

## SCOTT COUNTY SCHOOL BOARD

MARCH 5, 2024

### MINUTES OF REGULAR MEETING

The Scott County School Board met for a regular School Board meeting on Tuesday, March 5, 2024, 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  
Patricia Edwards  
Daniel Meade  
William "Bill" Houseright  
Robin Hood

ABSENT: None

**OTHERS PRESENT:** John Ferguson, Superintendent; Jason Smith, Assistant Superintendent; Will Sturgill, School Attorney; Kim Henderson, Clerk of the Board/Purchasing Clerk; Sherri Christian, Deputy Clerk/Medicaid Coordinator; Gabe Edmunds, Scott County Virginia Star/Heritage TV; Kathy Musick, VPE Representative; Tim and Susan Addington, TSH Community; Ashley Culbertson, School Calendar Committee Member; Duffield Primary School principal and several teachers, students and family members.

**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 then the *Pledge of Allegiance* was led by the following students from Duffield Primary School: Harlow Rhoton, Adalynn Adams, Robbie Jones, Ava Barnett, Diesel Kirchner, and Avery Lane.

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

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

**APPROVAL OF MINUTES FOR FEBRUARY 6, 2024 REGULAR MEETING:** On a motion by Vice Chairman Steve Sallee, seconded by Mr. Robin Hood, all members voting aye, the Board voted to approve the minutes for February 6, 2024 regular meeting as written.

**APPROVAL OF CLAIMS:** On a motion by Chairman David Templeton, seconded by Vice Chairman Steve Sallee, all members voting aye, the Board voted to approve the claims as follows:

School operating fund invoices and payroll in the amount of \$1,152,460.59 as shown by warrants #50013796, #50013870-50013946 (voided #50013900-50013909), #50014032-50014045, #50014101-50014109, #50014152-50014160, #50014206-50014228, #8137715-8137739 and #9030007; electronic payroll direct deposit and retirement deposits in the amount of \$2,447,686.94 and electronic tax deposits and health insurance in the amount of \$873,204.05. Cafeteria fund invoices and payroll in the amount of \$167,269.67 as shown by warrants #1031055-1030175 and #1021414; electronic payroll direct deposit for cafeteria in the amount of \$64,024.32 and electronic tax deposits in the amount of

\$17,181.02. Head Start invoices totaling \$98,228.36 as shown by warrants #24605-24609 and #24624-24650.

**PUBLIC COMMENT:** Mr. Tim Addington, VDEM Coordinator, thanked the Board for all they do for the school system.

**APPROVAL OF 2024-2025 SCHOOL CALENDAR AND FRINGE BENEFITS (APPENDIX A):** On a motion by Chairman David Templeton, seconded by Vice Chairman Steve Sallee, all members voting aye, the Board approved the 2024-2025 School Calendar as presented by Ashley Culbertson in Appendix A. The Board will discuss fringe benefits and approve at a later meeting.

**SUPERINTENDENT'S REPORT:**

**APPROVAL OF 2023-24 SECOND SEMESTER, FOURTH QUARTER SCHOOL ALLOCATIONS (APPENDIX B):** On a motion by Vice Chairman Steve Sallee, seconded by Mr. Robin Hood, all members voting aye, the Board approved the 2023-24 second semester, fourth quarter school allocations as presented in Appendix B.

**APPROVAL OF 2023-24 GRADUATION/AWARD DATES (APPENDIX C):** On a motion by Mr. Bill Houseright, seconded by Chairman David Templeton, all members voting aye, the Board approved the 2023-24 Graduation/Award Dates as presented in Appendix C.

**APPROVAL OF SCIENCE VERIFIED CREDIT FOR STUDENT #25885 AND STUDENT #25825:** On a motion by Vice Chairman Steve Sallee, seconded by Mrs. Patricia Edwards, all members voting aye, the Board approved the science verified credit for student #25885 and student #25825.

**APPROVAL OF HEAD START FINANCIAL REPORT, JANUARY 2024 (APPENDIX D):** On a motion by Mr. Robin Hood, seconded by Mr. Bill Houseright, all members voting aye, the Board approved the Head Start Financial Report for January 2024 (Appendix D).

**APPROVAL OF HEAD START UNDER ENROLLMENT PLAN (APPENDIX E):** On a motion by Mr. Robin Hood, seconded by Mr. Daniel Meade, all members voting aye, the Board approved the Head Start Under Enrollment Plan (Appendix E).

**HEAD START DIRECTOR'S REPORT, FEBRUARY 2024:** Superintendent John Ferguson presented the February 2024 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.

**OPERATIONS UPDATE BY ASSISTANT SUPERINTENDENT JASON SMITH:** Assistant Superintendent Jason Smith presented the following operations update to the Board.

- A. **Increased Oversight of Title IX Training:** Schools were required to send in verification of training of all employees and students at each site to Ms. Robinette, Title IX Coordinator. This includes substitutes, coaches, bus drivers, students, etc.
- B. **Additional Title IX Training:** In addition to the yearly training through Netchemia, administrators were trained using training material from the law firm, Sands Anderson. Administrators were then asked to complete this training with their staff and send verification of that training to Ms. Robinette.

- C. Evaluation Process: During the administrator evaluation process, Supervisors checked compliance of Title IX training and documentation process. Supervisors verified this at the school when completing Site Visits.
- D. Mandated Reporter Training: Scott County Social Services was brought in to train all principals, assistant principals, supervisors, school social workers, school psychologists and school counselors. The Child Abuse and Neglect Training Module from the Virginia Department of Social Services was included in the Mandated Trainings issued at the beginning of the year. This module was delivered through Netchemia: Records.
- E. Website Update: Sexual Harassment Videos were added to help train students on identifying and reporting Sexual Harassment. Training Power Point was updated for Staff Training. These have been added to the website.

Assistant Superintendent Jason Smith also presented the following operations updates that are in development.

- A. Reporting Portal: Scott County Public Schools worked with the Technology Department to develop a Reporting Portal. An electronic form will be on the website. Once this electronic form is completed, a copy will go to the principal, assistant principal and Title IX Coordinator. This will create an electronic record of the report.
- B. Student Training: Student training in Sexual Harassment will be updated to inform the students of the ability to self-report. The information will include the contact number for the local Department of Social Services along with the Virginia Hotline and Out of State Hotline. This information will also be on the Electronic Reporting Portal Form.
- C. Summer Training: Sands Anderson, law firm that provides Title IX training for school systems, will come to Scott County to train all supervisors, principals and assistant principals on Title IX reporting and investigations. This training is scheduled for July 23, 2024.

**CLOSED MEETING**: Vice Chairman Steve Sallee made a motion to enter into closed meeting at 7:01 p.m. to discuss Head Start personnel, teachers, teaching assistants, coaches, secretaries and cafeteria staff as provided in Section 2.2-3711A (1) of the Code of Virginia as amended, the motion was seconded by Chairman David Templeton, all members voting aye.

**RETURN FROM CLOSED MEETING**: All members present returned from closed meeting at 8:55 p.m. with a roll call vote being held and on a motion by Vice Chairman Steve Sallee, seconded by Chairman David Templeton, 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, Patricia Edwards, Daniel Meade, Robin Hood and Bill Houseright

NAYES: None

ABSENT: None

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

**RESIGNATIONS:** On a motion by Vice Chairman Steve Sallee, seconded by Mrs. Patricia Edwards, all members voting aye, the Board approved the resignation of the following:

Avellina Fowler, paraprofessional, effective February 22, 2024

Breanna Magnusson, early head start teacher, effective February 16, 2024

Stacey Alsup, teaching assistant – Head Start, effective February 19, 2024

Autumn McConnell, head volleyball coach, TSHS, effective March 1, 2024

**EMPLOYMENTS:** On a motion by Mr. Bill Houseright, seconded by Vice Chairman Steve Sallee, all members voting aye, the Board approved the employment of the following:

Peyton Salyer, teacher, effective February 16, 2024

Jeremy Warren, non-stipend softball coach, RCHS, effective February 20, 2024

Jesse Wilson, non-stipend softball coach, RCHS, effective February 20, 2024

Stacie Wilson, non-stipend softball coach, RCHS, effective February 20, 2024

Kiley Bowen, non-stipend Winter Color Guard, TSHS, effective February 26, 2024

Dakota Brickey, non-stipend Winter Color Guard, TSHS, effective February 26, 2024

Robby Davis, JV baseball coach, TSHS, effective February 29, 2024 (split supplement)

Jeremiah Gillenwater, JV baseball coach, TSHS, effective February 29, 2024 (split supplement)

Jon Howell, JV baseball coach, RCHS, effective March 5, 2024 (split supplement)

Martin Sloan, JV baseball coach, RCHS, effective March 5, 2024 (split supplement)

Gary Shupe, non-stipend baseball coach, RCHS, effective March 5, 2024

Jeremy Clonce, non-stipend track coach, RCHS, effective March 5, 2024

Tiffany Bohnert, cook, effective February 16, 2024

**RETIREMENT:** On a motion by Chairman David Templeton, seconded by Mrs. Patricia Edwards, all members voting aye, the Board approved the retirement of Robin Bond, administrative assistant, effective July 1, 2024.

**TERMINATION:** On a motion by Vice Chairman Steve Sallee, seconded by Mr. Daniel Meade, all members voting aye, the Board approved the termination of Israel Currier, cafeteria manager, effective February 12, 2024.

**LEAVE OF ABSENCE:** On a motion by Chairman David Templeton, seconded by Mr. Robin Hood, all members voting aye, the Board approved the leave of absence for Melissa Sanders effective for the 2024-2025 school year.

**SUBSTITUTES:** On a motion by Vice Chairman Steve Sallee, seconded by Mr. Bill Houseright, all members voting aye, the Board approved the substitute lists as presented.

**APPROVAL OF OVERNIGHT FIELD TRIP REQUESTS:** On a motion by Chairman David Templeton, seconded by Mr. Robin Hood, all members voting aye, the Board approved the Overnight Field Trip Request for Rye Cove High School Band to attend the Charlotte Symphony Performance in Charlotte, NC. The event will be held from April 10-14, 2024.

On a motion by Vice Chairman Steve Sallee, seconded by Mrs. Patricia Edwards, all members voting aye, the Board approved the Overnight Field Trip Request for Gate City High School Academic Team to attend the NAQT High School National Championship Tournament in Atlanta, GA. The event will be held from May 24-27, 2024.

**BOARD MEMBER COMMENTS:**

Chairman David Templeton wished everyone a good Spring Break.

Mrs. Patricia Edwards said she would contact Dungannon Elementary to provide students to lead next month's pledge for the board meeting.

Mr. Bill Houseright wished everyone good luck in the spring sports and a great Spring.

**ADJOURNMENT:** With no further business to discuss, the regular meeting of the Scott County School Board was adjourned at 9:05 p.m. The next meeting of the Scott County School Board will be Tuesday, April 9, 2024, 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 2024-2025 School Calendar and Fringe Benefits**

**APPENDIX B – Approval of 2023-2024 Second Semester, Fourth Quarter School Allocations**

**APPENDIX C – Approval of 2023-2024 Graduation/Award Dates**

**APPENDIX D – Approval of Head Start Financial Report, January 2024**

**APPENDIX E – Approval of Head Start Under Enrollment Plan**

**SALARY/FRINGE  
BENEFITS  
COMMITTEE  
PROPOSAL**

**2024-2025**

**March 5, 2024**

2023-2024  
SALARY & FRINGE BENEFITS/SCHOOL CALENDAR COMMITTEE

Duffield Primary School	Hettie Love
Dungannon Elementary School	Ashley Culbertson
Fort Blackmore Center of Excellence	Morgan Snodgrass
Gate City High School	Kelsey Jones
Gate City Middle School	Holli Frasier
Hilton Elementary School	Amanda Rhoton
Nickelsville Elementary School	David Gwinn
Rye Cove High School	Kim Bishop
Rye Cove Intermediate School	Adam Toney
Scott County Career & Technical Center	Whitney Worley
Shoemaker Elementary School	Jessica McCain
Twin Springs High School	Joey Shipley
Weber City Elementary School	Carla Osborne
Yuma Elementary School	Kayla Templeton
Central Office Representative	Jason Smith
Principal Representative	Valerie Babb
Support Staff Representative	Hope Hensley
VPE Representative	Adam Keith
SCEA Representative	Shawna Vermillion
School Board Member	Steve Sallee



# SCOTT COUNTY PUBLIC SCHOOLS SCHOOL CALENDAR 2024-2025 Draft

JULY 2024						
S	M	T	W	T	F	S
	1	2	3	4 X	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9 W	10
11	12 W	13 W	14 W	15	16 W	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2024						
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22	23	24	25	26	27	28
29	30					

OCTOBER 2024						
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13	14	(15) W	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2024						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26 1PM	27 X	28 X	29 X	30

DECEMBER 2024						
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22	23 X	24 X	25 X	26 X	27 X	28
29	30 X	31 X				

- AUGUST 9-12-14      PRE-SERVICE
- AUGUST 15            SCHOOL BEGINS FOR STUDENTS
- SEPTEMBER 2        LABOR DAY BREAK-SCHOOLS CLOSED
- OCTOBER 15         TEACHER WORKDAY 3:30-6:30 P.M.  
FIRST NINE WEEKS ENDS
- NOVEMBER 1; 4-5    FALL BREAK-SCHOOLS CLOSED
- NOVEMBER 26        1PM DISMISSAL
- NOVEMBER 27-29    THANKSGIVING BREAK-SCHOOLS CLOSED
- DECEMBER 20        1PM DISMISSAL  
FIRST SEMESTER ENDS
- DECEMBER 23-  
JANUARY 2            WINTER BREAK-SCHOOLS CLOSED
- JANUARY 3            TEACHER WORKDAY-SCHOOLS CLOSED
- JANUARY 6            SECOND SEMESTER BEGINS
- MARCH 13            TEACHER WORKDAY 3:30-6:30 P.M.  
THIRD NINE WEEKS ENDS
- APRIL 14-17         SPRING BREAK-SCHOOLS CLOSED
- APRIL 18             GOOD FRIDAY-SCHOOLS CLOSED
- MAY 23                SECOND SEMESTER ENDS  
1 PM DISMISSAL
- MAY 26                MEMORIAL DAY

### MAKE-UP DAYS

# DAYS	MAKE-UP DAY	# DAYS	MAKE-UP DAY
1	MAY 27	10	APRIL 15
2	MAY 28	11	APRIL 16
3	MAY 29	12	JUNE 5
4	MAY 30	13	JUNE 6
5	JUNE 2	14	JUNE 9
6	JUNE 3	15	JUNE 10
7	JUNE 4	16	JUNE 11
8	MAY 26	17	JUNE 12
9	APRIL 14	18	JUNE 13

- |                   |                        |
|-------------------|------------------------|
| <b>SYMBOL</b>     | <b>EXPLANATION</b>     |
| X                 | SCHOOLS CLOSED         |
| [                 | SEMESTER BEGINS        |
| ]                 | SEMESTER ENDS          |
| ( )               | END OF NINE WEEKS      |
| W                 | TEACHER WORKDAY        |
| WT                | WRITING TEST           |
| DATES HIGHLIGHTED | TESTING WINDOW SOL/EOC |

- |                 |             |
|-----------------|-------------|
| <b>MONTH</b>    | <b>DAYS</b> |
| AUGUST          | 12          |
| SEPTEMBER       | 20          |
| OCTOBER         | 23          |
| NOVEMBER        | 15          |
| DECEMBER        | 15          |
| JANUARY         | 20          |
| FEBRUARY        | 20          |
| MARCH           | 21          |
| APRIL           | 17          |
| MAY             | 17          |
| FIRST SEMESTER  | 85 DAYS     |
| SECOND SEMESTER | 95 DAYS     |

JANUARY 2025						
S	M	T	W	T	F	S
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FEBRUARY 2025						
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MARCH 2025						
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30	31					

APRIL 2025						
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20	21	22	23	24	25	26
27	28	29	30			

MAY 2025						
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JUNE 2025						
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22	23	24	25	26	27	28
29	30					

# **SALARY / FRINGE BENEFITS COMMITTEE PROPOSAL FOR THE 2024-2025 SCHOOL YEAR**

1. The committee recommends funding a step increase for all eligible employees and a 5% salary increase, based on actual salary, for all employees, and that the salary increase be reflected in the upcoming 2024-2025 salary scale.
2. The committee recommends continuing (a) to maintain health insurance premiums for employees at the lowest possible rates without a reduction in benefits, (b) to offer the sick leave bank to eligible employees, (c) to provide assignment-free lunch for elementary teachers, and (d) to issue employee contracts as early as possible before the end of the 2023-2024 school year.
3. The committee recommends looking at the possibility of offering a supplement to help offset the cost of health insurance for retirees until age 65 or until employee is Medicare eligible.
4. The committee recommends exploring the possibility of offering health insurance to bus drivers.
5. The committee recommends increasing the bereavement leave for parent, child and spouse from 3 paid days to 5 paid days.
6. The committee recommends developing a policy to donate sick leave days to employees who need them.

7. The committee recommends increasing the amount of business leave from 3 days to 4 days per year for full time employees with 0-14 years of experience in Scott County. Also, for full time employees with 15+ years in Scott County, business leave would increase to 5 days per year.

**2023-24 ALLOCATIONS (2ND SEM, 4TH QTR)****MARCH 5, 2024**

	<b>COPIER</b>	<b>REM./INST.</b>	<b>LIBRARY</b>	<b>BUS/TECH</b>	<b>BAND</b>	<b>CUSTODIAL</b>	<b>TOTAL</b>
<b>DPS</b>	\$1,750.00	\$2,400.00	\$350.00			\$3,600.00	\$8,100.00
<b>DES</b>	\$2,000.00	\$1,100.00	\$200.00			\$1,800.00	\$5,100.00
<b>FBPS</b>	\$1,000.00	\$550.00	\$100.00			\$900.00	\$2,550.00
<b>HES</b>	\$1,000.00	\$1,100.00	\$200.00			\$1,800.00	\$4,100.00
<b>NES</b>	\$1,500.00	\$1,925.00	\$300.00			\$3,150.00	\$6,875.00
<b>RCI</b>	\$1,000.00	\$1,375.00	\$225.00			\$2,250.00	\$4,850.00
<b>SES</b>	\$2,750.00	\$4,400.00	\$600.00			\$5,875.00	\$13,625.00
<b>WCES</b>	\$2,125.00	\$2,750.00	\$400.00			\$4,500.00	\$9,775.00
<b>YES</b>	\$1,125.00	\$1,375.00	\$250.00			\$2,250.00	\$5,000.00
<b>GCMS</b>	\$1,700.00	\$2,750.00	\$600.00	\$300.00	\$2,500.00	\$4,500.00	\$12,350.00
<b>GCHS</b>	\$2,500.00	\$5,225.00	\$1,000.00	\$1,200.00	\$5,000.00	\$7,675.00	\$22,600.00
<b>TSHS</b>	\$1,020.00	\$1,650.00	\$450.00	\$750.00	\$3,250.00	\$2,700.00	\$9,820.00
<b>RCHS</b>	\$1,190.00	\$1,925.00	\$450.00	\$750.00	\$3,250.00	\$3,150.00	\$10,715.00
<b>SCCTC</b>	\$1,000.00	\$25,000.00				\$1,750.00	\$27,750.00
<b>TOTAL</b>	\$21,660.00	\$53,525.00	\$5,125.00	\$3,000.00	\$14,000.00	\$45,900.00	\$143,210.00

To: Scott County School Board Members

From: John I. Ferguson, Superintendent

RE: 2023-2024 Graduation Dates/Award Dates

The dates below have been recommended for consideration/approval to hold graduation ceremonies at each of our three high schools:

**Twin Springs High School**                      Monday, May 20, 2024 at 7:00 pm  
*Rain Date-* Tuesday, May 21, 2024 at 7:00 pm

**Gate City High School**                        Wednesday, May 22, 2024 at 7:00 pm  
*Rain Date-* Friday, May 24, 2024 at 7:00 pm

**Rye Cove High School**                        Thursday, May 23, 2024 at 7:00 pm  
*Rain Date-* Saturday, May 25, 2024 at 7:00 pm

The dates listed below is when each of our high schools will be having their awards program:

**Twin Springs High School**                      *Wednesday, May 15, 2024 at 9:00 am*

**Gate City High School**                        *Friday, May 17, 2024 at 9:00 am*

**Rye Cove High School**                        *Monday, May 20, 2024 - Flag Ceremony begins at 9:00 am  
followed by the awards program*

Thank you.

# SCOTT COUNTY PUBLIC SCHOOL HEAD START

## FINANCIAL REPORT

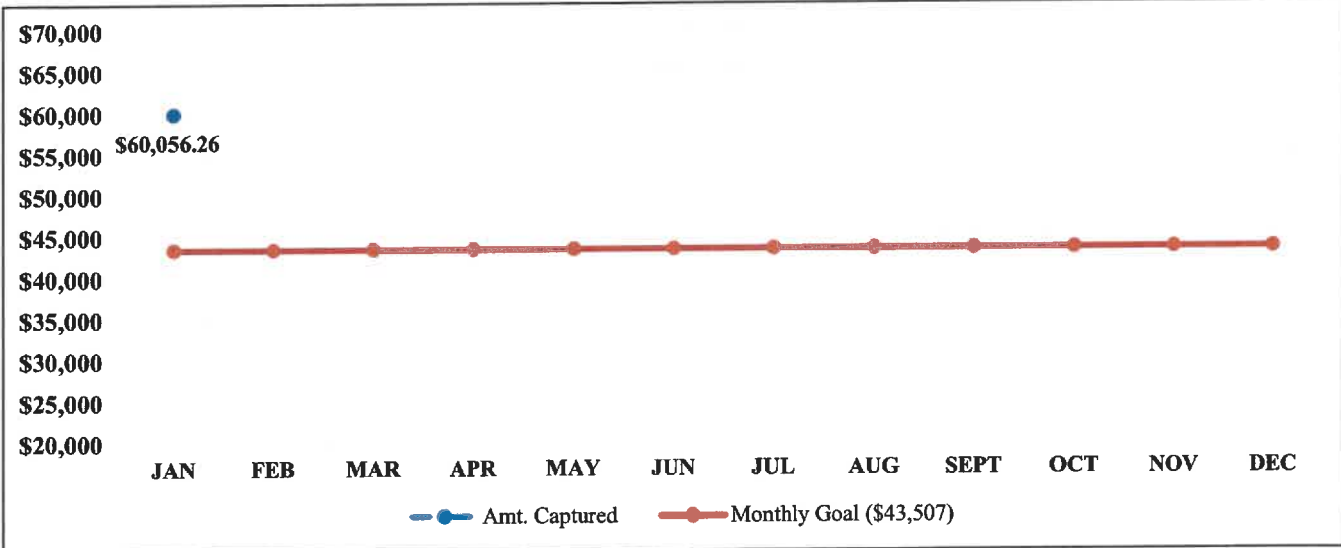
### GRANT AWARDS: 1/1/2024-12/31/2024

YEAR 5: #03CH011328	BASE FUNDING	T&TA	NFS	TOTAL
<b>Continuation Funding</b>				
Head Start	\$1,440,175	\$18,132	\$364,577	\$1,822,884
Early Head Start	\$619,057	\$10,974	\$157,508	\$787,539
<b>Cost of Living (COLA)</b>				
Head Start	\$0	\$0	\$0	\$0
Early Head Start	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$2,059,232</b>	<b>\$29,106</b>	<b>\$522,085</b>	<b>\$2,610,423</b>

	HEAD START	EARLY HEAD START	TOTAL
<b>FEDERAL FUNDED ENROLLMENT</b>	<b>140</b>	<b>32</b>	<b>172</b>

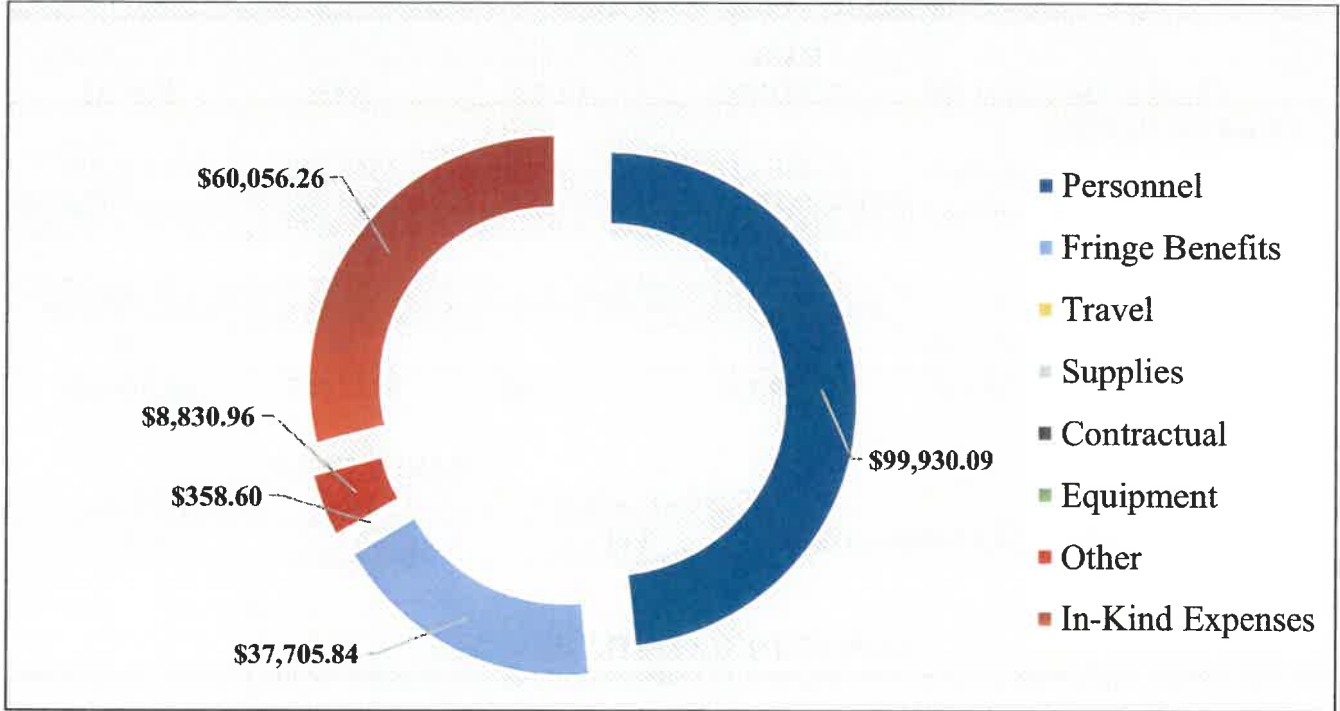
### NON-FEDERAL SHARE (NFS)

*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.*

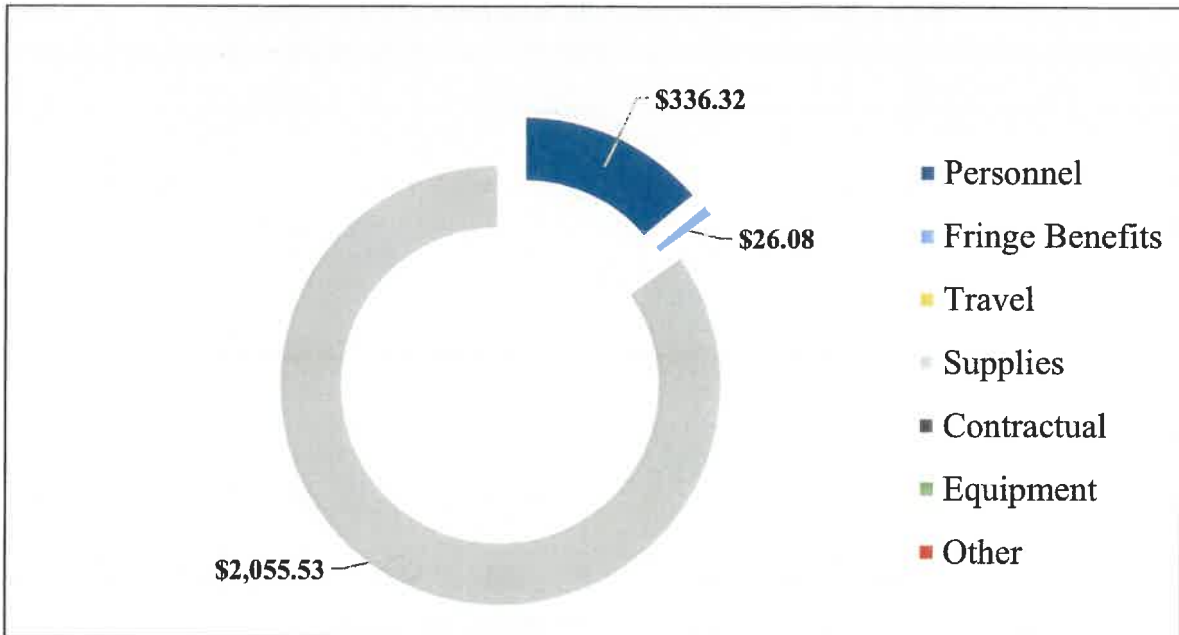


### EXPENDITURES BY CATEGORY

#### HS/EHS Funding #03CH011328-05



#### CACFP (Child & Adult Care Food Program)



**REVENUES BY FUNDING SOURCE**

ACF-OHS Funding	\$146,092.84
CACFP	\$22,981.77
In-Kind Donations	\$60,056.26
Other Donations	
Other Income	\$19.95
<b>TOTAL</b>	<b>\$229,150.82</b>

**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.*

<b>Program</b>	<b>Current Month</b>	<b>Current Month %</b>	<b>Year-to-Date %</b>
Head Start	\$ 15,871.73	1%	1%
Early Head Start	\$ 4,790.73	1%	1%



**Scott County Public School Head Start**  
**Statement of Financial Income and Expense**  
January 2024

	Total 03CH011328- 05	CACFP	General Donation Fund	TOTAL
<b>Income</b>				
<b>Revenues</b>				
2200 · ACF-OHS Funding	146,092.84	0.00	0.00	146,092.84
2201 · CACFP	0.00	22,981.77	0.00	22,981.77
2203 · In-Kind Donations	60,056.26	0.00	0.00	60,056.26
2204 · Other Income	0.00	0.00	19.95	19.95
<b>Total Revenues</b>	<b>206,149.10</b>	<b>22,981.77</b>	<b>19.95</b>	<b>229,150.82</b>
<b>Total Income</b>	<b>206,149.10</b>	<b>22,981.77</b>	<b>19.95</b>	<b>229,150.82</b>
<b>Gross Profit</b>	<b>206,149.10</b>	<b>22,981.77</b>	<b>19.95</b>	<b>229,150.82</b>
<b>Expense</b>				
<b>Fringe Benefits</b>				
2100 · FICA	7,391.38	25.74	19.95	7,437.07
2210 · VRS Plan 1 & 2 Employer Share	6,192.29	0.00	0.00	6,192.29
2220 · VRS Hybrid Plan Employer Share	9,497.03	0.00	0.00	9,497.03
2300 · HMP Benefits Employer Share	11,938.80	0.00	0.00	11,938.80
2400 · GLI Benefits	1,264.93	0.00	0.00	1,264.93
2510 · Disability Ins. Hybrid Plan	178.29	0.00	0.00	178.29
2600 · Unemployment Insurance	100.88	0.34	0.00	101.22
2750 · Retiree Health Care Credit	1,142.24	0.00	0.00	1,142.24
<b>Total Fringe Benefits</b>	<b>37,705.84</b>	<b>26.08</b>	<b>19.95</b>	<b>37,751.87</b>
<b>In-Kind Expenses</b>				
<b>Contractual In-Kind</b>				
<b>Child Transportation Services</b>				
3605IK · Service from Other Gov. Entitie	17,640.00	0.00	0.00	17,640.00
<b>Total Child Transportation Services</b>	<b>17,640.00</b>	<b>0.00</b>	<b>0.00</b>	<b>17,640.00</b>
<b>Health/Disabilities Services</b>				
3100IKM · Mental Health Services	1,697.50	0.00	0.00	1,697.50
3100IKP · Professional Services	4,940.00	0.00	0.00	4,940.00
<b>Total Health/Disabilities Services</b>	<b>6,637.50</b>	<b>0.00</b>	<b>0.00</b>	<b>6,637.50</b>
<b>Other Contracts</b>				
3605IKO · Service from Other Gov. Entitie	1,400.00	0.00	0.00	1,400.00
<b>Total Other Contracts</b>	<b>1,400.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,400.00</b>
<b>Total Contractual In-Kind</b>	<b>25,677.50</b>	<b>0.00</b>	<b>0.00</b>	<b>25,677.50</b>
<b>Fringe In-Kind</b>				
2100IK · Fringe Benefits In-Kind	1,567.68	0.00	0.00	1,567.68
<b>Total Fringe In-Kind</b>	<b>1,567.68</b>	<b>0.00</b>	<b>0.00</b>	<b>1,567.68</b>
<b>Other In-Kind</b>				
<b>Building &amp; Child Liability Ins.</b>				
5340IK · Property Liability Insurance	833.25	0.00	0.00	833.25
<b>Total Building &amp; Child Liability Ins.</b>	<b>833.25</b>	<b>0.00</b>	<b>0.00</b>	<b>833.25</b>
<b>Building Maint/Repair &amp; Other</b>				
3302IK · Repair/Maint. General Property	400.00	0.00	0.00	400.00

**Scott County Public School Head Start**  
**Statement of Financial Income and Expense**  
January 2024

	Total 03CH011328- 05	CACFP	General Donation Fund	TOTAL
<b>Total Building Maint/Repair &amp; Other</b>	400.00	0.00	0.00	400.00
<b>Other Insurance</b>				
5310IK · General Insurance	134.08	0.00	0.00	134.08
5320IK · Vehicle Insurance	657.17	0.00	0.00	657.17
5330IK · Liability Insurance	123.50	0.00	0.00	123.50
<b>Total Other Insurance</b>	914.75	0.00	0.00	914.75
<b>Rent</b>				
5430IK · Lease/Rent Office Space	1,100.00	0.00	0.00	1,100.00
<b>Total Rent</b>	1,100.00	0.00	0.00	1,100.00
<b>Utilities, Telephone</b>				
5110IK · Utilities/Electric Service	300.00	0.00	0.00	300.00
5130IK · Water & Sewer Service	400.00	0.00	0.00	400.00
5842IK · Recycling	1,052.20	0.00	0.00	1,052.20
<b>Total Utilities, Telephone</b>	1,752.20	0.00	0.00	1,752.20
<b>Volunteers</b>				
1000IK · Volunteers - F&C Engagement	23,664.81	0.00	0.00	23,664.81
<b>Total Volunteers</b>	23,664.81	0.00	0.00	23,664.81
<b>Total Other In-Kind</b>	28,665.01	0.00	0.00	28,665.01
<b>Personnel</b>				
1000A · Administrative Salary In-Kind	550.00	0.00	0.00	550.00
1000P · Programmatic Salary In-Kind	3,158.72	0.00	0.00	3,158.72
<b>Total Personnel</b>	3,708.72	0.00	0.00	3,708.72
<b>Supplies In-Kind</b>				
6001IK · Office Supplies	106.95	0.00	0.00	106.95
6015IK · Material & Supplies - School	89.00	0.00	0.00	89.00
6016IK · Child Hygiene Supplies	234.60	0.00	0.00	234.60
6030IK · Instructional Materials	6.80	0.00	0.00	6.80
<b>Total Supplies In-Kind</b>	437.35	0.00	0.00	437.35
<b>Total In-Kind Expenses</b>	60,056.26	0.00	0.00	60,056.26
<b>Other</b>				
<b>Local Travel</b>				
5510 · Mileage/Travel	60.00	0.00	0.00	60.00
<b>Total Local Travel</b>	60.00	0.00	0.00	60.00
<b>Permits, Dues, &amp; Memberships</b>				
5810 · Dues & Memberships	110.00	0.00	0.00	110.00
<b>Total Permits, Dues, &amp; Memberships</b>	110.00	0.00	0.00	110.00
<b>Publications/Advertising/Print</b>				
3500 · Printing & Binding	922.86	0.00	0.00	922.86
<b>Total Publications/Advertising/Print</b>	922.86	0.00	0.00	922.86
<b>Rent</b>				
5430 · Lease/Rent Office Space	5,400.00	0.00	0.00	5,400.00
<b>Total Rent</b>	5,400.00	0.00	0.00	5,400.00

**Scott County Public School Head Start**  
**Statement of Financial Income and Expense**  
January 2024

	Total 03CH011328- 05	CACFP	General Donation Fund	TOTAL
<b>Software &amp; Subscriptions</b>				
6040 · Tech Soft./OL Content - General	186.00	0.00	0.00	186.00
<b>Total Software &amp; Subscriptions</b>	186.00	0.00	0.00	186.00
<b>Substitutes</b>				
1000S · Substitute Pay	921.00	0.00	0.00	921.00
<b>Total Substitutes</b>	921.00	0.00	0.00	921.00
<b>Training or Staff Development</b>				
5545 · Employee Training	38.00	0.00	0.00	38.00
<b>Total Training or Staff Development</b>	38.00	0.00	0.00	38.00
<b>Utilities, Telephone</b>				
5210 · Telephone/Postage	1,193.10	0.00	0.00	1,193.10
<b>Total Utilities, Telephone</b>	1,193.10	0.00	0.00	1,193.10
<b>Total Other</b>	8,830.96	0.00	0.00	8,830.96
<b>Personnel</b>				
1000C · Contracted Staff Pay	94,141.59	0.00	0.00	94,141.59
1000NC · Non-Contracted Staff Pay	5,788.50	336.32	0.00	6,124.82
<b>Total Personnel</b>	99,930.09	336.32	0.00	100,266.41
<b>Supplies</b>				
<b>Food Services Supplies</b>				
6002 · Food Supplies	358.60	2,055.53	0.00	2,414.13
<b>Total Food Services Supplies</b>	358.60	2,055.53	0.00	2,414.13
<b>Total Supplies</b>	358.60	2,055.53	0.00	2,414.13
<b>Total Expense</b>	206,881.75	2,417.93	19.95	209,319.63
<b>Net Income</b>	-732.65	20,563.84	0.00	19,831.19

**Scott County Public School Head Start  
Statement of Financial Position  
As of January 31, 2024**

	<u>Jan 31, 24</u>	<u>Jan 31, 23</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Head Start Bank Account	17,899.96	32,157.20	-14,257.24	-44.34%
Inactive Bank Account	0.00	-695.65	695.65	100.0%
Petty Cash	201.25	0.00	201.25	100.0%
Policy Council Activity Fund	1,807.68	0.00	1,807.68	100.0%
<b>Total Checking/Savings</b>	<u>19,908.89</u>	<u>31,461.55</u>	<u>-11,552.66</u>	<u>-36.72%</u>
<b>Accounts Receivable</b>				
Accounts Receivable	23,001.72	0.00	23,001.72	100.0%
<b>Total Accounts Receivable</b>	<u>23,001.72</u>	<u>0.00</u>	<u>23,001.72</u>	<u>100.0%</u>
<b>Total Current Assets</b>	<u>42,910.61</u>	<u>31,461.55</u>	<u>11,449.06</u>	<u>36.39%</u>
<b>TOTAL ASSETS</b>	<u><b>42,910.61</b></u>	<u><b>31,461.55</b></u>	<u><b>11,449.06</b></u>	<u><b>36.39%</b></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
Accounts Payable	4,052.53	65,447.80	-61,395.27	-93.81%
<b>Total Accounts Payable</b>	<u>4,052.53</u>	<u>65,447.80</u>	<u>-61,395.27</u>	<u>-93.81%</u>
<b>Credit Cards</b>				
Head Start Credit Card	10,172.58	999.73	9,172.85	917.53%
<b>Total Credit Cards</b>	<u>10,172.58</u>	<u>999.73</u>	<u>9,172.85</u>	<u>917.53%</u>
<b>Other Current Liabilities</b>				
Payroll Liabilities	101.22	-6,471.22	6,572.44	101.56%
<b>Total Other Current Liabilities</b>	<u>101.22</u>	<u>-6,471.22</u>	<u>6,572.44</u>	<u>101.56%</u>
<b>Total Current Liabilities</b>	<u>14,326.33</u>	<u>59,976.31</u>	<u>-45,649.98</u>	<u>-76.11%</u>
<b>Total Liabilities</b>	14,326.33	59,976.31	-45,649.98	-76.11%
<b>Equity</b>				
3000 - Opening Bal Equity	93,536.51	97,421.55	-3,885.04	-3.99%
3900 - Retained Earnings	-84,783.42	-174,083.60	89,300.18	51.3%
Net Income	19,831.19	48,147.29	-28,316.10	-58.81%
<b>Total Equity</b>	<u>28,584.28</u>	<u>-28,514.76</u>	<u>57,099.04</u>	<u>200.24%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>42,910.61</b></u>	<u><b>31,461.55</b></u>	<u><b>11,449.06</b></u>	<u><b>36.39%</b></u>

**Scott County Public School Head Start  
Profit & Loss Budget vs. Actual  
January through December 2024**

	<b>Total 03CH011328-05</b>		
	<b>Jan - Dec 24</b>	<b>Budget</b>	<b>\$ Over Budget</b>
<b>Income</b>			
<b>Revenues</b>			
2200 · ACF-OHS Funding	183,794.70	2,088,338.00	-1,904,543.30
2201 · CACFP	0.00		
2203 · In-Kind Donations	60,056.26	522,085.00	-462,028.74
2204 · Other Income	0.00		
<b>Total Revenues</b>	<u>243,850.96</u>	<u>2,610,423.00</u>	<u>-2,366,572.04</u>
<b>Total Income</b>	<u>243,850.96</u>	<u>2,610,423.00</u>	<u>-2,366,572.04</u>
<b>Gross Profit</b>	<u>243,850.96</u>	<u>2,610,423.00</u>	<u>-2,366,572.04</u>
<b>Expense</b>			
<b>Contractual</b>			
<b>Health/Disabilities Services</b>			
3100MH · Mental Health Services	1,540.00	27,060.00	-25,520.00
<b>Total Health/Disabilities Services</b>	<u>1,540.00</u>	<u>27,060.00</u>	<u>-25,520.00</u>
<b>Other Contracts</b>			
3020 · Contracted Services/Other	0.00	2,706.00	-2,706.00
3102 · Pest Control	0.00	2,000.00	-2,000.00
3322 · Maintenance/Service Contracts	0.00	3,351.00	-3,351.00
3605OGE · Service from Other Gov. Entitle	15,043.25	24,000.00	-8,956.75
<b>Total Other Contracts</b>	<u>15,043.25</u>	<u>32,057.00</u>	<u>-17,013.75</u>
<b>Training and Technical Assistan</b>			
3100T · Professional Services	0.00	1,387.00	-1,387.00
<b>Total Training and Technical Assistan</b>	<u>0.00</u>	<u>1,387.00</u>	<u>-1,387.00</u>
<b>Total Contractual</b>	<u>16,583.25</u>	<u>60,504.00</u>	<u>-43,920.75</u>
<b>Fringe Benefits</b>			
2100 · FICA	7,391.38	100,120.00	-92,728.62
2210 · VRS Plan 1 & 2 Employer Share	6,192.29	74,307.00	-68,114.71
2220 · VRS Hybrid Plan Employer Share	9,497.03	112,744.00	-103,246.97
2300 · HMP Benefits Employer Share	11,938.80	154,032.00	-142,093.20
2400 · GLI Benefits	1,264.93	15,081.00	-13,816.07
2510 · Disability Ins. Hybrid Plan	178.29	3,004.00	-2,825.71
2600 · Unemployment Insurance	100.88	612.00	-511.12
2700 · Workers' Compensation	0.00	3,654.00	-3,654.00
2750 · Retiree Health Care Credit	1,142.24	13,618.00	-12,475.76
<b>Total Fringe Benefits</b>	<u>37,705.84</u>	<u>477,172.00</u>	<u>-439,466.16</u>
<b>In-Kind Expenses</b>			
<b>Contractual In-Kind</b>			
<b>Child Transportation Services</b>			
3605IK · Service from Other Gov. Entitie	17,640.00	211,680.00	-194,040.00
<b>Total Child Transportation Services</b>	<u>17,640.00</u>	<u>211,680.00</u>	<u>-194,040.00</u>
<b>Health/Disabilities Services</b>			
3100IKM · Mental Health Services	1,697.50	16,940.00	-15,242.50
3100IKP · Professional Services	4,940.00		

**Scott County Public School Head Start  
Profit & Loss Budget vs. Actual  
January through December 2024**

	Total 03CH011328-05		
	Jan - Dec 24	Budget	\$ Over Budget
Total Health/Disabilities Services	6,637.50	16,940.00	-10,302.50
Other Contracts			
3605IKO · Service from Other Gov. Entitle	1,400.00	16,800.00	-15,400.00
Total Other Contracts	1,400.00	16,800.00	-15,400.00
Total Contractual In-Kind	25,677.50	245,420.00	-219,742.50
Fringe In-Kind			
2100IK · Fringe Benefits In-Kind	1,567.68	22,898.00	-21,330.32
Total Fringe In-Kind	1,567.68	22,898.00	-21,330.32
Other In-Kind			
Building & Child Liability Ins.			
5340IK · Property Liability Insurance	833.25	9,999.00	-9,165.75
Total Building & Child Liability Ins.	833.25	9,999.00	-9,165.75
Building Maint/Repair & Other			
3302IK · Repair/Maint. General Property	400.00		
Total Building Maint/Repair & Other	400.00		
Other Insurance			
5310IK · General Insurance	134.08	1,609.00	-1,474.92
5320IK · Vehicle Insurance	657.17	7,886.00	-7,228.83
5330IK · Liability Insurance	123.50	1,482.00	-1,358.50
Total Other Insurance	914.75	10,977.00	-10,062.25
Rent			
5430IK · Lease/Rent Office Space	1,100.00	13,200.00	-12,100.00
Total Rent	1,100.00	13,200.00	-12,100.00
Utilities, Telephone			
5110IK · Utilities/Electric Service	300.00	3,600.00	-3,300.00
5130IK · Water & Sewer Service	400.00	6,000.00	-5,600.00
5842IK · Recycling	1,052.20	12,626.00	-11,573.80
Total Utilities, Telephone	1,752.20	22,226.00	-20,473.80
Volunteers			
1000IK · Volunteers - F&C Engagement	23,664.81	142,226.00	-118,561.19
Total Volunteers	23,664.81	142,226.00	-118,561.19
Total Other In-Kind	28,665.01	198,628.00	-169,962.99
Personnel			
1000A · Administrative Salary In-Kind	550.00	6,600.00	-6,050.00
1000P · Programmatic Salary In-Kind	3,158.72	48,539.00	-45,380.28
Total Personnel	3,708.72	55,139.00	-51,430.28
Supplies In-Kind			
6001IK · Office Supplies	106.95		
6015IK · Material & Supplies - School	89.00		
6016IK · Child Hygiene Supplies	234.60		
6030IK · Instructional Materials	6.80		
Total Supplies In-Kind	437.35		
Total In-Kind Expenses	60,056.26	522,085.00	-462,028.74

## Scott County Public School Head Start Profit & Loss Budget vs. Actual January through December 2024

		<b>Total 03CH011328-05</b>		
		<b>Jan - Dec 24</b>	<b>Budget</b>	<b>\$ Over Budget</b>
<b>Other</b>				
<b>Accounting and Legal Services</b>				
	3100A - Professional Services	0.00	3,250.00	-3,250.00
<b>Total Accounting and Legal Services</b>		<b>0.00</b>	<b>3,250.00</b>	<b>-3,250.00</b>
<b>Building and Child Liability In</b>				
	5350 - Student Insurance	0.00	946.00	-946.00
<b>Total Building and Child Liability In</b>		<b>0.00</b>	<b>946.00</b>	<b>-946.00</b>
<b>Building Maint/Repair &amp; Other</b>				
	3302 - Repair/Maint. General Property	1,769.13	8,000.00	-6,230.87
<b>Total Building Maint/Repair &amp; Other</b>		<b>1,769.13</b>	<b>8,000.00</b>	<b>-6,230.87</b>
<b>Employment Fees</b>				
	3104 - Health Exam/Drug Screenings	109.00	260.00	-151.00
	3120 - Criminal Records Search Fees	30.69	600.00	-569.31
<b>Total Employment Fees</b>		<b>139.69</b>	<b>860.00</b>	<b>-720.31</b>
<b>Field Trips</b>				
	3605 - Services from Other Gov. Entiti	0.00	1,500.00	-1,500.00
	5801 - Field Trip Admission Fees	0.00	8,450.00	-8,450.00
<b>Total Field Trips</b>		<b>0.00</b>	<b>9,950.00</b>	<b>-9,950.00</b>
<b>Local Travel</b>				
	5510 - Mileage/Travel	870.00	1,260.00	-390.00
	6008 - Vehicle Equipment/Fuel/Supplies	30.00	1,700.00	-1,670.00
<b>Total Local Travel</b>		<b>900.00</b>	<b>2,960.00</b>	<b>-2,060.00</b>
<b>Parent Services</b>				
	3100PA - Professional Services	0.00	2,400.00	-2,400.00
	5505 - Training - Parents	2,064.00	2,064.00	0.00
<b>Total Parent Services</b>		<b>2,064.00</b>	<b>4,464.00</b>	<b>-2,400.00</b>
<b>Permits, Dues, &amp; Memberships</b>				
	5810 - Dues & Memberships	110.00	2,290.00	-2,180.00
	5846 - Licensing Fees	75.00	1,020.00	-945.00
<b>Total Permits, Dues, &amp; Memberships</b>		<b>185.00</b>	<b>3,310.00</b>	<b>-3,125.00</b>
<b>Publications/Advertising/Print</b>				
	3500 - Printing & Binding	2,170.72	14,410.00	-12,239.28
	3600 - Advertising	0.00	1,634.00	-1,634.00
	5820 - Books & Subscriptions	12.69	350.00	-337.31
<b>Total Publications/Advertising/Print</b>		<b>2,183.41</b>	<b>16,394.00</b>	<b>-14,210.59</b>
<b>Rent</b>				
	5430 - Lease/Rent Office Space	5,400.00	10,800.00	-5,400.00
<b>Total Rent</b>		<b>5,400.00</b>	<b>10,800.00</b>	<b>-5,400.00</b>
<b>Software &amp; Subscriptions</b>				
	6040 - Tech Soft./OL Content - General	9,073.15	18,410.00	-9,336.85
	6041 - Tech Soft./OL Content - Instruc	696.00	810.00	-114.00
	6042 - Tech Soft./OL Content - Parent	0.00	1,125.00	-1,125.00
<b>Total Software &amp; Subscriptions</b>		<b>9,769.15</b>	<b>20,345.00</b>	<b>-10,575.85</b>

**Scott County Public School Head Start  
Profit & Loss Budget vs. Actual  
January through December 2024**

	<b>Total 03CH011328-05</b>		
	<b>Jan - Dec 24</b>	<b>Budget</b>	<b>\$ Over Budget</b>
<b>Substitutes</b>			
1000S · Substitute Pay	921.00	14,840.00	-13,919.00
<b>Total Substitutes</b>	921.00	14,840.00	-13,919.00
<b>Training or Staff Development</b>			
5535 · Conferences	0.00	7,210.00	-7,210.00
5545 · Employee Training	38.00	4,116.00	-4,078.00
<b>Total Training or Staff Development</b>	38.00	11,326.00	-11,288.00
<b>Utilities, Telephone</b>			
5110 · Utilities/Electric Service	1,031.16	13,600.00	-12,568.84
5120 · Propane/Heating Fuel	0.00	1,900.00	-1,900.00
5130 · Water & Sewer Service	191.38	6,929.00	-6,737.62
5210 · Telephone/Postage	2,314.65	18,500.00	-16,185.35
5842 · Recycling	0.00	1,428.00	-1,428.00
<b>Total Utilities, Telephone</b>	3,537.19	42,357.00	-38,819.81
<b>Total Other</b>	26,906.57	149,802.00	-122,895.43
<b>Personnel</b>			
1000C · Contracted Staff Pay	94,141.59	1,125,454.00	-1,031,312.41
1000NC · Non-Contracted Staff Pay	5,788.50	168,456.00	-162,667.50
<b>Total Personnel</b>	99,930.09	1,293,910.00	-1,193,979.91
<b>Supplies</b>			
<b>Child and Family Services Suppl</b>			
6015 · Material & Supplies - School	13.99	10,600.00	-10,586.01
6016 · Child Hygiene Supplies	659.76	6,500.00	-5,840.24
6018 · Parent Involvement Supplies	80.67	2,300.00	-2,219.33
6019 · Center Discretionary Supplies	0.00	3,840.00	-3,840.00
6023 · Medical & Dental Supplies	22.49	4,000.00	-3,977.51
6030 · Instructional Materials	70.08	10,099.00	-10,028.92
<b>Total Child and Family Services Suppl</b>	846.99	37,339.00	-36,492.01
<b>Food Services Supplies</b>			
6002 · Food Supplies	2,296.93	24,873.00	-22,576.07
<b>Total Food Services Supplies</b>	2,296.93	24,873.00	-22,576.07
<b>Office Supplies</b>			
6001 · Office Supplies	187.84	11,000.00	-10,812.16
6012 · Technology Supplies	299.64	3,911.00	-3,611.36
6050 · Non-Cap Tech Hardware	0.00	7,200.00	-7,200.00
<b>Total Office Supplies</b>	487.48	22,111.00	-21,623.52
<b>Other Supplies</b>			
6005 · Cleaning/Janitorial Supplies	440.42	10,265.00	-9,824.58
6017 · Training Supplies	0.00	594.00	-594.00
<b>Total Other Supplies</b>	440.42	10,859.00	-10,418.58
<b>Total Supplies</b>	4,071.82	95,182.00	-91,110.18
<b>Travel</b>			
<b>Staff Out-Of-Town Travel</b>			



**Scott County Public School Head Start  
 Profit & Loss Budget vs. Actual  
 January through December 2024**

Total 03CH011328-05			
	Jan - Dec 24	Budget	\$ Over Budget
5500 · Travel	0.00	7,162.00	-7,162.00
5530 · Lodging	0.00	4,606.00	-4,606.00
Total Staff Out-Of-Town Travel	0.00	11,768.00	-11,768.00
Total Travel	0.00	11,768.00	-11,768.00
Total Expense	245,253.83	2,610,423.00	-2,365,169.17
Net Income	<b>-1,402.87</b>	<b>0.00</b>	<b>-1,402.87</b>

**Scott County Public School Head Start  
Profit & Loss Budget vs. Actual  
January through December 2024**

	<u>CACFP</u>		
	<u>Jan - Dec 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Income</b>			
<b>Revenues</b>			
2200 · ACF-OHS Funding	0.00		
2201 · CACFP	22,981.77	172,927.00	-149,945.23
2203 · In-Kind Donations	0.00		
2204 · Other Income	0.00		
<b>Total Revenues</b>	<u>22,981.77</u>	<u>172,927.00</u>	<u>-149,945.23</u>
<b>Total Income</b>	<u>22,981.77</u>	<u>172,927.00</u>	<u>-149,945.23</u>
<b>Gross Profit</b>	22,981.77	172,927.00	-149,945.23
<b>Expense</b>			
<b>Contractual</b>			
<b>Health/Disabilities Services</b>			
3100MH · Mental Health Services	0.00		
<b>Total Health/Disabilities Services</b>	<u>0.00</u>		
<b>Other Contracts</b>			
3020 · Contracted Services/Other	0.00		
3102 · Pest Control	0.00		
3322 · Maintenance/Service Contracts	0.00		
3605OGE · Service from Other Gov. Entitie	0.00		
<b>Total Other Contracts</b>	<u>0.00</u>		
<b>Training and Technical Assistan</b>			
3100T · Professional Services	0.00		
<b>Total Training and Technical Assistan</b>	<u>0.00</u>		
<b>Total Contractual</b>	0.00		
<b>Fringe Benefits</b>			
2100 · FICA	25.74		
2210 · VRS Plan 1 & 2 Employer Share	0.00		
2220 · VRS Hybrid Plan Employer Share	0.00		
2300 · HMP Benefits Employer Share	0.00		
2400 · GLI Benefits	0.00		
2510 · Disability Ins. Hybrid Plan	0.00		
2600 · Unemployment Insurance	0.34		
2700 · Workers' Compensation	0.00		
2750 · Retiree Health Care Credit	0.00		
<b>Total Fringe Benefits</b>	<u>26.08</u>		
<b>In-Kind Expenses</b>			
<b>Contractual In-Kind</b>			
<b>Child Transportation Services</b>			
3605IK · Service from Other Gov. Entitie	0.00		
<b>Total Child Transportation Services</b>	<u>0.00</u>		
<b>Health/Disabilities Services</b>			
3100IKM · Mental Health Services	0.00		
3100IKP · Professional Services	0.00		

**Scott County Public School Head Start  
Profit & Loss Budget vs. Actual  
January through December 2024**

	CACFP		
	Jan - Dec 24	Budget	\$ Over Budget
Total Health/Disabilities Services	0.00		
Other Contracts			
3605IKO · Service from Other Gov. Entitie	0.00		
Total Other Contracts	0.00		
Total Contractual In-Kind	0.00		
Fringe In-Kind			
2100IK · Fringe Benefits In-Kind	0.00		
Total Fringe In-Kind	0.00		
Other In-Kind			
Building & Child Liability Ins.			
5340IK · Property Liability Insurance	0.00		
Total Building & Child Liability Ins.	0.00		
Building Maint/Repair & Other			
3302IK · Repair/Maint. General Property	0.00		
Total Building Maint/Repair & Other	0.00		
Other Insurance			
5310IK · General Insurance	0.00		
5320IK · Vehicle Insurance	0.00		
5330IK · Liability Insurance	0.00		
Total Other Insurance	0.00		
Rent			
5430IK · Lease/Rent Office Space	0.00		
Total Rent	0.00		
Utilities, Telephone			
5110IK · Utilities/Electric Service	0.00		
5130IK · Water & Sewer Service	0.00		
5842IK · Recycling	0.00		
Total Utilities, Telephone	0.00		
Volunteers			
1000IK · Volunteers - F&C Engagement	0.00		
Total Volunteers	0.00		
Total Other In-Kind	0.00		
Personnel			
1000A · Administrative Salary In-Kind	0.00		
1000P · Programmatic Salary In-Kind	0.00		
Total Personnel	0.00		
Supplies In-Kind			
6001IK · Office Supplies	0.00		
6015IK · Material & Supplies - School	0.00		
6016IK · Child Hygiene Supplies	0.00		
6030IK · Instructional Materials	0.00		
Total Supplies In-Kind	0.00		
Total In-Kind Expenses	0.00		

**Scott County Public School Head Start**  
**Profit & Loss Budget vs. Actual**  
January through December 2024

	CACFP		
	Jan - Dec 24	Budget	\$ Over Budget
<b>Other</b>			
<b>Accounting and Legal Services</b>			
3100A · Professional Services	0.00		
<b>Total Accounting and Legal Services</b>	0.00		
<b>Building and Child Liability In</b>			
5350 · Student Insurance	0.00		
<b>Total Building and Child Liability In</b>	0.00		
<b>Building Maint/Repair &amp; Other</b>			
3302 · Repair/Maint. General Property	1.49		
<b>Total Building Maint/Repair &amp; Other</b>	1.49		
<b>Employment Fees</b>			
3104 · Health Exam/Drug Screenings	0.00		
3120 · Criminal Records Search Fees	0.00		
<b>Total Employment Fees</b>	0.00		
<b>Field Trips</b>			
3605 · Services from Other Gov. Entiti	0.00		
5801 · Field Trip Admission Fees	0.00		
<b>Total Field Trips</b>	0.00		
<b>Local Travel</b>			
5510 · Mileage/Travel	103.13		
6008 · Vehicle Equipment/Fuel/Supplies	36.46		
<b>Total Local Travel</b>	139.59		
<b>Parent Services</b>			
3100PA · Professional Services	0.00		
5505 · Training - Parents	0.00		
<b>Total Parent Services</b>	0.00		
<b>Permits, Dues, &amp; Memberships</b>			
5810 · Dues & Memberships	0.00		
5846 · Licensing Fees	0.00		
<b>Total Permits, Dues, &amp; Memberships</b>	0.00		
<b>Publications/Advertising/Print</b>			
3500 · Printing & Binding	0.00		
3600 · Advertising	0.00		
5820 · Books & Subscriptions	0.00		
<b>Total Publications/Advertising/Print</b>	0.00		
<b>Rent</b>			
5430 · Lease/Rent Office Space	0.00		
<b>Total Rent</b>	0.00		
<b>Software &amp; Subscriptions</b>			
6040 · Tech Soft./OL Content - General	0.00		
6041 · Tech Soft./OL Content - Instruc	0.00		
6042 · Tech Soft./OL Content - Parent	0.00		
<b>Total Software &amp; Subscriptions</b>	0.00		

## Scott County Public School Head Start Profit & Loss Budget vs. Actual January through December 2024

	CACFP		
	Jan - Dec 24	Budget	\$ Over Budget
<b>Substitutes</b>			
1000S · Substitute Pay	0.00		
<b>Total Substitutes</b>	0.00		
<b>Training or Staff Development</b>			
5535 · Conferences	0.00		
5545 · Employee Training	0.00		
<b>Total Training or Staff Development</b>	0.00		
<b>Utilities, Telephone</b>			
5110 · Utilities/Electric Service	0.00		
5120 · Propane/Heating Fuel	0.00		
5130 · Water & Sewer Service	0.00		
5210 · Telephone/Postage	0.00		
5842 · Recycling	0.00		
<b>Total Utilities, Telephone</b>	0.00		
<b>Total Other</b>	141.08		
<b>Personnel</b>			
1000C · Contracted Staff Pay	0.00		
1000NC · Non-Contracted Staff Pay	336.32		
<b>Total Personnel</b>	336.32		
<b>Supplies</b>			
<b>Child and Family Services Suppl</b>			
6015 · Material & Supplies - School	0.00		
6016 · Child Hygiene Supplies	0.00		
6018 · Parent Involvement Supplies	0.00		
6019 · Center Discretionary Supplies	0.00		
6023 · Medical & Dental Supplies	0.00		
6030 · Instructional Materials	0.00		
<b>Total Child and Family Services Suppl</b>	0.00		
<b>Food Services Supplies</b>			
6002 · Food Supplies	18,067.92	172,927.00	-154,859.08
<b>Total Food Services Supplies</b>	18,067.92	172,927.00	-154,859.08
<b>Office Supplies</b>			
6001 · Office Supplies	0.00		
6012 · Technology Supplies	0.00		
6050 · Non-Cap Tech Hardware	0.00		
<b>Total Office Supplies</b>	0.00		
<b>Other Supplies</b>			
6005 · Cleaning/Janitorial Supplies	0.00		
6017 · Training Supplies	0.00		
<b>Total Other Supplies</b>	0.00		
<b>Total Supplies</b>	18,067.92	172,927.00	-154,859.08
<b>Travel</b>			
<b>Staff Out-Of-Town Travel</b>			

**Scott County Public School Head Start**  
**Profit & Loss Budget vs. Actual**  
January through December 2024

	CACFP		
	<u>Jan - Dec 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>
5500 · Travel	0.00		
5530 · Lodging	0.00		
Total Staff Out-Of-Town Travel	0.00		
Total Travel	0.00		
Total Expense	18,571.40	172,927.00	-154,355.60
Net Income	<u>4,410.37</u>	<u>0.00</u>	<u>4,410.37</u>

**Scott County Public School Head Start**  
**Reconciliation Summary**  
Head Start Credit Card, Period Ending 01/25/2024

	<u>Jan 25, 24</u>
<b>Beginning Balance</b>	8,605.72
<b>Cleared Transactions</b>	
Charges and Cash Advances - 13 items	-7,504.58
Payments and Credits - 3 items	8,605.72
<b>Total Cleared Transactions</b>	<u>1,101.14</u>
<b>Cleared Balance</b>	<u><u>7,504.58</u></u>
<b>Uncleared Transactions</b>	
Charges and Cash Advances - 1 item	-2,668.00
<b>Total Uncleared Transactions</b>	<u>-2,668.00</u>
<b>Register Balance as of 01/25/2024</b>	<u><u>10,172.58</u></u>
<b>New Transactions</b>	
Charges and Cash Advances - 5 Items	-347.42
<b>Total New Transactions</b>	<u>-347.42</u>
<b>Ending Balance</b>	<u><u>10,520.00</u></u>

**Scott County Public School Head Start  
Reconciliation Detail  
Head Start Credit Card, Period Ending 01/25/2024**

	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						<b>8,605.72</b>
<b>Cleared Transactions</b>						
<b>Charges and Cash Advances - 13 items</b>						
	12/29/2023		Expedia	√	-4,198.50	-4,198.50
	12/29/2023	P001350	Wal-Mart	√	-187.97	-4,386.47
	12/29/2023	P001341	Zira Technologies Inc.	√	-186.00	-4,572.47
	12/29/2023	P001356	Teachstone Training LLC	√	-125.00	-4,697.47
	12/29/2023	P001348	Dollar Tree	√	-48.75	-4,746.22
	12/29/2023	P001349	VA Dept of Social Services 1	√	-10.23	-4,756.45
	1/26/2024		Sam's Club Direct	√	-1,971.28	-6,727.73
	1/26/2024		Aldi	√	-245.83	-6,973.56
	1/26/2024	P001368	Zira Technologies Inc.	√	-186.00	-7,159.56
	1/26/2024		Ingles	√	-112.77	-7,272.33
	1/26/2024	P001371	Sam's Club Direct	√	-110.00	-7,382.33
	1/26/2024		Food Lion	√	-84.25	-7,466.58
	1/26/2024	P001366	American Red Cross	√	-38.00	-7,504.58
<b>Total Charges and Cash Advances</b>					<b>-7,504.58</b>	<b>-7,504.58</b>
<b>Payments and Credits - 3 items</b>						
	12/29/2023	11/26-12/25	Bank of America 1	√	290.07	290.07
	12/29/2023	11/26-12/25	Bank of America 1	√	924.63	1,214.70
	12/29/2023	11/26-12/25	Bank of America 1	√	7,391.02	8,605.72
<b>Total Cleared Transactions</b>					<b>1,101.14</b>	<b>1,101.14</b>
<b>Cleared Balance</b>					<b>-1,101.14</b>	<b>7,504.58</b>
<b>Uncleared Transactions</b>						
<b>Charges and Cash Advances - 1 item</b>						
	12/29/2023	P001343	Intuit Quickbooks		-2,668.00	-2,668.00
<b>Total Charges and Cash Advances</b>					<b>-2,668.00</b>	<b>-2,668.00</b>
<b>Total Uncleared Transactions</b>					<b>-2,668.00</b>	<b>-2,668.00</b>
<b>Register Balance as of 01/25/2024</b>					<b>1,566.86</b>	<b>10,172.58</b>
<b>New Transactions</b>						
<b>Charges and Cash Advances - 5 items</b>						
	2/26/2024		Kane St. Smokehouse		-287.00	-287.00
	2/26/2024	P001389	Dollar General Store		-20.00	-307.00
	2/26/2024	P001392	Hobby Lobby		-19.96	-326.96
	2/26/2024	P001391	Virginia Department of Social Services		-10.23	-337.19
	2/26/2024	P0101379	Virginia Department of Social Services		-10.23	-347.42
<b>Total Charges and Cash Advances</b>					<b>-347.42</b>	<b>-347.42</b>
<b>Total New Transactions</b>					<b>-347.42</b>	<b>-347.42</b>
<b>Ending Balance</b>					<b>1,914.28</b>	<b>10,520.00</b>



<b>Under Enrollment Plan</b>			
<b>Recipient: Scott County Public School Head Start</b>		<b>Under Enrollment Letter Received Date: January 29, 2024</b>	
<b>Grant No(s) : 03CH011328</b>		<b>12 Month Action Period: No later than February 9, 2025</b>	
<b>Action Plan Due Date: March 5, 2024</b>			

<b>Goal 1: Utilize a single point of entry for the county's preschool center-based options such as Head Start and VPI.</b>						
<b>Action Step</b>	<b>Person(s) Responsible</b>	<b>Action Step Time Frame</b>	<b>Documentation/Evidence</b>	<b>Results</b>	<b>HS Management System(s)</b>	<b>Action Step Status</b>
A. The recipient will create a universal screener for the county's preschool programs to determine program of eligibility.	Kelly Bledsoe, FCSC	May 2024	Universal enrollment Screener for Preschool Programs	The LEA and Head Start will have a single point of entry for the preschool programs in the county, giving Head Start priority to income eligible families.	Technology and Information Systems, Program Planning & Service System Design	
B. The recipient will evaluate the universal screener application and any child that qualifies for Head Start will be processed for enrollment. Any screeners not qualifying for Head Start will be given a denial letter for the LEA.	Kelly Bledsoe, FCSC, Family Resource Specialist	May 2024 and throughout the application process	Screeners / Applications	Head Start will obtain any child that is income eligible while the VPI program will enroll children outside of Head Start income guidelines to ensure that children that qualify for Head Start will not be enrolled in VPI unless it is a parent request.	Technology and Information Systems, Program Planning & Service System Design	
C. The recipient will provide all denial letters for Head Start to LEA to process the applications for VPI enrollment.	Kelly Bledsoe, FCSC	As soon as application screening is complete.	Denial Letter/Email	Children that are not eligible for Head Start will have another preschool enrollment option through VPI.	Communication	

**Goal 2: Create collaborations with key community resources for joint recruitment efforts.**

Action Step	Person(s) Responsible	Action Step Time Frame	Documentation/Evidence	Results	HS Management Systems(s)	Action Step Status
A. The recipient will identify key community partners we can collaborate with on joint recruitment efforts.	Management Team	March 2024	List of community partners that can assist with enrollment / recruitment efforts	The program will have an updated list of the community partners /resources that can we can utilize to assist in recruitment efforts.	Communication, Community and Self-Assessment	
B. The recipient will host a meeting with key community partners to identify action steps for joint recruitment efforts.	Cindy Raymond, Director Kelly Bledsoe, FCSC	April 2024	Meeting minutes	The program will obtain information on how we can collaborate with individual community partners to extend joint recruitment efforts.	Community and Self-Assessment	
C. The recipient will collaborate with all key community resources and put into place joint recruitment efforts such as flyers, website information, application for enrollment, etc.	Kelly Bledsoe, FCSC Family Resource Specialist	May 2024	Community partner joint recruitment plan	The program will have a working document with specific recruitment activities for each partner. For example, anyone applying for SNAP at the Department of Social Services will automatically be given information on the Head Start program.	Communication, Community and Self-Assessment	

<b>Goal 3: Conduct a full community assessment to obtain data on current community needs and review program options.</b>						
<b>Action Step</b>	<b>Person(s) Responsible</b>	<b>Action Step Time Frame</b>	<b>Documentation/Evidence</b>	<b>Results</b>	<b>HS Management System(s)</b>	<b>Action Step Status</b>
A. The recipient will launch a full-scale program Community Assessment.	Cindy Raymond, Director April Carter, HR/FO	May 2024	Surveys to community members	The program will utilize data to determine the community's strengths, needs, and current resources in reference to school and child care data.	Community & Self-Assessment, Data and Evaluation	
B. The recipient will collect key community partner's community assessment data.	Cindy Raymond, Director April Carter, HR/FO	June 2024	Community Partner's community assessment reports	The program will utilize community partner's data to determine the community's strengths, needs, and current resources in reference to school and child care data.	Community & Self-Assessment, Data and Evaluation	
C. The recipient will analyze all community assessment data to strategize program options that best meet community needs.	Management Team	July- August	Community assessment report to policy council and governing body.	The program will have a current community needs assessment to assist in determining program design and delivery of service options based on data.	Program Planning & Service System Design	

**Goal 4: Strengthen the program's on-going monitoring of recruitment efforts.**

Action Step	Person(s) Responsible	Action Step Time Frame	Documentation/Evidence	Results	HS Management System(s)	Action Step Status
A. The recipient will create a Family Resource Recruitment Schedule and report.	Kelly Bledsoe, FCSC	March 2024	Recruitment Schedule and a report detailing area of recruitment, recruitment activities, and outcomes of the day's recruitment efforts.	Family Resource Specialist will have a weekly schedule of specified recruitment activities per localities / centers that are under-enrolled.	On-going Monitoring and Continuous Improvement	
B. The recipient will review the under-enrollment plan bi-weekly, as well as, the recruiting reports as a management team.	Kelly Bledsoe, Management Team	March 2024-March 2025	Management Meeting Minutes	Management team will closely monitor recruitment activities among localities within the county and monitor implementation of the action plan.	On-going Monitoring and Continuous Improvement	

**Goal 5: Research blended services with LEA's Preschool Special Education Program**

Action Step	Person(s) Responsible	Action Step Time Frame	Documentation/Evidence	Results	HS Management System(s)	Action Step Status
A. The recipient will facilitate contacts with T/TA and the LEA Special Education Manager to discuss the possibility of wrap around services for children placed in other educational settings outside of Head Start due to special needs.	Cindy Raymond, Director	August 2024	Meeting Minutes	Research the possibility of serving children with IEP's in the LEA's preschool special education classroom while utilizing the other comprehensive services of Head Start. As a result, children that are placed in a different educational setting would still have enrollment status with the Head Start program.	On-going Monitoring and Continuous Improvement	
B. The recipient will revise the MOU with the LEA's Preschool Special Education Program dependent upon research findings.	Cindy Raymond, Director	August 2024	Special Education MOU	Head Start will continue to serve children and families in wrap around services enrolling children in both programs.	On-going Monitoring and Continuous Improvement	