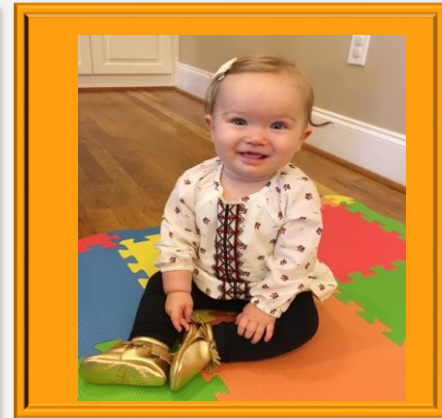


# 2018 July Leadership Webinar

July 17, 2018

10:00am - 11:30 am

To access this meeting by voice, please dial  
888-537-7715,  
participant code 43126552#



# Today's Agenda

1. Welcome
2. Executive Directors Report
3. Finance Update
4. Carry Forward Policy
5. Core Function Guidance
6. Leadership Seminar for New Executive Directors
7. Data System Update
8. CTK – Summer 2018
9. 4K – Summer Academy and School Year 2018-19
10. PAT – Training dates and more
11. Announcements / Key Partnership Dates

# Executive Director's Report

- Listen for Good
- Gear Up
- State Board Member Recruitment
  - Early Childhood Educator - 4
  - Parent of a Young Child - 2
  - Childcare Provider - 2
  - Business Community - 1

# Finance Update

## Year End Close-out Reminders

### July 31st:

- All invoices for payment and in-kind documentation must be **in the office** of the RFM
- All budget reallocation forms must be finalized and **in the office** of the RFM

### Regional Finance Manager

#### – August 15th:

- Stop all payment of invoices in UMS
- Stop all in-kind entries into UMS

# Finance Update

- Auditors Request for Information Due ASAP
  - Remember when sending copies of board minutes to auditors to also send to state office TA
- Steps for Finalizing FY19 BSPs
  - Complete cost allocation worksheet
  - Complete BSP with cost allocation figures from worksheet
  - Contact Annie for assistance with completing BSP in new format including linking to allocation worksheet
- Please forward all reallocations to TA's and Finance
- New Payment Authorization Forms FY-19

# **NEW** State Board Policy Adopted for Excessive Carry Forward

***Partnerships whose carry forward exceeds 15% for two or more consecutive fiscal years will not receive any carry forward funds in excess of 15% of their state allocation, effective for the fiscal year beginning July 1, 2018.***

**These funds will be reallocated to local partnerships through a competitive grant process approved by the Programs and Grants Committee and the Board of Trustees.**

- ✓ Once books close for this fiscal year (FY18) and all accounts are settled – typically by the end of August – a final unexpended amount will be certified as carry forward for FY19.
- ✓ This motion would apply to the amount to be carried forward into the FY19 budget for any partnership who exceeded the 15% carry forward limit in FY16 and FY17.

# Guidance for Core Functions and Allocating Costs

Offers examples of activities to meet the core functions included in First Steps Legislation:

1. service as a local portal connecting families of preschool children to community-based services they may need or desire to ensure the school readiness of their children;
2. service as a community convener around the needs of preschool children and their families; and
3. support of state-level school readiness priorities as determined by the State Board
4. mobilizing local communities, agencies and organizations to focus efforts on providing enhanced services to support families and their young children so as to enable every child to reach school healthy and ready to succeed

Local Partnership Expenditure by Type:

Administrative (101)/ Program / Core Functions (180)

Cost Allocation Study Guidance



# Nonprofit Corner

## Effective Board Meetings

### Who Prepares The Minutes?

- The Board Secretary or Designee
- Minutes are an official and legal record of the board meeting ... and can be used as legal evidence of the facts they report.
- Write a short statement of each action taken by the board, along with a brief explanation of the rationale for their decision.
- Use names only when recording motions and seconds.

### Who Signs The Minutes?

Once your meeting minutes are fully written, you are responsible for making them official by having the **board secretary** sign them. Your organization may also require the **president's signature**.

<https://www.boardeffect.com/blog/how-to-take-minutes-at-a-board-meeting/>



# For New Executive Directors

## Carolina Leadership Seminars

<http://www.togethersc.org/?page=CLS>

- **4-Part Series - \$600/person – state office is providing 5 to 1 match as sponsorship for new ED’s and as an investment in building organizational leadership skills**
- *For executive directors with five years or less experience*
- Limited to 20 participants committed to attending all four sessions in person and engaging with their colleagues throughout the year.
- FALL Cohort: August 9, September 13, October 11, November 8.

# Data System Update

**Don't forget to get new vendor logins for program codes that have changed this year.**

- Due to increased data security, after July 31 your partnership and vendor staff will not be able to log into the system unless a county admin has successfully registered their vendor number and program for FY19.

**Staff Information section of the cases data and child care data now require race/ethnicity and gender to be entered.**

- Changes to those screens will not save without this information
- DOB is also a new field in this section – please get in the habit of entering staff DOB as well, as this will become a required field in the future.

NOTE: Betty is on vacation this week (July 16-20) so if you or your staff need data system help, please email her as she I will be checking emails daily.

# Countdown to Kindergarten Children's Museums Celebrations

- Main Street Children's Museum in Rock Hill on August 2
  - <http://chmuseums.org/event/2448/>
- Edventure in Columbia on August 3
  - <https://www.edventure.org/events/countdown-to-kindergarten/?for=08-03-2018>
- Children's Museum of the UpState on August 10
  - <http://www.tcmupstate.org/special-events/>



# Parent Handouts (English & Spanish) are in!

- 10 Signs of a Great Kindergarten Classroom
- Developmental Writing
- Everyday Math
- Importance of Play
- Importance of Sleep
- Language Strategies
- Technology and your Kindergartner



- English: Dropbox link is <https://www.dropbox.com/sh/ay3bartmdhyjg6f/AAD1q9Ph6IzljCSVxFdajpkUa?dl=0>
- Spanish: [jkilburn@scfirststeps.org](mailto:jkilburn@scfirststeps.org) to request pdfs
- Several hard copies of both English & Spanish are available at the State Office

# Parent “Pre” and “Post” Survey Link



<https://www.surveymonkey.com/r/FXBWPYR>

# Parents as Teachers Training



Parents as Teachers



## Training Dates Coming up in July

- July 24** LSP Training (register by July 22<sup>nd</sup>)
- July 25** ASQ-3 and ASQ-SE2 (register by July 22<sup>nd</sup>)
- July 26** ACIRI and KIPS Review (register by July 22<sup>nd</sup>)

Annual Performance Reports are being Reviewed. If yours is not in, please be sure to get it in as soon as you can. If you need help don't hesitate to call Mary Anne or Delores.

# Parents as Teachers



Parents as Teachers



## Outcome DATA Collections for SCFS Affiliates

**Outcome Assessment One: KIPS**

**Outcome Assessment Two: Well Child Visits**

- Track well-child visits this new program year.
- Track this on the PAT Child Health Form of each family that you served.
- Parents can report dates to you at enrollment and then as they occur you will document the dates.
- Working on Data system to capture this for you



## SC First Steps 4K News

### **2017- 2018 Summer 4K Options**

- Summer School is in session.
- 

### **2018-2019 4K Service Option Plans for approved centers:**

- Traditional Day- 180 days @ 6.5 hours
- Extended Day- 180 days @ 8 hours
- Extended Year- 220 days @ 6.5 hours
- Extended Year AND Day- 220 days @ 8 hours

Two openings filled for 4K Regional Coordinators-

1. Suzanne McGougan- Chester, Chesterfield, Fairfield, Kershaw, Lee, York
2. Nancy Ziobro- Georgetown, Horry, Williamsburg





## 4K Territories:

**Joy Mazur**, BLOOM coordinator - Lexington, Newberry, Richland

**Cassandra Legette, Lead \*** - Richland

**Suzanne McGougan\***- Chester, Chesterfield, Fairfield, Kershaw, Lee, York

**Carla Brown \*** - Anderson, Greenwood, Laurens, Oconee, Pickens

**Sharon Bruton \*** - Cherokee, Spartanburg, Union

**Anna Henrickson \*** – Aiken, Richland

**Meada Fogle \*-** Aiken, Barnwell, Bamberg, Orangeburg

**Kristine Jenkins, Lead \*\***- Horry, Marion

**Nancy Ziobro \*\***- Georgetown, Horry, Williamsburg

**Lorie Caldwell \*\***- Allendale, Beaufort, Berkeley, Colleton, Dorchester, Hampton, Jasper

**Deborah DePaoli \*\***- Lexington, Saluda, Sumter

**Cindy Galloway \*\***- Horry, Marion

**Shayla Pettigrew\*\***- Darlington, Dillon, Florence, Marlboro

# 4K County Partnership Flyer



## Free Four-Year-Old Kindergarten!

2018-2019 School Year, Aiken County

In order to qualify for the program, the Child must:

- Be 4 years old ON or BEFORE September 1, 2018
- Be eligible for Medicaid or the free/reduced-price lunch program.
- Live in one of the 64 qualifying school districts.

### Current Participating Centers in Aiken County:

*Centers may choose an option*

*Of 180 days or 220 days at 6.5 hours or 8 hours each day.*

- A Bless Lesson Learned
- Betty's Creative Corner
- Betty's Creative Corner 929
- Busy Bees Childcare and Preschool
- Family Affair Childcare, Aiken
- Family Affair Childcare, North Augusta
- Great Creations CDC

- Learning on Main
- Our Lady of Peace Catholic School
- Sunshine House 05
- Sunshine House 57
- Sunshine House 59
- True Foundations
- Tiny Treasures Childcare

Centers may be located in any district despite their eligibility.

Let's get together!  
I will be in touch with  
each ED to set up a  
meeting time to look at  
how 4K can help your  
initiatives.

**Please visit [SCfirststeps.org/4k/](http://SCfirststeps.org/4k/) for more information or  
call (803)734-0758.**

# 4K Academy 2018-2019

**Not All Superheroes Wear Capes, Some Teach 4K!**



**NEW Teacher Academy –  
August 6, 7, and 8, 2018**

**NEW Director Academy-  
August 8**

**(ALL Director) – Leadership Academy  
August 9 and 10**

**ALL Teacher Academy  
August 13-16**

EDs will receive an email soon with a guest registration link.

# 2018 Early Childhood Chairman's Summit

SAVE THE DATE: DECEMBER 6-7, 2018

- Combined with Parenting Conference
- State Board will host reception and award ceremony – December 6
- Key Note: Dr. Laura Jana- The Toddler Brain
- Local Partnership Volunteers needed for Summit Planning Committee - contact Cassie Barber

# Announcements

## **ZERO TO THREE Annual Conference**

- October 3-5
- Denver, Colorado
- <http://annualconference.zerotothree.org/>

## **SCAEYC Annual Conference**

- October 5-6
- Midlands Technical College, Airport Campus
- [http://www.scaeyc.org/conference/conference\\_2018/2018-SCAEYC-Conference-Flyer.pdf](http://www.scaeyc.org/conference/conference_2018/2018-SCAEYC-Conference-Flyer.pdf)

# Announcements



SAVE THE DATE - 2019 Non-Profit Summit – **Greenville, March 11<sup>th</sup> – 13<sup>th</sup>**

- Proposals for summit being accepted now
- First Steps session at summit- ideas?

**August 3** – The Champions for Young Children Symposium, Columbia Conference Center, 7:30 AM - 4:00 PM

<http://www.scinclusion.org/champions-symposium/>

Theme: Understanding Trauma and Building Resilience



# Announcements

## **New revised *ABC Quality Standards***

<http://scchildcare.org/library/abc-quality-documents.aspx>

- New eligibility criteria, structural quality, and process quality standards
- **ABC Quality will present a series of “roadshows” beginning August 1 through September 11** (schedule will be sent out with power point)
- 3 training credit hours in Program Administration can be earned
- Contact Sue Gerdes at 803-898-7827 or [sue.gerdes@dss.sc.gov](mailto:sue.gerdes@dss.sc.gov)

# Key Partnership Dates

August 6-10 and 13-16 – 4K Academy

August 15 – Signed Local Partnership Grant Agreements due back to the state office

August 17 – State Board Meeting, 11:00 AM, Edventure Children's Museum

August 21 – First Steps Monthly Leadership Webinar, 10:00 AM