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 January 18, 2018.
Jane McGee-Rafal motioned for approval. Anissa Lumpkin seconded the motion. All in favor; none opposed; motion passed.

3) EXECUTIVE DIRECTOR REPORT
Robyn updated the Board on centers that have improved their Star Ratings, shared that we are working on the new online application process with families, and described the upcoming information sessions for Providers to learn about the 2018-19 school year application requirements.
4) PROVIDER HANDBOOK & TABLES
Robyn gave an overview of the TA table and changes for 2018-2019 year. The eligibility requirements for participating Preschool Promise providers were reviewed. Latoria gave an overview of the changes that are being made to coaching.
*Jane McGee-Rafal motioned for approval. Anissa Lumpkin seconded the motion. All in favor; none opposed; motion passed.*

5) SUGAR CRM SOFTWARE AGREEMENT
Ashley gave an overview of the Sugar CRM Agreement which is the database used to house family information.
*Anissa Lumpkin motioned for approval. Jane McGee-Rafal seconded the motion. All in favor; none opposed; motion passed.*

6) AMENDMENT TO 4C CONTRACT
Ashley gave an overview of the amendments that have been made to the contract between Preschool Promise and 4C. Preschool Promise will be moving the application process in-house. 4C is also running a cohort to help teachers earn their Child Development Associate (CDA).
*Anissa Lumpkin motioned to approve. Jane McGee-Rafal seconded the motion. All in favor; none opposed; motion passed.*

7) ADJOURN
*Debbie Feldman adjourned the meeting at 1:00 pm*
1) CALL TO ORDER
Meeting was called to order at 12:10 p.m. by Debbie Feldman.

2) APPROVAL OF MINUTES FROM PREVIOUS MEETING
Board reviewed minutes from meeting held January 18, 2018. 
Anissa Lumpkin motioned for approval. Michelle Riley seconded the motion. All in favor; none opposed; motion passed.

3) EXECUTIVE DIRECTOR REPORT
Robyn shared that the team has been working hard to get providers on board for the 2018-19 school year and to get the online application for families finished. Ashley Marshall has taken the lead role on both efforts and has done a great job – we have over 75 sites for next year, with about 10 new providers in Dayton, mostly unrated child care sites. Ashley anticipates the online application for families being ready by mid-March.
4) **FISCAL YEAR 2017 FINANCIALS**  
Michelle Riley gave an overview of the Fiscal Year 2017 Financials that were reviewed by the Finance Committee. We finished the year under budget without anything too significant to note; she highlighted that the two areas that were significantly under will likely be spent in the first half of 2018.  
*Anissa Lumpkin motioned for approval. Debbie Feldman seconded the motion. All in favor; none opposed; motion passed.*

5) **PROVIDER AGREEMENTS FOR THE 2018-19 SCHOOL YEAR**  
Ashley gave an overview of the contracts with Preschool Providers for the 2018-19 school year.  
*Michelle Riley motioned for approval. Anissa Lumpkin seconded the motion. All in favor; none opposed; motion passed.*

6) **DATAYARD AGREEMENT**  
Ashley gave an overview of the DataYard Agreement that provides the secure web hosting services for our new online application.  
*Anissa Lumpkin motioned to approve. Michelle Riley seconded the motion. All in favor; none opposed; motion passed.*

7) **READY4K AGREEMENT**  
Robyn and Te’Jal gave an overview of the Ready4K service that will send three texts a week to parents who opt-in during the application process. These texts will provide simple and helpful ideas for what parents can do to help their children prepare for kindergarten. We will also be able to send up to four custom texts a month via this service to our parents.  
*Michelle Riley motioned to approve. Anissa Lumpkin seconded the motion. All in favor; none opposed; motion passed.*

8) **KRA & ATTENDANCE DATA**  
Dr. Richard Stock and Dr. Mary Fuhs presented preliminary data about attendance for the 2017-18 school year, showing an initial positive impact for children on Star Attendance. Dr. Fuhs shared data about the positive correlation between higher attendance and higher KRA scores from the 2016-17 Demonstration Year data.

9) **MARKETING UPDATE**  
Charmaine Webster presented an updated Marketing/Outreach plan for the 2018 year. She is hiring outreach specialists and will be doing an intensive week of training in preparation for kicking off recruitment in March. The Canvass for Kids day will be Saturday, April 14.

10) **OUTREACH SPECIALISTS AGREEMENTS**  
Charmaine explained the Outreach Specialist role and presented the contract for approval for their part-time contract work from March through the summer.  
*Anissa Lumpkin motioned to approve. Michelle Riley seconded the motion. All in favor; none opposed; motion passed.*

11) **ADJOURN**  
*Debbie Feldman adjourned the meeting at 1:30 p.m.*
Board of Trustees Meeting MINUTES  
March 29, 2018  
12:00-1:30 p.m.  
4801 Springfield Street, Dayton, OH 45431

Chair: Debbie Feldman  
Note Taker/Time Keeper: Ashley Marshall  

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

| Members Expected Absent: |
| Guests: | Ariel Walker, Charmaine Webster, Ashley Marshall, Kelly Berlin, Latoria Marcellus |

| 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 12:07 p.m. by Debbie Feldman.

2) **APPROVAL OF MINUTES FROM PREVIOUS MEETING**  
Board reviewed minutes from meeting held February 22, 2018.  
*Michelle Riley motioned for approval. Jane McGee-Rafal seconded the motion. All in favor; none opposed; motion passed.*

3) **EXECUTIVE DIRECTOR REPORT**  
Ashley shared that the online application opened on March 8th and approximately 75% of parents are completing the application online and the team is working through how to help parents upload the required documents. She also shared that Preschool Promise is looking for volunteers for Canvass for Kids Day on April 14.

4) **MY TEACHSTONE CLASS LICENSES**
Latoria gave an overview of the My Teachstone platform to be used for teacher professional development. 
Jane McGee-Rafal motioned for approval. Michelle Riley seconded the motion. All in favor; none opposed; motion passed.

5) YCATS CONTRACT FOR BEHAVIORAL HEALTH CONSULTING 
Latoria gave an overview of the YCATS contract that provides behavioral health consulting services on an as needed basis (contract for 20 hours per week). 
Jane McGee-Rafal motioned for approval. Anissa Lumpkin seconded the motion. All in favor; none opposed; motion passed.

6) CONSCIOUS DISCIPLINE – LOVING GUIDANCE CONTRACT FOR TRAINING 
Latoria gave an overview of the Conscious Discipline training being offered to Preschool Promise providers. The training will be offered to 160 providers and staff members. 
Michelle Riley motioned to approve. Anissa Lumpkin seconded the motion. All in favor; none opposed; motion passed.

7) SPARKBOX MAINTENANCE CONTRACT FOR WEBSITE AND ONLINE APPLICATION 
Ashley gave an overview of the Sparkbox agreement that provides maintenance for the Preschool Promise website as needed. 
Michelle Riley motioned to approve. Anissa Lumpkin seconded the motion. All in favor; none opposed; motion passed.

8) ADJOURN 
Debbie Feldman adjourned the meeting at 12:30 p.m.
### Board of Trustees Meeting MINUTES
May 30, 2018
12:00-1:30 p.m.
4801 Springfield Street, Dayton, OH 45431

<table>
<thead>
<tr>
<th>Chair:</th>
<th>Anissa Lumpkin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note Taker/Time Keeper:</td>
<td>Robyn Lightcap</td>
</tr>
</tbody>
</table>

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

#### Members Expected Absent:
- Chris McCaskey, Alicia Manning from Flagel Huber Flagel

#### Guests:
- Chris McCaskey, Alicia Manning from Flagel Huber Flagel

#### 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 12:03 p.m. by Anissa Lumpkin.

2) **APPROVAL OF MINUTES FROM PREVIOUS MEETING**
Board reviewed minutes from meeting held March 29, 2018.
*Clay Dixon motioned for approval. Jane McGee-Rafal seconded the motion. All in favor; none opposed; motion passed.*

3) **EXECUTIVE DIRECTOR REPORT**
Te’Jal Cartwright showed the new video highlighting the impact of Preschool Promise over the past year; the video is available on the website. Te’Jal also shared the progress that the Outreach team has made in reaching families and helping get more children signed up earlier in the year as compared to last year.

4) **FINANCIAL REPORT**
The auditors from Flagel Huber Flagel, Chris McCaskey and Alicia Manning, visited to review the Audit Report. The management letter was shared that explained there were no significant findings in the first Fiscal Year of operation for Preschool Promise, Inc. The Auditor Report
highlighted a few suggestions and the staff explained that action has already been taken to implement those suggestions.

Michelle Riley and Marie Giffen presented the first quarter 2018 Financials that were reviewed by the Finance Committee and were ready for review and approval by the board.

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

5) **REVISED BOARD FINANCIAL POLICIES & PROCEDURES**

As a follow-up on recommendations included in the Auditor’s Report, Robyn Lightcap and Michelle Riley shared the recommended changes to the board Financial Policies and procedures, including a modification to allow contracts under $10,000 to be approved by the Executive Director, establishing formal procedures in case of extended absences by key staff, and establishing formal procedures for the review of the Executive Director’s credit card statements. Edits were discussed to clarify that the Board Chair would designate the signing authority in case of absence with the Executive Director.

*Anissa Lumpkin motioned for approval including the edits discussed at the meeting. Jane McGee-Rafal seconded the motion. All in favor; none opposed; motion passed.*

6) **INSURANCE RENEWAL**

Robyn shared the renewal of the insurance for Preschool Promise, Inc. Robyn shared that she is following up with the insurance company to ensure timing that allows the board to approve the renewal before a signature is required.

*Jane McGee-Rafal motioned to approve. Michelle Riley seconded the motion. All in favor; none opposed; motion passed.*

7) **CWCC, INC. JUMPSTART**

Robyn shared the Jumpstart contract with CWCC, Inc. CWCC, Inc. is a private childcare provider headquartered in Centerville that operates multiple 5-Star programs. This new Jumpstart program will support Preschool Promise providers working on their first Star Rating by helping them prepare to apply for the 1-Star Rating by November 1, 2018.

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

8) **CWCC, INC. BUSINESS PRACTICES**

Robyn shared the CWCC, Inc. contract to continue with the Business Practices Professional Learning Community (PLC) in the 2018-19 school year. The Business Practices PLC was very successful during the 2017-18 school year in helping providers understand important policies and procedures that need to be in place to increase and maintain higher levels of quality in their programs.

*Jane McGee-Rafal motioned to approve. Michelle Riley seconded the motion. All in favor; none opposed; motion passed.*
9) UD BUSINESS RESEARCH GROUP
Robyn shared the UD Business Research Group contract renewal for the 2018-19 school year to continue to have data analysis and evaluation conducted by Dr. Richard Stock and Dr. Mary Fuhs.
Clay Dixon motioned to approve. Anissa Lumpkin seconded the motion. All in favor; none opposed; motion passed.

10) SOCIAL & EMOTIONAL PLC WITH JOHN KINSEL
Robyn presented the contract to continue the Social Emotional PLC work with John Kinsel, the expert in Conscious Discipline and mental health. John will support the Conscious Discipline PLCs for the 2018-19 school year.
Anissa Lumpkin motioned to approve. Jane McGee-Rafal seconded the motion. All in favor; none opposed; motion passed.

11) TEACHSTONE ON-SITE TRAINING AGREEMENT
Robyn shared the Teachstone contract to provide on-site training to coaches.
Anissa Lumpkin motioned to approve. Clay Dixon seconded the motion. All in favor; none opposed; motion passed.

12) 4C FOR CHILDREN CONTRACT
Robyn and Ashley Marshall presented the 4C for Children contract for the 2018-19 school year. 4C will provide coaching to childcare providers, and conduct the CLASS assessment for Preschool classrooms.
Clay Dixon motioned to approve. Jane McGee-Rafal seconded the motion. All in favor; none opposed; motion passed.

13) KINDERGARTEN TRANSITIONS PROJECT
Robyn presented an opportunity to partner with The Ohio State University to participate in a “Kindergarten Transitions Project” to study the impact of certain practices in helping families and children prepare for the transition into kindergarten. The Ohio State University will be providing resources to work with selected classrooms to help teachers and families with kindergarten transition practices. The board discussed the positive potential learnings from participating in this study and emphasized the importance of confidentiality and appropriate data sharing agreements.

14) THE PRESIDENTIAL BANQUET CENTER FOR CD1 TRAINING
Robyn shared the contract to rent space for the Conscious Discipline week-long training taking place at the end of July.
Jane McGee-Rafal motioned to approve. Clay Dixon seconded the motion. All in favor; none opposed; motion passed.

15) SINCLAIR ASSOCIATE SCHOLARSHIP FUND
Robyn shared that the team has been working with Sinclair Community College to develop two new cohorts with evening and weekend classes to allow teachers to earn their Associate degree in Early Childhood Education. There has been a significant shortage in qualified teachers in our community and around the state, so the goal is to help more teachers pursue their degree while
also being employed. Two information meetings were held in May with 80 people expressing interest. Robyn explained that Preschool Promise would be setting up a Scholarship Fund through Sinclair’s Bursar office for Preschool Promise teachers who maintain good standing with Sinclair and are currently employed in a Preschool Promise classroom. Robyn requested approval to proceed with setting up this scholarship fund.

*Clay Dixon motioned to approve. Anissa Lumpkin seconded the motion. All in favor; none opposed; motion passed.*

16) MIAMI VALLEY CHILD DEVELOPMENT CENTERS CONTRACT
Ashley presented the contract with Miami Valley Child Development Centers for the 2018-19 school year to allow MVCDC to hire staff to provide extra coaching to Preschool Promise classrooms, using their quality stipend funds.

*Jane McGee-Rafal motioned to approve. Clay Dixon seconded the motion. All in favor; none opposed; motion passed*

17) PROFESSIONAL REGISTRY AND CONSCIOUS DISCIPLINE TRAINING
Robyn shared the contract with Joni Spencer to help set up the Conscious Discipline training for the end of July and ensure registration with Ohio’s Step Up To Quality approval process.

*Clay Dixon motioned to approve. Jane McGee-Rafal seconded the motion. All in favor; none opposed; motion passed*

18) ADJOURN

*Anissa Lumpkin adjourned the meeting at 1:21 p.m.*
1) CALL TO ORDER
Meeting was called to order at 12:05 p.m. by Debbie Feldman.

2) APPROVAL OF MINUTES FROM PREVIOUS MEETING
Board reviewed minutes from meeting held May 30, 2018.

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

3) EXECUTIVE DIRECTOR REPORT
   • Robyn Lightcap introduced Barbara Elrod as the new Administrative Assistant.
   • The staff shared a video highlighting provider stories from the 2017-2018 year as well as updating the Board on the application process and upcoming Conscious Discipline Institute scheduled for July 30-August 1, 2018.
   • Robyn Lightcap shared the passage of the Montgomery County Commissioners approving additional funding through a sales tax. The additional funding will provide the opportunity for Preschool Promise to expand throughout the county. Detailed recommendations for the expansion will be presented to Montgomery County Commissioners and the Preschool Promise Board later this year.
4) APPROVAL OF THE DAYTON PUBLIC SCHOOLS 2018-2019 CONTRACT
Robyn Lightcap and Ashley Marshall presented the contract with Dayton Public Schools to partner with the Preschool Promise program for the 2018-2019 school year. The contract outlines the specific expansion of three (3) additional classes adding 50 to 60 students. *Clay Dixon motioned to approve. Jane McGee Rafal seconded the motion. All in favor; none opposed; motion passed*

5) DISCUSSION
- Robyn Lightcap shared the draft for the Preschool Promise Scholarship Fund Overview for Sinclair’s Associate in Early Childhood Education. This cohort begins in August of 2018 and is designed for Preschool Promise site staff members to complete their Child Development Associate (CDA) and Associate Degree.
- Preschool Promise is presenting six (6) Kick-Off Events this year throughout July and August. The events are designed to communicate to our sites and their staff:
  - Upcoming training opportunities services and resources available to them for the 2018-2019 school year (the Quality Menu of Services was shared);
  - Updates on media and outreach programs that are working to expand their programs;
  - Explanation of the outcomes through the evaluation elements and how it can make improvements in their classrooms;
  - Administrative reporting, documents, deadlines, along with advantage of creating good attendance patterns with students through the Star Attendance program.
- Charmaine Webster (Director of Marketing) highlighted the progress made by the Outreach Specialists and showed the increase in the number of applications received at this time last year. She shared a success story of reaching families in East Dayton by partnering with a food bank.
- Robyn Lightcap explained that we would be terminating the contract with Vantiv (the vendor for the Debit Card program) for the Star Attendance program. There have been implementation issues this past year and the staff recommends a different vendor to improve customer service.
- The Board discussed and agreed to have a full day retreat on November 1, 2018.

6) ADJOURN
*Debbie Feldman adjourned the meeting at 1:25 p.m.*
1) CALL TO ORDER
Meeting was called to order at 12:05 p.m. by Anissa Lumpkin.

2) APPROVAL OF MINUTES FROM PREVIOUS MEETING
Board reviewed minutes from meeting held June 28, 2018.

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

3) EXECUTIVE DIRECTOR REPORT
   - Ashley Marshall shared that we have 900 applications completed and in process for the upcoming school year. This number will grow with the addition of Dayton Public Schools and MVCDC applications that will be received in September. She also stated that the Star Attendance program is a focus this year to help increase student attendance.
   - Robyn Lightcap shared that approximately 100 provider staff members participated in recent Kick-Off Events. Additional events are scheduled in August for Dayton Public Schools, Kettering City Schools and Miami Valley Child Development Centers. We will continue to follow up with the providers who did not attend.
• Robyn Lightcap shared that the CD1 Institute held July 29-August 3 was a success with 140 participants. Next steps will be taken to support teachers and directors to implement the learnings in the classroom.

4) APPROVAL OF THE CONSCIOUS DISCIPLINE COACHING CONTRACT
Robyn Lightcap presented the coaching contract with Susan Hampel through the University of Dayton for the 2018-2019 school year in the amount of $65,301.00. The contract will provide coaching and technical support for the implementation of Conscious Discipline in Preschools that are part of Preschool Promise.

   Jane McGee-Rafal motioned to approve. Clay Dixon seconded the motion.
   All in favor; none opposed; motion passed.

5) APPROVAL OF A CONTRACT WITH FICENTIVE, INC.
Robyn Lightcap and Ashley Marshall presented the FiCentive, Inc. contract to distribute the prepaid debit cards for the Star Attendance program.

   Jane McGee-Rafal motioned to approve. Clay Dixon seconded the motion.
   All in favor; none opposed; motion passed.

6) APPROVAL OF A CONTRACT/ORDERS WITH TEACHING STRATEGIES, LLC
Robyn Lightcap presented the Teaching Strategies contracts/orders for several professional development sessions (Professional Learning Community for Creative Curriculum, Coaching for Creative Curriculum and two-day training on Creative Curriculum) for Preschool Promise providers and their staff at a total cost of $16,647.50.

   Clay Dixon motioned to approve. Jane McGee-Rafal seconded the motion.
   All in favor; none opposed; motion passed.

7) DISCUSSION
• Robyn Lightcap shared an update on the Sinclair College’s Associate in Early Childhood Education Cohort. There is a total of eight Preschool Promise applicants that have completed necessary enrollment, testing, and financial aid requirements to begin classes at the end of August. Robyn shared that although the initial interest was very high, most teachers have had many difficulties in being able to complete enrollment and begin classes. Further communications will be done to gauge interest in beginning another cohort in January.

• Robyn Lightcap shared the changes in the Board meetings: October 25, 2018 meeting is cancelled due to the Board Retreat on November 1, 2018; the November 28, 2018 and December 20, 2018 meetings will be combined into one meeting on December 7, 2018.

• Robyn Lightcap presented two upcoming events: Thursday, September 27: Vote for Ohio’s Kids Groundwork Ohio Event in Columbus; and Thursday, October 18 in the evening: No Small Matter film screening at THE NEON.

8) ADJOURN
   Anissa Lumpkin adjourned the meeting at 12:40 p.m.
Chair: Anissa Lumpkin
Note Taker/Time Keeper: Barbara Elrod

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

Members Expected Absent: Debbie Feldman, Michelle Riley

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 Anissa Lumpkin.

2) APPROVAL OF MINUTES FROM PREVIOUS MEETING
Board reviewed minutes from meeting held July 31, 2018.

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

3) EXECUTIVE DIRECTOR REPORT
- Te’Jal Cartwright presented an information video on Tend.ly. Tend.ly is an application that could increase parent and child engagement. Te’Jal further explained that she is conducting a pilot program with this for the 2018-2019 school year. There are twelve teachers that will be in the pilot and they are a mixture that represents our provider base. The goal of the pilot is to see if teachers and parents use the app and to evaluate the commitment needed by the teacher and provider.
- Robyn Lightcap and Te’Jal presented an audio testimonial from a Preschool Promise parent. The parent depicted the difference in her child before and after Preschool Promise. She expressed her appreciation for all the program has done for her child and her family.
• Charmaine Webster presented a recruitment and enrollment update depicting enrollment numbers above last year by month due to the work of the Outreach Team and the easier on-line application process. She said they are continuing to learn what works and what doesn’t. Charmaine also shared a small event that was held in Northeast Dayton and the positive response from people in attendance—they stressed the appreciation of Preschool Promise reaching out to their neighborhood.
• Robyn Lightcap shared Star Ratings advancements by our providers and celebrated Sweet As Honey earning a 5-Star.

4) APPROVAL OF THE MONTGOMERY COUNTY FUNDING CONTRACT
Robyn Lightcap presented the funding contract with Montgomery County to extend the current funding until the end of the year.

  Clay Dixon motioned to approve. Jane McGee-Rafal seconded the motion.
  All in favor; none opposed; motion passed.

5) APPROVAL OF A MOU WITH KENNEDY LYNCH
Robyn Lightcap presented a Memorandum of Understanding with Kennedy Lynch effective until July 31, 2019. Ms. Lynch will provide planning, preparation and facilitation of CLASS Professional Development for Preschool Promise provider’s staff members. The agreement shall not exceed $55,000.

  Jane McGee-Rafal motioned to approve. Clay Dixon seconded the motion.
  All in favor; none opposed; motion passed.

6) APPROVAL OF THE QUARTERLY FINANCIALS
Robyn Lightcap presented the quarterly financials for Preschool Promise as reviewed and discussed at the quarterly Finance Committee Meeting held on Tuesday, August 28, 2018.

  Jane McGee-Rafal motioned to approve. Clay Dixon seconded the motion.
  All in favor; none opposed; motion passed.

7) DISCUSSION

  • Robyn Lightcap shared an update on the upcoming Core Workshops and Professional Learning Communities. She shared the excitement over the Conscious Discipline PLCs due in large to the CD1 Institute that was held in July.
  • Robyn Lightcap also highlighted the Sinclair College’s Associate in Early Childhood Education Cohort. The classes started last week and 15 applicants are in the program. Work still needs to be done to see how to reach those who expressed an interest and did not follow through.

8) ADJOURN

  Anissa Lumpkin adjourned the meeting at 1:00 p.m.
1) **CALL TO ORDER**
Meeting was called to order at 12:20 p.m. by Debbie Feldman. Anissa Lumpkin arrived at 12:40 p.m.

2) **APPROVAL OF MINUTES FROM PREVIOUS MEETING**
Board reviewed minutes from meeting held August 30, 2018.

   Jane McGee-Rafal motioned for approval. Anissa Lumpkin seconded the motion.
   All in favor; none opposed; motion passed. (3-0)

3) **EXECUTIVE DIRECTOR REPORT**
   - Robyn Lightcap and Ashley Marshall shared the enrollment of 1,141 to day with 216 pending due to missing documentation.
   - Charmaine Webster shared the continued growth of the Outreach Team project and their success in small neighborhood functions.
   - Robyn Lightcap and Charmaine shared the struggles of ½ day spots are the hardest to fill and Robyn is working with our providers to find effective ways to combine federal funding with ours to make the most impact on families.
4) APPROVAL OF THE BOARD FINANCIAL PROCEDURES
Robyn Lightcap presented an update to the financial procedures.
  Jane McGee-Rafal motioned to approve. Anissa Lumpkin seconded the motion.
  All in favor; none opposed; motion passed. (3-0)

5) APPROVAL OF THE TAX FORM 990 – RETURN OF ORGANIZATION EXEMPT FROM INCOME TAX
Robyn Lightcap presented the 990 Tax Form for submission.
  Jane McGee-Rafal motioned to approve. Anissa Lumpkin seconded the motion.
  All in favor; none opposed; motion passed. (3-0)

6) APPROVAL OF A MOU WITH JONI SPENCER
Robyn Lightcap presented a Memorandum of Understanding with Joni Spencer for services relating to Ohio approved training.
  Anissa Lumpkin motioned to approve. Jane McGee-Rafal seconded the motion.
  All in favor; none opposed; motion passed. (3-0)

7) APPROVAL OF THE KETTERING CITY SCHOOL FUNDING CONTRACT
Robyn Lightcap presented the funding contract with Kettering City Schools.
  Anissa Lumpkin motioned to approve. Jane McGee-Rafal seconded the motion.
  All in favor; none opposed; motion passed. (3-0)

8) DISCUSSION
  • The review of the 2017-2018 Data will be postponed until the November 1st Board Retreat.
  • Robyn Lightcap shared the possibility of hosting an Appreciation Night for our teachers and other provider staff.
  • Robyn Lightcap shared upcoming events.

9) ADJOURN
  Debbie Feldman adjourned the meeting at 1:30 p.m.
Board of Trustees Meeting MINUTES
November 1, 2018
9:30 a.m. – 4:30 p.m.
SOITA Building: 1205 E. Fifth Street, Dayton, OH 45402

<table>
<thead>
<tr>
<th>Chair:</th>
<th>Debbie Feldman</th>
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<tbody>
<tr>
<td>Note Taker/Time Keeper:</td>
<td>Barbara Elrod</td>
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<tr>
<td>Members Expected to</td>
<td></td>
</tr>
<tr>
<td>Attend:</td>
<td>☒ PJ Brafford</td>
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<td></td>
<td>☒ Clay Dixon</td>
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<td>☒ Jane McGee-Rafal</td>
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<td>Members Expected Absent:</td>
<td>Michelle Riley</td>
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<tr>
<td>Guests:</td>
<td>Beth Whelley, Richard Stock, Mary Fuhs, Ellen Belcher</td>
</tr>
<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>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 9:37 a.m. by Debbie Feldman.

2.) APPROVAL OF MINUTES FROM PREVIOUS MEETING
Board reviewed minutes from the meeting held on September 26, 2018.

   Anissa Lumpkin motioned for approval. Jane McGee-Rafal seconded the motion.
   All in favor; none opposed; motion passed (4-0)

3.) EXECUTIVE DIRECTOR REPORT
Robyn presented dates for review for 2019. (February 21, April 24, June 24, August 28, October 30, December 12)

4.) APPROVAL OF A CONTRACT WITH FLAGEL HUBER FLEGEL
Robyn Lightcap presented a contract with Flagel Huber Flagel, Certified Public Accountants to conduct an audit of the financial statements as of December 31, 2018.

   Clay Dixon motioned for approval. Anissa Lumpkin seconded the motion.
   All in favor; none opposed; motion passed (4-0)

5.) RETREAT – WORK SESSION

Page 1 of 2
The board and the Preschool Promise staff participated in a review of current data, planning processes and implementation strategies for continued achievement facilitated by Beth Whelley. Also included was “The Great Disconnect” book discussion and review of the Annual Report draft.

6.) **ADJOURN**

*Debbie Feldman adjourned the meeting at 4:00 p.m.*
1.) CALL TO ORDER

Meeting was called to order at 12:05 p.m. by Anissa Lumpkin.

2.) APPROVAL OF MINUTES FROM PREVIOUS MEETING

Board reviewed minutes from the meeting held on November 1, 2018.

Jane McGee-Rafal motioned for approval. Michelle Riley seconded the motion.
All in favor; none opposed; motion passed (4-0)

3.) EXECUTIVE DIRECTOR REPORT

- Robyn Lightcap congratulated Debbye’s Darling Daycare & Learning Center and Pat’s Care Away From Home for earning their 1 Star Rating from the Ohio Job & Family Services. Preschool Promise along with 4C for Children and their coaches from CWCC, Inc. celebrated their achievements.
- Latoria Marcellus shared a Conscious Discipline moment from one of our providers. The teacher shared how much of a difference it has made to involve families in their classroom and how it has helped her create safe places for her students.
- Ashley Marshall shared the updated enrollment numbers of 1,277 four year olds in Preschool Promise.
• Charmaine Webster introduced Hertia Mims to the Board. Hertia joins the team as a temporary employee to assist in outreach coordination efforts for the 2019-2020 recruitment.

• Robyn Lightcap discussed the Bias Habit Breaking Intervention Workshop that was held December 6 and December 7, with all of Dayton Public School preschool teachers attending along with fifty additional community partners. The outcome and the sharing of strategies was a positive for continued improvement on how we approach our students, families and staff as we work to eliminate the racial achievement gaps.

• Robyn Lightcap shared that she, Clay Dixon and Richard Stock would be hosting a Focus Group meeting on December 17 to reach out to Preschool Promise families as we seek their feedback and make sure the families have the resources they need.

4.) APPROVAL OF THIRD QUARTER 2018 FINANCIALS
Robyn Lightcap along with Marie Giffen presented the third quarter financials for approval. The financials had previously been reviewed by the Finance Committee.

  Clay Dixon motioned for approval. Jane McGee-Rafal seconded the motion.
  All in favor; none opposed; motion passed (3-0)

5.) APPROVAL OF FISCAL YEAR 2019 BUDGET
Robyn Lightcap along with Marie Giffen presented the 2019 Fiscal Year Budget that had been reviewed by the Finance Committee.

  Clay Dixon motioned for approval. Jane McGee-Rafal seconded the motion.
  All in favor; none opposed; motion passed (3-0)

6.) ADDENDUM TO AGENDA: ELECTION OF JANE MCGEE-RAFAL AS SECRETARY/TREASURER
Michelle Riley motioned to amend the agenda to elect Jane McGee-Rafal as the Secretary/Treasurer for the Preschool Promise Board of Trustees beginning with Fiscal Year 2019.

  Michelle Riley motioned for approval. Anissa Lumpkin seconded the motion.
  All in favor; none opposed; motion passed (4-0)

• PJ Brafford was introduced as the new board member being appointed by the City of Dayton at their December meeting. He will join the Board beginning with Fiscal Year 2019.

• Robyn Lightcap thanked Michelle Riley for her service to the Preschool Promise Board of Trustees for the past 2 years and commended her leadership and support as we launched the new organization.

7.) APPROVAL OF FINANCIAL POLICIES
Robyn Lightcap presented changes to the financial policies that were outlined by the Finance Committee.

  Jane McGee-Rafal motioned for approval with additional changes as noted. Anissa Lumpkin seconded the motion.
  All in favor; none opposed; motion passed (4-0)
8.) APPROVAL OF THE COUNTY CONTRACT
   Robyn Lightcap presented the Montgomery County Contract for receipt of funding for 2019 and beyond.

   Jane McGee-Rafal motioned for approval. Michelle Riley seconded the motion.
   All in favor; none opposed; motion passed (4-0)

9.) APPROVAL OF A CONTRACT WITH SPARKBOX
   Robyn Lightcap presented the contract with Sparkbox for website and on-line application improvements.

   Michelle Riley motioned for approval. Jane McGee-Rafal seconded the motion.
   All in favor; none opposed; motion passed (4-0)

10.) APPROVAL OF THE 2019-2020 PROVIDER HANDBOOK

   Clay Dixon motioned for approval. Jane McGee-Rafal seconded the motion.
   All in favor; none opposed; motion passed (4-0)

11.) REVIEW OF 2019 BOARD MEETING DATES AND LOCATION
   Robyn Lightcap reviewed the Board of Trustees Meeting dates of February 21, 2019, April 24, 2019, June 26, 2019, August 28, 2019, October 30, 2019 and December 12, 2019. All meetings will be held at the Montgomery County Educational Service Center, 200 S. Keowee Street, Dayton, 45402. The meetings will be from 12:00 – 1:30 p.m.

12.) ADJOURN

   Anissa Lumpkin adjourned the meeting at 1:30 p.m.