

**Cincinnati Preschool Promise  
Board of Managers**

Minutes of Regular Business Meeting, January 11, 2018  
4:00PM – 6:00PM  
United Way of Greater Cincinnati

**Board Members Present:**

Fr. Michael Graham, Deborah Mariner Allsop, Terri England, Tim Fogarty, Micah Kamrass, Dr. Kimya Moyo, Toilynn O’Neal, Cheryl Rose, Laura Sanregret, Pastor Ennis Tait and Sallie Westheimer

**Board Members Absent:**

Jasmine Jones and John Pepper

**Late Arrivals:**

O’dell Owens, M.D., arrived at 4:25 pm  
Steve Shifman arrived at 5:45 pm

**Observers Present:**

Cheryl Broadnax (Cincinnati Public Schools), Greg Landsman (Cincinnati Preschool Alliance) and Kelley Bagayoko (Cincinnati Public Schools)

**Observers Absent:**

Leisha Lyman – UWGC  
Ross Meyer - UWGC

**United Way of Greater Cincinnati Present:**

Rob Reifsnyder – President and CEO

**Cincinnati Preschool Promise Staff Present:**

Stephanie Byrd, Interim Executive Director  
Mary Tighe, Marketing and Community Engagement Manager  
Héctor Polanco, Finance Manager  
Florence Malone, Participant Relations Specialist  
Brittnii Pina, Parent and Provider Relations Manager  
Lesley Nunn, Administrative Assistant

**Members of the Public:**

Vanessa Freytag – 4C for Children  
Kelly Bigham – UCELC  
Craig Rozen – CEEL  
Jill Smith – The Childrens Home  
Leslie Maloney – Haile Foundation

**1. Welcome, Call to Order**

Father Graham introduced himself, welcomed guests and formally opened the Board meeting at 4:01 PM.

**ACTION:** A motion to approve the agenda was made by Pastor Tait and seconded by Laura Sanregret. The motion was unanimously approved.

## **2. Review and Approval of Minutes**

Father Graham requested a motion to approve the minutes of December 13, 2017. Deborah Allsop requested two revisions be made to the minutes. With reference to the Interim Executive Director Update on page 6, paragraph 2, the word “through” should be “thorough”. Also under the Interim Executive Director Update, page 5, the language around sentence “opportunity for an excess capacity of 270 slots” is ambiguous. Request is made to correct the language to say “in 2018 from community based providers that CPP has, there is an opportunity to enroll more children for an excess capacity of 270 slots”.

**ACTION:** A motion to approve the minutes with revisions was made by Deborah Allsop and seconded by Sallie Westheimer. The motion was unanimously approved.

## **3. Opportunity for Public Comments**

No public comments were made.

## **4. Committee Reports**

### **• Finance and Audit Committee:**

- Pastor Tait referred the Board to the presentation in the board pack for information around the Promise Team spending as well as approval around the Short-Term Carryover Policy.
- Father Graham asked for questions around the Promise Team spending approval. No further questions were forthcoming from the Board.
- Pastor Tait referenced the slide on tuition assistance and Special Ed. and requested Cheryl Broadnax provide feedback to the Board on the status of this financial information from CPS. Cheryl Broadnax responded that CPS is collecting and preparing information which will be ready for next Finance and Audit Committee meeting.
- Pastor Tait referred the Board to the Short-Term Carryover Policy Document for discussion and approval.
  - The carryover policy document reflects recommended changes from Board discussions and Finance and Audit Committee discussions.
  - Noted changes to the carryover policy documents:
    - Now reflects the issue of livable wages as part of CPP’s three priorities;
    - How the carryover funds will be used is spelled out more clearly;

### **DISCUSSION:**

- O’dell Owens asked what the livable wage is, as contained in the Master Agreement. Stephanie Byrd responded the Master Agreement referred to \$15 per hour as being the livable wage. Master Agreement also refers to wage parity, which in negotiating the Master Agreement, was discussed as 80% of starting salary at CPS.
- Tim Fogarty asked if CPP was suggesting that all providers are moved to \$15 per hour irrespective of their present livable wage/quality standards. Father Graham responded that this was the broad agreement. The Board wants to understand and ensure that the livable wage provides and guarantees quality within the preschools.
- Kimya Moyo inquired about the timeline of the wage parity discussions. Father Graham responded the Cost of Quality Committee is already doing background research that

will help the Board understand what the implications will be. There also might be a need for a pilot.

- Kimya Moyo asked if this is done within the Cost of Quality Committee and the timeline for the research. Stephanie Byrd responded that the Cost of Quality Committee is the working group and that survey showing current pay rates will be completed by the end of January so the working group can come back to the Board with recommendations.
- Greg Landsman asked about the overall implications of the Carryover policy approval. Will CPP meet 10% threshold for underspending? Héctor responded the policy is meant to cover every year. For the current year CPP does not have the full forecast but CPP will be greater than 10% depending on what the Board sets for CPP spending/CPP priorities.

**APPROVAL:** A motion to approve the policy around the carryover funds was made by Cheryl Rose and seconded by Deborah Allsop. The motion was unanimously approved.

- Father Graham asked the Board if they have any further questions for the Finance and Audit Committee.
- Deborah Allsop asked about the status of the hiring for the Promise Team. Mary responded contracts are in the works and the goal is to have Promise Team up and running by the end of January.
- Father Graham requested Mary incorporate the Promise Team into her weekly updates to the Board.
- Sallie Westheimer brought up the concern how little has been spent on Quality Improvement. There needs a high level of attention focused on Quality Improvement.
- **Community Engagement Committee:**
  - Kimya Moyo gave an update on Community Engagement.
    - Community Engagement updates providing awareness to the Board on what CPP is doing in the community will be provided monthly via email.
    - A draft of talking points for Board will be sent out via email in order to help Board members when out in the community.
    - Father Graham asked for questions. None were forthcoming.

**5. 2018 CPP Agenda**

- Stephanie Byrd informed the Board that she had withdrawn her name from the candidates list for the Executive Director position. Father Graham thanked Stephanie for all her work over the last couple of years.
- Father Graham said CPP 2018 Board Agenda will help the Board with the selection, the onboarding and transition of the new Executive Director.
- The Board split into 3 groups and discussed what would be the key priorities for CPP in 2018. Observers and Members of Public were invited to participate in the group discussions.
- Outline of CPP 2018 Agenda (as per 3 working group discussions):

<b><u>Key Priorities</u></b>
1. Hiring of Executive Director and transition
2. Review of Quality Improvement.

- Definition, opportunities, potential of pipeline, outreach and relationship building. Concerns not enough being done. Getting providers engaged and providing them with support/correct tools.
3. Survey results/next steps (wage parity)
4. Quality Improvement model developed and tested to learn, tweak etc.
5. Hire and review recommended staff structure. New ED assess team and decide what needs to be done.
6. Promise Team alignment on measures, engagement strategy, etc.
7. Review role of trusted entity (UWGC) – evaluate how model is going (fundraising element).
8. Draft budget for 2018/2019 with goals objectives and identify what public dollars won't pay for.
9. Plan to address philanthropy dollars that can leverage the current public dollars.
10. Plan for additional policy work related to – teacher quality and other aspects that effect CPP strategies.
11. Leveraging other partnerships for most public dollars for children.
12. Hold strategy planning retreat with Board (suggestion May)
13. Preparation for renewal of next levy. Prove this is a successful program and worthy of tax payers dollars.
14. 2-3 year strategic plan set
15. Hire and Onboard new Executive Director
16. Increase enrollment (more kids in seats). Locating kids and finding right programs.
17. Quality Improvement – strategy, geographical targeting, restructure our quality, improvement contracts for coaches
18. Master Agreement Renegotiation – better alignment with what we are doing and should be doing.
19. Wage parity/Cost of Improvement – serious engagement around this to ensure right staff is working in the centers. What's the strategy – execute it.
20. Enhance relationship with Cincinnati Public Schools (CPS) – more collaborative and cohesive relationship.
21. Building capacity – locating kids; offering right product (time, needs of families etc.). Financial liability of provider
22. Onboard new Executive Director
23. Build awareness with Cincinnati Public Schools ('Pump up PR")
24. Drive enrollment & Quality Improvement
25. Reset/Strengthen partnership with CPP
26. Develop 5-year strategic plan and 3 year strategic goals
27. Parent and provider participation in general (beyond just enrollment)
28. Targeted messaging – subgroup
29. "Immediate solution or progress on wages within next two months". Some sort of action to demonstrate to community that CPP is making progress.
30. Ensure strong team
31. Evaluation and Data Sharing Agreement – how we going to evaluate ourselves this first school year.

**DISCUSSION:**

- O'dell Owens commented that CPP has to look at teacher's contract to ensure there is nothing in their contract that may impede CPP ability to evaluate or do anything in this program around assessments . Laura Sanregret responded that CPS teachers contract

states the teachers will only do what the State says with regard to testing. Stephanie Byrd said CPP evaluators are using a different tool from CPS. CPP is trying to learn to align the Woodcock Johnson with the Early Learning Assessment.

- Father Graham questioned how this will get resolved. Stephanie Byrd responded that CPS, CPP and OSU are working on this.
- Micah Kamrass suggested the Board look at responsibilities of CPP 2018 key priorities and figure out who is going to do what and what committees should take on the different tasks.
- Pastor Tait suggested the Board look at tapping into all of our resources, for example MetrixIQ, to help us.
- Deborah Allsop commented key priorities, like Quality Improvement which is the backbone of CPP growth, should be high on CPP 2018 Agenda.
- Father Graham said 2018 CPP Agenda discussion on issues like Quality Improvement will help with the strategy, what we want to say to the community and how CPP is moving forward in the next 30/60/90 days.
- Stephanie Byrd commented that CPP is not where it should be on Quality Improvement and there is a need to revisit the strategy around Quality Improvement.
- Tim Fogarty asked how CPP is going to evaluate the success and effectiveness of CPP programs. Greg Landsman and Stephanie Byrd responded that there is an evaluation contract in place with the Crane Center at Ohio State for evaluating the tuition assistance program.
- The Board agreed the 2018 CPP Agenda will be reviewed with the Executive Committee at their next meeting for a more in-depth conversation.

## **6. Observer Comments**

- Cheryl Broadnax said with regard to CPP 2018 key priorities, depending on the selection of the new Executive Director (their knowledge and experience), the hope is that CPP would look to synchronize priorities so CPP and CPS are on the same page in terms of expectations.
- Greg Landsman said as the CPP 2018 30/60/90 plan emerges, CPP should look at this opportunity to celebrate their progress on difficult issues but also with a real sense of urgency on the things that we need to work on. In addition Greg suggested CPP Board look at their partners to take on some of the work required to achieve some of the key priorities.

## **7. Executive Session**

**ACTION:** A motion to go into Executive Session to discuss the Executive Director search was made by Laura Sanregret and seconded by Pastor Tait at 5:35 PM. The motion was unanimously approved.

**ACTION:** A motion to exit the Executive Session at 6:15 PM was made by Sallie Westheimer and seconded by Deborah Allsop. The motion was unanimously approved.

## **9. Adjourn**

**ACTION:** A motion to adjourn the meeting at 6:18 PM was made by Laura Sanregret and seconded by Deborah Allsop. The motion was unanimously approved.

**Future Board Meetings:**

February 20, 2018 – 4:00 to 6:00 pm, Interact for Health

March 20, 2018 – 4:00 to 6:00 pm, UWGC

April 17, 2018 – 4:00 to 6:00 pm, UWGC

May 24, 2018 – 4:00 to 6:00 pm, UWGC

June 14, 2018 – 4:00 to 6:00 pm, UWGC

July 17, 2018 – 4:00 to 6:00 pm, UWGC

August 23, 2018 – 4:00 to 6:00 pm, UWGC

September 18, 2018 (Annual Meeting) – 6:30 to 8:30 pm, UWGC

October 30, 2018 – 4:00 to 6:00 pm, UWGC

November 27, 2018 – 4:00 to 6:00 pm, UWGC

December 18, 2018 – 4:00 to 6:00 pm, UWGC

Submitted by,

Lesley Nunn, Administrative Assistant

Cincinnati Preschool Promise