1) CALL TO ORDER
Meeting was called to order at 1:40 p.m. by Debbie Feldman.

2) EXECUTIVE DIRECTOR REPORT
Robyn Lightcap introduced the Preschool Promise staff in attendance to the board and shared the draft timeline for preparing for the 2017-18 school year.
Attachment: Executive Director Report PowerPoint slides

3) EDUCATION: FREEDOM OF INFORMATION ACT (FOIA) REVIEW
Barb Doseck provided an overview of the FOIA guidelines for public meetings and public records and referred to the Sunshine Laws manual issued by the Ohio Attorney General’s office.

4) ACTION ITEMS: LEGAL DOCUMENT REVIEW
Chas Kidwell presented the board members and attendees with the legal documents incorporating Preschool Promise, Inc. and the formation documents to be approved. The Board will review the documents and will move to approve them at the January 13 board meeting.
Attachments: Legal Documents

5) SPOTLIGHT: OVERVIEW OF PRESCHOOL SYSTEM
Robyn Lightcap reviewed information and data about the Preschool System in Ohio and in Montgomery County, including discussion of state Kindergarten Readiness Assessment scores, the
need to build on the state’s definition of high quality being a 3-5 Star Rated program to ensure the
best measures of quality are being monitored. Preschool Promise has drafted a definition of high
quality that includes implementation of the following: high quality curriculum to fidelity, equity,
family engagement, social emotional framework, and a focus on development of 21st century skills.
Attachment: Preschool System Overview PowerPoint deck

6) SPOTLIGHT: OVERVIEW OF PRESCHOOL DATA
   Richard Stock provided a Preschool Data overview to give context to the decisions the board will be
   making in upcoming weeks about the policies and approaches for Preschool Promise.
   Attachment: Preschool Data Overview PowerPoint deck

7) MEETING ADJOURNED
   Meeting was adjourned at 3:45 p.m.

Next Meeting:
Friday, January 13 from 11:30 a.m. – 2:30 p.m., Regional Center, 4801 Springfield Street
Topics: Approval of Legal Documents; Preschool Promise Provider Handbook and Application
Board of Trustees Meeting Minutes  
January 13, 2017  
11:30 a.m. - 2:30 p.m.  
4801 Springfield Street, Dayton, OH 45431

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<th>Chair:</th>
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| Members Present: | ☒ Clay Dixon  
| | ☒ Debbie Feldman  
| | ☒ Anissa Lumpkin  
| | ☒ Tasha Maye  
| | ☒ Jane McGee Rafal  
| | ☒ Michelle Riley |
| Guests Present: | Chas Kidwell, Porter Wright |
| Staff Present: | Te’Jal Cartwright  
| | Robyn Lightcap  
| | Ashley Marshall |

1) CALL TO ORDER  
Meeting was called to order at 1:37 p.m. by Debbie Feldman.

2) APPROVAL OF MINUTES FROM JANUARY 4th  
Board reviewed minutes from meeting held on January 4th. Debbie Feldman motioned for approval. Michelle seconded the motion. All in favor; none opposed; motion passed.

3) EXECUTIVE DIRECTOR REPORT  
Robyn Lightcap reported on the new Preschool Promise Parent Advisory Board and a recent Marketing Plan Meeting lead by Dayton Children’s VP of Marketing & Strategic Planning, Kelly Kavanaugh. The Parent Board had their first meeting on January 11th and will meet once a month. A draft of the marketing plan will be created by the end of January.

4) BYLAWS AND LEGAL DOCUMENTS  
Chas Kidwell reviewed updates to Preschool Promise Bylaws.  
Michelle Riley motioned for the approval of the Bylaws and election of officer. Jane McGee-Rafal seconded the motion. All in favor; none opposed; motion passed.  
Attachments: Bylaws and legal documents

5) PROVIDER APPLICATION PROCESS  
Ashley presented an overview of the previous sign up process for providers working with Preschool Promise and what the initiative has learned thus far. Ashley guided the board through the entire application process for providers and parents.
Michelle Riley motioned to accept changes made to provider handbook and approve, Anissa Lumpkin seconded the motion. All in favor; none opposed; motion passed.

*Attachments: Provider Application PowerPoint, Provider handbook*

6) **WEBSITE RFP PROCESS**

Robyn Lightcap shared the RFP proposal for a new website for Preschool Promise which will begin now under the Preschool Promise Demonstration project. The new Preschool Promise website will better connect the community to Preschool Promise information and allow families to find information and apply.

*Attachment: RFP Draft*

7) **PROVIDER DASHBOARD UPDATE**

Robyn and Ashley reviewed potential Provider dashboard which will be used to provide a snapshot about key quality measures.

*Attachment: Provider Dashboard Example*

8) **MEETING ADJOURNED**

Meeting was adjourned at 1:59 p.m. by Debbie Feldman

Jane McGee-Rafal asked for a motion to adjourn the meeting. Clay Dixon seconded the motion. All in favor; none opposed; motion passed.

**Next Meeting:**

Wednesday, February 1 from 11:30 a.m. – 2:30 p.m. (note one hour extension to meeting if needed), Regional Center, 4801 Springfield Street

Topics: Tuition Assistance Framework & Parent Application
1) CALL TO ORDER
Meeting was called to order at 11:38 p.m. by Debbie Feldman.

2) APPROVAL OF MINUTES FROM JANUARY 13th
Board reviewed minutes from meeting held on January 13th. Clay Dixon motioned for approval. Anissa Lumpkin seconded the motion. All in favor; none opposed; motion passed.

3) EXECUTIVE DIRECTOR REPORT
Robyn Lightcap reported on the recent trainings that Preschool Promise has coordinated for providers and/or staff and Coaches for Providers—including Conscious Discipline,Implicit Bias, Results Based Accountability. She also notified the board about the upcoming March 3 Readiness Summit where Dr. Walter Gilliam will be speaking about implicit bias in Preschool settings, and about the new Director of Quality position that Preschool Promise that will be filled. The Marketing plan development is underway with the help of Kelly Kavanaugh and will be presented at the next Board meeting.

4) PRESCHOOL PROMISE NON-DISCRIMINATION POLICY
Chas Kidwell reviewed the proposed Preschool Promise Non-Discrimination Policy.
Jane McGee-Rafal motioned for the approval of the Preschool Promise Non-Discrimination Policy.
Michelle Riley seconded the motion. All in favor; none opposed; motion passed.

Attachments: Non-Discrimination Policy
5) **OVERVIEW OF BUDGET & NEXT STEPS WITH FINANCE COMMITTEE**
Robyn gave a brief description of budget planning for the upcoming year. A new draft will be presented to the board at an upcoming meeting. A Finance Committee will be created with Michelle Riley, Treasurer.
Attachment: Draft budget overview

6) **TUITION ASSISTANCE TABLE**
Robyn Lightcap presented the proposed Tuition Assistance tables for Preschool Promise for the 2017-18 school year. Additional tables for families extending to full day or on publicly funded child care over 130% will be on Tables 1a and Tables 2a.
Michelle Riley motioned for the approval of the Preschool Promise Tuition Assistance table. Anissa Lumpkin seconded the motion. All in favor; none opposed; motion passed.
Attachment: Tuition Assistance Table

7) **PROVIDER APPLICATION AND PARENT AGREEMENT**
Ashley Marshall presented the provider application and parent agreement. Ashley guided the board through the application process for parents.
Jane McGee Rafal motioned for the approval of the Preschool Promise Parent Application and Parent Agreement documents with the formatting changes that are forthcoming. Clay Dixon seconded the motion. All in favor; none opposed; motion passed.
Attachment: Provider application, parent agreement

8) **MEETING ADJOURNED**
Meeting was adjourned at 1:09 p.m. by Debbie Feldman.
Debbie Feldman asked for a motion to adjourn the meeting. Clay Dixon seconded the motion. All in favor; none opposed; motion passed.

Next Meeting:
Tuesday, February 14 from 12:30 p.m. – 2:30 p.m. (note new start and end time), Regional Center, 4801 Springfield Street
Topics: Marketing Plan and next steps
1) CALL TO ORDER
Meeting was called to order at 1:34 p.m. by Debbie Feldman.

2) APPROVAL OF MINUTES FROM FEBRUARY 1st, 2017 MEETING
Board reviewed minutes from meeting held on February 1st. Jane McGee-Rafal motioned for approval. Clay Dixon seconded the motion. All in favor; none opposed; motion passed.

3) EXECUTIVE DIRECTOR REPORT
Robyn updated the board on two upcoming Requests for Proposals: one for a field campaign that would be reviewed at today’s meeting and one for a paid media buy. Preschool providers are applying to participate in Preschool Promise with the deadline of February 24. Preschool Promise is working with 4C for Children on defining their scope of work for the quality coaching and parent eligibility pieces

4) UPDATE TO TUITION ASSISTANCE POLICY
Robyn explained the proposed policy addendum to the Tuition Assistance table that was approved at a previous Board meeting. This policy addresses how Preschool Promise would handle a family’s loss of Publicly Funded Child Care. This policy ensures that families are given a grace period to figure out their financial situation before being completely removed from tuition assistance.
Jane McGee-Rafal motioned for approval. Michelle Riley seconded the motion. All in favor; none opposed; motion passed.
Handout: Loss of PFCC Policy
5) OVERVIEW OF PRESCHOOL PROMISE MARKETING PLAN
Charmaine provided a brief overview of previous marketing strategies implemented by Preschool Promise and what the marketing team has learned for the future. Charmaine also presented the marketing plan for the upcoming year; thanks to Kelly Kavanaugh for volunteering her expertise to help develop the plan.
Attachments: Marketing Plan Review

6) FIELD CAMPAIGN RFP
Charmaine presented the final copy of a RFP requesting a field campaign to help Preschool Promise educate the community about Preschool Promise. This group will be encouraged to build the relationship between Preschool Promise and community members.
Jane McGee-Rafal motioned to accept Field Campaign RFP and approve, Michelle Riley seconded the motion. All in favor; none opposed; motion passed.
Attachment: Preschool Promise Field Campaign RFP

7) MEETING ADJOURNED
Meeting was adjourned at 1:34 p.m. by Debbie Feldman
Debbie Feldman asked for a motion to adjourn the meeting. Clay Dixon seconded the motion. All in favor; none opposed; motion passed.

Next Meeting:
Thursday, March 2, 2017 from 12:00 p.m. – 2:00 p.m. Regional Center, 4801 Springfield Street
Topics: Budget for 2017-18 school year; Financial Operational Policies and Procedures
1) CALL TO ORDER
Meeting was called to order at 12:15 p.m. by Debbie Feldman.

2) APPROVAL OF MINUTES FROM FEBRUARY 14, 2017 MEETING
Board reviewed minutes from meeting held on February 14th. Jane McGee-Rafal motioned for approval. Anissa Lumpkin seconded the motion. All in favor; none opposed; motion passed.

3) EXECUTIVE DIRECTOR REPORT
Robyn explained that Preschool providers are still submitting applications for the upcoming year with the deadline of March 10th. Families will have an estimated 70 Preschool Promise partner sites to choose from in the Dayton and Kettering area. One positive note - Preschool Promise has 100% return rate from providers that participated in the initiative last year. The Marketing Plan is being implemented and two organizations responded to the Request for Proposal for the Field Team; their responses will be reviewed and the recommendation will be brought to the Board March 23. The parent application is in progress and will be ready for families by April 1.
4) PROPOSED PERFORMANCE MEASURES
Robyn provided a draft of Performance Measures that will be used to reflect the progress of Preschool Promise program to the community.
Attachment: Performance Measures to be Reported to the Community

5) WEBSITE VENDOR SELECTION UPDATE
Three vendors were selected as finalists for the website development and are being interviewed before the final selection. The initial contract for the website development will go through Learn to Earn Dayton as funding was allocated in the Demonstration budget for the 2016-17 school year. Robyn will share final decision with the board via email and at the next meeting.

6) BUDGET FOR FISCAL YEAR 2017
Robyn presented the proposed budget for the upcoming school year (January 2017-June 2018 school year) as well as the proposed budget for a Fiscal Year of January 1-December 31, also broken down by Kettering and Dayton.
Jane McGee-Rafal motioned to approve the Budget for FY 2017, Anissa Lumpkin seconded the motion. All in favor; none opposed; motion passed.
Attachment: January 2017-June 2018 Planning budget, Total Budget FY17, Kettering Budget FY17, and Dayton Budget FY17

7) FINANCIAL POLICIES
Robyn reviewed the financial policies with the board. The policies were revised so that the Director of Finance does not have signing authority on checks to ensure appropriate controls are in place.
Jane McGee-Rafal motioned to approve the Financial Policies with changes, Anissa Lumpkin seconded the motion. All in favor; none opposed; motion passed.
Attachment: Preschool Promise Board Financial Policies

8) CONTRACT FOR EVALUATION SERVICES WITH THE UNIVERSITY OF DAYTON BUSINESS RESEARCH GROUP
Robyn presented a proposed contract and Scope of Work with the University of Dayton Business Research Group for the 2017-18 school year for evaluation and data analysis. The details of their work are explained in the attachments.
Michelle Riley motioned for approval. Jane McGee-Rafal seconded the motion. All in favor; none opposed; motion passed.
Attachments: Contract for UD Business Research Group, Exhibit A Scope of Work, and Exhibit B Evaluation Summary

9) MEETING ADJOURNED
Meeting was adjourned at 1:14 p.m. by Debbie Feldman.
Debbie Feldman asked for a motion to adjourn the meeting. Anissa Lumpkin seconded the motion. All in favor; none opposed; motion passed.
Next Meeting:
Thursday, March 23, 2017 from 11:30 a.m.-1:30 p.m. at 4801 Springfield Street, Dayton, OH  45431
Potential Topics: Contract approvals for Marketing related work – Field Campaign and Paid Media; as well as the Coaching and Call Center/Eligibility through 4C for Children, RFP for Auditor
Vision: All Montgomery County children are ready for kindergarten and have the foundation needed for success in school and life.

Mission: Because Preschool is an important building block for a child’s success, we will promise every child in Montgomery County the opportunity to attend at least one year of affordable, high quality Preschool. That commitment requires providing tuition assistance to families and helping Preschools continuously improve the quality of their programs.

Goal: Increase the percentage of children in High Quality Preschool.

1) CALL TO ORDER
Meeting was called to order at 12:15p.m. by Debbie Feldman

2) APPROVAL OF MINUTES FROM MARCH 2, 2017 MEETING
Board reviewed minutes from meeting held on March 2nd. Jane McGee-Rafal motioned for approval. Anissa Lumpkin seconded the motion. All in favor; none opposed; motion passed.

3) EXECUTIVE DIRECTOR REPORT
Robyn explained that Preschool Promise will begin accepting parent applications on April 1st. Preschool Promise is still in negotiation with Dayton Public Schools contract.

4) AUDIT RFP
Preschool Promise worked with the City of Dayton Financial Team for clarity on proper financial procedures. An Audit RFP will be sent out on Monday, March 27th which will give Preschool Promise the opportunity to contract with an auditor.
5) PAID MEDIA LETTER OF AGREEMENT WITH THE OHLMAN GROUP
Preschool Promise received two responses for the paid media RFP. The Ohlman group was selected to help Preschool Promise with paid media for the 2017-2018 year.

6) 4C FOR CHILDREN CONTRACT FOR JULY 2017-2018

7) PARTICIPATING PROVIDERS FOR 2017-2018 SCHOOL YEAR
Preschool Promise providers have been selected. Richard Stock presented visual maps that displayed where participating sites were located and how many kids those sites would affect.

Next Meeting:
Monday, April 3, 2017 from 11:30 a.m.-1:30 p.m. at 4801 Springfield Street, Dayton, OH 45431
Potential Topics: Quality Stipend, Star Attendance, Field Campaign, Sample of Marketing Materials
1) **CALL TO ORDER**
Meeting was called to order at 12:10 p.m. by Debbie Feldman.

2) **APPROVAL OF MINUTES FROM MARCH 23, 2017 MEETING**
Board reviewed minutes from meeting held on March 23, 2017. Clay Dixon motioned for approval. Anissa Lumpkin seconded the motion. All in favor; none opposed; motion passed.

3) **EXECUTIVE DIRECTOR REPORT**
Robyn shared that the newly launched Finance Committee met right before the Board Meeting. Terri Chambers and Kevin Weckesser, both residents of the City of Dayton and professionals in the financial field, are the volunteers serving on the Committee. The Finance Committee approved the Accounting Practices and will meet quarterly. Robyn also shared two updates: 1) Parent Applications for Preschool Promise are now being accepted; and 2) Preschool Provider Orientation Sessions took place last week for participating providers to learn more details about next steps.
4) **INSURANCE**  
Chas Kidwell and Robyn Lightcap presented the proposal for Insurance from Marsh & McLennan and the Board is moving forward with the recommended coverage.

5) **CITY OF DAYTON CONTRACT**  
Robyn reviewed the contract between the City of Dayton and Preschool Promise for the funding of up to $4.3 million a year for eight years. This contract will be presented to the City of Dayton Commissioners for approval at the April 19, 6:00 p.m. meeting. Anissa motioned for approval; Clay Dixon seconded the motion. All in favor; none opposed; motion passed.

6) **MARKETING PLAN UPDATE**  
Charmaine Webster presented an overview of the marketing plan implementation, including the paid media campaign that is underway. Charmaine and Robyn also shared the new Field Campaign approach is to hire multiple part-time, seasonal contractors to spread the message of Preschool Promise. Preschool Promise will look for qualified individuals who know the City of Dayton well and can help spread the word to parents about Preschool Promise. The Scope of Work documents for the positions were presented, with the request for approval pending the addition of the contractual language. Michelle Riley motioned to approve; Clay Dixon seconded. All in favor; none opposed; motion passed.

7) **STAR ATTENDANCE PROGRAM**  
Robyn shared an overview of the proposed Star Attendance Program with the purpose of improving regular attendance at Preschool sites. The program would include a strong communications campaign and provide financial support to families of children attending Preschool at least 90% of their scheduled days. The final proposal will be presented at an upcoming board meeting for approval. The Board expressed support for the direction of the program and emphasized that this will be an entire Attendance Program, including communication to parents about the importance of regular attendance.

8) **ADJOURNMENT**  
Debbie Feldman called the meeting to adjournment about 1:15 p.m.

**Next Meeting:**  
Wednesday, May 3, 2017 from 12:00 p.m.-1:30 p.m. at 4801 Springfield Street, Dayton, OH 45431  
Potential Topics: Star Attendance, Auditor Contract
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<th>Chair:</th>
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<tr>
<td>Note Taker/Time Keeper:</td>
<td>Robyn Lightcap</td>
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<td>Members in Attendance:</td>
<td>☒ Clay Dixon</td>
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<tr>
<td></td>
<td>☒ Debbie Feldman</td>
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<td>☒ Jane McGee Rafal</td>
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<td>☒ Michelle Riley</td>
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<td>Members Expected Absent:</td>
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<td>Guests:</td>
<td>Chas Kidwell, Attorney</td>
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<tr>
<td>Vision:</td>
<td>All Montgomery County children are ready for kindergarten and have the foundation needed for success in school and life.</td>
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<tr>
<td>Mission:</td>
<td>Because Preschool is an important building block for a child’s success, we will promise every child in Montgomery County the opportunity to attend at least one year of affordable, high quality Preschool. That commitment requires providing tuition assistance to families and helping Preschools continuously improve the quality of their programs.</td>
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<tr>
<td>Goal:</td>
<td>Increase the percentage of children in High Quality Preschool.</td>
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1) **CALL TO ORDER**

   Meeting was called to order at 12:08 p.m. by Debbie Feldman.

2) **APPROVAL OF MINUTES FROM PREVIOUS MEETING**

   Board reviewed minutes from meeting held in April 2017. Clay Dixon motioned for approval. Anissa Lumpkin seconded the motion. All in favor; none opposed; motion passed.

3) **EXECUTIVE DIRECTOR REPORT**

   Robyn invited all to the upcoming June 8 Demonstration Celebration lunch event. Robyn also shared an update on the Champions events and the progress being made to hire Outreach Specialists to share Preschool Promise in the community. Robyn also shared feedback from teachers and the plans to create a more formal and systemic way for teachers to hear what Preschool Promise is and to provide suggestions and ideas.

4) **AUDITOR RECOMMENDATION**
Robyn presented the Board with the Auditor Recommendation to hire Flagel Huber Flagel & Co. to conduct the Audit for Preschool Promise beginning with FY2017. Anissa Lumpkin motioned for approval to sign the letter of agreement presented. Clay Dixon seconded the motion. All in favor; none opposed; motion passed.

5) ATTENDANCE CAMPAIGN/STAR ATTENDANCE PROGRAM
Robyn presented the Attendance Campaign concept and the new Star Attendance Program. Research has shown a correlation between students who attend at least 90% of the time and higher academic gains. This past year with the Preschool Promise Demonstration less than 50% of the children attended 90% of the time or more. An attendance campaign is being planned for the 2017-18 school year, as well as the pilot of the Star Attendance Program specifically for residents of the City of Dayton and the Dayton Public Schools as outlined in the materials. The group discussed the importance of communicating with parents about the value of on-time, every day attendance in many ways. Anissa motioned for approval of the agreement with Vantiv, the company that will issue the reloadable debit cards, subject to any changes as required by the City of Dayton agreement or otherwise negotiated in favor of Preschool Promise, Inc.; Jane McGee Rafal seconded the motion. All in favor; none opposed; motion passed.

6) CONSCIOUS DISCIPLINE TRAINING AGREEMENT
Robyn and Ashley presented the agreement for Conscious Discipline training for teachers to take place later in the summer. Conscious Discipline is the classroom management, social-emotional framework that has made a significant impact on improving classrooms during the Demonstration year. Clay Dixon motioned to approve; Jane McGee Rafal seconded. All in favor; none opposed; motion passed.

7) PROVIDER CONTRACT
Robyn and Ashley presented the proposed contract for Preschool Providers. Michelle Riley motioned to approve the Provider contract, subject to any changes as required by the City of Dayton agreement or otherwise negotiated in favor of Preschool Promise, Inc.; Jane McGee Rafal seconded. All in favor; none opposed; motion passed.

8) UPDATED PROVIDER HANDBOOK
Ashley walked the Board through the updated sections of the Provider Handbook which will be sent out with the Provider contract. Jane McGee Rafal motioned to approve; Anissa Lumpkin seconded. All in favor; none opposed; motion passed.

9) ADJOURNMENT
Debbie Feldman called the meeting to adjournment at 1:04 p.m.

Next Meeting:
Thursday, June 22, 2017 from 12:00 p.m.-1:30 p.m. at 4801 Springfield Street, Dayton, OH 45431
Potential Topics: Additional Contracts
### Chair:
Debbie Feldman

### Note Taker/Time Keeper:
Te’Jal Cartwright

### Members in Attendance:
- ☒ Clay Dixon
- ☒ Debbie Feldman
- ☒ Anissa Lumpkin
- □ Tasha Maye
- ☒ Jane McGee Rafal
- □ Michelle Riley

### Members Expected Absent:

### Guests:
Chas Kidwell, Attorney

### Vision:
All Montgomery County children are ready for kindergarten and have the foundation needed for success in school and life.

### Mission:
Because Preschool is an important building block for a child’s success, we will promise every child in Montgomery County the opportunity to attend at least one year of affordable, high quality Preschool. That commitment requires providing tuition assistance to families and helping Preschools continuously improve the quality of their programs.

### Goal:
Increase the percentage of children in High Quality Preschool.

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1) **CALL TO ORDER**
Meeting was called to order at 12:08 p.m. by Debbie Feldman.

2) **APPROVAL OF MINUTES FROM PREVIOUS MEETING**
Board reviewed minutes from meeting held in May 2017. *Debbie Feldman motioned for approval. Jane McGee Rafal seconded the motion. All in favor; none opposed; motion passed.*

3) **PRESCHOOL PROMISE IMPACT STORY**
The Preschool Promise staff presented a video which showed participating teachers commenting on the impact of Conscious Discipline training. The entire board and staff discussed the positive impact Conscious Discipline is making for teachers and students in the classroom.

4) **EXECUTIVE DIRECTOR REPORT**
Robyn shared that the Preschool Promise recruitment process is active. The Campaign Team has been working to get 4-year-olds enrolled in participating programs. Charmaine Webster updated the board on the status of the campaign team. Outreach Specialists are working diligently to
inform the public about Preschool Promise and the opportunities provided. The team has presented at multiple events, Preschool Promise Open Houses, and in neighborhoods. Preschool Promise should see an influx in applications in August as the school year begins.

5) **MIAMI VALLEY CHILD DEVELOPMENT CENTERS CONTRACT FOR QUALITY IMPROVEMENT**
Ashley explained how Preschool Promise will be contracting with Miami Valley Child Development Centers at an organizational level to improve quality in Preschool Promise classrooms. MVCDC is expected to serve approximately 350 of Preschool Promise 4-year-old students.

*Clay Dixon motioned for approval of the contract. Jane McGee Rafal seconded. All in favor; none opposed; motion passed.*

6) **METRIX CONTRACT FOR MAINTENANCE OF SUGAR CRM DATABASE**
Robyn explained the proposed contract between Preschool Promise and Metrix, the firm in Colorado that customized the Sugar CRM Database for Preschool Promise. Preschool Promise will contract with Metrix for the 2017-18 to provide ongoing maintenance and customization.

*Jane McGee Rafal motioned to approve; Anissa Lumpkin seconded. All in favor; none opposed; motion passed.*

7) **SPARKBOX WEBSITE DEVELOPMENT AGREEMENT**
Robyn shared the proposed contract with Sparkbox, the local City of Dayton website development firm, to create the Preschool Promise standalone website. The long term goal is to create an online application process for parents and to make the website mobile friendly since most parents access websites via smartphones. The first step is to build a new website that is easy to navigate for parents and providers.

*Anissa Lumpkin motioned for approval of agreement; Clay Dixon seconded. All in favor; none opposed; motion passed.*

8) **FORM AMENDMENT: NON-DISCRIMINATION/AFFIRMATIVE ACTION LANGUAGE UNDER THE CITY OF DAYTON AGREEMENT**
Robyn explained the Form Amendment document that will be given to all contractors working with Preschool Promise/within the City of Dayton. This language is a requirement under the City of Dayton contract and therefore current contracts need to be amended to include this form.

*Clay Dixon motioned for approval of the form amendment. Jane McGee Rafal seconded. All in favor; none opposed; motion passed.*

9) **KETTERING CITY SCHOOLS FUNDING AGREEMENT FOR 2017-18**
Robyn shared the contract with the Kettering City Schools that provides funding for the 2017-18 Preschool Promise school year in Kettering.

*Anissa Lumpkin motioned for approval of agreement; Jane Rafal McGee seconded. All in favor; none opposed; motion passed.*
10) QUALITY STIPEND OVERVIEW
Robyn and Ashley presented the Quality Stipend chart that shows the dollar amounts participating programs are eligible to earn. Quality Stipends must be requested through the assigned Coach and/or the Preschool Promise Director of Quality and must be used to achieve goals listed in the Continuous Improvement Plan.

Next Meeting:
Thursday, July 27, 2017 from 12:00 p.m.-1:30 p.m. at 4801 Springfield Street, Dayton, OH 45431
Potential Topics: 4C for Children visit, Quality Support Contracts, Personnel Agreement
1) CALL TO ORDER
Meeting was called to order at 12:08 pm by Debbie Feldman.

2) APPROVAL OF MINUTES FROM PREVIOUS MEETING
Board reviewed minutes from meeting held in June 2017. Jane McGee Rafal noted an error in the spelling of her last name. Clay Dixon motioned for approval with the correction. Anissa Lumpkin seconded the motion. All in favor; none opposed; motion passed.

3) PRESCHOOL PROMISE VIDEO
The Preschool Promise staff presented a video that highlights the impact of Preschool Promise during the 2016-17 Demonstration year.

4) EXECUTIVE DIRECTOR REPORT
Robyn introduced the two new staff members: 1) Natasha Harrell as the Administrative Assistant; and 2) Latoria Marcellus as the Director of Quality. A reminder was shared that Tuition
Assistance begins August 1st, 2017 and that enrollment counts will not be understood until the end of September/October given the enrollment process at Dayton Public Schools and Miami Valley Child Development Centers. Robyn also shared that the Preschool Promise Kick-Off was held at Top of the Market on July 26 with 125 people in attendance. Robyn also shared the Quarterly Report that is given to funders and the Preschool Promise Advisory Group Co-Chaired by Commissioner Lieberman and Mayor Whaley.

5) 4C FOR CHILDREN PRESENTATION
Vanessa Freytag, the President and CEO of 4C, shared an overview of the organization’s work in Cincinnati and the Miami Valley Region and their excitement about partnering with Preschool Promise to support programs with the quality coaching that is needed to really make a positive impact.

6) FINANCE COMMITTEE REPORT
Michelle shared that the Finance Committee met before the meeting and that there have not been large expenditures yet given the transition from Learn to Earn to Preschool Promise, and there will be more to report next quarter.

Jane McGee Rafal motioned to approve; Anissa Lumpkin seconded. All in favor; none opposed; motion passed.

7) QUALITY MENU
Latoria presented the Quality Menu of Services that Preschool Promise is offering its Preschool Providers. She gave an overview of the four categories within the Quality Menu of Services.

8) PERSONNEL AGREEMENT WITH THE MONTGOMERY COUNTY EDUCATIONAL SERVICE CENTER
Robyn and Chas presented the Personnel Agreement between Preschool Promise, Inc. and the Montgomery County Educational Service Center (ESC). This contract allows Preschool Promise, Inc. to lease employees from the ESC to run the day-to-day operations of Preschool Promise.

Jane McGee motioned for approval. Anissa Lumpkin seconded. All in favor; none opposed; motion passed.

9) DEVELOPMENTAL HEALTH CONSULTATION CONTRACT
Robyn shared an overview of the contract between Preschool Promise and the Developmental Health Consultant, John Kinsel. John is a recognized expert in the community on providing social-emotional coaching and advice to teachers who are learning to manage the classroom and adapt to each child’s needs. John will be available to all Preschool Promise sites and will come on site to provide coaching and advice.

Jane McGee motioned for approval. Michelle Riley seconded. All in favor; none opposed; motion passed.

10) CLASS TRAINING
Robyn presented the CLASS agreement that is with Kennedy Lynch to provide coaching and training on the CLASS (Classroom Assessment Scoring System) model developed by the
University of Virginia. CLASS provides a way to measure teacher-child interactions in the classroom.

Anissa Lumpkin motioned for approval of the form amendment. Jane McGee Rafal seconded. All in favor; none opposed; motion passed.

11) CREATIVE CURRICULUM TRAINING CONTRACT/PROPOSAL
Robyn shared the Creative Curriculum training proposal that will be offered this year.

12) BRIDGES OUT OF POVERTY
Robyn also shared the Bridges Out of Poverty training proposal that The Glen will provide for Preschool Promise programs this year.

13) CONSCIOUS DISCIPLINE
Robyn shared the contract for the 3-day Conscious Discipline training that will be offered: August 27, 201.

Clay Dixon motioned for approval. Anissa Lumpkin seconded. All in favor; none opposed; motion passed.

14) PROVIDER AGREEMENT TEMPLATE- outside city limits
Robyn shared the contract that will be used for any providers located outside the City of Dayton/Kettering who are Star Rated and want to accept tuition assistance on behalf of a City of Dayton resident. Providers who sign this agreement will be eligible only for Tuition Assistance and not for the Quality Support services offered to the sites located in Dayton.

Michelle Riley motioned for approval. Anissa Lumpkin seconded. All in favor; none opposed; motion passed. Clay Dixon abstained.

15) ANTICIPATED CONTRACTS OF APPROVAL TO BE APPROVED ELECTRONICALLY
Robyn provided a short explanation of contracts that are expected in August and may need to be approved over email before the next Board meeting, with official action on an approval at the next meeting.

a. Conscious Discipline Coaching (electronically)
b. Creative Curriculum Professional Learning Community
c. Business Professional Learning Community and Mock Visits to Programs for Step Up and Licensing, provided by CWCC, INC.

16) PARENT COMMUNICATION PLAN
Robyn provided a brief overview of the parent communications that are planned – a Welcome Packet, Monthly Postcards, and Facebook Live hosted by Te’Jal Cartwright.

17) MEETING ADJOURNED
Debbie Feldman called the meeting to adjournment at 1:15 p.m.

18) UPCOMING MEETINGS
Next meeting: August 24, 2017 at Noon
1) CALL TO ORDER
Meeting was called to order at 12:11 p.m. by Debbie Feldman.

2) APPROVAL OF MINUTES FROM PREVIOUS MEETING
Board reviewed minutes from meeting held in July 2017.
Clay Dixon motioned for approval. Anissa Lumpkin seconded the motion. All in favor; none opposed; motion passed.

3) EXECUTIVE DIRECTOR REPORT
Robyn shared a brief update on the kick-off events that took place at the end of July through August to give Preschool teachers and Directors an overview of the year ahead and the quality support options available. Robyn also shared that enrollment numbers have increased as expected and celebrated the programs that have earned Star Ratings.

4) CWCC, INC CONTRACT FOR BUSINESS PRACTICES PROFESSIONAL LEARNING COMMUNITY AND MOCK SITE VISITS
Robyn presented a contract for CWCC, Inc. to run a Business Practices nine-month program with providers to improve business systems and practices as they work to improve quality, as well as to offer mock Step Up and Licensing visits to interested providers.

Jane motioned for approval. Anissa Lumpkin seconded the motion. All in favor; none opposed; motion passed.

5) MONTGOMERY COUNTY FUNDING CONTRACT
The Board reviewed the Montgomery County contract for funding for the 2017-18 school year. The Board also discussed the possible need to add Professional Insurance coverage per the requirements in the County Contract. Robyn is working with Chas Kidwell and the County to determine what is necessary.

Michelle Riley motioned for approval of the contract and authorized Robyn to secure professional insurance if it is deemed necessary. Jane McGee Rafal seconded the motion. All in favor; none opposed; motion passed.

6) CONTRACT APPROVALS
Robyn presented the following agreements/contracts for approval and the Board motioned for approval for all at one time:
   a. City of Kettering Funding contract to fund Preschool Promise in the City of Kettering for the 2017-18 school year.
   b. Porter Wright letter of engagement for legal services.
   c. Communication Consultant agreement for Ellen Belcher.
   d. Creative Director/Designer Consultant agreement for Errin Siske.
   e. Boonshoft Exhibits-to-Go agreement.

Jane McGee Rafal motioned for approval. Anissa Lumpkin seconded the motion. All in favor; none opposed; motion passed.

7) ANTICIPATED CONTRACTS REQUESTED TO BE APPROVED ELECTRONICALLY
Robyn presented the possibility of contracts being sent to the Board for electronic approval related to Conscious Discipline training and Creative Curriculum training.

8) UPDATED PARENT COMMUNICATION PLANS
We know parent engagement and support at home is a critical piece of a child’s development during the Preschool years. Te’Jal Cartwright presented the updated parent communication plans including a welcome packet, monthly postcards, birthday cards for the child, and Facebook Live sessions featuring helpful tips for parents.

9) MEETING ADJOURNED
Debbie Feldman adjourned the meeting at approximately 1:05 p.m.

10) UPCOMING MEETINGS
Next meeting: September 14, 2017 at noon
Chair: Debbie Feldman
Note Taker/Time Keeper: Te’Jal Cartwright

Members in Attendance: ☒ Clay Dixon
☒ Debbie Feldman
☒ Anissa Lumpkin
☒ Tasha Maye
☒ Jane McGee Rafal
☒ Michelle Riley

Members Expected Absent:

Guests:

Vision: All Montgomery County children are ready for kindergarten and have the foundation needed for success in school and life.

Mission: Because Preschool is an important building block for a child’s success, we will promise every child in Montgomery County the opportunity to attend at least one year of affordable, high quality Preschool. That commitment requires providing tuition assistance to families and helping Preschools continuously improve the quality of their programs.

Goal: Increase the percentage of children in High Quality Preschool.

1) CALL TO ORDER
   Meeting was called to order at 12:15 p.m. by Debbie Feldman.

2) APPROVAL OF MINUTES FROM PREVIOUS MEETING
   Board reviewed minutes from meeting held in August 2017.
   Clay Dixon motioned for approval. Anissa Lumpkin seconded the motion. All in favor; none opposed; motion passed.

3) EXECUTIVE DIRECTOR REPORT
   Robyn provided an overview of the City of Learners Event at Bombeck Family Learning Center a high level update on enrollment, an update on the website development, and some comments on planning for the 2018-19 year.

4) REVISED BUDGET
   Robyn presented the revised budget that was recommended by the Finance committee. The most significant adjustment was shifting more funds to Tuition Assistance.
Jane motioned for approval. Clay Dixon seconded the motion. All in favor; none opposed; motion passed.

5) CREDIT CARD POLICY
The Board reviewed the Preschool Promise Credit Card Policy.
Jane McGee Rafal motioned for approval. Anissa Lumpkin seconded the motion. All in favor; none opposed; motion passed.

6) TRAVEL EXPENSE POLICY
Robyn presented the Travel and Expense Policy for approval.
Jane McGee Rafal motioned for approval. Anissa Lumpkin seconded the motion. All in favor; none opposed; motion passed.

7) CREATIVE CURRICULUM TRAINING PROPOSAL
Robyn presented the possibility of contracts being sent to the Board for electronic approval related to Conscious Discipline training and Creative Curriculum training.
Jane McGee Rafal motioned to approve. Anissa Lumpkin seconded the motion. All in favor; none opposed; motion passed.

8) UPDATE ON PARTICIPATING IN COACHING AND TRAINING
Latoria Marcellus presented an overview of current participation in the Professional Learning Community (PLC) and Core Trainings for Dayton and Kettering. There has been excellent participation to date in the voluntary once/month PLCs and the core trainings.

9) ANTICIPATED CONTRACTS REQUESTED TO BE APPROVED VIA EMAIL
Robyn mentioned that several contracts may be sent via email in October for approval such as:
   a. Creative Curriculum Coaching
   b. Conscious Discipline Coaching (UD)
   c. Extension of Outreach Specialists

10) MEETING ADJOURNED
Debbie Feldman adjourned the meeting at approximately 1:00 p.m.

11) UPCOMING MEETINGS
Next meeting: November 1, 2017 at noon. (The Board agreed to combine the previously scheduled October and November meetings into one meeting on November 1 at noon.)
1) CALL TO ORDER
Meeting was called to order at 12:06 p.m. by Anissa Lumpkin.

2) APPROVAL OF MINUTES FROM PREVIOUS MEETING
Board reviewed minutes from meeting held in September 2017.
Clay Dixon motioned for approval. Jane McGee-Rafal seconded the motion. All in favor; none opposed; motion passed.

3) EXECUTIVE DIRECTOR REPORT
Robyn and Natasha shared the new website that was developed by Sparkbox in Dayton and provides a clear menu and navigation for parents. The new site went live on November 1 – preschoolpromise.org.

4) RATIFICATION OF CONTRACTS SENT VIA EMAIL IN OCTOBER
Robyn gave an overview of Contracts A-F that were approved via email in October. These contracts included:
1) Montgomery County Contract Amendment
2) Conscious Discipline Contract
3) Amendment to MOU for the Outreach Specialist
4) Senior Outreach Specialist Hertia Mims
5) Senior Outreach Specialist Laura Lewis
6) Rental Agreement with Dayton Metro Library

Michelle Riley motioned for approval. Jane McGee-Rafal seconded the motion. All in favor; none opposed; motion passed.

5) AMENDMENT TO FINANCIAL PROCEDURES
Robyn shared the changes to the Financial Procedures that were approved by the Financial Committee. These changes clarify that Quarterly Financials will be presented to the Board for review and approval as a board agenda item. Monthly financials will be included in the board packet for review.
Clay Dixon motioned for approval. Jane McGee-Rafal seconded the motion. All in favor; none opposed; motion passed.

6) AMENDMENT TO 4C FOR CHILDREN CONTRACT
Robyn shared the amendment to the 4C contract due to a change in staff at 4C and the need to bring one staff person onto the Preschool Promise team to handle data input into the Sugar CRM database, reporting and analysis and tuition assistance payments for providers.
Jane McGee-Rafal motioned for approval. Michelle Riley seconded the motion. All in favor; none opposed; motion passed.

7) PARENT AMBASSADOR MOU
Robyn presented the description of the Parent Ambassador role and the MOU that would be signed by the Parent Ambassador.
Jane McGee-Rafal motioned to approve. Anissa Lumpkin seconded the motion. All in favor; none opposed; motion passed.

8) CREATIVE CURRICULUM CONTRACT
Robyn presented the Creative Curriculum Contract. Latoria explained the purpose of the work on Creative Curriculum is to help providers learn to implement curriculum to fidelity.
Jane McGee-Rafal motioned to approve. Clay Dixon seconded the motion. All in favor; none opposed; motion passed.

9) EQUITY PROFESSIONAL LEARNING COMMUNITY CONTRACT WITH UNIVERSITY OF DAYTON
Latoria presented the new Professional Learning Community that will be done in partnership with Dr. McIntosh at the University of Dayton, focused on helping teachers to be culturally responsive to ensure all children are receiving instruction that will help them be fully ready for kindergarten.
Michelle Riley motioned to approve. Jane McGee-Rafal seconded the motion. All in favor; none opposed; motion passed.

10) DAYTON PUBLIC SCHOOLS
Robyn shared the proposed contract with Dayton Public Schools to serve 450-500 four year olds in a new five day a week, full day Preschool (instead of four days a week as they have done in previous years).
Jane McGee-Rafal motioned to approve. Michelle Riley seconded the motion. All in favor; none opposed; motion passed.

11) SPARKBOX CONTRACT TO DESIGN ONLINE APPLICATION PROCESS
Robyn shared the Phase One proposal to design the process/flow to build an online application process for parents on the new website platform. During Phase One, Sparkbox will map out the process and create a detailed requirements document; in Phase Two Sparkbox will provide a detailed cost estimate and proposed contract for building the online application program.
Clay Dixon motioned to approve. Anissa Lumpkin seconded the motion. All in favor; none opposed; motion passed.

12) FINDINGS FROM THE 2016-17 DEMONSTRATION YEAR
Robyn, Dr. Mary Fuhs and Dr. Richard Stock from the University of Dayton shared a PowerPoint with data and learnings from the 2016-17 Demonstration year. A written report will be available by the end of the year.

13) ENROLLMENT ESTIMATES FOR THE 2017-18 YEAR
Robyn shared an overview of how many children are being impacted by Preschool Promise in the 2017-18 school year and the estimates on where children are. Richard explained the estimates on participation compared to census data and highlighted the lack of capacity and participation in Northeast and Southeast Dayton.

14) ADJOURN
Anissa Lumpkin adjourned the meeting at 1:50 p.m.
Chair: Debbie Feldman
Note Taker/Time Keeper: Natasha Harrell
Members in Attendance: ☒ Clay Dixon
☒ Debbie Feldman
☒ Anissa Lumpkin
☒ Tasha Maye
☒ Jane McGee-Rafal
☒ Michelle Riley

Members Expected Absent:

Guests:

Vision: All Montgomery County children are ready for kindergarten and have the foundation needed for success in school and life.

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Goal: Increase the percentage of children in High Quality Preschool.

1) CALL TO ORDER
Meeting was called to order at 12:00 p.m. by Debbie Feldman.

2) APPROVAL OF MINUTES FROM PREVIOUS MEETING
Board reviewed minutes from meeting held in November 2017.
Jane McGee-Rafal motioned for approval. Anissa Lumpkin seconded the motion. All in favor; none opposed; motion passed.

3) EXECUTIVE DIRECTOR REPORT
Robyn invited the Board to the Preschool Promise teacher Holiday party. Robyn shared feedback from the Parent focus Groups and talked about the need to explore different ways of communicating with parents about kindergarten readiness. Robyn also shared that over 500 families are now signed up for the Star Attendance program and we are excited to engage parents on building strong attendance habits. The board also celebrated two programs.
increasing Star Ratings – The Learning Tree in Kettering just earned a 5-Star and Kiddie Kampus in Dayton a 1-Star.

4) **PARENT IMPACT STORY**
Robyn showed a short video testimony of a parent participating in Preschool Promise this year. The parent described the impact Preschool Promise has had on allowing her to send her son to a 5-Star program.

5) **STRATEGY DISCUSSION**
Robyn led a discussion about strategies to achieve the long-term goal of increasing the percentage of children attending high quality Preschool by the 2024-25 school year. Two overarching strategies, Improving Preschool Quality and Supporting Families were described in more detail. Robyn shared an overview of the potential changes for the 2018-2019 year related to Tuition Assistance, Star Rating deadlines, Quality Stipends, and Teacher stipends. The final recommendations for changes to the 2018-19 school year will be presented at the January 18 board meeting for approval before Provider applications open on January 22.

6) **SEPTEMBER 30 QUARTERLY FINANCIALS REVIEW**
Michelle Riley presented the quarterly financials for approval by the board. *Anissa Lumpkin motioned for approval. Jane McGee-Rafal seconded the motion. All in favor; none opposed; motion passed.*

7) **PROPOSAL FISCAL YEAR 2018 BUDGET**
Michelle presented the proposed budget for Fiscal Year 201 that was reviewed by the Finance Committee. *Jane McGee-Rafal motioned to approve. Anissa Lumpkin seconded the motion. All in favor; none opposed; motion passed.*

8) **EDUCATION**
Robyn shared there will need to be an email vote before the end of the year for the second phase of the Sparkbox online application development. Ashley shared an overview of the progress and that the goal will be to simplify the application process for parents and have an online application available by March 1, 2018.

9) **ADJOURN**
*Debbie Feldman adjourned the meeting at 1:00 pm*