

**SCOTT COUNTY SCHOOL BOARD
MINUTES OF PUBLIC HEARING ON THE PROPOSED
2017-2018 SCHOOL BUDGET AND REGULAR MEETING
TUESDAY, FEBRUARY 6, 2018**

The Scott County School Board met for a Public Hearing on the Proposed 2018-2019 School Budget and regular meeting on Tuesday, February 6, 2018, at the Scott County Career & Technical Center in Gate City, Virginia, with the following members present:

William "Bill" R. Quillen, Jr., Chairman
David M. Templeton, Vice-Chairman
Linda D. Gillenwater
Larry L. Horton
Gail L. McConnell

ABSENT: L. Stephen "Steve" Sallee, Jr.

OTHERS PRESENT: John I. Ferguson, Superintendent; K.C. Linkous, Clerk Of The Board/Human Resource Manager; Beverly Stidham, Deputy Clerk/Purchasing Agent; Will Sturgill, School Board Attorney; Kathy Musick, Virginia Professional Educators Representative; Lisa Bevins, Teacher/Virginia Education Association Representative; Steve Taylor, Teacher/Assistant Principal, Scott County Career & Technical Center; Rhea McConnell, Teacher/Golf Coach GCHS; Amanda Clark, Heritage TV and Lisa Taylor, citizen.

CALL TO ORDER/PUBLIC HEARING ON THE PROPOSED 2017-2018 SCHOOL BUDGET: Chairman Quillen called the meeting to order at 6:15 p.m. for the Public Hearing on the Proposed 2018-2019 School Budget. He asked Superintendent Ferguson to present information on the proposed budget. Superintendent Ferguson explained that the House & Senate will release their Biennium (2018-2020) Budget by February 18, 2018 and that the school system does not have solid numbers yet. However, Superintendent Ferguson did explain that the Virginia Retirement System rates have decreased from 16.32% to 15.68% for July, 2018 and that we will be paying around 25% in fringes for employees in addition to salaries. Superintendent Ferguson also explained that our composite index went up from .1888 to .1917 for 2019-2020, but that it is still below .2% which is good for our grants. He stated that Scott County has the third lowest composite index in the state and this is based on the 2015 property assessments.

Chairman Quillen opened the floor for public comments on the proposed budget. No one from the public came forward.

There being no further comments, the board adjourned the public hearing at 6:30 p.m.

CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE: Chairman Quillen called the Regular Board Meeting to order at 6:30 p.m. The audience observed a moment of silence and Mr. Templeton led in citing the *Pledge of Allegiance*.

ITEMS TO ADD TO AGENDA/APPROVAL OF AGENDA: Chairman Quillen stated that Item 10(B) will be presented at the March Meeting and Item 12(E) needs to be omitted because it was approved at the January meeting.

On a motion by Mr. Templeton, seconded by Mr. Horton, all members voting aye, the Board approved the revised agenda.

APPROVAL OF MEETING MINUTES OF REGULAR ORGANIZATIONAL MEETING OF THE BOARD: Ms. Gillenwater and Mr. Templeton wanted their votes listed on page 49 under employment of Mr. Chris Akers and page 50 under employment of Mr. Tim Burke. Mr. Will Sturgill, school board attorney, stated that the board should table the approval of the January 9, 2018 Board Meeting until the March 6, 2018 Board Meeting.

On a motion by Mr. Templeton, seconded by Ms. Gillenwater, all members voting aye, the Board voted to table the approval of the January 9, 2018 Organizational Board Meeting until the March 6, 2018 Regular Board Meeting.

APPROVAL OF CLAIMS: On a motion by Mr. Templeton, seconded by Ms. Gillenwater, all members voting aye, the Board approved claims as follows:

School Operating Fund invoices & payroll in the amount of \$655,345.11 as shown by warrants #8123817-8124086 & electronic payroll direct deposit in the amount of \$1,226,187.22 & electronic payroll tax deposits in the amount of \$509,563.26. Cafeteria Fund invoices & payroll in the amount of \$161,900.08 as shown by warrants #1018337- 1018402 & electronic payroll direct deposit in the amount of \$33,249.96 & electronic payroll tax deposit in the amount of \$12,842.47. Head Start invoices & payroll totaling \$128,274.53 as shown by warrants #15255-15353.

RECOGNITION OF SCHOOL BOARD APPRECIATION MONTH: Superintendent Ferguson presented the Certificate of Recognition for School Board Appreciation Month from Governor McAuliffe and presented each board member with a Certificate of Appreciation.

***VIRGINIA SCHOOL BOARD APPRECIATION MONTH
FEBRUARY 2018***

WHEREAS, the education of Virginia's school-aged children is the foundation upon which the economic, social and intellectual capital of our state is built; and

WHEREAS, local school boards devote themselves to providing a high-quality education for all students in the commonwealth; and

WHEREAS, the leadership of our school boards affects the development and future of our children and ensures that students are prepared to compete in local, state, national, and global economies; and

WHEREAS, locally elected and appointed school board members play an important role in representative democracy, as the decisions of local school boards directly influence instruction in Virginia's public schools; and

WHEREAS, school board members work with parents, businesses, educational professionals and other community members to create the educational vision we want for our students, and

WHEREAS, the Commonwealth of Virginia is proud of our educational system and appreciates the efforts of local school board members to make the Virginia public school system a great place in which to educate our youth; and

WHEREAS, we can all take this opportunity to thank Virginia's school board members for their leadership and support of a public school system from which the entire Commonwealth benefits;

*NOW, THEREFORE, I Terence R. McAuliffe, do hereby recognize February, 2018 as **SCHOOL BOARD APPRECIATION MONTH** in our **COMMONWEALTH OF VIRGINIA**, and I call this observance to the attention of all our citizens.*

RECOGNITION/RESOLUTION OF SCHOOL BOARD CLERKS APPRECIATION WEEK: Superintendent Ferguson reported that February 19-23, 2018 is School Board Clerk Appreciation Week and presented VSBA School Board Clerk Certificates of Recognition and a Resolution in honor of the dedicated work for public education through continued service to students to Mrs. K.C. Linkous, Clerk and Mrs. Beverly Stidham, Deputy Clerk of the Board.

RECOGNITION OF KALLIE BERRY – WESTERN REGIONAL ESSAY WINNER: Superintendent Ferguson recognized Kallie Berry, a sophomore at Gate City High School, as the Western Regional Winner in Dominion Energy and the Library of Virginia's student writing contest about leadership and outstanding African Americans.

RECOGNITION OF STATE LEVEL SPORTS ACHIEVEMENTS: Superintendent Ferguson presented the following resolutions to Rye Cove High School and Gate City High School:

Rye Cove High School's Girls Cross Country Team was Cumberland District Champs, Region 1D Champs and place 10th in the State.

Rye Cove High School's Boys Cross Country Team Member, Malachi Gilliam, placed 4th All District, 10th Place All Region and was a State Track Meet Participant.

Rye Cove High School's Girls Volleyball Team was Cumberland district Regular Season Champs, Cumberland District Tournament Champs, Regional 1D Runner-up, and State Quarter Finalist.

Gate City High School Golf Team Member, Chance Taylor, placed 1st in the Region by breaking the Lonesome Pine Country Club's Records shooting a 61, placed 3rd in the 2A State Golf Tournament and qualified for the 2A State Golf Tournament Team.

PUBLIC COMMENTS: Kathy Musick, Virginia Professional Educators addressed the Board and stated that VPE is with them in Richmond. She also stated that VPE is supporting the restoration of the three person panel for Teacher Grievances, increase in teacher salary and increase in poverty supplements.

Ms. Lisa Taylor, citizen, addressed the board about drug testing teachers, cameras in the classrooms and classroom sizes.

FYI – SUPERINTENDENT FERGUSON: Superintendent Ferguson mentioned to the Board and the public, that Scott County Schools was awarded an Equipment Assistance Grant for the School Nutrition Program to purchase new kitchen equipment. Fort Blackmore Primary was awarded \$14,859 and will purchase a walk-in freezer with these grant funds.

APPROVAL/DISCUSSION OF HONORS BIOLOGY FOR 2018-2019: Superintendent Ferguson presented a request to add Honors Biology classes to Scott County Schools Curriculum. He explained that this class is for students in 10th grade and the course may be taken in either the fall or spring semester.

On a motion by Mr. McConnell, seconded by Mr. Templeton, all members voting aye, the Board approved the addition of Honors Biology to Scott County Schools Curriculum.

APPROVAL/DISCUSSION OF HONORS ENGLISH 9 FOR 2018-2019: Superintendent Ferguson presented a request to add Honors English 9 to Scott County Schools Curriculum. He explained that this class is designed for students in the 9th grade and that this course can be taken in either the fall or spring semester.

On a motion by Ms. Gillenwater, seconded by Mr. McConnell, all members voting aye, the Board approved the addition of Honors English 9 to Scott County Schools Curriculum.

APPROVAL OF 2017-2018 EARLY HEAD START SCHOOL READINESS GOALS & ACTION PLAN: On a motion by Mr. McConnell, seconded by Mr. Horton, all members voting aye, the Board approved the 2017-2018 Early Head Start School Readiness Goals and Action Plan (Appendix A).

APPROVAL OF HEAD START REVISED HIRING PROCEDURES: On a motion by Mr. Templeton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the Head Start Revised Hiring Procedures (Appendix B).

APPROVAL OF HEAD START DRAFT PERSONNEL POLICY & PROCEDURES MANUAL: On a motion by Mr. Templeton, seconded by Mr. Horton, all members voting aye, the Board approved the Head Start "Draft" Personnel Policy & Procedures Manual (Appendix C).

APPROVAL OF HEAD START PRELIMINARY FINANCIAL BREAKDOWN FOR DECEMBER, 2017: On a motion by Mr. McConnell, seconded by Mr. Templeton, all members voting aye, the Board approved the Preliminary Financial Breakdown for December, 2017 as follows:

Total Expenses:	\$128,343.12
Total In-Kind	\$ 52,507.11

APPROVAL OF EARLY HEAD START FINANCIAL BREAKDOWN FOR DECEMBER, 2017: On a motion by Mr. Horton, seconded by Mr. Templeton, all members voting aye, the Board approved the Early Head Start Financial Breakdown for December, 2017 as follows:

Total Expenses:	\$31,180.02
Total In-Kind	\$ 3,487.34

APPROVAL OF OVERNIGHT FIELD TRIPS: On the recommendation of Superintendent Ferguson and on a motion by Mr. Templeton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the overnight field trip request of Gate City High/Middle School Wind Ensemble Summer Trip to Cleveland, Oh June 25-28, 2018. (63 students, 2 sponsors, 15 chaperones).

On the recommendation of Superintendent Ferguson and on a motion by Mr. McConnell, seconded by Mr. Horton, all members voting aye, the Board approved the overnight field trip request of Rye Cove High School Band to JMU, Harrisonburg, Va for All State Band auditions, February 23-24, 2018. (2 students, 1 sponsor)

On the recommendation of Superintendent Ferguson and on a motion by Mr. Horton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the overnight field trip request of SCCTC Skills USA to Virginia Beach, Va. April 19-22, 2018 for State Skills USA Leadership Conference. (7 students, 3 sponsors).

On the recommendation of Superintendent Ferguson and on a motion by Mr. McConnell, seconded by Mr. Horton, all members voting aye, the Board approved the overnight field trip request of Gate City High School/Middle School/Rye Cove High/Twin Springs High/SCCTC, FCCLA grades 8-12 to Virginia Beach, April 12-15, 2018 for the FCCLA Leadership Conference (25+ students, 4 Sponsors).

APPROVAL OF SUBSTITUTE TEACHERS: On the recommendation of Mr. Jason Smith, Assistant Superintendent, presented by Superintendent Ferguson and on a motion by Mr. McConnell, seconded by Mr. Templeton, all members voting aye, the Board approved the following as substitute teachers: Paul Southard, Georgianna Allen, Jeremy Herron, Carrie Quillen, Carol Glover, Sydney Miller and Patricia Forteza.

RESIGNATIONS: On the recommendation of Mr. Jason Smith, Assistant Superintendent, presented by Superintendent Ferguson and on a motion by Mr. Horton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the resignation request of Ms. Jenny Gose, head girl's track coach, effective December 28, 2017.

On the recommendation of Mr. Jason Smith, Assistant Superintendent, presented by Superintendent Ferguson and on a motion by Mr. Templeton, seconded by Mr. Horton, all members voting aye, the Board approved the resignation of Ms. Stephanie Hood, assistant softball coach (1/2 supplement) effective February 6, 2018.

On the recommendation of Mr. Jason Smith, Assistant Superintendent, presented by Superintendent Ferguson and on a motion by Mr. Horton, seconded by Mr. McConnell, all members voting aye, the board approved the resignation of Mr. Adam Toney, boys track coach at RCHS, effective February 6, 2018.

EMPLOYMENT: On the recommendation of Mr. Jason Smith, Assistant Superintendent, presented by Superintendent Ferguson and on a motion by Mr. Templeton, seconded by Mr. McConnell, all members voting aye, the Board approved the employment of Mr. Josh Christian, substitute bus driver, effective January 15, 2018.

On the recommendation of Mr. Jason Smith, Assistant Superintendent presented by Superintendent Ferguson and on a motion by Ms. Gillenwater, seconded by Mr. Horton, all members voting aye, the Board approved the employment of Ms. Katie Dockery, head girl's track coach, TSHS, effective February 6, 2018.

On the recommendation of Mr. Jason Smith, Assistant Superintendent, presented by Superintendent Ferguson and on a motion by Mr. Horton, seconded by Mr. McConnell, all members voting aye, the Board approved the employment of Ms. Ashley Culbertson, teaching assistant, effective January 22, 2018.

On the recommendation of Mr. Jason Smith, Assistant Superintendent, presented by Superintendent Ferguson and on a motion by Mr. Templeton, seconded by Ms. Gillenwater, all members

voting aye, the Board approved the employment of Mr. Kaden Kilgore, teaching assistant, effective January 22, 2018.

On the recommendation of Mr. Jason Smith, Assistant Superintendent, presented by Superintendent Ferguson and on a motion by Ms. Gillenwater, seconded by Mr. Horton, all members voting aye, the Board approved the recommendation of Mr. Bill Dingus, non-stipend track coach, TSHS, effective February 6, 2018.

On the recommendation of Mr. Jason Smith, Assistant Superintendent, presented by Superintendent Ferguson and on a motion by Mr. Horton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the recommendation of Mr. Jody Burke, non-stipend softball coach, TSHS effective February 6, 2018.

On the recommendation of Mr. Jason Smith, Assistant Superintendent, presented by Superintendent Ferguson and on a motion by Mr. Templeton, seconded by Mr. Horton, all members voting aye, the Board approved the recommendation of Mr. Ryan Baker, non-stipend middle school softball coach GCMS, effective February 6, 2018.

On the recommendation of Mr. Jason Smith, Assistant Superintendent, presented by Superintendent Ferguson and on a motion by Mr. Templeton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the recommendation of Mr. Brent Spivey, non-stipend middle school baseball coach, GCMS, effective February 6, 2018.

On the recommendation of Mr. Jason Smith, Assistant Superintendent, presented by Superintendent Ferguson and on a motion by Mr. Templeton, seconded by Mr. Horton, all members voting aye, the Board approved the recommendation of Mr. Brian McMurray, non-stipend middle school baseball coach, GCMS, effective February 6, 2018.

On the recommendation of Mr. Jason Smith, Assistant Superintendent, presented by Superintendent Ferguson and on a motion by Mr. Templeton, seconded by Mr. Horton, all members voting aye, the Board approved the recommendation of Mr. Wes Fleming, non-stipend middle school baseball coach, effective February 6, 2018.

On the recommendation of Mr. Jason Smith, Assistant Superintendent, presented by Superintendent Ferguson and on a motion by Mr. McConnell, seconded by Ms. Gillenwater, all members voting aye, the Board approved the employment of Mr. Sid Blevins, assistant softball coach GCHS, effective February 6, 2018 (1/2 supplement).

APPROVAL OF COMPREHENSIVE PLAN COMMITTEE MEMBERS: Superintendent Ferguson asked for volunteers from the Board to serve on this committee. Mr. Templeton and Ms. Gillenwater stated that they would be willing to serve.

On a motion by Mr. McConnell, seconded by Mr. Horton, all members voting aye, the Board approved Mr. Templeton and Ms. Gillenwater to serve on the Scott County Public Schools Comprehensive Plan Committee.

On a motion by Mr. McConnell, seconded by Mr. Horton, all members voting aye, the Board approved the Scott County Public Schools Comprehensive Plan Committee Members as presented:

School Board Members

David M. Templeton
Linda D. Gillenwater

Superintendent

Mr. John I. Ferguson

Leadership Team

Jennifer Frazier, Supervisor of Secondary Education & School Nutrition
Ralph Quesinberry, Supervisor of Career & Technical Education
Tammy Quillen, Supervisor of Elementary Education/Division Director of Testing
Brenda Robinette, Supervisor of Special Education & Middle School Education
Jason Smith, Assistant Superintendent

Dr. Travis Nickels, Principal
Jennifer Meade, Principal
Kelsey Taylor, Principal

Comprehensive Review Team

Teresa McKinney, Teacher
Autumn McConnell, Teacher
Rhea McConnell, Teacher
Kelsey Jones, Teacher
Eric Lane, Community Member/Parent
Stacy Smith, Community Member/Parent
David Roach, Community Member/Parent
Justin Reed, Student
Mattison Horton, Student
Ava Seagle, Student

BOARD MEMBER COMMENTS: All board members thanked Yuma Elementary, Shoemaker Elementary, Fort Blackmore Primary and Dungannon Intermediate for the gifts and cards for School Board Appreciation. The board members also thanked the central office for the meal for School Board Appreciation. Ms. Gillenwater also congratulated Rye Cove High School's sports accomplishments and Gate City High School's Golf Team member, Chance Taylor and Essay Winner, Kallie Berry. Ms. Gillenwater also thanked school board clerks, K.C. Linkous and Beverly Stidham for their hard work and support of the board.

ADJOURNMENT: There being no further business to discuss, the Board adjourned at 7:25 p.m.

William "Bill" R. Quillen, Jr., Chairman

K.C. Linkous, Clerk

APPENDIX A

**2017-2018 EARLY HEAD START SCHOOL
READINESS GOALS & ACTION PLAN**

SCOTT COUNTY PUBLIC SCHOOL EARLY HEAD START
School Readiness Goals and Action Plan 2017-2018

1. 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 attention.

COR Advantage A

0-16 Month Olds: Level 1, Children move with persistence until reaching a desired object or person.

17-36 Month Olds: Level 2, Children will indicate an intention with one or two words and follow through.

Action Steps	Time Frame	Parent Goals/School District Expectations/Expected Outcomes	Team Members Responsible	Status	0-16 Months				17-36 Months			
					Status of Measurable Outcomes % Accomplished				Status of Measurable Outcomes % Accomplished			
<ul style="list-style-type: none"> Choice time daily and for older toddlers, planning time, as part of the daily routine. Small group and large group times: listen for and acknowledge children's choices, ideas, and decisions about what to do, what materials to use, and with whom to sit or work with during group times. Engage children in give and take questions and comments throughout the day. Provide interesting and engaging materials for children to manipulate, observe, and discuss. 	Aug- June	PG – Maintaining focus, Learn colors/shapes HSE – Understand the importance of completing a task and maintaining attention.	Director, CDSC, HSC, Ed Staff, FRS	Oct, Jan, April, June	Fall	Winter	Spring	Summer	Fall	Winter	Spring	Summer
					60%				63%			

SCOTT COUNTY PUBLIC SCHOOL EARLY HEAD START
School Readiness Goals and Action Plan 2017-2018

2. 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.
COR Advantage D

0-16 Month Olds: Level 1, Children will initiate physical contact with another person to express an emotion.
 17-36 Month Olds: Level 2, Children will verbalize basic emotions.

Action Steps	Time Frame	Parent Goals/School District Expectations/Expected Outcomes	Team Members Responsible	Status	0-16 Months				17-36 Months			
					Status of Measurable Outcomes % Accomplished				Status of Measurable Outcomes % Accomplished			
<ul style="list-style-type: none"> Consistent, responsive, caregivers for children to form attachments to. Books and stories depicting emotions Group time activities to promote emotional intelligence such as feeling faces, mirrors, puppets, songs, fingerplays. Classroom materials that promote emotional intelligence such as feeling face stones, dolls, books, pictures. Acknowledge children's emotions, listen to children as they talk about emotions. Use simple, clear language and facial expressions to communicate emotions. 	Aug-June	PG – Develop better social skills, better behavior, sharing HSE – learning self-control, social skills	Director, CDSC, HSC, Ed Staff, FRS	Oct Jan April June	Fall	Winter	Spring	Summer	Fall	Winter	Spring	Summer
					20%				10%			

SCOTT COUNTY PUBLIC SCHOOL EARLY HEAD START
School Readiness Goals and Action Plan 2017-2018

3. Social & Emotional Development: Relationships with Adults

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

COR Advantage E

0-16 Month Olds: Level 1, Children will use a familiar adult as a secure base from which to explore.

17-36 Month Olds: Level 2, Children will seek out familiar adults to communicate a simple need or desire.

Action Steps	Time Frame	Parent Goals/School District Expectations/Expected Outcomes	Team Members Responsible	Status	0-16 Months				17-36 Months			
					Status of Measurable Outcomes				Status of Measurable Outcomes			
					% Accomplished				% Accomplished			
<ul style="list-style-type: none"> Consistent, responsive caregivers for children to form attachments to. Children will be assigned a primary caregiver. Engaging materials and activities that promote relationships such as holding, assisting, and interacting with child on his/her level. Family style meal settings to promote "togetherness." Daily conversations with children to promote relationship building. 	Aug-June	PG – Develop better social skills, better behavior, sharing, socialization HSE – learning self-control, social skills	Director, CDSC, HSC, Ed Staff, FRS	Oct Jan April June	Fall	Winter	Spring	Summer	Fall	Winter	Spring	Summer
					40%				47%			

SCOTT COUNTY PUBLIC SCHOOL EARLY HEAD START
School Readiness Goals and Action Plan 2017-2018

4. Social & Emotional Development: Relationships with Other Children

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

0-16 Month Olds: Level 1, Children will express interest in another child.

17-36 Month Olds: Level 2, Children will play and work alongside other children.

Action Steps	Time Frame	Parent Goals/School District Expectations/Expected Outcomes	Team Members Responsible	Status	0-16 Months:				17-36 Months:			
					Status of Measurable Outcomes % Accomplished				Status of Measurable Outcomes % Accomplished			
					Fall	Winter	Spring	Summer	Fall	Winter	Spring	Summer
<ul style="list-style-type: none"> Daily choice time to promote parallel and pretend play. Daily Small group and large group times with engaging activities to promote parallel play and cooperation. Activities to promote simple back and forth exchanges among children. Classroom materials that promote conversations and play such as dolls, books, telephones, blocks, etc. Family style meal settings. 	Aug- June	PG -- Develop better social skills, better behavior, sharing, socialization HSE -- learning self-control, social skills	Director, CDSC, HSC, Ed Staff, FRS	Oct Jan April June	20%				58%			

SCOTT COUNTY PUBLIC SCHOOL EARLY HEAD START
School Readiness Goals and Action Plan 2017-2018

5. Language & Literacy: Attending and Understanding / Vocabulary

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

COR Advantage M

0-16 Month Olds: Level 1, Children will respond nonverbally to simple statements or requests.

17-36 Month Olds: Level 2, Children will respond verbally to simple statements or requests.

Action Steps	Time Frame	Parent Goals/School District Expectations/Expected Outcomes	Team Members Responsible	Status	0-16 Months				17-36 Months			
					Status of Measurable Outcomes				Status of Measurable Outcomes %			
<ul style="list-style-type: none"> Conversations that promote simple back and forth exchanges daily. Songs, books, fingerplays, puppets to promote language development. Engage children in give and take questions and comments throughout the day. Provide interesting and engaging materials for children to manipulate, observe, and discuss. Adult modeling of conversations and speech. Caregivers will use simple sign language with young infants and toddlers. Nursery Rhymes / Language play. 	Aug-June	PG – Speech, communication, and sounds, increase language, learn to talk, and talk more HSE – Age appropriate language development, listening skills.	Director, CDSC, HSC, Ed Staff, FRS	Oct Jan April June	0%				63%			
					Fall	Winter	Spring	Summer	Fall	Winter	Spring	Summer

SCOTT COUNTY PUBLIC SCHOOL EARLY HEAD START
School Readiness Goals and Action Plan 2017-2018

6. Language & Literacy: Communicating and Speaking / Vocabulary

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

0-16 Month Olds: Level 1, Children will say (or sign) a single word to refer to a person, animal, object, or action.
 17-36 Month Olds: Level 2, Children will say a two-or three-word phrase to refer to a person, animal, object, or action.

Action Steps	Time Frame	Parent Goals/School District Expectations/Expected Outcomes	Team Members Responsible	Status	0-16 Months				17-36 Months					
<ul style="list-style-type: none">Conversations that promote simple back and forth exchanges daily.Songs, books, fingerplays, puppets to promote language development.Engage children in give and take questions and comments throughout the day.Provide interesting and engaging materials for children to manipulate, observe, and discuss.Adult modeling of conversations and speech.Caregivers will use simple sign language with young infants and toddlers.Nursery Rhymes / Language play	Aug-June	PG -- Speech, communication, and sounds, increase language, learn to talk, and talk more HSE – Age appropriate language development, listening skills.	Director, CDSC, HSC, Ed Staff, FRS	Oct Jan April June	Status of Measurable Outcomes				Status of Measurable Outcomes %					
					% Accomplished				Accomplished					
					Fall	Winter	Spring	Summer	Fall	Winter	Spring	Summer		
					20%					74%				

SCOTT COUNTY PUBLIC SCHOOL EARLY HEAD START
School Readiness Goals and Action Plan 2017-2018

7. Language & Literacy: Emergent Literacy

Goal 7: Children will comprehend meaning from pictures and stories.

COR Advantage P

0-16 Month Olds: Level 1, Children will point to familiar objects in pictures and photos.

17-36 Month Olds: Level 2, Children will label pictures and some symbols, signs, or words.

Action Steps	Time Frame	Parent Goals/School District Expectations/Expected Outcomes	Team Members Responsible	Status	0-16 Months					17-36 Months				
					Status of Measurable Outcomes					Status of Measurable Outcomes % Accomplished				
<ul style="list-style-type: none"> Visual daily schedule posted in centers. Photos of children's families displayed in the center. Books with interesting pictures to engage children in during choice time. Organized literary area with child interest materials. Small group story time daily. Displays of interesting objects, people, or animals in center play spaces. Letter links 	Aug-June	PG – Speech, communication, and sounds, increase language, learn to talk, and talk more, learn alphabet, numbers, and colors. HSE – Age appropriate language and literacy development, listening skills.	Director, CDSC, HSC, Ed Staff, FRS	Oct Jan April June	Status of Measurable Outcomes					Status of Measurable Outcomes % Accomplished				
					Fall	Winter	Spring	Summer		Fall	Winter	Spring	Summer	
						0%					42%			

SCOTT COUNTY PUBLIC SCHOOL EARLY HEAD START
School Readiness Goals and Action Plan 2017-2018

8. Cognition: Emergent Mathematical Thinking

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

0-16 Month Olds: Level 1, Children will understand the concept of more by using a word, sign, or phrase.
 17-36 Month Olds: Level 2, Children will use number words or rote count.

Action Steps	Time Frame	Parent Goals/School District Expectations/Expected Outcomes	Team Members Responsible	Status	0-16 Months				17-36 Months			
					Status of Measurable Outcomes % Accomplished				Status of Measurable Outcomes % Accomplished			
<ul style="list-style-type: none"> Books, songs, fingerplays, and rhymes that play with counting, numbers, and positional / directional words. Small group and large group times: that encourage counting, manipulating a collection of items, and positional play/language. Classroom table top manipulatives that depict numbers, counting, sorting, nesting, and stacking. Provide interesting and engaging mathematical materials for children to manipulate, observe, and discuss. 	Aug-June	PG – Learn numbers and counting. HSE – Age appropriate emergent mathematical skills.	Director, CDSC, HSC, Ed Staff, FRS	Oct Jan April June	Fall	Winter	Spring	Summer	Fall	Winter	Spring	Summer
					0%	1			26%			1

SCOTT COUNTY PUBLIC SCHOOL EARLY HEAD START
School Readiness Goals and Action Plan 2017-2018

9. Perceptual Motor and Physical Development: Health, Safety, and Nutrition.

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

COR Advantage K:

0-16 Month Olds: Level 1, Children will perform personal care tasks, such as feeding him or herself finger foods.

17-36 Month Olds: Level 2, Children will perform personal care tasks with assistance and name basic body parts.

Action Steps	Time Frame	Parent Goals/School District Expectations/Expected Outcomes	Team Members Responsible	Status	0-16 Months				17-36 Months					
<ul style="list-style-type: none">Building in time during the daily routine to encourage children to perform self-care tasks such as: putting on jacket/shoes, pulling up their own pants, helping to change soiled clothing as needed.Family style meal settings for breakfast, lunch, and snack where children have the opportunity to serve and feed themselves.Giving infants on baby food their own spoon to hold and manipulate as caregiver feeds child.Daily toothbrushing and handwashing.Provide a variety of self-care materials for children to explore. e.g. dolls to dress and undress, dress up clothes.	Aug-June	PG – potty training, wean from pacifier, self-feeding skills. HSE – Self help skills, following routines	Director, CDSC, HSC, Ed Staff, FRS	Oct Jan April June	Status of Measurable Outcomes % Accomplished				Status of Measurable Outcomes % Accomplished					
					Fall	Winter	Spring	Summer	Fall	Winter	Spring	Summer		
					60%					68%				

SCOTT COUNTY PUBLIC SCHOOL EARLY HEAD START
School Readiness Goals and Action Plan 2017-2018

10. Perceptual Motor and Physical Development: Gross Motor/Fine Motor

Goal 10: Children will demonstrate age appropriate physical development.

COR Advantage I

0-16 Month Olds: Level 1, Children will walk without assistance.

17-36 Month Olds: Level 2, Child will run while navigating around people or objects and climb up or down a ladder / steps, or march.

COR Advantage J

0-16 Month Olds: Level 1, Children will use his/her small muscles to pick up objects.

17-36 Month Olds: Level 2, Children will fit materials together or pull them apart.

Action Steps	Time Frame	Parent/District Expectations/Expected Outcomes	Team Members Responsible	Status	0-16 Months				17-36 Months			
					Status of Measurable Outcomes				Status of Measurable Outcomes % I Accomplished			
<ul style="list-style-type: none"> Daily outside time with proper gross motor equipment. Indoor gross motor materials (climber, push and walk toys). Table top toys that promote fine motor development. Art medium for gross and fine motor development such as an easel for painting, large crayons, chalk, and markers, tape, glue, and scissors. Small group and large group activities that work gross and fine motor skills. Block area with various size blocks to build with. 	Aug-June	PG – Sitting up, crawling, learning to walk, bending knees, rolling over. HSE – Appropriate gross and fine motor development.	Director, CDSC, HSC, Ed Staff, FRS	Oct Jan April June	Status of Measurable Outcomes				Status of Measurable Outcomes % I Accomplished			
					Fall	Winter	Spring	Summer	Fall	Winter	Spring	Summer
									I. 68%	J. 63%		
									I. 20%	J. 60%		

APPENDIX B

HEAD START REVISED HIRING PROCEDURES

Scott County Public School Head Start Hiring Procedure

When hiring for a Head Start position, the subsequent procedure will be followed: The job opening will be advertised in the local media to ensure equal opportunity for all interested persons to file an application and to be considered for employment. The Director will set a date after which no application will be accepted.

The Administrative Assistant or Secretary will receive all applications for employment and keep them on file in the Head Start Office. The Regional Office must approve the Director and Fiscal Officer applicants recommended by Policy Council and School Board.

The Director will schedule a time for the Personnel Committee composed of a Scott County School Board representative, the Head Start Director, Policy Council members, (two parents and one community representative) and one appropriate staff member. All applications will be screened on the basis of hiring criteria developed in advance specifically for the job and as advertised. Those applicants whose credentials do not meet the hiring criteria will receive no further consideration.

All references listed on the employment application for full or part-time work are contacted by the Administrative Assistant/Fiscal Officer or Secretary. The reference response is written on the Reference Response Form and two written references must be listed. This form must be signed by the person recording the references.

The Administrative Assistant will schedule appointments for personal interviews with the Personnel Committee. The Personnel Committee will interview applicants and will select the candidate for employment whose interview and credentials show that they are best qualified to perform the functions of the job.

Pending satisfactory clearance for a Virginia State Police criminal record check (No Conviction Data/ No Sex Offender Registration Record) and Virginia Department of Social Services Central Registry Release (individual whose name was being searched is NOT identified in the Central Registry of Child Abuse/Neglect, the Personnel Committee will recommend a candidate to Policy Council for approval. Upon approval from the Policy Council, candidate applications and interview information will be given to the Superintendent of Schools for the School Board's approval.

If the Policy Council or the School Board declines to approve the candidate for employment, the Personnel Committee may recommend the first alternate for approval. If the Council or School Board refuses to approve the first alternate, the Personnel Committee may recommend the second alternate. If the Council or School Boards fail to approve the second alternate, then the position will be re-advertised.

Criminal Record Check/ Va. Social Services Central Registry Release of Information Requirements including the process to obtain the appropriate documentation.

Prior to being hired, all potential employees must pass a satisfactory clearance for a fingerprint criminal record check (No Conviction Data/ No Sex Offender Registration Record) through the Virginia State Police and FBI. Also, all employees must pass a satisfactory clearance to meet the Virginia Department of Social Services Child Day Centers requirements (individual whose name was being searched is NOT identified in the Central Registry of Child Abuse/Neglect. Va.

Scott County Public School Head Start is required by the Office of Head Start and/or Virginia Department of Social Services Licensing Division to complete the following:

1. Sworn Disclosure Statements

2. Criminal Record Check Request and Sex Offender Registry (Virginia State Police and FBI)

3. Central Registry Release of Information – Va. Department of Social Services

Sworn Disclosure Statements are completed when employment applications are completed. After a potential employee has been chosen by the Personnel Committee, the candidate must complete a Virginia Department of Social Services Central Registry Release of Information form. The Release of Information form must be notarized by a Notary Public. The AAFO will submit the form to the Va. Department of Social Services.

Fingerprint based background check are required. The prints will be sent to Virginia State Police and the FBI. Administrative Assistant/Fiscal Officer will give potential employees a Fieldprint code and facility ID. Each potential employee must make an appointment online. Fieldprint will not take walk in appointments. The potential employee must bring a confirmation page and two forms of ID to the appointment. One ID must be a picture ID.

If the potential employee does not have a criminal record, the FBI and Virginia State Police will notify the Virginia Department of Social Services (VDSS) Office of Background Investigation that there is no record found. The VDSS Office of Background Investigation will email a determination letter to our Administrative Assistant/Fiscal Officer to let them know if the individual that submitted fingerprints is eligible or not eligible to work with children.

Monitoring Criminal Record Checks

Once a Criminal Record check is returned to the Central Office, the Director will review the potential employee's record and utilize the Criminal Check Record Monitoring form to complete the following:

- List Name of Potential Employee

- Date the CRC was requested
- Date Received by Va. State Police
- Date and Response by Va. State Police

(No Conviction Data/ No Sex Offender Registration Record)

- Date Received by Head Start
- Date Reviewed by Head Start Director
- Hire Date

After the review, the Director will initial the criminal record check and place the record in the Administrative Assistant/Fiscal Officer's in box. The AAFO will enter the information into the ChildPlus tracking system. The AAFO will file the CRC in the employee's personnel file.

After the program receives a satisfactory clearance of a Virginia State Police and FBI criminal record check (includes fingerprinting), approval by Policy Council and School Board, the Director will notify the applicant to inform him/her of the start date for beginning work. The Director will notify the appropriate Head Start Supervisor of the date that the employee will begin work.

Monitoring for Va. Department of Social Services Central Registry Search of Child Abuse/Neglect.

Once a Social Services Central Registry Release of Information Form is returned to the Central Office, the Director will review the potential employee's record and utilize the Social Services Central Registry Release of Information monitoring form to complete the following:

- List Name of Potential Employee
- Date of Notary Signature
- Date Received by DSS

- Date of Completed Search and Results
- Date Received by Head Start
- Date Reviewed by Head Start Director
- Hire Date

After the review, the Director will initial the Central Registry Release of Information Form and place the record in the Administrative Assistant/Fiscal Officer's inbox. The AAFO will enter the information into the ChildPlus tracking system. The AAFO will file the Central Registry Release of Information Form in the employee's personnel file.

All Criminal Record Checks and Social Services Central Registry Release of Information forms are kept in a locked file in the AAFO's office. Criminal Record Check and Social Services Monitoring forms are kept in a locked file in the Director's office.

Monitoring and Follow Up

Monthly

The Director and AA/ FO will utilize Child Plus to monitor all Background checks. Report 1125 Employment Background Check will be used to review follow-up dates for all employees. Report 1130 Personnel Agency –Specific Fields – is utilized to monitor the DSS Child Registry Search/ Sworn Disclosure. Reports will be reviewed at the end of each month. The Director and the AA/ FO will utilize these reports to ensure that all follow ups are completed in a timely manners. Criminal Record Checks must be completed every 3 years.

Quarterly

The Director and AA/FO will complete a report that indicates the number of background checks that have been completed in the Quarter. This will include staff that has been hired within that quarter. Also, it will include staff that needed follow-up.