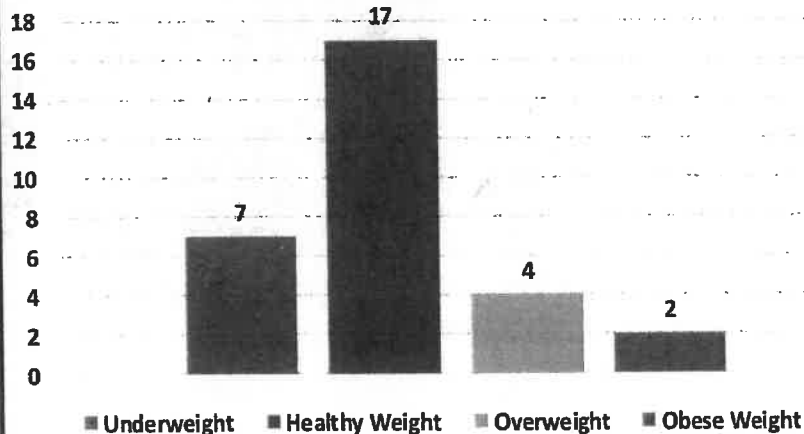
**Early Head Start Health Screenings  
 Year to Date**



**Early Head Start Screening & Referrals  
 Year To Date**



**Early Head Start Body Mass Index  
 BMI - Cumulative**



## Scott County Public School Head Start FAMILY AND COMMUNITY SERVICES



Scott County Public School Head Start provides services to both enrolled children and their families. Opportunities are provided for Head Start families to set and meet individual goals. Four Family Resource Specialists, three credentialed by Cornell University, work closely with Education Staff to ensure that all families receive services. In 2017-2018, 171 Head Start & 31 Early Head Start families participated in the family goal setting process.

### Types of Services Head Start Families Receive:

- Emergency/Crisis Intervention (addressing immediate need for food, clothing or shelter)
- Housing Assistance (subsidies, utilities, repairs, etc.)
- Transportation Assistance
- Mental Health Services
- English as a Second Language Education
- Adult Education (GED programs, college selection, etc.)
- Job Training
- Child Abuse & Neglect Services
- Child Support Assistance
- Health Education
- Assistance for Families of Incarcerated Individuals
- Parenting Education
- Marriage Education Services



Work Time Project



We Appreciate Our Head Start Volunteers

## TRANSITION TO KINDERGARTEN



It is the philosophy of Scott County Public School Head Start that "A comprehensive and developmentally appropriate learning environment will provide the foundation for successful school and life experience".

This year, approximately 82 Scott County children transitioned from Head Start to Kindergarten.

In keeping with the philosophy and mission of Scott County Public School Head Start, the program provides the following experiences to ensure a smooth

transition for children and families:

- ♦ Kindergarten Resource Bag
- ♦ Visits to Kindergarten classrooms
- ♦ Kindergarten registration packets provided to parents prior to registration
- ♦ "Head Start to Kindergarten Kits" available in Exchange Point
- ♦ Results of PALS-Pre K Literacy screening reported to Virginia Department of Education, giving Kindergarten teachers access to Head Start children's scores upon entry.
- ♦ Activity-based packets containing 12 weeks of ready to use summer activities help children stay ready for public school.



Exchange Point Kits





# CHILD OUTCOMES

2017-2018

PALS Prek

## Phonological Awareness Literacy Screening

**P**honological Awareness Literacy Screening (PALS) was developed by the University of Virginia's Curry School of Education through a grant provided by the Virginia Department of Education. Children are evaluated in six emergent literacy fundamentals to assess their knowledge. The six literacy fundamentals include: name writing, alphabet knowledge, beginning sound awareness, print and word awareness, rhyme awareness, and nursery rhyme awareness. The results can then be used to guide teachers and caregivers to advance literacy development. Fifty four percent of Virginia Head Start grantees report using PALS-Prek as their literacy assessment tool. Scott County Public School Head Start is one of the programs using PALS-Prek to assess our student's progress. PALS scores are reported to the Virginia Department of Education.

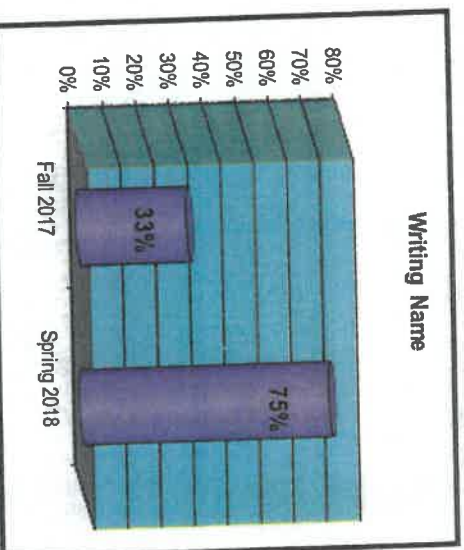
### ALPHABET KNOWLEDGE

#### NAME WRITING

*Name Writing* is an important step in the development of literacy skills. One of the first attempts at writing usually begins with learning to write his or her name. According to Marcia Invernizzi et al (2004) the scoring of name writing is a measure of a child's cognitive process as they start to understand a connection

*In the fall, 33% of Scott County Head Start Students met the developmental range. The numbers increased to 75% in the spring.*

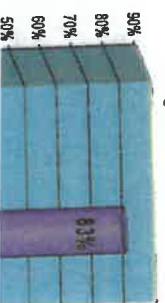
*Graph at right shows Scott County Students progress this school year..*



*Alphabet Knowledge* is also known as the "gateway to literacy" (2004), by combining an understanding of letter recognition with phonemic awareness. PALS Prek assesses a child's knowledge in a three tier process. If a child has an understanding of the uppercase letters, the lowercase recognition test is given. If a child has an understanding of the lowercase letters, the letter sound is assessed to see if they can correlate a sound with the right letter.

♦ *In the fall, few Scott County Head Start Students met the developmental range.*

Uppercase Letter Recognition



Lowercase Letter Recognition



Letter Sounds

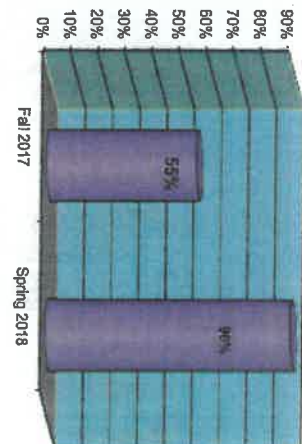


# Annual Report 2017

Scott County Public School Head Start  
**CHILD OUTCOMES**

**PRINT AND WORD AWARENESS**

Print & Word Awareness



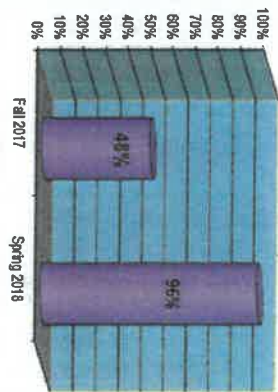
*Print and Word Awareness* is one of the most important steps in learning to read. The realization that writing represents the sounds of words that are spoken helps preschoolers build reading fundamentals. Students are assessed on their knowledge of the structure and function of book parts by asking students to differentiate between letters, words and pictures in a book. Students are also assessed on the concept of a word by recognizing familiar words in a book.

*For Scott County Head Start students, print and word awareness increased from 55% in the fall to 90% of the students meeting their developmental range in the spring.*

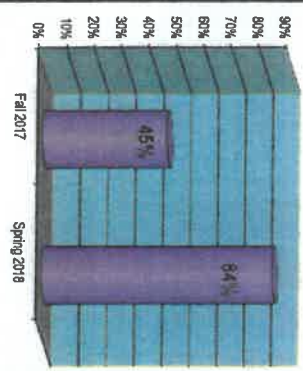
**BEGINNING SOUND AWARENESS AND RHYME AWARENESS**

Beginning Sound Awareness and Rhyme Awareness is a significant step in a child's ability to learn to read because it tests the ability to manipulate sound units within spoken words. Students are shown picture cards and asked to identify the beginning sound of the picture. According to Invernizzi (2004), the knowledge of nursery rhymes has a direct positive impact on a student's ability to read and spell over the next three years.

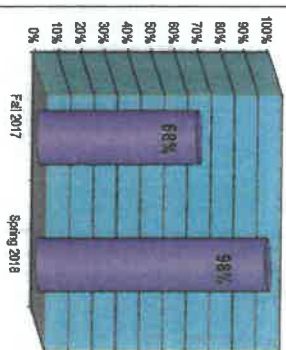
Beginning Sounds



Rhyme Awareness



Nursery Rhyme Awareness



# Annual Report 2017



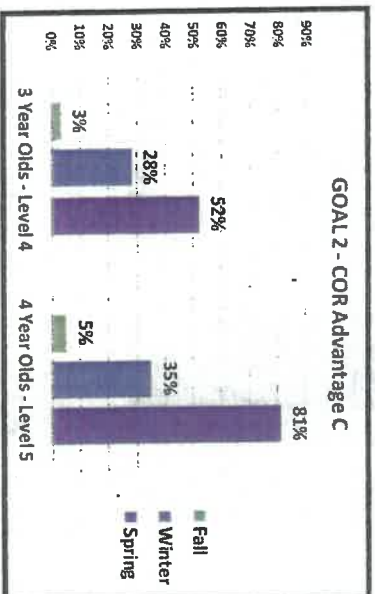
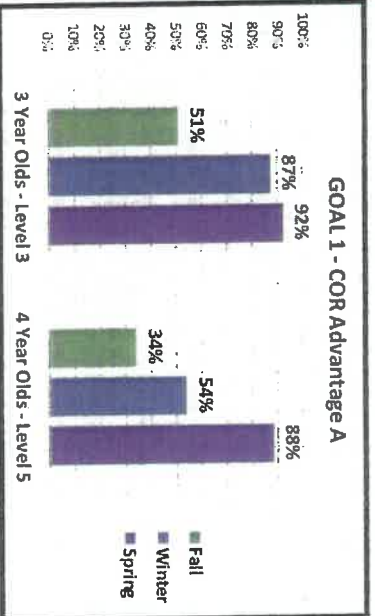


# Scott County Public School Head Start Head Start School Readiness Goals 2017-2018

The following charts depicts the percentage of three and four year old children that met or exceeded the goals based on the COR Advantage Assessment data.

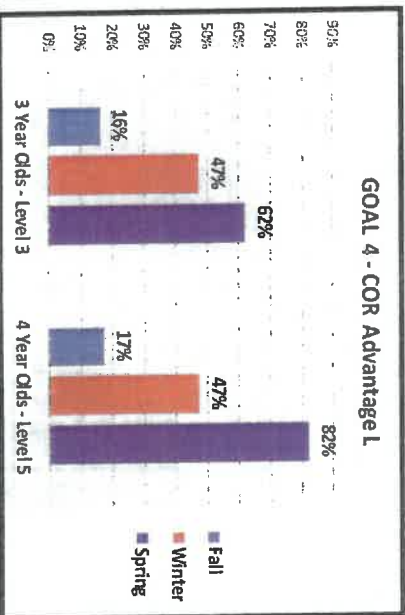
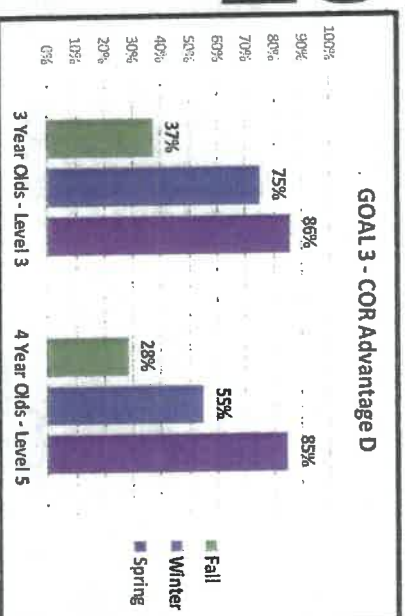
**APPROACHES TO LEARNING: COGNITIVE SELF-REGULATION (Executive Functioning)**  
Goal 1: Children will be able to set goals, develop plans, complete tasks and maintain concentration over time.

**APPROACHES TO LEARNING: COGNITIVE SELF-REGULATION (Executive Functioning)**  
Goal 2: Children will increase their skills in problem solving by recalling past knowledge or experience.



**SOCIAL & EMOTIONAL DEVELOPMENT: Emotional Functioning**  
Goal 3: Children will engage in socially acceptable behaviors by recognizing and regulating emotions.

**LANGUAGE & LITERACY: LANGUAGE AND COMMUNICATION**  
Goal 4: Children will comprehend and use increasing complex and varied vocabulary



**LANGUAGE & LITERACY: LITERACY.**  
Goal 5: Children will identify and discriminate between sounds and phonemes in language, and show a growing awareness of beginning and ending sounds of words.

**LANGUAGE & LITERACY: LITERACY.**  
Goal 6: Children will identify letters and attend to the beginning letters and sounds in familiar words.

**GOAL 5 - COR Advantage N**  
87% 75%

**GOAL 6 - COR Advantage O**  
103% 92% 90%

## Annual Report 2017

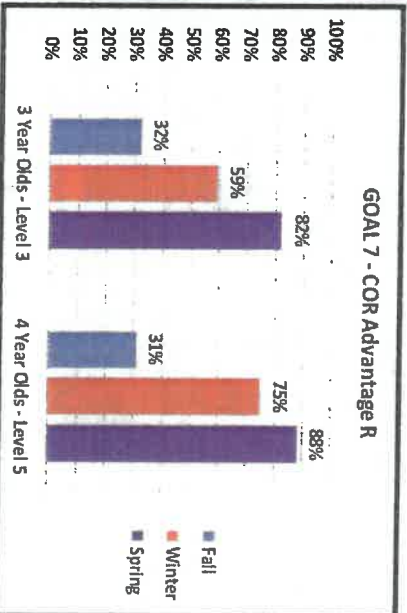
## Scott County Public School Head Start

### Head Start School Readiness Goals 2017-2018

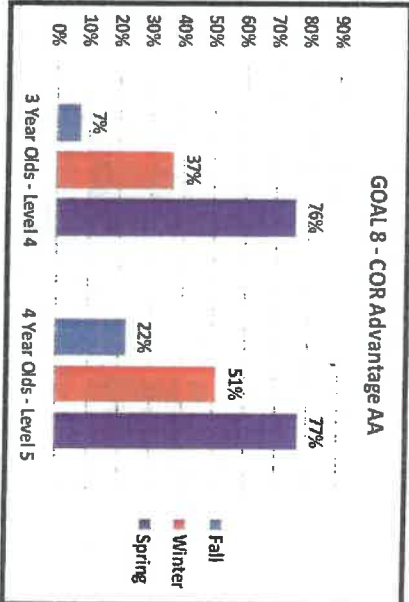
The following charts depict the percentage of three and four year old children that met or exceeded the goals based on the COR Advantage Assessment data.

#### LANGUAGE & LITERACY: LITERACY

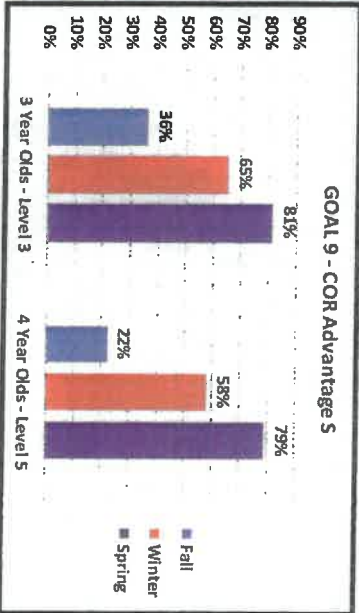
**Goal 7:** Children will use letter-like shapes, symbols, and letters to convey meaning.



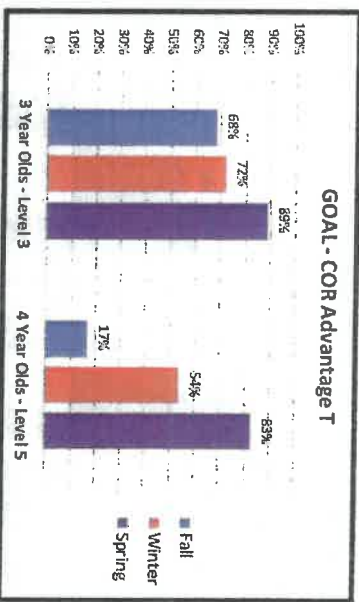
**COGNITION: IMITATION AND SYMBOLIC REPRESENTATION AND PLAY**  
**Goal 8:** Children will increase their skills in thinking symbolically and engaging in sociodramatic play.



**COGNITION: MATHEMATICS DEVELOPMENT**  
**Goal 9:** Children will demonstrate increasing ability to count, connecting number words and symbols to the objects counted, with the awareness that the last number describes the total.



**COGNITION: MATHEMATICS DEVELOPMENT**  
**Goal 10:** Children will describe the position of objects in relation to other objects and themselves; recognize and describe simple geometric shapes.



**PERCEPTUAL MOTOR AND PHYSICAL DEVELOPMENT: HEALTH, SAFETY, AND NUTRITION**  
**Goal 11:** Children will understand and perform personal care tasks and practice healthy habits.



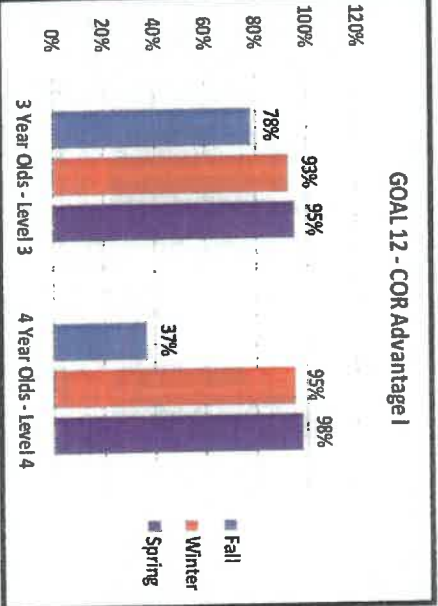
# Annual Report 2017



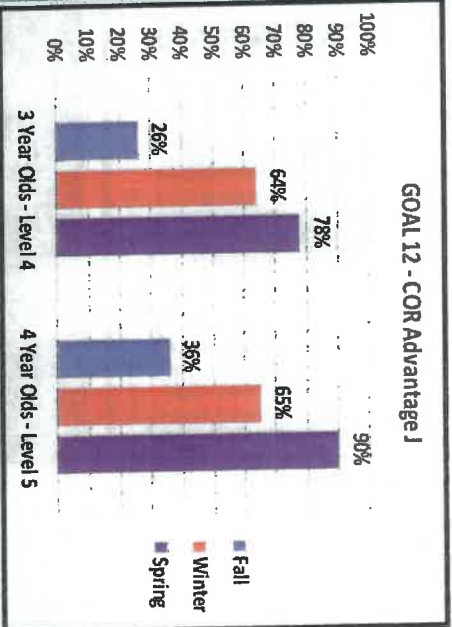
# *Scott County Public School Head Start* Head Start School Readiness Goals 2017-2018

The following charts depicts the percentage of three and four year old children that met or exceeded the goals based on the COR Advantage Assessment data.

## **PERCEPTUAL MOTOR AND PHYSICAL DEVELOPMENT: Gross Motor** Children will demonstrate age appropriate physical development.



## **PERCEPTUAL MOTOR AND PHYSICAL DEVELOPMENT: Fine Motor** Children will demonstrate age appropriate physical development.



# Annual Report 2017



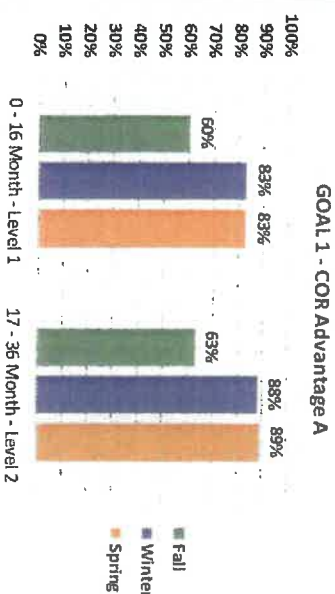
## Scott County Public School Head Start

### Early Head Start School Readiness Goals 2017-2018

The following charts depict the percentage of three and four year old children that met or exceeded the goals based on the COR Advantage Assessment data.

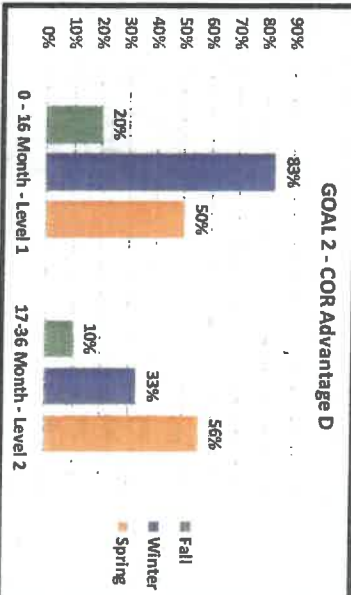
#### APPROACHES TO LEARNING: COGNITIVE SELF-REGULATION (Executive Functioning)

Goal 1: Children will demonstrate age appropriate initiative in interactions, experiences, and explorations of others and objects in their environment with increasing ability to maintain



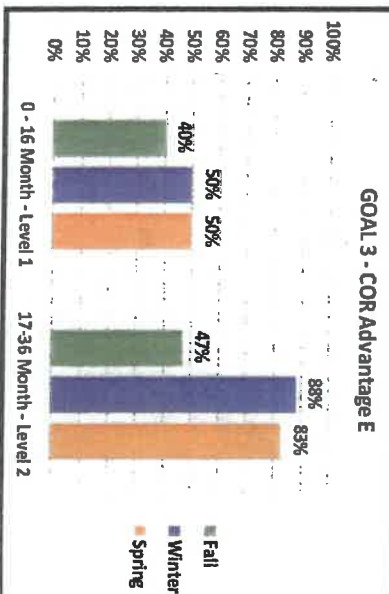
#### SOCIAL & EMOTIONAL DEVELOPMENT: Emotional Functioning

Goal 2: Children will increasingly demonstrate the ability to manage age appropriate feelings and emotions with the support of familiar adults.



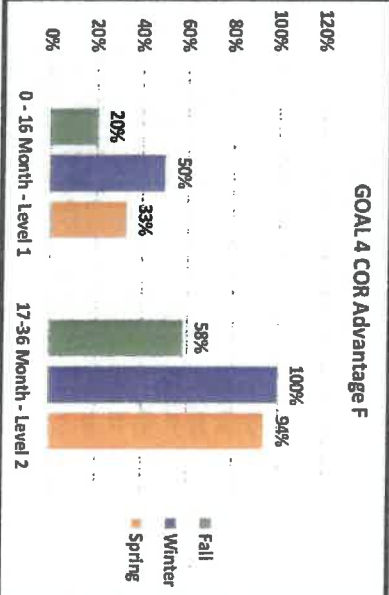
#### SOCIAL & EMOTIONAL DEVELOPMENT: Relationships with Adults

Goal 3: Children will engage in positive interactions through secure relationships with consistent, responsive adults.



#### SOCIAL & EMOTIONAL DEVELOPMENT: Relationship with other Children

Goal 4: Children will develop appropriate personal and playful relationships with other children.



#### LANGUAGE & LITERACY: LITERACY: Attending & Understanding/ Vocabulary

Goal 5: Children will attend to and understand an increasing number of words in communication and conversation with others.



#### LANGUAGE & LITERACY: Communicating & Speaking / Vocabulary

Goal 6: Children will understand and use increasingly complex language in conversation with others.



# Annual Report 2017

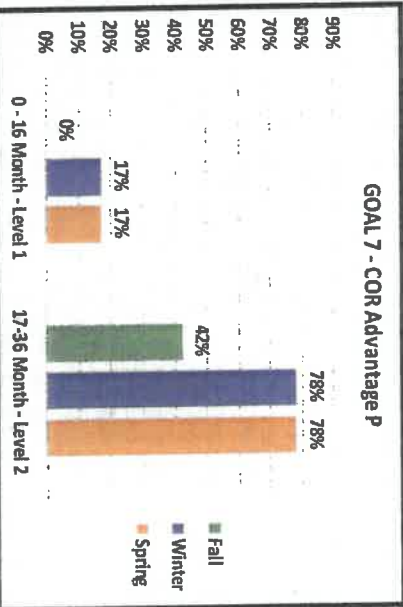
# Annual Report 2017

## Scott County Public School Head Start Early School Readiness Goals 2017-2018

The following charts depicts the percentage of three and four year old children that met or exceeded the goals based on the COR Advantage Assessment data.

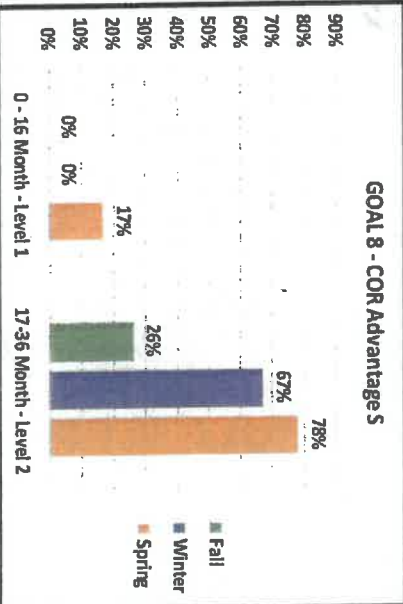
### LANGUAGE & LITERACY: Emergent Literacy

**Goal 7:** Children will use letter-like shapes, symbols, and letters to convey meaning.



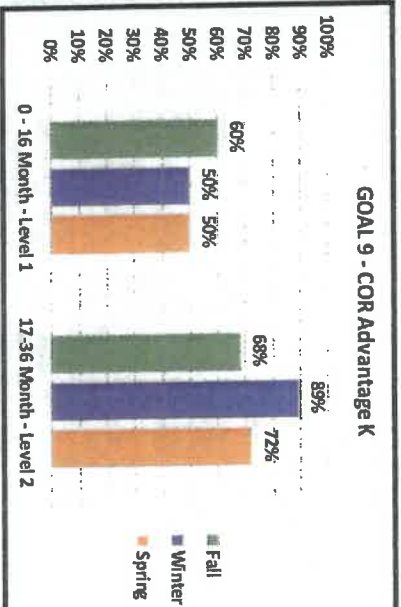
### COGNITION: Emergent Mathematical Thinking

**Goal 8:** Children will engage in and maintain age appropriate mathematical skills in number sense and quantity.



### PERCEPTUAL MOTOR & PHYSICAL DEVELOPMENT: Health, Safety, & Nutrition

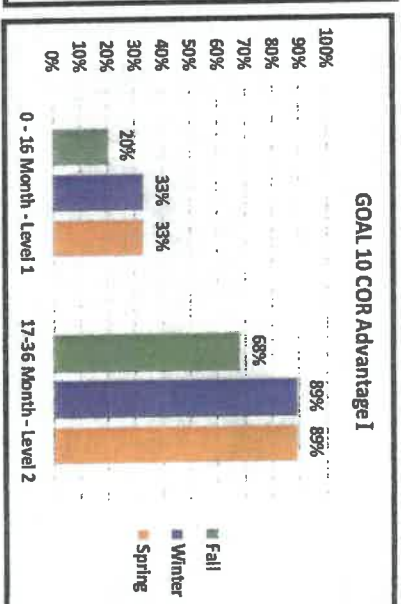
**Goal 9:** Children will demonstrate age appropriate personal care behaviors with increasing independence as part of everyday routines.



### PERCEPTUAL MOTOR & PHYSICAL DEVELOPMENT: Gross Motor/Fine Motor

**Goal 10:** Children will demonstrate age appropriate physical development.

**Level 1:** Children will walk without assistance  
**Level 2:** Children will run while navigating around people or objects and climb up or down a ladder/steps, or march.



### PERCEPTUAL MOTOR & PHYSICAL DEVELOPMENT: Gross Motor/Fine Motor

**Goal 10:** Children will demonstrate age appropriate physical development.

**Level 1:** Children will walk without assistance  
**Level 2:** Children will run while navigating around people or objects and climb up or down a ladder/steps, or march.





Scott County Public School Head Start

# We Love Our Head Start Families



# Annual Report 2017





## *Scott County Public School*

### *Head Start*

Scott County Public School Head Start,  
a leader in quality early childhood  
education in Scott County for over 50 years,  
promotes a comprehensive  
program including health,  
education and family services.

Nine Head Start classrooms and 3 Early Head  
Start classrooms are staffed  
with qualified and experienced teachers,  
providing a quality individualized  
learning experience for each child.

Family resource specialists, with teachers,  
help parents define  
their strengths and engage families

# SCOTT COUNTY PUBLIC SCHOOL EARLY HEAD START FINANCIAL REPORT

GRANT #03HP00004901 (3/1/17-8/31/18)

MAY 2018

| REVENUE             | MONTH<br>TO-DATE | YEAR<br>TO-DATE      | APPROVED<br>FUNDING  | UNCOLLECTED<br>FUNDING | %          |
|---------------------|------------------|----------------------|----------------------|------------------------|------------|
| Federal Funds       | 22,984.48        | 459,433.46           | 913,334.00           | 453,900.54             | 50%        |
| USDA                | 2,235.70         | 14,439.03            | -                    | -                      |            |
| Donations (In-Kind) | -                | 3,488.00             | -                    | -                      |            |
| <b>TOTAL \$</b>     | <b>25,220.18</b> | <b>\$ 477,360.49</b> | <b>\$ 913,334.00</b> | <b>\$ 453,900.54</b>   | <b>50%</b> |

| EXPENSES                     | MONTH<br>TO-DATE | YEAR<br>TO-DATE      | BUDGETED<br>FUNDING  | AVAILABLE<br>FUNDING | %          |
|------------------------------|------------------|----------------------|----------------------|----------------------|------------|
| Mental Health Services       | -                | -                    | 500.00               | 500.00               | 0%         |
| Training                     | 1,361.34         | 22,605.94            | 37,431.00            | 14,825.06            | 40%        |
| Fringe                       | 5,503.72         | 65,511.65            | 124,763.00           | 59,251.35            | 47%        |
| Health Services              | -                | 52.10                | 3,000.00             | 2,947.90             | 98%        |
| Audit Fee                    | -                | 800.00               | 4,077.00             | 3,277.00             | 80%        |
| Contractual Services         | -                | 46,049.17            | 78,223.00            | 32,173.83            | 41%        |
| Maintenance & Repair         | 491.90           | 15,940.90            | 37,740.00            | 21,799.10            | 58%        |
| Maintenance Service Contract | -                | -                    | 1,170.00             | 1,170.00             | 100%       |
| Utilities                    | 216.52           | 2,256.01             | 7,980.00             | 5,723.99             | 72%        |
| Postage                      | -                | 58.80                | 900.00               | 841.20               | 93%        |
| Telephone                    | 229.82           | 2,140.72             | 3,728.00             | 1,587.28             | 43%        |
| Child Liability Insurance    | -                | -                    | 217.00               | 217.00               | 100%       |
| Rent                         | -                | -                    | -                    | -                    | 0%         |
| Local Travel                 | 109.83           | 359.48               | 5,251.00             | 4,891.52             | 93%        |
| Field Trips                  | -                | -                    | 3,450.00             | 3,450.00             | 100%       |
| Out of Town Travel           | -                | 1,262.93             | 3,000.00             | 1,737.07             | 58%        |
| Parent Activities            | -                | 46.11                | 600.00               | 553.89               | 92%        |
| Assoc. Dues & Fees           | 75.00            | 3,044.46             | 4,300.00             | 1,255.54             | 29%        |
| Office Supplies              | 288.02           | 2,484.05             | 6,500.00             | 4,015.95             | 62%        |
| Food Supplies                | 2,698.28         | 16,595.92            | 26,551.03            | 9,955.11             | 37%        |
| Food Service Supplies        | -                | 2,215.04             | 16,400.00            | 14,184.96            | 86%        |
| Medical & Dental Supplies    | 10.47            | 737.69               | 1,500.00             | 762.31               | 51%        |
| Janitorial Supplies          | 22.95            | 421.22               | 3,000.00             | 2,578.78             | 86%        |
| Educational Supplies         | 954.06           | 52,183.10            | 112,599.00           | 60,415.90            | 54%        |
| Transition                   | -                | -                    | 2,300.00             | 2,300.00             | 100%       |
| Discretionary Center Funds   | -                | -                    | 660.00               | 660.00               | 0%         |
| Health Examinations          | -                | -                    | 750.00               | 750.00               | 100%       |
| Payroll Expenses             | 15,562.39        | 179,195.20           | 293,417.00           | 114,221.80           | 39%        |
| Construction                 | -                | 60,000.00            | 60,000.00            | -                    | 0%         |
| Equipment                    | -                | 3,400.00             | 91,254.00            | 87,854.00            | 0%         |
| <b>TOTAL \$</b>              | <b>27,524.30</b> | <b>\$ 477,360.49</b> | <b>\$ 931,261.03</b> | <b>\$ 453,900.54</b> | <b>49%</b> |

| IN-KIND<br>(NON-FEDERAL SHARE) | MONTH<br>TO-DATE | YEAR<br>TO-DATE     | IN-KIND<br>BUDGETED  | IN-KIND<br>REMAINING | %          |
|--------------------------------|------------------|---------------------|----------------------|----------------------|------------|
| Parents & Volunteer            | 4,809.39         | 29,412.59           | 202,906.00           | 173,493.41           | 86%        |
| School District                | 1,275.20         | 16,849.84           | 9,542.00             | (7,307.84)           | -77%       |
| Donations                      | 4,872.12         | 35,120.73           | 15,886.00            | (19,234.73)          | -121%      |
| <b>TOTAL \$</b>                | <b>10,956.71</b> | <b>\$ 81,383.16</b> | <b>\$ 228,334.00</b> | <b>\$ 146,950.84</b> | <b>64%</b> |

| ADMINISTRATIVE COST | MONTH<br>TO-DATE | YEAR<br>TO-DATE     | ADMIN. COST<br>BUDGETED | ADMIN. COST<br>REMAINING |
|---------------------|------------------|---------------------|-------------------------|--------------------------|
| Personnel           | 2,160.68         | 29,531.08           | 41,630.00               | 12,098.92                |
| Travel              | -                | 252.59              | 560.00                  | 307.41                   |
| Supplies            | 57.60            | 496.81              | 1,200.00                | 703.19                   |
| Other               | 468.03           | 11,871.21           | 52,071.00               | 40,199.79                |
| <b>TOTAL \$</b>     | <b>2,686.31</b>  | <b>\$ 42,151.69</b> | <b>\$ 95,461.00</b>     | <b>53,309.31</b>         |

|                 |      |
|-----------------|------|
| MAY ADMIN. COST | 0.3% |
| YTD ADMIN. COST | 3.7% |

**SCOTT COUNTY PUBLIC SCHOOL EARLY HEAD START**  
**FINANCIAL REPORT SUMMARIZATION**  
**GRANT #03HP00004901 (3/1/17-8/31/18)**

**MAY 2018**

**REVENUES**

**Federal Funds:** \$22,984.48

**USDA:** \$2,235.70 - April Reimbursement

**EXPENSES**

**Training:** Meals & lodging for VAHSA Conference 2018, Training materials purchased for staff.

**Fringe Benefits:** Taxes, retirement, group life, health, and dental insurance for all salaried staff.

**Maintenance & Repairs:** Maintenance expenses to program facilities.

**Utilities & Telephone:** General expenses for program.

**Local Travel:** Gasoline for HS van & mileage reimbursement for program staff.

**Association, Dues, & Fees:** Recruitment advertising fees.

**Office Supplies:** General expenses for program.

**Food Supplies:** USDA meals purchased for centers & non-food meal preparation supplies.

**Medical & Dental Supplies:** General expenses for program.

**Janitorial Supplies:** General expenses for program.

**Educational Supplies:** Classroom supplies for program activities.

**Payroll Expenses:** Early Head Start staff (contracted & non-contracted).

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**In-Kind Match:** \$10,956.71. As of May, the remaining in-kind match is 64%.

**Administrative Costs:** \$2,686.31. As of May, year-to-date administrative cost is at 3.7%, not to exceed 15%.

**Credit Card Expenses:** \$2,229.90. See attached credit card expense report.



Scott County Public School Head Start  
Custom Transaction Detail Report  
May 2018

| Name                        | Memo  | Account                     | Debit           | Credit      | Balance          |
|-----------------------------|---|-----------------------------|-----------------|-------------|------------------|
| Powell Valley National Bank | VA Head Start Conference-Cracker Barrel             | 20-3800 · Training          | 32.37           |             | -32.37           |
| Powell Valley National Bank | VA Head Start Conference-Second Street              | 20-3800 · Training          | 57.94           |             | -90.31           |
| Powell Valley National Bank | Training Books- Ron Culbertson                      | 20-3800 · Training          | 25.00           |             | -115.31          |
| Powell Valley National Bank | VA Head Start Conference-Dog Street Pub             | 20-3800 · Training          | 68.45           |             | -183.76          |
| Powell Valley National Bank | VA Head Start Conference- Fast Mart-Gas             | 20-3800 · Training          | 44.00           |             | -227.76          |
| Powell Valley National Bank | VA Head Start Conference-Outback                    | 20-3800 · Training          | 47.70           |             | -275.46          |
| Powell Valley National Bank | VA Head Start Conference-El Puerto                  | 20-3800 · Training          | 35.99           |             | -311.45          |
| Powell Valley National Bank | VA Head Start Conference- Lodging fees for training | 20-3800 · Training          | 365.64          |             | -677.09          |
| Powell Valley National Bank | VA Head Start Conference- Lodging fees for training | 20-3800 · Training          | 365.64          |             | -1,042.73        |
| Powell Valley National Bank | VA Head Start Conference-Exxon                      | 20-3800 · Training          | 38.61           |             | -1,081.34        |
| Powell Valley National Bank | p.o. 2480 10-infant toddler competency books        | 20-3800 · Training          | 280.00          |             | -1,361.34        |
| Powell Valley National Bank | p.o. 2483 ups battery backup                        | 6001 · Office Supplies      | 94.76           |             | -1,456.10        |
| Powell Valley National Bank | p.o. 2470 Classroom supplies                        | 6013 · Educational Supplies | 251.03          |             | -1,707.13        |
| Powell Valley National Bank | p.o. 2473 Diapers training pants wipes              | 6013 · Educational Supplies | 490.77          |             | -2,197.90        |
| Powell Valley National Bank | p.o. 2482 supplies for teachers                     | 6013 · Educational Supplies | 32.00           |             | -2,229.90        |
|                             |   |                             | <b>2,229.90</b> | <b>0.00</b> | <b>-2,229.90</b> |



# SCOTT COUNTY PUBLIC SCHOOL EARLY HEAD START FINANCIAL REPORT

GRANT #03HP00004901 (3/1/17-8/31/18)

JUNE 2018

| REVENUE             | MONTH<br>TO-DATE | YEAR<br>TO-DATE      | APPROVED<br>FUNDING  | UNCOLLECTED<br>FUNDING | %          |
|---------------------|------------------|----------------------|----------------------|------------------------|------------|
| Federal Funds       | 36,464.38        | 495,897.84           | 913,334.00           | 417,436.16             | 46%        |
| USDA                | 2,512.52         | 16,951.55            | -                    | -                      |            |
| Donations (In-Kind) | -                | 3,488.00             | -                    | -                      |            |
| <b>TOTAL \$</b>     | <b>38,976.90</b> | <b>\$ 516,337.39</b> | <b>\$ 913,334.00</b> | <b>\$ 417,436.16</b>   | <b>46%</b> |

| EXPENSES                     | MONTH<br>TO-DATE | YEAR<br>TO-DATE      | BUDGETED<br>FUNDING  | AVAILABLE<br>FUNDING | %          |
|------------------------------|------------------|----------------------|----------------------|----------------------|------------|
| Mental Health Services       | -                | -                    | 500.00               | 500.00               | 0%         |
| Training                     | 934.46           | 23,540.40            | 37,431.00            | 13,890.60            | 37%        |
| Fringe                       | 4,813.74         | 70,325.39            | 124,763.00           | 54,437.61            | 44%        |
| Health Services              | -                | 52.10                | 3,000.00             | 2,947.90             | 98%        |
| Audit Fee                    | -                | 800.00               | 4,077.00             | 3,277.00             | 80%        |
| Contractual Services         | -                | 46,049.17            | 78,223.00            | 32,173.83            | 41%        |
| Maintenance & Repair         | 5,614.97         | 21,555.87            | 37,740.00            | 16,184.13            | 43%        |
| Maintenance Service Contract | -                | -                    | 1,170.00             | 1,170.00             | 100%       |
| Utilities                    | 236.81           | 2,492.82             | 7,980.00             | 5,487.18             | 69%        |
| Postage                      | 430.00           | 488.80               | 900.00               | 411.20               | 46%        |
| Telephone                    | 229.42           | 2,370.14             | 3,728.00             | 1,357.86             | 36%        |
| Child Liability Insurance    | -                | -                    | 217.00               | 217.00               | 100%       |
| Rent                         | -                | -                    | -                    | -                    | 0%         |
| Local Travel                 | -                | 359.48               | 5,251.00             | 4,891.52             | 93%        |
| Field Trips                  | -                | -                    | 3,450.00             | 3,450.00             | 100%       |
| Out of Town Travel           | -                | 1,262.93             | 3,000.00             | 1,737.07             | 58%        |
| Parent Activities            | 106.25           | 152.36               | 600.00               | 447.64               | 75%        |
| Assoc. Dues & Fees           | 733.81           | 3,778.27             | 4,300.00             | 521.73               | 12%        |
| Office Supplies              | 1,982.40         | 4,466.45             | 6,500.00             | 2,033.55             | 31%        |
| Food Supplies                | 2,116.88         | 18,712.80            | 29,063.55            | 10,350.75            | 36%        |
| Food Service Supplies        | 75.99            | 2,291.03             | 16,400.00            | 14,108.97            | 86%        |
| Medical & Dental Supplies    | -                | 737.69               | 1,500.00             | 762.31               | 51%        |
| Janitorial Supplies          | 95.68            | 516.90               | 3,000.00             | 2,483.10             | 83%        |
| Educational Supplies         | 2,500.81         | 54,683.91            | 112,599.00           | 57,915.09            | 51%        |
| Transition                   | -                | -                    | 2,300.00             | 2,300.00             | 100%       |
| Discretionary Center Funds   | -                | -                    | 660.00               | 660.00               | 0%         |
| Health Examinations          | -                | -                    | 750.00               | 750.00               | 100%       |
| Payroll Expenses             | 16,593.16        | 195,788.36           | 293,417.00           | 97,628.64            | 33%        |
| Construction                 | -                | 60,000.00            | 60,000.00            | -                    | 0%         |
| Equipment                    | -                | 3,400.00             | 91,254.00            | 87,854.00            | 0%         |
| <b>TOTAL \$</b>              | <b>36,464.38</b> | <b>\$ 513,824.87</b> | <b>\$ 933,773.55</b> | <b>\$ 419,948.68</b> | <b>45%</b> |

| IN-KIND<br>(NON-FEDERAL SHARE) | MONTH<br>TO-DATE | YEAR<br>TO-DATE     | IN-KIND<br>BUDGETED  | IN-KIND<br>REMAINING | %          |
|--------------------------------|------------------|---------------------|----------------------|----------------------|------------|
| Parents & Volunteer            | 2,871.54         | 32,284.13           | 202,906.00           | 170,621.87           | 84%        |
| School District                | 792.20           | 17,642.04           | 9,542.00             | (8,100.04)           | -85%       |
| Donations                      | 1,001.27         | 36,122.00           | 15,886.00            | (20,236.00)          | -127%      |
| <b>TOTAL \$</b>                | <b>4,665.01</b>  | <b>\$ 86,048.17</b> | <b>\$ 228,334.00</b> | <b>\$ 142,285.83</b> | <b>62%</b> |

| ADMINISTRATIVE COST | MONTH<br>TO-DATE | YEAR<br>TO-DATE     | ADMIN. COST<br>BUDGETED | ADMIN. COST<br>REMAINING |
|---------------------|------------------|---------------------|-------------------------|--------------------------|
| Personnel           | 2,160.71         | 31,691.79           | 41,630.00               | 9,938.21                 |
| Travel              | -                | 252.59              | 560.00                  | 307.41                   |
| Supplies            | 396.48           | 893.29              | 1,200.00                | 306.71                   |
| Other               | 1,603.07         | 13,474.28           | 52,071.00               | 38,596.72                |
| <b>TOTAL \$</b>     | <b>4,160.26</b>  | <b>\$ 46,311.95</b> | <b>\$ 95,461.00</b>     | <b>49,149.05</b>         |

|                  |      |
|------------------|------|
| JUNE ADMIN. COST | 0.4% |
| YTD ADMIN. COST  | 4.1% |



**SCOTT COUNTY PUBLIC SCHOOL EARLY HEAD START**  
**FINANCIAL REPORT SUMMARIZATION**  
**GRANT #03HP00004901 (3/1/17-8/31/18)**

**JUNE 2018**

**REVENUES**

**Federal Funds:** \$36,464.38

**USDA:** \$2,512.52 - May Reimbursement

**EXPENSES**

**Training:** Kindermusik training supplies.

**Fringe Benefits:** Taxes, retirement, group life, health, and dental insurance for all salaried staff.

**Maintenance & Repairs:** Maintenance expenses to program facilities including security camera installation at WC EHS.

**Utilities, Postage, & Telephone:** General expenses for program.

**Parent Activities:** Refreshments for Policy Council meeting.

**Association, Dues, & Fees:** Food permit, job advertisement fees, and legal notice.

**Office Supplies:** General expenses for program.

**Food Supplies:** USDA meals purchased for centers & non-food meal preparation supplies.

**Food Service Supplies:** Food storage containers & thermometers.

**Janitorial Supplies:** General expenses for program.

**Educational Supplies:** Classroom supplies for program activities.

**Payroll Expenses:** Early Head Start staff (contracted & non-contracted).

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**In-Kind Match:** \$4,665.01. As of June, the remaining in-kind match is 62%.

**Administrative Costs:** \$4,160.26. As of June, year-to-date administrative cost is at 4.1%, not to exceed 15%.

**Credit Card Expenses:** \$1,030.57. See attached credit card expense report.

Scott County Public School Head Start  
Custom Transaction Detail Report  
June 2018

| Name                        | Memo  | Account                       | Debit           | Credit      | Balance          |
|-----------------------------|---|-------------------------------|-----------------|-------------|------------------|
| Powell Valley National Bank | p.o. 2489-materials to sucure bathroom doors in centers           | 3310 · Maintenance & Repair   | 15.56           |             | -15.56           |
| Powell Valley National Bank | p.o. 2497-stamps  | 5201 · Postage                | 430.00          |             | -445.56          |
| Powell Valley National Bank | p.o.2494-mini display port to VGA                                 | 6001 · Office Supplies        | 13.84           |             | -459.40          |
| Powell Valley National Bank | p.o.2495-dish washing liquid                                      | 6005 · Janitorial Supplies    | 32.89           |             | -492.29          |
| Powell Valley National Bank | p.o. 2495-diapers, wipes  | 6013 · Educational Supplies   | 293.84          |             | -786.13          |
| Powell Valley National Bank | p.o.2496-classroom supplies & outdoor play                        | 6013 · Educational Supplies   | 168.45          |             | -954.58          |
| Powell Valley National Bank | p.o. 2504-food storage containers & meat containers for meal prep | 6002A · Food Service Supplies | 75.99           |             | -1,030.57        |
|                             |   |                               | <u>1,030.57</u> | <u>0.00</u> | <u>-1,030.57</u> |





**SCOTT COUNTY PUBLIC SCHOOL HEAD START**  
**FINANCIAL REPORT**  
**GRANT #03CH3469-04 (1/1/18-12/31/18)**

**MAY 2018**

| REVENUE         | MONTH<br>TO-DATE  | YEAR<br>TO-DATE      | APPROVED<br>FUNDING    | UNCOLLECTED<br>FUNDING | %          |
|-----------------|-------------------|----------------------|------------------------|------------------------|------------|
| Federal Funds   | 100,534.16        | 502,632.44           | 1,292,412.00           | 789,779.56             | 61%        |
| USDA            | 16,297.63         | 53,499.27            | -                      | -                      |            |
| Donations       | -                 | -                    | -                      | -                      |            |
| <b>TOTAL \$</b> | <b>116,831.79</b> | <b>\$ 556,131.71</b> | <b>\$ 1,292,412.00</b> | <b>\$ 789,779.56</b>   | <b>61%</b> |

| EXPENSES                     | MONTH<br>TO-DATE  | YEAR<br>TO-DATE      | BUDGETED<br>FUNDING    | AVAILABLE<br>FUNDING | %          |
|------------------------------|-------------------|----------------------|------------------------|----------------------|------------|
| Mental Health Services       | 255.00            | 555.00               | 2,000.00               | 1,445.00             | 72%        |
| Training                     | 1,061.65          | 3,572.99             | 20,399.00              | 16,826.01            | 82%        |
| Fringe                       | 25,372.61         | 129,899.78           | 321,511.00             | 191,611.22           | 60%        |
| Health Services              | -                 | 496.70               | 4,000.00               | 3,503.30             | 88%        |
| Audit Fee                    | -                 | -                    | 3,500.00               | 3,500.00             | 100%       |
| Maintenance & Repair         | 1,692.19          | 10,892.49            | 24,543.00              | 13,650.51            | 56%        |
| Maintenance Service Contract | 613.09            | 5,017.24             | 10,515.00              | 5,497.76             | 52%        |
| Utilities                    | 1,674.76          | 7,024.32             | 16,761.00              | 9,736.68             | 58%        |
| Postage                      | -                 | 7.62                 | 1,000.00               | 992.38               | 99%        |
| Telephone                    | 1,132.59          | 4,346.23             | 11,061.00              | 6,714.77             | 61%        |
| Child Liability Insurance    | -                 | -                    | 747.00                 | 747.00               | 100%       |
| Rent                         | -                 | 4,000.00             | 9,600.00               | 5,600.00             | 58%        |
| Local Travel                 | 126.76            | 600.94               | 5,057.00               | 4,456.06             | 88%        |
| Field Trips                  | 900.75            | 2,252.75             | 1,700.00               | (552.75)             | -33%       |
| Out of Town Travel           | -                 | -                    | 5,760.00               | 5,760.00             | 100%       |
| Parent Activities            | 201.40            | 519.74               | 2,212.00               | 1,692.26             | 77%        |
| Assoc. Dues & Fees           | 40.00             | 1,211.10             | 2,500.00               | 1,288.90             | 52%        |
| Office Supplies              | (197.36)          | 1,683.44             | 9,000.00               | 7,316.56             | 81%        |
| Food Supplies                | 13,755.03         | 37,686.65            | 59,969.27              | 22,282.62            | 37%        |
| Food Service Supplies        | 35.01             | 92.86                | 2,000.00               | 1,907.14             | 95%        |
| Medical & Dental Supplies    | -                 | 30.47                | 1,000.00               | 969.53               | 97%        |
| Janitorial Supplies          | 28.50             | 306.10               | 3,000.00               | 2,693.90             | 90%        |
| Educational Supplies         | 908.75            | 7,086.67             | 16,520.00              | 9,433.33             | 57%        |
| Discretionary Center Funds   | 72.01             | 330.46               | 3,300.00               | 2,969.54             | 90%        |
| Health Examinations          | -                 | 114.24               | 1,000.00               | 885.76               | 89%        |
| Payroll Expenses             | 69,159.05         | 337,403.92           | 807,256.00             | 469,852.08           | 58%        |
| Equipment                    | -                 | -                    | -                      | -                    | 0%         |
| <b>TOTAL \$</b>              | <b>116,831.79</b> | <b>\$ 555,131.71</b> | <b>\$ 1,345,911.27</b> | <b>\$ 790,779.56</b> | <b>59%</b> |

| IN-KIND<br>(NON-FEDERAL SHARE) | MONTH<br>TO-DATE | YEAR<br>TO-DATE      | IN-KIND<br>BUDGETED  | IN-KIND<br>REMAINING | %          |
|--------------------------------|------------------|----------------------|----------------------|----------------------|------------|
| Parents & Volunteer            | 21,513.58        | 63,632.31            | 50,052.00            | (13,580.31)          | -27%       |
| School District                | 23,886.04        | 119,744.90           | 237,194.00           | 117,449.10           | 50%        |
| Donations                      | 4,227.82         | 18,585.45            | 35,857.00            | 17,271.55            | 48%        |
| <b>TOTAL \$</b>                | <b>49,627.44</b> | <b>\$ 201,962.66</b> | <b>\$ 323,103.00</b> | <b>\$ 121,140.34</b> | <b>37%</b> |

| ADMINISTRATIVE COST | MONTH<br>TO-DATE | YEAR-TO-DATE<br>ADMIN COST | ADMIN. COST<br>BUDGETED | ADMIN. COST<br>REMAINING |
|---------------------|------------------|----------------------------|-------------------------|--------------------------|
| Personnel           | 13,160.12        | 65,233.76                  | 158,662.00              | 93,428.24                |
| Travel              | -                | -                          | 634.00                  | 634.00                   |
| Supplies            | 78.26            | 743.14                     | 4,200.00                | 3,456.86                 |
| Other               | 3,356.74         | 19,150.86                  | 47,348.00               | 28,197.14                |
| <b>TOTAL \$</b>     | <b>16,595.12</b> | <b>\$ 85,127.76</b>        | <b>\$ 210,844.00</b>    | <b>125,716.24</b>        |

|                        |             |
|------------------------|-------------|
| <b>MAY ADMIN. COST</b> | <b>1.0%</b> |
| <b>YTD ADMIN. COST</b> | <b>5.3%</b> |



**SCOTT COUNTY PUBLIC SCHOOL HEAD START  
FINANCIAL REPORT SUMMARIZATION  
GRANT #03CH3469-04 (1/1/18-12/31/18)**

**MAY 2018**

**REVENUES**

**Federal Funds:** \$100,534.16

**USDA:** \$16,297.63 – April reimbursement

**EXPENSES**

**Mental Health Services:** March 2018 services.

**Training:** Meals & Lodging for VHSA Director's Conference, Pre-K Class Observer Recertification for staff.

**Fringe Benefits:** Taxes, retirement, group life, health, and dental insurance for program staff.

**Maintenance & Repair:** Maintenance expenses to program facilities including installation of double gate at Shoemaker.

**Maintenance Service Contract:** Copier contract for HS office & centers.

**Utilities & Telephone:** General expenses for program.

**Local Travel:** Mileage reimbursement to program staff & gasoline for HS vans.

**Field Trips:** Bays Mountain Park Admission & bus mileage reimbursement.

**Parent Activities:** Refreshments purchased for policy council & parent workshops

**Association, Dues, & Fees:** Annual food permit.

**Office Supplies:** General expenses for program.

**Food Supplies/Food Service Supplies:** USDA meals purchased for centers & non-food meal preparation supplies.

**Janitorial Supplies:** General expenses for program.

**Educational Supplies:** General expenses for program.

**Discretionary Center Funds:** Reimbursement to teachers/family resource staff for purchases made for program activities.

**Health Examinations:** Expenses for required staff medical screenings.

**Payroll Expenses:** Head Start staff (contracted & non-contracted).

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**In-Kind Match:** \$49,627.44. As of May, the in-kind remaining is 37%.

**Administrative Costs:** \$16,595.12. As of May, year-to-date administrative cost is at 5.3%, not to exceed 15%.

**Credit Card Expenses:** \$623.94. See attached credit card expense report.



# Scott County Public School Head Start Custom Transaction Detail Report May 2018

| Name                          | Memo  | Account                     | Debit         | Credit      | Balance        |
|-------------------------------|---|-----------------------------|---------------|-------------|----------------|
| Bank of America-Platinum Plus | Quickbooks enterprise gold edition monthly May  | 6001 · Office Supplies      | 112.80        |             | -112.80        |
| Bank of America-Platinum Plus | p.o. 2469 food supplies                         | 6002 · Food Supplies        | 3.86          |             | -116.66        |
| Bank of America-Platinum Plus | p.o. 2469 supplies                              | 6013 · Educational Supplies | 36.72         |             | -153.38        |
| Bank of America-Platinum Plus | p.o. 2474 Wal-mart                              | 6013 · Educational Supplies | 48.86         |             | -202.24        |
| Bank of America-Platinum Plus | 565389 p.o. 2485-parent enrichment trip 17/18 3 | 5505 · Parent Activities    | 375.00        |             | -577.24        |
| Bank of America-Platinum Plus | 5/10/18 Refreshments for self assessment        | 5505 · Parent Activities    | 46.70         |             | -623.94        |
|                               |   |                             | <b>623.94</b> | <b>0.00</b> | <b>-623.94</b> |

**SCOTT COUNTY PUBLIC SCHOOL HEAD START**  
**FINANCIAL REPORT**  
**GRANT #03CH3469-04 (1/1/18-12/31/18)**

**JUNE 2018**

| REVENUE                  | MONTH<br>TO-DATE  | YEAR<br>TO-DATE      | APPROVED<br>FUNDING    | UNCOLLECTED<br>FUNDING | %          |
|--------------------------|-------------------|----------------------|------------------------|------------------------|------------|
| Federal Funds            | 107,448.83        | 610,081.27           | 1,292,412.00           | 682,330.73             | 53%        |
| USDA                     | 18,426.30         | 71,925.57            | -                      | -                      |            |
| Donations, Other Revenue | 271.25            | 271.25               | -                      | -                      |            |
| <b>TOTAL \$</b>          | <b>126,146.38</b> | <b>\$ 682,278.09</b> | <b>\$ 1,292,412.00</b> | <b>\$ 682,330.73</b>   | <b>53%</b> |

| EXPENSES                     | MONTH<br>TO-DATE  | YEAR<br>TO-DATE      | BUDGETED<br>FUNDING    | AVAILABLE<br>FUNDING | %          |
|------------------------------|-------------------|----------------------|------------------------|----------------------|------------|
| Mental Health Services       | 262.50            | 817.50               | 2,000.00               | 1,182.50             | 59%        |
| Training                     | 365.00            | 3,937.99             | 20,399.00              | 16,461.01            | 81%        |
| Fringe                       | 25,315.70         | 155,215.48           | 321,511.00             | 166,295.52           | 52%        |
| Health Services              | -                 | 496.70               | 4,000.00               | 3,503.30             | 88%        |
| Audit Fee                    | -                 | -                    | 3,500.00               | 3,500.00             | 100%       |
| Maintenance & Repair         | 1,553.54          | 12,446.03            | 24,543.00              | 12,096.97            | 49%        |
| Maintenance Service Contract | 1,346.65          | 6,363.89             | 10,515.00              | 4,151.11             | 39%        |
| Utilities                    | 1,242.67          | 8,266.99             | 16,761.00              | 8,494.01             | 51%        |
| Postage                      | 11.25             | 18.87                | 1,000.00               | 981.13               | 98%        |
| Telephone                    | 1,132.54          | 5,478.77             | 11,061.00              | 5,582.23             | 50%        |
| Child Liability Insurance    | -                 | -                    | 747.00                 | 747.00               | 100%       |
| Rent                         | 1,600.00          | 5,600.00             | 9,600.00               | 4,000.00             | 42%        |
| Local Travel                 | 397.06            | 998.00               | 5,057.00               | 4,059.00             | 80%        |
| Field Trips                  | -                 | 2,252.75             | 1,700.00               | (552.75)             | -33%       |
| Out of Town Travel           | -                 | -                    | 5,760.00               | 5,760.00             | 100%       |
| Parent Activities            | 696.16            | 1,215.90             | 2,212.00               | 996.10               | 45%        |
| Assoc. Dues & Fees           | 495.81            | 1,706.91             | 2,500.00               | 793.09               | 32%        |
| Office Supplies              | 276.01            | 1,959.45             | 9,271.25               | 7,311.80             | 79%        |
| Food Supplies                | 21,645.96         | 59,332.61            | 78,395.57              | 19,062.96            | 24%        |
| Food Service Supplies        | -                 | 92.86                | 2,000.00               | 1,907.14             | 95%        |
| Medical & Dental Supplies    | -                 | 30.47                | 1,000.00               | 969.53               | 97%        |
| Janitorial Supplies          | 440.61            | 746.71               | 3,000.00               | 2,253.29             | 75%        |
| Educational Supplies         | 269.87            | 7,356.54             | 16,520.00              | 9,163.46             | 55%        |
| Discretionary Center Funds   | 113.81            | 444.27               | 3,300.00               | 2,855.73             | 87%        |
| Health Examinations          | -                 | 114.24               | 1,000.00               | 885.76               | 89%        |
| Payroll Expenses             | 68,709.99         | 406,113.91           | 807,256.00             | 401,142.09           | 50%        |
| Equipment                    | -                 | -                    | -                      | -                    | 0%         |
| <b>TOTAL \$</b>              | <b>125,875.13</b> | <b>\$ 681,006.84</b> | <b>\$ 1,364,608.82</b> | <b>\$ 683,601.98</b> | <b>50%</b> |

| IN-KIND<br>(NON-FEDERAL SHARE) | MONTH<br>TO-DATE | YEAR<br>TO-DATE      | IN-KIND<br>BUDGETED  | IN-KIND<br>REMAINING | %          |
|--------------------------------|------------------|----------------------|----------------------|----------------------|------------|
| Parents & Volunteer            | -                | 63,632.31            | 50,052.00            | (13,580.31)          | -27%       |
| School District                | 1,245.54         | 120,990.44           | 237,194.00           | 116,203.56           | 49%        |
| Donations                      | 2,981.92         | 21,567.37            | 35,857.00            | 14,289.63            | 40%        |
| <b>TOTAL \$</b>                | <b>4,227.46</b>  | <b>\$ 206,190.12</b> | <b>\$ 323,103.00</b> | <b>\$ 116,912.88</b> | <b>36%</b> |

| ADMINISTRATIVE COST | MONTH<br>TO-DATE | YEAR-TO-DATE<br>ADMIN COST | ADMIN. COST<br>BUDGETED | ADMIN. COST<br>REMAINING |
|---------------------|------------------|----------------------------|-------------------------|--------------------------|
| Personnel           | 13,059.87        | 78,293.63                  | 158,662.00              | 80,368.37                |
| Travel              | -                | -                          | 634.00                  | 634.00                   |
| Supplies            | 214.99           | 958.13                     | 4,200.00                | 3,241.87                 |
| Other               | 4,282.79         | 23,433.65                  | 47,348.00               | 23,914.35                |
| <b>TOTAL \$</b>     | <b>17,557.65</b> | <b>\$ 102,685.41</b>       | <b>\$ 210,844.00</b>    | <b>108,158.59</b>        |

|                         |             |
|-------------------------|-------------|
| <b>JUNE ADMIN. COST</b> | <b>1.1%</b> |
| <b>YTD ADMIN. COST</b>  | <b>6.4%</b> |



**SCOTT COUNTY PUBLIC SCHOOL HEAD START**  
**FINANCIAL REPORT SUMMARIZATION**  
**GRANT #03CH3469-04 (1/1/18-12/31/18)**

**JUNE 2018**

**REVENUES**

**Federal Funds:** \$107,448.83

**USDA:** \$18,426.30 – May reimbursement

**Other Revenue:** \$271.25 – Recycled Inkjets for Cash (Empties4Cash)

**EXPENSES**

**Mental Health Services:** April 2018 services.

**Training:** First Aid/CPR certification for staff, Head Start Eligibility webinar fees.

**Fringe Benefits:** Taxes, retirement, group life, health, and dental insurance for program staff.

**Maintenance & Repair:** Maintenance expenses to program facilities.

**Maintenance Service Contract:** Copier contract for HS office & centers.

**Utilities, Postage, & Telephone:** General expenses for program.

**Rent:** HS Office June & July rent.

**Local Travel:** Mileage reimbursement to program staff & gasoline for HS vans.

**Parent Activities:** Refreshments purchased for policy council & parent events, Parent Enrichment Trip.

**Association, Dues, & Fees:** Advertising fees.

**Office Supplies:** General expenses for program.

**Food Supplies/Food Service Supplies:** USDA meals purchased for centers & non-food meal preparation supplies.

**Janitorial Supplies:** General expenses for program.

**Educational Supplies:** General expenses for program.

**Discretionary Center Funds:** Reimbursement to teachers/family resource staff for purchases made for program activities.

**Health Examinations:** Expenses for required staff medical screenings.

**Payroll Expenses:** Head Start staff (contracted & non-contracted).

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**In-Kind Match:** \$4,227.46. As of June, the in-kind remaining is 36%.

**Administrative Costs:** \$17,557.65. As of June, year-to-date administrative cost is at 6.4%, not to exceed 15%.

**Credit Card Expenses:** \$734.47. See attached credit card expense report.



**Scott County Public School Head Start**  
**Custom Transaction Detail Report**  
June 2018

| Name                          | Memo   | Account                     | Debit         | Credit      | Balance        |
|-------------------------------|--|-----------------------------|---------------|-------------|----------------|
| Bank of America-Platinum Plus | p.o. 2493 Head Start Eligibility Webinar           | 20-3800 · Training          | 169.00        |             | -169.00        |
| Bank of America-Platinum Plus | p.o. 2506 Frist aid/CPR certification for HS staff | 20-3800 · Training          | 196.00        |             | -365.00        |
| Bank of America-Platinum Plus | p.o. 2501 pest control for playgrounds             | 3310 · Maintenance & Repair | 29.98         |             | -394.98        |
| Bank of America-Platinum Plus | Golden Corral-Parent enrichment trip 5/22/2018     | 5505 · Parent Activities    | 222.00        |             | -616.98        |
| Bank of America-Platinum Plus | Quickbooks enterprise gold subscriptions June 2018 | 6001 · Office Supplies      | 112.80        |             | -729.78        |
| Bank of America-Platinum Plus | sent probe for hearing instrument to school health | 5201 · Postage              | 4.69          |             | -734.47        |
|                               |  |                             | <b>734.47</b> | <b>0.00</b> | <b>-734.47</b> |