

**South Carolina First Steps Board of Trustees
June 16, 2016 -- 2 p.m.
The Inn at USC (1619 Pendleton Street)**

A g e n d a

- 1. Call to Order/Quorum Call**
- 2. Welcome/Introductions**
- 3. Approval of Minutes of March 17, 2016 and April 21, 2016**
- 4. Approval of Consent Agenda Action Items:**
 - a. Ratify Early Head Start Governing Council Actions
 - b. Approve FY17 Partnership Grant Renewals (Program and Grants Committee)
- 5. Chairman's Report – Ken Wingate**
 - A. Completion of House Legislative Oversight Committee Report
- 6. Committee Reports:**
 - A. Legislative Committee – *Senator Mike Fair, Chair*
 - B. Finance and Administration – *Judith Aughtry, Chair*
INFORMATION ITEMS:
Financial Update
Budget Update
 - C. Program and Grants – *Jennifer McConnell, Chair*
INFORMATION ITEM:
FY17 Renewal Highlights – Debbie Robertson, Chief Partnership Officer
 - D. Strategic Planning and Evaluation – *Alexia Newman, Chair*
ACTION ITEM:
Presentation and approval of Vision 2020 action steps
 - E. Early Head Start Governance Council – *Roger Pryor, Chair*
 - F. Executive Committee – *Ken Wingate, Chair*
- 7. Interim Director's Report – Julia-Ellen Davis**
- 8. Closing Remarks – Ken Wingate**



South Carolina First Steps to School Readiness
Board of Trustees
March 17, 2016

First Baptist Church, Columbia
2 p.m.

DRAFT MINUTES

Members Present (16):

Ken Wingate, Chair
Senator Mike Fair – Via Phone
Representative Jerry Govan
Susan Alford
Mary Lynne Diggs
Christian Soura
Kathryn Burkhalter
Walt Fleming – Via Phone
Tim Holt
Julie Hussey
Alexia Newman
Jennifer McConnell
Rick Noble
Evelyn Patterson – Via Phone
Roger Pryor
Amy Williams

Members Absent (8):

Senator Gerald Malloy
Representative Rita Allison
Superintendent Molly Spearman
Beverly Buscemi
Catherine Heigel
Judith Aughttry
Tracy Lamb
Sue Williams

Others Present:

Julia-Ellen Davis
Dan Wuori
Rebecca Brown

Mary Anne Mathews
 Debbie Robertson
 Ginger Ryall
 Lavinia Tejada
 Russell Brown
 Jim Riddle
 Martha Strickland
 Dave Wilson
 Titus Glover
 Karen Ponder
 Samantha Ingram
 Kristie Musick

Call to Order/Quorum Call

Mr. Ken Wingate called the meeting to order at 2:10 p.m. and declared a quorum present. Mr. Wingate asked for the approval of the minutes of January 27, 2016. Ms. Jennifer McConnell pointed out that her name had been omitted from the listing of Executive Committee members within the minutes. This correction was noted. **Upon a motion by Ms. Alexia Newman, and a second by Ms. Julie Hussey, the board unanimously adopted the meeting minutes as amended.**

Approval of Consent Agenda Action Items

Mr. Wingate directed Board members the consent agenda provided electronically and asked if the members had any questions. Ms. Mary Lynne Diggs asked if the partnership administrative waivers applied to the new Early Head Start grant. Mark Barnes explained that the administrative waivers applied to local partnership operations and were not connected to the Early Head Start grant.

With no additional questions or comments related to the consent agenda items, the board unanimously approved:

- a. [Draft IRS Form 990 \(Finance and Administration Committee\)](#)
- b. [Draft FY17 Partnership Allocations for FY17 \(Finance and Administration Committee\)](#)
- c. [FY17 Local First Steps Team Recommendation \(Finance and Administration Committee\)](#)
- d. [Partnership Administrative Waiver Requests \(Finance and Administration Committee\)](#)
- e. [Greenville Grant Amendment \(Finance and Administration Committee\)](#)
- f. [FY17 Partnership Accountability Standards \(Program and Grants Committee\)](#)

Early Head Start Governance Council

Mr. Wingate asked Roger Pryor to address the recommendations of the Early Head Start Governance Council. Mr. Pryor reviewed and asked for approval of several personnel actions (new hires). **The board unanimously approved the Council's Early Head Start personnel recommendations.**

Mr. Pryor briefed the group on the agency's draft Early Head Start Eligibility and Selection Criteria. Mr. Noble noted that he would like to share the Eligibility and Selections Criteria document with his Early Head Start staff for their feedback. Mr. Tim Holt asked if eligibility status was dependent on

nationality. Ms. Rebecca Brown explained that nationality does not disqualify a child from receiving Early Head Start services under federal law.

Chairman's Report:

Mr. Wingate noted the death of longtime First Steps staff member Leon Love and led the Board in the observance of a moment of silence.

Legislative Committee

Mr. Wingate called on Senator Mike Fair to provide a legislative update. Senator Fair noted that First Steps' reauthorization is the subject of both a budget proviso and a bill introduced in companion form in both the House and Senate. He noted that the House Oversight Committee is currently wrapping its study of First Steps and appeared to be strongly supportive of the work of the agency.

Finance and Administration Committee

Mark Barnes gave the committee report in the absence of Ms. Aughtry. Mr. Barnes reviewed expenditures related to the [I CAN] public awareness campaign.

Mr. Barnes reviewed the financial report, noting a rise in BabyNet service costs. He noted that \$3.2M in additional BabyNet funding has been proposed by the House for FY17, along with \$1.7M in new funding to support the local partnerships, raising the partnerships' base funding from \$138 thousand to \$200 thousand. Additionally both the House and Governor have proposed funding for four additional partnership technical assistants.

Program and Grants Committee

Ms. McConnell reviewed changes to the program standards and noted that local partnerships have resolved issues related to conditional approvals, coming into compliance since the last board meeting.

Strategic Planning and Evaluation Committee

Ms. Newman reported that the committee met on March 16 for a work session facilitated by Ms. Karen Ponder. Mr. Wingate then introduced and thanked Ms. Ponder for her work with the agency. At the meeting on March 16, the planning committee discussed steps needed to reach the priorities intended for the state strategic plan, Vision 2020, previously approved by the board. Ms. Ponder stated that the agency has room to grow in interagency collaboration and encouraged growth.

At the time, Ms. Ponder facilitated a discussion of Vision 2020 Action Steps.

Ms. Ponder asked the board for input of how to achieve CAPACITY BUILDING. Ms. Ponder reminded the group that the board was created to help support the local partnership to be successful.

Ms. Diggs suggested that the board become educated on all resources already existing in our state, how the resources are funded, and learn more about existing programs and partners.

Mr. Tim Holt noted that he would like to know more about early childhood funding and the goals of all early childhood programs, including those not administered by First Steps.

Ms. Julie Hussey discussed focusing the First Steps board on interagency collaboration and suggested that the Board might receive presentations from model local partnership boards.

Ken Wingate suggested using annual Chairman's Summit to enhance interagency collaboration and have time allotted on the schedule to focus on this subject.

Ms. Ponder asked the board for input on how to improve ACCESS.

Ms. Ponder noted that the recently-adopted description of the Ready Five Year Old addresses readiness in five domains and suggested that, along with partners, First Steps should develop training materials for parents and teachers that support this comprehensive definition of school readiness.

Ms. Susan Alford noted that DSS would appreciate educational materials that are easily understandable by the public and translated properly to support a variety of cultures.

Ms. Diggs noted that school readiness definitions are different across funding streams. She suggested the board build on the strengths of each agency represented and that First Steps remain involved in the revision of the SC Early Learning standards.

Ms. Ponder asked the board for input of how to achieve ACCOUNTABILITY.

Ms. Diggs suggested that agencies must work together to ensure all partners are willing to share their data. Ms. Diggs stated that interagency partnership is tied to accountability.

Ms. Newman shared her experience attending the House Oversight Committee's recent public hearing on the agency, noting that she was proud to be a part of the First Steps family. Ms. Newman noted the commitment expressed by early childhood stakeholders and that was evident that First Steps' partnerships and 4K providers are "chasing what matters."

Ms. Ponder noted that she is currently working with Colorado and Connecticut to redesign their early childhood system and these states, among others, are working to build models more like South Carolina First Steps.' Ms. Ponder recommended the legislature proceed with caution when making changes to the First Steps structure, fixing the things that need to be fixed but with the least amount of disruption. Ms. Ponder said changes that during the 2014 reauthorization were significant and put the board and agency on the right path.

Head Start Governance Training

Mr. Wingate introduced Linda Dunphy, Foundations for Families, who provided an overview of the Board's responsibilities as part of the new Early Head Start grant.

Mr. Wingate acknowledged Rep. Jerry Govan. Rep. Govan provided the Board with an additional update on the legislative timeline for the agency's reauthorization. Rep. Govan noted that the House will take up the First Steps Reauthorization bill probably the first Tuesday after furlough. Rep.

Govan said he was forwarded an outline of a proposal that would abolish the First Steps Board of Trustees, creating an Office of Early Learning and Development and in conjunction with Children's Trust.

Executive Committee Report:

Mr. Wingate gave an overview of a proposal to change the structure of the Board committees in order to create an Interagency Collaboration Committee, comprised by agency heads. This change would both tap the leadership of these important – but busy - members and support the work of the remaining committees by helping to better ensure voting quorums. Susan Alford stated that she supports the idea but wants to be diligent when scheduling meetings and suggested committee meetings tag onto the First Steps board meetings in order to have good attendance. **Upon a motion by Julie Hussey and a second by Jennifer McConnell, the board unanimously approved the addition of the Interagency Collaboration Committee.**

Ms. Julia-Ellen Davis gave her Interim Director's Report which included updates on the Early Head Start-Child Care Partnership accomplishments, the school readiness definition endorsements, First Steps 4K, BabyNet new hires, Parents as Teachers' upcoming evaluation, and facility updates to the State Office.

There being no additional business, the board adjourned at 4:09 pm

South Carolina First Steps to School Readiness
Board of Trustees
April 21, 2016
Conference Call

DRAFT MINUTES

Members Present (13)

Ken Wingate, Chair
Julie Hussey, Vice Chair
Roger Pryor
Rick Noble
Tim Holt
Mary Lynn Diggs
Alexia Newman
Evelyn Patterson
Jennifer McConnell
Catherine Heigel
Christian Soura
Kathryn Burkhalter
Dr. Amy Williams
Judith Aughtry

Members Absent (11)

Superintendent Molly Spearman
Senator Mike Fair
Senator Gerald Malloy
Rep. Rita Allison
Rep. Jerry Govan
Dr. Beverly Buscemi
Susan Alford
Tracy Lamb
Sue Williams
Walter Fleming

Others Present:

Julia-Ellen Davis
Dr. Dan Wuori
Mark Barnes
Rebecca Brown
Samantha Ingram

Mr. Wingate called the meeting to order at 2:05 pm, noted the presence of a quorum and reminded those in attendance that the meeting was being held in compliance with the SC Freedom of Information Act.

Mr. Wingate stated the primary purpose of the meeting was to consider and act upon the Early Head Start – Child Care Partnership refunding application and budget justification, Appendix A, and

the Training and Technical Assistance Plan. Mr. Wingate noted that the board received the related documents by email and had an opportunity to review it in its entirety.

Mr. Wingate called upon Roger Pryor, Chairman, Early Head Start Governance Council, which recommended the Early Head Start refunding application and budget justification, Appendix A, and the Training and Technical Assistance Plan. Mr. Pryor, Ms. Rebecca Brown and Dr. Dan Wuori answered questions from board members and provided clarification as needed.

Ms. Mary Lynne Diggs suggested adding data and referring to the Head Start Health Network and Healthy Start in the narrative. In addition, Ms. Diggs asked the board to consider a partnership with that group since they are present in most of the Early Head Start service area and serve the same population by mandate. Ms. Diggs also gave input about the upcoming changes to single audits of nonprofits and suggested that the governing body be mindful of those changes now.

After discussion, the board unanimously approved the Early Head Start – Child Care Partnership refunding application, which includes the Training and Technical Assistance Plan.

Mr. Pryor brought the budget justification before the board. After discussion, the board unanimously approved the budget.

There being no additional business, the Board adjourned at 2:35 pm.

Kenneth B. Wingate, Chairman
 South Carolina First Steps to School Readiness
 Board of Trustees, a South Carolina Nonprofit Corporation

CONSENT AGENDA ACTION ITEMS:

- 1) Ratify Actions of the Early Head Start Governance Council**
- 2) Adopt Program and Grants Committee
Recommendations re: FY17 Partnership Grant Renewals**

To: First Steps Board of Trustees
 From: Roger Pryor, Chair, Early Head Start Governance Council
 Date: June 9, 2016

RE: EHS Governance Council Actions

The Early Head Start Governance Council met on both May 5, 2016 and June 8, 2016 to review and act upon pressing matters related to the Early Head Start-Child Care Partnership grant. Below is a list of actions taken during these meetings for which the Council requests the Board's ratification on June 16, 2016.

REQUESTED CONSENT AGENDA ACTION: RATIFY COUNCIL DECISIONS 1-5 BELOW.

1) Cost of Living Adjustment:

The federal budget for FFY16 contains an increase to existing Head Start grants designed to accommodate for a 1.8% cost of living adjustment (COLA) for EHS staff and other inflation-based increases to operating costs. As the attached memos outline, this equates to an increase of \$64,341 for SC First Steps, which will be used to increase the wages of both state and local EHS staff. SCFS must submit an application by June 15 detailing the proposed uses of this increase.

SC First Steps staff will, as state employees, be receiving a 3.25% cost of living adjustment (COLA) effective July 1, 2016 as part of the state's FY17 General Appropriations Act. While grant-funded (EHS) staff are not included in this action, it is the agency's longstanding policy to adjust all full-time staff equally, independent of their funding source.

On June 8, the Council approved a staff request to utilize:

- \$26,762 to adjust agency staff (salaries and fringe) by 3.25% as directed by the SC General Assembly.
- \$35,649 to adjust center-based teaching staff (salaries and fringe) by the 1.8% required by the Office of Head Start.
- \$1,930 will be retained to cover required indirect costs.

2) 18-month Budget Revision:

The grant budget originally proposed to the Office of Head Start (as part of the initial grant submission) has required adjustment to take federal guidance, feedback from our start-up consultants, and the needs of our 15 child care partners into account. Additionally, SCFS received over \$1.1 million in supplemental funds that required budgeting.

On May 5, 2016, the Council gave approval to a modified 18-month budget (attached), which has been submitted to the Office of Head Start.

3) Waiver of Non-Federal Share:

As an EHS grantee, First Steps is required to document a 20% match of federal grant funds received. Because the start-up period has not entailed direct service to children, families and providers (which will serve as the source of much of this non-federal match), SCFS is required to request a waiver of this match during the start-up period. This is an regular occurrence during the start-up period, per Region 4, and we anticipate the approval of this request without issue. The waiver amount we are requesting is:

\$1,828,172. We will collect/document approximately \$216,073 in non-federal match during the start-up period.

On May 5, 2016 the EHS Governance Council approved the submission of a waiver of non-federal share to the Office of Head Start.

4) Carry Forward Fund Request:

Due to the start-up timeline, we anticipate carrying forward at least \$2.2M in unspent funds. SCFS plans to request carry forward authority allowing the agency to utilize these funds during next year's operations.

On May 5, 2016, the EHS Governance Council approved the submission of a carry forward request to the Office of Head Start.

5) Policy Council Membership and Draft Bylaws:

Each Head Start grantee is required to seat a Policy Council designed to incorporate EHS families into program governance. On May 5, 2016 the EHS Governance Council adopted the attached draft bylaws - which detail the manner in which the Policy Council is to be seated – as both guidance to staff and a recommendation to the new Policy Council.

The Council, now partially seated, has met twice and adopted the proposed bylaws during their organizational meeting, the minutes of which are attached.



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | Region IV | 61 Forsyth Street, Suite 4M60, Atlanta, GA 30303 | www.eclkc.ohs.acf.hhs.gov

May 5, 2016

Ken Wingate, Chairman, First Steps Board of Trustees
South Carolina First Steps to School Readiness
1300 Sumter Street, Suite 100
Columbia, SC 29201

Re: Grant No. 04HP0016

Dear Mr. Wingate:

On December 18, 2015, President Obama signed Public Law 114-113, Consolidated Appropriations Act, 2016, which contains an increase of approximately \$570 million for programs under the Head Start Act for Fiscal Year (FY) 2016. A portion of the increase provides a cost-of-living adjustment (COLA) of 1.8 percent, depending on final funding decisions, to assist grantees in increasing staff salaries and fringe benefits and offsetting higher operating costs.

Program Instruction ACF-PI-HS-16-03, dated April 27, 2016, informed Head Start and Early Head Start grantees and delegate agencies of the intended uses of these funds and announced the opportunity for grantees to apply for the funds. Please review the Program Instruction carefully to ensure your supplemental application meets the requirements for funding and contains all of the necessary information.

The following table reflects the amount of the COLA, depending on final funding decisions, for the Early Head Start program in FY 2016.

Common Accounting Number (CAN)	Program	COLA Amount
G045128	Early Head Start	\$64,341
TOTAL		\$64,341

Submission Requirements

The supplemental application is due June 15, 2016 and must be submitted in the Head Start Enterprise System (HSES) at <https://hses.ohs.acf.hhs.gov/hsprograms>. Please select the Financials tab, Application tab, Fiscal Year 2016 and the budget period to add the 'Supplement' amendment type. For technical assistance in preparing the application, please contact the HSES Help Desk at help@hsesinfo.org or 1-866-771-4737.

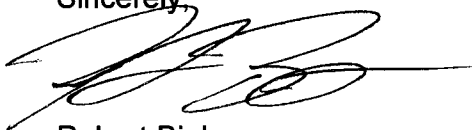
Please ensure the program narrative, budget and detailed budget justification submitted in the application documents demonstrate:

- An increase of 1.8 percent in the hourly rate of pay for each Early Head Start employee and the pay scale subject to the provisions of Sections 653 and 640(j) of the Head Start Act;
- The rationale if employees are receiving less than the 1.8 percent COLA or differential COLA increases;
- The provision of the 1.8 percent increase to all delegate agencies and partners or justification if the full percentage is not provided to delegate agencies and partners;
- The planned uses for the balance of the COLA funds to offset higher operating costs;
- Each source of non-federal match, including the estimated amount per source and the valuation methodology; and
- A detailed justification that conforms with the criteria under Section 640(b)(1)-(5) of the Head Start Act if the application proposes a waiver of any portion of the non-federal match requirement.

Signed statements of the Governing Body and Policy Council Chairs along with Governing Body and Policy Council minutes documenting each group's participation in the development and approval of the supplemental application must be provided. The application must be submitted on behalf of the Authorizing Official registered in the HSES. **Incomplete applications will not be processed.**

Please ensure the application contains all of the required information. If you have any questions or need assistance, please contact Maisah Williams-Foote, Head Start Program Specialist, at (404) 562-2912 or maisah.williams@acf.hhs.gov or Shameekia Dion Carroll, Grants Management Specialist, at (404) 562-2809 or shameekia.carroll@acf.hhs.gov. Thank you for your cooperation and timely submission of the grant application.

Sincerely,



Robert Bialas
Captain, USPHS
Regional Program Manager
Office of Head Start

cc: Julia-Ellen Davis, Executive Director
Rebecca Brown, Head Start Director

**South Carolina First Steps - Early Head Start
 Program Year: August 1, 2016 - July 31, 2017
 Budget Justification
 Type of Proposal: Cost-of-Living Adjustment (COLA)
 Grant Award #04HP0016**

INTRODUCTION

At the request of the Administration for Children and Families Office of Head Start, South Carolina First Steps – Early Head Start Partnership Program is submitting this Cost of Living Adjustment funding proposal. This program partners with child care centers located in Allendale, Anderson, Bamberg, Berkeley, Dillon, Georgetown, Laurens, Lexington, Newberry, Orangeburg, Saluda and York Counties.

I. COST-OF-LIVING-ADJUSTMENT [COLA] FUNDING

In response to ACF-PI-HS-16-03 issued May 5, 2016, SC First Steps Early Head Start Partnership Program is applying for COLA funds in the amount of \$64,341 effective date of July 1, 2016. Since Early Head Start Partnership program is managed by the South Carolina First Steps, a state agency, the personnel are considered state employees. The general assembly passed a legislative mandate giving all state employees 3.25% Cost of Living Adjustment. EHS is proposing to give the teachers for the Child Care Partners a Cost of Living Increase of 1.8%.

Early Head Start Plans to utilize the funds as follows:

- A state mandated permanent increase of salaries for existing employees by a minimum of 3.25% starting July 1, 2016.
- To increase the affected fringe benefits associated with increased salaries.
- To permanently increase Child Care Partnership teacher salaries by 1.8%.

A. Increasing Pay Scale for All Employees

SCFS – Early Head Start proposes to utilize a total of \$20,995 to increase the existing employees' salaries by 3.25%. Fringe Benefits will increase by \$5,767. Please see chart below:

a. PERSONNEL	Salary	3.25% COLA
EHS-CCP Project Director	\$ 63,000	\$ 2,048
EHS-CCP Education Coordinators (2)	\$ 100,000	\$ 3,250
Teacher Mentors (2)	\$ 60,000	\$ 1,950
EHS-CCP Health Coordinator	\$ 50,000	\$ 1,625
EHS-CCP ERSEA/PFCE Coordinator	\$ 50,000	\$ 1,625
EHS-CCP ERSEA/PFCE Family Service Workers (8)	\$ 240,000	\$ 7,800
EHS-CCP Program Assistant	\$ 33,000	\$ 1,073
EHS-CCP Fiscal Manager	\$ 50,000	\$ 1,625
TOTAL PERSONNEL	\$ 646,000	\$ 20,995
FRINGE BENEFITS		\$ 5,767

The above spreadsheet indicates all current positions with annual salaries and shows the 3.25% for Cost of Living Adjustment. In order to meet the legislative mandate effective July 1, 2016, SCFS – EHS will use a portion of the \$64,341 provided by the Administration for Children and Families Office of Head Start to make these adjustments.

B. Increase Salaries for Child Care Providers' Teachers

A permanent increase of 1.8% will be allocated for these salaries and fringe benefits.

Child Care Partnership COLA Calculation							
Position	Current Salary	EHS %	# of Staff	Total Salary	COLA 1.8%	Classrooms	Total COLA
Teacher Supervisor	29,409	2,941	1	2,941			-
Teacher Level I	21,617	21,617	2.5	54,042.50			-
Total Increase				56,983	1,026	32	32,822
32 Classrooms X 2.5 Teachers= 80.							
			Total				
Fringe Benefits:	\$4,908	1.80%	88			32	2,827
							35,649

Indirect Costs

$$\$64,341 \times .03 = \$1,930$$

NON-FEDERAL SHARE REQUIREMENT

SCFS - EHS will meet the required non-federal share matching requirement of \$16,085 for these additional funds.

**Budget Justification
Early Head Start-Child Care Partnership Program
South Carolina First Steps**

The following budget narrative describes the necessary budget transfers required to effectively prepare our Child Care Partners to serve the 254 children enrolled in the EHS.

START UP:

(a) PERSONNEL – No Changes

(b) FRINGE BENEFITS – No Changes

(c) TRAVEL – No Changes

(d) EQUIPMENT-

Originally budgeted at \$0. Changed to \$20,000. Funds will be used to purchase computers for each one of the Child Care Partners.

(e) SUPPLIES – No changes.

(f) CONTRACTUAL- Originally budgeted \$39,367.

\$1,223,750 will be added from “Other,” and \$18,281 will be moved from indirect to cover Renovations, and playground equipment, and part of the classroom furniture. New Balance is \$1,281,398.

(g) OTHER – Originally budgeted \$1,243,750.

\$20,000 moved to Equipment and the remaining balance moved to Contractual due to change in the way the items were to be purchased.

(h) TOTAL DIRECT COSTS

(i) TOTAL INDIRECT CHARGES – Was \$21,582 changed to \$3,301.

\$18,281 will be moved to Contractual.

(j) TOTAL PROJECT COST (sum of items i and j) – No changes.

TECHNICAL ASSISTANCE:

(a) PERSONNEL – Originally budgeted \$0.

Increased to \$30,000 to cover costs of hourly staff to do training and consulting for Child Care Partners, EHS staff, and policy development training.

(b) FRINGE BENEFITS – Originally \$0.

Increased to \$10,980 at 36.6% of personnel cost.

(c) CONTRACTUAL-Originally budgeted \$490,560.

Reduced by \$30,000 for personnel and \$10,980 for fringe benefits.

(d) TOTAL DIRECT COSTS-No changes**(e) TOTAL INDIRECT CHARGES –No changes.****(f) TOTAL PROJECT COST (sum of items i and j) – No changes****OPERATIONS:****(a) PERSONNEL – No Changes****(b) FRINGE BENEFITS – No Changes****(c) TRAVEL – No Changes****(d) EQUIPMENT- \$0****(e) SUPPLIES – Original amount was \$282,000.**

Increased by \$170,000 which will be moved from “Other.” New balance \$452,000.

Additional supplies are necessary include Child Plus, iPads, Hearing Testing Kit, Vision Testing equipment, First Aid Kits, security system, laminating machines, copiers, thermometers, center appraisals, County Partners furniture, diaper/food pails, projectors, lock boxes, etc

(f) CONTRACTUAL No Change

Additional contractual expenses will come out of this category, which were considered Start Up costs. These expenses are necessary to prepare the Child Care Centers. They include Class Furniture, and Class Supplies. Since these expenses are not covered in Startup, they would have to be processed out of Operations. The additional items did not affect the total amount needed in contractual due to delays in the Start Up operations of the Child Care Partners.

(g) OTHER -Original amount \$767,052

Amount was reduced by \$170,000 which will be moved to supplies. New balance \$617,052.

(h) TOTAL DIRECT COSTS**(i) TOTAL INDIRECT CHARGES – No changes.****(j) TOTAL PROJECT COST (sum of items i and j) – No changes.**

SCFS Early Head Start – Child Care Partnership Policy & Procedure		Component Area: Policy Council Bylaws Policies/Procedures: Meeting Guidelines; Childcare Reimbursement; Mileage Reimbursement; Parent In-Kind
HSPPS and/or Head Start Act: 1304.50: Program Governance and Head Start Act 2007		
Related Policies: Program Planning; ERSEA; Self-Assessment; Standards of Conduct		
Forms:		
Effective Date:		
Revision Date:	Policy Council Approval date:	
	SCFS Governing Body Approval date:	

HSPPS 1304.50 prescribes requirements for the Policy Council's structure, composition, and formation, along with its responsibilities, reimbursement of expenses, and internal dispute resolution.

See full text of HSPPS 1304.50 (a) – (h)

here: <https://eclkc.ohs.acf.hhs.gov/hslc/standards/hspps/1304/1304.50%20Program%20governance..htm>

Bylaws are Policy Council's operating manual and are meant to help the committee function effectively. The bylaws are reviewed annually by the committee and given to the South Carolina First Steps (SCFS) Board of Trustees (herein Governing Body) for final approval.

Article I: Name

The name of this organization will be the "Early Head Start-Child Care Partnership Policy Council of South Carolina First Steps," hereafter known as Policy Council. They will shared governance with the SCFS's Board of Trustees (herein Governing Body) and its delegated advisory councils charged with legal and fiduciary oversight.

Article II: Purpose and Functions

Section A: Purpose

The purpose of the Policy Council is to implement Head Start Program Performance Standards (HSPPS), Federal Register 45 CFR, 1304.50--Program Governance.

Section B: Functions

The functions of the Policy Council include the following:

1. The Policy Council works in partnership with key management staff and the Governing Body to develop, review, and approve or disapprove the following policies and procedures:
 - a. All funding applications and amendments to funding applications for Early Head Start (EHS) including administrative services, prior to the submission of such applications to the Grantee;
 - b. Procedures describing how the Governing Body and the appropriate policy group will implement shared decision-making;
 - c. Procedures for program planning in accordance with the requirements of 45 CFR 1304.50 and 45 CFR 1305.3;
 - d. The program's philosophy and long- and short-range program goals and objectives;
 - e. The composition of the Policy Council and the procedures by which policy group members are chosen;
 - f. Criteria for defining recruitment, selection, and enrollment priorities, in accordance

- with the requirements of 45 CFR part 1305;
 - g. The annual self-assessment of program's progress in carrying out the programmatic and fiscal intent of the grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review;
 - h. Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants, and volunteers;
 - i. Decisions to hire or terminate the Early Head Start Director;
 - j. Decisions to hire or terminate any person who works primarily for the Early Head Start program;
 - k. Policy Council and Parent Committee reimbursement: must enable low-income members to participate fully in their group responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the members; and
 - l. Internal dispute resolution: Governing Body and the Policy Council jointly must establish written procedures for resolving internal disputes, including impasse procedures, between the Governing Body and Policy Council.
2. In addition, the Policy Council must perform the following functions directly:
- a. Serve as a link to the Parent Committees, grantee and delegate agency governing bodies, public and private organizations, and the communities they serve;
 - b. Assist Parent Committees in communicating with parents enrolled in all program options to ensure they understand their rights, responsibilities, and opportunities in EHS and to encourage their program participation;
 - c. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring funds set aside from program budgets are used to support parent activities;
 - d. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs; and
 - e. Establish and maintain procedures for working with the delegate agency to resolve community complaints about the program.

Section C: Reports:

The Policy Council will receive from the Early Head Start Director the following EHS-CCP reports:

Monthly:

- Meeting minutes
- Program enrollment reports and attendance
- Waiting list status
- Health, screenings and assessments
- Children with disabilities
- Parent involvement activities
- Information Memorandums and Program Instructions from the Office of Head Start
- Information from the Grantee, Region V Office, or state Head Start Association (OHSAl)
- Financial Statements
- General announcements

Annually:

- Financial Audit
- Annual Self-Assessment, including any findings related to such assessment
- Community Assessment and updates
- Program Information Report (PIR)

Section D: Training and Schedule:

Appropriate training and technical assistance shall be provided to members of the Policy Council to ensure members understand the information they receive and can effectively oversee and participate in Early Head Start. A schedule is developed each year for the Policy Council to outline the trainings/events that will be covered during each monthly meeting. Each year in January, a joint Program Governance training is held for the Policy Council and EHS Governing Body.

Article III: Membership

Section A: Eligibility

1. Membership of the Policy Council will be made up of:
 - a. Parent Representatives. A minimum of at least 51 percent of the Policy Council shall be Parent Representatives. Every Parent Representative must be a parent or legal guardian of a child currently enrolled in EHS. Parent representatives may continue serving on Policy Council after their children have transitioned from Early Head Start, within the Term Limits defined in Section C.
 - b. Community Representatives. A maximum of 49 percent of the Policy Council shall be Community Representatives, including:
 - One (1) member nominated by SCFS from the parent representatives
 - Others who are drawn from the local community: businesses; public or private community, civic, and professional organizations; and others who are familiar with resources and services for low-income children and families, including for example the parents of formerly enrolled children.
2. Members will not have a conflict of interest with supporting the Policy Council and EHS program, and will adhere to the Standards of Conduct Policy.
3. Members will be encouraged to obtain a criminal records check. Fees associated with obtaining the criminal records check may be reimbursed upon Policy Council approval within budget allowances.

Section B: Selection

1. Parent Representatives
The intent of the Policy Council is to have one regular representative and one alternate from each EHS Child Care Partner. The Parent Committees at each EHS site will elect the following representatives to serve on the Policy Council:
2. Community Representatives
 - a. Community representatives as defined under “Eligibility – Section A” will be nominated to the Policy Council by Parent Committees, Policy Council, and staff.
 - b. SCFC will nominate the parent representative to serve from the SCFS.
 - c. All Community Representatives must submit a written request and be elected by the Policy Council before they can be seated.

Section C: Term Limits

Parent Representatives must stand for election or re-election annually. Community

Representatives also must be elected annually. No member may serve more than three one-year terms on the Policy Council.

Section D: Voting Rights

All elected Parent and Community Representatives will serve in a voting capacity. For Parent Representatives, both regular representative and alternate may attend the meeting, but when both are present, only the regular representative may vote.

Each Parent and Community Representative will have a maximum of one vote. During the transition period when the outgoing and incoming Policy Council members are meeting together, old and new voting members will vote on each agenda item, including election of officers.

Section E: Notification of Absences; Termination of Membership for Unexcused Absences

1. If a member cannot attend a meeting, prior notice must be given to the Policy Council Chair. For evening meetings, notice must be given before 4:00 pm on the day of the meeting. If the absence was due to an emergency, a call must be placed to the Policy Council Chair within 48 hours after the scheduled Policy Council meeting. A telephone call must be made in order to have the absence excused. The Policy Council has the authority to determine the legitimacy of the absences.
2. A member of the Policy Council will be voted on for termination [by a two-thirds (2/3) vote of Policy Council members present] if he/she is absent from two (2) consecutive meetings without a legitimate reason or has missed three (3) meetings in one year without a legitimate reason.
3. Prior to a vote on termination, the representative will be given the opportunity to write a rebuttal statement. Such written rebuttals will be reviewed by the Policy Council Executive Committee. If the EHS Governance Council determines absences were excused and the member is not subject to termination under section E.2., the EHS Governance Council will inform the Policy Council. If the EHS Governance Council determines absences were not excused, or the member does not provide a written rebuttal, the EHS Governance Council will inform the Policy Council.
4. If the Policy Council votes to terminate a Parent Representative under section E.2., Policy Council Recorder will notify the ERSEA/Family Services Coordinator, and a replacement Parent Representative will be elected from the applicable EHS site.

Section F: Removal

Any officer or member of the Policy Council who fails to perform his or her other responsibilities as outlined in Section J. of these Bylaws can be removed by a two-thirds (2/3) vote of the Policy Council members present at the meeting.

Section G: Resignation

A member who intends to resign from the Policy Council shall give the EHS Governance Council a written statement of resignation at least two weeks before the meeting. If a member verbally informs the Chairperson that he/she is resigning, the Chair will inform the Policy Council of his/her intent to resign.

Section H: Vacancy

1. When a Parent Representative position is vacated, the affected program site will elect a new representative.
2. Should a Parent Representative transfer to a different program site, she or he may transfer Policy Council membership if there is a vacancy at the new site.

Section I: Nepotism

No one can serve on the Policy Council while she/he or any member of her/his immediate family is employed by EHS due to potential conflict of interest and confidentiality problems. The definition of immediate family will be the following: spouse, son, daughter, mother, father, brother, sister, grandparents, grandchildren, partner sharing a home, or relative by marriage of comparable degree (in-laws). This may extend to other relationships if conflict of interest and confidentiality are in jeopardy.

Section J: Duties

1. The duties (in addition to the preceding "Article II: Purpose and Functions") of all members of this Policy Council are as follows:
 - a. Attend meetings regularly.
 - b. Arrive on time.
 - c. Actively participate in meetings by reading the agenda packet and being aware of the matters at hand.
 - d. Participate in regular information sharing.
 - e. Read and keep copies of Policy Council minutes.
 - f. Stay aware of the Committee's purpose, plan and progress. Make and plan monthly reports back to Parent Committee meetings, as well as report information and concerns from the Parent Committee meeting to Policy Council.
 - g. Consider all sides of a matter before voting.
 - h. Debate the issues, not the people.
 - i. Accept and support all decisions made by the majority of the Policy Council.
 - j. Comply with the Code of Conduct described in Section J (2).
 - k. Share legislative information with parents at the site.

2. Code of Conduct

All Policy Council members are required to sign statements agreeing to comply with the Code of Conduct. The Policy Council will adopt a Code of Conduct and may amend it from time to time.

As of the effective date of these Bylaws, the Code of Conduct is as follows:

As a member of the Policy Council, I will:

- Listen carefully to my teammates and the EHS families I serve.
- Respect the opinions of my fellow members.
- Respect and support the majority decision of the Policy Council.
- Keep well informed of developments that are relevant to issues that may come before the Policy Council.
- Participate actively in Policy Council meetings and actions.
- Attempt to interpret the needs of the constituents to the organization.
- Call to attention any issues I believe will have an adverse effect on the organization or our constituents.
- Refer constituent complaints to the proper level of the organization.
- Work to learn more about the Policy Council member's job and how to do the job better.

Represent EHS – SCFS in a professional manner at all times (meetings, conferences, trainings, etc.).

As a member of the Policy Council I will not:

Be critical, in or outside of the Policy Council meeting, of fellow members or their opinions.

Discuss the confidential proceedings of the Policy Council outside the meeting.

Bring children to Policy Council meetings.

Section K: Quorum

1. For the purpose of transacting the business of the Policy Council at any annual, regular, special, or emergency meeting, a quorum of the Policy Council is necessary.
2. A quorum for the conducting of business will consist of 51% of current Policy Council membership. At least 51% of those in attendance must be parents who are voting members in order to reach a quorum.
3. When quorum is not otherwise reached, members that have attended two out of the last three meetings shall have the right to participate in the meeting and vote by phone or other equivalent means of communication. The Policy Council Recorder will contact such members in order to reach quorum.
4. Quorum for the EHS Governance Council will consist of no less than 2/3 of the Executive Officers. When quorum is not reached, officers who attended the last Executive meeting shall have the right to participate in the meeting and vote by phone or other equivalent means of communication.

Article IV: Officers

Section A: Officers

1. The Policy Council shall elect a Chairperson and Vice-Chairperson.
2. Community representatives who are parent representatives without any former or current EHS enrollment history may not hold office.

Section B: Election and Term of Office

1. Officers will be elected by a majority vote at the November Policy Council meeting.
2. Officers shall serve from December to November.
3. Any officer can run for office the following year, provided they have not already served three years on Policy Council.
4. If an officer resigns or is removed from his/her office, an election will be held at the Policy Council meeting after the official resignation announcement or removal process is voted upon.

Section C: Common Duties of Officers

1. Attend all Policy Council meetings.
2. Attend all Executive meetings and assigned sub-committees.
3. Study and follow these Bylaws.

4. Be familiar with Robert's Rules of Order and Parliamentary procedures, as utilized in the agency.

Section D: Description of Offices

1. Chairperson

- a. Shall preside at all Policy Council meetings.
- b. Shall refrain from entering into debates during the Policy Council meeting.
- c. Shall call special meetings, when necessary.
- d. Shall open and close all meetings.
- e. Shall explain each motion before it is voted upon.
- f. Shall vote only to break a tie except in cases where he/she has made a nomination for an election in which case the Vice-Chairperson becomes the tiebreaker.
- g. Shall be available to Policy Council members for questions pertaining to the Early HeadStart program.
- h. Shall form Ad-Hoc committees as needed.
- i. Shall be a member of Policy Council at least one year, if possible.

2. Vice-Chairperson

- a. Shall preside in the absence of the Chairperson or whenever the Chairperson temporarily vacates the Chair.
- b. Shall be responsible for calling together and presiding over the EHS Governance Council meetings.
- c. Shall be responsible for calling together and presiding over, when necessary, the joint EHS Governance Council (EHS Governance Body and Policy Council).
- d. Shall be the Policy Council representative to the EHS Governance Committee.

Article V: Parent Representative to the South Carolina Head Start Association (SCHSA)

Section A: State Head Start Association

1. The Policy Council for the Grantee will elect parent representatives to represent the Grantee in the Head Start Association.
2. Notification of pending conferences will be given in advance to the Policy Council. EHS-SCFS program funding is set aside for parent representatives to attend the SCHSA, and for training.
3. If more parents request to attend a conference than are budgeted for, the Chairperson will request nominations and hold an election prior to the registration deadline and following normal voting procedures.
4. The cash outlay for any conference or training relating to Early Head Start, which is approved by the Policy Council, will be handled as follows for designated representatives:
 - a. Transportation and hotel parking will be reimbursed according to the Mileage Reimbursement policy. Lodging and per diem will be determined by the program.
 - b. Designated representatives shall receive an allotment for childcare according to the Child Care Reimbursement policy.
 - c. Additional expenses incurred are the responsibility of the person attending the conference and will not be reimbursable by Policy Council or agency funds. Examples include but are not limited to: airport extended parking, hotel phone bills, alcohol, mini-bar use, room service, and movie rental.
5. The Early Head Start Governance Council will contact the conference attendees to schedule time on the next agenda to report information from the conference.

6. Failure to attend a conference or training requires the return of the per diem (transportation/ lodging / meals / childcare) to the agency, unless the committee member cancels with the SCFS Early Head Start Director within 5 business days with the exception of emergencies. Attendance at local conferences or training may be transferred to another committee member. Airfare cannot be transferred to another committee member.

Article VI: Committees

Section A: Standing Committees

Committees may be formed by the Policy Council as standing or ad-hoc as the need for more focused effort needed to conduct the business of the Policy Council. Staff can attend as support but cannot vote on these committees. The following committees and purposes are options for the Policy Council to establish.

1. **Executive Committee.** Prepares the agenda and order of business and to sends the agenda and invitations to appropriate persons.
 - a. Composed of the officers (other members who wish to attend, may).
 - b. Vice-Chair is the presiding officer.
 - c. Meets at least two weeks prior to the Policy Council meeting.
 - d. Meets with staff to obtain information as needed for reports.
 - e. Reviews and comments prior to presentation to Policy Council in the following areas:
 - i. Request for funds.
 - ii. Proposed program work-plans.
 - iii. All other applicable matters.
 - f. Members shall be appropriate role models for the Policy Council.
 - g. Out-going EHS Governance Council will assist in training of new officers.
2. **Bylaws Committee.** Reviews and recommends changes to the Bylaws.
 - a. Interprets the Bylaws when questions arise.
 - b. Reviews Bylaws once a year.
 - c. Makes sure amendments are rewritten into the Bylaws on a yearly basis.
3. **Budget Committee.** Reviews and makes recommendations to staff for the annual Policy Council budget.
 - a. Chaired by a Parent or Community Representative from the Policy Council.
 - b. SCFS Fiscal Officer provides support to the committee.
 - c. Tracks Policy Council expenditures.
 - d. Reviews and makes recommendations for changes to reimbursement policies and procedures.
4. **ERSEA Committee** (Eligibility, Recruitment, Selection, Enrollment and Attendance). Assures full enrollment in the EHS-SCFS program.
 - a. Goals:
 - i. Review and inform recruitment plan for EHS.
 - ii. Review and inform policies on selection, enrollment, and attendance for EHS.
 - iii. Submit recommendations to the Policy Council for review prior to EHS Governance Committee review.
 - b. Will be a joint committee consisting of Policy Council and EHS management staff members.

Section B: Ad Hoc Committees

1. **Program Self-Assessment Committee.**

On an annual basis, participate in assess the quality of EHS services, ensure compliance with all Federal HSPPS, discuss the findings of the self-assessment (including parent and staff survey results) and make recommendations for improvements. This committee is a joint committee consisting of Policy Council representatives (1 or more), EHS Governing Body members, EHS staff from SCFS and partner sites, and community members.

2. **Curriculum Committee.**

Evaluates and recommends curricula for Early Head Start. This committee will be a joint committee consisting of Policy Council representatives, staff and community members. Committee may be held jointly with the grantee to address both EHS and HS curriculum.

3. **Events Committee.** Organizes and supervises volunteers for special events happening throughout the year, with EHS Governance Council approval. This committee is open to all Early Head Start parents.

- a. Conducts itself in accordance with the Recruitment (ERSEA) Plan.
- b. Stays apprised of current events in and out of the program and reports to the Policy Council.

4. **Personnel/Hiring Committee.** Acts in an advisory capacity to Policy Council regarding approval or disapproval of hires, promotions or terminations and staff improvement plans that may lead to termination among personnel with the SCFS-EHS program (not the staff of the contracted Child Care Partners). Personnel Committee meetings involving a performance improvement plan* are closed to everyone except the designated member, the immediate Supervisor, EHS Director SCFS's Human Resources representative. The EHS Director will designate a committee member to participate in evaluation of a specific plan.

*A performance improvement plan is a document, similar to a contract, by which the employer documents performance deficiencies and both parties agree what measures will be taken to eliminate those deficiencies.

Article VII: Meetings

Section A: Regular Meetings

1. Regular Policy Council meetings will be held ten (10) times per year. The dates for the year will be determined jointly by the Chairpersons of the Policy Council and EHS Governance Council, along with the SCFS Administrative staff. The Meeting scheduled will be distributed at the beginning of the new Policy Council year.
Location: Rotating locations among the 12 counties or held in Columbia.

Section B: Special Meetings

1. Special meetings of the Policy Council may be called by the Chairperson when business must be conducted before a regular meeting can occur. All special meetings shall be called by the Chairperson at least forty-eight (48) hours in advance of the meeting.
2. Any member of the Policy Council may request the EHS Governance Body call a special meeting.

Section C: Notices

1. Written notices shall be sent by mail and/or email to each Policy Council member at least five (5) days prior to the date of each regular meeting. The meeting packet will include:
 - a. An agenda for the meeting.
 - b. Minutes from the previous month's meeting.
 - c. Supporting documents requiring approval.

Section D: Confidentiality; Open Meetings

1. Policy Council meetings are open to the public and attendees are subject to Early Head Start policies on confidentiality.
2. All members are required to sign Standards of Conduct forms once appointed to the Policy Council. Non Policy Council members may be asked to leave when confidential matters are being discussed at the Committee's discretion.

Article VIII: Compensation

Section A: Compensation

Members shall serve without compensation as such, but shall be entitled to reimbursement of expenses incurred on behalf of and at the request of the program.

Section B: Reimbursed Activities for Parents

1. The supplemental reimbursement form only applies to official Policy Council activities (agency committees, Policy Council committees, recognition event, conferences) and to parents and other low income committee members who need reimbursement in order to participate. Participation in activities such as family events, publicity, community outreach, parent education (other than education related to Policy Council role), will not be reimbursed.
2. Childcare, transportation, and in-kind are addressed in separate policies. Members should reference these policies for detailed procedures and what activities are allowable for reimbursement and in-kind.

Article IX: Amendments of the Bylaws

1. These Bylaws may be amended by sending a copy of the proposed amendments to each Policy Council member at least one (1) week before the meeting.
2. Policy Council may discuss an amendment before its adoption.
 - a. Amendments must be approved by a two-thirds (2/3) vote of the members present at the Policy Council meeting.
 - b. Policy Council Bylaws must be approved by the SCFS EHS Governance Council.
3. These Bylaws must be reviewed once a year and be revised annually to include new amendments.

To: First Steps Board of Trustees
From: Jennifer McConnell, Chair, Program and Grants Committee
Date: June 9, 2016

RE: FY17 County Partnership Renewals

The Program and Grants Committee met on Tuesday, June 7, 2016 to review staff recommendations related to FY17 Partnership Grant Renewals. This comprehensive annual process involves staff – and subsequently the committee – in reviewing local program performance at the strategy level in an effort to ensure compliance with the Board’s FY16 accountability standards.

220 strategies were reviewed for FY17 (with 26 strategies discontinued or redirected from FY16).

The Program and Grants Committee recommends that the Board grant full approval to 196 strategies (as depicted on the matrix attached) and “conditional approval” to the remaining 24 strategies. These conditional approvals reflect failure to meet targets related to one or more performance standards during FY16. Strategies recommended for conditional approval will be revisited by the committee (and BOT as necessary) in January 2017 to ensure corrective action. Failure to ensure compliance by this time may result in additional sanctions, up to and including suspension of the strategies in question.

In the course of its review, the committee took special note of pair of strategies (Marion County First Steps’ Child Care Quality Enhancement Program and Barnwell County First Steps’ Early Steps Program) recommended for conditional approval for the third consecutive year. In both cases these strategies have demonstrated compliance at mid-year, but lapsed into conditional status by year-end.

To address these concerns, the Committee recommends the following stipulations:

a) The Marion County QE strategy be approved on the condition that the Partnership Board Chair attend a meeting (with additional local board members as she may deem desirable) with the Program and Grants Committee no later than July 29, 2016 during which an acceptable corrective action plan will be developed. This corrective action plan will include monthly reporting to SC First Steps and the Program and Grants Committee.

b) Given ongoing contact between SCFS’ technical assistance staff and the Barnwell County Partnership Board (which acknowledges this performance issue and is currently seeking a new executive director), the Program and Grants Committee directs staff to work directly with both the partnership board and local vendor staff to implement a corrective action plan related to the Early Steps strategy’s performance. This corrective action plan will likewise include monthly reporting to SC First Steps and the Program and Grants Committee.

RECOMMEDED BOARD ACTION: Approve 220 partnership strategies as stipulated above.

Note that First Steps’ technical assistance staff has begun working with partnerships during FY16 to provide focused technical assistance on issues related to governance and partnership [operational] performance in anticipation of expanding conditional approval recommendations to these areas in FY17. The attached matrix includes information related to the submission of required documents which is designated as “**notification**”. Partnerships will be notified of the need to come into compliance with these partnership standards when the state grant agreements are executed.

**Program and Grants Committee
FY17 Renewal Summary
June 7, 2016**

220 Strategies Proposed for FY17

- 196 Strategies recommended for approval (17 new)
- 24 Recommended for conditional approval (11%)
- 26 Discontinued from FY16 (Note that in order to depict a three-year history the Recommendations grid also contains a number of “previously discontinued” strategies.)

Conditional Approval Codes

1. **HOME VISIT INTENSITY: Did not meet threshold for average visits per month (1.8 for PAT and ESSS, 6 for PCH).**

4 counties/ 4 strategies: Colleton, Hampton, Lee, Union
2. **HOME VISIT DURATION: Did not meet threshold for AVERAGE VISIT DURATION (45 min for PAT and ESSS, 30 min for PCH).**

No counties cited
3. **(A) HOME VISIT ASSESSMENT: Fewer than 75% of clients received KIPS assessments at appropriate intervals, per FY16 Program Standards.**

5 counties/ 5 strategies: Barnwell, Colleton, Hampton, Lee, Union

(B) HOME VISIT ASSESSMENT: Fewer than 75% of clients received ACIRI assessments at appropriate intervals, per FY16 Program Standards.

2 counties/ 2 strategies: Colleton, Hampton
4. **DOLLY PARTON IMAGINATION LIBRARY (212) 92% BOOKS: Did not meet threshold of 92% expenditures devoted to book procurement.**

No counties cited
5. **STAFF CERTIFICATIONS: Required staff certifications not on file with SCFS. Home visitation: current certification in the program model, current certification in KIPS. Child care quality enhancement: certification as a technical assistance provider with CCCC.**

1 county/ 1 strategy: Dorchester (601)
6. **CHILD CARE INTENSITY: Did not meet threshold for average T.A. visits per month (2.0)**

1 county / 1 strategy: Marion
7. **CHILD CARE ASSESSMENT: Did not assess using appropriate ERS at intervals specified for 90% of classrooms targeted.**

1 county/ 1 strategy: Marion

8. ALL STRATEGIES: DATA ENTRY- did not enter data in First Steps data system, including projected to serve.

4 counties/ 4 strategies: Florence (905), Hampton (605), Marion (204), York (605)

9. CLIENT TARGETING: Did not meet threshold for risk factor targeting for newly enrolled clients in FY16.

No counties cited

10. MAINTENANCE T.A. REQUIRED: Strategies in this category have had prior conditional approvals for which ongoing TA is recommended. Approval is conditional upon on-site TA for Continuous Quality Improvement along with ongoing TA to the Partnership Board.

1 county/1 strategy: Marion (601)

11. DEVELOPMENTAL SCREENING:

4 counties/ 4 strategies: Florence (206), Hampton (201), Lee (703), Marion (703)

12. PENDING SCHOLARSHIPS: Partnerships with DSS-administered scholarships did not connect all of their purchased scholarships during the program year.

No counties cited

13. PROVIDER STANDARDS: Did not connect scholarships to child care providers that meet standards, nor did partnership seek waiver of these requirements.

No counties cited

14. PROJECTED VS. ACTUAL SERVED: Did not serve at least 75% of projected clients during the program year in a strategy.

6 counties/ 8 strategies: Barnwell (605), Dorchester (703,802), Florence (605), Hampton (703,909), Horry (605), Marion (605)

15. PARTNERSHIP STANDARDS – GOVERNANCE (C): Board size (too few elected members).

1 county – Dorchester

16. CONNECTIONS

5 counties/6 strategies: Florence (206), Hampton (703,909), Horry (703), Lee (703), Marion (703)

Discontinued (26 programs):

Nurse Family Partnership – 4 (Note that these programs continue to operate. The discontinuation of partnership funding is the result of a new funding stream associated with the state's Pay for Success initiative, which permits these funds to be redirected by partnerships.)

Early Identification and Referral - 4	CTK - 1
Child Care Quality Enhancement – 4	Fatherhood - 1
Child Care Training–2	Health - 1
Child Care Scholarships – 2	DPIL - 1
Family Literacy – 2	Community Ed - 1
Parent Training –1	Hospital Bags - 1
Literacy -1	

New (17 programs):

Community Education - 3
 Nurse Family Partnership –1
 CTK -2
 Child Care Quality Enhancement –2
 Child Care Training–1
 Child Care Scholarships –1
 Child Care Shared Services - 1
 Family Literacy –1
 Parent Training –2
 Literacy -2
 Health - 1

First Steps' annual partnership renewal process is labor intensive for both the Partnerships and state staff. Below is a partial list of the data system reports utilized to track Partnership compliance.

Home Visitation Reports:

- 2 Visit Intensity Reports: number of risk factors, frequency of visits, duration of visits, number of months in the program, number and percentage of exited cases
- Risk Factor Report: detail on types of risk factors
- KIPS/ACIRI Report
- Retention Report: clients served for 9 or more months continuously during the current year or at any point in time
- Dashboard Report: newly enrolled clients who are pregnant women or children under 36 months
- Connections Report: connections to other early childhood interventions besides home visitation
- ASQ Report

Scholarship Reports:

- Scholarship Report: number of risk factors, type of scholarship, assigned child care provider
- Connections Report: connections to other early childhood interventions besides scholarships
- ASQ Report
- Risk Factor Report: detail on types of risk factors
- Connections Report
- Department of Social Services SC Voucher Report

Child Care Reports:

- Intensity Report: frequency of visits, duration of visits
- ERS Report: ITERS, ECERS, FDCRS assessments

CTK:

- Countdown to Kindergarten Report: risk factors, number of visits, placement in the home visitor's K classroom
- Risk Factor Report: detail on types of risk factors
- Parent Pre/Post Survey and Teacher Survey

County Name	Strategy Code	Strategy Name	Recommendation for FY 14	FY14 Corrective Action Plan Components (Rationale Codes + Add'l Actions Needed)	Recommendation for FY 15	FY15 Corrective Action Plan Components (Rationale Codes + Add'l Actions Needed)	Recommendation for FY 16	FY16 Corrective Action Plan Components (Rationale Codes + Add'l Actions Needed)	Recommendation for FY17	FY17Corrective Action Plan Components (Rationale Codes + Add'l Actions Needed)	Comments	Total Programs	Approval	Cond.
Abbeville	2012	Parents as Teachers	Approval		Approval		Approval		Approval			3	1	
Abbeville	2032	Parent Training							Approval	NEW			1	
Abbeville	2082	Fatherhood	Approval		Approval; Board Committee Review per program standards and H3428		Approval		Discontinued					
Abbeville	6052	Child Care Training	Approval		Approval		Approval		Approval				1	
Aiken	2012	Parents as Teachers	Approval		Approval		Approval		Approval			5	1	
Aiken	4062	Countdown To Kindergarten	Previously Discontinued		Approval		Approval		Approval				1	
Aiken	6012	Child Care Quality Enhancement	Conditional Approval	7	Approval		Approval		Approval				1	
Aiken	6052	Child Care Training	Approval		Approval		Approval		Approval				1	
Aiken	7032	Child Care Scholarships	Conditional Approval	12	Approval		Approval		Approval				1	
Aiken	9022	Non-Home-based Healthcare Services	Approval		Discontinued		Previously Discontinued		Previously Discontinued					
Allendale	2012	Parents as Teachers	Approval		Approval		Approval		Approval			4	1	
Allendale	4062	Countdown to Kindergarten	Approval		Approval		Approval		Approval				1	
Allendale	6052	Child Care Training	Approval		Approval		Approval		Approval				1	
Allendale	7031	Child Care Scholarships	Approval		Approval		Approval		Approval				1	
Allendale		Partnership Performance							Notification	Documents turned in late or not at all	Training Plan, Resource Development Plan, Renewal Plan late			
Anderson	2111	Family Literacy Model Programs	Approval		Approval		Approval		Approval			4	1	
Anderson	2141	NFP (DHEC-District 1)	Approval		Approval		Approval		Discontinued					
Anderson	2142	NFP	Approval		Approval		Approval		Approval				1	
Anderson	3161	Early Education - Public 4K	Approval		Approval		Approval		Approval				1	
Anderson	4062	Countdown to Kindergarten	Approval		Approval		Approval		Approval				1	
Anderson	6052	Child Care Training	Approval		Approval		Approval		Discontinued					
Bamberg	2011	Parents as Teachers	Approval		Approval		Approval		Approval			3	1	
Bamberg	6052	Child Care Training	Approval		Approval		Approval		Approval				1	
Bamberg	7031	Child Care Scholarships	Approval		Approval		Approval		Approval				1	
Barnwell	2122	Imagination Library					For Information Only		Previously Discontinued			4		
Barnwell	2131	Early Steps	Conditional Approval	1, 3A	Conditional Approval	3A, 11	Conditional Approval	3A	Conditional Approval	3A, 10	KIPS, multiple year conditional approvals			1
Barnwell	6012	Child Care Quality Enhancement	Conditional Approval	7	Conditional Approval	7, 11	Approval	Suspended mid-year, new TA to be hired	Discontinued					
Barnwell	6052	Child Care Training	Approval		Conditional Approval	11	Approval		Conditional Approval	14	Did not implement			1
Barnwell	7052	Child Care Scholarships—Endowed	Approval		Conditional Approval	9	Conditional Approval	12	Discontinued					
Barnwell	7032-DCF	Child Care Scholarships			Approval		For Information Only		Approval				1	
Barnwell	8022	Community Education			For Information Only		For Information Only		Discontinued					
Barnwell	4062	Countdown to Kindergarten	Discontinued		Previously Discontinued		Approval	NEW	Approval				1	
Beaufort	2012	Parents as Teachers	Conditional Approval	1,3A	Approval		Approval		Approval			4	1	
Beaufort	6012	Child Care Quality Enhancement	Approval		Approval		Approval		Approval				1	
Beaufort	6052	Child Care Training	Approval		Approval		Approval		Approval				1	
Beaufort	8022	Community Education					Conditional Approval - New Non-Prevalent	NEW	Approval				1	
Berkeley	2011	Parents as Teachers	Approval		Approval		Approval		Approval			4	1	
Berkeley	2112	Family Literacy							Approval	NEW			1	
Berkeley	2122	Imagination Library	Approval		Approval		Approval		Discontinued					

County Name	Strategy Code	Strategy Name	Recommendation for FY 14	FY14 Corrective Action Plan Components (Rationale Codes + Add'l Actions Needed)	Recommendation for FY 15	FY15 Corrective Action Plan Components (Rationale Codes + Add'l Actions Needed)	Recommendation for FY 16	FY16 Corrective Action Plan Components (Rationale Codes + Add'l Actions Needed)	Recommendation for FY17	FY17Corrective Action Plan Components (Rationale Codes + Add'l Actions Needed)	Comments	Total Programs		
													Approval	Cond.
Berkeley	2144	Nurse-Family-Partnership	Approval		Discontinued		Previously Discontinued		Previously Discontinued					
Berkeley	6052	Child Care Training	Approval		Approval		Approval		Approval				1	
Berkeley	7031	Child Care Scholarships	Approval		Approval		Approval		Approval				1	
Berkeley	9092	Early-Identification-and-Referral	Approval		Approval		Approval		Discontinued					
Calhoun	2012	Parents as Teachers	Approval		Approval		Approval		Approval			3	1	
Calhoun	2122	Imagination Library	For Information Only		For Information Only		For Information Only		Approval				1	
Calhoun	4062	Countdown to Kindergarten	Conditional Approval	9	Approval		Approval		Approval				1	
Charleston	2012	Parents as Teachers	Approval		Approval		Approval		Approval			7	1	
Charleston	2012	Parents as Teachers - Early Head Start	For Information Only		For Information Only		For Information Only		Approval				1	
Charleston	2040	Trident Literacy				Begun mid-year FY 15	Approval		Approval				1	
Charleston	2042	Raising A Reader			Approval; Board Committee Review per program standards and H3428	New Non-Prevalent	Approval		Approval				1	
Charleston	2144	Nurse-Family-Partnership	For Information Only		For Information Only		For Information Only		Discontinued					
Charleston	2142	Nurse-Family-Partnership	Approval		Approval		Approval		Discontinued					
Charleston	3212	Early Head Start Child Care Partnership						Begun mid-year FY16	Approval				1	
Charleston	6012	Child Care Quality Enhancement	Approval		Approval		Approval		Approval				1	
Charleston	6052	Child Care Training	Approval		Approval		Approval		Approval				1	
Charleston	7032	Child-Care-Scholarships	Approval		Approval		Discontinued		Discontinued					
Charleston	9092	Early-Identification-and-Referral	Approval		Approval		Discontinued		Discontinued					
Cherokee	2122	Imagination Library	Approval		Approval		Approval		Approval			4	1	
Cherokee	4062	Countdown to Kindergarten					Approval	NEW	Approval				1	
Cherokee	6052	Child Care Training	Approval		Approval		Approval		Approval				1	
Cherokee	7031-7032	Child-Care-Scholarships	Conditional Approval	12	Conditional Approval	13	Approval		Discontinued					
Cherokee	8022	Talk 2 Me (Community Education)							Approval	NEW			1	
Chester	2012	Parents as Teachers	Conditional Approval	1	Conditional Approval	3B, 11	Conditional Approval	12	Approval			2	1	
Chester	6052	Child Care Training	Approval		Approval		Conditional Approval	14	Approval				1	
Chesterfield	2032	Incredible Years -Parent Training	Approval		Approval; Board Committee Review per program standards and H3428		Approval		Approval			4	1	
Chesterfield	2122	Dolly Parton Imagination Library	Approval		Approval		Approval		Approval				1	
Chesterfield	4062	Countdown-to-Kindergarten	Approval		Approval		Discontinued		Previously Discontinued					
Chesterfield	9032	Nutrition Program - Backpacks	Approval		Approval; Board Committee Review per program standards and H3428		Approval		Approval				1	
Chesterfield	9072	Resource Center				Begun mid-year FY 15	Approval		Approval				1	
Clarendon	2011	Parents as Teachers	Conditional Approval	9	Conditional Approval	3A, 3B, 11	Approval		Approval			4	1	
Clarendon	2122	Imagination Library	Approval		Approval		Approval		Approval				1	
Clarendon	4062	Countdown to Kindergarten	Approval		Conditional Approval	9	Approval	Note: 8% placed in HV classroom	Approval				1	
Clarendon	6052	Child Care Training	Approval		Approval		Approval		Approval				1	
Clarendon		Partnership Performance							Notification	Required documents late or missing.	Priority Goals FY 16 submitted late			
Colleton	2012	Parents As Teachers			Approval	Begun mid-year FY 15	Approval		Conditional Approval	1, 3A, 3B	Visit intensity, KIPS, ACIRI	5		1
Colleton	2032	Parent Training - new mom hospital bags					Approval	NEW	Approval				1	

County Name	Strategy Code	Strategy Name	Recommendation for FY 14	FY14 Corrective Action Plan Components (Rationale Codes + Add'l Actions Needed)	Recommendation for FY 15	FY15 Corrective Action Plan Components (Rationale Codes + Add'l Actions Needed)	Recommendation for FY 16	FY16 Corrective Action Plan Components (Rationale Codes + Add'l Actions Needed)	Recommendation for FY17	FY17Corrective Action Plan Components (Rationale Codes + Add'l Actions Needed)	Comments	Total Programs	Approval	Cond.
Colleton	2144	Nurse Family Partnership	Approval		Approval		Approval		Discontinued					
Colleton	3171	Early Education--Public 4K	Approval	Pending 4K funding decision	Discontinued		Previously Discontinued		Previously Discontinued					
Colleton	4062	Countdown to Kindergarten	Approval		Approval		Approval		Approval				1	
Colleton	6052	Child Care Training	Approval		Approval		Approval		Approval				1	
Colleton	7031	Child Care Scholarships				Begun mid-year FY 15	Approval		Approval				1	
Darlington	2012	Parents as Teachers	Approval		Approval		Approval		Approval			6	1	
Darlington	2022	MOTHEREAD	Approval		Approval; Board Committee Review per program standards and H3428		Approval		Approval				1	
Darlington	2032	Parent Training			Approval; Board Committee Review per program standards and H3428	New Non-Prevalent	Approval		Approval				1	
Darlington	2042	Reach Out and Read					Conditional Approval - New Non-Prevalent	NEW	Approval				1	
Darlington	3141	Early Education--Full-Day Public 4K	Approval	Pending 4K funding decision	Discontinued		Previously Discontinued		Previously Discontinued					
Darlington	4062	Countdown to Kindergarten	Approval		Approval		Approval		Approval				1	
Darlington	9072	Health and Human Services Coordination						Started mid-year FY16	Approval				1	
Dillon	2012	Parents as Teachers	Approval		Approval		Approval		Approval			2	1	
Dillon	6052	Child Care Training	Approval		Approval		Approval		Approval				1	
Dorchester	2012	Parents as Teachers	Approval		Approval		Approval		Approval			9	1	
Dorchester	2042	Literacy			Approval; Board Committee Review per program standards and H3428		Conditional Approval	14	Discontinued					
Dorchester	2061	Parent-Child Home	Approval		Approval		Conditional Approval	12	Approval				1	
Dorchester	2141	Nurse Family Partnership	Approval		Approval		Approval		Approval				1	
Dorchester	4062	Countdown to Kindergarten	Approval		Approval		Approval		Approval				1	
Dorchester	6012	Quality Counts			Approval; Board Committee Review per program standards and H3428	New Non-Prevalent	Approval		Conditional Approval	5	TA not certified			1
Dorchester	6012	Child Care Quality Enhancement	Approval		Discontinued		Previously Discontinued		Previously Discontinued					
Dorchester	6052	Child Care Training	Approval		Approval		Approval		Approval				1	
Dorchester	7031	Child Care Scholarships							Conditional Approval	14	Did not implement			1
Dorchester	8022	Community Education					Conditional Approval - New Non-Prevalent	NEW	Conditional Approval	14	Did not meet projected to serve			1
Dorchester	9092	Early Identification and Referral	Approval		Approval		Approval		Approval				1	
Dorchester		Governance					Notification	15D	Conditional Approval	15C	Too few board members			
Edgefield	2032	Triple P Positive Parenting Program							Approval	NEW			1	
Edgefield	2082	Fatherhood	Approval		Discontinued		Previously Discontinued		Previously Discontinued			8		
Edgefield	2111	Family Literacy Model Programs	Approval		Approval		Approval		Approval				1	
Edgefield	2122	Imagination Library	For Information Only		For Information Only		For Information Only		Approval				1	
Edgefield	2141	Nurse-Family Partnership	Approval		Approval		Approval		Approval				1	
Edgefield	4062	Countdown to Kindergarten	Approval		Approval		Approval		Approval				1	
Edgefield	6012	Child Care Quality Enhancement	Discontinued		Previously Discontinued		Previously Discontinued		Approval	NEW (restart)			1	
Edgefield	6052	Child Care Training	Approval		Approval		Approval		Approval				1	
Edgefield	7032	Child Care Scholarships	Approval		Approval		Approval		Approval				1	
Fairfield	2012	Parents as Teachers	Approval		Approval		Approval		Approval			5	1	
Fairfield	2042	1000 Books Before Kindergarten							Approval	NEW			1	
Fairfield	2122	Imagination Library	Approval		Approval		Approval		Approval				1	
Fairfield	4062	Countdown to Kindergarten	Approval		Approval		Approval		Approval				1	

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Fairfield	6012	Child Care Quality Enhancement			Approval	NEW	Approval	Must begin ERS in FY16	Discontinued					
Fairfield	7032	Child Care Scholarships	Approval		Approval		Approval		Approval				1	
Fairfield	9092	Early Identification			Approval	NEW	Approval		Discontinued					
Florence	2012	Parents As Teachers						Started mid-year FY16	Approval			7	1	
Florence	2061	Parent Child Home Program	Conditional Approval	1	Conditional Approval	1, 11	Approval		Conditional Approval	11, 16	ASQ, Connections			1
Florence	6012	Child Care Quality Enhancement	Approval		Conditional Approval	5,6,14	Approval		Approval				1	
Florence	6052	Child Care Training	Approval		Approval		Approval		Conditional Approval	14	Did not meet projected to serve			1
Florence	7031-7032	Child Care Scholarships	Approval		Conditional Approval		Approval		Approval				1	
Florence	7051	Child Care Scholarships - Endowed	Approval		Approval		Approval		Approval				1	
Florence	9050	Home Health Program						Started mid-year FY16	Conditional Approval	8	No data			1
Florence		Partnership Performance							Notification	Required documents late or missing.	No Training Plan submitted			
Georgetown	2091	Library-Based Programs	Approval		Approval; Board Committee Review per program standards and H3428		Discontinued		Previously Discontinued			4		
Georgetown	6012	Child Care Quality Enhancement							Approval	NEW (restart)			1	
Georgetown	6052	Child Care Training							Approval	NEW (restart)			1	
Georgetown	7032	Child Care Scholarships	Approval		Discontinued		Previously Discontinued		Approval	NEW (restart)			1	
Georgetown	9092	Early Identification and Referral	Approval		Approval		Approval		Approval				1	
Georgetown	2032	Child and Family Development					Conditional Approval - New Non-Prevalent	NEW	Discontinued					
Greenville	2040	BabySteps	Approval		Approval; Board Committee Review per program standards and H3428		Approval		Approval			7	1	
Greenville	2040	Play and Learn	Approval		Discontinued		Previously Discontinued		Previously Discontinued					
Greenville	2140	Nurse Family Partnership	Approval		Approval		Approval		Approval				1	
Greenville	4062	Countdown to Kindergarten	Approval		Approval		Conditional Approval	14	Approval				1	
Greenville	6052	Child Care Training	Approval		Approval		Approval		Approval				1	
Greenville	7012	Shared Services						Started mid-year FY16	Approval	NEW			1	
Greenville	7032	Child Care Scholarships	Approval		Approval		Approval		Approval				1	
Greenville	8022	Community Education	Approval		Approval; Board Committee Review per program standards and H3428		Approval		Approval				1	
Greenwood	2012	Parents as Teachers	Conditional Approval	1	Conditional Approval	3B	Approval		Approval		Suspended after April	3	1	
Greenwood	2082	Fatherhood	Approval	New Non-Prevalent	Approval; Board Committee Review per program standards and H3428		Approval		Approval				1	
Greenwood	6052	Child Care Training	Approval		Approval		Approval		Approval				1	
Hampton	2012	Parents as Teachers	Approval		Approval		Approval		Conditional Approval	1, 3 A,B, 11		5		1
Hampton	4062	Countdown to Kindergarten							Approval	NEW			1	
Hampton	6052	Child Care Training	Approval		Approval		Approval		Conditional Approval	8	No outputs data entered			1
Hampton	7031	Child Care Scholarships	Approval		Approval		Approval		Conditional Approval	14, 16	Did not meet projected to serve, Connections			1
Hampton	9092	Early Identification	Approval		Approval		Approval		Conditional Approval	14, 16	Did not meet projected to serve, Connections, no ouputs data entered			1
Horry	2012	Parents as Teachers	Conditional	1, 3A,3B	Approval		Approval		Approval			6	1	
Horry	2141	NFP	Approval		Approval		Approval		Discontinued					
Horry	2142	Nurse Family Partnership			Approval		Approval		Approval				1	
Horry	3142	Preschool Expansion	Approval	New Non-Prevalent	Pending due to 4K expansion		Discontinued due to 4K expansion to Horry		Previously Discontinued					

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Horry	2042	Raising A Reader	Discontinued		Previously Discontinued		Previously Discontinued		Approval	NEW (restart)			1	
Horry	6012	Child Care Quality Enhancement	Discontinued		Approval	NEW	Approval		Approval				1	
Horry	6052	Child Care Training	Approval		Approval		Approval		Conditional Approval	14	Projected to serve, training suspended			1
Horry	7031	Child Care Scholarships				Started mid-year FY15	Approval		Conditional Approval	16	Connections			1
Jasper	2012	Parents as Teachers	Approval		Approval		Conditional Approval	3B	Approval			6	1	
Jasper	2122	Imagination Library	Approval		Approval		Approval		Approval				1	
Jasper	4062	Countdown to Kindergarten	Approval		Approval		Approval		Approval				1	
Jasper	6052	Child Care Training	Approval		Approval		Approval		Approval				1	
Jasper	7031	Child Care Scholarships					Approval	NEW	Approval				1	
Jasper	9092	Early Identification			Approval	NEW	Conditional Approval	14	Approval				1	
Kershaw	2012	Parents as Teachers	Approval		Approval		Approval		Approval			4	1	
Kershaw	4062	Countdown to Kindergarten							Approval	NEW			1	
Kershaw	6012	Child Care Quality Enhancement	Approval		Approval		Conditional Approval	6	Approval				1	
Kershaw	6052	Child Care Training	Approval		Discontinued		Previously Discontinued		Previously Discontinued					
Kershaw	9092	Early Identification			Approval	NEW	Approval		Approval				1	
Lancaster	2042	Incredible Years -Parent Training and Parent Resource Center	Approval		Approval; Board Committee Review per program standards and H3428		Approval		Approval			7	1	
Lancaster	2122	Imagination Library	Approval		For Information Only		For Information Only		Approval				1	
Lancaster	3144	Early Education—Full Day Private 4K	Approval		Approval		Discontinued		Previously Discontinued					
Lancaster	3212	Early Head-Start- Child Care Partnership					Approval	NEW	Approval				1	
Lancaster	4062	Countdown to Kindergarten	Approval		Approval		Approval		Approval				1	
Lancaster	6012	Child Care Quality Enhancement	Approval		Discontinued		Previously Discontinued		Previously Discontinued					
Lancaster	6052	Child Care Training	Approval		Approval		Discontinued		Previously Discontinued					
Lancaster	8022	Community Education							Approval	NEW			1	
Lancaster	9032	Nutrition Program - Backpacks	Approval		Approval; Board Committee Review per program standards and H3428		Approval		Approval				1	
Lancaster	9092	Early Identification and Referral	Approval		Approval		Approval		Approval				1	
Laurens	2011	Parents as Teachers	Approval		Approval		Approval		Approval			4	1	
Laurens	2042	Parents as Teachers	Approval		Approval		Discontinued		Previously Discontinued					
Laurens	2111	Family Literacy Model Programs	Approval		Approval		Discontinued		Previously Discontinued					
Laurens	4062	Countdown to Kindergarten	Approval		Approval		Approval		Approval				1	
Laurens	6012	Child Care Quality Enhancement	Conditional Approval	7	Approval		Approval	Temporarily suspended due to loss of staff in Oct. 2014	Discontinued					
Laurens	6052	Child Care Training	Approval		Approval		Approval		Approval				1	
Laurens	7032	Child Care Scholarships	Approval		Approval		Approval		Approval				1	
Laurens	7052	Child Care Scholarships—Endowed	Approval		Discontinued		Previously Discontinued		Previously Discontinued					
Lee	2012	Parents as Teachers	Conditional	1,3A	Approval		Conditional Approval	3B	Discontinued (as in-house strategy)		Operated by Kershaw First Steps	5		
Lee	2131	Early Steps	Conditional	1,3A	Approval		Approval		Conditional Approval	1, 3A,11	Intensity, KIPS, ASQ			1
Lee	4062	Countdown to Kindergarten	Approval		Approval		Approval		Approval				1	
Lee	6052	Child Care Training	Approval		Approval		Approval		Approval				1	
Lee	7031, 7032	Child Care Scholarships	Approval		Approval		Conditional Approval	14 (missing data)	Conditional Approval	11, 16	ASQ, Connections			1
Lee	8022	Community Education			Approval; Board Committee Review per program standards and H3428	New Non-Prevalent	Approval		Approval		Strengthening Families Grant		1	

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Lexington	2011	Parents as Teachers	Approval		Approval		Approval		Approval			4	1	
Lexington	2032	New Moms Hospital Bags	Approval		Approval; Board Committee Review per program standards and H3428		Approval		Discontinued				1	
Lexington	2042	Raising A Reader					Approval		Discontinued		Lexington 4 will fund program in-house			
Lexington	4062	Countdown to Kindergarten	Approval		Approval		Approval		Approval				1	
Lexington	6012	Child Care Quality Enhancement	Approval		Approval		Approval	Temporarily suspended due to loss of staff in Feb. 2015.	Approval				1	
Lexington	6052	Child Care Training	Approval		Approval		Approval		Approval				1	
Marion	2042	Literacy Initiative/Raising a Reader						Started mid-year FY16	Conditional Approval	8	No data in outputs	4		1
Marion	6012	Child Care Quality Enhancement	Approval		Conditional Approval	5,6	Conditional Approval	6	Conditional Approval	6,7,10	Intensity, ERS, multi-year conditional approvals			1
Marion	6052	Child Care Training	Approval		Approval		Approval		Conditional Approval	14	Projected to serve, training suspended			1
Marion	7031	Scholarships	Approval		Approval		Approval		Conditional Approval	11,16	ASQ, Connections			1
Marion		Partnership Performance					Notification	Annual Report late						
Marion		Governance					Notification	15A						
Marlboro	2011	Parents as Teachers	Conditional Approval	1,3A,3B	Conditional Approval	3A,3B, 11	Conditional Approval	3A, 12	Approval			3	1	
Marlboro	6052	Child Care Training	Approval		Approval		Approval		Conditional Approval	Pending submission of Training Plan	Add more training activities that meet program standards- better describe for FY 17			1
Marlboro	7032	Child Care Scholarships	Conditional Approval	12	Approval		Conditional Approval	13B	Approval				1	
Marlboro		Partnership Performance							Notification	Required documents late or missing.	No Training Plan submitted			
Marlboro		Partnership Performance							Notification		Operated PAT program without renewal certification			
McCormick	2011	Parents as Teachers	Approval		Approval		Approval		Approval			6	1	
McCormick	2042	Reach Out and Read	Approval		Approval; Board Committee Review per program standards and H3428		Approval		Approval				1	
McCormick	2092	Library Based Programs	Approval		Approval; Board Committee Review per program standards and H3428		Approval		Approval				1	
McCormick	2141	Nurse-Family Partnership	Approval		Approval		Approval		Approval				1	
McCormick	3181	Early Education for Children under 4	Approval		Approval; Board Committee Review per program standards and H3428		Approval		Approval				1	
McCormick	7032	Child Care Scholarships	Approval		Approval		Approval		Approval				1	
Newberry	2011	Parents as Teachers	Approval		Approval		Approval		Approval			5	1	
Newberry	2091	Library Outreach	Approval		Approval; Board Committee Review per program standards and H3428		Approval		Approval				1	
Newberry	6052	Child Care Training	Approval		Approval		Approval		Approval				1	
Newberry	4062	Countdown to Kindergarten	Approval		Approval		Approval		Approval				1	
Newberry	6012	Child Care Quality Enhancement	Approval		Approval		Approval		Approval				1	
Oconee	2011	Parents As Teachers	Approval		Approval		Approval		Approval		Program code change: was called 2031: Principles of Parenting Successfully	5	1	
Oconee	2042	TV OFF/NEURONS ON	Approval		Discontinued		Previously Discontinued		Previously Discontinued					
Oconee	3144	Early Education—Full Day Public 4K	Approval		Pending due to 4K expansion		Discontinued		Previously Discontinued					
Oconee	4062	Countdown to Kindergarten	Approval		Approval		Approval		Approval				1	
Oconee	6052	Child Care Training	Approval		Approval		Approval		Approval				1	
Oconee	7032	Child Care Scholarships					Approval	NEW	Approval				1	
Oconee	8022	Community Education							Approval	NEW			1	
Orangeburg	2131	Early Steps	Approval		Conditional Approval	1,9	Approval		Approval			6	1	

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Orangeburg	2122	Imagination Library	For Information Only		For Information Only		Approval		Approval				1	
Orangeburg	4062	Countdown to Kindergarten			Approval		Approval		Approval				1	
Orangeburg	6012	Child Care Quality Enhancement	Approval		Approval		Approval		Approval				1	
Orangeburg	6052	Child Care Training	Approval		Approval		Approval		Approval				1	
Orangeburg	7031	Child Care Scholarships	Approval		Approval		Approval		Approval				1	
Pickens	2011	Parents as Teachers	Approval		Approval		Approval		Approval				1	
Pickens	2042	Book Flood	Approval		Approval; Board Committee Review per program standards and H3428		Approval		Approval				1	
Pickens	2070	Healthy Families	Approval		Discontinued		Previously Discontinued		Previously Discontinued					
Pickens	2111	Family Literacy Model Programs	Approval		Approval		Approval	Funding for books only - no services	Discontinued					
Pickens	2141	Nurse Family Partnership							Approval	NEW		6	1	
Pickens	6042	Child Care Quality Enhancement	Approval		Approval		Discontinued		Discontinued					
Pickens	6062	Child Care Training			Approval		Approval		Discontinued					
Pickens	7032	Child Care Scholarships					Approval	NEW	Approval				1	
Pickens	8022	Community Education					Conditional Approval - New Non-Prevalent	NEW	Approval				1	
Pickens	9092	Early Identification and Referral	Approval		Approval		Approval		Approval				1	
Richland	2012	Parents as Teachers	Approval		Conditional Approval	3B	Approval		Approval			5	1	
Richland	2142	Nurse-Family Partnership	For Information Only		For Information Only		For Information Only		Approval				1	
Richland	3210, 3211, 3212	Early Head Start	Approval		Approval		Approval		Approval				1	
Richland	6012	Child Care Quality Enhancement	Approval		Approval		Approval		Approval				1	
Richland	6052	Child Care Training	Approval		Approval		Approval		Approval				1	
Richland	9021	Nurse Consultant	Approval		Discontinued		Previously Discontinued		Previously Discontinued		Integrated with 6012 strategy			
Saluda	2042	Parents as Teachers	Approval		Discontinued		Previously Discontinued		Previously Discontinued			6		
Saluda	2032	Triple P Positive Parenting Program	Approval	New Non-Prevalent	Approval; Board Committee Review per program standards and H3428		Approval		Approval				1	
Saluda	2112	Family Literacy	Approval		Approval		Approval		Approval				1	
Saluda	4062	Countdown to Kindergarten			Approval	NEW	Approval	No children placed in HV classroom?	Approval				1	
Saluda	6012	Child Care Quality Enhancement	Discontinued		Previously Discontinued		Approval	NEW (restart)	Approval				1	
Saluda	6052	Child Care Training	Approval		Approval		Approval		Approval				1	
Saluda	7032	Child Care Scholarships					Approval	NEW	Approval				1	
Spartanburg	2140	Nurse-Family Partnership	For Information Only		For Information Only		For Information Only		Approval			4		
Spartanburg	2142	Nurse-Family Partnership			Approval		Approval		Approval				1	
Spartanburg	3210-3211-3212	Early Head Start	Approval		Approval		Approval		Approval				1	
Spartanburg	6012	Child Care Quality Rating System	Approval		Approval		Approval	Data to be entered into FSDC system	Approval				1	
Spartanburg	8022	Community Education					Approval	New Strategy	Approval				1	
Spartanburg		Partnership Performance					Notification	Renewal Plan late						
Sumter	2011	Parents as Teachers	Approval		Approval		Conditional Approval	12	Approval			4	1	
Sumter	2122	Imagination Library	Approval		Conditional Approval	14	Approval		Approval				1	
Sumter	6052	Child Care Training	Approval		Approval		Approval	Check June for more training hours	Approval	Check June for more training hours			1	
Sumter	7031	Child Care Scholarships	Approval		Conditional Approval	13,14	Conditional Approval	12	Approval				1	

County Name	Strategy Code	Strategy Name	Recommendation for FY 14	FY14 Corrective Action Plan Components (Rationale Codes + Add'l Actions Needed)	Recommendation for FY 15	FY15 Corrective Action Plan Components (Rationale Codes + Add'l Actions Needed)	Recommendation for FY 16	FY16 Corrective Action Plan Components (Rationale Codes + Add'l Actions Needed)	Recommendation for FY17	FY17Corrective Action Plan Components (Rationale Codes + Add'l Actions Needed)	Comments	Total Programs		
													Approval	Cond.
Sumter		Partnership Performance					Notification	0 - Annual Report	Notification	Required documents late or missing.	No Resource Development Plan, Priority Goals FY 16 submitted late			
Union	2122	Imagination Library	Approval		Approval		Approval		Approval			4	1	
Union	2131	Early Steps	Approval		Conditional Approval	3A	Approval		Conditional Approval	1, 3A	Visit intensity, KIPS			1
Union	4062	Countdown to Kindergarten	Approval		Approval		Approval		Approval				1	
Union	6052	Child Care Training	Approval		Approval		Approval		Approval				1	
Union	9092	Early Identification and Referral	Approval		Approval		Discontinued		Previously Discontinued					
Williamsburg	2061-2062	Parent-Child Home	Approval		Conditional Approval	9	Conditional Approval		Approval			4	1	
Williamsburg	2122	Imagination Library	Approval		Approval		Approval		Approval				1	
Williamsburg	4062	Countdown to Kindergarten	Approval		Approval		Approval		Approval				1	
Williamsburg	6052	Child Care Training	Approval		Approval		Approval		Approval				1	
York	2011	Parents as Teachers	Approval		Conditional Approval	3A	Approval		Approval			6	1	
York	2142	Nurse Family Partnership					Approval	NEW	Approval				1	
York	4062	Countdown to Kindergarten	Approval		Approval		Approval		Approval				1	
York	6012	Child Care Quality Enhancement	Approval		Approval		Conditional Approval	6	Approval				1	
York	6052	Child Care Training	Approval		Approval		Approval		Conditional Approval	8	No outputs data entered			1
York	7032	Child Care Scholarships	Conditional Approval	12	Approval		Conditional Approval	12	Approval				1	
York	9020	Non-Home Based Health	Approval		Approval; Board Committee Review per program standards and H3428		Discontinued		Previously Discontinued					
												220	196	24

Legislative Oversight Committee

Subcommittee Study of the SC First Steps to School Readiness *May 4, 2016*

FULL COMMITTEE OPTIONS STANDARD PRACTICE 13	FULL COMMITTEE ACTION(S)	DATE(S) OF FULL COMMITTEE ACTION(S)
(1) Refer the study and investigation back to the subcommittee or an ad hoc committee for further evaluation; (2) Approve the subcommittee's study; or (3) further evaluate the agency as a full committee, utilizing any of the available tools of legislative oversight available	Full Committee Approved the Subcommittee's Study	May 4, 2016

CONTENTS

Executive Summary	3
Purpose of Oversight Study	3
Study Process	3
Recommendations	4
<i>Continue</i>	4
<i>Curtail (i.e. Revise)</i>	4
<i>Eliminate</i>	5
Details - Study process	6
House Oversight Committee's Actions	6
<i>Subcommittee Studying the Agency</i>	6
<i>Meetings with the Agency</i>	6
<i>Information from the Public</i>	6
<i>Information from the Agency</i>	7
<i>Next Steps</i>	7
Details - Recommendations	8
Continue	8
Curtail (i.e. Revise)	8
Eliminate	13
Follow Up	13
Selected Agency Information	14
Endnotes	14
Contact information	16

EXECUTIVE SUMMARY

Purpose of Oversight Study

As stated in SC Code of Laws § 2-2-20(B), “[t]he **purpose of these oversight studies** and investigations is to **determine if agency laws and programs** within the subject matter jurisdiction of a standing committee: (1) **are being implemented** and carried out **in accordance with the intent of the General Assembly**; and (2) **should be continued, curtailed, or eliminated.**” In making these determinations the **Subcommittee** evaluates (1) the application, administration, execution, and effectiveness of the agency’s laws and programs, (2) the organization and operation of the agency, and (3) any conditions or circumstances that may indicate the necessity or desirability of enacting new or additional legislation pertaining to the agency.¹

Study Process

The **Education and Cultural (“Subcommittee”) of the House Legislative Oversight Committee conducted a study of the agency.** The chair of the Subcommittee is the Honorable James E. Smith Jr. Other members include: the Honorable Gary E. Clary, the Honorable Joseph H. Jefferson, and the Honorable Tommy M. Stringer.²

Figure 1. Summary of Key Dates and Actions of the Study Process, 2015-2016

Legislative Oversight Committee Actions

- January 7 - Approves seven-year study recommendations for the Speaker
- January 13 - Speaker approves seven-year study recommendations, and recommendations are published in the House Journal
- February 5 - Approves the priority of the study of the agency
- February 10 - Provides agency with notification about the start of its oversight study
- April 13 - Receives presentation of Subcommittee Study from Subcommittee Chairman
- May 4 - Approves Subcommittee Study

Education and Cultural Subcommittee Actions

- February 24 - Holds introductory meeting with the agency and receives overview of the agency from the agency’s board chair and executive director
- May 12 - Holds meeting with the agency head to discuss the scope of the oversight study
- December 11 - Holds meeting with agency staff to discuss number of families served, the statewide readiness assessment, and program performance
- January 14 - Holds meeting with agency staff to discuss agency finances and 4K program performance
- February 10 - Holds meeting with agency staff to discuss agency recommendations for changes in the law

- March 1 - Holds meeting with agency staff to discuss program performance and receive responses to subcommittee inquiries over the course of the study
- March 10 - Holds meeting to receive testimony from the public
- March 15 - Holds meeting to formulate Subcommittee recommendations
- April 12 - Notifies Legislative Oversight Committee Chairman that the Subcommittee Study on South Carolina First Steps is ready for full Committee review

SC First Steps Actions

- March 31 - Submits its Restructuring and Seven-Year Plan Report to the Committee
- June 19 - Submits its Program Evaluation Report to the Committee
- May - March - Meets with and responds to Subcommittee inquiries
- January 12 - Submits its 2016 Annual Restructuring Report

Public's Actions

- May 1 - May 31 - Responds to survey about the agency
- March 10 - Provides testimony at a public input hearing
- Ongoing - Submits comments on the Oversight Committee's webpage on the General Assembly's website (www.scstatehouse.gov)

Recommendations

The following recommendations include areas identified for potential improvement by the Subcommittee. The Subcommittee recognizes these recommendations will not satisfy everyone nor address every issue or potential area of improvement at the agency. These recommendations are based on the agency's self-analysis requested by the full Committee, discussion with the agency during multiple meetings with the Subcommittee, and analysis of the information obtained by the Subcommittee. This information, including, but not limited to the Staff Study, Program Evaluation Report, Accountability Report, Restructuring Report and videos of meetings with the agency, can all be found on the Committee's website.

Continue

The Subcommittee recommends South Carolina continue investment in a comprehensive, results-oriented initiative for improving early childhood development by providing, through local partnerships, public and private funds, and support for high-quality early childhood development and education services for children by providing support for their families' efforts toward enabling their children to reach school ready to succeed. The Subcommittee also recommends that SC First Steps continue to operate that initiative. Additionally, the Subcommittee recommends continuation of agency programs and laws relating to the agency which are not listed under Revise or Eliminate below.

Curtail (i.e. Revise)

The Subcommittee recommends that the General Assembly make the following revisions to state law:

- Establish a common assessment tool for school readiness for use within the public and private sectors and commit to its use over a period of years;
- Appropriate resources to develop an interagency, early childhood data system;
- Appropriate all BabyNet funds to the BabyNet lead agency; and
- Take steps to ensure greater equity in 4K provider funding, to include teacher pay and the exploration of tax and other incentives to participating private providers.

The Subcommittee recommends that SC First Steps implement the following revisions in its internal operations:

- Determine the feasibility of instituting a sliding fee scale for BabyNet services;
- Work in collaboration with the SC Department of Education to study and depict the comprehensive costs of public and private sector 4K service provision;
- Develop a pilot project designed to provide startup funds for potential private 4K providers in underserved areas. The development of the pilot project should consider best practices in other states and nontraditional funding mechanisms (eg Social Impact Bonds); and
- Work with its local partnerships to establish 4K classrooms in communities where no other providers are available.

The Subcommittee will follow up on the agency's progress, via a Request for Information, six months after the date that the full Committee approves the study.

The Subcommittee also recommends including the below revisions to budget provisos in the Subcommittee Report for information purposes. The specific revised language for each are included in the Details - Recommendation Section of this Study. In summary, the revisions are as follows:

- Update Provisos 1.66 and 1A.31 to adjust the 4K tuition amount to match the law's requirement that the rate be inflation indexed and to support additional materials funding;
- Update Proviso 1.71 to update the type of assessment for which unspent funds can be used to purchase technology;
- Update Proviso 1A.67 to require provision of special education accommodations during the administration of readiness assessments;
- Update Proviso 1A.68 to modify the BabyNet autism therapy services rates;
- Add a proviso permitting 4K geographic expansion and/or extension of the school year for children with identified early literacy deficiencies; and
- Add a proviso reauthorizing SC First Steps for FY17 in the absence of standalone statutory reauthorization.

Lastly, the Subcommittee voted to reference the work of the First Steps Study Committee for information purposes. The Subcommittee published a report in October 2015.

Eliminate

The Subcommittee did not recommend elimination of any laws or programs relating to the agency.

DETAILS - STUDY PROCESS

House Oversight Committee's Actions

On January 7, 2015, the House Legislative Oversight Committee approved a proposed seven-year study schedule for the Speaker of the House.³ The Speaker approved the Committee's recommendations, which were then published in the House Journal on January 13, 2015.⁴ South Carolina First Steps to School Readiness is an agency subject to legislative oversight.⁵ The **Committee approved South Carolina First Steps to School Readiness ("agency") as the third state agency to be studied** on February 5, 2015.⁶

The **Committee notified the agency** about the study on February 10, 2015. As the Committee encourages **collaboration in its legislative oversight process**, the Speaker, standing committee chairs in the House, members of the House, Clerk of the Senate, and Governor were also notified about the agency study.

Subcommittee Studying the Agency

The **Education and Cultural ("Subcommittee") of the House Legislative Oversight Committee conducted a study of the agency**. The chair of the Subcommittee is the Honorable James E. Smith Jr. Other members include: the Honorable Gary E. Clary, the Honorable Joseph H. Jefferson, and the Honorable Tommy M. Stringer.⁷

Meetings with the Agency

The **Subcommittee met with the agency on eight occasions**. First Steps Board of Trustees Chairman Ken Wingate and Executive Director Susan DeVenny provided the Subcommittee with a brief overview of the agency during an introductory meeting on February 24, 2015.⁸ On May 12, 2015, the Subcommittee met with the agency to discuss the scope of the study.⁹ On December 11, 2015, the Subcommittee met with the agency and began going through the Staff Study and agency recommendations.¹⁰ The Subcommittee met with the agency on February 10, 2016 to gain a better understanding of the agency's recommended changes to the law.¹¹ There was an opportunity for public input during the March 10, 2016 meeting.¹² The Subcommittee met with the agency on January 14, 2016, March 1, 2016, and March 15, 2016 to inquire about specific programs and formulate recommendations.¹³¹⁴¹⁵ The agency's new Interim Executive Director, Julia-Ellen Davis was introduced in the January 14, 2016 meeting.

Information from the Public

Members of the public had an opportunity to participate anonymously in a public survey, provide comments anonymously after the public survey was over via a link on the Committee website, and appear in person before the subcommittee. From May 1, 2015, until May 31, 2015, the Subcommittee posted an **online survey to solicit comments from the public about SC First Steps** and other agencies. Communication about this survey was sent to all House members to forward to their constituents. In an effort to communicate it throughout the state, it was also sent to media statewide via a press release. There were 1,788 responses to the survey, with at least one response coming from each of the 46 South Carolina counties.¹⁶ These comments are not considered testimony.¹⁷ As noted in the survey, "input and observations from those citizens who [chose] to provide responses are very important . . . because

they may help direct the Committee to potential areas for improvement with these agencies.”¹⁸ The **public was informed they could continue to submit written comments about agencies online** after the public survey closed.¹⁹ All meetings were open to the public and streamed live online; the videos are archived. **During the March 10, 2016, meeting the Subcommittee invited the public to provide comments and recommendations under oath about the agency directly to the Subcommittee.** Twenty-three constituents provided testimony under oath.

Information from the Agency

The **Committee asked the agency to conduct a self-analysis** by requiring it to complete and submit a 2015 Restructuring Report, Seven-Year Plan for cost savings and increased efficiencies, and a Program Evaluation Report. The agency submitted its Restructuring Report and Seven-Year Plan, which were combined into a single report, on March 31, 2015.²⁰ The agency reported spending 40 hours to complete the combined report.²¹ The agency submitted its Program Evaluation Report on June 19, 2015.²² Both reports are available online. Committee staff provided the agency the draft Staff Study on September 1, 2015. The agency had ten business days to provide a response, if it wanted to provide a response. The agency provided a response on September 16. The Staff Study with the agency response is available online, and House Members were notified about the staff study with the agency response on September 25, 2015.²³

Next Steps

Pursuant to Committee Standard Practice 12.4, **individual members of this Subcommittee have the opportunity to provide a separate written statement for inclusion with the Subcommittee’s Study.** Once all individual members of the Subcommittee have provided their written statements, or indicated to the Subcommittee Chair that they will not provide a separate written statement, the Subcommittee Chair, pursuant to Committee Standard Practice 12.5, shall notify the Committee Chair in writing that a Subcommittee Study is available for consideration by the full Committee.

Once the Committee Chair receives written notice from the Subcommittee Chair, the Committee chair shall, pursuant to Committee Standard Practice 13.1, include the Subcommittee Study on the agenda for a full committee meeting. During the Committee meeting at which the Subcommittee Study is discussed, the Committee will vote, pursuant to Committee Standard Practice 13.2, to take one of the following three options: (1) Refer the study and investigation back to the Subcommittee or an ad hoc committee for further evaluation; (2) Approve the Subcommittee’s study; or (3) further evaluate the agency as a Committee, utilizing any of the available tools of legislative oversight available.

When the Committee approves a final study, any member of the Committee may provide a written statement for inclusion with the final study. The final study, and written statements, will be published online and the agency, as well as all House Standing Committees, will receive a copy.

Lastly, the Committee shall offer at least one briefing to Members of the House about the contents of the final oversight study approved by the Committee. The Committee Chair may provide briefings to the public about the final oversight study.

DETAILS - RECOMMENDATIONS

The following recommendations include areas identified for potential improvement by the Subcommittee. The Subcommittee recognizes these recommendations will not satisfy everyone nor address every issue or potential area of improvement at the agency. These recommendations are based on the agency's self-analysis requested by the full Committee, discussion with the agency during multiple meetings with the Subcommittee, and analysis of the information obtained by the Subcommittee. This information, including, but not limited to the Staff Study, Program Evaluation Report, Accountability Report, Restructuring Report and videos of meetings with the agency can all be found on the Committee's website.

Continue²⁴

The Subcommittee recommends South Carolina continue investment in a comprehensive, results-oriented initiative for improving early childhood development by providing, through local partnerships, public and private funds, and support for high-quality early childhood development and education services for children by providing support for their families' efforts toward enabling their children to reach school ready to succeed. The Subcommittee also recommends that SC First Steps continue to operate that initiative. The Subcommittee makes the following recommendations regarding programs currently operated by SC First Steps:

- Recommend that the 4K/Child Development Education Pilot Program continue in South Carolina;
- Recommend that Local Partnerships and Partnership Support continue in South Carolina; and
- Recommend that the state continue to be involved in Early Head Start and that First Steps continue to be an Early Head Start grantee.

The Subcommittee did not make a recommendation regarding BabyNet.

Additionally, the Subcommittee recommends continuation of programs and laws relating to the agency which are not listed under Revise or Eliminate below.

Curtail (i.e. Revise)

The Subcommittee recommends that the General Assembly make the following revisions to state law:

- Establish a common assessment tool for school readiness for use within the public and private sectors and commit to its use over a period of years;
- Appropriate resources to develop an interagency, early childhood data system;
- Appropriate all BabyNet funds to the BabyNet lead agency; and
- Take steps to ensure greater equity in 4K provider funding, to include teacher pay and the exploration of tax and other incentives to participating private providers.²⁵

The Subcommittee recommends that SC First Steps implement the following revisions in its internal operations:

- Determine the feasibility of instituting a sliding fee scale for BabyNet services;
- Work in collaboration with the SC Department of Education to study and depict the comprehensive costs of public and private sector 4K service provision;
- Develop a pilot project designed to provide startup funds for potential private 4K providers in underserved areas. The development of the pilot project should consider best practices in other states and nontraditional funding mechanisms (e.g. Social Impact Bonds); and
- Work with its local partnerships to establish 4K classrooms in communities where no other providers are available.

The Subcommittee will follow up on the agency's progress, via a Request for Information, six months after the date that the full Committee approves the study.²⁶

Also, the Subcommittee recommends including the below revisions to budget provisos in the Subcommittee Report for information purposes.²⁷ The revisions are as follows are detailed in the table below. Underlined bold language indicates an amendment. Words that are deleted are indicated by a line through the word.

Table 1. Revisions to Budget Provisions.

FY 16 Proviso	Proviso 1.66 (SDE: Full-Day 4K) and 1A.31 (SDE: Full-Day 4K)
Explanation	These provisos establishes the geography and tuition/transportation rates of the Child Early Reading and Development Education Program (previously known as the CDEPP 4K pilot program), codified within 2014's Read to Succeed Act. First Steps contends that the tuition amount needs to match the law's requirement that the rate be inflation indexed and to support additional materials funding.
Agency Recommended Language	1.66 and 1A.31 (SDE: Full-Day 4K) - For the current school year, eligible students residing in a school district with a poverty index of seventy percent or greater may participate in the South Carolina Early Reading Development and Education Program. Public and private providers will be reimbursed for instructional costs at a rate of \$4,218 <u>\$4,323</u> per student enrolled. Eligible students enrolling during the school year or withdrawing during the school year shall be funded on a pro rata basis determined by the length of their enrollment. Private providers transporting eligible children to and from school shall also be eligible for a reimbursement of \$550-\$564 per eligible child transported. All providers who are reimbursed are required to retain records as required by their fiscal agent. New providers participating for the first time in the current fiscal year and enrolling between one and six eligible children shall be eligible to receive up to \$1,000 per child in materials and equipment funding, with providers enrolling seven or more such children eligible for funding not to exceed \$10,000. <u>Additionally, the Department of Education and the Office of First Steps to School Readiness are authorized to develop a grant application process designed to replace worn and/or consumable materials within existing classrooms in an annual amount not to exceed \$2,500 per classroom.</u> Providers receiving equipment funding are expected to participate in the program and provide high-quality, center-based programs as defined herein for a minimum of three years. Failure to participate for three years will require the provider to return a portion of the equipment allocation at a level determined by the Department of Education and the Office of First Steps to School

	<p>Readiness. Funding to providers is contingent upon receipt of data as requested by the Department of Education and the Office of First Steps.</p> <p>Of the funds appropriated, \$300,000 shall be allocated to the Education Oversight Committee to conduct an annual evaluation of the South Carolina Child Development Education Pilot Program and to issue findings in a report to the General Assembly by January fifteenth of each year. To aid in this evaluation, the Education Oversight Committee shall determine the data necessary and both public and private providers are required to submit the necessary data as a condition of continued participation in and funding of the program. This data shall include developmentally appropriate measures of student progress. Additionally, the Department of Education shall issue a unique student identifier for each child receiving services from a private provider. The Department of Education shall be responsible for the collection and maintenance of data on the public state funded full day and half-day four-year-old kindergarten programs. The Office of First Steps to School Readiness shall be responsible for the collection and maintenance of data on the state funded programs provided through private providers. The Education Oversight Committee shall use this data and all other collected and maintained data necessary to conduct a research based review of the program's implementation and assessment of student success in the early elementary grades.</p>
FY 16 Proviso	Proviso 1.84 (SDE: First Steps CDEPP Carry Forward and Other Funds)
Explanation	This proviso allows for unspent funds from the previous state fiscal year in the 4K Program to be used for specified information technology needs. First Steps would like the proviso to be updated to reflect the current assessment.
Agency Recommended Language	<p>1.84. (SDE: First Steps 4K Technology) During the current fiscal year, South Carolina Office of First Steps to School Readiness is authorized to expend up to \$75,000 from the <u>of</u> four-year-old kindergarten carry forward funds to purchase electronic devices for the administration of early literacy and language development <u>required school readiness assessments</u> to children enrolled in the full-day 4K program in private centers in the current fiscal year. The State Office of First Steps may purchase one device, which would be the property of the Office of First Steps, for every ten centers serving children in the program. The regional coordinators who provide support to the centers shall coordinate the usage of the devices among the centers. First Steps shall provide a report documenting its technology and materials expenditures to the Chairman of the Senate Finance Committee and the Chairman of the House Ways and Means Committee no later than January 15, 2016 <u>2017</u>.</p>
FY 16 Proviso	Proviso 1A.77 (SDE-EIA: Prekindergarten and Kindergarten Assessments)
Explanation	This proviso requires a readiness assessment for prekindergarten and kindergarten students funded with public funds within 45 days of the start of the school year. The Education Oversight Committee is required to develop a solicitation for the assessment. First Steps would like the proviso to require that accommodations,

	consistent with a student's Individualized Education Plan or 504 Plan be provided for the required assessments at the beginning and end of the school year.
Agency Recommended Language	<p>1A.77 (SDE-EIA: 4K Early Literacy Competencies Assessments) Of the funds carried forward from the full-day 4K program from the previous fiscal year, the Department of Education is authorized to expend up to \$800,000 on assessments and professional development to analyze the early literacy competencies of children in publicly funded prekindergarten. The department, in consultation with the Office of First Steps, will select up to three formative <u>shall manage the administration of</u> assessments that analyze the early literacy and language development of children in publicly funded prekindergarten <u>as done in the prior fiscal year.</u> Each school district and private provider participating in a publicly funded prekindergarten program will administer one of the formative assessments selected by the department to each child eligible for and enrolled in a publicly funded prekindergarten program during the first forty-five days of the school year and during the last forty-five days of the school year. <u>Accommodations that do not invalidate the results of these assessments must be provided in the manner set forth by the student's Individualized Education Program or 504 Accommodations Plan.</u> School districts and private providers will be allocated \$15 per child assessed to cover the cost of the formative assessment. School districts and private providers are required to report electronically the results of each individual assessment to the department using a form that must include the unique student identifier and any other information prescribed by the department. In turn, the <u>The</u> department will provide the assessment data to the Education Oversight Committee. The results of the assessment and the developmental intervention strategies recommended or services needed to address the child's identified needs must also be provided, in writing, to the parent or guardian. The assessment may not be used to deny a student to admission to prekindergarten.</p> <p>Furthermore, \$2,000,000 of the funds appropriated for half-day programs for four-year-olds and funds carried forward from assessment must be expended by the Department of Education to administer the Developmental Reading Assessment(r) 2nd Edition PLUS to implement the progress monitoring system required by the Read to Succeed Act of 2014 and to evaluate the early literacy and language competencies of each child entering kindergarten in the public schools. The assessment of kindergarten students must be administered at a minimum of once during the first forty-five days of the school year and once during the last forty-five days of the school year with the results collected by the department. The results of the assessments and the developmental intervention strategies recommended or services needed to address each child's identified needs must also be provided, in writing, to the parent or guardian. The assessment may not be used to deny a student admission to kindergarten. <u>Accommodations that do not invalidate the results of these assessments must be provided in the manner set forth by the student's Individualized Education Program or 504 Accommodations Plan.</u> Districts are given the option of designating up to two days of the 180-day school calendar to administer the assessment to kindergarten students. The department will also provide the results of the assessment of kindergarten students to the Education Oversight Committee. With available funds, the department will also provide or secure training for appropriate educators in how to administer the assessment. In addition the department may pilot in kindergarten classes one or</p>

	more comprehensive readiness assessments that address the other domains in numeracy, approaches to learning, social and emotional development, and physical well-being in the current school year.
FY 16 Proviso	Proviso 1A.68 (SDE-EIA: BabyNet Early Intervention Autism Therapy)
Explanation	This proviso requires \$437,476 in autism funds to be used to pay the autism therapy providers \$13.58 per hour and \$10 per hour to individual line therapists. It also requires SC First Steps to School Readiness to submit a report on these expenditures as well as Medicaid revenue and expenses. First Steps would like to modify this rate to match the Medicaid Rate.
Agency Recommended Language	1A.68. (SDE-EIA: BabyNet Early Intervention Autism Therapy) The \$814,348 in funds appropriated in this act to the Office of First Steps to School Readiness for BabyNet Autism Therapy must be used only to increase the BabyNet autism therapy provider hourly rate and the individual hourly pay of line therapists during the current fiscal year. The Office of First Steps must consult with the Department of Disabilities and Special Needs regarding the implementation of these increases. The Office of First Steps must ensure that, prior to payment, these line therapists meet all current state requirements. It is the intent of the General Assembly that these monies be used solely for the purpose of increasing the BabyNet autism therapy provider rate to <u>\$13.58 per hour or the current Medicaid rate, whichever is higher</u> and the hourly pay to individual line therapists being increased to a minimum of \$10.00 per hour. Quarterly, the Office of First Steps must send a letter to the Chairman of the Senate Finance Committee and the Chairman of the House Ways and Means Committee reporting on their compliance with the requirements of this proviso. The report must include information regarding the expenditure of state funds as well as the receipt and expenditure of Federal Medicaid funds associated with the program.
New Proviso	
Explanation	Permits the expenditure of projected unspent 4K funds on eligible students in additional districts. Permits geographic expansion and/or extension of school year for children with identified early literacy deficiencies.
Agency Recommended Language	(First Steps 4K) <u>If by September 15 of the school year, South Carolina First Steps to School Readiness projects sufficient funding to expand student enrollment within private settings participating in the Child Early Reading Development and Education Programs, funds appropriated for this program may be used in the current fiscal year to enroll age-and income-eligible students from any SC school district and/or to provide extended school year services to children identified as possessing early literacy deficiencies.</u>
New Proviso	
Explanation	Reauthorizes First Steps for FY17 in the absence of stand-alone statutory reauthorization, preventing the elimination of statewide services on July 1, 2016. This proviso has been adopted by the W/M Public Education and Special Schools Subcommittee.
Agency Recommended Language	<u>South Carolina First Steps to School Readiness is reauthorized for the current fiscal year.</u>

Lastly, the Subcommittee voted to reference the work of the First Steps Study Committee for information purposes. The Subcommittee published a report in October 2015.²⁸

Eliminate

The Subcommittee does not recommend elimination of any laws or programs relating to the agency.

Follow Up

The Subcommittee will seek an update from the agency on the programmatic revisions in a Request for Information, six months from the approval of the Full Committee Report.²⁹

SELECTED AGENCY INFORMATION

SC First Steps to School Readiness. “Program Evaluation Report, 2015.”

<http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/2015%20Program%20Evaluation%20Reports/First%20Steps%20Program%20Evaluation%20Report.PDF> (accessed March 21, 2016).

SC First Steps to School Readiness. “Restructuring and Seven-Year Plan Report, 2015.”

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[http://www.scstatehouse.gov/committeeinfo/HouseLegislativeOversightCommittee/Survey/May%202015%20Survey%20Results%20\(CG,%20DOT,%20First%20Steps,%20DSS,%20and%20DJJ\).pdf](http://www.scstatehouse.gov/committeeinfo/HouseLegislativeOversightCommittee/Survey/May%202015%20Survey%20Results%20(CG,%20DOT,%20First%20Steps,%20DSS,%20and%20DJJ).pdf) (accessed July 6, 2015).

SC House of Representatives, Legislative Oversight Committee. “September 1, 2015 Staff Study of the South Carolina First Steps to School Readiness.”

<http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/2015StaffStudyAndAgencyResponse/First%20Steps%20Staff%20Study%20and%20Agency%20Response.PDF> (accessed March 21, 2016)

ENDNOTES

¹ *SC Code of Laws*, sec. 2-2-20(C).

² SC House of representatives, House Legislative Oversight Committee, “Subcommittees -2016,” under “Committee Postings and Reports,” under “House Legislative Oversight Committee,” <http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/S1.pdf> (accessed February 9, 2016).

³ SC House of Representatives, House Legislative Oversight Committee, “January 7, 2015 Meeting Minutes,” under “Committee Postings and Reports,” under “House Legislative Oversight Committee,” and under “Full Committee Minutes,” <http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/FullCommitteeMinutes/January072015.pdf> (accessed February 9, 2016). A Video of the meeting is available at <http://www.scstatehouse.gov/video/videofeed.php>.

⁴ The committee’s recommendations, letters to the Speaker of the House of Representatives and House Clerk, and a direct link to the January 13, 2015, House Journal are available on the committee’s website under “Committee Postings and Reports,” under “House Legislative Oversight Committee,” <http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee.php> (accessed February 9, 2016)

⁵ *SC Code of Laws*, sec. 2-2-10(1).

⁶ SC House of Representatives, House Legislative Oversight Committee, “February 5, 2015 Full Committee Minutes,” under “Committee Postings and Reports,” under “House Legislative Oversight Committee,” and under “Full Committee Minutes,” <http://www.scstatehouse.gov/committeeinfo/HouseLegislativeOversightCommittee/FullCommitteeMinutes/February052015.pdf> (accessed August 5, 2015). A video of the meeting is available at <http://www.scstatehouse.gov/video/videofeed.php>.

⁷ SC House of representatives, House Legislative Oversight Committee, “Subcommittees -2016,” under “Committee Postings and Reports,” under “House Legislative Oversight Committee,” <http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/S1.pdf> (accessed February 9, 2016).

⁸ SC House of Representatives, House Legislative Oversight Committee, “February 24, 2015 Education and Cultural Subcommittee Minutes,” under “Committee Postings and Reports,” under “House Legislative Oversight Committee,” and under “Subcommittee Minutes” <http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/SubcommitteeMinutes/EducationSub/February242015Minutes.pdf> (accessed March 24, 2016). A video of the meeting is available at <http://www.scstatehouse.gov/video/videofeed.php>.

⁹ SC House of Representatives, House Legislative Oversight Committee, “May 12, 2015 Education and Cultural Subcommittee Minutes,” under “Committee Postings and Reports,” under “House Legislative Oversight Committee,” and under “Subcommittee Minutes” <http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/SubcommitteeMinutes/EducationSub/May122015Minutes.pdf> (Last accessed March 24, 2016). A video of the meeting is available at <http://www.scstatehouse.gov/video/videofeed.php>.

¹⁰ SC House of Representatives, House Legislative Oversight Committee, “Dec 11, 2015 Education and Cultural Subcommittee Minutes,” under “Committee Postings and Reports,” under “House Legislative Oversight Committee,” and under “Subcommittee Minutes” <http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/SubcommitteeMinutes/EducationSub/Dec112015MeetingMinutes.pdf> (Last accessed March 24, 2016). A video of the meeting is available at <http://www.scstatehouse.gov/video/videofeed.php>.

¹¹ SC House of Representatives, House Legislative Oversight Committee, “February 10, 2016 Education and Cultural Subcommittee Minutes,” under “Committee Postings and Reports,” under “House Legislative Oversight Committee,” and under “Subcommittee Minutes” <http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/SubcommitteeMinutes/EducationSub/February102016Minutes.pdf> (Last accessed March 24, 2016). A video of the meeting is available at <http://www.scstatehouse.gov/video/videofeed.php>.

¹² SC House of Representatives, House Legislative Oversight Committee, “March 10, 2016 Education and Cultural Subcommittee Minutes,” under “Committee Postings and Reports,” under “House Legislative Oversight Committee,” and under “Subcommittee Minutes” <http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/SubcommitteeMinutes/EducationSub/March102016Minutes.pdf> (Last accessed March 24, 2016). A video of the meeting is available at <http://www.scstatehouse.gov/video/videofeed.php>.

¹³ SC House of Representatives, House Legislative Oversight Committee, “January 14, 2016 Education and Cultural Subcommittee Minutes,” under “Committee Postings and Reports,” under “House Legislative Oversight Committee,” and under “Subcommittee Minutes” <http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/SubcommitteeMinutes/EducationSub/January142016Minutes.pdf> (Last accessed March 24, 2016). A video of the meeting is available at <http://www.scstatehouse.gov/video/videofeed.php>.

¹⁴ SC House of Representatives, House Legislative Oversight Committee, “March 1, 2016 Education and Cultural Subcommittee Minutes,” under “Committee Postings and Reports,” under “House Legislative Oversight Committee,” and under “Subcommittee Minutes” <http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/SubcommitteeMinutes/EducationSub/March012016Minutes.pdf> (Last accessed March 24, 2016). A video of the meeting is available at <http://www.scstatehouse.gov/video/videofeed.php>.

¹⁵ Hold for posting

¹⁶ SC House of Representatives, House Legislative Oversight Committee, “May 2015 Survey Results,” under “Committee Postings and Reports,” under “House Legislative Oversight Committee,” and under “Department of Social Services” [http://www.scstatehouse.gov/committeeinfo/HouseLegislativeOversightCommittee/Survey/May%202015%20Survey%20Results%20\(CG,%20DOT,%20First%20Steps,%20DSS,%20and%20DJJ\).pdf](http://www.scstatehouse.gov/committeeinfo/HouseLegislativeOversightCommittee/Survey/May%202015%20Survey%20Results%20(CG,%20DOT,%20First%20Steps,%20DSS,%20and%20DJJ).pdf), unnumbered page 1 and 133-135, (accessed February 9, 2016).

¹⁷ Standard practice 10.4.

¹⁸ SC House of Representatives, House Legislative Oversight Committee, “May 2015 Public Survey.” The survey is closed. The survey sought comments from the public about the Comptroller General’s Office; Department of Transportation; Department of Social Services; Department of Juvenile Justice; and First Steps to School Readiness. The 1,788 responses is inclusive of responses for all five agencies.

¹⁹ SC House of Representatives, House Legislative Oversight Committee, “Provide Input About Agencies,” under “Committee Postings and Reports,” under “House Legislative Oversight Committee.”

²⁰ SC First Steps to School Readiness, *Restructuring and Seven-Year Plan Report*.

<http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/2015AgencyRestructuringandSevenYearPlanReports/2015%20First%20Steps%20to%20School%20Readiness.pdf> (accessed March 21, 2016)

²¹ *Ibid.*, 16.

²² SC Department of Social Services, *Program Evaluation Report*.

<http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/2015%20Program%20Evaluation%20Reports/DSS%20Program%20Evaluation%20Report%20Complete%20RevOctober262015.PDF> (accessed February 9, 2016).

²³ SC House of representatives, House Legislative Oversight Committee, “2015 Summary - House Legislative Oversight Committee,” under “Committee Postings and Reports,” under “House Legislative Oversight Committee,” <http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/2015SummaryHouseLegislativeOversightCommittee.pdf> (accessed March 24, 2016)

²⁴ Hold for posting

²⁵ Hold for posting

²⁶ Hold for posting

²⁷ SC House of Representatives, House Legislative Oversight Committee, “February 10, 2016 Education and Cultural Subcommittee Minutes,” under “Committee Postings and Reports,” under “House Legislative Oversight Committee,” and under “Subcommittee Minutes” <http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/SubcommitteeMinutes/EducationSub/February102016Minutes.pdf> (Last accessed March 24, 2016). A video of the meeting is available at <http://www.scstatehouse.gov/video/videofeed.php>.

²⁸ Hold for posting

²⁹ Hold for posting

CONTACT INFORMATION

Committee Contact Information

Physical:

South Carolina House of Representatives
Legislative Oversight Committee
1105 Pendleton Street, Blatt Building Room 228
Post Office Box 11867
Columbia, South Carolina 29211

Telephone: 803-212-6810

Online:

You may visit the South Carolina General Assembly Home Page (<http://www.scstatehouse.gov>) and click on "Citizens' Interest" then click on "House Legislative Oversight Committee Postings and Reports". This will list the information posted online for the committee; click on the information you would like to review. Also, a direct link to committee information is <http://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee.php>.

Agency Contact Information

Physical:

South Carolina First Steps to School Readiness
1300 Sumter Street, Suite 100
Columbia, SC 29201

Telephone:

803-734-0479

Online:

<http://scfirststeps.com/>

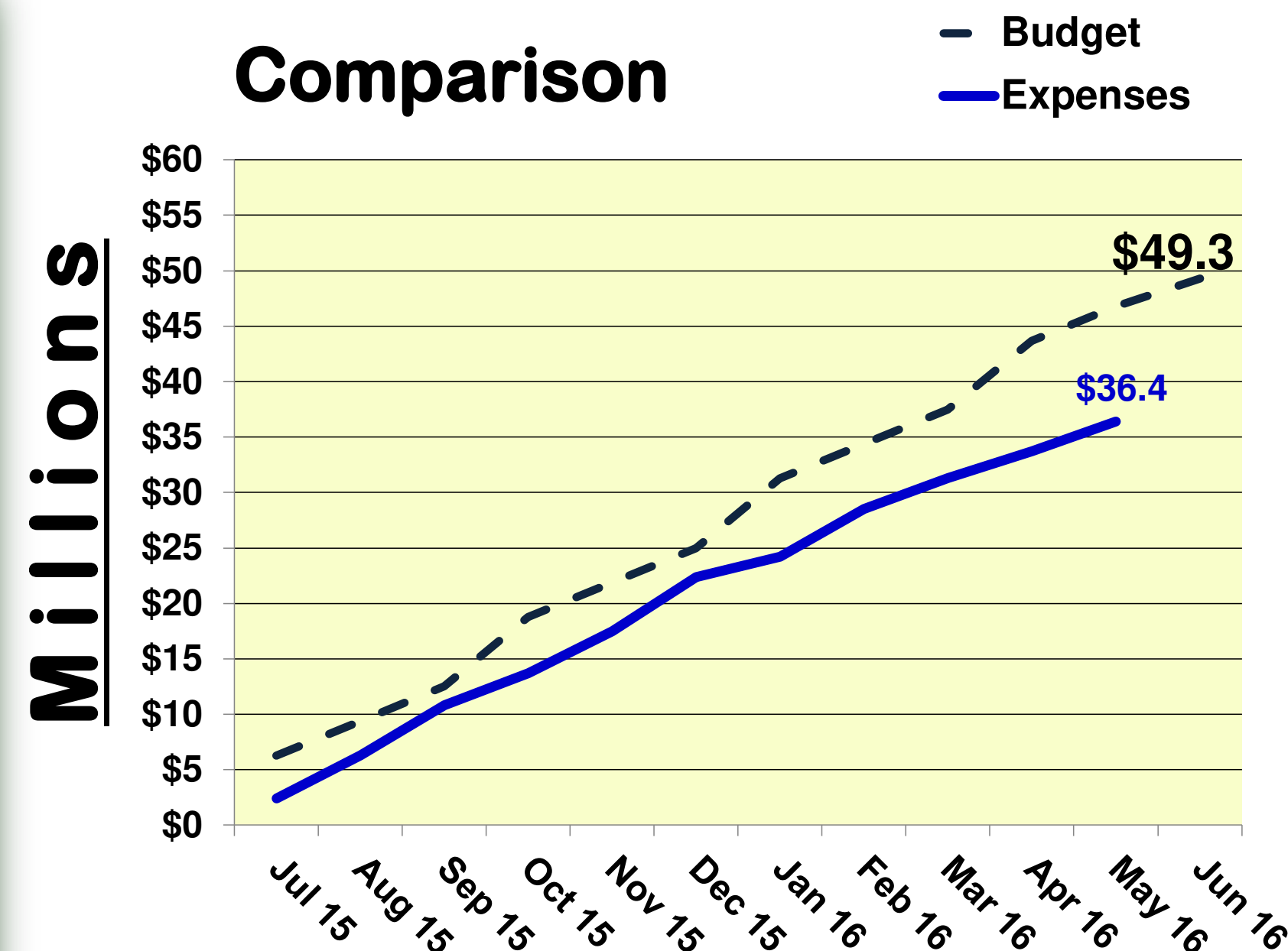
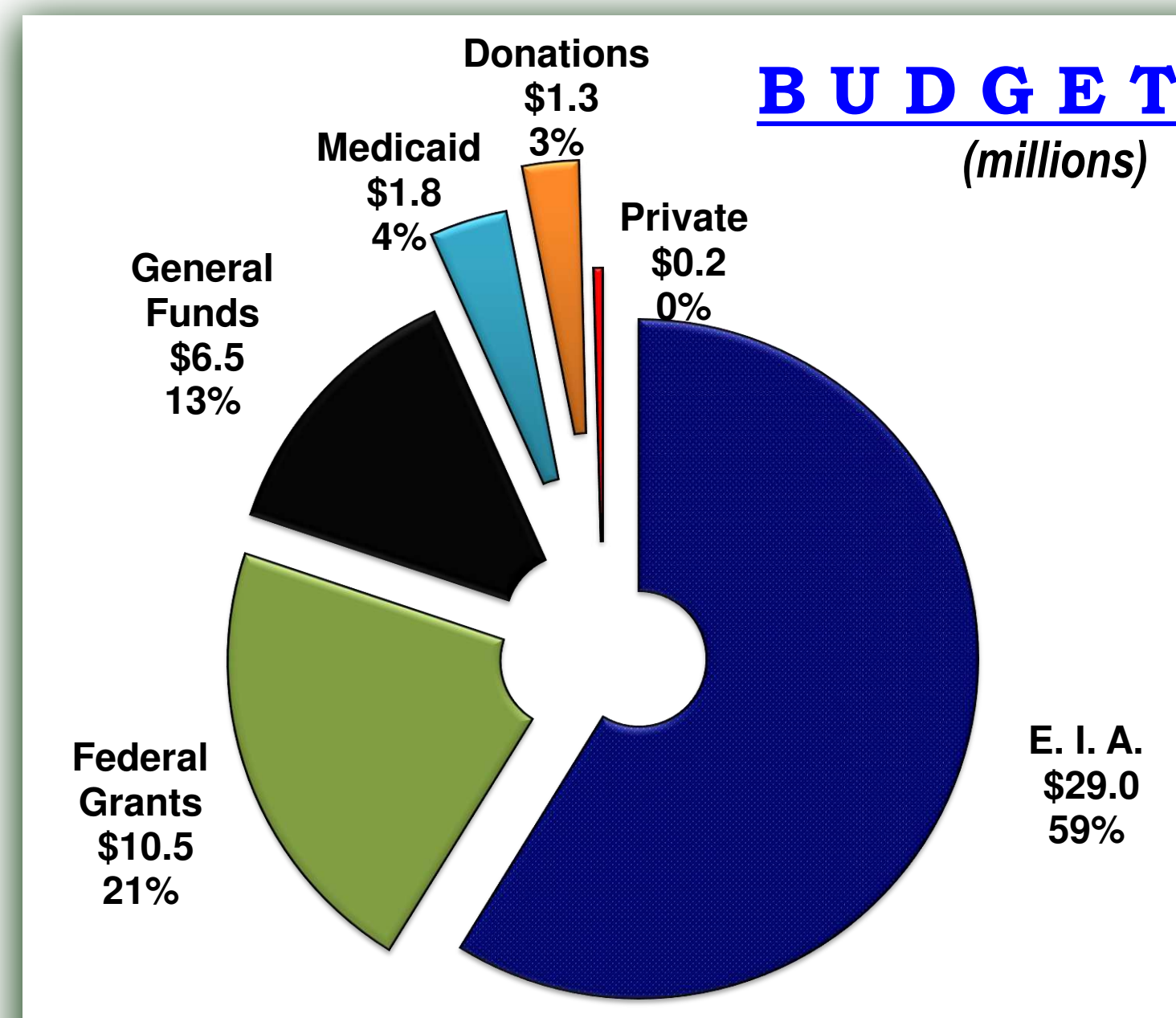


FY 2016 Financial Status Report

As of:
May 31, 2016

SPENDING RATES	
Projected =	95%
Actual =	74%
Spending is UNDER Budget	

Budgets vs. Expenditures



PROGRAMS / OPERATIONS Description	APPROVED BUDGET Jun 20, 2015	DISTRIBUTION OF BUDGET						CURRENT BUDGET Total	BUDGET CHANGES	EXPENDITURES		BALANCE	
		E.I.A.	Gen. Fund	Private	Medicaid	Federal	Donations			Actual	%	Amount	%
LOCAL PARTNERSHIPS (LP)	\$ 12,693,265	\$12,693,265	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,693,265	\$ -	\$ 11,930,717	94%	\$ 762,548	6%
LP SUPPORT & TECH. ASST.	\$ 773,164	\$ 1,295,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,295,000	\$ 521,836	\$ 1,000,958	77%	\$ 294,042	23%
PRIVATE 4-K	\$ 16,277,864	\$ 9,662,864	\$ 6,510,000	\$ -	\$ -	\$ 212,000	\$ -	\$ 16,384,864	\$ 107,000	\$ 11,570,200	71%	\$ 4,814,664	29%
EARLY HEAD START	\$ 4,410,825	\$ -	\$ -	\$ -	\$ -	\$ 4,160,565	\$ -	\$ 4,160,565	\$ (250,260)	\$ 1,127,352	27%	\$ 3,033,213	73%
BABYNET	\$ 11,896,150	\$ 4,004,573	\$ -	\$ -	\$ 1,800,000	\$ 6,091,577	\$ -	\$ 11,896,150	\$ -	\$ 9,683,769	81%	\$ 2,212,381	19%
COUNTDOWN TO KINDERGARTEN	\$ 65,000	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ 5,000	\$ 3,852	6%	\$ 66,148	94%
POLICY & ACCOUNTABILITY	\$ 3,301,962	\$ 1,304,906	\$ 8,480	\$ 150,000	\$ -	\$ -	\$ 1,350,000	\$ 2,813,386	\$ (488,576)	\$ 1,051,840	37%	\$ 1,761,546	63%
GRAND TOTAL:	\$49,418,230	\$29,030,608	\$6,518,480	\$150,000	\$1,800,000	\$10,464,142	\$1,350,000	\$49,313,230	\$ (105,000)	\$36,368,688	74%	\$12,944,542	26%

NOTES:

1) Local Partnerships:

- Funding sources: Education Improvement Act (EIA) funds
- Formula allocation cash advances are disbursed on a quarterly basis
- Expenditures reflect disbursements from SC First Steps (state-level)
- Does not include local-level actual expenses to staff and vendors

2) Federal grants are multi-year and cross State Fiscal Years

3) LP Support & Technical Assistance

- Regional finance managers (RFM).....accounting firms
- Accounting software network support & data housing
- Programmatic data housing & network support
- Workers' compensation insurance coverage
- External programmatic evaluation
- Financial audits --- annually

3) LP Support & Technical Assistance (cont.)

- Does not include local-level actual expenses to staff and vendors
- OFS program staff (salaries & fringe benefits)
- Operations cost
- Travel cost to LPs
- Lease (cost allocation of office rent)

4) \$105K Transfer to the Education Oversight Committee for Private 4K Evaluation Costs



FY 2017 Financial Status Report

As of:
July 1, 2016

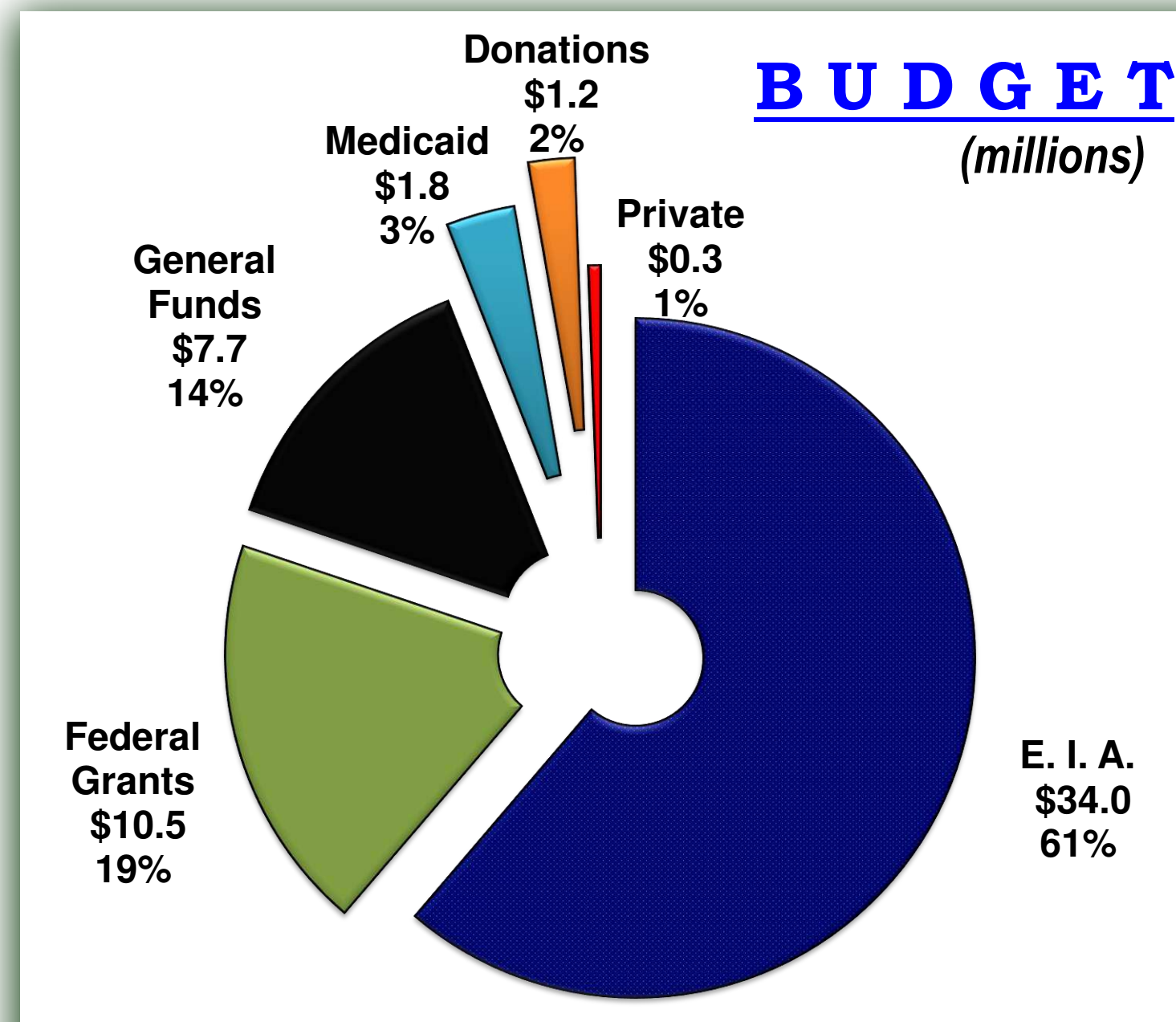
SPENDING RATES

Projected = 0%

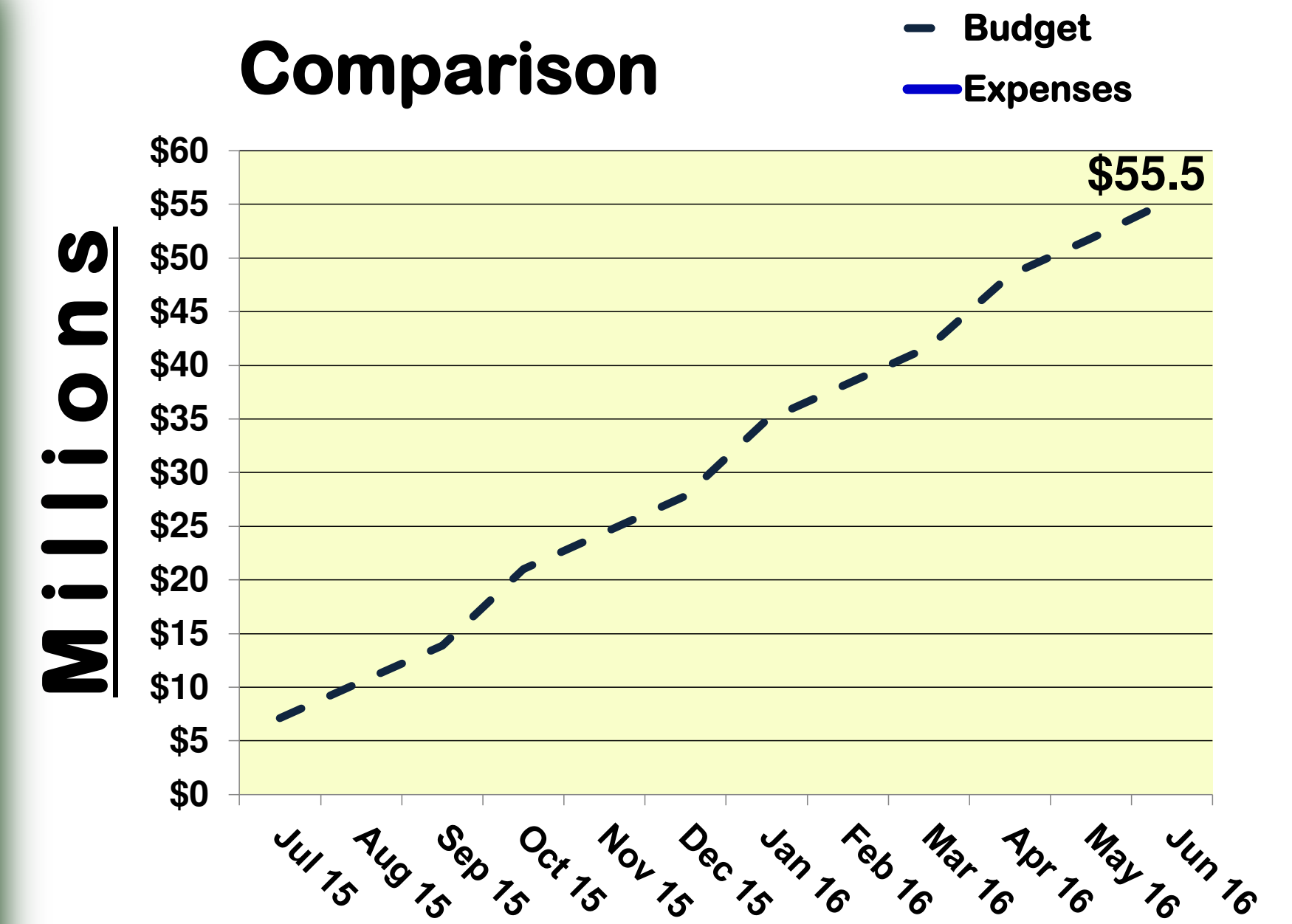
Actual = 0%

Spending is OVER Budget

Budgets vs. Expenditures



Comparison



PROGRAMS / OPERATIONS	APPROVED BUDGET	DISTRIBUTION OF BUDGET						CURRENT BUDGET	BUDGET CHANGES	EXPENDITURES		BALANCE	
Description	Jun 16, 2016	E.I.A.	Gen. Fund	Private	Medicaid	Federal	Donations	Total		Actual	%	Amount	%
LOCAL PARTNERSHIPS	\$ 14,435,228	\$14,435,228	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,435,228	\$ -	\$ -	0%	\$ 14,435,228	100%
LOCAL PARTNERSHIPS SUPPORT & TECH. ASST.	\$ 3,134,444	\$ 3,134,444	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,134,444	\$ -	\$ -	0%	\$ 3,134,444	100%
PRIVATE 4-K	\$ 16,277,864	\$ 9,767,864	\$ 6,510,000	\$ -	\$ -	\$ -	\$ -	\$ 16,277,864	\$ -	\$ -	0%	\$ 16,277,864	100%
EARLY HEAD START CHILD CARE PARTNERSHIP	\$ 4,160,561	\$ -	\$ -		\$ -	\$ 4,160,561	\$ -	\$ 4,160,561	\$ -	\$ -	0%	\$ 4,160,561	100%
BABYNET	\$ 13,739,959	\$ 3,686,378	\$ 1,950,000	\$ -	\$ 1,800,000	\$ 6,303,581	\$ -	\$ 13,739,959	\$ -	\$ -	0%	\$ 13,739,959	100%
COUNTDOWN TO KINDERGARTEN	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	0%	\$ 100,000	100%
POLICY & ACCOUNTABILITY	\$ 3,647,202	\$ 2,138,722	\$ 8,480	\$ 400,000	\$ -	\$ -	\$ 1,100,000	\$ 3,647,202	\$ -	\$ -	0%	\$ 3,647,202	100%
GRAND TOTAL:	\$55,495,258	\$33,262,636	\$ 8,468,480	\$ 400,000	\$ 1,800,000	\$10,464,142	\$ 1,100,000	\$ 55,495,258	\$ -	\$ -	0%	\$55,495,258	100%

NOTES:

1) Local Partnerships:

- Funding sources: Education Improvement Act (EIA) funds
- Formula allocation cash advances are disbursed on a quarterly basis
- Expenditures reflect disbursements from SC First Steps (state-level)
- Does not include local-level actual expenses to staff and vendors

3) LP Support & Technical Assistance

- Regional finance managers (RFM).....accounting firms
- Accounting software network support & data housing
- Programmatic data housing & network support
- Workers' compensation insurance coverage
- External programmatic evaluation
- Financial audits --- annually

3) LP Support & Technical Assistance (cont.)

- Does not include local-level actual expenses to staff and vendors
- OFS program staff (salaries & fringe benefits)
- Operations cost
- Travel cost to LPs
- Lease (cost allocation of office rent)

4) \$105K to be transferred to the Education Oversight Committee for Private 4K Evaluation Costs



FY 16 DONATIONS

DATE REC'D	AMOUNT	DONOR	USE	PURPOSE / COMMENTS
Jul 29, 2015	\$ 15,000.00	Physicians' Charity	Restricted	Reading materials in pediatricians waiting rooms
Aug 19, 2015	\$ 180.00	TRUiST Connect	Unrestricted	General use
Sep 23, 2015	\$ 1,230.00	Head Start Collaboration	Restricted	Parenting Keynote Speaker
Oct 28, 2015	\$ 1,000.00	Kaplan Early Learning Company	Restricted	2015 Chairmen's Summit on Early Childhood
Nov 9, 2015	\$ 210.00	TRUiST Connect	Unrestricted	General use
Nov 30, 2015	\$ 1,000.00	Furman University	Restricted	Parents As Teachers (PAT)
Feb 5, 2016	\$ 210.00	TRUiST Connect	Unrestricted	General use
May 15, 2016	\$ 180.00	TRUiST Connect	Unrestricted	General use

TOTAL \$ 19,010.00

NOTES:

- 1) *TRUiST Connect is a Washington, DC based firm focused on corporate social responsibility and employee giving campaign processing. In March 2014 TRUiST Connect was acquired by a Reston, VA based company named FrontStream Payments, Inc.*

ACCESS		
1. Further expand access to high-quality early care, education, and early literacy services, particularly in the Abbeville plaintiff districts.		
Action	Measure	Completion Deadline
1A. Promote the implementation of evidence-based early care and education programming by local partnership boards.	1A.1: Develop, in collaboration with USC's Institute for Families in Society, an initial guide categorizing evidence-based and evidence-informed programs, for approval by the First Steps Board of Trustees.	Approval by the Board on October 20, 2016.
	1A.2: Establish, within the Board's Strategic Planning and Evaluation Committee, a formal process through which new/additional strategies will be categorized as evidence-based or evidence-informed.	Approval by the Board on October 20, 2016.
	1A.3: Establish a budget for the evaluation of widely-used, evidence-informed strategies to inform their potential inclusion as evidence-based.	March 1, 2017
	1A4: Evidence-based programs as defined by the Board will comprise 75% of partnerships' annual programmatic investments, effective July 1, 2017.	July 1, 2017
1B. Collaborate with agency partners to support and cross-promote existing quality efforts.	1B.1: Dedicate a section of the First Steps website to early childhood services provided by partner agencies (Head Start, public school 4K programs, the SC voucher program, etc.), including links, program descriptions, access and eligibility information and contact numbers.	December 1, 2016, then ongoing.
	1B.2: In collaboration with interagency partners, revisit the First Steps' accountability standards to explore opportunities for greater alignment with partner agency goals (improved participation in the ABC quality program, Medicaid enrollment, DHEC obesity prevention, etc.)	February 15, 2017, then annually.
	1B.3: Collaborate with SCDE and Head Start to create and promote a joint 4K recruitment/application process.	March 1, 2017

1C. Increase participation in the First Steps 4K program among both providers and families.	<p>1C.1: Student enrollment within the First Steps 4K program will grow by at least 10% annually.</p> <p>1C.2: Provider enrollment within the First Steps 4K program will grow by at least 10% annually.</p>	<p>September 1, 2017, then annually.</p> <p>September 1, 2017, then annually.</p>
1D. Pursue opportunities designed to expand access to high-quality early childhood education services.	<p>1D.1: Prepare and submit federal Early Head Start-Child Care Partnership expansion application.</p> <p>1D.2: Provide resources and technical assistance to local partnerships, designed to support grant writing and fundraising efforts.</p>	<p>September 1, 2016, then ongoing.</p> <p>October 1, 2016, then ongoing.</p>
1E. Add staffing capacity and new access points within the BabyNet system, with the goals of improving community-based access to BabyNet services within historically underserved communities, and ensuring a more timely and compliant BabyNet eligibility determination process.	<p>1E.1: Deploy 18 new BabyNet SPOE staff with the goal of improving and ensuring federal system compliance.</p> <p>1E.2: Create or expand local BabyNet access points in Rock Hill, Myrtle Beach, Sumter, Georgetown, Greenwood and Walterboro.</p> <p>1E.3: Establish a BabyNet Deputy Director's position and internal IFSP quality team designed to review service utilization and ensure the availability of service funds.</p> <p>1E.4: Document the performance of each local BabyNet office monthly, with a goal of ensuring an initial IFSP to all students within 45 days.</p>	<p>June 15, 2016</p> <p>October 1, 2016</p> <p>October 1, 2016</p> <p>June 15, 2016, then monthly.</p>
2. Enhance/expand comprehensive services to children 0-5 and the families/caregivers who support them, recognizing families are the first and best teachers of their children.		
<p>2A. Increase grant allocations to local partnerships designed to expand service access and support partnerships in their delivery of new core services established by Act 287 of 2014.</p>	<p>2A.1: Increase partnership funding by \$1.4M, raise partnership minimum funding from \$138,000 to \$200,000.</p> <p>2A.2: Provide a comprehensive report to General Assembly on expanded partnership services to children and families.</p>	<p>July 1, 2016</p> <p>December 1, 2016</p>

2B. Successfully implement the agency's Early Head Start-Child Care Partnerships grant in 12 SC counties.	2B.1: Identify and contract with 15 initial EHS child care partners.	May 15, 2016
	2B.2: Provide pre-service training to all EHS teachers, directors, and staff.	July 1, 2016
	2B.3: Enroll 254 low-income infants and toddlers.	August 1, 2016
3. Increase understanding of school readiness domains and assessment, and "what works" to help young children succeed. Make information easily accessible in all communities and for all families.		
3A. Increase understanding of school readiness domains, assessment, and "what works" to help young children succeed. Make information easily accessible in all communities and for all families.	3A.1: Develop a FY17 budget and set of proposed action steps designed to continue the statewide "I CAN public awareness campaign in collaboration with local partnerships.	August 15, 2016
	3A.2: Develop updated collateral print materials, for modification by local partnerships, highlighting both the Profile of the Ready Kindergartner and the services of First Steps.	October 1, 2016
	3A.3: Document outreach to school districts/schools, parents, child care providers and business, faith, and community organizations re: new school readiness definition and description.	November 1, 2016, and ongoing.
CAPACITY BUILDING		
4. Build state and local capacity by strengthening interagency collaboration, public-private partnerships, strengthening technical assistance and leadership development for early childhood partnerships statewide.		
Action	Measure	Completion Deadline
4A. Establish state-local teams, designed to ensure clear communication and synergy between local partnerships and state-level programming (technical assistants, 4K, BabyNet and EHS).	4A.1: Develop state-local team parameters in collaboration with executive director focus group, for review by ED Council.	June 7, 2016
	4A.2: Review and refine proposed state-local team concept with ED Council.	June 13, 2016
	4A.3: Launch state-local team meetings.	August 1, then ongoing.

4B. Establish an Executive Director Council, mirroring the state board structure, designed to expand local input and engage local stakeholders in key policy discussions.	4B.1: Develop ED Council concept in collaboration with executive director focus group, for review by ED Council.	June 7, 2016
	4B.2: Launch ED Council, assign committees.	June 13, 2016
	4B.3: Meet at least twice annually with ongoing committee work.	June 13, 2016, then ongoing.
4C. First Steps will create – in collaboration with agency partners - enhanced TA support/professional development networks to provide professional support and collaboration opportunities for local child care TAs, parent educators.	4C.1: Develop technical assistance network concepts for – at minimum – home visitation and child care technical assistance in collaboration with Program and Grants Committee of ED Council.	October 15, 2016
	4C.2: Document meetings of TA networks at least twice annually.	December 1, 2016, then twice annually.
4D. Identify collective impact goals and best practices related to interagency and state/local collaboration opportunities.	4D.1: Using current SC data, the ED Council will identify one or more collective impact goals for proposal to the State Board of Trustees.	February 1, 2017
	4D.2: Using current SC data, the Board’s Interagency Collaboration Committee will identify one or more collective impact goals for proposal to the State Board of Trustees.	March 1, 2017
	4D.3: The First Steps Board of Trustees will identify one or more collective impact goals for incorporation into the FY18 grant renewal process.	March 15, 2017
	4D.4: South Carolina First Steps will measure and report progress toward its identified collective impact goals.	June 30, 2018
4E. Develop – or actively participate in an existing - interagency strategic planning/needs assessment process designed to improve access to early childhood mental health (social emotional) resources.	4E.1: Convene – in collaboration with DMH, the SC Department of Social Services and others - an interagency group to discuss/inventory existing EC mental health resources and service gaps.	November 15, 2016

	4E.2: Develop and adopt interagency recommendations to fill existing gaps in EC mental health.	June 15, 2017
5. Enhance systems of support for local partnerships, BabyNet providers, Early Head Start-Child Care Partnerships and 4K families		
5A. Add technical assistance resources in areas of identified partnership need, including the expansion of child-care, marketing-, evaluation-, and resource development-focused technical assistance in state office.	<p>5A.1: Deploy at least four new partnership technical assistants in areas of identified need.</p> <p>5A.2: Dedicate expanded staff resources to ensuring at least one on-site technical assistance visit, per partnership, per year (in addition to twice annual state-local team meetings).</p>	<p>November 1, 2016</p> <p>July 1, 2017, then annually.</p>
5B. Develop, distribute and provide on-site support for tools to build capacity within local boards.	<p>5B.1: Develop updated board training materials, designed for flexible use by local partnerships, and/or independent use by local board members (PowerPoint/YouTube)</p> <p>5B.2. Dedicate expanded staff resources to on-site technical assistance to local boards as requested.</p> <p>5B.3. Convene at least one Board-to-Board training/meeting day annually.</p>	<p>July 15, 2016</p> <p>September 1, 2016, then ongoing.</p> <p>December 15, 2016, then annually</p>
5C. Support increased professional development on issues of equity and diversity.	<p>5C.1: Establish and convene a Diversity Planning Team (consisting of state and local staff and board members) charged with developing a feasible professional development agenda designed to increase awareness and understanding of issues of equity and diversity.</p> <p>5C.2: Report the recommendations of the Diversity Planning Team to the Board of Trustees.</p> <p>5C.3: Implement the professional development recommendations of the Diversity Planning Team, as approved by the State Board.</p> <p>5C.4: Plan and provide diversity training to all new Early Head Start staff.</p>	<p>September 15, 2016</p> <p>April 2017</p> <p>May 2017 and ongoing.</p> <p>November 1, 2016</p>

5D. Support increased technical assistance to 4K providers.	<p>5D.1: Host Summer Professional Development Academies for both 4K teachers and directors, making these opportunities available to agency partners as space and resources permit.</p> <p>5D.2: Pilot use of the McCormick Center Director's Credential and other supports to center directors. Report findings to the Board of Trustees.</p> <p>5D.3: Initiate use of the ECERS-3 and CLASS assessment across all 4K classrooms, use the resulting data to customize on-site technical assistance.</p>	<p>September 1, 2016, then annually</p> <p>June 30, 2017</p> <p>June 1, 2017, then annually as pilot testing dictates.</p>
5E. Support increased technical assistance to EHS-CCP providers	<p>5E.1: SC First Steps will provide intensive pre-service training to all EHS child care partners prior to the enrollment of EHS students.</p> <p>5E.2: SC First Steps will provide intensive, on-site technical assistance to each of 15 providers participating in the Early Head Start-Child Care Partnership grant. A status report on all aspects of the Early Head Start grant will be provided to the EHS Governance Council prior to each Board meeting.</p>	<p>June 30, 2016</p> <p>July 1, 2016 and ongoing</p>
5F. Support increased technical assistance to BabyNet service providers.	<p>5F.1: Develop formal provider recruitment strategies, designed to increase service provision in geographic areas of high need. Consider fiscal impact in association with the agency's FY18 budget requests to the Governor and General Assembly.</p> <p>5F.2: Implement BabyNet provider recruitment strategies as available resources permit.</p> <p>5F.3: Develop and deploy training in evidence-based early intervention practices for BabyNet providers.</p> <p>5F.4: Develop an online referral portal within the BRIDGES data system and provide associated technical assistance to BabyNet referral sources.</p>	<p>October 15, 2016</p> <p>March 2017 and ongoing.</p> <p>Develop January 30, 2017 Implement March 30, 2017</p> <p>July 1, 2017 and ongoing.</p>

ACCOUNTABILITY		
6. Examine and strengthen early childhood transitions for children among SC's early childhood system partners to ensure continuity of care and healthy development.		
6A. Collaborate with key interagency partners in an effort to strengthen programmatic accountability and transitions (4K to 5K, BabyNet to Part B, Early Head Start to Head Start)	6A.1: Collaborate with the SCDE to develop and implement joint transition training for BN service providers and school district staff.	April 2017
	6A.2: Collaborate with the SCDE and national/regional technical assistance providers to establish electronic sharing of child outcome ratings between BN and SCDE, enabling Part B to utilize Part C exit ratings as their entrance ratings upon transition.	November 1, 2017
	6A.3: Develop formal strategies to expand Countdown to Kindergarten through private giving and increased collaboration with local school districts.	April 30, 2017
	6A.4: Convene Head Start partners in 12 First Steps EHS communities to explore public private partnerships designed to ensure continuity of service from 0-5 for children participating in First Steps' Early Head Start- child Care Partnerships Grant.	March 1, 2017
	6A.5: Collaborate with key partners to ensure the improved federal compliance of the interagency BabyNet early intervention system and the successful implementation of the State Systemic Improvement Plan (SSIP).	July 1 and ongoing
	6A.6: Work in collaboration with Governor Haley and staff to ensure the seating of a federally compliant BabyNet Interagency Coordinating Council.	September 1, 2016

7. Develop a system of shared, interagency accountability (state and local, public and private) by developing a shared data system, an inventory of services to children 0-5, and an interagency children's budget.		
7A. Complete an inventory of statewide children's services, to include funding streams, ages and geographies served.	7A.1: The First Steps Board of Trustees, via its Interagency Collaboration Committee will design and complete a statewide inventory of publicly-funded children's services, with the goal of highlighting service needs and geographical gaps.	July 1, 2017
	7A.2: Using the findings of the statewide inventory, the Interagency Collaboration Committee of the First Steps Board of Trustees will develop budget strategies/recommendations designed to address the service gaps identified.	October 30, 2017
7B. Task the interagency collaboration committee with studying the feasibility of an interagency data system or additional data sharing.	7B.1: The Interagency Collaboration Committee of the First Steps Board of Trustees will convene agency stakeholders to discuss the potential merits of - and potential challenges posed - by an interagency children's data system. The Committee will report its findings to the Board by October of 2017.	October 30, 2017

This document is focused on 2016-2018, with the expectation that the Board will receive status reports at least twice annually and revise and update this document at least annually.



To: South Carolina First Steps to School Readiness Board of Trustees
 From: Julia-Ellen C. Davis, Interim Director
 Date: June 16, 2016
 Re: Director's Report June 2016

As a result of lessons learned from the 2015 summer visits, regional meetings in early 2016, and visits to individual county Executive Directors (EDs) in the spring/summer 2016, ways to improve collaboration and communication between the state office and the local partnerships – as approved by the Board in March - are being developed with input from the EDs of the County Partnerships. Details were shaped during two state-local focus groups and during a June 13 ED meeting for the creation of an Executive Council and state-local teams to improve collaboration and communication.

Please find below updates since March.

Legislative Update

The SC First Steps to School Readiness budget for FY17 includes the following increases in funding to ensure quality and accountability:

- \$1.7 million to increase base partnership annual funding from \$138,000 to \$200,000
- 4 New Partnership Technical Assistants
- \$3.1million in increased Baby Net Service Funds
- \$750,000 for Baby Net Eligibility and Assessment Team

SC First Steps was authorized for an additional year - until June 30, 2017 through a proviso.

The First Steps Reauthorization Bill, H. 4774, passed the House by a vote of 94-0, but was not debated by the Senate.

Early Head Start-Child Care Partnership (EHS-CCP)

Accomplishments since mid-March include the following:

- Governance:
 - Parent Committee meetings have taken place at the two centers with children enrolled (Little New Steps in Allendale and Little Treasures in Dillon).
 - The EHS Policy Council met for the first time on May 12 and received training.
 - The 2016-2017 refunding application was approved by the EHS Governance Council on May 5 and the Policy Council on May 12.
 - The Cost of Living Adjustment (COLA) budget was approved by the Policy Council on June 7 and by the EHS Governance Council on June 8.
 - The Policy Council approved the hire of several new employees.
- Personnel:
 - The Policy Council approved the hire of two Education Coordinators, a Health Coordinator, an ERSEA/Family Services Manager, four Family Advocates, and an EHS Program Assistant.
 - We are interviewing for four additional Family Advocates and two Teacher Mentors.
- Child Care Partnership:
 - Five more children will start this week.
 - Renovations are completed at all sites except The Thornwell Children's Home in Laurens County.
 - Furniture has been delivered to most sites.

- We have conducted environmental health and safety evaluations at four of the partner sites that are ready for children to start.
- Family and Community Partnerships/ERSEA:
 - As of June 15, our enrollment is 11, which includes children in Allendale and Dillon.
 - Applications are being taken at sites throughout June and July in order to have the funded enrollment of 254 infants and toddlers by July 31 in 15 child care centers within Allendale, Anderson, Bamberg, Berkeley, Dillon, Georgetown, Laurens, Lexington, Newberry, Orangeburg, Saluda and York Counties.
- Education:
 - We have set up four regional cluster trainings on the Creative Curriculum for Infants and Toddlers.
 - Five EHS Teachers have received their Infant Toddler Child Development Associate credential.
- Fiscal:
 - Four staff are scheduled to receive Fiscal Training at the Head Start Region IV's Leadership Summit in Atlanta on June 13-16.
 - The refunding application, a budget revision, and a COLA budget were submitted to Region IV.
- Training and Technical Assistance:
 - We provided pre-service training to 126 staff on various components of the Head Start Performance Standards and on the Department of Social Services (DSS) requirements.
 - Our Education Coordinators received Education training that was sponsored by Head Start in Myrtle Beach on June 7-9.

School Readiness Definition

SC First Steps is legislatively mandated in Act 287 to inform and educate the public about the benchmarks of kindergarten readiness, which were developed and adopted by SC First Steps and the SC Board of Education with other partners.

The status of the public awareness campaign, [I CAN], to meet the legislative goal is as follows:

- Continuing to post on ICANSC Facebook page featuring community member messages.
- Updates to the [I CAN] website, www.ican.sc are in progress. The draft website is at to <http://ican.sc/demo>
- Continuing to have billboards in prime locations until the contract runs out and they are replaced by other vendors with new messages.
- Preparing 30 second video public service announcements (PSAs) and 10 second and 30 second audio PSAs featuring school readiness related statements. They will be completed in the near future.

On Monday, June 6 Dr. Dan Wuori travelled to Walhalla, SC at the invitation of the Oconee County School District to conduct a half-day training on the Board's Profile of the Ready Five-Year-Old for the district's prekindergarten teachers and assistants.

First Steps 4K

We completed the 2015-2016 year with 176 centers and 202 classrooms providing high quality early education for our children and families. As of early June, we have approved 26 new centers for a total of 202 sites with 228 classrooms in the coming term for 2016-2017. As part of the recruitment process, we are collaborating with DSS for mailings to families of potential students, which continue to generate strong interest. As we continue to identify centers to implement 4K, we were thrilled to receive an application for a Department of Defense federally-licensed early childhood center and are working through their application with the help of DSS licensing. This looks to be a sensational partnership that we are both excited about.

Our teachers have finished the first year of assessing students with GOLD™ by Teaching Strategies®. The end of the spring checkpoint period reports 2,131 students in 202 classes with 100% completion rates in both Language and Literacy objectives. Below is a student snapshot from our Gold™ report:

Table 1: Language

Program Name	Below	Meeting	Exceeding
First Steps	13%	69%	18%

Table 2: Literacy

Program Name	Below	Meeting	Exceeding
First Steps	4%	68%	28%

Although Language and Literacy are the only domains currently required through legislation, many students were assessed in all domains. Our First Steps 4K program will require documentation and checkpoints completed for ALL domains for our students in the 2016-2017 school year.

Four members of our 4K Team, Martha Strickland, Joy Mazur, Kristine Jenkins and Marley Via; presented a session at the Environment Rating Scales (ERS) National Conference on “ECERS-3: A Compass to Guide Improvement and Redefine Quality Through Technical Assistance in SC 4K Classrooms”. Martha was also a member of a six states panel as South Carolina’s representative for the opening plenary and shared the work that we are doing in SC First Steps 4K with all attendees. As easy as it is to become entrenched in our own work, it is invigorating to see that SC First Steps 4K is a leader among states in working to raise quality.

We have just received notice of the procurement award of a data management system, Child Plus, by June 14. This child care management software will be used by SC First Steps 4K and the EHS-CCP Program.

Our 4K Lead Teacher and Paraprofessional Academy will be held on August 8-12, 2016 and the Leadership Academy for Directors will be August 30-September 1. Our themes for this high quality professional development will be based on the power of teacher-child interactions, intentionality, and the paths to quality for curriculum, assessment and family connections.

Baby Net

Clarification of the Annual Performance Report, Phase II of the State Systemic Improvement Plan (SSIP), and the federal grant application for FFY 2016 (July 1, 2016-June 30, 2017) were submitted to the US Department of Education in April, 2016. OSEP is in the process of reviewing each of these, and will be providing feedback regarding any required revisions by mid-June as well as the state determination of performance for FFY 2014.

Also submitted were revised policies and procedures, and the Baby Net contract with the SC Department of Disabilities and Special Needs (SCDDSN) for FFY 2015. By June 30, 2016, the state is required to submit the FFY 2016 contracts with SCDDSN and the South Carolina School for the Deaf and the Blind (SCSDB), and an Memorandum of Agreement with the SC Department of Health and Human Services (SCHHS) regarding procedures for resolution of disputes regarding payor of first resort.

The Office of General Counsel at OSEP is reviewing our current MOA with Head Start (inclusive of all Head Start programs) to see if meets the regulations for the state’s system of payments. An addendum will be required to address procedures for resolution of disputes regarding payor of first resort. If additional revisions to the Head Start MOA are necessary, the state has the option of extending the deadline to June 30, 2017.

The Baby Net Program Managers’ workgroup is meeting bi-weekly to articulate the action plans for the SSIP, develop the calendar for monitoring, technical assistance, and enforcement activities for FFY 2016, and select national TA centers working with South Carolina so as to be a part of state-level planning calls.

Baby Net has been invited to become an intensive TA state for the Early Childhood Personnel Center to support building the infrastructure for a cross-sector comprehensive system of personnel development, and to receive national fiscal TA. An application notice for the latter will be posted this summer.

County Partnerships

The Technical Assistance (TA) staff reviewed in May the 46 county renewal plan applications, which included program strategies, governance, collaborations and board operations for all 46 Local Partnerships. Staff prepared recommendations for the Program and Grants Committee to review and present at the State Board meeting in June. The programs outlined in the FY 17 Renewal Applications are to be implemented effective July 1 when approved. With the additional funds allocated by the legislature for next year, the partnerships plan to expand programs in the following major areas Parents As Teachers, Child Care Scholarships, Child Care Training/Professional Development and Child Care Quality Enhancement.

Two Executive Director focus groups were convened in recent weeks to discuss a concept for improving state-local collaboration and communication. This includes the convening of Local First Steps Program Teams and the creation of an Executive Directors Council with a committee structure that mirrors the committees of the State Board.

The Technical Assistance Team is now finalizing a new template to assist Local Partnerships in their community needs and resource assessment.

Dr. Cheri Shapiro, University of South Carolina, will be working on the development of the Evidence Based Programs Guidelines. She presented at the ED meeting on June 13 background information on the process. TA staff will be assisting to ensure that communication is maintained throughout this process with county executive directors and local stakeholders.

Weekly “e-Spotlights” continue on our website under the tab, “Local Partnerships” to highlight the initiatives of our local partnerships. Since the last board meeting, there were approximately 13 e-Spotlights that featured activities in several county partnerships, including the following:

[May 6, 2016: “...Their Child’s First Teacher”: Darlington County First Steps Works to Support & Empower Young Parents](#)

[April 21, 2016: “Talk to Me”: Cherokee County Comes Together for New Early Language & Literacy Initiative](#)

TA staff will be preparing and ensuring timely execution of the 46 county grant agreements. In addition, TA job applications were reviewed and interviews took place in May to hire another TA for state office.

County Partnerships: Parents As Teachers (Home Visitation Model) and State Office for PAT National

SC First Steps funds Parents As Teachers (PAT) in 32 counties, as well as, other home visiting models including Early Steps to School Success (ESSS), which is in four counties and Parent Child Home Program (PCHP) is in three counties. In FY 16, the organization served 1,311 families, 1,395 adults/parents, and 1,505 children with 26,330 home visits from July 1, 2015 through May 31, 2016. Twenty-two counties plan to expand PAT in FY 17 through new local partnership funding.

Our SC First Steps Director of Parenting Programming who is the state leader for PAT national is working with Children’s Trust as they work towards expanding PAT with Maternal Infant Early Childhood Home Visitation (MIECHV) funding. The following is a highlight of some of the PAT activities at the state level:

- Another state office PAT Affiliate, Beaufort County School District PAT Affiliate, received Blue Ribbon Status in April, 2016.
- 14 SC PAT Affiliates will be going through Quality Endorsement in FY 17. Most received SC First Steps funding through the local partnerships.

State Office and Other Facilities

Since the last report, painting dates have been set to paint the first floor of the State Office Building starting on June 20 and running through July 7. We will also use this time to move some staff around to make the office more efficient and effective. The new cubicles will be installed during the month of July as we finalize the additional Baby Net staff hiring. After the painting, the carpets will be cleaned.

Other facility activities have included a number of Baby Net office changes. A new Rock Hill location has been identified and a lease is being negotiated. The Sumter office has opened and staff is now located there. The new Myrtle Beach location was secured and staff are now located there. Walterboro and Greenwood were completed and are now open. We are working to secure the locations needed in Dillon and Georgetown. Additional space has been negotiated in Florence and the needed construction will be starting very soon. All of the changes that are being made will greatly expand the capacity of the Baby Net Program to meet clients and staff needs. This will assist in helping us build the accountability and performance necessary to meet the federal compliance issues.