



# Board of Trustees Meeting MINUTES

February 21, 2019

12:00 p.m. - 1:30 p.m.

200 S. Keowee Street, Dayton, OH 45402

<b>Chair:</b>	Debbie Feldman
<b>Note Taker/Time Keeper:</b>	Barbara Elrod
<b>Members Expected to Attend:</b>	<input checked="" type="checkbox"/> PJ Brafford <input type="checkbox"/> Clay Dixon <input checked="" type="checkbox"/> Debbie Feldman <input type="checkbox"/> Anissa Lumpkin <input checked="" type="checkbox"/> Jane McGee-Rafal
<b>Members Expected Absent:</b>	Clay Dixon, Anissa Lumpkin
<b>Guests:</b>	
<b>Vision:</b>	All Montgomery County children are ready for kindergarten and have the foundation needed for success in school and life.
<b>Mission:</b>	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.
<b>Goal:</b>	Increase the percentage of children in High Quality Preschool.

### 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 the meeting held on December 7, 2019.

*Jane McGee-Rafal motioned for approval. PJ Brafford seconded the motion.*

*All in favor; none opposed; motion passed (3-0).*

### 3.) EXECUTIVE DIRECTOR REPORT

- Robyn Lightcap shared the highlights of the Ballmer visit at Small World Early Childhood Center.
- Ashley Marshall shared the updated enrollment numbers of 1,279 four year olds enrolled with Preschool Promise and 1,801 students attending in Preschool Promise classrooms. The Operations team has been conducting Informational Sessions for Providers to apply for the 2019/2020 program year, we anticipate the addition of five new programs.
- Robyn Lightcap presented the Expansion Fund. The fund is open to 5 Star-Rated centers to expand Preschool seats in the City of Dayton. The Fund is open ended to allow centers to apply when they are interested.

- Robyn Lightcap shared information on the Star Bound Program to work with centers throughout Montgomery County assisting them in achieving the required Star Rating by the 2020 deadline. The goal is to get 25 programs rated before the July 1, 2020 deadline. The program is a collaboration with 4C for Children and Creative World of Learning to do assessments and coaching.

**4.) APPROVAL OF AN ADDENDUM TO THE 4C FOR CHILDREN CONTRACT**

Robyn Lightcap presented the addendum (budget, consulting services and scope of work) to their current contract for approval.

*PJ Brafford motioned for approval. Jane McGee-Rafal seconded the motion.*

*All in favor; none opposed; motion passed (3-0)*

**5.) APPROVAL TO TERMINATE AGREEMENT WITH CWCC, INC.**

Robyn Lightcap presented termination agreement for the Business Practices Training effective immediately for approval. This is being terminated so we can redirect efforts to the Star Bound contract.

*PJ Brafford motioned for approval. Jane McGee-Rafal seconded the motion.*

*All in favor; none opposed; motion passed (3-0)*

**6.) APPROVAL OF A CONTRACT WITH CWCC, INC.**

Robyn Lightcap presented a Consulting Services Agreement with CWCC, Inc. for the Star Bound program effective March 1, 2019 through June 30, 2020 at a cost not to exceed \$35,000.

*Jane McGee-Rafal motioned for approval. PJ Brafford seconded the motion.*

*All in favor; none opposed; motion passed (3-0)*

**7.) APPROVAL OF OUTREACH SPECIALIST AGREEMENTS**

Robyn Lightcap and Charmaine Webster presented the outline of the Scope of Work and Memorandum of Understanding to hire Outreach Specialists on a part-time contract for work conducted from March through September, 2019.

*Jane McGee-Rafal motioned for approval. PJ Brafford seconded the motion.*

*All in favor; none opposed; motion passed (3-0)*

**8.) APPROVAL OF THE OHLMANN GROUP MEDIA PLAN**

Charmaine Webster presented the media plan with The Ohlmann Group for marketing communications for 2019 to include the expansion of Jefferson Township and Trotwood.

*Jane McGee-Rafal motioned for approval. PJ Brafford seconded the motion.*

*All in favor; none opposed; motion passed (3-0)*

**9.) APPROVAL OF A CONTRACT WITH eSchoolView**

Robyn Lightcap presented a 2-year contract with Infinite Cohesion Ltd, DBA eSchoolView for website, on-line application, hosting, maintenance and support for approval.

*PJ Brafford motioned for approval. Jane McGee-Rafal seconded the motion.*

*All in favor; none opposed; motion passed (3-0)*

**10.) APPROVAL OF FINANCIALS**

Robyn Lightcap along with Marie Giffen presented the financials through December, 2019 for approval. The financials had previously been reviewed by the Finance Committee.

*PJ Brafford motioned for approval. Jane McGee-Rafal seconded the motion.*

*All in favor; none opposed; motion passed (3-0)*

**11.) APPROVAL OF REVISED BUDGET FOR FISCAL YEAR 2019**

Robyn Lightcap along with Marie Giffen and Jane McGee-Rafal presented the revised 2019 Fiscal Year Budget.

*PJ Brafford motioned for approval. Jane McGee-Rafal seconded the motion.*

*All in favor; none opposed; motion passed (3-0)*

**12.) DISCUSSION ITEMS**

- Summary of Board Retreat Discussion on November 1
- Family Activities - Boonshoft End of Year, Boonshoft & Book of the Month for 2019-2020
- Marketing - Spring Clean in April
- Quality - Wired to Move, Culturally Responsive Teaching

**13.) ADJOURN**

*Debbie Feldman adjourned the meeting at 1:30 p.m.*