



Meeting of the Board of Trustees

August 15, 2024 at 2:00 PM

<https://us06web.zoom.us/j/83722694987?pwd=dDhVLzIMYkRPMHIPYktkb0NwbFgzUT09>

AGENDA

- I. **Roll Call** (Avian Jones)
- II. **Public Comment Period**
The public is invited to provide comments relevant to the SC Early Childhood Advisory Council and/or South Carolina First Steps during this period. Members of the public wishing to speak must sign up before the meeting. Comments should be limited to no more than three minutes per speaker.
- III. **Call to Order and Approve Agenda** (Dave Morley)
Motion: To adopt the agenda as submitted
Motion: To adopt the June 20, 2024 minutes as submitted
Attachments: SC First Steps Board of Trustees June 20, 2024 Minutes
- IV. **Executive Committee** (Dave Morley)
Attachments: Executive Committee Report, Executive Committee Minutes
- V. **Consent Agenda:** Motions Recommended by Committees (Dave Morley)
 - a. **Motion:** To approve the Revised Formula Allocation for the Local Partnerships for 2024-25 based on additional funds appropriated by the state for the 2024-25 fiscal year. (Finance and Administration Committee recommends)
 - b. **Motion:** To approve the corrective action determination as presented for the seven (7) local partnerships identified (Abbeville, Aiken, Barnwell, Dorchester, Georgetown, Kershaw, and Richland counties). As a result of corrective action, the local partnerships affected are not eligible to apply for competitive or targeted grants until they have satisfactorily resolved the deficiencies noted on their corrective action plan as determined by SC First Steps state staff. (Local Partnership Programs and Grants Committee recommends)
 - c. **Motion:** To approve the program guidelines for Child Care Technical Assistance and Coaching: Teaching Pyramid Observation Tool (TPOT) and Teaching Pyramid Infant-Toddler Observation Scale (TPITOS) for implementation in grant year 2025. (Local Partnership Programs and Grants Committee recommends)
- VI. **Local Partnership Program and Grants Committee** (Wes Wooten)
Attachments: Local Partnership Program and Grants Committee Report, Local Partnership Program and Grants Committee Minutes, FY2024 Programmatic Corrective Action Recommendations, Coaching and TA with TPOT and TPITOS Program Guidelines
- VII. **Finance and Administration Committee** (Jesica Mackey)
Attachments: Finance and Administration Committee Report, Finance and Administration Committee Meeting Minutes, FY2024 Financial Status Report as of June 30, 2024, Donations



Report as of June 30, 2024, FY2025 Financial Status Report as of July 31, 2024, Donations Report as of July 31, 2025

- VIII. **Legislative Committee** (Sen. Gerald Malloy)
Attachments: Legislative Committee Report
- IX. **Strategic Planning and Evaluation Committee** (Dr. Amy Williams)
Attachments: Strategic Planning and Evaluation Committee Report, Strategic Planning and Evaluation Committee Minutes
- X. **Executive Director's Report** (Mark Barnes)
Attachments: Executive Director's Report, Spring 2024 Parents as Teachers Family Engagement Survey Fact Sheet
- XI. **Motion:** To adjourn the meeting of the SC First Steps Board of Trustees



Board of Trustees Meeting

June 20, 2024 2:00PM

SC First Steps

via Zoom

Minutes

Trustees Present (15):

Jacque Curtin
Mary Lynne Diggs
Dr. Matthew Ferguson
John Hayes
Mike Leach
Jesica Mackey
Jack McBride
Dave Morley, Chairman
Janie Neeley

Roger Pryor
Mary Anne Scott
Dr. Edward Simmer
Sue Williams
Dr. Amy Williams
Dr. Brenda Williams

Trustees Absent (8)

Rep. Terry Alexander
Dr. Robert Bank
Rep. Shannon Erickson
Sen. Greg Hembree
Constance Holloway
Robert Kerr
Sen. Gerald Malloy
Wes Wooten

Attendees (73)

Georgia Mjartan
Avian Jones
Amber Gillum
Albert Wingate
Alissa Durham
Amy Engle
Anna Taylor
Betty Gardiner
Betty Washington
Beth Moore
Brandie Maness
Candi Lalonde
Carletta Isreal
Caroline Goins
Chelsea Richard
Cheryl Scales
Chiquita Grady
Christine Zamboki
Cindy Galloway
Darnell McPherson
David Lisk
David O'Kelly
Derek Cromwell
Dorian Young
Dorothy Priestler
Dwana Doctor

Elizabeth Dudek
Felicia Battle
Fotima Tuxthasonova
Gabrielle Fulton
Gina Beebe
Heather Googe
Iris Ballen-Morant
Jade Wright
Jaiden Branch
Janice Kilburn
Jeanette Samuels
Jenny May
Jon Artz
Joy Mazur
Julie Greer
Kaitlyn Richards
Karen Oliver
Kathy Fitzgerald
Kenna Hoover
Kerry Cordan
Kim Chariker
Kim Trudell
Kristen Martocchio
Kristine Jenkins
LaMyra Sanders-Dukes
Laura Baker

Lis Guimaraes
Lisa Clancy
Mark Barnes
Martha Strickland
Molly Tuck
Patti Wilkes
Rachal Hatton-Moore
Rebecca Wyman
Renita Barksdale
Rhonda Hollingsworth
Samantha Ingram
Sarah Eargle
Shayla Pettigrew
Shelia Cornwell
Sherry Posadas
Stacy Greenwalt
Tammy Compton
Tiffany Outlaw
Tricia Gordon
Tyshica McConner
Vanessa Gross



Mr. Cromwell provided an update on the Local Partnership Program and Grants Committee, where they discussed the formula funding and programmatic grants and discretionary grant funding for the partnerships. They also discussed minor updates to the Family Café programmatic guidelines. Mr. Cromwell shared information on the upcoming Local Partnership Convening. Mr. Cromwell provided information on how carryforward funding with the partnerships is addressed.

Mr. Morley called the meeting to order at 2:13 p.m.

Mr. Morley requested a motion to adopt the agenda. Mr. McBride provided the motion, seconded by Mr. Pryor, and the motion was unanimously approved.

Mr. Morley asked for a motion to approve the April 18, 2024 minutes. Mr. Pryor provided the motion, seconded by Mr. McBride and the motion was unanimously approved.

Chairman Morley reported on the Executive Committee where he shared that the committee met to take action on Local Partnership Executive Director compensation submissions. These actions were taken on behalf of the full board due to their time sensitivity. Ms. Richards provided an update on the implementation of local partnership executive director hiring and compensation policies. Mr. Barnes provided an update on the development and implementation of personnel policies for the local partnerships.

Dr. Ferguson made a motion to adopt the consent agenda, seconded by Dr. Simmer, and the motion was unanimously approved.

- a. **Motion:** To approve the Local Partnership Executive Director Hiring, Compensation, and Performance Evaluation Policies and Processes as submitted. (Executive Committee recommends)
- b. **Motion:** To approve the Local Partnership Core Personnel Policies as submitted. (Executive Committee recommends)
- c. **Motion:** To approve the formula and programmatic recommendations for the 46 local partnerships as presented by SC First Steps staff for grant year 2025 beginning July 1, 2024. (Local Partnership Programs and Grants Committee recommends)
- d. **Motion:** To approve the use of READY and recaptured formula funding in the amount of \$2,214,232 to provide a one-year extension of discretionary funding to the local partnerships listed in Table 1 for PAT Affiliate, parenting expansion, and PASOs programs. (Local Partnership Programs and Grants Committee recommends)
- e. **Motion:** To approve the use of \$216,000 in READY recaptured formula funding to 16 local partnerships serving as AmeriCorps sites for FY25: Calhoun, Charleston, Darlington, Dillon, Dorchester, Florence, Georgetown, Greenwood, Lee, Marion, Marlboro, McCormick, Orangeburg, Sumter, Williamsburg, and York. (Local Partnership Programs and Grants Committee recommends)
- f. **Motion:** To approve the use of \$180,000 un READY recaptured formula funding to award one-year Infrastructure and Capacity grants to the following partnerships: Bamberg, Barnwell, Dillon, Greenwood, Lee, and Williamsburg. (Local Partnership Program and Grants Committee recommends)



To: SC First Steps Board of Trustees
From: David Morley, Chairman, Executive Committee
Date: July 19, 2024

RE: Executive Committee Report

The Executive Committee met via Zoom conference call on July 19, 2024. The committee discussed and approved the following motions:

Motion to table the request for the proposed Charleston County First Steps Executive Director compensation and request additional information and discussion.

Motion: To approve the proposed Cherokee County First Steps executive director compensation, as submitted by the local partnership board, and to take this action on behalf of the Board of Trustees of South Carolina First Steps due to the urgency of the matter.

Motion: To approve the proposed Chesterfield County First Steps executive director compensation, as submitted by the local partnership board, and to take this action on behalf of the Board of Trustees of South Carolina First Steps due to the urgency of the matter.

Motion: To approve the proposed Edgefield County First Steps executive director compensation, as submitted by the local partnership board, and to take this action on behalf of the Board of Trustees of South Carolina First Steps due to the urgency of the matter.

Motion: To approve the proposed Greenwood County First Steps executive director compensation, as submitted by the local partnership board, and to take this action on behalf of the Board of Trustees of South Carolina First Steps due to the urgency of the matter.

Motion: To approve the proposed Horry County First Steps executive director compensation, as submitted by the local partnership board, and to take this action on behalf of the Board of Trustees of South Carolina First Steps due to the urgency of the matter.

Motion: To approve the proposed McCormick County First Steps executive director compensation, as submitted by the local partnership board, and to take this action on behalf of the Board of Trustees of South Carolina First Steps due to the urgency of the matter.

Motion to request the Sumter County First Steps Board to complete the required action of approval for their request and to resubmit their request for the proposed Sumter County First Steps Executive Director compensation.

These actions were taken on behalf of the full board due to their time sensitivity.

In addition, the Committee approved the following motion that would not go to the Board which was required as part of an agreement with the Interim Executive Director.

Motion to approve the request for a change requested by the Interim Executive Director.

Mr. Barnes shared updates on the Agency Budget Requests for FY 25-26. And the separation of SC First Steps from the Department of Education.

Additional information can be found in the minutes for the meeting, which are attached.



Executive Committee Meeting Minutes July 19, 2024

Members Present: David Morley, Jesica Mackey, and Wes Wooten

Members Absent: Sen. Gerald Malloy, Dr. Amy Williams

Staff Present: Mark Barnes, Derek Cromwell

Meeting was called to order with a quorum present at 11:00 am.

Jesica Mackey made a motion to include items 2 and 3, both which needed to be discussed in executive session, in a single executive session rather than two different executive sessions, which was seconded by Wes Wooten and was approved unanimously. Then the following motion was made by Jesica Mackey, seconded by Wes Wooten, and approved.

Motion to enter executive session for the purpose of personnel matters: to discuss local partnership board recommendations regarding Charleston County First Steps executive director compensation; Cherokee County First Steps executive director compensation; Chesterfield County First Steps executive director compensation; Edgefield County First Steps executive director compensation; Greenwood County First Steps executive director compensation; Horry County First Steps executive director compensation; McCormick County First Steps executive director compensation; and Sumter County First Steps executive director compensation and to discuss a personnel matter required through agreement for the Interim Executive Director.

With no action taken in session, the following motion was made by Jesica Mackey, seconded by Wes Wooten, and approved unanimously:

Motion to exit executive session.

There was discussion of the proposed actions included on the agenda, which resulted in the following motion from Jesica Mackey, seconded by Wes Wooten, and approved.

Motion to table the request for the proposed Charleston County First Steps Executive Director compensation and request additional information and discussion.

There was discussion of the proposed actions included on the agenda, which resulted in the following motions that were combined from Jesica Mackey, seconded by Wes Wooten, and approved.

Motion: To approve the proposed Cherokee County First Steps executive director compensation, as submitted by the local partnership board, and to take this action on behalf of the Board of Trustees of South Carolina First Steps due to the urgency of the matter.

Motion: To approve the proposed Chesterfield County First Steps executive director compensation, as submitted by the local partnership board, and to take this action on behalf of the Board of Trustees of South Carolina First Steps due to the urgency of the matter.

Motion: To approve the proposed Edgefield County First Steps executive director compensation, as submitted by the local partnership board, and to take this action on behalf of the Board of Trustees of South Carolina First Steps due to the urgency of the matter.

Motion: To approve the proposed Greenwood County First Steps executive director compensation, as submitted by the local partnership board, and to take this action on behalf of the Board of Trustees of South Carolina First Steps due to the urgency of the matter.

Motion: To approve the proposed Horry County First Steps executive director compensation, as submitted by the local partnership board, and to take this action on behalf of the Board of Trustees of South Carolina First Steps due to the urgency of the matter.

Motion: To approve the proposed McCormick County First Steps executive director compensation, as submitted by the local partnership board, and to take this action on behalf of the Board of Trustees of South Carolina First Steps due to the urgency of the matter.

During the discussion related to the Greenwood County First Steps request, David Morley mentioned that he would like to send a letter to the Board congratulating them on the good work they have been doing since they received the corrective action plan two years ago. Staff will develop a letter for him to sign on behalf of the Board.

There was additional discussion of the proposed actions included on the agenda, which resulted in the following motion from Jesica Mackey, seconded by Wes Wooten, and approved.

Motion to request the Sumter County First Steps Board to complete the required action of approval for their request and to resubmit their request for the proposed Sumter County First Steps Executive Director compensation.

There was additional discussion of the proposed actions included on the agenda, which resulted in the following motion from Jesica Mackey, seconded by Wes Wooten, and approved.

Motion to approve the request for a change requested by the Interim Executive Director.

Information: Shared by the Interim Executive Director.

Mr. Barnes gave updates on Budget Requests which are due on August 1. These are HR requests that will be included in the Governors Budget Request when we receive that later during August. He also updated the group on progress being made in separating from the Department of Education.

A motion to adjourn was made and seconded, all were in favor, and the meeting concluded at 12:20 pm.



To: SC First Steps Board of Trustees

From: Wes Wooten

Date: August 9th, 2024

RE: Local Partnerships Program and Grants Committee

The Local Partnerships Program and Grants Committee met on Friday, August 9th, 2024. Minutes of the meetings are attached. The following motions were approved unanimously in each meeting.

1. Action Item- Corrective Action Recommendations for FY2024

Committee was asked for approval of the recommended programmatic corrective action recommendations for FY2024.

Motion

The Local Partnership Program and Grants Committee approves the corrective action determination as presented for the seven (7) local partnerships identified (Abbeville, Aiken, Barnwell, Dorchester, Georgetown, Kershaw, and Richland counties). As a result of corrective action, the local partnerships affected are not eligible to apply for competitive or targeted grants until they have satisfactorily resolved the deficiencies noted on their corrective action plan as determined by SC First Steps state staff. The motion was brought by Jack McBride, seconded by John Hayes, and unanimously approved for consent agenda.

2. Action Item- Child Care Technical Assistance and Coaching: Teaching Pyramid Observation Tool (TPOT) and Teaching Pyramid Infant–Toddler Observation Scale (TPITOS) (See Attached)

Committee was asked for approval of the recommended program guidelines for the Child Care Technical Assistance and Coaching: Teaching Pyramid Observation Tool (TPOT) and Teaching Pyramid Infant–Toddler Observation Scale (TPITOS).

Motion

The Local Partnership Program and Grants Committee approves the program guidelines for Child Care Technical Assistance and Coaching: Teaching Pyramid Observation Tool (TPOT) and Teaching Pyramid Infant–Toddler Observation Scale (TPITOS) for implementation in grant year 2025. The motion was brought by Jack McBride, seconded by John Hayes, and unanimously approved for consent agenda.



Local Partnership Program and Grants Committee Meeting

August 09, 2024

Virtual

10:30 p.m.- 12:00 p.m.

Minutes

Attendance:

Committee: Wes Wooten, Jack McBride, John Hayes, Rodger Pryor was absent

SCFS Staff: Derek Cromwell, Kate Roach, Kerry Cordan, Cheryl Scales, Lis Guimaraes, LaMyra Dukes, Jon Artz, Andy Jensen, Gina Beebe, Janice Kilburn, Delores Rock, Jade Wright, And Kathy Fitzgerald.

Open – Wes Wooten, called the meeting to order at 10:34 am

The floor was then turned over to Chief Local Partnership Officer Derek Cromwell, who explained the two actions brought before the committee. He then went into the process in which we used to determine if the partnership was to receive the corrective action. The motion had some edits as Marlboro and York were removed from corrective action The motion now reads as follows:

1. **Action Item:** Corrective Action Recommendations (See attached)

Motion:

The Local Partnership Program and Grants Committee approves the corrective action determination as presented for the seven (7) local partnerships identified (Abbeville, Aiken, Barnwell, Dorchester, Georgetown, Kershaw, and Richland counties). As a result of corrective action, the local partnerships affected are not eligible to apply for competitive or targeted grants until they have satisfactorily resolved the deficiencies noted on their corrective action plan as determined by SC First Steps state staff.

Motion was read by Derek Cromwell,

Called to motion: by Jack McBride

Seconded: by John Hayes

Vote: All said Yes

2. **Action Item:** Child Care Technical Assistance and Coaching: Teaching Pyramid Observation Tool (TPOT) and Teaching Pyramid Infant–Toddler Observation Scale (TPITOS) (See Attached)

The floor was turned over to Derek Cromwell to introduce the second action item. He gave a brief introduction and then turned the floor over to Kate Roach who explained the change to the guideline for teaching Pyramid Observation Tool (TPOT) and (TPITOS).



Motion:

The Local Partnership Program and Grants Committee approves the program guidelines for Child Care Technical Assistance and Coaching: Teaching Pyramid Observation Tool (TPOT) and Teaching Pyramid Infant–Toddler Observation Scale (TPITOS) for implementation in grant year 2025.

Motion was read by Derek Cromwell,

Called to motion: by Jack McBride

Seconded: by John Hayes

Vote: All said Yes

3. Adjourn

Meeting was called to adjourn at 10:51 by Committee Chair Wes Wooten.

Next meeting September 19, 2024

Local Partnerships Program & Grants Committee

FY2024 Programmatic Corrective Action Recommendations

8-9-2024

County Name	Deficiency
Abbeville	Raising a Reading- PTS less than 75% minimum. PAT- PTS less than 75% minimum, Connections less 75% minimum
Aiken	QE- PTS less than 75% minimum. PAT- Connections less than 75% minimum
Barnwell	Library Based Programs- PTS less than 75% minimum. QE- Average visits per month less than 2.0 minimum. PAT- Connections less than 75% minimum, Average Visits less than 1.8 minimum, HFPI less than 75% minimum.
Dorchester	PAT- PTS less than 75% minimum, Connections less than minimum required. QE- PTS less than 75% minimum.
Georgetown	Early Ed under 4- PTS less than 75% minimum Childcare Training- Did not meet minimum projected training hours.
Kershaw	PAT- PTS less than 75% minimum
Richland	QE- Average visits per month less than 2.0 minimum. Child Care Training- PTS less than 75% minimum.

Program Name	Child Care Technical Assistance and Coaching: Teaching Pyramid Observation Tool (TPOT) and Teaching Pyramid Infant–Toddler Observation Scale (TPITOS)	Code	NEED
Program Area	Early Care and Education		

Program Description

First Steps Child Care Technical Assistance and Coaching program is intended to produce measurable improvements in the quality of care and education provided to young children by providing on-site coaching and technical assistance tailored to the needs of local child care providers.

In this program model, Child Care Technical Assistants use the Pyramid Model for Supporting Social Emotional Competence in Infants and Young Children to help early childhood educators prevent and respond to children's challenging behavior. The Pyramid Model is a comprehensive, multi-tiered framework of evidence-based practices that promotes the social, emotional, and behavioral development of young children. The emphasis of this framework is to support all children at the universal level, thereby decreasing the need for more intensive intervention. In this program, the classrooms that are the focus of the technical assistance receive pre and post assessments using the Teaching Pyramid Observation Tool (TPOT) or Teaching Pyramid Infant-Toddler Observation Scale (TPITOS) which focus on the implementation of teaching and behavior support practices associated with the Pyramid Model.

Unit of Service	Evidence based?	High intensity?	Expected First Steps' Child-Level Outcomes
<input type="checkbox"/> Families <input type="checkbox"/> Children <input type="checkbox"/> Adults <input checked="" type="checkbox"/> Providers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Healthy and Safe <input type="checkbox"/> Actively Supported by Their Families and Communities <input checked="" type="checkbox"/> Arrive at School Ready to Reach Their Highest Potential

Data Collection Requirements

In KITS: Client-level Monthly outputs Child Care Providers

If monthly outputs in KITS, is client-level data required by model elsewhere: Yes No

If yes, client-level data required by model elsewhere, then name of external data system(s):

THE CRITERIA OUTLINED BELOW REPRESENT ALL PROGRAM REQUIREMENTS. THOSE MARKED WITH AN ASTERISK (*) ARE USED IN THE ONGOING EVALUATION OF LOCAL PARTNERSHIP PROGRAM PERFORMANCE.

Targeting Criteria: Who does this program target?	
Child Care Providers	
Criteria 1	Each participating child care provide shall be identified via competitive application with priority to providers: Located within the school attendance zone of (and/or enrolling primarily children attending) an individual elementary school rated "Below Average" or "Unsatisfactory" during the preceding three-year period,
OR	In which 10% or more of enrolled students are SC Child Care Scholarships recipients,
OR	Participating in a publicly-funding early care and education program (such as First Steps 4K).
Criteria 2	All participating providers must be licensed with the SC Division of Early Care and Education at the SC Department of Social Services SC DSS) with the exception of registered family child care homes and faith-based registered providers.
Criteria 3	Registered family home providers receiving SC First Steps funds shall document their voluntary completion of 15 hours of

	professional development annually, mirroring the DSS requirements for licensed, center-based providers.
Criteria 4	Family and Group Child Care Homes may qualify under the criteria above or through their documentation that at least 30% of enrolled students have a gross income at or below 85% of the state median income level.
Criteria 3	Centers participating in First Steps-funded technical assistance and coaching projects must permit the on-site delivery of “natural environment” services/therapies to children eligible under the Individuals with Disabilities Education Act (IDEA).
Criteria 4	Participant providers will be required to document the completion (or pending/ planned completion within two semesters) of ECD 101 (or comparable coursework) by the director and 100% of lead classroom staff as a condition of participation. Documentation of staff education levels and certifications are to be entered in the FSDC.

Service Criteria: How is this program implemented?

Visits (Home or Site)

Technical Assistance (TA) is defined as “the provision of targeted and customized support by a professional(s) with subject matter and adult learning knowledge and skill to develop and strengthen processes, knowledge application, or implementation of service by recipients.” The goals of technical assistance are to provide the following: 1) individualized information and 2) personalized skill building opportunities in order to enhance child care providers’ abilities to support the growth and development of young children.

Coaching is defined as a relationship-based process led by an expert in early care and education and adult learning knowledge and skills, who often serves in a different professional role than the recipient(s). Coaching is designed to build capacity for specific professional dispositions, skills, and behaviors and is focused on goal setting and achievement for an individual or group.

Services: Technical Assistants are encouraged to engage in the following cycle of activities with participating providers:

- **Preparation** - the initial set of activities that technical assistance providers use to prepare staff to engage in planning for technical assistance. Practices include needs assessment, practitioner decision-making, visioning, readiness for change, and organizational capacity.
- **Plan** - the written documentation of a detailed Quality Improvement plan that a technical assistance provider facilitates with each participating provider and/or participating classroom. TA needs shall be focused on supporting the practitioner in preventing and responding to children’s challenging behavior.
- **Implementation** – the provision of technical assistance/coaching to staff based on the components of the Quality Improvement Plan (e.g., resource-sharing, classroom organization, observation, and feedback, preparing materials, modeling, role-play, etc.)
- **Evaluation** - the practices used by technical assistance providers to understand what changes have been made as a result of their work. Evaluation supports understanding if goals have been achieved and if plans were implemented with fidelity. Practices include process evaluation, outcome evaluation, fidelity of use of intervention practices, fidelity of use of technical assistance practices, and lessons learned.
- **Sustainability** – the plan of activities to maintain changes once formal technical assistance activities have been completed. Practices include capacity-sustaining activities, continuous quality improvement, ongoing technical assistance provider support and follow-up activities.

TAs using the Pyramid Model engage in a process to build knowledge and skills of teachers using TPOT or TPITOS a validated assessment tools used to measure classroom growth and teacher child interactions related to addressing children’s challenging behaviors.

Visit Criteria 1: Duration	Visits to child care providers participating in a Child Care Technical Assistance and Coaching strategy must last a minimum of one hour.
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Visit Criteria 2: Frequency	Technical assistants are required to provide on-site consultation/coaching at least twice monthly as part of their technical assistance services, via employee or contracted staff.* Two or more visits to the same site on a single day shall be considered a single visit of increased duration.
Visit Criteria 3: Location	Visits must occur in-person at the child care provider site. They may entail meeting with the administrator, an individual classroom visit, and/or multiple classroom visits. Visits may be supplemented, but not replaced, by additional phone consultation, email correspondence, and/or shorter drop in visits.

Reach Criteria: What are this program's goals for client reach?	
Reach Criteria 1: Projected to Serve	Local Partnerships must reach 80% of their projected to serve (providers) by the end of the program year.*

Retention Criteria: What are this program's goals for client retention?	
Retention Criteria 1	The SC First Steps Child Care Technical Assistance and Coaching program emphasizes a relationship-based technical assistance approach to support the professional growth and development of the child care provider staff. It is strongly recommended that SC First Steps Technical Assistance and Coaching programs commit to working with a child care provider for two to three fiscal years, contingent upon both parties adhering to the Memorandum of Agreement.

Workforce Criteria: Who are the service providers implementing this program?			
Program Role	Technical Assistance Provider	Maximum Number of Cases	
KITS Related Job Title or Role	Certified Technical Assistance Provider	Minimum Education Level	Associates or two-year degree
Required Certifications and/or Training	<ul style="list-style-type: none"> • Associates degree in Early Childhood Education or a related field • At least two years' experience in the field of Early Childhood Education • Participation in Train-the-Trainer format training on the Pyramid Model as approved by SC First Steps. • A partnership may seek a waiver in writing from their SC First Steps Program Officer if an individual does not meet the above work or school qualifications. In those cases, the SC First Steps Early Care and Education team will assist the partnership in additional onboarding and training of the new staff member. 		

Screening and Assessment Criteria: How are program participants screened and/or assessed?	
Assessment 1: Teaching Pyramid Observation Tool (TPOT) and Teaching Pyramid Infant Toddler Observation Scale (TPITOS)	
(TPOT and TPITOS Assessment) Criteria 1	Each focus classroom (i.e., classrooms visited regularly by the TA provider) and/or home-based provider benefiting from SC First Steps funding shall receive a baseline assessment with the Teaching Pyramid Observation Tool (TPOT) and/or the Teaching Pyramid Infant Toddler Observation Scale (TPITOS) within 90 days of the initiation of technical assistance, with a post assessment conducted at least 6 months later (prior to the end of the program year), and annually thereafter in the event that a single classroom or home-based provider is served across multiple fiscal years.*

	Age Range for Assessment: TPOT – 2-5 years TPITOS – birth to 3
(TPOT and TPITOS Assessment) Criteria 2	In the event that technical assistance is provided on a center-wide basis (entailing three or more focus classrooms), at least 1/3 of all classrooms shall be assessed according to the timeline above.*
(TPOT and TPITOS Assessment) Criteria 3	Environment assessments must be conducted by assessors who have successfully completed two day <u>reliability training</u> on the TPOT or TPITOS (assessment is determined by the ages of children assessed). Successful completion will indicate that the TPOT or TPITOS workshop participant is reliable with the instrument development team for 3 years. Recertification is required every 3 years to maintain reliability standards.
(TPOT and TPITOS Assessment) Criteria 4	The baseline and post assessments must be completed by an assessor who meets the criteria listed above and is not the assigned TA provider for the classroom.*

Success Criteria: How is success in this program defined for participants?	
Success Criteria 1	Child care provider advancement in South Carolina's quality rating and improvement system, ABC Quality.
Success Criteria 2	Child care provider improvement on TPOT and/or TPITOS (from baseline to post assessment).
Success Criteria 3	Pre and post client satisfaction surveys of early educators who received technical assistance must be administered. The data collected should be used for program improvement.

Other Criteria: Are there other program criteria that exist?	
Other Criteria 1	Partnerships shall ensure the submission of complete center data for each focus provider within 30 days of program initiation, and maintain current center, enrollment, and staff information within the FSDC. When onboarding a new provider to the Pyramid Model Framework, an orientation period is recommended to conduct baseline assessments, provide training on the TPOT and/or TPITOS, and build rapport with staff.
Other Criteria 2	<p>Quality Improvement Plans – Technical Assistants will develop detailed Quality Improvement Plans (QIP) in partnership with each child care provider. The minimum components of Quality Improvement Plans are the following:</p> <ul style="list-style-type: none"> • Data from the baseline assessment of the classroom(s) served from the TPOT and/or TPITOS. • Goals and objectives for the classroom(s) and/or provider based on data from the baseline assessment(s) that are specific, actionable, measurable, and time-bound • Strategies that the Technical Assistant will use to support the director, teacher(s), and/or staff. • Professional development/training options for director, teacher(s), and/or staff. <p>Child Care Technical Assistance and Coaching strategies shall collaborate with other agencies and organizations serving providers, in order to coordinate and enhance services. Partnerships working with providers that are participants in First Steps 4K and/or receive technical assistance support from other state programs should develop the classroom's QIP and provide services in coordination with the other partner organizations' technical assistants assigned to the provider</p>
Other Criteria 3	Technical Assistants must use the standardized Quality Improvement Plan template provided by SC First Steps.

<p>Other Criteria 4</p>	<p>Equipment/materials funding to centers, if provided, may not exceed \$5,000 annually without the approval of SC First Steps. In all cases equipment/materials purchases must be aligned with classroom needs as indicated by the environment assessment and/or the center’s current Quality Improvement Plan.</p> <p>Equipment/materials funds shall not be awarded independent of training and/or qualified technical assistance. Equipment/materials funding may not be used to support classrooms funded by the First Steps 4K program without approval by the First Steps 4K Administrator. Equipment and materials funds will be awarded at intervals as commitments are actively demonstrated and changes are put in place; with no more than 35-40% of allocation spent before improvement is demonstrated via the center’s Quality Improvement Plan(s).</p>
<p>Other Criteria 5</p>	<p>Integration with Child Care Training - Partnerships shall offer at least eight (8) hours of high-quality, certified training (stemming directly from the provider’s Quality Improvement Plan(s) to each early childhood professional on staff.</p> <p>Training will be based on needs identified within the Quality Improvement Plan(s).</p> <p>The child care provider director must participate regularly in on-site TA and coaching visits and in at least 50% of staff training provided.</p> <p>Child care teaching staff shall be required to attend relevant training as a condition of their providers’ participation.</p> <p>Trainings offered to client providers shall be attended by the partnership’s technical assistance provider(s).</p>
<p>Other Criteria 5</p>	<p>All participating staff shall be provided with information about the state’s T.E.A.C.H. (Teacher Education and Compensation Helps) scholarship program and provided (and/or connected with) case management designed to assist each in his/her advancement along South Carolina’s Early Childhood Career Lattice.</p>



To: SC First Steps Board of Trustees

From: Jessica Mackey, Chairman, Finance and Administration Committee

Date: August 7, 2024

RE: Finance and Administration Committee Report

The Finance and Administration Committee met via Zoom conference call on August 7, 2024, to take up one action item and receive updates from staff. Detailed meeting minutes are attached. The committee approved one action item and forwards the following updates.

The Finance and Administration Committee approved the following motion.

To approve the Revised Formula Allocation for the Local Partnerships for 2024-25, based on additional funds appropriated by the state for the 2024-25 fiscal year.

This motion and approval will be submitted to the Board of Trustees for approval through the consent agenda at the next meeting.

An update was provided on the following.

First Steps State Office

Financial Report: Mr. Barnes shared the updated financial status of the agency along with the updated Donations Report. We finished the year with expenditures of more than \$68 million. The new budget year is showing a starting budget of almost \$75 million. The organization ended the year and is starting its new year in good financial condition.

State Budget Request: The agency has already started its State Budget Request for FY 25-26. We submitted the HR components of the request to the States Office of Human Resources by August 1, per the change in requirements.

Separation from State Department of Education: The target date for complete separation from the Department of Education is November 1, with some of the separation beginning in the next 10 days with moving the procurement responsibilities. The payroll will move on October 1.

Additional information can be found in the minutes for the meeting, which are attached.



Minutes from Finance and Administration Committee Meeting

August 7, 2024

Members present: Jesica Mackey, Chairman, Jacque Curtin, CPA

Members not present: David Morley

Nonmembers present: Mark Barnes, Interim Executive Director; Annie Cherry, Local Partnership Senior Fiscal Manager

With all public notices being provided, the Zoom meeting was called to order by Jesica Mackey at 09:01 am. A quorum was available, so the Committee was called to order.

Required Action Item: Review and approval: Revised Local Partnership Formula Allocation for FY 2024-25

Mr. Barnes reviewed both the original request and the actual additional state funding appropriated by the General Assembly for Local Partnership support for the 2024-25 fiscal year. He mentioned the original request was for \$4.7 million in funds for multiple reasons. The General Assembly appropriated \$2 million. Since the State Budget was passed the state office has been reviewing the funds for any restrictions for use. The funds were originally budgeted by the General Assembly with \$1.3 million in operating and approximately \$700,000 in personnel related cost in General Funds. This included 4 additional FTE's for the state office.

After review, the State Office is recommending we allocate \$1.6 million of the \$2 million through the Formula Allocation Model currently approved by the Board for the Local Partnerships. The staff have made budget transfers to allow that amount to be added to the Formula Funding. Mr. Barnes presented the revised allocation amounts that would be given to the Local Partnerships. This would increase the minimum amount for all local partnerships from \$200,000 per year, to \$222,168 per year. According to the formula funding model, all local partnerships with more than 2,800 children in their county who are between birth and 5 in households with incomes less than 185% of poverty, would receive additional funding. The net increase should be approximately 11% for all local partnerships. Mr. Barnes mentioned that he had shared the proposal with the Executive Directors in a recent conference call and no major concerns with the plan had been identified.

There was general discussion, and a motion was made by Jacque Curtin "To approve the Revised Formula Allocation for the Local Partnerships for 2024-25, based on additional funds appropriated by the state for the 2024-25 fiscal year." The motion was seconded by Jesica Mackey. The motion was approved.

First Steps State Office Updates

Financial Report

Mr. Barnes referred to attached monthly financial reports: They included the FY 2024 Finance Report Template and Donations for the Fiscal Year ending June 30, 2024 and the FY 2025 Finance Report for the month ending July 31, 2024. He mentioned we expended over \$68 million for the last fiscal year. He also mentioned the attached donations report. The starting budget for FY 2025 was also discussed and is currently standing at approximately \$75 million. He mentioned that several large grants either have ended or will be ending over the next two months. The largest is the ESSER funds that were received through the Department of Education with the second largest being the closing out of the Preschool Development Grant that ended in April of 2024.

State Budget Request

An update was provided on the state budget request for FY 25-26. First Steps had to submit the budget request for all HR impacts to the Office of Human Resources in the Department of Administration by August 1 of this year. We submitted 4 requests for a total of almost \$1 million.

Separation from the State Department of Education

The separation of SC First Steps from the Department of Education is continuing. Many of the items have been completed and the target date for complete separation is by November 1 of this year. A new chart of accounts has been created, budgets are in the process of being established for the new accounts, and procurement will be moved from the Department of Education to shared services under the Department of Administration over the next week. Other services and support will be moved over the next several months.

The agency is working to fill it's Grants Accounting role and hopes to have that completed soon.

Local Partnerships

Work is continuing for Act 81 activities. Training is being conducted now by Kaitlyn Richards for the local Board members and Executive Directors for the recently approved policies for ED Hiring, Salaries, and Evaluations. The HR compliance policies recently approved have been sent out to the local partnership Executive Directors and Board Chairs and are being included in local policies. We are still working to get the Bylaws approved so they can also be sent out to the local partnerships. We have started the process of developing the second round of HR policies and hope to have those ready to present to the Board by December.

4K Program

The 4K program is showing another increase in enrollments for the 24-25 school year. Our just completed year had the largest number of students in our history. We expect this years numbers will show another significant increase.

With no further business to discuss for the Committee, the meeting was adjourned at 9:51 am.



First Steps Local Partnership Allocation FY 2024-25

August 2, 2024

Instructions:		Enter total funds for allocation in E 4		Total Funds															
		Enter Initial Base Allocation in E 6		\$16,035,228															
Instructions:		Enter any noncompliance penalties in Column K		Initial Base Allocation for Each County															
		Calculate Adjusted Base Allocation		\$222,168															
Additional allocation for counties with high numbers of children age 0-5 under 185% of poverty is calculated as follows: 1. Select counties that have more than 2800 children age 0-5 under 185% of poverty. Subtract 2800 from estimated number in column C. 2. Calculate percent of the total for each county with more than 2800 children. 3. Multiply percent by the amount available for allocation. 4. Add the adjusted base amount to the additional allocation.					Total Initial Base Allocation											Funds Available for Allocation = Total Funds Minus Total Initial Base	Subtotal Allocation	Total Noncompliance Penalties	Total Adjusted Base Allocation
					\$10,219,728											\$5,815,500.00		\$0.00	\$16,035,228.00
Sources:	U.S. Census Bureau: 2017-2022 American Community Survey 5-Year Estimates, Table 17024			Initial Base Allocation	Low Income	Counties with large numbers of low income children				Adjusted change in # of Children	Adjusted # of Children	Percentage for additional allocation	Additional Allocation	Subtotal Allocation	Minus Noncompliance Penalty	Total Allocation			
County	Estimated number below age 6 for whom poverty was determined	Estimated number below age 6 less than 185% poverty	Estimated percent below age 6 less than 185% poverty		County Percent of Population Below Age 6 Less Than 185% Poverty	2022 Estimate Above 2800	2023-24 Adjusted # of Children	Percentage Change	Max 3% Change Allowable										
South Carolina	334,324	141,906	42.4%		100.00%														
Abbeville	1,354	633	46.8%	\$222,168	0.45%								\$0	\$222,168	\$0	\$222,168			
Aiken	11,015	4,355	39.5%	\$222,168	3.07%	1,555	2,966	-24.47%	-3.00%	(173)	2,793	0.042	\$242,869	\$465,037	\$0	\$465,037			
Allendale	378	279	73.8%	\$222,168	0.20%								\$0	\$222,168	\$0	\$222,168			
Anderson	13,663	5,675	41.5%	\$222,168	4.00%	2,875	3,028	-2.63%	-2.63%	(153)	2,875	0.043	\$250,026	\$472,194	\$0	\$472,194			
Bamberg	803	489	60.9%	\$222,168	0.34%								\$0	\$222,168	\$0	\$222,168			
Barnwell	1,573	1,256	79.8%	\$222,168	0.89%								\$0	\$222,168	\$0	\$222,168			
Beaufort	10,602	4,854	45.8%	\$222,168	3.42%	2,054	2,617	-10.40%	-3.00%	(163)	2,455	0.037	\$213,494	\$435,662	\$0	\$435,662			
Berkeley	17,339	6,485	37.4%	\$222,168	4.57%	3,685	4,172	-6.99%	-3.00%	(209)	3,963	0.059	\$344,636	\$566,804	\$0	\$566,804			
Calhoun	668	402	60.2%	\$222,168	0.28%								\$0	\$222,168	\$0	\$222,168			
Charleston	27,123	8,401	31.0%	\$222,168	5.92%	5,601	6,552	-10.17%	-3.00%	(281)	6,271	0.094	\$545,380	\$767,548	\$0	\$767,548			
Cherokee	4,102	2,426	59.1%	\$222,168	1.71%								\$0	\$222,168	\$0	\$222,168			
Chester	2,245	1,348	60.0%	\$222,168	0.95%								\$0	\$222,168	\$0	\$222,168			
Chesterfield	2,776	1,625	58.5%	\$222,168	1.15%								\$0	\$222,168	\$0	\$222,168			
Clarendon	1,634	850	52.0%	\$222,168	0.60%								\$0	\$222,168	\$0	\$222,168			
Colleton	2,498	1,440	57.6%	\$222,168	1.01%								\$0	\$222,168	\$0	\$222,168			
Darlington	4,013	2,279	56.8%	\$222,168	1.61%								\$0	\$222,168	\$0	\$222,168			
Dillon	2,237	1,536	68.7%	\$222,168	1.08%								\$0	\$222,168	\$0	\$222,168			
Dorchester	10,484	3,469	33.1%	\$222,168	2.44%	669	1,107	-11.21%	-3.00%	(117)	990	0.015	\$86,091	\$308,259	\$0	\$308,259			
Edgefield	1,073	526	49.0%	\$222,168	0.37%								\$0	\$222,168	\$0	\$222,168			
Fairfield	1,285	782	60.9%	\$222,168	0.55%								\$0	\$222,168	\$0	\$222,168			
Florence	10,031	4,904	48.9%	\$222,168	3.46%	2,104	2,682	-10.55%	-3.00%	(164)	2,518	0.038	\$218,976	\$441,144	\$0	\$441,144			
Georgetown	3,164	1,678	53.0%	\$222,168	1.18%								\$0	\$222,168	\$0	\$222,168			
Greenville	37,616	13,956	37.1%	\$222,168	9.83%	11,156	10,834	2.36%	2.36%	322	11,156	0.167	\$970,188	\$1,192,356	\$0	\$1,192,356			
Greenwood	5,088	3,287	64.6%	\$222,168	2.32%	487	581	-2.79%	-2.79%	(94)	487	0.007	\$42,352	\$264,520	\$0	\$264,520			
Hampton	1,222	771	63.1%	\$222,168	0.54%								\$0	\$222,168	\$0	\$222,168			
Horry	17,966	7,984	44.4%	\$222,168	5.63%	5,184	6,340	-12.65%	-3.00%	(274)	6,066	0.091	\$527,542	\$749,710	\$0	\$749,710			
Jasper	1,556	923	59.3%	\$222,168	0.65%								\$0	\$222,168	\$0	\$222,168			
Kershaw	4,098	1,552	37.9%	\$222,168	1.09%								\$0	\$222,168	\$0	\$222,168			
Lancaster	6,367	2,560	40.2%	\$222,168	1.80%								\$0	\$222,168	\$0	\$222,168			
Laurens	4,550	2,325	51.1%	\$222,168	1.64%		0						\$0	\$222,168	\$0	\$222,168			
Lee	888	600	67.6%	\$222,168	0.42%								\$0	\$222,168	\$0	\$222,168			
Lexington	19,950	8,356	41.9%	\$222,168	5.89%	5,556	5,533	0.28%	0.28%	23	5,556	0.083	\$483,181	\$705,349	\$0	\$705,349			
McCormick	254	139	54.7%	\$222,168	0.10%								\$0	\$222,168	\$0	\$222,168			
Marion	1,629	1,186	72.8%	\$222,168	0.84%								\$0	\$222,168	\$0	\$222,168			
Marlboro	1,597	1,115	69.8%	\$222,168	0.79%								\$0	\$222,168	\$0	\$222,168			
Newberry	2,264	883	39.0%	\$222,168	0.62%								\$0	\$222,168	\$0	\$222,168			
Oconee	4,278	2,179	50.9%	\$222,168	1.54%								\$0	\$222,168	\$0	\$222,168			
Orangeburg	5,057	3,107	61.4%	\$222,168	2.19%	307	1,006	-18.37%	-3.00%	(114)	892	0.013	\$77,581	\$299,749	\$0	\$299,749			
Pickens	7,014	2,706	38.6%	\$222,168	1.91%								\$0	\$222,168	\$0	\$222,168			
Richland	26,875	11,337	42.2%	\$222,168	7.99%	8,537	9,440	-7.38%	-3.00%	(367)	9,073	0.136	\$789,021	\$1,011,189	\$0	\$1,011,189			
Saluda	1,251	619	49.5%	\$222,168	0.44%								\$0	\$222,168	\$0	\$222,168			
Spartanburg	23,601	9,775	41.4%	\$222,168	6.89%	6,975	6,893	0.84%	0.84%	82	6,975	0.104	\$606,585	\$828,753	\$0	\$828,753			
Sumter	8,475	3,566	42.1%	\$222,168	2.51%	766	1,935	-24.68%	-3.00%	(142)	1,793	0.027	\$155,889	\$378,057	\$0	\$378,057			
Union	1,812	1,084	59.8%	\$222,168	0.76%								\$0	\$222,168	\$0	\$222,168			
Williamsburg	1,748	1,051	60.1%	\$222,168	0.74%								\$0	\$222,168	\$0	\$222,168			
York	19,108	5,153	27.0%	\$222,168	3.63%	2,353	3,189	-13.96%	-3.00%	(180)	3,009	0.045	\$261,689	\$483,857	\$0	\$483,857			
				\$10,219,728		59,864	68,876			100.00%	66,871		\$5,815,500	\$16,035,228	\$0	\$16,035,228			

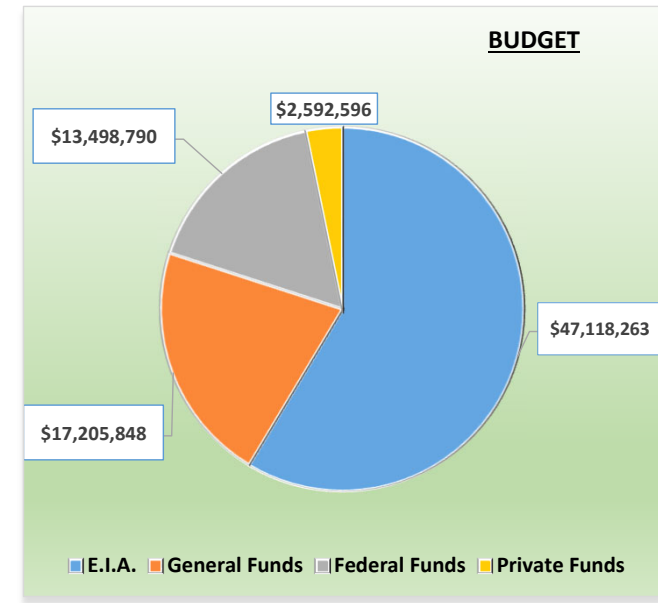
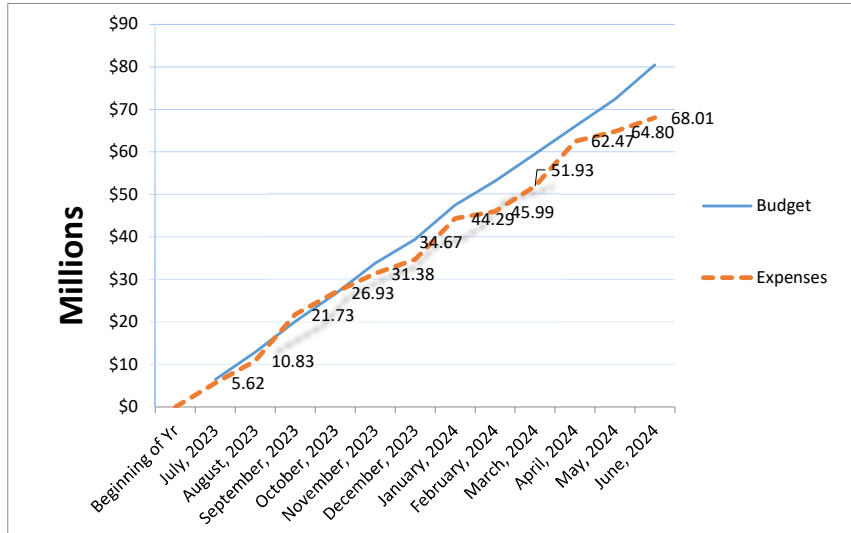


Allocation Change between FY 2024-25 and Additional Funding
2-Aug-24

County	Total Original Allocation 2024-25	Total Revised Allocation 2024-25	Change	Percentage Change
Abbeville	200,000	\$222,168	22,168	11.08%
Aiken	418,636	\$465,037	46,402	11.08%
Allendale	200,000	\$222,168	22,168	11.08%
Anderson	425,078	\$472,194	47,116	11.08%
Bamberg	200,000	\$222,168	22,168	11.08%
Barnwell	200,000	\$222,168	22,168	11.08%
Beaufort	392,192	\$435,662	43,470	11.08%
Berkeley	510,249	\$566,804	56,556	11.08%
Calhoun	200,000	\$222,168	22,168	11.08%
Charleston	690,962	\$767,548	76,586	11.08%
Cherokee	200,000	\$222,168	22,168	11.08%
Chester	200,000	\$222,168	22,168	11.08%
Chesterfield	200,000	\$222,168	22,168	11.08%
Clarendon	200,000	\$222,168	22,168	11.08%
Colleton	200,000	\$222,168	22,168	11.08%
Darlington	200,000	\$222,168	22,168	11.08%
Dillon	200,000	\$222,168	22,168	11.08%
Dorchester	277,501	\$308,259	30,758	11.08%
Edgefield	200,000	\$222,168	22,168	11.08%
Fairfield	200,000	\$222,168	22,168	11.08%
Florence	397,127	\$441,144	44,018	11.08%
Georgetown	200,000	\$222,168	22,168	11.08%
Greenville	1,073,382	\$1,192,356	118,974	11.08%
Greenwood	238,126	\$264,520	26,394	11.08%
Hampton	200,000	\$222,168	22,168	11.08%
Horry	674,903	\$749,710	74,806	11.08%
Jasper	200,000	\$222,168	22,168	11.08%
Kershaw	200,000	\$222,168	22,168	11.08%
Lancaster	200,000	\$222,168	22,168	11.08%
Laurens	200,000	\$222,168	22,168	11.08%
Lee	200,000	\$222,168	22,168	11.08%
Lexington	634,969	\$705,349	70,380	11.08%
McCormick	200,000	\$222,168	22,168	11.08%
Marion	200,000	\$222,168	22,168	11.08%
Marlboro	200,000	\$222,168	22,168	11.08%
Newberry	200,000	\$222,168	22,168	11.08%
Oconee	200,000	\$222,168	22,168	11.08%
Orangeburg	269,840	\$299,749	29,909	11.08%
Pickens	200,000	\$222,168	22,168	11.08%
Richland	910,292	\$1,011,189	100,897	11.08%
Saluda	200,000	\$222,168	22,168	11.08%
Spartanburg	746,059	\$828,753	82,693	11.08%
Sumter	340,334	\$378,057	37,723	11.08%
Union	200,000	\$222,168	22,168	11.08%
Williamsburg	200,000	\$222,168	22,168	11.08%
York	435,578	\$483,857	48,279	11.08%
Totals	14,435,228	16,035,228	1,600,000	11.08%

**As of
June 30, 2024**

Spending Rates	
Projected	100%
Actual	85%



PROGRAMS / OPERATIONS	STATE APPROPRIATIONS			FEDERAL GRANTS			PRIVATE FUNDS			GRAND TOTAL		
	Description	Budget	Expended	Balance	Budget	Expended	Balance	Budget	Expended	Balance	Budget	Expended
LOCAL PARTNERSHIPS	23,506,624	19,887,102	3,619,522	7,970,965	6,347,032	\$ 1,623,933	1,761,130	1,186,035	575,095	33,238,719	27,420,169	\$ 5,818,550
PRIVATE 4-K	36,719,794	34,615,799	2,103,995	2,607,565	1,170,506	1,437,059			-	39,327,359	35,786,305	\$ 3,541,054
EARLY CHILDHOOD ADVISORY COUNCIL	1,160,993	153,868	1,007,125	2,920,260	2,098,656	821,604	334,328	87,312	247,016	4,415,581	2,339,836	\$ 2,075,745
POLICY & ACCOUNTABILITY	2,936,700	2,183,625	753,075	-	-	-	497,138	283,398	213,740	3,433,838	2,467,023	\$ 966,815
GRAND TOTAL:	64,324,111	56,840,394	7,483,717	13,498,790	9,616,194	3,882,596	2,592,596	1,556,745	1,035,851	80,415,497	68,013,333	\$ 12,402,164

Notes:

1) Local Partnerships:

- a. Funding Sources: Education Improvement Act (EIA) Funds and General Funds
- b. Formula allocation cash advances are disbursed on a quarterly basis
- c. Expenditures reflect disbursements from SC First Steps (state-level)
- d. Includes local-level actual expenses to staff and vendors
- e. Contracted Accounting Firm, Accounting Software Network Support & Programmatic Data Housing
- f. OFS program & finance staff (payroll, rent, contractual, supplies, travel, etc.)

Federal Funds:	47,118,263	E.I.A.
VISTA	50,000	17,205,848
AmeriCorps:	585,724	13,498,790
SLDS:	266,194	2,592,596
PDG:	2,654,066	80,415,497
ESSER Funds	9,942,806	
	13,498,790	

Local Partnerships (Cont'd):

- g. External programmatic evaluation
- h. Financial audits-annually each LP
- i. Workers' compensation insurance coverage
- j. Includes LP Countdown to Kindergarten program

2) Private budgets based on Private Grants, Projected Fund Raising, & prior year cash.

3) State Appropriations Include EIA Funds & General Funds along with carry forward cash.

Donations

FY 2024

As of June 30, 2024



DATE RECEIVED	GENERAL	DONOR/PAYOR	FUNDS	PURPOSE / COMMENTS
Jul 7, 2023	\$ 1,000	SC Head Start	Restricted	2023 Summit
Jul 24, 2023	\$ 2,500	DHEC	Restricted	2023 Summit
Aug 3, 2023	\$ 500	Lewis T. Smoak	Restricted	Night to Celebrate Communities
Aug 3, 2023	\$ 25	Gwen Cook	Restricted	Laurens County FS
Aug 3, 2023	\$ 25	Joe Nation - NFG	Restricted	Lexington County FS
Aug 3, 2023	\$ 25	Chevelle Gilyard	Restricted	Richland County FS
Aug 16, 2023	\$ 2,500	SC ETV	Restricted	2023 Summit
Aug 28, 2023	\$ 100	Judy and Walter Newman	Restricted	Sumter County FS
Aug 28, 2023	\$ 100	Shirnetha Belk	Restricted	Lancaster County FS-Honoring Lora Bryson
Aug 31, 2023	\$ 1,250	Sisters of Charity	Restricted	2023 Summit
Sep 1, 2023	\$ 2,500	John S. McBride Jr.	Unrestricted	Donation to SCFS
Sep 1, 2023	\$ 50	Laura Baker	Unrestricted	Donation to SCFS
Sep 5, 2023	\$ 1,000	Institute for Child Success	Restricted	2023 Summit
Sep 5, 2023	\$ 250	Peter A. Miller	Unrestricted	Donation to SCFS
Sep 18, 2023	\$ 10,000	Morley Family Fund	Unrestricted	Donation to SCFS
Oct 12, 2023	\$ 25	Hazel Bachman	Unrestricted	Donation to SCFS
Oct 16, 2023	\$ 5,500	Kaplan	Restricted	\$2,500 NTCC, \$3,000 Summit
Oct 18, 2023	\$ 713	Expo Pass	Restricted	2023 Summit
Oct 20, 2023	\$ 25	Bob Reeder-NFG	Unrestricted	Donation to SCFS
Oct 20, 2023	\$ 110	Betty Gardiner-NFG	Unrestricted	Donation to SCFS
Oct 20, 2023	\$ 50	Erin Hall-NFG	Unrestricted	Donation to SCFS
Oct 20, 2023	\$ 110	Elizabeth Dudek-NFG	Unrestricted	Donation to SCFS
Oct 20, 2023	\$ 25	Rutledge long-NFG	Unrestricted	Donation to SCFS
Oct 20, 2023	\$ 25	Joe Nation - NFG	Restricted	Lexington County FS
Oct 26, 2023	\$ 200	Cheryl and Dennis Wiese-NFG	Unrestricted	Donation to SCFS
Oct 26, 2023	\$ 300	Karen Waller-NFG	Restricted	Chesterfield County FS
Oct 26, 2023	\$ 25	Joe Nation - NFG	Restricted	Lexington County FS
Nov 2, 2023	\$ 27	Susan Jones	Unrestricted	Horry County FS
Nov 6, 2023	\$ 27	Jim Riddle	Unrestricted	Donation to SCFS
Nov 6, 2023	\$ 2,500	Mia Flores (Lakeshore Learning)	Restricted	2023 Summit Sponsorship
Nov 8, 2023	\$ 75	Franklin Schools	Restricted	2023 Summit
Nov 17, 2023	\$ 20	Glenn Wright	Unrestricted	Lancaster County FS
Nov 21, 2023	\$ 1,000	Janice Kilburn	Unrestricted	Donation to SCFS
Nov 22, 2023	\$ 25	Joe Nation - NFG	Restricted	Lexington County FS
Nov 22, 2023	\$ 2,500	Blake Family Fund	Unrestricted	Donation to SCFS
Nov 30, 2023	\$ 120	Sue Williams	Unrestricted	Donation to SCFS
Nov 30, 2023	\$ 100	Deborah Robertson	Unrestricted	Donation to SCFS
Nov 30, 2023	\$ 50	Chelsea Richard	Unrestricted	Donation to SCFS
Nov 30, 2023	\$ 120	Christopher and Janie Neeley	Unrestricted	Donation to SCFS
Nov 30, 2023	\$ 120	Karen Oliver	Unrestricted	Donation to SCFS
Nov 30, 2023	\$ 27	Avian Jones	Unrestricted	Donation to SCFS
Nov 30, 2023	\$ 120	Marie Fadeley	Unrestricted	Donation to SCFS
Nov 30, 2023	\$ 50	Valencia Johnson	Unrestricted	Donation to SCFS
Nov 30, 2023	\$ 50	Christine McFadden	Unrestricted	Donation to SCFS
Nov 30, 2023	\$ 150	Georgia Mjartan	Unrestricted	Donation to SCFS
Nov 30, 2023	\$ 100	Elizabeth Dudek	Unrestricted	Donation to SCFS
Nov 30, 2023	\$ 500	Barbara Manoski	Unrestricted	Spartanburg County FS

Nov 30, 2023	\$ 25	Sarah Eargle	Unrestricted	Newberry County FS
Nov 30, 2023	\$ 100	Michael Leach	Unrestricted	Donation to SCFS
Nov 30, 2023	\$ 50	Ben Gibson	Unrestricted	Donation to SCFS
Nov 30, 2023	\$ 27	Holly McGlothin	Unrestricted	Donation to SCFS
Nov 30, 2023	\$ 2,000	Tom Lacas	Unrestricted	Donation to SCFS
Nov 30, 2023	\$ 27	Mary Anne Matthews	Unrestricted	Donation to SCFS
Nov 30, 2023	\$ 10	Lee Patterson	Unrestricted	Richland County FS
Dec 4, 2023	\$ 27	Myrelo King	Unrestricted	Donation to SCFS
Dec 8, 2023	\$ 500	Kimberly-Clark Beech Island	Unrestricted	Aiken County FS
Dec 8, 2023	\$ 50	Antionette Alston	Unrestricted	Newberry County FS
Dec 15, 2023	\$ 1,000	Lourie Consulting	Restricted	Night to Celebrate Communities
Dec 15, 2023	\$ 2,500	Sunshine House	Restricted	Night to Celebrate Communities
Dec 18, 2023	\$ 27	Matthew Orozco	Unrestricted	Donation to SCFS
Dec 19, 2023	\$ 50	Mary Lee Author	Unrestricted	Donation to SCFS
Dec 19, 2023	\$ 500	J. Gregory Hembree	Unrestricted	Donation to SCFS
Dec 22, 2023	\$ 100	Sharon O'Bryant	Unrestricted	Donation to SCFS
Dec 28, 2023	\$ 3,000	Enterprise	Unrestricted	Donation to SCFS
Jan 2, 2024	\$ 27	Delores Rock	Unrestricted	Donation to SCFS
Jan 2, 2024	\$ 1,000	Russ Purdy	Unrestricted	Donation to SCFS
Jan 2, 2024	\$ 500	Russ Purdy	Unrestricted	Donation to SCFS
Jan 3, 2024	\$ 250	Valencia Johnson	Unrestricted	Donation to SCFS
Jan 11, 2024	\$ 5,000	First Citizens Bank	Restricted	Night to Celebrate Communities
Jan 11, 2024	\$ 50	Billy & Lillie Bennet	Restricted	Sumter County FS
Jan 11, 2024	\$ 1,000	G3 Wealth Advisors	Restricted	Night to Celebrate Communities
Jan 11, 2024	\$ 1,500	Hal Kaplan	Unrestricted	Donation to SCFS
Jan 17, 2024	\$ 25	Regis McElveen	Unrestricted	Donation to SCFS
Jan 30, 2024	\$ 100	Nicole Matheny - NFG	Restricted	Pickens County FS
Jan 30, 2024	\$ 25	Victoria Tate - NFG	Restricted	Pickens County FS
Jan 30, 2024	\$ 25	Joe Nation - NFG	Restricted	Lexington County FS
Jan 30, 2024	\$ 100	Sharon O'Bryant - NFG	Unrestricted	Donation to SCFS
Jan 30, 2024	\$ 150	Porcha Nelson - NFG	Restricted	Orangeburg County FS
Jan 30, 2024	\$ 100	Kent Washington - NFG	Unrestricted	Donation to SCFS
Feb 7, 2024	\$ 185	Elizabeth & Ben Dudek	Unrestricted	Night to Celebrate Communities
Feb 8, 2024	\$ 50	Coles Lawton	Unrestricted	Donation to SCFS
Feb 14, 2024	\$ 200	Robin Waites	Unrestricted	Night to Celebrate Communities
Feb 14, 2024	\$ 100	Karen Oliver	Unrestricted	Night to Celebrate Communities
Feb 14, 2024	\$ 27	Bethany Counts	Unrestricted	Donation to SCFS
Feb 21, 2024	\$ 185	Timothy & Carolyn Sutherland	Unrestricted	Night to Celebrate Communities
Feb 22, 2024	\$ 2,500	Parker Poe	Restricted	Night to Celebrate Communities
Feb 22, 2024	\$ 25	Joe Nation - NFG	Restricted	Lexington County FS
Feb 22, 2024	\$ 1,000	Mark & Debbie Robinson	Restricted	Night to Celebrate Communities
Feb 22, 2024	\$ 7,500	Contec	Restricted	Night to Celebrate Communities
Feb 22, 2024	\$ 2,400	Contec	Restricted	Legislative Breakfast
Feb 22, 2024	\$ 250	SC State Federal Credit Union	Unrestricted	Donation to SCFS
Feb 22, 2024	\$ 1,000	Trinity Partners - COLA, LLC	Restricted	Night to Celebrate Communities
Feb 22, 2024	\$ 300	Marilyn & Ronald Artz	Restricted	Night to Celebrate Communities
Feb 22, 2024	\$ 2,500	John McBride Jr.	Restricted	Night to Celebrate Communities
Feb 26, 2024	\$ 185	Barbara & Douglas Rice	Unrestricted	Night to Celebrate Communities
Feb 26, 2024	\$ 185	Mark Barnes & Joy Mazur	Unrestricted	Night to Celebrate Communities
Feb 26, 2024	\$ 200	Janice Kilburn	Unrestricted	Night to Celebrate Communities
Feb 26, 2024	\$ 5,000	Palmetto Garage Works	Unrestricted	Donation to SCFS
Feb 28, 2024	\$ 185	Elizabeth & Bradley Petit	Unrestricted	Night to Celebrate Communities

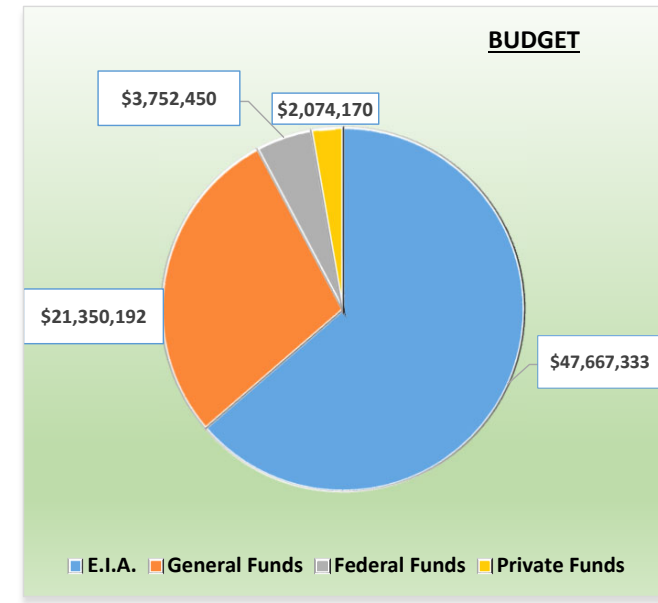
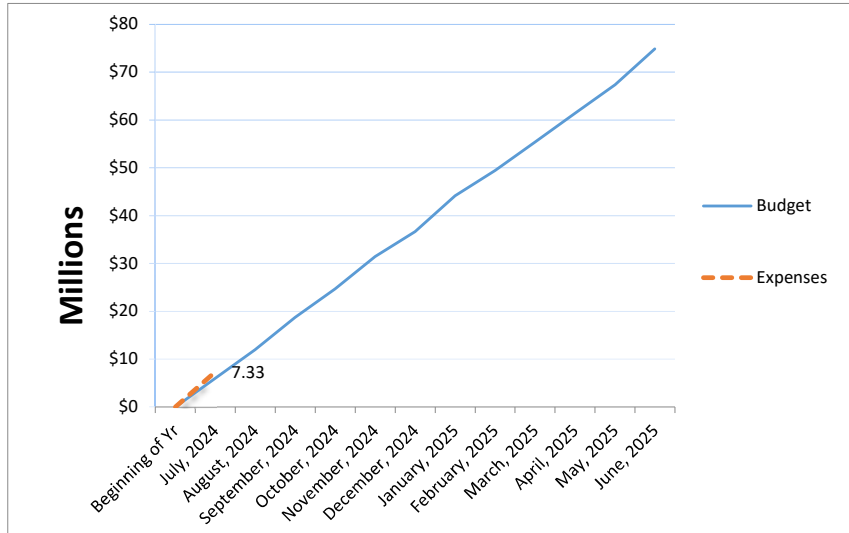
Feb 28, 2024	\$ 200	Jim Riddle	Unrestricted	Night to Celebrate Communities
Feb 28, 2024	\$ 200	Marla Herlong	Unrestricted	Night to Celebrate Communities
Feb 28, 2024	\$ 185	Mary Anne & Tony Scott	Unrestricted	Night to Celebrate Communities
Feb 28, 2024	\$ 185	Chelsea Richard	Unrestricted	Night to Celebrate Communities
Mar 1, 2024	\$ 1,000	The MIL Corporation	Unrestricted	Night to Celebrate Communities
Mar 1, 2024	\$ 185	Mary Steppling	Unrestricted	Night to Celebrate Communities
Mar 1, 2024	\$ 100	Betty Gardiner	Unrestricted	Night to Celebrate Communities
Mar 4, 2024	\$ 185	Deborah Robertson	Unrestricted	Night to Celebrate Communities
Mar 4, 2024	\$ 100	Kathy Jenkins	Unrestricted	Night to Celebrate Communities
Mar 4, 2024	\$ 50	Nancy Gibbes	Unrestricted	Donation to SCFS
Mar 7, 2024	\$ 100	Jennifer McConnell	Unrestricted	Night to Celebrate Communities
Mar 8, 2024	\$ 125	Julia-Ellen Davis	Unrestricted	Night to Celebrate Communities
Mar 8, 2024	\$ 125	Rodney Jenkins	Unrestricted	Night to Celebrate Communities
Mar 11, 2024	\$ 100	Ryan Shinn - Lakeshore Learning	Unrestricted	Night to Celebrate Communities
Mar 11, 2024	\$ 100	Karen Oliver	Unrestricted	Night to Celebrate Communities
Mar 11, 2024	\$ 185	Stephen Sizemore	Unrestricted	Night to Celebrate Communities
Mar 11, 2024	\$ 185	Marsha Elrod	Unrestricted	Night to Celebrate Communities
Mar 11, 2024	\$ 1,000	Dominik Mjartan	Unrestricted	Night to Celebrate Communities
Mar 11, 2024	\$ 185	Pamela Hastings	Unrestricted	Night to Celebrate Communities
Mar 13, 2024	\$ 100	Kimberly Russell	Unrestricted	Night to Celebrate Communities
Mar 13, 2024	\$ 185	Melanie Hansen	Unrestricted	Night to Celebrate Communities
Mar 14, 2024	\$ 185	Matthew Zion	Unrestricted	Night to Celebrate Communities
Mar 14, 2024	\$ 1,000	Rhodes Branding	Unrestricted	Night to Celebrate Communities
Mar 14, 2024	\$ 685	Night to Celebrate Ticket Sales	Unrestricted	Night to Celebrate Communities
Mar 15, 2024	\$ 100	Cheri Shapiro	Unrestricted	Night to Celebrate Communities
Mar 15, 2024	\$ 185	Allison Orvin	Unrestricted	Night to Celebrate Communities
Mar 18, 2024	\$ 1,000	Peter & Karen Miller	Restricted	Night to Celebrate Communities
Mar 18, 2024	\$ 10,000	Palmetto Citizens	Restricted	Night to Celebrate Communities
Mar 18, 2024	\$ 120	James Glenn	Unrestricted	Donation to SCFS
Mar 18, 2024	\$ 1,000	Mia Flores (Lakeshore Learning)	Unrestricted	Night to Celebrate Communities
Mar 18, 2024	\$ 127	Darnell McPherson	Unrestricted	Night to Celebrate Communities
Mar 18, 2024	\$ 235	Virginia Owens	Unrestricted	Night to Celebrate Communities
Mar 18, 2024	\$ 100	Mary Steppling	Unrestricted	Night to Celebrate Communities
Mar 18, 2024	\$ 100	Mary Priester-Clarke	Unrestricted	Night to Celebrate Communities
Mar 19, 2024	\$ 187	Adrienne Hoefer	Unrestricted	Night to Celebrate Communities
Mar 19, 2024	\$ 187	Cassandra Barber	Unrestricted	Night to Celebrate Communities
Mar 19, 2024	\$ 187	Makala Smith	Unrestricted	Night to Celebrate Communities
Mar 20, 2024	\$ 5,000	37 Gears - Tom Lacas	Unrestricted	Night to Celebrate Communities
Mar 20, 2024	\$ 235	David Lisk	Unrestricted	Night to Celebrate Communities
Mar 20, 2024	\$ 185	Institute for Child Success - Karen Cantu	Unrestricted	Night to Celebrate Communities
Mar 21, 2024	\$ 185	Anna Twitty	Unrestricted	Night to Celebrate Communities
Mar 21, 2024	\$ 185	Susan Devenny	Unrestricted	Night to Celebrate Communities
Mar 21, 2024	\$ 125	Kate Roach	Unrestricted	Night to Celebrate Communities
Mar 22, 2024	\$ 2,500	Riley, Pope & Laney, LLC	Restricted	Night to Celebrate Communities
Mar 22, 2024	\$ 1,000	Pollock	Restricted	Night to Celebrate Communities
Mar 22, 2024	\$ 1,000	Scott & Company	Restricted	Night to Celebrate Communities
Mar 22, 2024	\$ 5,000	Cheryl & Dave Morely	Restricted	Night to Celebrate Communities
Mar 22, 2024	\$ 400	W. Dubose	Unrestricted	Donation to SCFS
Mar 22, 2024	\$ 335	Grayson Posey	Unrestricted	Night to Celebrate Communities
Mar 22, 2024	\$ 1,000	Carolina Pediatrics	Unrestricted	Night to Celebrate Communities
Mar 22, 2024	\$ 185	April Spitz	Unrestricted	Night to Celebrate Communities
Mar 22, 2024	\$ 100	Rebecca Herring	Unrestricted	Night to Celebrate Communities

Mar 22, 2024	\$ 25	Tanya Youngblood	Unrestricted	Night to Celebrate Communities
Mar 22, 2024	\$ 250	Alexandre Gryzinski	Unrestricted	Night to Celebrate Communities
Mar 25, 2024	\$ 100	Christopher Terlinden	Unrestricted	Richland County FS
Mar 25, 2024	\$ 100	Sharon Bruton	Unrestricted	Night to Celebrate Communities
Mar 25, 2024	\$ 350	Raffle Ticket Sales	Unrestricted	Night to Celebrate Communities
Mar 25, 2024	\$ 986	Night to Celebrate Donations	Unrestricted	Night to Celebrate Communities
Mar 29, 2024	\$ 1,000	David Moffat	Restricted	Night to Celebrate Communities
Mar 29, 2024	\$ 1,000	Bonnibel Moffat	Restricted	Night to Celebrate Communities
Mar 29, 2024	\$ 1,000	Nelson Mullins	Restricted	Night to Celebrate Communities
Mar 29, 2024	\$ 25	Joe Nation - NFG	Restricted	Lexington County FS
Mar 29, 2024	\$ 300	Raffle Ticket Sales	Restricted	Night to Celebrate Communities
Apr 1, 2024	\$ 25	Betty Gardiner	Unrestricted	Night to Celebrate Communities
Apr 1, 2024	\$ 50	Elizabeth Dudek	Unrestricted	Night to Celebrate Communities
Apr 3, 2024	\$ 1,000	Molina Healthcare	Restricted	Night to Celebrate Communities
Apr 3, 2024	\$ 5,000	Russ & Simons Purdy Family	Restricted	Night to Celebrate Communities
Apr 3, 2024	\$ 2,500	Asana Partners	Restricted	Night to Celebrate Communities
Apr 25, 2024	\$ 500	Molina Healthcare	Restricted	General Donation
May 7, 2024	\$ 50	Nicole Schmidt	Restricted	Anderson County FS
May 9, 2024	\$ 8,000	The Lipscomb Family Foundation	Restricted	Calhoun County FS
May 9, 2024	\$ 8,000	The Lipscomb Family Foundation	Restricted	Saluda County FS
May 22, 2024	\$ 2,500	Dept of Disabilities and Special Needs	Restricted	2024 Summit Sponsorship
May 22, 2024	\$ 10,000	Dept of Social Services	Restricted	2024 Summit Sponsorship
May 22, 2024	\$ 5,000	Dept of Education	Restricted	2024 Summit Sponsorship
May 22, 2024	\$ 2,500	SC State Library	Restricted	2024 Summit Sponsorship
May 31, 2024	\$ 10,000	Dept of Health and Human Services	Restricted	2024 Summit Sponsorship
Jun 4, 2024	\$ 25	Joe Nation - NFG	Restricted	Lexington County FS
Jun 4, 2024	\$ 25	Keri Davis - NFG	Restricted	Anderson County FS
Jun 4, 2024	\$ 2,500	Delta Dental of Missouri	Restricted	Night to Celebrate Communities
Jun 26, 2024	\$ 25	Joe Nation - NFG	Restricted	Lexington County FS
Jun 26, 2024	\$ 25	Keri Davis - NFG	Restricted	Anderson County FS
Jun 26, 2024	\$ 50	Traci Boyles	Restricted	Pickens County FS
Jun 28, 2024	\$ 75	Debbie Jones	Unrestricted	General Donation

Total \$ 181,036

**As of
July 31, 2024**

Spending Rates	
Projected	8%
Actual	10%



PROGRAMS / OPERATIONS Description	STATE APPROPRIATIONS			FEDERAL GRANTS			PRIVATE FUNDS			GRAND TOTAL		
	Budget	Expended	Balance	Budget	Expended	Balance	Budget	Expended	Balance	Budget	Expended	Balance
LOCAL PARTNERSHIPS	24,952,098	260,867	24,691,231	1,235,620	107,031	\$ 1,128,589	1,389,862	18,108	1,371,754	27,577,580	386,006	\$ 27,191,574
PRIVATE 4-K	39,993,616	6,339,680	33,653,936	1,675,000	276,923	1,398,077			-	41,668,616	6,616,603	\$ 35,052,013
EARLY CHILDHOOD ADVISORY COUNCIL	1,010,109	22,374	987,735	768,906	132,025	636,881	461,995	19,202	442,793	2,241,010	173,601	\$ 2,067,409
POLICY & ACCOUNTABILITY	3,061,702	257,626	2,804,076	72,925		72,925	222,313	19,929	202,384	3,356,940	277,555	\$ 3,079,385
GRAND TOTAL:	69,017,525	6,880,547	62,136,978	3,752,451	515,979	3,236,472	2,074,170	57,239	2,016,931	74,844,146	7,453,765	\$ 67,390,381

Notes:

1) Local Partnerships:

- a. Funding Sources: Education Improvement Act (EIA) Funds and General Funds
- b. Formula allocation cash advances are disbursed on a quarterly basis
- c. Expenditures reflect disbursements from SC First Steps (state-level)
- d. Includes local-level actual expenses to staff and vendors
- e. Contracted Accounting Firm, Accounting Software Network Support & Programmatic Data Housing
- f. OFS program & finance staff (payroll, rent, contractual, supplies, travel, etc.)

Federal Funds:	47,667,333	E.I.A.
VISTA	62,560	21,350,192
AmeriCorps:	506,152	3,752,451
SLDS:	43,629	2,074,170
PDG:	1,157,176	74,844,146
ESSER Funds	1,982,934	
	3,752,451	

Local Partnerships (Cont'd):

- g. External programmatic evaluation
 - h. Financial audits-annually each LP
 - i. Workers' compensation insurance coverage
 - j. Includes LP Countdown to Kindergarten program
- 2) Private budgets based on Private Grants, Projected Fund Raising, & prior year cash.**
- 3) State Appropriations Include EIA Funds, READY, General Funds along carry forward cash.**

Donations

FY 2025

As of July 31, 2024



DATE RECEIVED	Amount	DONOR/PAYOR	FUNDS	PURPOSE / COMMENTS
Jul 1, 2024	25.00	Lyle Jacks	Unrestricted	General Donation
Jul 1, 2024	25.00	Liz Rampy	Unrestricted	General Donation
Jul 3, 2024	10,000.00	Children's Trust of South Carolina	Restricted	2024 Summit Sponsorship

Total 10,050.00



To: SC First Steps Board of Trustees

From: Mark Barnes, Interim Executive Director

Date: August 12, 2024

RE: **Executive Director's Report**

I. Separation from SC Department of Education – Status Update

- In the budget that was passed by the General Assembly for the 2024-25 Fiscal Year, a proviso was included that would separate First Steps from the Department of Education as of July 1, 2024.
- SC First Steps continues to participate in biweekly meetings with the Department of Administration, SCEIS, the Executive Budget Office, and the Department of Education to do system set up for separation from the Department of Education. Most of this work is around Budgets and administrative processes and their set up with First Steps as an independent entity. These include procurement operations and processes, accounts payable and receivables, payroll, grants accounting and Human Resources.
- We have set up a new chart of accounts and are mapping it to the old one, as well as planning to move budget amounts to the new budget so that we can move the procurement from the Department of Education to the Department of Administration. We hope to accomplish this by mid-August. We anticipate a move date for all payroll and HR activities by October 1 of this year. The current plan to have all moves made by November 1 of this year.

II. Act 81 Implementation Progress

Local Partnership Executive Director Hiring, Salary, and Evaluations:

- The Board approved policies and procedures have been shared with the Local Partnership Executive Directors and their Board Chairs.
- Training sessions were done at the ED and Board Member convening during June. Additional sessions are being set up over the next several weeks to provide training to all the Board members for the Local Partnerships. Training will be conducted by Kaitlyn Richards.

Local Partnership HR Policies:

- Bettis Law Group assisted First Steps in the creation of core personnel policies for the local partnerships that were approved by the Board. They have been distributed to all Local Partnership Executive Directors and Board Chairs.
- Work has started on the second round of HR Policies. The plan is to have those available for the Board to review in December.

PEBA Update

- As of April 1, 2024, all local partnerships have transitioned payroll processing to Manley Garvin.
- Local Partnerships have new Retirement and Health Insurance accounts if they chose to continue to participate.
- A contract has been completed with Manley Garvin to provide Benefits Administration to the local partnerships. Training has been started and information has been provided to



spell out the specifics, provide all the tools they will need, and provide flow charts and guidance.

- A joint virtual meeting was held with Manley Garvin, SC First Steps and Local Partnership Executive Directors on Wednesday, July 31 to review the information and to discuss concerns and additional supports needed. One outcome was the decision to hold these meetings quarterly to assist with communications.

III. Local Partnerships

- Berkeley County First Steps
 - Ivory Mitchell is serving as Interim Executive Director
- Kershaw County First Steps
 - Stephen James is serving as Interim Executive Director
- Richland County First Steps
 - Marcia Bacon, Executive Director, has resigned and Ginny Waller is now serving as the Interim Executive Director

IV. First Steps 4K

Enrollment

2023-24 School Year (comparisons with previous year)

- Day 220 of the 2023-2024 school year was on July 30, 2024
- 4,982 students served for at least one day through Day 220 of the 2023-2024 school year (**16% increase** compared to the 2022-2023 school year)
 - 4,109 students served through Day 180 of the 2023-2024 school year (**13% increase** compared to the 2022-2023 school year)
 - 2,286 continued from day 180 through day 220
 - 873 students were served in summer only
- 216 providers participated in Summer 2024 (7% increase compared to Summer 2023)
 - 127 providers (59%) were rated B or above in ABC Quality
 - 185 providers (86%) participate in ABC Quality

2024-25 School Year (as of August 8, 2024)

- 5,699 student applications received (17% increase compared to August 13, 2023)
- 5,298 student applications processed
 - 4,491 students approved to enroll (**14% increase** compared to August 13, 2023)
 - 85% of processed applications were approved to enroll
 - 271 applications are not yet approved, but are approvable
- 303 providers have been approved to date (**3% increase**) with 366 classrooms (**4% increase**)
 - 44 new providers with 51 new classrooms offering First Steps 4K



V. Grants Awarded

Local First Steps Partnerships have been awarded \$6,746,378.13 in new funding for FY2024-2025, as follows:

State READY Funding	\$5,032,225	Continued expansion of parenting, health, and early care and education programs; infrastructure and capacity; innovation in early childhood programs
State Formula Recaptured Funding	\$445,687	Supplement READY funding to local partnership that would otherwise exceed the 10% limit per partnership
State/Federal Funding from SCDSS and SCDPH	\$647,127	Continue Healthy Steps services
The Duke Endowment/Doris Duke Foundation	\$510,163	Extend Connected Families project into a 4 th year
Lipscomb Family Foundation:	\$16,000	One year funding for parenting programs in Calhoun and Saluda counties
Enterprise Mobility Foundation	\$7,500	Supplemental private funding for Carolina Collaborative for Early Childhood Innovation (CC4ECI) grantees
Proceeds from A Night to Celebrate Community	\$87,676	\$1,906 in unrestricted private funding to all local partnerships not on corrective action as of 7/1/2024; partnerships have until 12/31/24 to resolve

Additionally, in June 2024 the 30 local partnerships implementing Countdown to Kindergarten and/or Countdown to 4K in Summer 2024 will receive up to \$1,251,560.41 in ESSER funding.

VI. HR Updates

- SC First Steps welcomes the following new staff members:
 - o Gloria Goodwin, 4K Coach (Spartanburg)
 - o Loreal Nelms, Grants Coordinator
 - o Heather Steele, Accounts Payable Coordinator
- Currently, the organization has the following vacancies:
 - o Director of Finance
 - o Program Officer (Pee Dee Region)
 - o Public Engagement Manager
 - o Health Program Assistant (PT)
 - o Research Assistants (2 PT)