

**Cincinnati Preschool Promise
Board of Trustees Meeting
March 30, 2017 – 1:30 pm to 3:30 pm
Minutes**

Attendees

Board Members Present: Deborah Mariner Allsop, Terri C. England, Fr. Michael Graham, S. J., Micah Kamrass, Tim Fogarty, Kimya Moyo, PhD., O'Dell Owens, M.D., M.P.H., John E. Pepper, Cheryl Rose, CFP, CFA, Laura Sanregret, Steve Shifman, Pastor Ennis Tait, and Sallie Westheimer

Board Members Absent: Kathy Young and Jasmine Jones

Cincinnati Preschool Promise Staff Present: Stephanie Byrd, Emily Lewis, Anne C. Sesler, and Vanessa White

United Way Staff Present: Rob Reifsnnyder and Leslie Stevenson

Welcome and call to order

Father Michael Graham, SJ, Board Chair, called the meeting to order at 1:35pm. Fr. Graham announced that, pending approval of the Master Agreement by the CPP Board, a press conference is planned to announce that all parties have reached agreement. Fr. Graham, Rob Reifsnnyder, Stephanie Byrd, and CPS Board Vice President, Melanie Bates will speak.

Father Graham also introduced Tim Fogarty who will be taking Gary Lindgren's seat while Gary is on medical leave. He thanked Tim for being willing to serve.

Review and Approval of Minutes

The minutes of the March 2, 2017 meeting were reviewed. Steve Shifman moved that the minutes be approved. Cheryl Rose seconded. All members present voted in favor of the motion.

Master Agreement

Micah Kamrass provided an overview of the Master Agreement. He referred to the Executive Summary he prepared, which Board members received in the pre-reading materials.

Negotiation of the Master Agreement focused on giving CPP flexibility in its responsibility for implementing the program, while recognizing the district's authority for levy funding.

Key provisions of the agreement were discussed including:

- Providers rated with 3-5 stars are eligible for tuition assistance
- Providers that are not rated or with 1-2 stars are eligible for quality improvement
- Same formula for payment is in place regardless of the provider
- Services for children with **identified** special needs will be served by the school district by federal law, the anticipated increase in children being identified by CPP participants may be addressed by funding that will be set aside for a designated traveling team.
- A floor for tuition assistance and quality improvement is established in the agreement.

- A Finance Working Group will be formed to address funds flow, budget and accounting for preschool expansion funds. The composition of the committee is the Treasurer from CPS, the CFO from UW, and up to three board members, one from each nominating organization; Treasurer of CPP will serve as a member of FWG; it was recommended that at least one CFO external to the organization be included in part to demonstrate accountability to the public. The FWG will provide CPP group with flexibility to make decisions and ensure needs are met among stakeholders

Clarification and Questions

- It was noted that revisions to the agreement will be likely over the five years of the levy and will require approval of all parties
- A question was discussed regarding the necessary processes and reporting requirements that the MA establishes. Stephanie noted that ongoing implementation will be assured by the staff and that Parthenon will help identify these requirements
- Discussed the calculation of the tuition assistance and suggested clarity on the formula.
- Traveling Education Teams were discussed related to coverage year-round, when assessments take place, and how the teams are accountable for responding to parents and community providers
- Messaging for providers and parents is needed; CPS staff will be available to and are required to address demand. Funding for the team will be reserved and mutually agreed upon.
- John Pepper asked what group will decide on where quality seats and quality improvement funding will be needed. The data showing quality deserts will be a resource for these decisions.
- John noted that non-CPS providers will need recognition and consideration, particularly those receiving quality improvement funds. Board and staff will have leeway to decide where to establish new seats

After discussion John moved that the Master Agreement be approved. Pastor Ennis Tait seconded the motion. Discussion about the motion included:

Clarity about transportation being within the purview; transportation can not be paid from levy funds. Funding formula needs to be clarified.

Fr. Graham and Rob received an email from Micah in which he disclosed his role as attorney for United Way and for CPP for the purpose of negotiating the Master Agreement.

Upon reading the disclosure statement by Micah, Fr. Graham called for the vote. Ayes - 12, Nays – 0, Abstentions – 1 Micah Kamrass

Implementation Work Streams and Timeline

Fr. Graham provided introduction to work streams.

Conference call was available earlier in the week to preview the work streams and timeline. The Executive Committee also was briefed last week. Stephanie thanked everyone for participation in committee activities thus far.

An overview of the pre-read documents and project plan for Communications and Engagement; Tuition Assistance and Quality Improvement initiatives; Budget overview; Timelines and Project Management Phase 2

Vanessa White described the outreach and engagement strategy which is proactive and responsive

- Provider information sessions have begun and are scheduled in locations across the city in April.
- There are 600 potential community providers through 4C, Archdiocese, etc.
- Received 51 interest forms from all types of providers in the 3 sessions held to date;
- Message is “everyone can participate to some extent” and Providers voiced gratitude for assistance
- Round 1 purpose -General Information on two offerings; collect interest forms; answer questions
- Round 2 purpose-Applying to be a CPP provider and providing technical support for providers to obtain quality
- More family childcare providers attended sessions than expected; multi-site, and mostly single-site
- Parent sessions will be delivered in quality deserts along public transit lines or going to that community. There is a need to balance the quality seats and the locations in deserts
- Saturday sessions and additional day time sessions are being developed to meet parents and providers at more convenient times
- John asked about providers merging to develop more capability to provide extended care, etc. Noted that Ohio mandate for quality may force merging.
- Discussed the potential for shared services to help providers in benefits, accounting, and other shared operation costs and infrastructure

Stephanie discussed contract process. Quality Improvement work will take place through coaches. Progress does not mean an immediate 3-star rating. Quality Improvement Council will oversee the process

Questions:

- Board members acknowledged the quality of the document and affirmed help and benefit of Parthenon
- Discussed the coaching support needed for quality improvement and the resources available to provide coaching.
- Discussed the diversity of providers and the challenges to meet requirements within the designated amount of time; not likely to be 600 providers
- Discussed the number of seats required and current capacity
- MA requires a minimum of 1,000 additional quality seats over the 5-year levy
- We will have the inventory of seats to meet demand but they must be converted to quality seats

- Teacher vacancies and turnover is holding some centers back from meeting quality rating standards
- John noted that 25% of CPS resident children are in quality seats; where do we go in five years—internally. Suggested an internal road map for where we want to go and establish a goal of, for example, 6000 more children in quality education.

Budget Overview

Stephanie presented the short-term budget for January-June 2017. Budget categories include tuition assistance; quality improvement; data & enrollment systems, evaluation; communications & outreach; management & administration-general; management & administration-internal staff; management & administration-external staff and contracting; management & administration-facilities; and UWGC & CPS Admin Fees

Sallie Westheimer asked about whether staff will be hired by June; efforts will be made to bring on board the interim staff as soon as possible. The Finance Committee of CPS reviewed the budget and will recommend approval by the CPS Board of Education on April 10. Final review will occur at the April 12 CPP Board meeting. The process for the year 1 budget will follow a more appropriate sequence.

Fr. Graham said to email Stephanie and copy him, Pastor Tait and Deborah Mariner Allsop with feedback on the short-term budget. Pastor Tait shared appreciation for Parthenon and said the information is well developed.

Malavika Dhawan, Parthenon Team Lead, shared the proposal for Phase 2, which is intended to add capacity to support team on the ground. Phase 2 will focus on shifting accountability to the CPP interim team. The board discussed the skills and capabilities needed beyond the Parthenon engagement.

Parthenon will assure that the hand off to team includes a plan for execution; not a set of recommendations but actions and an organizational chart with specific functions.

Pastor Tait emphasized the importance of having staff in place now! Fr. Graham noted we need new hires as soon as possible to work in tandem with Parthenon.

Additional discussion followed on required staffing, job descriptions, FTE count and sourcing talent.

The Parthenon proposal highlighted in green, yellow and red the status of key questions that indicate the level of work being completed. John cautioned on setting the budget too low.

Tim moved to approve the Parthenon proposal; John seconded the motion. Fr. Graham called for the vote. Ayes - 13, Nays – 0, Abstentions - 0

Fr. Graham noted that upcoming meetings are:
April 4 Exec Board Meets

April 10 CPS Board Meets

April 12 CPP Board Meets

Additional information is needed to complete the budget given the discussion today. Fr Graham asked if the Board would be supportive of budget changes being approved by the Executive Committee.

Laura Sanregret moved that the CPP Executive Committee be authorized to review and approve budget to send to the CPS Board. Sally seconded the motion. Fr. Graham called for the vote. Ayes – 13, Nays – 0, Abstentions - 0

CEO Job Description

The pre-reading materials included a draft job description developed by a committee comprised of John, Sallie, Kimya Moyo and O'Dell Owens. Denise Kuprionis of Governance Strategies Group also worked with the committee. The description included potential search firms to assist with the process.

Fr. Graham asked for input and comments on the description. He asked for volunteers to work on selecting a search firm and to report back to the full board on when to engage the search process. Members of CEO Search Committee: Sallie, Cheryl, Pastor Tate, Steve, and Kimya; Fr. Graham asked Cheryl to chair the committee and she agreed.

RFP for Data Management Partner

Steve joined the committee in Gary's absence. He reported on the status of the data system RFP and next critical step in process. RFP went out to 23 potential vendors; received 8 proposals; Committee will meet on March 31 to review proposals and narrow the list. Interviews with final candidates will occur on April 3. The proposals are being evaluated based on:

Data systems capabilities

Experience with pre-K and K-12 systems

Financial stability

Local presence

Diversity

Price relative to service offered

Recommendation will be made to full CPP Board on April 12

The Role of the board observer

Fr. Graham referred to the description of the Board Observer role included in Board materials. He noted that confidentiality of board materials would have to be maintained by the observer for materials presented outside of public meetings.

The document describes how the observer will participate. Observers will participate in orientation with Stephanie before attending a Board meeting. Guidelines for when the observer would speak are provided in the materials. Kudos was given on developing the description.

Pastor Tait moved that the description be approved as provided. Cheryl seconded the motion. Fr. Graham called for the vote. Ayes – 13; Nays – 0, Abstentions – 0.

Stephanie will notify nominating entities that they are being asked to identify a primary and secondary observer.

Board Orientation and Retreat Preparation

Stephanie recapped the Board Orientation sessions and the preliminary ideas on the retreat preparation. Part of the retreat will focus on governance principles, missions/vision and organizational and Board goals. She requested more input for retreat. Fr. Graham reiterated John's desire to have a goal for children to be served.

The Board Retreat will be at Interact for Health.

Wrap-up, concluding remarks, including:

Fr. Graham noted that the Board had a good, robust conversation and made decisions in two hours. He expressed his appreciation for the commitment and hard work.

Adjourn

Fr. Graham adjourned the meeting to Executive Session at 3:30

Executive session 1 Fr. Michael Graham, Board with Stephanie

Executive session 2 Fr. Michael Graham, Board

Future meetings:

- April 12 –4:00 to 6:00 – board meeting
- April 20 – 1:30 to 6:00 – board retreat
- May 3 – 8:00 to 10:00 – board meeting
- June 13 – 4:00 to 6:00 – board meeting
- July 18 – 3:00 to 5:00 – board meeting
- August 14 – 3:00 to 5:00 – board meeting

Submitted by,

Deborah Mariner Allsop, Secretary