



Board of Trustees Meeting MINUTES

February 26, 2020

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

SOITA, 1205 E. Fifth Street, Dayton, OH 45402

Chair:	Deborah Feldman
Note Taker/Time Keeper:	Barbara Elrod
Members Expected to Attend:	<input checked="" type="checkbox"/> PJ Brafford <input checked="" type="checkbox"/> Deborah Feldman <input checked="" type="checkbox"/> Anissa Lumpkin <input checked="" type="checkbox"/> Jane McGee-Rafal <input checked="" type="checkbox"/> Jamie Rippey <input type="checkbox"/> Angeline Washington
Members Expected Absent:	Angeline Washington
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.

CALL TO ORDER / EXECUTIVE DIRECTOR REPORT

1.) CALL TO ORDER

Meeting was called to order at 12:10 p.m. by Deborah Feldman.

2.) Debbie Feldman welcomed new board member, Jamie Rippey. Each Board and Staff Member introduced themselves and shared background information.

3.) APPROVAL OF MINUTES FROM PREVIOUS MEETING

Board reviewed minutes from the meeting held on December 12, 2019.

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

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

4.) EXECUTIVE DIRECTOR REPORT

Robyn Lightcap introduced the new staff members, Angie Tapogna, Communications Manager; Alma Long, Marketing and Events Specialist; and Ryhan Hoskins, Attendance and Enrollment Specialist. She further explained the Attendance & Enrollment Specialist is being funded by the What Cities Works grant and that this position would be filling the gap of assisting families with enrollment into preschool and working with attendance issues. She expressed excitement in the new staff and what they bring to the team.

Robyn Lightcap shared the tentative number of 88 providers for the 2020-2021 program year. The final number and list will be available next week. (This year we have 85) We will be expanding into Northridge and remaining of Mad River areas. She also explained that we 8 centers would not be returning next year, mostly because of not meeting the Star Rating requirement. She reminded the Board that we have funding from Montgomery County to assist centers in achieving their Rating, and that we have contracts in place to provide coaching and assistance to centers within the County.

ACTION ITEMS

5.) REVIEW AND APPROVAL OF FINANCIALS.

Approved the presented financial statements for year end, December 31, 2019.

Jane McGee-Rafal motioned for approval. Anissa Lumpkin seconded the motion.

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

6.) POLICIES APPROVAL

Approved the revised Financial Policies aligning \$10,000 signatures for checks and contracts as presented under separate cover.

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

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

7.) CONTRACT APPROVAL

Approved a contract with Flagel Huber Flagel, Certified Public Accountants to conduct an audit of the financial statements as of December 31, 2019 for an estimated amount of \$15,300.00.

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

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

DISCUSSION ITEMS

8.) OUTREACH AND MARKETING STRATEGIES

Charmaine Webster presented to the Board the Marketing team and how the new positions will benefit Preschool Promise in reaching families, working with providers and community outreach. She discussed the updates to the Parent Ambassador program and that they have 20 members for 2020. They have expanded to allow the Ambassadors in the program for up to 3 years. This will allow for stability of the program and build relationships with families and the community. Their mission is: Leadership, Education, Empowerment, Advocacy and Partnership.

Charmaine Webster was excited to announce that they have over 20 qualified applicants for the Outreach team this year. This was accomplished by a job fair held on February 17th where they received 31 applicants. The Outreach team will be finalized within the next couple of weeks.

She discussed the goals of the marketing department from messaging, media and outreach. Their challenges that they will be tackling are East Dayton enrollment and reaching the new communities.

9.) QUALITY – PROFESSIONAL DEVELOPMENT UPDATES

Barbara Elrod presented to the Board the recent success of the first Preschool Promise Conference Day held on February 17. The day offered teachers the ability to choose from 2 full-day courses or 5 part-day courses which were all Ohio Approved. There were over 150 participants with many of the centers bringing their entire staff. The feedback from the

participants were very positive with excitement of the hands-on approach taken in all of the courses offered.

She also presented the participation numbers for the year. The X-Treme trainings had 435 participants, Professional Learning Communities had 371 participants and Workshops had 219 participants. The upcoming opportunities were shared including 2 Cohorts at Sinclair, and Zaretta Hammond's-Culturally Responsive Teaching Workshop.

10.)ADJOURN

Deborah Feldman adjourned the meeting at 12:58 p.m.



Board of Trustees Meeting MINUTES

May 13, 2020

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

Virtual Meeting via Zoom

Chair:	Deborah Feldman
Note Taker/Time Keeper:	Barbara Elrod
Members Expected to Attend:	<input checked="" type="checkbox"/> PJ Brafford <input checked="" type="checkbox"/> Deborah Feldman <input checked="" type="checkbox"/> Anissa Lumpkin <input checked="" type="checkbox"/> Jane McGee-Rafal <input checked="" type="checkbox"/> Jamie Rippey <input checked="" type="checkbox"/> Angeline Washington
Members Expected Absent:	
Guests:	Chris McCaskey, Katie Pavy
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.

CALL TO ORDER / EXECUTIVE DIRECTOR REPORT

1.) CALL TO ORDER

Meeting was called to order at 12:04 p.m. by Deborah Feldman.

2.) APPROVAL OF MINUTES FROM PREVIOUS MEETING

Board reviewed minutes from the meeting held on February 26, 2020.

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

All in favor; none opposed; motion passed (5-0).

3.) EXECUTIVE DIRECTOR REPORT

Robyn Lightcap shared the Preschool Promise's COVID-19 response. She presented how the pandemic is affecting the centers, teachers, and families. Preschool Promise has hosted or participated in over 10 state-wide and Montgomery County webinars reaching up to 2,500 participants individually with topics like ODJFS updates, child care provider pandemic planning, Provider Panel on practices for pandemic sites, unemployment, FMLA, SBA contacts and resources. Along with these efforts the team has been in continual contact with our providers giving assistance where needed.

She shared other highlights that were adjusted to meet the needs of the community and those we serve:

- New weekly newsletter - consistently staying connected with Preschool Promise administrators, teachers, and stakeholders.
- Adjusted Quality Dollar guidelines to assist centers during pandemic to meet payroll and added required expenditures (Over \$73,000.00 utilized to date for this purpose). Adjusted our internal procedures and policies to expedite payments to centers, teachers and vendors.
- Sought and were awarded \$118,000 in grants to assist essential workers with tuition assistance at Pandemic Child Care sites in Montgomery County. Assisting 95 children of essential workers at 16 sites. Funds are projected through the end of May.
- Additional funds were secured to assist centers upon re-opening to be able to cover staff supports for decreased child ratios.
- Adapted on-going professional development to a virtual format serving 186 teachers.
- Implemented a 3-part Trauma training series featuring Conscious Discipline with 156 participants in 12 sessions.
- Expedited over \$120,000 in professional development stipends to teachers.
- Created Virtual Coffee Breaks to facilitate a weekly meeting with teachers to talk about their experiences and needs.
- Organized and coordinated the production and distribution of over 900 face coverings for children and adults at pandemic sites.
- Utilized meal funds from remaining PLCs to have lunches delivered to Preschool Promise pandemic sites.
- Paid Tuition Assistance for families in March, April and May to secure their spaces and support the program during closure.
- Star Attendance (\$25/month) to support families for March, April, May. The \$100 Star Attendance bonus will be given to children who were enrolled for at least 6 months and had 90% or higher cumulative attendance between August and March 31st.
- Activity kits were mailed to Preschool Promise students in our community-based site.
- Virtual Storytime-Coaches, teachers, and Preschool Promise staff are reading Preschool Promise Books of the Month on Facebook!
- Maintained and strengthened resources for providers and families through the Preschool Promise website and social media formats. Facebook: Page: Increase in 345 net followers; Parent Group: Increase in 42 net members. Our post performed a bit better in during the first few weeks of the pandemic. However, current engagement is greater than our Social Media engagement in prior to March

ACTION ITEMS

4.) FINANCIAL REPORT

The auditors from Flagel Huber Flagel, Chris McCaskey and Katie Pavy, presented the Audit Report. The management letter was shared that explained there were no findings for the Fiscal Year of December 31, 2019.

Jane McGee-Rafal motioned for acceptance. Anissa Lumpkin seconded the motion. All in favor; none opposed; motion passed (5-0)

5.) PANDEMIC FINANCIAL POLICY APPROVAL

Approved the check processing authorization procedures during pandemic circumstances.

Jane McGee-Rafal motioned for approval. Anissa Lumpkin seconded the motion. All in favor; none opposed; motion passed (5-0)

6.) REVIEW AND APPROVAL OF FINANCIALS

Approved the presented financial statements as of March 31, 2020.

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

All in favor; none opposed; motion passed (5-0)

7.) GRANT ACCEPTANCE

- Approved the acceptance of the following grants:
- What Works Cities, Attendance Support, On Purpose Play
- PNC Grow Up Great, COVID-19 Response
- The Frank M. Tait Foundation, COVID-19 Response
- COVID-19 Response Fund of Greater Dayton, COVID-19 Response
- Montgomery County revised contract, COVID-19 Response

Jane McGee-Rafal motioned for acceptance. Anissa Lumpkin seconded the motion.

All in favor; none opposed; motion passed (5-0)

8.) CONTRACT APPROVAL – Anita Craighead

Approved a contract with Anita Craighead as a Conscious Discipline and Curriculum Coach effective July 1, 2020 through June 30, 2021.

Jane McGee-Rafal motioned for approval. Anissa Lumpkin seconded the motion.

All in favor; none opposed; motion passed (5-0)

9.) CONTRACT APPROVAL – Deborah Barnhart

Approved a contract with Deborah Barnhart as the Passport to Kindergarten Coach and Coordinator effective May 13, 2020 for 1 year.

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

All in favor; none opposed; motion passed (5-0)

DISCUSSION ITEMS

10.) OPERATIONS FOR SUMMER AND FALL THROUGH THE COVID-19 PANDEMIC

Robyn Lightcap presented a general overview on how we continue to support providers across Montgomery County and to educate legislators and community leaders about the needs to support child care and preschool. We have researched an alternative preschool support through an online program from Utah to support learning at home called Waterford UPSTART. We will evaluate our programs like Star Attendance to alter focus from attendance to parent engagement. Along with each of our department teams are working additional ideas to adapt strategies to support families, children, teachers and administrators.

- Charmaine Webster (Outreach & Community Engagement) presented a plan for increasing visibility: Smaller Outreach Team focused on Canvassing and Visibility; Sponsoring community partners reaching families in to share brand; Focused Campaign through Media Buy; Working on marketing toolkits for providers to reach families in virtual formats; Considering a referral program; Working on messaging to address parent concerns about safety and options.
- Latoria Marcellus (Quality) presented a pilot of a summer online professional development program with our coaches. The topics will include: Dealing with Trauma, Creating Boy Friendly Classrooms, Developmentally Appropriate Practice, and Curriculum. These courses will be precursors to our fall PLCs. Along with evaluating the best use of quality dollars in light of financial concerns for child care providers; considering a lending library for devices for teachers who can't access training remotely; assessments paused during the spring. We are working with our assessment team on a

plan to resume in the fall and to possibly assess classes using Conscious Discipline remotely this summer; and offering the Preschool Promise's weeklong training for coaching is being done remotely during the week of June 1st.

- Ashley Marshall (Operations) presented their plan for June and July that we will only pay tuition assistance for children enrolled and attending Preschool Promise sites, and Star Attendance will be paid for children with attendance of 90% or higher; along with considering other needed changes to the Tuition Assistance table as we gain understanding of the State's plans to support child care and preschool; implementing further changes to the application process to ensure online signatures and access (ROI signed electronically from the phone); work with Dayton Public Schools and Mad River Local Schools to determine if they will continue to run the additional classrooms that Preschool Promise helped fund.

Robyn Lightcap also presented adjustments to budgeted items taking a pro-active measure for the future of eliminating meals for training, hiring freeze, and no salary increases are planned.

11.)ADJOURN

Deborah Feldman adjourned the meeting at 1:15 p.m.



Board of Trustees Meeting MINUTES

June 24, 2020

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

Virtual Meeting via Zoom

Chair:	Deborah Feldman
Note Taker/Time Keeper:	Barbara Elrod
Members Expected to Attend:	<input checked="" type="checkbox"/> PJ Brafford <input checked="" type="checkbox"/> Deborah Feldman <input checked="" type="checkbox"/> Anissa Lumpkin <input checked="" type="checkbox"/> Jane McGee-Rafal <input type="checkbox"/> Jamie Rippey <input checked="" type="checkbox"/> Angeline Washington
Members Expected Absent:	Jamie Rippey
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.

CALL TO ORDER / EXECUTIVE DIRECTOR REPORT

1.) CALL TO ORDER

Meeting was called to order at 12:05 p.m. by Deborah Feldman.

2.) APPROVAL OF MINUTES FROM PREVIOUS MEETING

Board reviewed minutes from the meeting held on May 13, 2020.

Jane McGee-Rafal motioned for approval. Anissa Lumpkin seconded the motion.

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

3.) EXECUTIVE DIRECTOR REPORT

Robyn Lightcap introduced Debra Brathwaite, Del Mar Encore Fellow and she will be focused on developing the Workforce Pathway for our early childhood educator.

Robyn Lightcap shared that the team is diligently working with Preschool Promise sites and all the sites in Montgomery County to continually assist them with the changing rules and how to meet the needs of their families.

Ashley Marshall reported that enrollment is down 50% compared to this time last year. She also reported that 1 of our sites is closing and all the others are currently open. They are operating at 50% capacity and that 85% of our sites are full and have waiting lists.

Robyn Lightcap further explained that we are researching ways to help support our families in case school districts go virtual in the fall and/or families choose not to send their children to preschool. The need for them to be ready for Kindergarten will still be there and we need to make sure we have a means to get them ready.

Robyn Lightcap shared details concerning the office move to the Montgomery County Learning Center North facility along with details of the budget revision for the equipment needed.

ACTION ITEMS

4.) REVIEW AND APPROVAL OF FINANCIALS

Approved the presented financial statements as of April 30, 2020.

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

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

5.) CONTRACT APPROVAL – 4C for Children

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.

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

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

6.) CONTRACT APPROVAL – University of Dayton Research Group

Approved a contract renewal with University of Dayton Research Group for the 2020-21 school year to continue to have data analysis and evaluation conducted by Dr. Richard Stock and Dr. Mary Fuhs.

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

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

7.) CONTRACT APPROVAL – Susan Hampel

Approved a contract with Susan Hampel for the position of Conscious Discipline Coaching effective July 1, 2020- through June 30, 2021.

Jane McGee-Rafal motioned for approval. Anissa Lumpkin seconded the motion.

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

8.) CONTRACT APPROVAL – Kennedy Lynch

Approved a contract with Kennedy Lynch for the position of CLASS Specialist effective August 1, 2020 through July 31, 2021.

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

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

9.) FUNDING AGREEMENT APPROVAL – Mad River Local Schools

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 2020-2021 school year.

Anissa Lumpkin motioned for approval. Jane McGee-Rafal seconded the motion.

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

10.)CONTRACT APPROVAL – Talent One

Approved a contract with Talent One Advisors/Gail Johnson to provide small business consulting for the COVID-19 reopening guidelines and shared services interest and implementation survey for Preschool Promise providers.

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

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

11.)CONTRACT APPROVAL – Parent Powered Benefit Corporation

Approved an agreement with Parent Powered Benefit Corporation-Ready 4K to provide services to families served by Preschool Promise during the 2020-21 school year. Effective from August 1, 2020 through July 31, 2021.

Anissa Lumpkin motioned for approval. Jane McGee-Rafal seconded the motion.

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

12.)PURCHASE AGREEMENT APPROVAL – Innovative Office Solutions

Approved a purchase agreement with Innovative Office Solutions for office furniture for the Preschool Promise staff to be located at the MCEC Learning Center North.

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

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

DISCUSSION ITEMS

13.)Next steps as we plan for the new school year

Latoria Marcellus presented the professional development plan for the summer and upcoming school year. A professional learning community pilot is being conducted during the summer to help us plan and prepare for trainings in the new school year that will be done virtually. The summer PLC tested a SWIVL coaching tool that will allow us to actively see inside the classroom and give us the opportunity to coach virtually.

Ashley Marshall and Robyn Lightcap discussed the possible need for additional centers because of the lower ratios in the classrooms and the possible rational in achieving positive outcomes for families.

14.)ADJOURN

Deborah Feldman adjourned the meeting at 12:47 p.m.



Board of Trustees Meeting MINUTES

August 20, 2020

8:30 a.m. – 9:00 a.m.

Virtual Meeting via Zoom

Chair:	Deborah Feldman
Note Taker/Time Keeper:	Barbara Elrod
Members Expected to Attend:	<input checked="" type="checkbox"/> PJ Brafford <input checked="" type="checkbox"/> Deborah Feldman <input checked="" type="checkbox"/> Anissa Lumpkin <input checked="" type="checkbox"/> Jane McGee-Rafal <input checked="" type="checkbox"/> Jamie Rippey <input checked="" type="checkbox"/> Angeline Washington
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.

CALL TO ORDER / EXECUTIVE DIRECTOR REPORT

1.) CALL TO ORDER

Meeting was called to order at 8:32 a.m. by Deborah Feldman.

ACTION ITEMS

2.) REVIEW AND APPROVAL OF FINANCIALS

Approved the presented financial statements as of July 31, 2020. Marie Giffen presented the revised and updated budget to accommodate for the contracts presented for approval.

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

All in favor; none opposed; motion passed (5-0)

3.) TAX FORM 990 APPROVAL

Approved the Tax Form 990-Return of Organization Exception from income tax.

Jamie Rippey motioned for approval. PJ Brafford seconded the motion.

All in favor; none opposed; motion passed (5-0)

Robyn Lightcap shared that the team is working hard to find ways to support Montgomery County children and their families in light of the following obstacles: larger providers doing remote learning; child classroom ratios being lower; and parents choosing not to send their children to preschool because

of the COVID-19 concerns. We currently have 500 children enrolled, but we still need a way to reach all children.

She expressed that we are approving the following contracts to be able to reach all Montgomery County children with a Preschool Promise Plus program. These children will receive a device, internet service if needed, ABC Mouse App and other Apps requested by our larger providers, play boxes, book of the month and more. This Plus program has been presented to our Parent Ambassadors, teachers and center administrators all with an overwhelming positive response. This Plus program will be offered to all Montgomery County children regardless if they are enrolled in a Preschool Promise site.

Robyn Lightcap further explained that the Star Attendance program will be paused for the 2020-21 school year because it sends a wrong message with COVID-19 precautions. These funds will be used to assist in funding the Plus program.

4.) PURCHASE APPROVAL – SWIVL

Approved the purchase of 57 SWIVL devices and 21 Pro Licenses for the purpose of classroom observation, assessments, and coaching at Preschool Promise sites.

Anissa Lumpkin motioned for acceptance. Jane McGee-Rafal seconded the motion.

All in favor; none opposed; motion passed (5-0)

5.) PURCHASE APPROVAL – Verizon

Approved the purchase for up to 500 unlimited data plans through Verizon for the tablet devices that will be utilized through the Preschool Promise Plus program for students during September 1, 2020 to August 31, 2021.

Jane McGee-Rafal motioned for approval. Anissa Lumpkin seconded the motion.

All in favor; none opposed; motion passed (5-0)

6.) PURCHASE APPROVAL – Frog Street

Approved the purchase for up to 1000 ABCMouse subscriptions from Frog Street for the tablet devices that will be utilized through the Preschool Promise Plus program for students during September 1, 2020 to August 31, 2021.

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

All in favor; none opposed; motion passed (5-0)

7.) AGREEMENT APPROVAL – Connected Solutions Group

Approved an agreement with Connected Solutions Group for the purchase of up to 2000 Samsung Galaxy Tab E 8" 4G LTE tablets and 2000 rugged cases. The agreement includes application downloads, activation of Verizon service, printing materials and shipping of individual packages that will be utilized through the Preschool Promise Plus program for students.

Jane McGee-Rafal motioned for approval. Jamie Rippey seconded the motion.

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

8.) ADJOURN

Deborah Feldman adjourned the meeting at 8:58 a.m.



Board of Trustees Meeting MINUTES

August 26, 2020

12:00 p.m. – 1:00 p.m.

Virtual Meeting via Zoom

Chair:	Deborah Feldman
Note Taker/Time Keeper:	Barbara Elrod
Members Present:	<input checked="" type="checkbox"/> PJ Brafford <input checked="" type="checkbox"/> Deborah Feldman <input checked="" type="checkbox"/> Anissa Lumpkin <input checked="" type="checkbox"/> Jane McGee-Rafal <input checked="" type="checkbox"/> Jamie Rippey <input type="checkbox"/> Angeline Washington
Members Absent:	Angeline Washington
Guests:	
Vision:	All Montgomery County, Ohio children are ready for kindergarten.
Mission:	Preschool Promise ensures that children are ready for Kindergarten by equipping Preschools and families with exceptional support, coaching, and education.

CALL TO ORDER / EXECUTIVE DIRECTOR REPORT

1.) CALL TO ORDER

Meeting was called to order at 12:02 p.m. by Deborah Feldman.

2.) APPROVAL OF MINUTES FROM PREVIOUS MEETING

Board reviewed minutes from the meeting held on June 24, 2020 and August 20, 2020.

Jane McGee-Rafal motioned for approval. Anissa Lumpkin seconded the motion.

All in favor; none opposed; motion passed (5-0).

3.) EXECUTIVE DIRECTOR REPORT

Robyn Lightcap reviewed the state mandates on child care providers including school age children during the school day.

ACTION ITEMS

4.) REVISED CONTRACT APPROVAL – Spark Space

The revised contract with Spark Space Creative, LLC effective August 26, 2020 was approved with changes as directed by the Board.

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

All in favor; none opposed; motion passed (5-0)

5.) CONTRACT APPROVAL – Amy Kronberg

Approved a contract with Amy Kronberg to provide professional development and coordination for Infant and Toddler teachers at Preschool Promise sites during August 26, 2020 through July 31, 2024 at a rate not to exceed \$35,000 annually. Funds are being provided by a grant through the Ohio Department of Education.

*Anissa Lumpkin motioned for approval. Jane McGee-Rafal seconded the motion.
All in favor; none opposed; motion passed (5-0)*

6.) CONTRACT APPROVAL – Joni Spencer

Approved a contract with Joni Spencer for technical assistance and Early Childhood Behavioral Consultant during September 1, 2020 through June 31, 2021 at a rate not to exceed \$55,000 annually.

*Jane McGee-Rafal motioned for acceptance. PJ Brafford seconded the motion.
All in favor; none opposed; motion passed (5-0)*

7.) PURCHASE AGREEMENT APPROVAL – Connected Solutions Group

Approved a purchase agreement with Connected Solutions Group for the purchase of 54 iPads for use with the SWIVL devices that will be utilized for coaching and assessments.

*Anissa Lumpkin motioned for approval. Jane McGee-Rafal seconded the motion.
All in favor; none opposed; motion passed (5-0)*

8.) PURCHASE AGREEMENT APPROVAL – Verizon Wireless

Approved the purchase for 54 unlimited data plans through Verizon for the iPad devices that will be utilized for coaching and assessments.

*Jane McGee-Rafal motioned for acceptance. PJ Brafford seconded the motion.
All in favor; none opposed; motion passed (5-0)*

9.) CONTRACT APPROVAL – Kids Read Now

Approved a contract with Kids Read Now for the Book-of-the-Month program for the 2020-2021 school year.

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

DISCUSSION ITEMS

10.)Teacher programs and updates

Robyn Lightcap discussed the reduction in force from Dayton Public Schools and the impact on our program, their teachers and families. She reviewed the upcoming discussions to provide assistance and strategies to reach those families.

11.)ADJOURN

Deborah Feldman adjourned the meeting at 12:31 p.m.



Board of Trustees Meeting MINUTES

September 29, 2020

8:00 a.m. – 8:30 a.m.

Virtual Meeting via Zoom

Chair:	Deborah Feldman
Note Taker/Time Keeper:	Barbara Elrod
Members Present:	<input checked="" type="checkbox"/> PJ Brafford <input checked="" type="checkbox"/> Deborah Feldman <input checked="" type="checkbox"/> Anissa Lumpkin <input checked="" type="checkbox"/> Jane McGee-Rafal <input type="checkbox"/> Jamie Rippey <input type="checkbox"/> Angeline Washington
Members Absent:	Jamie Rippey, Angeline Washington
Guests:	
Vision:	All Montgomery County, Ohio children are ready for kindergarten.
Mission:	Preschool Promise ensures that children are ready for Kindergarten by equipping Preschools and families with exceptional support, coaching, and education.

CALL TO ORDER

1.) CALL TO ORDER

Meeting was called to order at 8:00 a.m. by Deborah Feldman.

2.) DISCUSSION & REVIEW

Robyn Lightcap presented the updated Preschool Promise Plus program overview and reviewed the financial budget with the assistance of Marie Giffen. A complete outline was presented to show cost savings year-to-date and expected expenses for the Plus program.

ACTION ITEMS

3.) PURCHASE APPROVAL – Verizon

Approved a pricing agreement with Verizon Wireless for Wandera cellular data management in the amount of \$55.30 per tablet for up to 2,000 tablets in the amount not to exceed \$110,600.

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

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

4.) PURCHASE APPROVAL – Frog Street

Approved the purchase for an additional 1,000 ABCMouse subscriptions through Frog Street in the amount of \$23,960.

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

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

5.) PURCHASE APPROVAL – Verizon

Approved an additional 1,000 Knox Premium EMM and Knox Manage software for tablets through Verizon Wireless at a cost of \$3.00 each/per month for a total amount not to exceed \$36,000.

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

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

6.) ADJOURN

Deborah Feldman adjourned the meeting at 8:17 a.m.



Board of Trustees Meeting MINUTES

October 28, 2020

12:00 p.m. – 1:00 p.m.

Virtual Meeting via Zoom

Chair:	Deborah Feldman
Note Taker/Time Keeper:	Barbara Elrod
Members Present:	<input checked="" type="checkbox"/> PJ Brafford <input checked="" type="checkbox"/> Deborah Feldman <input checked="" type="checkbox"/> Anissa Lumpkin <input checked="" type="checkbox"/> Jane McGee-Rafal <input checked="" type="checkbox"/> Jamie Rippey <input checked="" type="checkbox"/> Angeline Washington
Members Absent:	
Guests:	Richard Stock, Mary Fuhs
Vision:	All Montgomery County, Ohio children are ready for kindergarten.
Mission:	Preschool Promise ensures that children are ready for Kindergarten by equipping Preschools and families with exceptional support, coaching, and education.

CALL TO ORDER / EXECUTIVE DIRECTOR REPORT

1.) CALL TO ORDER

Meeting was called to order at 12:01 p.m. by Deborah Feldman.

2.) APPROVAL OF MINUTES FROM PREVIOUS MEETING

Board reviewed minutes from the meetings held on August 26, 2020 and September 29, 2020.

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

All in favor; none opposed; motion passed (5-0).

3.) EXECUTIVE DIRECTOR REPORT

Robyn Lightcap shared that Charmaine Webster resigned her position and expressed her appreciation for her contributions to Preschool Promise and Learn to Earn. The Board shared their appreciation and wishes her well in her future endeavors. Robyn also shared that she is evaluating the marketing department and the needs prior to recruiting.

Ashley Marshall shared the current enrollment information of 1,100 students including students in the Preschool Promise Plus program. She also discussed our on-going parent communications and the status with tablets.

Latoria Marcellus shared that we have 274 unique participants to date in our professional development offerings. This includes professional learning communities, x-treme trainings and workshops which are all being offered virtually. The Teacher Promise Stipend has 210 teachers signed up and they are beginning to fulfill the requirements of the program. She also discussed a collaboration with Kim Jarvis from On Purpose Academy for a potential initiative, "Play on Purpose" as a means to reach more children and their families.

ACTION ITEMS

4.) REVIEW AND APPROVAL OF FINANCIALS

Approved the presented financial statements as of August 31, 2020.

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

All in favor; none opposed; motion passed (5-0)

5.) CONTRACT APPROVAL – KB Educational Staffing Services

Approved a contract with KB Educational Staffing Services for curriculum coaching and classroom supports during November 2, 2020 through June 30, 2021 in the amount not to exceed \$38,800.

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

All in favor; none opposed; motion passed (5-0)

6.) CONTRACT APPROVAL – Kathleen Moore

Approved a contract with Kathleen Moore to provide professional development, coaching and consultation during November 1, 2020 through October 31, 2021 in the amount not to exceed \$23,650.

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

All in favor; none opposed; motion passed (5-0)

7.) CONTRACT APPROVAL – Shelly Davies

Approved a contract with Shelly Davies as a Senior Outreach Specialist II effective November 1, 2020 through December 31, 2021 at an amount not to exceed \$12,000.

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

All in favor; none opposed; motion passed (5-0)

DISCUSSION ITEMS

8.) 2019-2020 School Year Data Review

Dr. Richard Stock and Dr. Mary Fuhs from the University of Dayton Research Group shared data from the 2019-20 school year, as a preview to the annual report.

9.) Strategic Plan Updates

Robyn Lightcap shared the updates to the strategic plan – including updating some of the measures to be focused on children/classrooms instead of programs, as well as updating the KRA goal.

10.) Committee to Transform Preschool for African American Boys

Robyn Lightcap shared the outline of the plans for the Committee to Transform Preschool for African American Boys. This committee's goal is to elevate African American boys in Preschool and beyond by improving Preschool experiences for them and to ensure all children have the opportunities and experiences they need to grow and develop. The committee members will be appointed during November-December and with launch in January.

11.) ADJOURN

Deborah Feldman adjourned the meeting at 1:17 p.m.



Board of Trustees Meeting MINUTES

December 9, 2020

12:00 p.m. – 1:00 p.m.

Virtual Meeting via Zoom

Chair:	Deborah Feldman
Note Taker/Time Keeper:	Barbara Elrod
Members Present:	<input checked="" type="checkbox"/> PJ Brafford (<i>arrived at 12:30 p.m.</i>) <input checked="" type="checkbox"/> Deborah Feldman <input type="checkbox"/> Anissa Lumpkin <input checked="" type="checkbox"/> Jane McGee-Rafal <input checked="" type="checkbox"/> Jamie Rippey <input checked="" type="checkbox"/> Angeline Washington
Members Absent:	Anissa Lumpkin
Guests:	
Vision:	All Montgomery County, Ohio children are ready for kindergarten.
Mission:	Preschool Promise ensures that children are ready for Kindergarten by equipping Preschools and families with exceptional support, coaching, and education.

CALL TO ORDER / EXECUTIVE DIRECTOR REPORT

1.) CALL TO ORDER

Meeting was called to order at 12:03 p.m. by Deborah Feldman.

2.) APPROVAL OF MINUTES FROM PREVIOUS MEETING

Board reviewed minutes from the meeting held on October 28, 2020.

Jane McGee-Rafal motioned for approval. Deborah Feldman seconded the motion.

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

3.) EXECUTIVE DIRECTOR REPORT

Ashley Marshall shared that we have shipped a total of 1,100 tablets and that her and her staff have worked through issues with the tablets with endless phone calls, personally delivering and assisting parents. She also discussed the status of the ABC Mouse codes that half have been redeemed and that a phone/text campaign will begin next week to reach the remaining parents. She shared that the response to the tablets have been incredibly positive and parents are appreciative of the assistance we have given them in setting up the tablets for their students.

Latoria Marcellus shared that we have 271 unique participants to date in our professional development offerings. Our overall numbers are 36 participants in workshops, 224 in professional learning communities and 59 in x-treme trainings. The Quality coaches have been working on navigating coaching through Zoom and other means that meet the needs of the individual teacher – trying to find the best approach during these unconventional times. She also shared that the spring training offerings were open as of last Friday.

Robyn Lightcap shared the Annual Report and shared that it should be finalized by the end of the week.

Robyn Lightcap shared the progress of the Committee to Transform Preschool for Black Boys. She stated that Joshua Ward has agreed to Co-Chair the committee and are in the process of recruiting another Co-Chair. They have prepared invitations to participate and those will be sent out next week. The meetings will be monthly on the third Thursday. Robyn shared that she and Latoria would be the staff members on the committee.

ACTION ITEMS

4.) REVIEW AND APPROVAL OF FINANCIALS

Approved the presented financial statements as of October 31, 2020.

Jane McGee-Rafal motioned for approval. Jamie Rippey seconded the motion.

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

5.) APPROVAL OF FISCAL YEAR 2021 BUDGET

The 2021 budget that was previously approved by the Finance Committee was presented as approved.

Jane McGee-Rafal motioned for approval. Jamie Rippey seconded the motion.

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

6.) CONTRACT APPROVAL – Flagel Huber Flagel

Approved a contract with Flagel Huber Flagel, Certified Public Accounts to conduct an audit of the financial statements as of December 31, 2020.

Jane McGee-Rafal motioned for approval. Jamie Rippey seconded the motion.

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

7.) CONTRACT APPROVAL – On Purpose Academy

Approved a contract with On Purpose Academy for the Pop-Up Playgroup and Preschool Pilot project. The pilot will reach children who are not currently participating in formal preschool programs through an alternative preschool method consisting of a play group with parents, and a smaller, “mobile” preschool classroom that is on-site in a neighborhood. The contract will be in the amount not to exceed \$100,000 during January-December 2021.

Jamie Rippey motioned for approval. Jane McGee-Rafal seconded the motion.

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

8.) CONTRACT APPROVAL – Meghann Clevenger

Approved a contract with Meghann Clevenger as a Senior Outreach Specialist effective January 1, 2021 through December 31, 2021 at an amount not to exceed \$26,000.

Jamie Rippey motioned for approval. Jane McGee-Rafal seconded the motion.

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

DISCUSSION ITEMS

9.) Marketing & Staffing Updates

Robyn Lightcap shared that we will be hiring for a Communications & Outreach Director (replacing Charmaine Webster) Deborah Feldman shared the Board’s gratitude for the work that Charmaine has done for Preschool Promise and that the Board wishes her well in her future endeavors.

In January there will be a campaign for a Social Media Influencer. This will lead to a part-time position to increase our social media presence with the younger parent audience. Also beginning in January, we will be recruiting for our Parent Ambassador program. This program

runs from January-December and the current Ambassadors will be done at the end of the month. This is a key group of individuals that assist us with important feedback on our programs and how we reach families.

Robyn also shared that we will also post for a position in the Operations team to assist with enrollment and parent communications.

10.)ADJOURN

Deborah Feldman adjourned the meeting at 12:41 p.m.