



## **OKLAHOMA PARTNERSHIP FOR SCHOOL READINESS**

### **Board Meeting Minutes**

Thursday, December 11, 2014

Department of Libraries

1:00 PM

The agenda was posted at 421 Northwest 13<sup>th</sup> Street, Colcord Building, Oklahoma City, Oklahoma on Friday, December 5, 2014 at 1 p.m.

#### **Call to Order**

The meeting was called to order by Ann Cameron at 1:03 p.m. Ann introduced new board member, Ryan Posey.

#### **Roll Call**

The roll was called by Marny Dunlap, OPSR Board Secretary.

#### **Members Present**

Debra Andersen, Victoria Bartlett, Ann Cameron, Edd Rhoades for Terry Cline, Andrea Hall for Joe Cordova, Kathy Cronemiller, Phil Dessauer, Bill Doenges, Marny Dunlap, Kay Floyd, Bob Harbison, Kermit McMurry for Glen Johnson, Ed Lake, Janet Karner for Marcie Mack, Susan McVey, Vaughn Clark for Larry Parman, Ryan Posey, Ray Potts, Sarah Roberts, Anthony Stafford (2 p.m.), Annie Van Hanken, Jay Weatherford, Amy Tate for Stephan Wilson

#### **Members Not Present**

Janet Barresi, Somerlyn Cothran, Nico Gomez, Marcia Karns, Jennifer McCord, Dan Schiedel, Lisa Smith, Terri White

#### **Staff Present**

Sarah Ashmore, Peggy Byerly, Debby Guthrie, Lori Lake, Stephanie Mendenhall, Cyd Roberts, Wendy Smelser, Megan Tyler

#### **Approval of September 2014 Minutes**

Ann Cameron requested that the Board review the September 18, 2014 minutes.

The following amendments to the minutes (in italics) were proposed:

- Under **Election of OPSR Board Secretary**, *Ann Cameron presented a motion on behalf of the Executive Committee to nominate...*
- Under **FY 15-FY18 Community Mobilization Contract**, *Ann Cameron presented a motion on behalf of the Executive Committee to approve...*

- Under **FY 15-FY18 Community Mobilization Contract**, the original motion made by *Ann Cameron on behalf of the Executive Committee* and seconded by Susan McVey...
- Under Board Member Expectations, *Kathy Cronemiller* (not Ann Cameron) made a motion to accept the newly revised Board Member Expectations document.
- Under **Announcements**, change APA to AAP.

*A motion was made by Kathy Cronemiller to accept the September 18<sup>th</sup> minutes as amended. Vaughn Clark seconded the motion. The motion passed by acclamation. (Phil Dessauer briefly stepped out of the meeting and was not available to vote. Additionally, Anthony Stafford had not yet arrived at the meeting.)*

### **Finance Report**

Andrea Hall presented the OPR FY15 Financial Status Report as of September 30, 2014. The YTD budget for the organization was \$1,634,239 and YTD expenditures were \$224,609. For the prior year, the FY14 budget was \$1,780,480 and the FY14 expenditures were \$1,684,191.

### **Community Mobilization Solicitation**

Ann Cameron introduced Greg Duke, DHS Contracts and Purchasing Programs Administrator, and Jack Ely, DHS Assistant General Counsel, and briefly provided insight relating to the presentation. Mr. Duke provided background and history relating to the state procurement process and also explained the evaluation committee process. Both Mr. Duke and Attorney Ely then answered questions posed by various Board Members. At the conclusion of the presentation, Debra Andersen collectively recognized the DHS Contracts and Legal staff and thanked them for their availability, responsiveness and dedicated high level staff time.

### **OPSR Board 2015 Meeting Dates**

Ann Cameron asked the Board to review the proposed 2015 Meeting dates: Feb. 19<sup>th</sup>, May 21<sup>st</sup>, Sept. 17<sup>th</sup> and Dec. 10<sup>th</sup>.

*A motion was made by Bill Doenges to approve the 2015 Meeting Dates: Feb. 19<sup>th</sup>, May 21<sup>st</sup>, Sept. 17<sup>th</sup> and Dec. 10<sup>th</sup>. Jay Weatherford seconded the motion. The motion passed by acclamation. (Anthony Stafford had not yet arrived at the meeting.)*

Ann Cameron recommended holding a retreat in early /mid spring so that the Board could better structure themselves. Proposed retreat dates were Feb. 19<sup>th</sup>, 2015 to be held in conjunction with the regular meeting, March 6<sup>th</sup>, 2015 or March 27, 2015. After some discussion, it was agreed that March 27<sup>th</sup> would be the best date to hold the retreat. Ann indicated that the Board will work towards the March 27<sup>th</sup> date to make sure that it does indeed work out with the selected venue. She then asked Board Members to email her, Debra Andersen or Debby Guthrie if they had recommendations about a location for the venue.

### **Early Literacy Quick Assessment**

Geneva J. Strech, Associate Director of the University of Oklahoma Department of Educational Training Evaluation, Assessment, and Measurement (E-TEAM) along with her staff, Amber Romo, Lisa White and Lucy Troutman, provided an informative presentation entitled, *Smart Start School Readiness Study*. Handouts included the Early Literacy Quick Assessment (ELQA) brochure and Smart Start Oklahoma School Readiness Study Report December 2014.

### **Joy Hofmeister –State School Superintendent Elect**

Ann Cameron introduced Joy Hofmeister, State School Superintendent Elect, and provided a brief biography about her. The OPSR Board then individually introduced themselves. Superintendent Elect Hofmeister spoke briefly and interacted with Board members and guests, answering questions relating to early childhood.

### **Break**

At 1:50 p.m. Ann Cameron announced a brief break. The meeting reconvened at 2:05 p.m.

### **Community Report**

Megan Tyler updated the Board regarding the Regional Community Coordinator Meeting held at the Sarkeys Foundation in Norman on Nov. 3<sup>rd</sup>. The training included coaching on utilizing tools from the ABL Change Framework in community coalition meetings. Christy Emig from Success By 6, Smart Start Norman recorded her coalition meetings from September and October, in which the tools were utilized, to model the process for the other communities.

### **Executive Director's Report**

- Debra Andersen introduced the new Smart Start Oklahoma staff: Sarah Ashmore, Research Evaluation Specialist; Debby Guthrie, Administrative Specialist; and Wendy Smelser, Grants Coordinator.
- Debra updated the Board regarding the purpose of the three year Kellogg Foundation grant and responsibilities of proposed staff.
- Debra announced that Senate and House authors for the home visiting accountability legislation have been identified and there have been a series of meetings with stakeholders to get input into the legislation. The Health Department provides the bulk of the voluntary parenting programs in Oklahoma.
- An update relating to the ACF CWS grant was provided. It was noted that there is a one year no cost extension that has been awarded. Debra reported that a wealth of information has been received relating to the grant; once completed, the Special Populations Workgroup will present findings and recommendations to the Board.

### **Chairperson Comments**

- Ann Cameron recognized the Smart Start Oklahoma staff and expressed appreciation. She then recognized the Board for their commitment.
- Ann Cameron asked Board Members to read the *Board Members Expectations* document, sign the same and leave the signed document with Debby Guthrie.
- Ann stated that it has been an intense 6 months in the solicitation process. She hopes that Greg Duke's presentation was helpful and feels excited that this is a good process. If anyone has any questions or concerns, Ann asked that either she or Debra Andersen be contacted.
- Ann noted that there are currently 30 new legislators in office at the State Capitol. She recommended that the voices of those represented on the Board be heard by making a concerted effort to individually introduce themselves and to learn what bills are being proposed relating to early childhood.

### **Announcements**

- Kay Floyd provided a brief update regarding the Child Care grant awards that were announced on 12-10-14. Debra Andersen added that the awardees and amounts can be found on the acf.hhs.gov website (<http://www.acf.hhs.gov/programs/ecd/early-learning/ehs-cc-partnerships/grant-awardees>).
- Phil Dessauer advised that early childhood and mental health certifications for administrators are now required in the State of Illinois and that this requirement is something that the Board needs to be following.
- Kay Floyd noted that the Professional Development Workgroup will be meeting on January 8<sup>th</sup> and will focus on teacher evaluation and school administrator preparation for early childhood.

### **New Business**

- Kay Floyd indicated that a new list of OPSR Board members would be beneficial. Debby Guthrie asked to provide the same electronically to Board Members.
- Ann Cameron made a request of Board Members to submit a “head shot” if they have not previously done so.

### **Adjournment**

Ann Cameron adjourned the meeting at 3:35 PM.

### **Next meeting:**

The next meeting will be Thursday, February 19, 2015 at 1:00 PM at the Oklahoma Department of Libraries, Oklahoma City.