



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.