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.*
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 February 21, 2019.

   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 Lightcap shared that team reports would be done during the discussion section of
     the meeting. She reviewed information on the state budget and that she testified in
     Columbus for the State to support publicly funded childcare.
   - Robyn Lightcap introduced the auditors from Flagel Huber Flagel to begin the Audit
     Review.

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 was one significant
deficiency in internal control in the Fiscal Year of December 31, 2018. The Auditor Report also
highlighted a few suggestions and the staff explained that action has already been taken to implement those suggestions and the correction of the deficiency.

Debbie Feldman dismissed staff for an executive session at 12:25 p.m.
Meeting resumed at 12:35 p.m. by Debbie Feldman.

5.) APPROVAL OF A REVISION TO THE BOARD FINANCIAL POLICIES
As a follow-up on recommendations included in the Auditor’s Report, text was revised on the timing of the completion of the annual financial statement.

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

6.) REVIEW AND APPROVAL OF FINANCIALS.
Robyn Lightcap with Jane McGee-Rafal and Marie Giffen presented the financial statements for year to date.

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

7.) APPROVAL OF PROVIDER AGREEMENTS FOR THE 2019-2020 SCHOOL YEAR
Ashley Marshall gave an overview of the contracts with Preschool Providers for the 2019-2020 school year.

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

8.) APPROVAL OF A CONSULTANT AGREEMENT WITH LOVING GUIDANCE, INC.
Robyn Lightcap presented the agreement with Loving Guidance, Inc. for the Conscious Discipline 1 Institute during August 5-9, 2019 for Miami Valley Child Development Centers. This agreement will be paid with MVCDC quality dollars.

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

9.) APPROVAL OF AN AGREEMENT WITH KIDS READ NOW, INC.
Robyn Lightcap presented a 1-year agreement with Kids Read Now, Inc. for the book of the month program for Preschool Promise enrolled children.

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

10.) DISCUSSION ITEMS
• Richard Stock gave an update on Attendance, showing an increase of 3% during August-March compared to last year.
• Ashley Marshall shared that there are 85 sites for the 2019-2020 school year and there are 540 student applications, an increase of 162 from this time last year.
• Latoria Marcellus shared that we had 121 participants in the 7 Workshops planned for the 2018-2019 school year. Along with 410 participants (283 unique participants) in the 10 Professional Learning Communities offered. Out of 75 sites, 72 of them participated in
some type of Professional Development for the year. She also shared the startup of the Monthly Leader’s Table luncheon series and some highlights of the upcoming trainings available for next school year.

- Ashley Marshall shared that we had 19 of our sites increase their Star Rating during this school year.
- Charmaine Webster shared marketing and outreach updates. Currently have 10 outreach specialists and that the goal is to develop personal relationships with families.
- Robyn Lightcap spoke of the upcoming Steering Committee meeting on May 22nd. During this meeting they will be working on a Fund Raising campaign to fund Star Attendance for the students living outside of the city limits. The goal is to raise a total of $100,000.00 during a 3-year commitment.

11.) ADJOURN

*Debbie Feldman adjourned the meeting at 1:34 p.m.*
Board of Trustees Meeting MINUTES
June 26, 2019
12:00 p.m. - 1:30 p.m.
200 S. Keowee Street, Dayton, OH 45402

Chair: Debbie Feldman
Note Taker/Time Keeper: Barbara Elrod

Members Expected to Attend:
☒ PJ Brafford
☒ Clay Dixon
☒ Debbie Feldman
☐ Anissa Lumpkin
☒ Jane McGee-Rafal

Members Expected Absent: Anissa Lumpkin

Guests: Tonya Whately, Grandparent

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 12:04 p.m. by Debbie Feldman.

2.) APPROVAL OF MINUTES FROM PREVIOUS MEETING
   Board reviewed minutes from the meeting held on April 24, 2019.
   Clay Dixon motioned for approval. Jane McGee-Rafal seconded the motion.
   All in favor; none opposed; motion passed (4-0).

3.) EXECUTIVE DIRECTOR REPORT
   - Robyn Lightcap introduced, Tonya Whately, grandparent of a Preschool Promise Preschooler. Tonya shared her experience with Preschool Promise and the positive impact it had on her and her grandson. She pointed out that Preschool Promise is not just helping the Preschooler, but the whole family.
   - Robyn Lightcap highlighted the What Works Cities project and the involvement of Preschool Promise. Updates will come as the project progresses.
   - Robyn Lightcap shared the efforts of Preschool Promise in response to the Tornados. She shared the Outreach Team efforts and the workshop planned for July and September for center staff to help assist their families’ trauma.
• The 2019-2020 Kick-Off Meetings are scheduled for the first part of August. There will be a total of 7 meetings where teachers can learn firsthand of the trainings, supports and benefits of being a Preschool Promise site.

• Ashley Marshall presented the enrollment to date of 500 applications (approx. 60 ahead from last year at this time)

• Robyn Lightcap shared information on the fundraising efforts for Star Attendance. The funds are being raised to make sure all non-City of Dayton students attending Dayton Public Schools can participate in Star Attendance.

• Robyn Lightcap shared Te’Jal Cartwright has left Preschool Promise and is now working at the University of Dayton. Robyn stated, “That she will be missed but shared in her excitement for this career change and education opportunity.”

4.) REVIEW AND APPROVAL OF FINANCIALS.

Robyn Lightcap with Jane McGee-Rafal presented the financial statements for year to date.

*PJ Brafford motioned for approval. Clay Dixon seconded the motion.*

All in favor; none opposed; motion passed (4-0)

5.) Approved a Memorandum of Understanding with Shelly Davies for the position of Attendance and Communications Consultant in the amount of $8,000.02. Effective June 6 through September 30, 2019.

6.) Approved a contract renewal with University of Dayton Research Group for the 2019-2020 school year to continue to have data analysis and evaluation conducted by Dr. Richard Stock and Dr. Mary Fuhs.

7.) Approved a contract with 4C for Children for coaching to improve quality and support teachers and Directors in Preschool Promise classrooms in the 2019-20 school year and to improve the Star Rating of childcare sites in Montgomery County.

8.) Approved a funding agreement with Mad River Local Schools to increase the number of high-quality preschool seats and to provide preschool services to families through the Preschool Promise Program for the 2019-2020 school year.

9.) Approved a contract with Susan Hampel for the position of Conscious Discipline Coaching effective July 1, 2019 through June 30, 2020.

10.) Approved a contract with Anita Craighead for the position of Conscious Discipline & Curriculum Coaching effective July 1, 2019 through June 30, 2020.

11.) Approved a contract with Kennedy Lynch for the position of CLASS Specialist effective August 1, 2019 through July 31, 2019.

12.) Approved a contract with Samaritan Behavior Health, Inc. for behavior health consulting services on an as needed basis for up to 20 hours per week effective July 1, 2019 through June 30, 2020.
13.) Approved a funding agreement with Dayton Public Schools to increase the number of high-quality preschool seats and to provide preschool services to families through the Preschool Promise Program for the 2019-2020 school year.

14.) Approved an amendment to the provider agreement with Dayton Public Schools to include the Data Privacy and Security Special Terms and Conditions.

15.) Approved a contract with Teaching Strategies for Creative Curriculum training and coaching for the 2019-2020 school year in the amount of $36,735.50.

16.) Approved a provider agreement with Trotwood-Madison City Schools for the 2019-2020 school year.

   Jane McGee-Rafal motioned for approval of items 5-16.
   Clay Dixon seconded the motion.
   All in favor; none opposed; motion passed (4-0).

17.) DISCUSSION ITEMS
   • Robyn Lightcap introduced the Teacher Retention Stipend Pilot Program details. Outlining that the Teacher is the most important ingredient in the classroom and that Preschool Promise recognizes their commitment. Teachers will need to “Opt-In” to the Promise Stipend and will need to agree to “Promise” to the program outline including 90% attendance.
   • Robyn Lightcap shared a draft of the Quality Menu of Services outlining the offerings for the 2019-2020 school year.

18.) ADJOURN
   Debbie Feldman adjourned the meeting at 12:55 p.m.
Board of Trustees Meeting MINUTES
August 28, 2019
12:00 p.m. - 1:30 p.m.
200 S. Keowee Street, Dayton, OH 45402

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<th>Chair:</th>
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<td>Note Taker/Time Keeper:</td>
<td>Barbara Elrod</td>
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<td>Members Expected to Attend:</td>
<td>☒ PJ Brafford</td>
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<td>Members Expected Absent:</td>
<td>Jane McGee-Rafal</td>
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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 12:08 p.m. by Debbie Feldman.

2.) APPROVAL OF MINUTES FROM PREVIOUS MEETING
Board reviewed minutes from the meeting held on June 26, 2019.

   PJ Brafford motioned for approval. Anissa Lumpkin seconded the motion.

   All in favor; none opposed; motion passed (4-0).

3.) EXECUTIVE DIRECTOR REPORT

   - Robyn Lightcap shared the work being done at Aileron, where the management team will be working on our mission, vision and strategic plan for continued growth.
   - Robyn Lightcap shared that the Annual Report work has started and will be presented at the October meeting.
   - Ashley Marshall shared that enrollment to date is 1,025 with 98% participating in Star Attendance. The Operations Team continues to look at ways to improve the enrollment process to make it simpler for families.

4.) REVIEW AND APPROVAL OF FINANCIALS.
Robyn Lightcap presented the financial statements for year to date.
5.) Approved the Tax Form 990 – Return of Organization Exception for Income Tax.

   Anissa Lumpkin motioned for approval of items 4-5. PJ Brafford seconded the motion. All in favor; none opposed; motion passed (4-0)

6.) Approved a contract with Loving Guidance for Conscious Discipline coaching in amount of $72,740.00 for the 2019-2020 school year.

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

7.) Approved an amendment to the contract with Kennedy Lynch, CLASS Consultant to allow for reimbursement of pre-approved travel expenses.

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

8.) Approved a contract with Joni Spencer for Loving Guidance Technical Assistance as outlined in the Scope of Work at the rate of $45.00/per hour not to exceed $40,000.00 for the school year.

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

9.) DISCUSSION ITEMS

   • Robyn Lightcap and Latoria Marcellus shared Quality Updates, including review of the Kick-Off Meetings, Quality Menu and viewed the testimonial video on professional development and coaching provided by Preschool Promise.

10.) ADJOURN

   Debbie Feldman adjourned the meeting at 1:03 p.m.
1.) CALL TO ORDER  
   Meeting was called to order at 12:17 p.m. by Debbie Feldman.

2.) APPROVAL OF MINUTES FROM PREVIOUS MEETING  
   Board reviewed minutes from the meeting held on August 28, 2019.  
   Jane McGee-Rafal motioned for approval. Clay Dixon seconded the motion.  
   All in favor; none opposed; motion passed (3-0).

3.) EXECUTIVE DIRECTOR REPORT  
   - Robyn Lightcap introduced Angeline Washington as the Ex-Officio Parent Member of the Board of Trustees. Angeline shared that she has been a Parent Ambassador and that she is excited to be involved at this level with Preschool Promise.  
   - Ashley Marshall shared that we currently have 1,428 students enrolled. She expressed gratitude for Karen Lombard’s efforts in getting Dayton Public School students enrolled. They have a 93% enrollment rate.  
   - Charmaine Webster shared that she is currently replacing two staff members and has received a tremendous applicant response and is excited about their qualifications they bring to the Marketing team. She shared that the Outreach Team achieved 95% of this year’s outreach goals despite staffing challenges and tragedies felt throughout Dayton.
4.) REVIEW AND APPROVAL OF FINANCIALS.
   Robyn Lightcap presented the financial statements for year to date.
   Clay Dixon motioned for approval. Jane McGee-Rafal seconded the motion.
   All in favor; none opposed; motion passed (3-0)

5.) Approved a contract with Transformative Learning Solutions for Zaretta Hammond to provide
   professional development on Friday, April 24 and Saturday, April 25, 2020 in the amount of
   $45,000.00.
   Clay Dixon motioned for approval. Jane McGee-Rafal seconded the motion.
   All in favor; none opposed; motion passed (3-0)

6.) Approved an addendum to the 4C for Children’s Contract to include their coaches to attend
   professional development conduct by Preschool Promise outside the workday.
   Jane McGee-Rafal motioned for approval. Clay Dixon seconded the motion.
   All in favor; none opposed; motion passed (3-0)

7.) DISSCUSSION ITEMS
   Robyn Lightcap, Richard Stock and Mary Fuhs reviewed the Annual Report presentation.

8.) ADJOURN
    Debbie Feldman adjourned the meeting at 1:35 p.m.