

Cincinnati Preschool Promise

Board of Managers

Minutes of Annual Meeting, January 19, 2021

4 PM – 6:00PM

Board Members Present:

Anthony Hobson, Cheryl Rose, Deborah Allsop, Christine Fisher, Laura Sanregret, Marcia Futel, Terri England, Micah Kamrass, O'dell Owens, M.D. M.P.H., Dr. H. James Williams, Sallie Westheimer, Vanessa Y. White Ph.D., Bianca Edwards, and Bishop Ennis Tait

Board Members Absent:

Gary Lindgren

Guests:

Brian Todd- Clark Schaefer Hackett

Observers Present:

Vera Brooks – Director of Early Childhood, Cincinnati Public Schools
Greg Landsman – Councilman, City of Cincinnati

Observers Absent: Moira Weir – CEO, United Way of Greater Cincinnati

Cincinnati Preschool Promise Staff Present (CPP):

Chara Fisher Jackson – CPP Executive Director
Héctor Polanco – Finance Director
LaKeisa Ealy – Marketing and Community Engagement Manager
Brittnii Pina – Quality Improvement Manager
Tanya Del Valle – Senior Administrative Assistant

Members of the Public:

Brandy Harris – MetrixIQ
Kim Ginn - 4C for Children
Vanessa Freytag – 4C for Children
Kwanah Bronaugh – KB Education Staffing
Paige Runion – 4C for Children
Carolyn Brinkman – CoStars by The Children's House

1. Welcome, Roll Call and Approval of Agenda

O'dell Owens M.D. M.P.H. welcomed Board members, members of the public, and officially opened up the meeting at 12:04 PM. The following was read out to all before proceeding with the roll call.

Please note that in conjunction with Ohio State's revised Sunshine Laws and the rule limiting the number of people who may meet in a space, CPP has decided to convene the meeting via video conference. In accordance with Ohio Public Records and Open Meeting laws, CPP has advertised the meeting on it's website in advance, and has provided a link for members of the public to listen and view the meeting. This meeting will be video recorded and a copy of the meeting minutes,

including any documentation, will be made available via the CPP website and on CPP YouTube, under the area Board Of Directors, Approved Meeting Minutes as soon as practically possible after the meeting.

A motion was requested to approve the agenda.

ACTION: A motion to approve the agenda was made by Bishop Ennis Tait and seconded by Cheryl Rose. The motion was unanimously approved.

2. Review and Approval of Minutes of November 17, 2020:

Vanessa Y White, Ph.D. requested that the attendance be changed since she was at the November 17, 2020 meeting. Deborah Allsop requested the word “departure” be switched to “resignation” in relation to Father Michael Graham.

A motion was requested to approve the minutes with the changes listed above.

ACTION: A motion to approve the minutes of November 17, 2020 was made by Anthony Hobson seconded by Terri England. The motion was unanimously approved.

3. Mission Moment

A short video interview with CPP provider Morgan Tolliver from ‘Nspired Kidz Childcare was viewed.

For more details, see the video of the meeting at cincy-promise.org > Our Impact > Meeting Schedule > Approved Minutes.

4. Refresh of Governance, Structure, and Goals

Jacob Purcell presented an overview of the Governance, Structure, and Goals of CPP to highlight what items are the Board of Managers responsibility and what things are day to day activities and operational activities that fall under the executive director.

CPP was created to increase the number of quality preschool seats in the Cincinnati Public School district and expand access to those seats.

There are two kinds of documents which CPP uses to direct its actions: governing documents and operational documents. The Governance Documents are the Articles of Organization, operating agreements, the Governance Principles, and the Committee Charters. The Operational documents are the Master Agreement, United Way Agreement, Tuition Assistance Manual and the Quality Improvement Manual. The Master Agreement which expires June 30, 2022 is the primary operational agreement.

The Board of Managers are responsible for high level policy making and reviewing the performance of the Executive Director. The Executive Director has been granted the authority to operate the day to day activities and operations of CPP. An Executive Director is provided with the authority to use business judgement to take actions that he or she believes is in the best interest of the organization. This gives the Executive Director the ability to say no.

The role between the Board of Managers, Committees, and the Executive Team is important. The Board of Managers needs to have a consensus among its fifteen members in order for the

information and direction given to the Executive Director reflects the will of the Board and not just one member's opinion. The consensus information needs to go to the Executive Director through a focus point or the Executive Committee. The Board of Managers should send information to the Board and then through the focal point to the Executive Director.

Committees have a staff liaison there to help with committee administration. Board members may communicate directly with their staff liaison about committee related matters but if they have comments or issues with how operations are being executed those should go to the Board which would then relay the consensus to the Executive Director through the focal point. Board members should not give staff members those comments or issues on how operations are being executed. The established communication chain is to go to the Board for consensus, then to the focal point, and then to the Executive Director who would communicate to her executive team and staff.

For more details including the document, see the video and PowerPoint of the meeting at cincy-promise.org > Our Impact > Meeting Schedule > Approved Minutes.

5. Executive Director Report

Chara Fisher Jackson provided highlights from the new CPP dashboard of goal progress and achievement. The dashboard utilizes three colors to indicate goal progress. Red are goals that may not be accomplished this year. Yellow is an area of concern with the potential of not being met this year. Green is right on track to meet or exceed the goal. There were no red coded goal areas on the dashboard. Chara Fisher Jackson discussed the strategies and new efforts being implemented to improve the yellow coded goal areas.

For more details including the CPP Dashboard document, see the video and PowerPoint of the meeting at cincy-promise.org > Our Impact > Meeting Schedule > Approved Minutes.

Chara Fisher Jackson also gave information on the 4C report that will be released at the end of the month which will give an update about the loss and gains of preschool education in the quality gap neighborhoods. CPP will be able to use that soon to be released report to help guide selection of the new QI cohort.

She shared three major third quarter priorities for CPP listed below.

1. Support the creation of an Evaluation Advisory Panel to participate in the Year 4 Evaluation
2. Partner with Workforce Development Council to identify work force pipeline strategies
3. Present mid-year results to stakeholders

Board members discussed the age eligibility issues with the Tuition Assistance Program due to Early Head Start funding and the two year limit for preschool education in the Master Agreement. Board members requested a memo that will provides more information on the age eligibility issue and Tuition Assistance Program. Board members stated that they wanted to discuss the issue at the next meeting with a memo from the Board Council Jacob Purcell. Dr. Owens said that this should go through the Executive Committee for preparation for the board.

Board members also questioned the color coding of the Staff Support Fund. It was green and they felt that the current progress should make it more yellow than green. Chara Fisher Jackson said that she would change the color and that several strategies including direct phone

calls to providers about applying for the Staff Support Fund were being implemented that would show positive increases in the near future. She said she feels that CPP will meet the goals for Staff Support Fund by the end of the year.

6. Pilot Project Provisional Eligibility for Tuition Assistance Program

Chara Fisher Jackson proposed a new pilot project for provisional eligibility for the Tuition Assistance Program. It would provide tuition assistance to students of QI providers that are on track to meet the three to five star Step Up to Quality Standards and are on track to be awarded Step Up to Quality three to five stars within six months to offer tuition assistance to their students. The providers would have to meet all the CPP Tuition Assistance requirements including at least 10% of their enrolled students being eligible for tuition assistance.

There are currently seven providers that would be eligible for the pilot.

Board members asked about whether quality gap neighborhoods had changed due to business closures. Chara Fisher Jackson said that the 4C report released later this month would allow CPP to update our map of quality gap neighborhoods.

Board members provided positive feedback about pilot program and asked about the criteria to accept the program after the trial and what happens if CPP decided not to implement after the pilot. Chara Fisher Jackson said that the pilot will go to the end of the fiscal year. Several factors would be evaluated when deciding if the pilot becomes a program including parent involvement, providers reaching high quality three to five star ratings with Step Up to Quality, and the number of families and students served. Parents and families would have plenty of time to find out the tuition assistance status of their provider before the next school year. The results of the program would be presented in May.

Chara Fisher Jackson asked Dr. Owens for the Board of Managers approval to proceed with the pilot. Dr. Owens asked for any additional board member comments. There were no comments. Dr. Owens said to proceed with the pilot program.

Chara Fisher Jackson said that with current events, CPP would be tracking the early childhood funding potential for the American Rescue Plan and the possible \$15 minimum wage. She also mentioned two events that CPP has planned, a Preschool Chat called Vaccines & Me scheduled for Jan. 21, 2021 at 6PM and a presentation to the Cincinnati Public School Board of Education Meeting on Feb. 8, 2021.

7. Committee Appointment

O'dell Owens, M.D. M.P.H asked for the board to make a motion to appoint Dr. H. James Williams to the Cost of Quality Committee.

ACTION: A motion to approve appointing Dr. H. James Williams to the Cost of Quality Committee was made by O'dell Owens, M.D. M.P.H and seconded by Deborah Allsop. The motion was unanimously approved.

8. Committee Updates

- **Executive Committee-** O'dell Owens, M.D. M.P.H stated that the last meeting was focused on reviewing the materials that Jacob Purcell presented today.

- **Governance Committee** – Deborah Allsop said that the committee charters are being reviewed for approval at the March 4th meeting. 100% of the Conflict of Interest forms have been submitted. The Governance Committee will be prioritizing Board Education and Board Self Evaluation. The Document Retention Policy was shared as a first read to be brought to a vote at the March Board Meeting.
- **Finance and Audit Committee**- Cheryl Rose presented the independent report from the auditors at Clark Schaefer Hackett. The auditor submitted the highest rating of an unedited audit which is excellent. CPP had 85% spending on programs which is very good.

Members discussed the auditors' suggestion for improving the QI reporting and Brian Todd from Clark Schaefer Hackett said that a meeting had already been scheduled to meet with CPP staff to consult on the QI reporting.

A motion was requested to accept the FY20 Audit.

ACTION: A motion to accept the FY20 Audit was made by Deborah Allsop and seconded by Laura Sanregret. A Roll Call vote was taken and it was unanimously approved.

- **Community Engagement**- Bishop Ennis had left the meeting, so this was postponed.

9. CPS Update

Vera Brooks said that Cincinnati Public Schools (CPS) was returning to blended learning Feb. 1, 2021. There were 1311 students with all funding types enrolled. The goal was to have 500 students which is being met with the 562 current, but CPS is trying to make the stretch goal of 600 students.

Cincinnati Public Schools has been focusing on learning areas to help all children read at the end of the first grade. They have been looking at six areas to improve in preschool that relate to reading at the end of first grade.

1. Phonological awareness
2. Vocabulary
3. Number sense
4. Social and Emotional learning
5. Communications
6. Small Motor Coordination

Kindergarten transition has started and enrollment is now open. At the end of February and March parents can make appointments to come in and register.

10. Adjourn

A motion to adjourn was requested by Laura Sanregret and seconded by Deborah Allsop. The motion was unanimously approved.

Future meetings

May 18, 2021
June 15, 2021
August 17, 2021
September 21, 2021
September 28, 2021
November 16, 2021

Submitted by Tanya Del Valle, Senior Administrative Assistant Cincinnati Preschool Promise