

SCOTT COUNTY SCHOOL BOARD

JULY 11, 2023

MINUTES OF REGULAR MEETING

The Scott County School Board met for a regular School Board meeting on Tuesday, July 11, 2023, at 6:30 p.m. at the Scott County Career & Technical Center, 387 Broadwater Avenue, Gate City, VA 24251 with the following members present:

David Templeton, Chairman
Lon Stephen Sallee, Vice Chairman
Linda Gillenwater
Gail McConnell
William "Bill" Houseright

ABSENT: Robin Hood

OTHERS PRESENT: Jason Smith, Assistant Superintendent; Kim Henderson, Clerk of the Board/Purchasing Clerk; Sherri Christian, Deputy Clerk/Medicaid Specialist; Gabe Edmunds, Scott County Virginia Star/Heritage TV; Kathleen Feinstein, Jenny Page, Jan Meade, Lisa Bevins and Grant Quinn with Ivil's Tutors, Inc.; Courtney Bolling, School Nurse Coordinator and Rachel Kuhn, Ballard Health.

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

ITEMS TO ADD TO THE AGENDA: Chairman David Templeton asked if there were any changes to be made to the agenda. There were no changes to be made.

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

APPROVAL OF MINUTES FOR JUNE 6, 2023 REGULAR MEETING AND JUNE 29, 2023 BUDGET CLOSE OUT MEETING: On a motion by Mr. Bill Houseright, seconded by Mrs. Gail McConnell, all members voting aye, the Board voted to approve the minutes for June 6, 2023 regular meeting and June 29, 2023 budget close out meeting as written.

APPROVAL OF CLAIMS: On a motion by Chairman David Templeton, seconded by Mrs. Linda Gillenwater, all members voting aye, the Board voted to approve the claims as follows:

School operating fund invoices and payroll in the amount of \$10,979,487.29 as shown by warrants #8137340-8137595 (voided #8137055) and #9002447; electronic payroll direct deposit in the amount of \$2,005,588.51 and electronic tax deposits in the amount of \$773,549.68. Cafeteria fund invoices and payroll in the amount of \$300,907.80 as shown by warrants #1021355-1021405; electronic payroll direct deposit for cafeteria in the amount of \$75,941.68 and electronic tax deposits in the amount of \$25,130.22. Head Start invoices totaling \$76,805.46 as shown by warrants #24248-24298.

IVIL'S TUTORS, INC. PRESENTATION BY JAN MEADE: Ms. Jan Meade presented to the Board information regarding a new program called Ivil's Tutors, Inc. which is designed to help students in the surrounding area who have trouble with Reading. The program has retired teachers, current teachers and other volunteers helping the students with their Reading. Mrs. Meade asked the Board to consider

any amount of funding to the program so that they may employ more teachers and serve more students. No action was taken by the Board.

BALLAD HEALTH TELEMEDICINE PRESENTATION: Courtney Bolling, School Nurse Coordinator, and Rachel Khun, Ballard Representative, showed a presentation to the Board to contract with Ballard Health and School Nurses for a telemedicine visit by ill children during the school day. The parents would have to give permission for their child to participate and a child would only be seen if high fever or other symptoms that might require a prescribed medication be given to the child.

The approval of an agreement between Scott County Schools and Ballard Health was tabled until the next meeting in order to get more information and understanding of the program.

PUBLIC COMMENT: There was no public comment.

SUPERINTENDENT'S REPORT: Superintendent John Ferguson was absent from the meeting so Assistant Superintendent Jason Smith presented the following items to the Board.

APPROVAL OF CORRECTION TO 2023-2024 SALARY SCALES (APPENDIX A): On a motion by Vice Chairman Steve Saltee, seconded by Mr. Gail McConnell, all members voting aye, the Board approved the correction of the 2023-2024 Salary Scale (Appendix A).

APPROVAL OF APPALACHIAN FOOTBALL OFFICIALS ASSOCIATION PROPOSAL FOR 2023-2024: Questions regarding the Appalachian Football Officials Association Proposal were asked and the approval was tabled until next Board meeting.

APPROVAL OF APPALACHIAN UMPIRES ASSOCIATION CONTRACT FOR 2023-2024: Questions regarding the Appalachian Umpires Association Contract were asked and the approval was tabled until next Board meeting.

2023 VIRGINIA SCHOOL SURVEY OF CLIMATE AND WORKING CONDITIONS: Assistant Superintendent Jason Smith presented the Board with a copy of the 2023 Virginia School Survey of Climate and Working Conditions Division Summary Feedback Report for informational purposes only.

APPROVAL OF HEAD START FINANCIAL REPORT, MARCH 2023 FINAL (APPENDIX B): On a motion by Chairman David Templeton, seconded by Vice Chairman Steve Saltee, all members voting aye, the Board approved the Head Start Financial Report for March 2023 Final (Appendix B).

APPROVAL OF HEAD START FINANCIAL REPORT, MAY 2023 (APPENDIX C): On a motion by Mr. Bill Houseright, seconded by Mrs. Linda Gillenwater, all members voting aye, the Board approved the Head Start Financial Report for May 2023 (Appendix C).

APPROVAL OF HEAD START SELF-ASSESSMENT RESULTS FOR 2023 (APPENDIX D): On a motion by Mr. Bill Houseright, seconded by Vice Chairman Steve Saltee, all members voting aye, the Board approved the Head Start Self-Assessment Results for 2023 (Appendix D).

HEAD START DIRECTOR'S REPORT, JUNE 2023: Assistant Superintendent Jason Smith presented the June 2023 Head Start Director's Report on behalf of Head Start Director Cindy Raymond. With no comments or questions raised regarding the report, the next agenda item was presented.

HEAD START FOCUS AREA 2 PROGRAM PERFORMANCE SUMMARY REPORT: Assistant Superintendent Jason Smith presented the Head Start Focus Area 2 Program Performance Summary Report on behalf of Cindy Raymond. The report stated that the gathered information in this review determined that the Head Start program meets all the necessary requirements.

CLOSED MEETING: Vice Chairman Steve Sallee made a motion to enter into closed meeting at 7:17 p.m. to discuss Head Start personnel, teachers, coaches, secretaries, custodians, maintenance staff and cafeteria staff as provided in Section 2.2-3711A (1) of the Code of Virginia as amended, the motion was seconded by Mr. Gail McConnell, all members voting aye.

RETURN FROM CLOSED MEETING: All members present returned from closed meeting at 8:31 p.m. with a roll call vote being held and on a motion by Vice Chairman Steve Sallee, seconded by Mr. Gail McConnell, the Board returned to regular session and cited the following certification of the closed meeting.

CERTIFICATION OF CLOSED MEETING:

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

WHEREAS, Section 2.2-3711A (1) of the Code of Virginia requires certification, by this Scott County School Board that such meeting was conducted in conformity with Virginia law;

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

ROLL CALL VOTE:

AYES: David Templeton, Steve Sallee, Linda Gillenwater, Gail McConnell, and Bill Houseright

NAYES: None

ABSENT: Robin Hood

ITEMS BY ASSISTANT SUPERINTENDENT JASON SMITH – PERSONNEL:

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

Christian Moore, teacher, effective June 7, 2023

Olivia Morgan, teacher, effective at the end of the 2022-2023 school year

Joel Davis, teacher, effective at the end of the 2022-2023 school year

Jenny Jordan, administrative assistant, effective July 1, 2023

Kelsey Curtis, teacher, effective at the end of the 2022-2023 school year

EMPLOYMENTS: On a motion by Mrs. Linda Gillenwater, seconded by Vice Chairman Steve Sallee, all members voting aye, the Board approved the following employments:

Casey Hill, custodian, effective July 1, 2023

Charity Howell, custodian, effective July 1, 2023

Rebecca Finch, Health Services Coordinator-Head Start, effective July 1, 2023
Hailey Rush, teacher, effective for the 2023-24 school year
Lexie Franklin, teacher, effective for the 2023-24 school year
Jennifer Sutherland, Head Start teacher, effective August 1, 2023
Jalyn Minton, teacher, effective for the 2023-24 school year
Karen Cleek, cook, effective for the 2023-24 school year
Natasha Barrow, cook, effective for the 2023-24 school year
Ann Sawyer, part time cook, effective for the 2023-24 school year
Matthew Ball, maintenance, effective July 17, 2023

NON-RENEWAL: On a motion by Vice Chairman Steve Sallee, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to accept the following non-renewal of contract for Rodney Darnell, custodian, effective June 30, 2023.

SUBSTITUTES: On a motion by Chairman David Templeton, seconded by Vice Chairman Steve Sallee, all members voting aye, the Board approved the substitute list as presented.

APPROVAL OF COACHING LISTS FOR GATE CITY HIGH SCHOOL, RYE COVE HIGH SCHOOL AND TWIN SPRINGS HIGH SCHOOL (APPENDIXES E, F, G): On a motion by Vice Chairman Steve Sallee, seconded by Mrs. Linda Gillenwater, all members voting aye with Mr. Bill Houseright abstaining, the Board approved the coaching list for Gate City High School (Appendix E).

On a motion by Mr. Bill Houseright, seconded by Mr. Gail McConnell, all members voting aye, the Board approved the coaching list for Rye Cove High School (Appendix F).

On a motion by Vice Chairman Steve Sallee, seconded by Mr. Bill Houseright, all members voting aye with Mr. Gail McConnell and Mrs. Linda Gillenwater abstaining, the Board approved the coaching list for Twin Springs High School (Appendix G).

BOARD MEMBER COMMENTS:

Mr. Bill Houseright asked that everyone remember the TSHS community and family of Norma Casteel who passed away today.

ADJOURNMENT: With no further business to discuss, the regular meeting of the Scott County School Board was adjourned at 8:35 p.m. The next meeting of the Scott County School Board will be Tuesday, August 1, 2023, at 6:30 p.m. at the Scott County Career and Technical Center.



David Templeton, Chairman



Kim Henderson, Clerk of the Board

APPENDIX INDEX

APPENDIX A – Approval of Correction to 2023-2024 Salary Scales

APPENDIX B – Approval of Head Start Financial Report, March 2023 Final

APPENDIX C – Approval of Head Start Financial Report, May 2023

APPENDIX D – Approval of Head Start Self-Assessment Results for 2023

APPENDIX E – Approval of Gate City High School Coaching List 2023-2024

APPENDIX F – Approval of Rye Cove High School Coaching List 2023-2024

APPENDIX G – Approval of Twin Springs High School Coaching List 2023-2024

Memo

To: School Board Members
From: Jason Smith, Assistant Superintendent
Date: June 11, 2023
Re: Salary Scales-Correction

Attached is the corrected Central Office Salary Scale.

2023-2024
CENTRAL OFFICE SALARY SCHEDULE

EXP.	SALARY
0	\$25,360
1	\$26,460
2	\$27,565
3	\$28,665
4	\$29,770
5	\$30,870
6	\$32,290
7	\$33,810
8	\$35,350
9	\$36,945
10	\$38,540
11	\$39,455
12	\$40,355
13	\$41,125

Central Office Support Staff Stipends	
Clerk of the Board	\$5,000
Deputy Clerk of the Board	\$2,500
Personnel Clerk	\$600
Payroll Clerk	\$2,000
Officer Manager	\$2,600

SCOTT COUNTY PUBLIC SCHOOL HEAD START

FINANCIAL REPORT, MARCH 2023 **FINAL**

GRANT AWARDS

<i>1/1/23-12/31/23 – YEAR 4</i> <i>03CH011328-04</i>	BASE FUNDING	T&TA	NFS	TOTAL
<i>Continuation - 00</i>				
Head Start (HS)	\$1,326,280	\$18,132	\$336,103	\$1,680,515
Early Head Start (EHS)	\$573,451	\$10,974	\$146,106	\$730,531
TOTAL	\$1,899,731	\$29,106	\$482,209	\$2,411,046

<i>4/1/21-3/31/23</i> <i>03HE000869-01</i>	BASE FUNDING	T&TA	NFS	TOTAL
CCRSA (C5) - 00	\$51,766			\$51,766
ARPA (C6) - 01	\$205,798			\$205,798
TOTAL	\$257,564	\$0	\$0	\$257,564

\$11,214

Approximate amount of federal funding awarded per child

Available Funding as of April 20, 2023

Head Start	\$1,022,825.73
Early Head Start	\$460,568.23
CCRSA	\$0.00
ARPA	\$19,157.65
Total	\$1,502,551.61

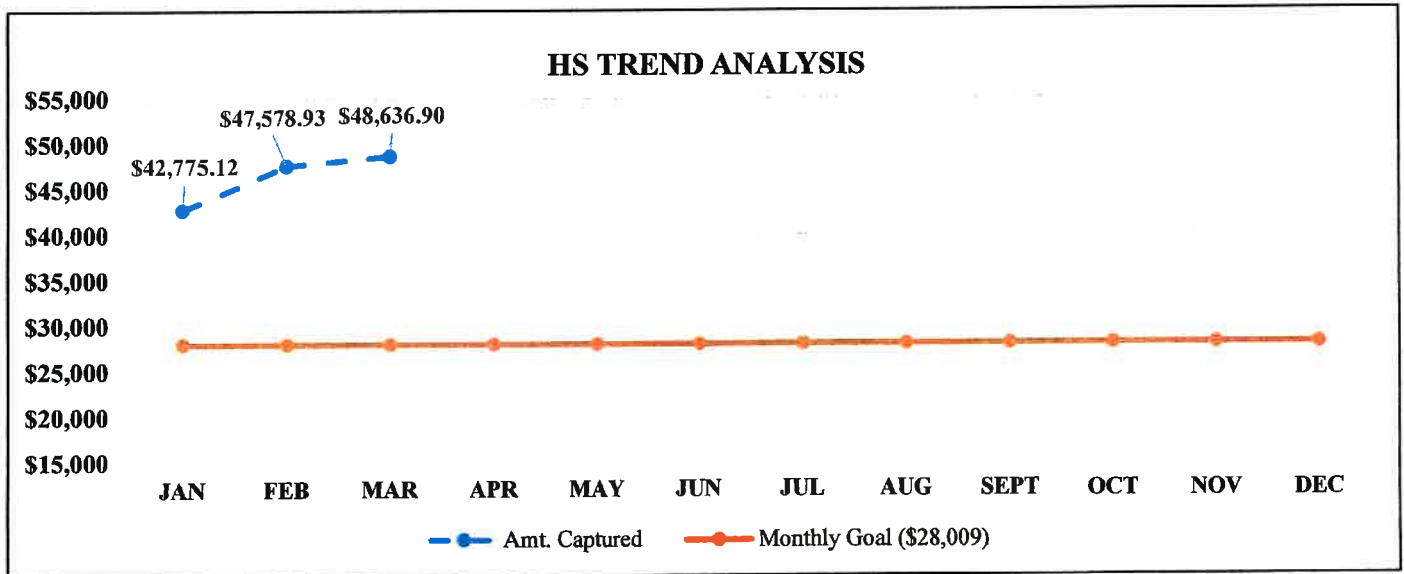
CCRSA & ARP FUNDS

AWARDED AS ONE-TIME SUPPLEMENTAL GRANTS IN RESPONSE TO COVID-19.

NON-FEDERAL SHARE (NFS)

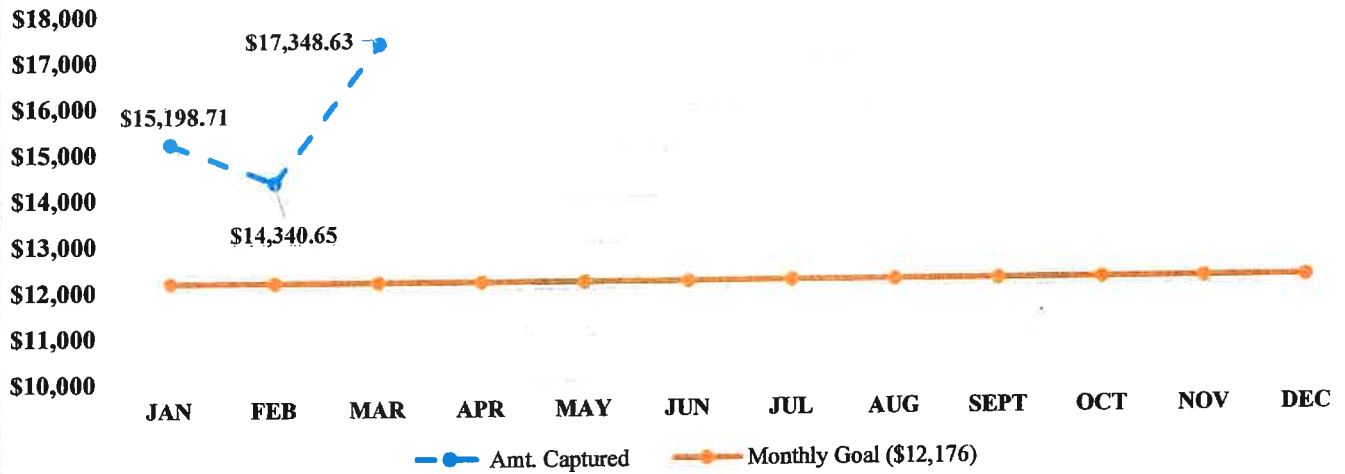
Non-federal funding match is a statutory requirement of the Head Start Act Section 640(b). As stated in the Act, the grantee agency must provide 20% of the total costs of the program.

HS	Current Month	YTD	Budgeted	Remaining	% Remaining
Parents & Volunteer	\$ 15,153.69	\$ 49,649.12	\$ 83,295.00	\$ 33,645.88	40%
School District	\$ 25,753.81	\$ 74,906.27	\$ 234,116.00	\$ 159,209.73	68%
Donations	\$ 7,729.40	\$ 14,435.56	\$ 18,692.00	\$ 4,256.44	23%
Total	\$ 48,636.90	\$ 138,990.95	\$ 336,103.00	\$ 197,112.05	59%



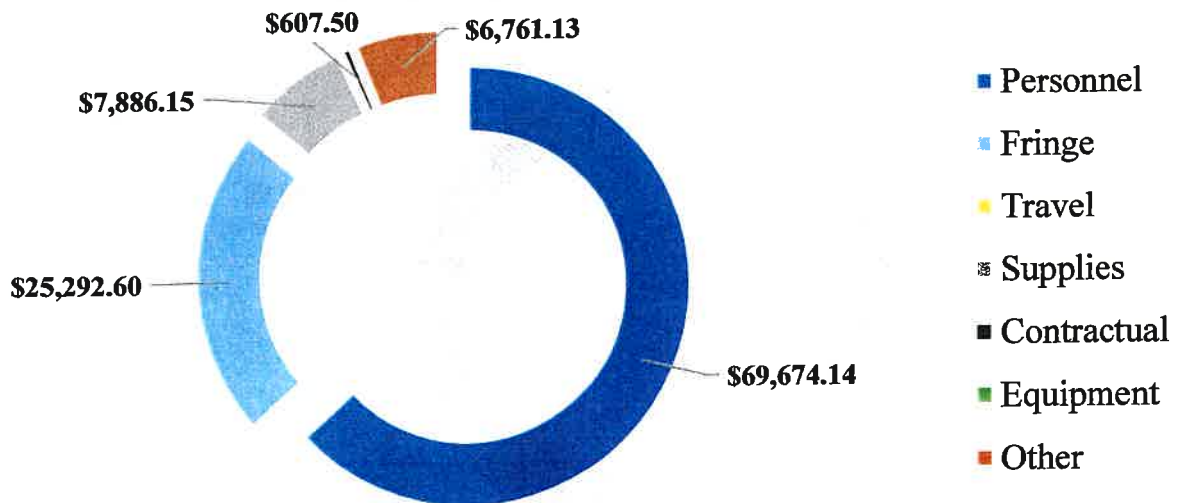
EHS	Current Month	YTD	Budgeted	Remaining	% Remaining
Parents & Volunteer	\$ 11,893.58	\$ 34,528.86	\$ 121,834.00	\$ 87,305.14	72%
School District	\$ 3,293.81	\$ 8,893.29	\$ 16,964.00	\$ 8,070.71	48%
Donations	\$ 2,161.24	\$ 3,465.84	\$ 7,308.00	\$ 3,842.16	53%
Total	\$ 17,348.63	\$ 46,887.99	\$ 146,106.00	\$ 99,218.01	68%

EHS TREND ANALYSIS

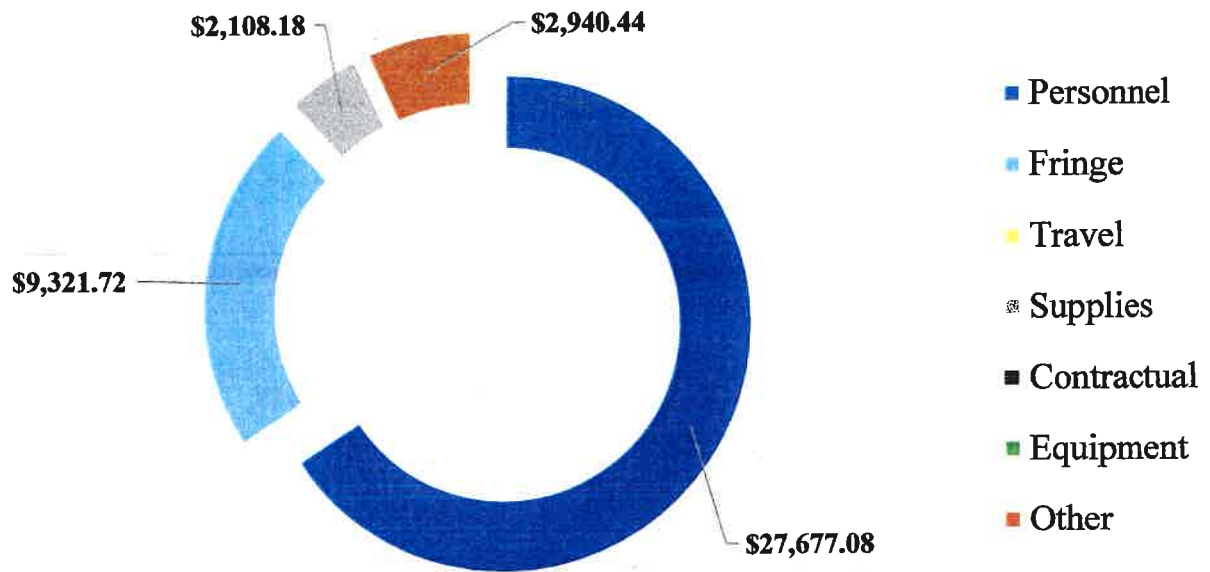


EXPENDITURES BY CATEGORY

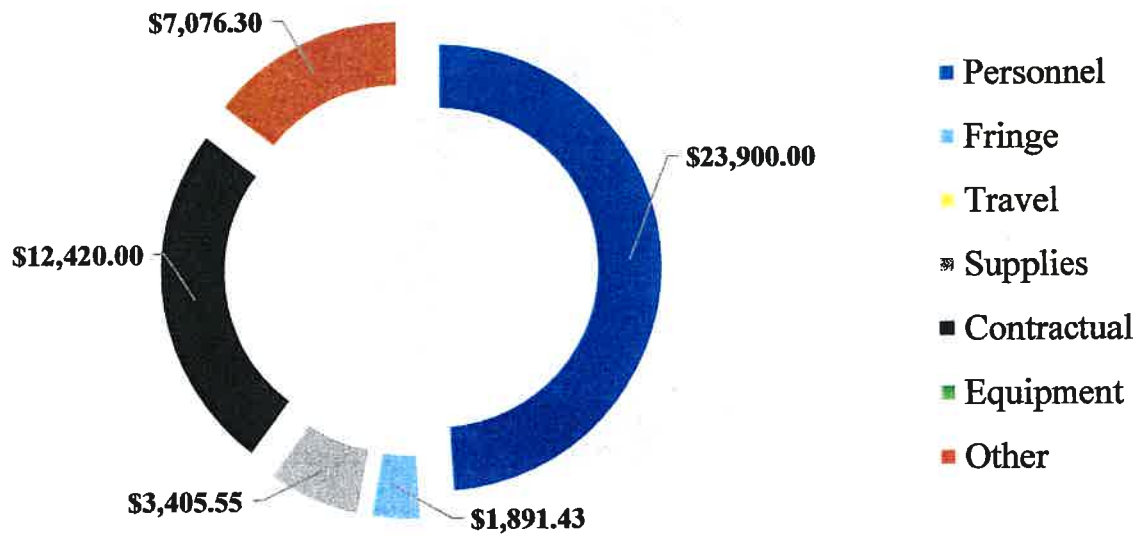
HS EXPENDITURES



EHS EXPENDITURES



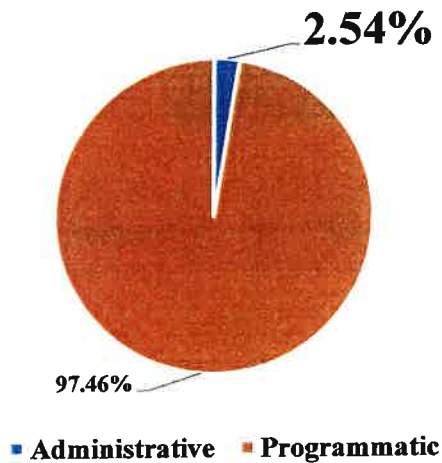
CRRSA/ARPA EXPENDITURES



ADMINISTRATIVE COSTS

Allowable costs to develop and administer a program cannot exceed 15% of the total approved program costs, which includes both federal and non-federal costs. *HSPPS 1303.5*

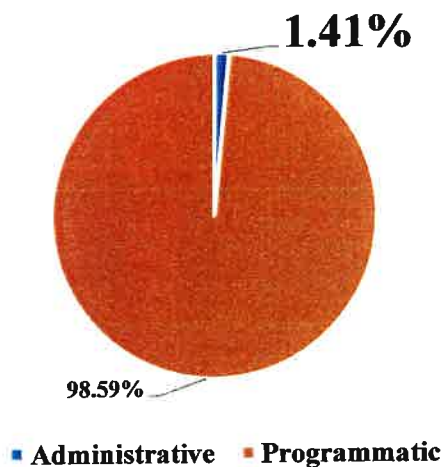
**HS
YTD COSTS**



**HS
CURRENT MONTH**

Personnel	\$9,990.23
Fringe	\$3,216.63
Travel	\$00.00
Supplies	\$3.56
Contractual	\$38.50
Other	\$1,014.67
Total	\$14,263.59
	.85%

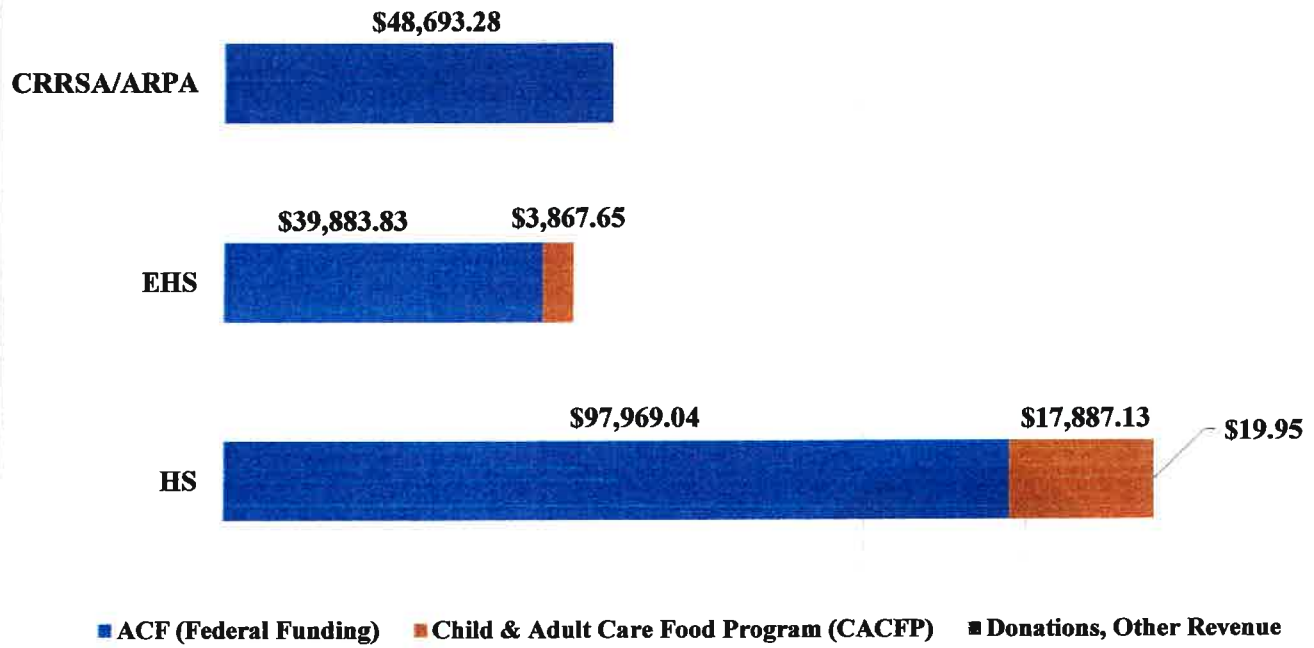
**EHS
YTD COSTS**



**EHS
CURRENT MONTH**

Personnel	\$2,343.50
Fringe	\$729.49
Travel	\$00.00
Supplies	\$.84
Contractual	\$24.62
Other	\$356.06
Total	\$3,454.51
	.47%

REVENUES BY FUNDING SOURCE



HEAD START BUDGET - MAR. 2023

03CH011328-04 (01/01/23-12/31/23)

	CURRENT		BUDGETED		BUDGET	
REVENUES	MONTH	YTD	TOTAL	REMAINING	% REMAINING	
ACF-OHS	\$ 97,969.04	\$ 308,868.79	\$ 1,344,412	\$ 1,035,543.21	77.0%	
CACFP	\$ 17,887.13	\$ 35,796.66	\$ 150,989	\$ 115,192.34	76.3%	
Donations, Other Revenue	\$ 19.95	\$ 890.56	\$ -	\$ (890.56)	0.0%	
Total	\$ 115,876.12	\$ 345,556.01	\$ 1,495,401	\$ 1,149,844.99	76.9%	
EXPENDITURES						
Personnel	\$ 69,674.14	\$ 205,550.66	\$ 830,985	\$ 625,434.34	75.3%	
Personnel Total	\$ 69,674.14	\$ 205,550.66	\$ 830,985	\$ 625,434.34	75.3%	
Fringe	\$ 25,292.60	\$ 76,992.42	\$ 325,191	\$ 248,198.58	76.3%	
Fringe Total	\$ 25,292.60	\$ 76,992.42	\$ 325,191	\$ 248,198.58	76.3%	
Out of Town Travel	\$ -	\$ -	\$ 4,834	\$ 4,834.00	100.0%	
Travel Total	\$ -	\$ -	\$ 4,834	\$ 4,834.00	100.0%	
Office Supplies	\$ 44.52	\$ 1,716.98	\$ 7,111	\$ 5,394.02	75.9%	
Postage	\$ -	\$ -	\$ 500	\$ 500.00	100.0%	
Food Supplies	\$ 7,841.63	\$ 21,386.95	\$ 157,000	\$ 135,613.05	86.4%	
Food Service Supplies	\$ -	\$ -	\$ 8,989	\$ 8,989.00	100.0%	
Classroom/Ed. Supplies	\$ -	\$ -	\$ 11,857	\$ 11,857.00	100.0%	
Medical & Dental Supplies	\$ -	\$ -	\$ 4,000	\$ 4,000.00	100.0%	
Transition Supplies	\$ -	\$ -	\$ 1,000	\$ 1,000.00	100.0%	
Janitorial Supplies	\$ -	\$ -	\$ 4,500	\$ 4,500.00	100.0%	
Supplies Total	\$ 7,886.15	\$ 23,103.93	\$ 194,957	\$ 171,853.07	88.1%	
Mental Health Services	\$ 607.50	\$ 607.50	\$ 3,600	\$ 2,992.50	83.1%	
Other Contractual Services	\$ -	\$ -	\$ 13,420	\$ 13,420.00	100.0%	
Contractual Total	\$ 607.50	\$ 607.50	\$ 17,020	\$ 16,412.50	96.4%	
Equipment	\$ -	\$ -	\$ -	\$ -	0.0%	
Equipment Total	\$ -	\$ -	\$ -	\$ -	0.0%	
Rent	\$ 729.00	\$ 2,007.00	\$ 8,748	\$ 6,741.00	77.1%	
Utilities	\$ 2,133.33	\$ 5,135.63	\$ 18,630	\$ 13,494.37	72.4%	
Telephone	\$ 856.42	\$ 2,380.05	\$ 13,770	\$ 11,389.95	82.7%	
Child Liability Insurance	\$ -	\$ -	\$ 770	\$ 770.00	0.0%	
Maintenance & Repair	\$ -	\$ -	\$ 7,768	\$ 7,768.00	100.0%	
Local Travel	\$ 117.97	\$ 239.22	\$ 3,000	\$ 2,760.78	92.0%	
Parent Activities	\$ 282.20	\$ 750.59	\$ 3,000	\$ 2,249.41	75.0%	
Audit Fee	\$ -	\$ -	\$ 2,578	\$ 2,578.00	100.0%	
Publications, Ads, & Printing	\$ 1,552.26	\$ 2,618.97	\$ 17,820	\$ 15,201.03	85.3%	
Health Services	\$ -	\$ -	\$ 2,800	\$ 2,800.00	100.0%	
Field Trips	\$ -	\$ -	\$ 5,000	\$ 5,000.00	100.0%	
Discretionary Funds	\$ 24.75	\$ 76.41	\$ 3,000	\$ 2,923.59	97.5%	
Health Examinations/Wellness	\$ -	\$ -	\$ 800	\$ 800.00	100.0%	
Assoc., Dues, & Fees	\$ 10.12	\$ 50.02	\$ 7,500	\$ 7,449.98	99.3%	
Substitutes	\$ 769.08	\$ 2,033.48	\$ 18,360	\$ 16,326.52	88.9%	
Training	\$ 286.00	\$ 446.00	\$ 8,870	\$ 8,424.00	95.0%	
Other Total	\$ 6,761.13	\$ 15,737.37	\$ 122,414	\$ 106,676.63	87.1%	
Expenditures Total	\$ 110,221.52	\$ 321,991.88	\$ 1,495,401	\$ 1,173,409.12	78.5%	
Income (Loss)	\$ 5,654.60	\$ 23,564.13				

EARLY HEAD START BUDGET - MAR. 2023

03CH011328-04 (01/01/23-12/31/23)

REVENUES	CURRENT		YTD	BUDGETED		BUDGET	%
	MONTH			TOTAL		REMAINING	REMAINING
ACF-OHS	\$	39,883.83	\$	120,077.68	\$	584,425	\$ 464,347.32 79.5%
CACFP	\$	3,867.65	\$	7,909.66	\$	44,275	\$ 36,365.34 82.1%
Donations, Other Revenue	\$	-	\$	-	\$	-	\$ - 0.0%
Total	\$	43,751.48	\$	127,987.34	\$	628,700	\$ 500,712.66 79.6%
EXPENDITURES							
Personnel	\$	27,677.08	\$	80,258.61	\$	347,444	\$ 267,185.39 76.9%
Personnel Total	\$	27,677.08	\$	80,258.61	\$	347,444	\$ 267,185.39 76.9%
Fringe	\$	9,321.72	\$	28,080.84	\$	111,665	\$ 83,584.16 74.9%
Fringe Total	\$	9,321.72	\$	28,080.84	\$	111,665	\$ 83,584.16 74.9%
Out of Town Travel	\$	-	\$	-	\$	3,337	\$ 3,337.00 100.0%
Travel Total	\$	-	\$	-	\$	3,337	\$ 3,337.00 100.0%
Office Supplies	\$	10.44	\$	402.76	\$	3,000	\$ 2,597.24 86.6%
Postage	\$	-	\$	-	\$	500	\$ 500.00 100.0%
Food Supplies	\$	2,065.12	\$	5,760.91	\$	46,738	\$ 40,977.09 87.7%
Food Service Supplies	\$	-	\$	-	\$	7,275	\$ 7,275.00 100.0%
Classroom/Ed. Supplies	\$	32.62	\$	32.62	\$	14,751	\$ 14,718.38 99.8%
Medical & Dental Supplies	\$	-	\$	-	\$	4,000	\$ 4,000.00 100.0%
Transition Supplies	\$	-	\$	-	\$	-	\$ - #DIV/0!
Janitorial Supplies	\$	-	\$	-	\$	4,500	\$ 4,500.00 100.0%
Supplies Total	\$	2,108.18	\$	6,196.29	\$	80,764	\$ 74,567.71 92.3%
Mental Health Services	\$	52.50	\$	52.50	\$	2,160	\$ 2,107.50 97.6%
Other Contractual Services	\$	-	\$	-	\$	8,580	\$ 8,580.00 100.0%
Contractual Total	\$	52.50	\$	52.50	\$	10,740	\$ 10,687.50 99.5%
Equipment	\$	-	\$	-	\$	-	\$ - 0.0%
Equipment Total	\$	-	\$	-	\$	-	\$ - 0.0%
Rent	\$	171.00	\$	693.00	\$	2,052	\$ 1,359.00 66.2%
Utilities	\$	1,133.47	\$	2,532.61	\$	4,370	\$ 1,837.39 42.0%
Telephone	\$	547.55	\$	1,521.67	\$	3,230	\$ 1,708.33 52.9%
Child Liability Insurance	\$	-	\$	-	\$	176	\$ 176.00 0.0%
Maintenance & Repair	\$	-	\$	-	\$	11,576	\$ 11,576.00 100.0%
Local Travel	\$	27.67	\$	56.12	\$	1,500	\$ 1,443.88 96.3%
Parent Activities	\$	66.19	\$	138.63	\$	3,000	\$ 2,861.37 95.4%
Audit Fee	\$	-	\$	-	\$	1,822	\$ 1,822.00 100.0%
Publications, Ads, & Printing	\$	329.43	\$	556.92	\$	4,180	\$ 3,623.08 86.7%
Health Services	\$	-	\$	-	\$	2,160	\$ 2,160.00 100.0%
Field Trips	\$	41.30	\$	41.30	\$	3,000	\$ 2,958.70 98.6%
Discretionary Funds	\$	5.80	\$	14.87	\$	2,360	\$ 2,345.13 99.4%
Health Examinations/Wellness	\$	-	\$	50.00	\$	800	\$ 750.00 93.8%
Assoc., Dues, & Fees	\$	10.95	\$	10.95	\$	7,000	\$ 6,989.05 99.8%
Substitutes	\$	607.08	\$	1,999.46	\$	21,672	\$ 19,672.54 90.8%
Training	\$	-	\$	90.00	\$	5,852	\$ 5,762.00 98.5%
Other Total	\$	2,940.44	\$	7,705.53	\$	74,750	\$ 67,044.47 89.7%
Expenditures Total	\$	42,099.92	\$	122,293.77	\$	628,700	\$ 506,406.23 80.5%
Income (Loss)	\$	1,651.56	\$	5,693.57			

CRRSA/ARPA BUDGET - MAR. 23 PRELIMINARY
03HE000869-01 (04/01/21-3/31/23)

REVENUES	CURRENT MONTH	YTD	BUDGETED TOTAL	BUDGET REMAINING	% REMAINING
ACF-OHS	\$ 17,723.43	\$ 226,594.15	\$ 257,564	\$ 30,969.85	12.0%
CACFP	\$ -	\$ -	\$ -	\$ -	0.0%
Donations, Other Revenue	\$ -	\$ -	\$ -	\$ -	0.0%
Total	\$ 17,723.43	\$ 226,594.15	\$ 257,564	\$ 30,969.85	12.0%
EXPENDITURES					
Personnel	\$ 12,500.00	\$ 167,371.62	\$ 14,400	\$ (152,971.62)	-1062.3%
Personnel Total	\$ 12,500.00	\$ 167,371.62	\$ 14,400	\$ (152,971.62)	-1062.3%
Fringe	\$ 982.08	\$ 12,994.22	\$ 1,239	\$ (11,755.22)	-948.8%
Fringe Total	\$ 982.08	\$ 12,994.22	\$ 1,239	\$ (11,755.22)	-948.8%
Out of Town Travel	\$ -	\$ -	\$ -	\$ -	0.0%
Travel Total	\$ -	\$ -	\$ -	\$ -	0.0%
Office Supplies	\$ 168.00	\$ 19,234.97	\$ -	\$ (19,234.97)	0.0%
Postage	\$ -	\$ -	\$ -	\$ -	0.0%
Food Supplies	\$ -	\$ 119.85	\$ 408	\$ 288.15	70.6%
Food Service Supplies	\$ -	\$ 441.89	\$ -	\$ (441.89)	0.0%
Classroom/Ed. Supplies	\$ -	\$ 5,029.78	\$ 98,780	\$ 93,750.22	94.9%
Medical & Dental Supplies	\$ -	\$ 5,895.91	\$ 2,000	\$ (3,895.91)	-194.8%
Transition Supplies	\$ -	\$ -	\$ -	\$ -	0.0%
Janitorial Supplies	\$ -	\$ 2,737.72	\$ 3,600	\$ 862.28	24.0%
Supplies Total	\$ 168.00	\$ 33,460.12	\$ 104,788	\$ 71,327.88	68.1%
Mental Health Services	\$ 3,080.00	\$ 3,960.00	\$ 93,600	\$ 89,640.00	95.8%
Other Contractual Services	\$ -	\$ -	\$ -	\$ -	0.0%
Contractual Total	\$ 3,080.00	\$ 3,960.00	\$ 93,600	\$ 89,640.00	95.8%
Equipment	\$ -	\$ -	\$ -	\$ -	0.0%
Equipment Total	\$ -	\$ -	\$ -	\$ -	0.0%
Rent	\$ -	\$ 819.80	\$ 2,460	\$ 1,640.20	66.7%
Utilities	\$ -	\$ 71.08	\$ -	\$ (71.08)	0.0%
Telephone	\$ -	\$ 209.00	\$ -	\$ (209.00)	0.0%
Child Liability Insurance	\$ -	\$ -	\$ -	\$ -	0.0%
Maintenance & Repair	\$ -	\$ 2,435.31	\$ -	\$ (2,435.31)	0.0%
Local Travel	\$ -	\$ -	\$ -	\$ -	0.0%
Parent Activities	\$ -	\$ -	\$ 3,000	\$ 3,000.00	100.0%
Audit Fee	\$ -	\$ -	\$ -	\$ -	0.0%
Publications, Ads, & Printing	\$ -	\$ 2,080.48	\$ 8,699	\$ 6,618.52	76.1%
Health Services	\$ -	\$ -	\$ -	\$ -	0.0%
Field Trips	\$ -	\$ -	\$ -	\$ -	0.0%
Discretionary Funds	\$ -	\$ -	\$ -	\$ -	0.0%
Health Examinations/Wellness	\$ -	\$ -	\$ -	\$ -	0.0%
Assoc., Dues, & Fees	\$ -	\$ -	\$ 15,000	\$ 15,000.00	100.0%
Substitutes	\$ 385.35	\$ 2,181.30	\$ 1,800	\$ (381.30)	-21.2%
Training	\$ 608.00	\$ 1,011.22	\$ 12,578	\$ 11,566.78	92.0%
Other Total	\$ 993.35	\$ 8,808.19	\$ 43,537	\$ 34,728.81	79.8%
Expenditures Total	\$ 17,723.43	\$ 226,594.15	\$ 257,564	\$ 30,969.85	12.0%
Income (Loss)	\$ -	\$ -			

CRRSA/ARPA BUDGET - MAR. 23 FINAL
03HE000869-01 (04/01/21-3/31/23)

	CURRENT		BUDGETED	BUDGET	%
REVENUES	MONTH	YTD	TOTAL	REMAINING	REMAINING
ACF-OHS	\$ 48,693.28	\$ 257,564.00	\$ 257,564	\$ -	0.0%
CACFP	\$ -	\$ -	\$ -	\$ -	0.0%
Donations, Other Revenue	\$ -	\$ -	\$ -	\$ -	0.0%
Total	\$ 48,693.28	\$ 257,564.00	\$ 257,564	\$ -	0.0%
EXPENDITURES					
Personnel	\$ 23,900.00	\$ 178,771.62	\$ 14,400	\$ (164,371.62)	-1141.5%
Personnel Total	\$ 23,900.00	\$ 178,771.62	\$ 14,400	\$ (164,371.62)	-1141.5%
Fringe	\$ 1,891.43	\$ 13,903.57	\$ 1,239	\$ (12,664.57)	-1022.2%
Fringe Total	\$ 1,891.43	\$ 13,903.57	\$ 1,239	\$ (12,664.57)	-1022.2%
Out of Town Travel	\$ -	\$ -	\$ -	\$ -	0.0%
Travel Total	\$ -	\$ -	\$ -	\$ -	0.0%
Office Supplies	\$ 928.65	\$ 19,995.62	\$ -	\$ (19,995.62)	0.0%
Postage	\$ -	\$ -	\$ -	\$ -	0.0%
Food Supplies	\$ -	\$ 119.85	\$ 408	\$ 288.15	70.6%
Food Service Supplies	\$ -	\$ 441.89	\$ -	\$ (441.89)	0.0%
Classroom/Ed. Supplies	\$ 922.93	\$ 5,952.71	\$ 98,780	\$ 92,827.29	94.0%
Medical & Dental Supplies	\$ 932.38	\$ 6,828.29	\$ 2,000	\$ (4,828.29)	-241.4%
Transition Supplies	\$ -	\$ -	\$ -	\$ -	0.0%
Janitorial Supplies	\$ 621.59	\$ 3,359.31	\$ 3,600	\$ 240.69	6.7%
Supplies Total	\$ 3,405.55	\$ 36,697.67	\$ 104,788	\$ 68,090.33	65.0%
Mental Health Services	\$ 11,220.00	\$ 12,100.00	\$ 93,600	\$ 81,500.00	87.1%
Other Contractual Services	\$ 1,200.00	\$ 1,200.00	\$ -	\$ (1,200.00)	0.0%
Contractual Total	\$ 12,420.00	\$ 13,300.00	\$ 93,600	\$ 80,300.00	85.8%
Equipment	\$ -	\$ -	\$ -	\$ -	0.0%
Equipment Total	\$ -	\$ -	\$ -	\$ -	0.0%
Rent	\$ -	\$ 819.80	\$ 2,460	\$ 1,640.20	66.7%
Utilities	\$ -	\$ 71.08	\$ -	\$ (71.08)	0.0%
Telephone	\$ -	\$ 209.00	\$ -	\$ (209.00)	0.0%
Child Liability Insurance	\$ -	\$ -	\$ -	\$ -	0.0%
Maintenance & Repair	\$ 5,588.38	\$ 8,023.69	\$ -	\$ (8,023.69)	0.0%
Local Travel	\$ -	\$ -	\$ -	\$ -	0.0%
Parent Activities	\$ -	\$ -	\$ 3,000	\$ 3,000.00	100.0%
Audit Fee	\$ -	\$ -	\$ -	\$ -	0.0%
Publications, Ads, & Printing	\$ -	\$ 2,080.48	\$ 8,699	\$ 6,618.52	76.1%
Health Services	\$ -	\$ -	\$ -	\$ -	0.0%
Field Trips	\$ -	\$ -	\$ -	\$ -	0.0%
Discretionary Funds	\$ -	\$ -	\$ -	\$ -	0.0%
Health Examinations/Wellness	\$ -	\$ -	\$ -	\$ -	0.0%
Assoc., Dues, & Fees	\$ -	\$ -	\$ 15,000	\$ 15,000.00	100.0%
Substitutes	\$ 879.92	\$ 2,675.87	\$ 1,800	\$ (875.87)	-48.7%
Training	\$ 608.00	\$ 1,011.22	\$ 12,578	\$ 11,566.78	92.0%
Other Total	\$ 7,076.30	\$ 14,891.14	\$ 43,537	\$ 28,645.86	65.8%
Expenditures Total	\$ 48,693.28	\$ 257,564.00	\$ 257,564	\$ (0.00)	0.0%
Income (Loss)	\$ -	\$ -			

SCOTT COUNTY PUBLIC SCHOOL HEAD START

FINANCIAL REPORT, MAY 2023

GRANT AWARDS

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

NON-FEDERAL SHARE (NFS)

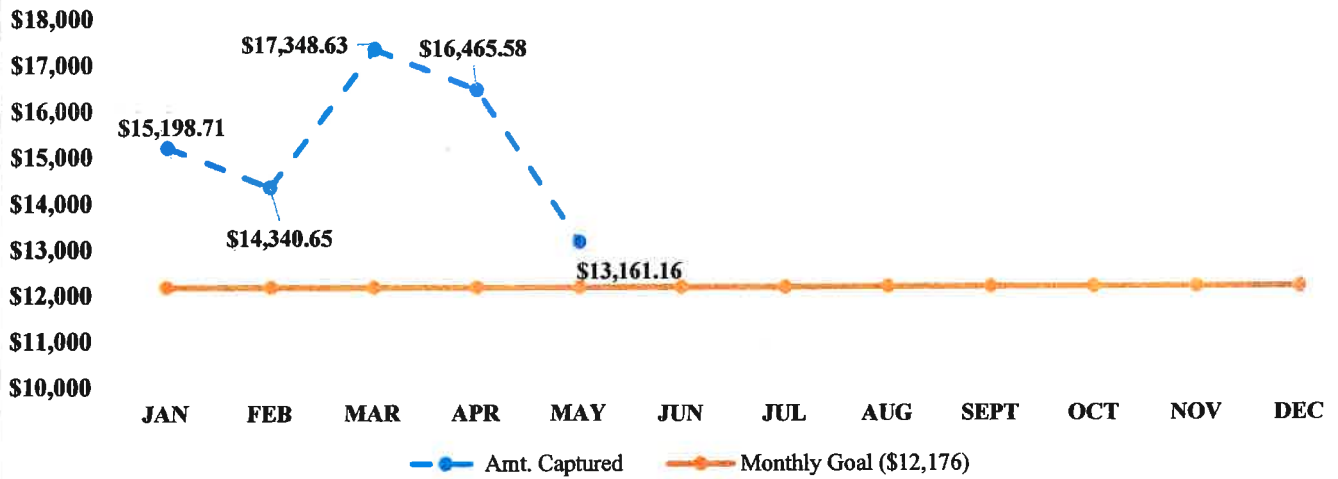
Non-federal funding match is a statutory requirement of the Head Start Act Section 640(b). The grantee agency must provide 20% of the total costs of the program.

EHS	Current Month	YTD	Budgeted	Remaining	% Remaining
Parents & Volunteer	\$ 10,079.48	\$ 58,052.44	\$ 121,834.00	\$ 63,781.56	52%
School District	\$ 2,813.68	\$ 14,376.70	\$ 16,964.00	\$ 2,587.30	15%
Donations	\$ 268.00	\$ 4,085.59	\$ 7,308.00	\$ 3,222.41	44%
Total	\$ 13,161.16	\$ 76,514.73	\$ 146,106.00	\$ 69,591.27	48%

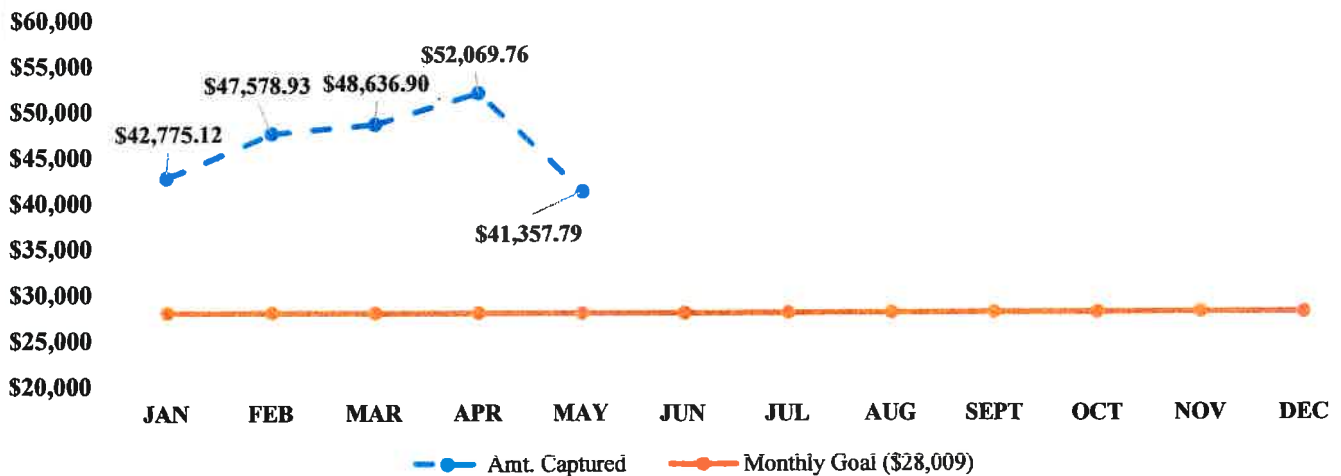
HS	Current Month	YTD	Budgeted	Remaining	% Remaining
Parents & Volunteer	\$ 15,513.95	\$ 91,335.67	\$ 83,295.00	\$ (8,040.67)	-10%
School District	\$ 24,635.67	\$ 123,624.33	\$ 234,116.00	\$ 110,491.67	47%
Donations	\$ 1,208.17	\$ 17,458.50	\$ 18,692.00	\$ 1,233.50	7%
Total	\$ 41,357.79	\$ 232,418.50	\$ 336,103.00	\$ 103,684.50	31%

IN-KIND TREND ANALYSIS

EARLY HEAD START

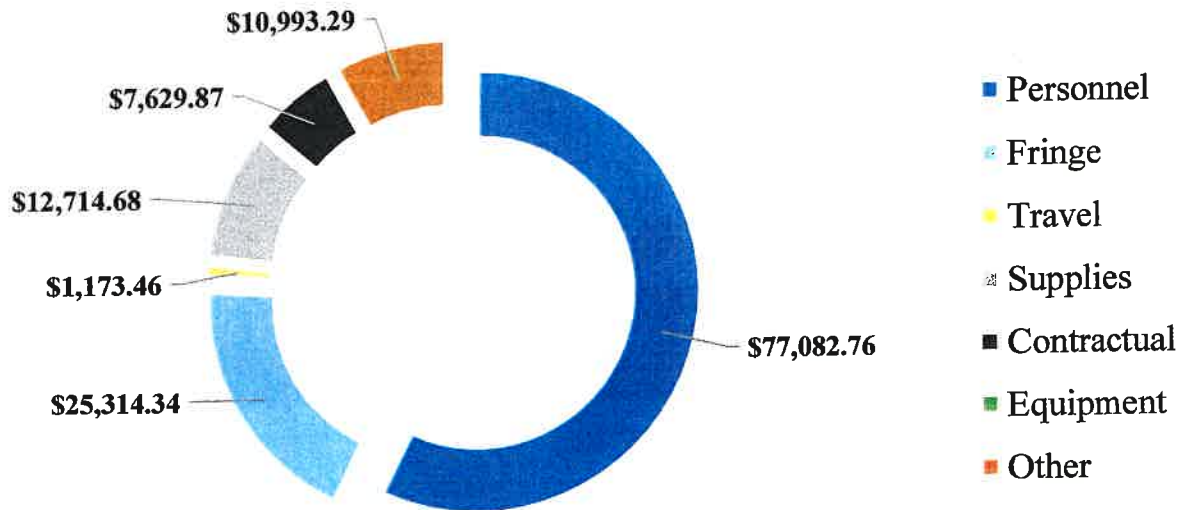


HEAD START

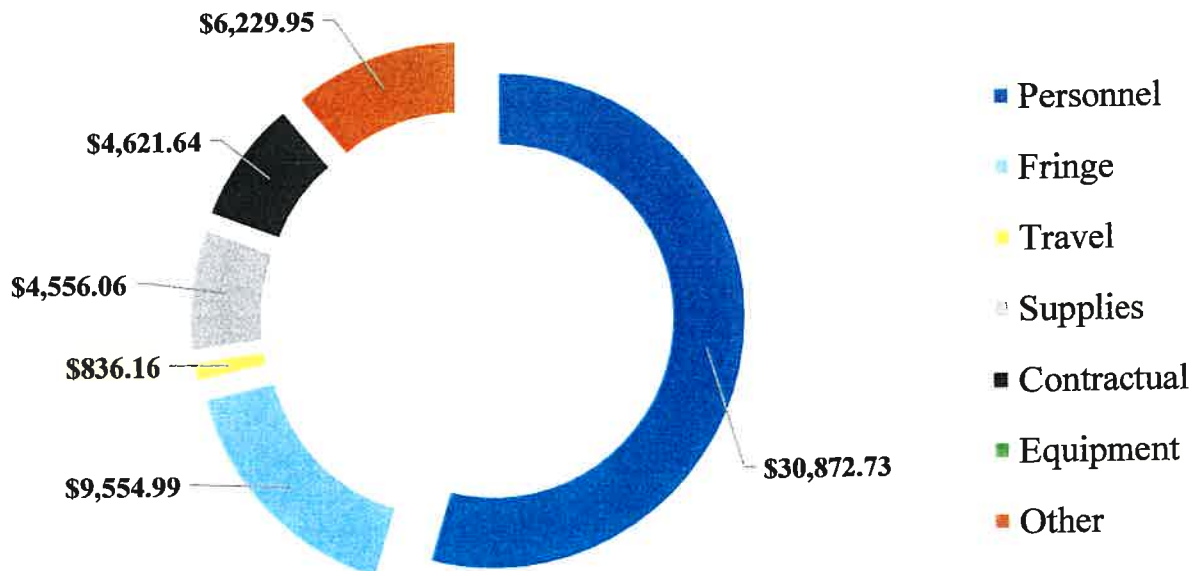


EXPENDITURES BY CATEGORY

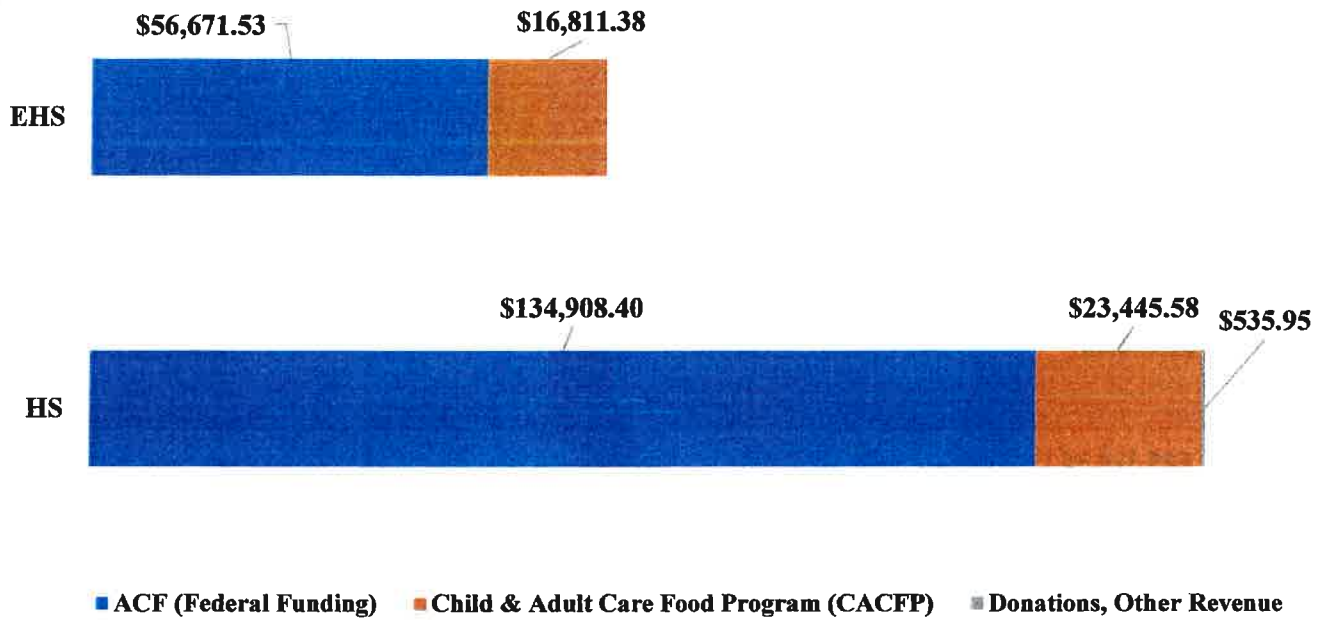
HEAD START



EARLY HEAD START



REVENUES BY FUNDING SOURCE

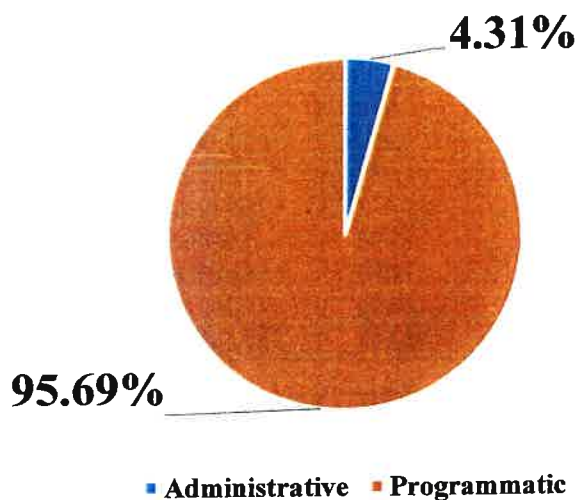


ADMINISTRATIVE COSTS

Allowable costs to develop and administer a program cannot exceed 15% of the total approved program costs, which includes both federal and non-federal costs. HSPPS 1303.5

YEAR-TO-DATE COSTS

HEAD START

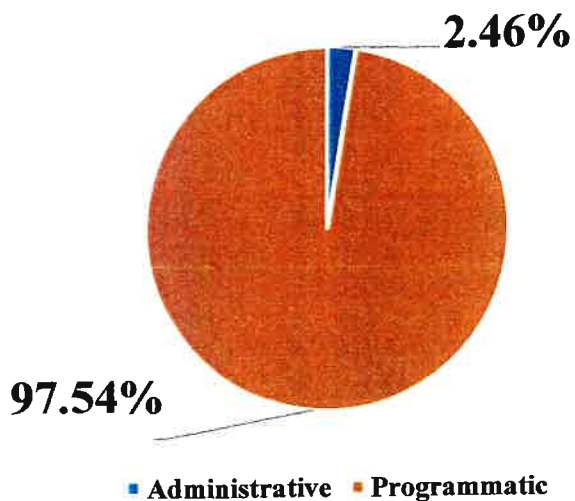


CURRENT MONTH COSTS

HEAD START

Personnel	\$10,772.44
Fringe	\$3,195.66
Travel	\$93.88
Supplies	\$111.09
Contractual	\$466.60
Other	\$1,075.48
Total	\$15,715.15
	.94%

EARLY HEAD START



EARLY HEAD START

Personnel	\$2,526.98
Fringe	\$749.53
Travel	\$66.89
Supplies	\$70.32
Contractual	\$298.32
Other	\$465.75
Total	\$4,177.79
	.57%

HEAD START BUDGET - MAY 2023
03CH011328-04 (01/01/23-12/31/23)

	CURRENT		BUDGETED	BUDGET	%
REVENUES	MONTH	YTD	TOTAL	REMAINING	REMAINING
ACF-OHS	\$ 134,908.40	\$ 550,556.46	\$ 1,344,412	\$ 793,855.54	59.0%
CACFP	\$ 23,445.58	\$ 59,242.24	\$ 150,989	\$ 91,746.76	60.8%
Donations, Other Revenue	\$ 535.95	\$ 1,913.26	\$ -	\$ (1,913.26)	0.0%
Total	\$ 158,889.93	\$ 611,711.96	\$ 1,495,401	\$ 883,689.04	59.1%
EXPENDITURES					
Personnel	\$ 77,082.76	\$ 350,548.25	\$ 830,985	\$ 480,436.75	57.8%
Personnel Total	\$ 77,082.76	\$ 350,548.25	\$ 830,985	\$ 480,436.75	57.8%
Fringe	\$ 25,314.34	\$ 128,052.64	\$ 325,191	\$ 197,138.36	60.6%
Fringe Total	\$ 25,314.34	\$ 128,052.64	\$ 325,191	\$ 197,138.36	60.6%
Out of Town Travel	\$ 1,173.46	\$ 1,479.90	\$ 4,834	\$ 3,354.10	69.4%
Travel Total	\$ 1,173.46	\$ 1,479.90	\$ 4,834	\$ 3,354.10	69.4%
Office Supplies	\$ 654.65	\$ 3,001.29	\$ 7,111	\$ 4,109.71	57.8%
Postage	\$ -	\$ -	\$ 500	\$ 500.00	100.0%
Food Supplies	\$ 10,440.43	\$ 56,345.13	\$ 157,000	\$ 100,654.87	64.1%
Food Service Supplies	\$ 591.75	\$ 1,428.73	\$ 8,989	\$ 7,560.27	84.1%
Classroom/Ed. Supplies	\$ 293.82	\$ 642.76	\$ 11,857	\$ 11,214.24	94.6%
Medical & Dental Supplies	\$ -	\$ -	\$ 4,000	\$ 4,000.00	100.0%
Transition Supplies	\$ -	\$ -	\$ 1,000	\$ 1,000.00	100.0%
Janitorial Supplies	\$ 734.03	\$ 1,193.40	\$ 4,500	\$ 3,306.60	73.5%
Supplies Total	\$ 12,714.68	\$ 62,611.31	\$ 194,957	\$ 132,345.69	67.9%
Mental Health Services	\$ 495.00	\$ 1,620.00	\$ 3,600	\$ 1,980.00	55.0%
Other Contractual Services	\$ 7,134.87	\$ 7,134.87	\$ 13,420	\$ 6,285.13	46.8%
Contractual Total	\$ 7,629.87	\$ 8,754.87	\$ 17,020	\$ 8,265.13	48.6%
Equipment	\$ -	\$ -	\$ -	\$ -	0.0%
Equipment Total	\$ -	\$ -	\$ -	\$ -	0.0%
Rent	\$ 729.00	\$ 3,465.00	\$ 8,748	\$ 5,283.00	60.4%
Utilities	\$ 500.98	\$ 6,790.72	\$ 18,630	\$ 11,839.28	63.5%
Telephone	\$ 837.45	\$ 4,178.63	\$ 13,770	\$ 9,591.37	69.7%
Child Liability Insurance	\$ -	\$ -	\$ 770	\$ 770.00	0.0%
Maintenance & Repair	\$ 780.14	\$ 943.17	\$ 7,768	\$ 6,824.83	87.9%
Local Travel	\$ 120.93	\$ 475.17	\$ 3,000	\$ 2,524.83	84.2%
Parent Activities	\$ 2,924.44	\$ 4,097.83	\$ 3,000	\$ (1,097.83)	-36.6%
Audit Fee	\$ -	\$ -	\$ 2,578	\$ 2,578.00	100.0%
Publications, Ads, & Printing	\$ 491.97	\$ 4,893.38	\$ 17,820	\$ 12,926.62	72.5%
Health Services	\$ -	\$ -	\$ 2,800	\$ 2,800.00	100.0%
Field Trips	\$ -	\$ 1,700.50	\$ 5,000	\$ 3,299.50	66.0%
Discretionary Funds	\$ 93.05	\$ 432.45	\$ 3,000	\$ 2,567.55	85.6%
Health Examinations/Wellness	\$ -	\$ -	\$ 800	\$ 800.00	100.0%
Assoc., Dues, & Fees	\$ 789.05	\$ 960.97	\$ 7,500	\$ 6,539.03	87.2%
Substitutes	\$ 1,743.60	\$ 4,158.20	\$ 18,360	\$ 14,201.80	77.4%
Training	\$ 1,982.68	\$ 2,700.68	\$ 8,870	\$ 6,169.32	69.6%
Other Total	\$ 10,993.29	\$ 34,796.70	\$ 122,414	\$ 87,617.30	71.6%
Expenditures Total	\$ 134,908.40	\$ 586,243.67	\$ 1,495,401	\$ 909,157.33	60.8%
Income (Loss)	\$ 23,981.53	\$ 25,468.29			

EARLY HEAD START BUDGET - MAY 2023
03CH011328-04 (01/01/23-12/31/23)

REVENUES	CURRENT	YTD	BUDGETED	BUDGET	%
	MONTH		TOTAL	REMAINING	REMAINING
ACF-OHS	\$ 56,671.53	\$ 218,626.42	\$ 584,425	\$ 365,798.58	62.6%
CACFP	\$ 16,811.38	\$ 24,721.04	\$ 44,275	\$ 19,553.96	44.2%
Donations, Other Revenue	\$ -	\$ -	\$ -	\$ -	0.0%
Total	\$ 73,482.91	\$ 243,347.46	\$ 628,700	\$ 385,352.54	61.3%
EXPENDITURES					
Personnel	\$ 30,872.73	\$ 138,513.53	\$ 347,444	\$ 208,930.47	60.1%
Personnel Total	\$ 30,872.73	\$ 138,513.53	\$ 347,444	\$ 208,930.47	60.1%
Fringe	\$ 9,554.99	\$ 47,135.80	\$ 111,665	\$ 64,529.20	57.8%
Fringe Total	\$ 9,554.99	\$ 47,135.80	\$ 111,665	\$ 64,529.20	57.8%
Out of Town Travel	\$ 836.16	\$ 1,008.52	\$ 3,337	\$ 2,328.48	69.8%
Travel Total	\$ 836.16	\$ 1,008.52	\$ 3,337	\$ 2,328.48	69.8%
Office Supplies	\$ 717.50	\$ 1,267.96	\$ 3,000	\$ 1,732.04	57.7%
Postage	\$ -	\$ -	\$ 500	\$ 500.00	100.0%
Food Supplies	\$ 3,510.96	\$ 15,037.60	\$ 46,738	\$ 31,700.40	67.8%
Food Service Supplies	\$ 138.81	\$ 317.08	\$ 7,275	\$ 6,957.92	95.6%
Classroom/Ed. Supplies	\$ 27.30	\$ 776.80	\$ 14,751	\$ 13,974.20	94.7%
Medical & Dental Supplies	\$ -	\$ -	\$ 4,000	\$ 4,000.00	100.0%
Transition Supplies	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Janitorial Supplies	\$ 161.49	\$ 437.67	\$ 4,500	\$ 4,062.33	90.3%
Supplies Total	\$ 4,556.06	\$ 17,837.11	\$ 80,764	\$ 62,926.89	77.9%
Mental Health Services	\$ 60.00	\$ 172.50	\$ 2,160	\$ 1,987.50	92.0%
Other Contractual Services	\$ 4,561.64	\$ 4,561.64	\$ 8,580	\$ 4,018.36	46.8%
Contractual Total	\$ 4,621.64	\$ 4,734.14	\$ 10,740	\$ 6,005.86	55.9%
Equipment	\$ -	\$ -	\$ -	\$ -	0.0%
Equipment Total	\$ -	\$ -	\$ -	\$ -	0.0%
Rent	\$ 171.00	\$ 1,035.00	\$ 2,052	\$ 1,017.00	49.6%
Utilities	\$ 185.20	\$ 3,265.40	\$ 4,370	\$ 1,104.60	25.3%
Telephone	\$ 535.42	\$ 2,671.58	\$ 3,230	\$ 558.42	17.3%
Child Liability Insurance	\$ -	\$ -	\$ 176	\$ 176.00	0.0%
Maintenance & Repair	\$ 584.03	\$ 692.48	\$ 11,576	\$ 10,883.52	94.0%
Local Travel	\$ 28.37	\$ 111.47	\$ 1,500	\$ 1,388.53	92.6%
Parent Activities	\$ 1,371.80	\$ 1,609.61	\$ 3,000	\$ 1,390.39	46.3%
Audit Fee	\$ -	\$ -	\$ 1,822	\$ 1,822.00	100.0%
Publications, Ads, & Printing	\$ 202.99	\$ 1,154.75	\$ 4,180	\$ 3,025.25	72.4%
Health Services	\$ -	\$ -	\$ 2,160	\$ 2,160.00	100.0%
Field Trips	\$ -	\$ 41.30	\$ 3,000	\$ 2,958.70	98.6%
Discretionary Funds	\$ -	\$ 30.97	\$ 2,360	\$ 2,329.03	98.7%
Health Examinations/Wellness	\$ -	\$ 50.00	\$ 800	\$ 750.00	93.8%
Assoc., Dues, & Fees	\$ 380.90	\$ 415.76	\$ 7,000	\$ 6,584.24	94.1%
Substitutes	\$ 1,357.92	\$ 4,573.34	\$ 21,672	\$ 17,098.66	78.9%
Training	\$ 1,412.32	\$ 1,655.32	\$ 5,852	\$ 4,196.68	71.7%
Other Total	\$ 6,229.95	\$ 17,306.98	\$ 74,750	\$ 57,443.02	76.8%
Expenditures Total	\$ 56,671.53	\$ 226,536.08	\$ 628,700	\$ 402,163.92	64.0%
Income (Loss)	\$ 16,811.38	\$ 16,811.38			

9:31 AM
06/12/23

Scott County Public School Head Start
Reconciliation Summary
2300 - Bank of America CC, Period Ending 05/25/2023

	<u>May 25, 23</u>
Beginning Balance	13,017.12
Cleared Transactions	
Charges and Cash Advances - 32 items	-6,186.61
Payments and Credits - 5 items	13,022.07
Total Cleared Transactions	<u>6,835.46</u>
Cleared Balance	<u><u>6,181.66</u></u>
Register Balance as of 05/25/2023	6,181.66
Ending Balance	6,181.66

Scott County Public School Head Start Reconciliation Detail 2300 - Bank of America CC, Period Ending 05/25/2023

Beginning Balance

Cleared Transactions

Charges and Cash Advances - 32 items

Type	Date	Num	Name	Clr	Amount	Balance
						13,017.12
Credit Card Charge	6/9/2023		Renaissance Portsmouth Hotel	✓	-2,549.08	-2,549.08
Credit Card Charge	6/9/2023	5/16/23	Hilton, Garden Inn	✓	-871.29	-3,420.37
Credit Card Charge	6/9/2023	5/2/23	Target	✓	-462.60	-3,882.97
Credit Card Charge	6/9/2023	5/18/23	TeachStone Store	✓	-275.00	-4,157.97
Credit Card Charge	6/9/2023	5/2/23	Teachstone Training LLC	✓	-250.00	-4,407.97
Credit Card Charge	6/9/2023	5/24/23	Zira Technologies Inc.	✓	-183.00	-4,590.97
Credit Card Charge	6/9/2023	5/16/23	Cold Beers and Cheeseburgers	✓	-130.80	-4,721.77
Credit Card Charge	6/9/2023	5/16/23	Hanny's	✓	-117.67	-4,839.44
Credit Card Charge	6/9/2023	5/16/23	Cornish Pasty Co.	✓	-112.61	-4,952.05
Credit Card Charge	6/9/2023	5/17/23	Sam's Club Direct	✓	-110.30	-5,062.35
Credit Card Charge	6/9/2023	5/16/23	Pizza Plus	✓	-102.19	-5,164.54
Credit Card Charge	6/9/2023	5/16/23	Centrico	✓	-93.89	-5,258.43
Credit Card Charge	6/9/2023	5/17/23	Subway	✓	-93.29	-5,351.72
Credit Card Charge	6/9/2023	5/18/23	Target	✓	-89.83	-5,441.55
Credit Card Charge	6/9/2023		HGI Phoenix	✓	-84.82	-5,526.37
Credit Card Charge	6/9/2023	5/16/23	Knoxville Airport	✓	-70.00	-5,596.37
Credit Card Charge	6/9/2023	5/16/23	Potbelly Sandwich Shop	✓	-63.86	-5,660.23
Credit Card Charge	6/9/2023	5/16/23	Potbelly Sandwich Shop	✓	-59.95	-5,720.18
Credit Card Charge	6/9/2023	4/26/23	Wal-Mart	✓	-59.19	-5,779.37
Credit Card Charge	6/9/2023	5/16/23	Hanny's	✓	-52.08	-5,831.45
Credit Card Charge	6/9/2023	5/16/23	Tuzzy's Taco Shop	✓	-50.80	-5,882.25
Credit Card Charge	6/9/2023	5/22/23	Va department of Education	✓	-50.00	-5,932.25
Credit Card Charge	6/9/2023	5/16/23	Panera	✓	-48.75	-5,981.00
Credit Card Charge	6/9/2023	5/15/23	Dollar Tree	✓	-33.75	-6,014.75
Credit Card Charge	6/9/2023	5/18/23	Enterprise Nursery & Garden Center	✓	-33.49	-6,048.24
Credit Card Charge	6/9/2023	5/16/23	Dunkin	✓	-31.75	-6,079.99
Credit Card Charge	6/9/2023	5/16/23	Dunkin	✓	-26.20	-6,106.19
Credit Card Charge	6/9/2023	5/16/23	VIP Taxi, LLC	✓	-21.62	-6,127.81
Credit Card Charge	6/9/2023	5/16/23	The Kettle Black	✓	-21.52	-6,149.33
Credit Card Charge	6/9/2023	5/16/23	Mayflower Cab Co, LLC	✓	-19.55	-6,168.88

Scott County Public School Head Start Reconciliation Detail 2300 - Bank of America CC, Period Ending 05/25/2023

Type	Date	Num	Name	Clr	Amount	Balance
Credit Card Charge	6/9/2023		United States Postal Service	✓	-9.60	-6,178.48
Credit Card Charge	6/9/2023	5/19/23	United States Postal Service	✓	-8.13	-6,186.61
					-6,186.61	-6,186.61
Bill	5/8/2023	CC 3/26-4/25	Bank of America 1	✓	1,941.49	1,941.49
Bill	5/8/2023	CC 3/26-4/25	Bank of America 1	✓	3,960.13	5,901.62
Bill	5/8/2023	CC 3/26-4/25	Bank of America 1	✓	7,115.50	13,017.12
Credit Card Credit	6/9/2023	5/16/23	Rebate	✓	2.40	13,019.52
Credit Card Credit	6/9/2023	2.55	Rebate	✓	2.55	13,022.07
					6,835.46	6,835.46
					-6,835.46	6,181.66
					-6,835.46	6,181.66
					-6,835.46	6,181.66

Total Charges and Cash Advances
Payments and Credits - 5 items

Total Cleared Transactions
Cleared Balance
Register Balance as of 05/25/2023
Ending Balance

(276) 386-6051
www.scottcountyheadstart.org

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INTRODUCTION

PROGRAM DESCRIPTION

Scott County Public School Head Start (SCPSHS) began in Scott County as an eight-week summer program in 1965. The Rural Areas Development Association, Inc. (RADA) was the fiscal agent & grantee for the Head Start program. In 1995, the Head Start grant was awarded to Scott County Public Schools, who serves as the fiscal agent and grantee today. In addition to the Head Start grant, an Early Head Start grant was awarded to Scott County Public Schools in 2017. The program currently operates four full year, center-based EHS classrooms and eight school year center-based HS classrooms, serving 172 children ages six weeks to five years old.

CONTEXT FOR SELF ASSESSMENT

SCPSHS conducts self-assessment activities annually in accordance with Head Start Performance Standard 1302.102(b)(2) to evaluate service quality and work performance as well as influence continuous quality improvement.

The self-assessment team is comprised of management, staff, policy council representatives, school board members, parents, and community partners. This team evaluates the program in targeted areas using a strength-based approach and collaborative inquiry to analyze data collected.

Data sources reviewed by the self-assessment team include child and family outcomes data, professional development data, ongoing monitoring data, and other applicable program data.

Discoveries and recommendations from the self-assessment team will be used to inform program planning and continuous improvement.

SELF-ASSESSMENT METHODOLOGY

The self-assessment consists of the following focus areas:

1. Program Management and Quality Improvement

- Evaluate the program's effectiveness in providing staff with professional development trainings and opportunities to enhance their knowledge and skills within the scope of their job responsibilities.
- Evaluate how the program uses data to identify program strengths, needs, and areas needing improvement & how the program evaluates progress toward achieving program goals and compliance with program performance standards, and assess the effectiveness of professional development.
- Evaluate the program's structure of governance for making effective decisions related to program design and implementation.
- Evaluate the effectiveness of the program's involvement of parents in program operations and active engagement of policy council in the direction of the program.

2. Fiscal Infrastructure

- Evaluate the program's effectiveness in developing and implementing a budget to sustain management, staffing structures, and the delivery of services that support the needs of enrolled children and families.
- Evaluate the program's ability to implement a fiscal management system that supports the organization's ongoing capacity to execute its budget over time and meet the needs of the organization.
- Evaluate the program's effectiveness of control over and accountability for all funds, property, and assets.
- Evaluate the program's compliance with application, prior approval, and reporting requirements for facilities purchased, constructed, or renovated with Head Start funds.

3. Human Resource Management

- Evaluate the program's effectiveness in developing and implementing human resource practices to secure and retain qualified employees.
- Evaluate the program's process for ensuring compliance with federal and state background checks.
- Evaluate the program's system for ensuring new employees receive appropriate and adequate support to fulfill job responsibilities.

4. **Child Development Services and Disabilities**

- Evaluate the program's school readiness efforts in alignment with the Head Start Early Learning Outcomes Framework (HSELOF), and Virginia early learning standards.
- Evaluate the program's teaching practices to ensure the promotion of progress toward school readiness and high-quality learning experiences for children.
- Evaluate the program's effectiveness in ensuring teaching staff are prepared to implement curriculum and support children's progress towards school readiness.
- Evaluate the program's effectiveness in providing the individualized needs of children with disabilities.

5. **Health & Safety Services**

- Evaluate the effectiveness of the service area's ongoing monitoring procedures and practices in ensuring children's health needs are identified and addressed promptly.
- Evaluate the program's effectiveness to maintain and monitor effective oral health practices and nutrition services that meet nutritional needs and accommodate feeding requirements and allergies.
- Evaluate the program's ability to promote mental health and social and emotional well-being through the use of mental health consultants to support staff.
- Evaluate the program's process for monitoring and maintaining healthy and safe environments.

6. **Family and Community Engagement Services**

- Evaluate the program's ability to effectively establish a positive goal-oriented relationship with families, impact family wellbeing and promote family engagement in children's learning and development by first identifying areas of strength followed by opportunities for improvement.

7. **ERSEA: Eligibility, Recruitment, Selection, Enrollment, and Attendance**

- Evaluate the program's effectiveness in enrolling children who are categorically eligible or who meet defined income-eligibility requirements including at least 10% filled by children eligible for services under IDEA.
- Evaluate the program's system used to monitor attendance data to support families in promoting individual child attendance and inform program improvements where monthly attendance rates indicate systematic attendance issues.
- Evaluate the program is submitting accurate monthly enrollment numbers to HSES.

SELF-ASSESSMENT TEAM MEMBERS

Child Development and Disabilities, Family and Community Engagement Services (ERSEA), and Fiscal Infrastructure:

Cindy Raymond, Head Start Director
 April Carter, Head Start HR/FO
 Rebecca Dison, Child Development Services Coordinator
 Kelly Bledsoe, Family & Community Services Coordinator
 Kayla Holley, Head Start Teacher
 Kristy Davidson, Head Start Teacher
 Susan Lane, Early Head Start Teacher
 Lisa Parks, Family Resource Specialist
 Sandra Winston, Family Resource Specialist
 Tara Hensley, Mini Miracles Pediatric Therapy/EI/School Services
 Helen Berry, Mini Miracles Pediatric Therapy/EI/School Services
 Renetta Robinette, Policy Council Member (AppCAA)
 Kaye Barger, Policy Council Member (Scott County DSS)
 Carli Gilliam, Policy Council Member (Hope House of Scott County)

Health Services, Program Management & Quality Improvement, Human Resources

Cindy Raymond, Head Start Director
 April Carter, Head Start HR/FO
 Rebecca Dison, Child Development Services Coordinator
 Kelly Bledsoe, Family & Community Services Coordinator
 Angela Taylor, Head Start Teacher
 Kristy Davidson, Head Start Teacher
 Susan Lane, Early Head Start Teacher
 Sandy Winston, Family Resource Specialist
 Lisa Parks, Family Resource Specialist
 Kaye Barger, Policy Council Member (Scott County DSS)
 Pam Cox, Policy Council Member (Scott County Tourism)
 Renetta Robinette, Policy Council Member (AppCAA)
 Carli Gilliam, Policy Council Member (Hope House of Scott County)
 Danielle Calhoun, Policy Council Member (Family Preservation Services)
 Melissa Smith, Policy Council Member (Frontier Health)
 Gary Gilliam, Clinch River Health Services
 Crystal Ball, Clinch River Health Services
 Rhonda Muncy, Scott County Behavioral Health/Frontier Health
 Jill Pearce, Frontier Health
 Robin Collins, Frontier Health
 Mariah Lane, Program Parent

SELF-ASSESSMENT RESULTS

The self-assessment team identified program strengths and successes that can potentially be built upon to support continuous improvement. In addition, goal areas for program improvement and action steps discussed from the self-assessment are delineated under the nine focus areas. Management will utilize this information to make decisions about program operations that will seek to improve service delivery and close any identified gaps in the program's overall performance.

Program Management & Quality Improvement

Strengths

- Alert system for program-wide and center-level event notifications
- Electronic record keeping through ChildPlus
- Installation of Arlo cameras at each site with SRO access
- Weekly management meetings and weekly updates to all staff
- Quarterly program data checkpoints to analyze program findings to coordinate professional development.

Areas of Improvement

1. Ensure all staff are trained in the program-wide alert system.

- Write a procedure on how to use DialMyCalls.
- Provide training during 23/24 preservice on how to use DialMyCalls.

Updates:

2. Research the use of scanner apps for home visit paperwork.

- Obtain information on the use of these apps during home visits
- Purchase app for staff to download on program devices

Updates:

3. Enhance the self-assessment process.

- Revise system of self-assessment invites to ensure safety experts are invited to participate in the self-assessment teams.
- Invite management staff from other local Head Start programs.

- Utilize the National Center on Health, Behavioral Health, & Safety guiding questions for active supervision and safety document for the program's self-assessment evaluation.
- Research self-assessment templates and resources from Walnut Leadership to align the self-assessment, school readiness, and strategic long-term plans.

Updates:

4. Devise a procedural cross-training plan for key management responsibilities.

- Each service manager will create a monthly list of duties with written procedures on how to complete reports and other pertinent responsibilities.

Updates:

5. Revise data collected during quarterly meetings to ensure the right data is being analyzed to inform the program's safety practices and identify any quality improvement strategies needed.

- Add behavioral incident reports with the type of reporting to quarterly data report template.
- Add behavior support plans to the quarterly data report template.
- Analyze data from quarterly incident/accident and licensing monitoring report to the quarterly data report template.
- Create an excel template for data gathering in all service areas and save to shared server files for management access.

Updates:

6. Add additional health & safety information to monthly director's report.

- HSC will report the number of sensory screenings completed, referral status, and the number of screenings to complete on their monthly service area report.
- HSC will report the number of physicals that have expired and are needed on the monthly service area report.
- HSC will report monthly center health and safety checks, as well as the quarterly active supervision monitoring on their monthly service area report.

Updates:

7. Install system-wide monitoring of live classroom video cameras.

- IT will install a system to monitor live classroom footage at the Head Start office.

- All SROs will have access to the respective Head Start centers, live camera footage located at school sites.
- Follow up with the center's SROs that are not located on school sites to gain access to monitoring video footage.

Updates:

8. Revise onboarding process of new policy council members.

- Research ways of getting new policy council members training through a retreat or a series of workshops.
- Research changing the policy council year to begin in September.

Updates:

9. Enhance the program's method of engaging families in policy council and increase parent attendance.

- Provide policy council with informational flyers in acceptance letters and to families during initial home visits.
- Plan summer policy council meetings offsite to increase parent participation during spring and summer months.
- Actively monitor policy council attendance and follow by-laws on consecutive absences to re-elect new members as necessary.
- Rotate teacher's participation in policy council meetings.
- Create a schedule of classroom policy council performances.
- Remove "Committee Reports" from policy council agenda.
- Revise policy council agenda to reflect "Open Floor Discussion" for community and parent representatives.

Updates:

10. Increase connections with the governing body and policy council.

- Invite area principals to serve as community representatives on policy council.
- Director to attend more school board meetings during the 23/24 school year.
- Revise system of training new governing body members to allow for building of relationships in an informal setting.
- Create and implement governance training through online module on program website.

Updates:

Fiscal Infrastructure

Strengths

- Collaborative partnership between fiscal and programmatic staff ensure budgeted funds are allocated towards meeting program goals and objectives and support the needs of enrolled children and families.
- Strong fiscal transparency provides for effective decision making by Governing Body and Policy Council.
- Fiscal staff have a high level of education and experience to support the fiscal complexities of the program.
- Fiscal policies & procedures establish a clear system for internal controls, closeout, and federal reporting.
- Implementation of electronic procurement system ensures costs are necessary, reasonable, and allocable and provide a system of checks and balances.
- Addition of the Division Superintendent Designee/Policy Council Liaison to the budget committee.
- Increase in non-federal share captured through strategic family engagement practices.

Areas of Improvement

1. Restructure fiscal management system to improve workflow and increase program leadership's accessibility to real-time fiscal information.

- Research vendors who offer discounted Intuit services to grant funded organizations.
- Review budget to determine feasibility of QuickBooks Online.
- Migrate QuickBooks account to QuickBooks Online, contingent upon funding.
- Determine object line item structure.
- Consult with accounting firm to redesign structure of accounting system, including class categories and object line items.
- Implement and train applicable staff on QuickBooks Online.

Updates:

2. Implement succession plan for fiscal responsibilities.

- Create fiscal departmental email account for invoicing and statements.
- Determine cross-training activities needed by key position and responsibility.
- Create step-by-step procedures for certain fiscal activities.
- Add procedures to Fiscal Policies & Procedures Manual.
- Cross-train applicable staff on fiscal responsibilities.

Updates:

3. Improve system for tracking equipment and center-level inventory purchased with Head Start funds.

- Design equipment and inventory tracking module in ChildPlus to include condition of equipment.
- Train applicable staff on ChildPlus module.
- Add equipment and tracking verification to center close down procedures.
- Implement equipment and inventory tracking module.

Updates:

4. Increase Payroll/Invoice Clerk's knowledge of Head Start related fiscal requirements.

- Research NHSA's the Academy and other sources for Head Start fiscal trainings.
- Purchase and schedule applicable training for Payroll/Invoice Clerk.

Updates:

5. Strategize methods to support the longevity of outdoor learning environments.

- Utilize maintenance to reseal existing PIP surfacing at HS playgrounds.
- Apply for one-time funding grants through OHS to replace surfacing at EHS playgrounds.

Updates:

Human Resource Management

Strengths

- Partnership with local community college to recruit candidates for employment.
- Recruitment process establishes a pathway for part-time staff seeking career advancement.
- Implementation of Mentor Teachers supports onboarding of new hires.
- Professional development provides staff with opportunities to advance their skills and knowledge.

- Comprehensive fringe benefits package.
- Staffing structure provides for additional classroom supports
- HR technologies improve human resource workflow for payroll, time management, employee records, reporting, professional development plans, and oversight of background check compliance.

Areas of Improvement

1. Increase the program's provision of staff wellness and mental health supports.

- Provide training on NHSA's Starling Minds mental health app.
- Research methods to support staff wellness.
- Sent out reminders to all staff about Staff Recognition platform.

Updates:

2. Revise current employment application to simplify process for candidates of employment.

- Review DocuSign subscription plan and account usage.
- Create PowerForm online application through DocuSign, contingent upon funding and DocuSign usage.
- Add online application to program website and to online job-search platforms.
- Promote online application through social media.

Updates:

3. Improve availability of training documentation and program forms.

- Build Training tab on program website.
- Devise list of trainings to add to website.
- Create or use pre-recorded trainings and upload to Training tab.
- Upload training record form to Training tab.
- Contact IT for support troubleshooting Forms tab.
- Update Forms tab with newest version of program forms.

Updates:

4. Revise part-time employee training system and tracking.

- Include job shadowing hours in annual required trainings.
- Create a training record form for substitutes when attending annual sub trainings.
- Create a tracking report for staff training hours and add to monthly personnel report.

Updates:

5. Update Policies and Procedure Manual

- Establish committee to review existing manual.
- Utilize appendix to update program's policies and procedures.
- Submit proposed changes to policy council and governing body for approval.
- Add revised policy manual to program's website.

Updates:

6. Revise employment contracts and method of delivery.

- Include Program Standards of Conduct to annual employment contract packet.
- Deliver annual contracts via DocuSign.

Updates:

7. Utilize Clinch River Health Services and the Health Wagon for required staff physicals and TB screenings.

- Obtain monthly schedule of service times and locations for each vendor.
- Distribute information about CRHS and HW to staff during orientation.

Updates:

Child Development & Disabilities

Strengths

- Revised initial home visit form that increases teacher's knowledge of child's individualized behavioral needs.
- Strong system of onboarding new education staff through the mentorship program.
- Participation in the Link B5 pilot program.
- Provision of center aides for additional classroom support.
- Participation in the VKRP assessment.

Areas of Improvement

1. Enhance the program's methods of individualized teaching data to guide instructional strategies.

- Create and use the COR Portfolio to individualize data for IEP/DLLs.
- Teachers will obtain copies of the IEP progress reports from the LEA.
- Implement IFSP goal-tracking with EI.
- The CDSC, in collaboration with SLPs, will track data on children receiving SIP services.

Updates:

2. Devise a system in supporting teachers in obtaining quality COR data in a timely manner within each period.

- Research the possibility of reducing COR items entered into the assessment program.
- Layout a plan of action for breaking up COR note entries into smaller chunks throughout the COR period.
- Provide COR training to classroom aides so they can assist in obtaining anecdotal notes.
- CDSC will check progress of COR notes and send out reminders.
- Management will look into providing education staff with teacher workdays during evening hours to assist with scheduled time in entering COR notes.

Updates:

3. Provide supports to teachers in completing VKRP and VLP assessments.

- Devise a system in breaking up the VLP and VKRP screenings into sections.
- Teachers will provide feedback on VDOE surveys to assist the state with making changes.
- Open up screening assessment timeline to complete VKRP and VLP in a timely manner.

Updates:

4. Provide opportunities for individualized training according to teacher needs, goals, and health/safety reports.

- Create and implement PLCs during each scheduled in-service training.
- Survey education staff to identify topics for PLCs.
- Share MyPeers info with teaching staff.

- Provide specific training to education staff on individualization and the program's procedures for documentation and tracking of goals.
- Provide staff with additional challenging behaviors training.
- Provide staff with additional trauma informed care training and resources.
- Provide ongoing CLASS training for mentor teachers.
- Provide PBC to all mentor teachers.
- Provide specific disabilities training to education staff such as speech and language disorders, autism spectrum disorder, and basic sign language skills utilizing special education professionals through EI and the LEA.
- Provide training on field-trip active supervision strategies to staff on parent/chaperone expectations and documentation of child release.
- Provide CLASS training to education staff to increase instructional support strategies in Head Start and engaged support for learning in Early Head Start.

Updates:

5. CDSC will reconvene school readiness goals committee to guide decisions on goals, aligning goals, and reporting of data.

- CDSC will identify members for SRG committee consisting of parents, educators, and LEA supports.
- The CDSC will schedule SRG committee meeting.
- The committee will evaluate a system of reporting child outcomes in quarterly reports on SRG gains in the five main domain areas.

Updates:

Health & Safety Services

Strengths:

- Children's health files stored in ChildPlus.
- Car seat donations.
- Monthly health and safety checks conducted by education staff.
- Individualized active supervision plans for each classroom.
- Purchase of Life VAC devices for all centers.
- Restructure of active supervision training for new and current staff.
- Strong coordination with mental health support such as Frontier Health and Family Preservation Services.

- Implementation of social/emotional lessons with the Mental Health Caseworker in Head Start classrooms.
- Newly created collaborations with Miles for Smiles dental unit and the Clinch River Health Services mobile unit.

Areas of Improvement

1. Design a coordinated system of updating families on referrals.

- The Director will develop a written procedure for notifying families of referrals.
- HSC, PN, FRS, and classroom teachers will work together on notifying families of referrals and following up on referral needs. The roles of each person will be listed in the written procedure.

Updates:

2. Enhance parent's health and safety literacy to create a culture of safety that prioritizes children's health and safety.

- Utilize the Sesame workshop health literacy resources in the classroom by providing training to teachers during pre-service.
- Push out health and safety resources to community partners.
- Increase health and safety information in monthly newsletters.
- Offer car seat training and free car seats to families.
- Provide support to families on obtaining updated physicals for transitions by adding physical tracking to the program's transition support plan from Early Head Start to Head Start and from Head Start to Kindergarten.

Updates:

3. Enhance the program's bus transportation safety protocols.

- Provide Safety First training through the program's T&TA system to all LEA bus drivers.
- Education staff will create and provide yellow folders to bus drivers that will include each child's pertinent information.
- Provide updated emergency contact cards to bus drivers periodically to ensure children's emergency contacts and drop off lists stay current.
- The Director and Transportation Manager will write a procedure for children's bus behavior reports.
- Research requirements for bus STAR safety seats.
- Revise bus rider forms to include a picture of the child for identification purposes.

- Obtain LEA's system for transportation of emergency life saving medications when children who ride the bus have a serious documented allergy or illness.

Updates:

4. Increase staff's knowledge of mandated safety drills to mitigate safety risks.

- Create a training video of all mandated drills and post on the program's website for self-guided training and training refreshers.
- Introduce safety training videos during 23/24 pre-service.
- Utilize updated training and community safety experts to enhance the program's intruder response preparedness.

Updates:

5. Provide staff with a written procedure on maintenance reporting to mitigate safety risks with emergent repair needs.

- Write a procedure for reporting both non-emergent and emergent maintenance needs for classroom staff.
- Add the written procedure to the program's center policies and procedures and introduce to all staff during 23/24 pre-service.

Updates:

6. Upgrade the program's system of security and confidentiality of participants personal identifiable information data.

- Research encrypting online data obtained through DocuSign for enrollment documentation.
- Develop a written policy on employee computer use and documentation of saved files.
- Train staff on written policies regarding PPI.
- Research ChildPlus security features.

Updates:

7. Increase mental health supports in the classroom to support teachers.

- Revise the contract with Frontier Health to increase mental health consultant time in each Head Start center to continue social/emotional observations and skill streaming activities within the classroom.

- Collaborate with Family Preservation Services in adding additional ABI services to Head Start centers as needed for the 23/24 school year.
- Partner with Family Preservation Services and Frontier Health consultants on joint trainings provided by the program on Head Start approaches to social/emotional development and challenging behaviors.
- Provide additional training to staff for strategies on challenging behaviors through Family Perseveration Services and Frontier Health partners.

Updates:

8. Enhance the program's approach in utilizing social/emotional data to track outside mental health referrals, set child goals, and monitor progress of children with interventions.

- Develop a written referral system for tracking Frontier Health's outside referrals and results of interventions.
- Collaborate with Frontier Health and ABI every 90 days on outcome measures with children obtaining mental health interventions to track and document progress towards goals.
- Children needing behavior interventions, utilize mental health consultants in developing behavior support plans and develop a system of monitoring progress towards these plans every three weeks.

Updates:

9. Increase parent's knowledge on mental health resources.

- Provide parents with information on parent-child interactive therapy, as needed.
- Provide parents with information on the Pediatric Psychiatric NP with Clinch River Health Services.

Updates:

10. Increase children's access to dental screenings.

- Collaborate with Miles for Smiles for additional on-site dental screenings.

Updates:

Strengths:

- Center staff utilize Family Engagement Webs archive that focuses on topics of interest and school readiness skills.
- Family Assessment Tool is used to survey parents, plan parent trainings, and evaluate program outcome results.
- The EHS program strengthens support to the community.
- Children are responsive to family resource specialists in developing relationships.

Areas of Improvement**1. Create more opportunities for parents to participate in program workshops.**

- Schedule workshops at different locations throughout the county.
- Distribute monthly folders to parents with resources and handouts provided during workshops and parenting curriculum trainings.
- Offer lunch n' learn opportunities.
- Offer virtual opportunities such as Zoom meetings and Facebook groups.
- Work with the consultants on the delivery of the parenting curriculum to provide a hybrid format of training (in-person & virtual).
- Offer pre-recorded trainings.

Updates:

2. Strengthen the skills of family resource specialists to enhance the delivery of family services and partnership building.

- Provide a family services learning track during 23/24 pre-service.
- Develop a family services training schedule.
- Provide an ECLKC overview to FRS staff to access resources.
- FRS staff will create a MyPeers account.
- FRS staff will utilize IPD trainings.
- FRS staff will participate in the Family Services Network provided by the Virginia Head Start Association.

Updates:

3. Utilize program wide workshops and parent committee meetings to cultivate the program's culture of safety among families.

- Create safety topics by center interest to provide monthly tips to families through handouts and guest speakers during parent engagement events.

- FRS will provide backpack connection resources to families according to needs/interest.

Updates:

ERSEA: Eligibility, Recruitment, Selection, Enrollment, & Attendance

ERSEA: Eligibility, Recruitment, Selection, Enrollment, and Attendance

Strengths

- Effective use of Facebook for recruitment.
- Collaborative partnerships with agencies assisting in recruitment efforts.
- Online child enrollment application.
- Program has purchased and utilizes marketing materials to promote the program.
- Reached funded enrollment for 22/23 school year.

Areas of Improvement

1. Ensure children attend school on a regular basis.

- Reinforce program's attendance policy with staff and families at orientation.
- During pre-service, staff will be trained to implement strategies to promote children's attendance.
- Education staff and FRS will monitor attendance in ChildPlus and be in regular communication with each other.
- Track classroom absences monthly and staff children that are at risk for chronic absenteeism.
- Inform community partners of attendance policy.
- Create a list of attendance incentives to be added in the parent handbook.

Updates:

2. Enhance the program's recruitment strategies to ensure a waitlist of eligible children.

- Solicit parent and teacher testimonials for program website.
- Include a QR code for quick enrollment application retrieval on brochures and flyers.
- Utilize staff, families, and community members to place recruitment signs or flyers in high traffic areas.
- Ask agencies to post recruitment information on their social media pages.
- Update and follow program Recruitment Plan.

- FRS will resume recruitment efforts at the Community Services Building.
- FRS will recruit at AppCAA during tax season.

Updates:

3. Increase accessibility to the online application process for families.

- Create a space at the Head Start Office with public computer usage for applicants.
- Promote an online application link through social media.
- Provide the online application link to community partners.

Updates:

CONCLUSION

Scott County Public School Head Start continues to strive for high performance and high-quality service delivery by utilizing program data to inform the decision-making process and continuous quality improvement efforts. The insight received during this year's self-assessment will be used to assist the management team with implementing an improvement plan. The success of the improvement plan based on action steps and suggested time frames will be tracked and monitored to measure progress during quarterly data management team meetings.

Approved by Policy Council:

Approved by Scott County School Board:

Gate City High School	
ASSIGNMENT	2023-24
ATHLETIC DIRECTOR	
High School-1/2 Supplement	Jeremy Houseright
High School-1/2 Supplement	Zeke Newton
Middle School	Rhea McConnell
ACADEMIC TEAM	
Sponsor (half supplement)	Sarah Whisenhunt
Sponsor (half supplement)	Mary Alice McClellan
BASEBALL	
Head	Austen Arnold
Assistant Varsity	Zeke Newton
JV	Chandler Pendleton
Split Supplement with Softball	Austin Palmer
GIRL'S BASKETBALL	
Head	Kelly Houseright
Assistant Varsity	Jeremy Houseright
Junior Varsity	Keeley Quillen
Assistant	Mark Thompson
BOY'S BASKETBALL	
Head	Chris Fugate
Assistant Varsity	Justin Seaver
Junior Varsity	Drew Vermillion
Assistant	Hunter Jones
CHEERLEADING	
Head Coach (split supplement)	Misty Vaughn
Assistant (split supplement)	Lisa Ison
CROSS COUNTRY (BOYS & GIRLS)	
	Marah Mullins
FOOTBALL	
Head	Jeremy Houseright

First Assistant	Hunter Jones
Other Assistant	Aaron Daugherty
Other Assistant - 7/8	Steve Shockley
Other Assistant - 7/8	Mark Thompson
Other Assistant	Benny Wolfe
Other Assistant (split) - 7/8	Jason Johnson
Other Assistant (split)	Jeff Jones
FORENSICS	Kayli Raymond
GOLF 1/2 Supplement	Jody Wolfe
1/2 Supplement	Barry Wolfe
SOFTBALL	
Head	Cara Noe
Assistant Varsity	Keeley Quillen
Junior Varsity (1/2 supplement)	Sid Blevins
Junior Varsity (1/2 supplement)	Bobby Quillen
Split Supplement with Baseball	Alexis Flanary
SWIMMING (no supplement) Head	Carla Spivey
TENNIS	
Head Boys	David Hagy
Head Girls	Delonda Spivey
Theatre Festival	Kayli Compton
TRACK	
Head Boys	Darren Reed
Head Girls	Amy Reed
VOLLEYBALL	
Head	Amy Reed
First Assistant and/or JV (2/3 split)	Darren Reed
First Assistant and/or JV (1/3 split)	Haley Duncan

Other Assistant and/or JV	Alexis Flanary
SOCCER	
Head Boys	Aaron Hillman
Head Girls	Chris Mann
Asst Girls (Split Supplement)	Darrin Pendleton
Asst Boys (Split Supplement)	Noah Jones
Floating Split Supplement - JV	Andrew Pendleton
Floating Split Supplement - JV	Luke Reed
YEARBOOK	
High School	Pam Jones
Middle School	Brooke Phillippe/April Mullins
NON-STIPEND	
Baseball:	Football:
Eric Bumgarner	Billy Houseright
Mikey Cox	George Russell
Jason Jenkins	Chad Gose
Brad Steele	
Jesse Reed	Noah Jones-film
Kevin Hass	
Kris Cole	
	Volleyball:
Girl's Basketball:	Megan Ball
Sarah Kilgore	
Rachel Kilgore	Theatre Festival
Marsha Barnes	
Kendal Quillen	
Josh Bolling	
Stan Rogers	Golf:
Marah Mullins	Rhea McConnell
	Sarah Arnold
Boy's Basketball:	Softball:
Reagan Mullins	Brittany Hubbard
Marcus McClung	Valerie Babb
Greg Ervin	Kendal Quillen
Chris McDonald	Andy Johnson

Noah Jones	
Luke Ervin	Soccer
Chandler Pendleton	Ricky Addington
Eli Starnes	Maria Byrd
Luke Reed	Austin Gibson
	Amanda Vermillion
	Rachel Peters
Cheerleading:	Caleb Herron
Caitlyn Ison	
Cross Country:	
Zach Culbertson	Tennis:
Mark Tipton	Lauren Ervin
Willie Hamilton	Lori Cox
Mark Mullins	Luke Funkhouser
Track:	Ashely Ervin
Austin Reed	Jeff DeBoard
	Skip Sheets

RYE COVE HIGH SCHOOL	
Assignment	2022-2023 Assignment
ATHLETIC DIRECTOR	Ashley Kincer
ACADEMIC TEAM-SPONSOR	Joy Davidson
BASEBALL-HEAD COACH	Gary Collier
ASSISTANT COACH	Chris Rollins
JV BASEBALL	Lawrence Tankersly
GIRL'S BASKETBALL-HEAD COACH	Kelly Hood
ASSISTANT COACH	Jamie Carter
JV COACH	
BOY'S BASKETBALL-HEAD COACH	Adam Hood
ASSISTANT COACH	Aaron Williams
JV COACH	
CHEERLEADING-SPONSOR	Brittney Blevins/Brittany Kirchner
CROSS COUNTRY-HEAD COACH-BOYS/GIRLS	Lisa Rhoton
FOOTBALL-HEAD COACH	Gary Collier
FIRST ASSISTANT	Bl Salyer
ASSISTANT COACH	Robert Norris
JV COACH	Lawrence Tankersly
JV COACH	Chris Rollins
FORENSICS-COACH	Evan Clark
GOLF-HEAD COACH	Terry Fields/Adam Hood (split stipend)
SOFTBALL-HEAD COACH	Nick Hood
ASSISTANT COACH	Mark Byington
JV COACH	David Carter/Michael Edwards (split stipend)
THEATRE FESTIVAL-COACH	Evan Clark
TRACK-HEAD COACH-BOYS	Andy Lawson
TRACK-HEAD COACH-GIRLS	Heather Petersen
VOLLEYBALL-HEAD COACH	Heather Peterson
ASSISTANT COACH	Charity Hill
JV COACH	Traci Smith/Morgan Kerns (split stipend)
YEARBOOK-SPONSOR	Joy Davidson

VOLUNTEERS	
BASEBALL	
BOY'S BASKETBALL	
CHEERLEADING	Lindsey Strohofer, Jessica Harless
CROSS COUNTRY	Iris Shephard
GIRL'S BASKETBALL	Chad Jones, Jake Hood
FOOTBALL	Brad Bowen, Shaun Lawson, Martin Sloan, Gary Shupe, Mark Rollins, Michael Paul Berry
SOFTBALL	Lisa Byington
TRACK	Iris Shepard, Nathaniel Bailey
VOLLEYBALL	Reagan Kerns, Lindsey Strohofer, Callie Richardson, Grace Rhoton
Golf	
PRINCIPAL'S SIGNATURE:	Chris Stapleton
DATE:	May 19, 2023

Twin Springs High School
 273 Titan Lane
 Nickelsville, VA 24271
 Phone: 276-479-2185
 Fax: 276-479-3103

SPORT	NAME	POSITION
Athletic Director	Autumn McConnell	AD
Football	Keith Warner	Head/Varsity
	Matt Bays	Head Assistant
	Keener Burke	
	Eric Ross	Assistant
	Matt Reed	Assistant
	Kevin Warner	Assistant
Non-stipend	Kye Hale	Assistant
Non-stipend	Anthony Head	Middle School
Basketball (Boys)	Tyler Webb	Head/Varsity
	Shannon Boy	Assistant
	Jared Stapleton	JV Coach
(non-stipend)	Anthony Head	Middle School
Basketball (Girls)	Rob Tiller	Head/Varsity
	Tony Dean	Assistant (\$1,440)
	Samantha Jones	Assistant (\$2,500)
	Daniel Ross	JV Girls
non- stipend	Michael Delano	Middle School Girls
Baseball	Jared Finch	Head/Varsity
	Derek Cassel	Assistant
		JV Coach
non-stipend	Jeremiah Gillenwater	Middle School
Softball	Mark McCracken	Head/Varsity
	Samantha Jones	Assistant
	Anthony Head	JV Coach
non-stipend	Brittany Tomlinson	MS Coach

non-stipend	Daniel Ross	MS Coach
Track (Boys)	Matthew Bays	Varsity
non-stipend	Bill Dingus	Middle School boys
Track (Girls)	Lenora Dingus	Varsity
non-stipend	Michael Sluss	Middle School- girls
Golf	Veronica Kopychenko	Varsity
Volleyball	Autumn McConnell	Head/Varsity
	Brittany Tomlinson	Varsity Assistant
	Susan Burton	JV (split stipend)
	Samantha Jones	JV (split stipend)
Cheer (FB & BB)	Tina Gilmer	head/varsity
non-stipend	Kelli Stapleton	Middle school
non-stipend	Amanda Taylor	Middle School
Cross Country	Michael Delano	Varsity
Scholastic Bowl	Anthony Shipley	
Theater	Veronica Kopychenko	
Forensics	Makayla Jaramillo	
Yearbook	Mary Beth Keith	
Volunteer Coaches	Randy Kilgore	football
	Charles Quillen	football
	Jason Dockery	football
	Vance Gilmer	football
	Hunter Hensley	football
	Lisa McCracken	softball
	April Meade	softball
	Angel Estep	softball
	Chris Scott	Boys Basketball
	Kayla Tiller	Girls Basketball
	Hannah Davidson	Girls Basketball