



# Board of Trustees Meeting MINUTES

February 16, 2022

12:00 p.m. – 1:00 p.m.

Virtual Meeting via Zoom

**Dayton & Montgomery County**

<b>Chair:</b>	Debbie Feldman
<b>Note Taker/Time Keeper:</b>	Barbara Elrod
<b>Members Present:</b>	<input checked="" type="checkbox"/> PJ Brafford <input checked="" type="checkbox"/> Deborah Feldman (joined at 12:12 p.m.) <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
<b>Members Absent:</b>	
<b>Guests:</b>	Joshua Ward, Jonathan Washington
<b>Vision:</b>	All Montgomery County, Ohio children are ready for kindergarten.
<b>Mission:</b>	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 Debbie Feldman.

### 2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

Board reviewed minutes from the meeting held on December 8, 2021.

*Jane McGee-Rafal motioned for approval.*

*Anissa Lumpkin seconded the motion.*

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

## EXECUTIVE DIRECTOR REPORT

Robyn Lightcap shared information on the upcoming 13th Annual Readiness Summit on March 4. She spoke about Dr. Bruce Perry, the keynote speaker; the 14 breakout sessions; and that over 650 participants have registered for the event so far. She invited the Board members to attend and shared that this year the event is advertised as a joint event with Preschool Promise and Learn to Earn Dayton.

Robyn shared that she and the Directors have been working on a new strategic plan that incorporates the collaborations we are currently working on. She also discussed the Wage Pilot and shared that the team has worked with administrators of child care programs in Northwest Dayton as well as partners across the nation to design a plan.

Robyn shared that she was invited to give testimony in Columbus at the Statehouse on the Step Up to Quality Program on February 9th.

Ashley Marshall reported that we have over 2,000 fully enrolled Preschool Promise students, with 2,600 attending our sites. The Operations team is continually looking for different strategies to reach more children. She also reported that for the 2022-23 school year we will have 6 to 8 new providers in Huber Heights and that applications are tentatively scheduled to open on March 7th for the new year.

## **ACTION ITEMS**

### **3. REVIEW AND APPROVAL OF FINANCIALS**

The Board approved the presented financial statements as of December 31, 2021.

*Anissa Lumpkin motioned for approval.*

*Jamie Rippey seconded the motion.*

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

### **4. OUTREACH SPECIALIST MOU APPROVAL**

The Board approved the Outreach Specialist Memorandum of Understanding template for both Seasonal and Year Round positions.

### **5. EXTENSION APPROVAL – Pop Up Playgroup & Preschool Pilot**

The Board approved an extension through July 31, 2022 for the Pop Up Playgroup & Preschool Pilot with On Purpose Academy in an amount not to exceed \$59,000.00.

### **6. CONTRACT APPROVAL – Kathleen Moore**

The Board approved a contract with Kathleen Moore to provide professional development, coaching and consultation during November 1, 2021 through October 31, 2022 in the amount not to exceed \$23,650.

### **7. CONTRACT APPROVAL – EC Learn**

The Board approved a contract with EC Learn to provide CLASS Assessments at assigned Preschool Promise sites, complete written reports for each completed assessment and submit CLASS scores. The assessments will be conducted from February 16-June 1, 2022 at a cost not to exceed \$24,000.00.

### **8. AGREEMENT APPROVAL – Ohio Valley AV**

The Board approved a purchase agreement with Ohio Valley AV in the amount of \$10,442.82 for equipment and installation for the conference room.

*Jane McGee-Rafal motioned for approval of items 4-8.*

*Jamie Rippey seconded the motion.*

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

## **DISCUSSION ITEMS**

Debbie Feldman and Robyn Lightcap introduced Joshua Ward, Jonathan Washington who co-chaired the Committee to Transform Preschool for Black Boys.

Both Joshua and Jonathan were thankful to the Board and Preschool Promise for taking this issue seriously and making the commitment to dedicate resources to improve learning for Black

boys. They expressed how moving it was to talk with families about the issues they face daily with our youngest learners. They shared the attached report.

Following the presentation Emily Broughton shared information on the Job Fair that took place on January 22. Despite strong efforts to promote the event, we had a low turnout of potential workers. However, the educators liked connecting to each other and were very grateful for the opportunity.

She also shared the enthusiasm of the “Panda” hats by the children and provider staff. The outreach season is just around the corner and interviews are scheduled for February 22 & 23. She spoke about our Partners in Play and shared the latest video. She discussed our goals with strengthening social media and our presence on Tik Tok to reach our young parents.

## **9. ADJOURN**

Debbie Feldman adjourned the meeting at 1:08 p.m.



# Board of Trustees Meeting MINUTES

April 21, 2022

12:00 p.m. – 1:00 p.m.

Virtual Meeting via Zoom

Dayton & Montgomery County

<b>Chair:</b>	Debbie Feldman
<b>Note Taker/Time Keeper:</b>	Barbara Elrod
<b>Members Present:</b>	<input checked="" type="checkbox"/> PJ Brafford <input checked="" type="checkbox"/> Deborah Feldman (joined at 12:27 p.m.) <input type="checkbox"/> Anissa Lumpkin <input checked="" type="checkbox"/> Jane McGee-Rafal <input checked="" type="checkbox"/> Jamie Rippey <input type="checkbox"/> Angeline Washington
<b>Members Absent:</b>	Anissa Lumpkin, Angeline Washington
<b>Guests:</b>	Chris McCaskey, Katherine Pavy
<b>Vision:</b>	All Montgomery County, Ohio children are ready for kindergarten.
<b>Mission:</b>	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 12:05 p.m. by Jane McGee-Rafal.

### 2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

The Board reviewed minutes from the meeting held on February 16, 2022.

*Jamie Rippey motioned for approval.*

*PJ Brafford seconded the motion.*

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

## EXECUTIVE DIRECTOR REPORT

Robyn Lightcap introduced new staff members, Christopher James, Senior Project Manager, implementing the findings from the Committee to Transform Preschool for Black Boys. Beth Deutscher, Senior Project Manager managing the RESPECT Pilot was also introduced.

### 3. REVIEW OF AUDIT REPORT

The auditors from Flagel Huber Flagel, Chris McCaskey and Katie Pavy, presented the Audit Report with the highest rating of an unmodified opinion. The management letter was shared that explained there were no findings for the Fiscal Year of December 31, 2021.

*Anissa Lumpkin motioned for acceptance.*

*Jane McGee-Rafal seconded the motion.*

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

### 4. REVIEW AND APPROVAL OF FINANCIALS

The Board approved the presented financial statements as of February 28, 2022.

*Jane McGee-Rafal motioned for approval.*

*Jamie Rippey seconded the motion.*

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

## ACTION ITEMS

### 5. CONTRACT AMENDMENT - KB Educational Staffing Services

The Board approved an amendment to the KB Educational Staffing Services contract as outlined in Limitation of Services.

### 6. CONTRACT APPROVAL – Malori Feltman

The Board approved a contract with Malori Feltman, Pathways Assistant-Consultant, to provide administrative and program support for Scholars Pathways program as outlined. The contract is effective June 1, 2022 through June 30, 2023 in an amount not to exceed \$35,000.00.

### 7. CONTRACT APPROVAL – Jennifer Adams

The Board approved a contract with Jennifer Adams, Early Learning Consultant, to provide professional development, coaching, consultation and project management for the Passport to Kindergarten program. The contract is effective April 1, 2022 through June 30, 2023 in an amount not to exceed \$35,000.00.

### 8. CONTRACT APPROVAL – Emily Nye

The Board approved a contract with Emily Nye, Infant/Toddler Consultant, to provide professional development, coaching, and consultation on related projects as outlined. The contract is effective April 1, 2022 through June 30, 2023 in the amount not to exceed \$37,000.00.

*PJ Brafford motioned for approval of items 5-8.*

*Jamie Rippey seconded the motion.*

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

## DISCUSSION ITEMS

Robyn Lightcap presented an updated on several strategic projects:

- Preble County approached us to assist them in building out an early childhood initiative. There is a contract and we will receive funding for our assistance.
- Northwest Dayton Partnership as we work alongside Learn to Earn Dayton, we have focused on a Childcare Workforce Pilot - "The RESPECT Pilot" to provide a combination of grants or stipends for staff at the 15 participating sites. Staff will need to attend an information session and apply to participate. Grant and stipends will be issued monthly beginning in August to active employed participants. The program will run from July 1,

2022 through June 30, 2023 and is funded by a contract with Learn to Earn Dayton through a grant they received from Blue Meridian Partners.

- Infant/Toddler Expansion is funded by a contract with Learn to Earn Dayton, through a grant they received from the Blue Meridian Partners. This program will offer tuition assistance for 2-year-olds offered to sites in Northwest Dayton for 1 year from July 1, 2022 through June 30, 2023.
- Child Care Business Support is funded by the City of Dayton core funding for a comprehensive approach to strengthening Child Care. By offering several types of support: Child Care Business Accelerator cohort; Master Facilities Workshop; Shared Services; Technology support for child care software management systems; and Substitute services.

Ashley Marshall reported that we will have 106 sites for the 2022-23 school year. She also shared that her team has improved and implemented new strategies to reach more families. She commented that her team along with a strong Outreach team are working closely together to improve our impact on the families we serve in Montgomery County and the City of Dayton.

Debbie Feldman and Robyn Lightcap discussed future meetings being in-person or continuing with a virtual format. The Board agreed to meet in-person for the June 29th meeting at the Preschool Promise office.

## **9. ADJOURN**

Debbie Feldman adjourned the meeting at 1:03 p.m.



# Board of Trustees Meeting MINUTES

June 29, 2022

12:00 p.m. – 1:30 p.m.

In Person-Preschool Promise Office  
2251 Timber Lane, Dayton, OH 45414

**Dayton & Montgomery County**

<b>Chair:</b>	Debbie Feldman
<b>Note Taker/Time Keeper:</b>	Barbara Elrod
<b>Members Present:</b>	<input checked="" type="checkbox"/> PJ Brafford <input checked="" type="checkbox"/> Deborah Feldman <input checked="" type="checkbox"/> Anissa Lumpkin (arrived at 12:10 p.m.) <input type="checkbox"/> Jane McGee-Rafal <input type="checkbox"/> Jamie Rippey <input checked="" type="checkbox"/> Dwan Tarrance <input type="checkbox"/> Angeline Washington <input checked="" type="checkbox"/> Chanel Winston
<b>Members Absent:</b>	Jane McGee-Rafal, Jamie Rippey, Angeline Washington
<b>Guests:</b>	
<b>Vision:</b>	All Montgomery County, Ohio children are ready for kindergarten.
<b>Mission:</b>	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. INTRODUCTION OF NEW BOARD MEMBERS

Deborah Feldman welcomed new Board members, Dawn Tarrance and Chanel Winston. Both members introduced themselves.

### 3. APPROVAL OF MINUTES FROM PREVIOUS MEETING

The Board reviewed minutes from the meeting held on April 21, 2022.

*Anissa Lumpkin motioned for approval.*

*PJ Brafford seconded the motion.*

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

## EXECUTIVE DIRECTOR REPORT

Robyn Lightcap shared with the Board the grants/donations that were accepted since the last meeting:

- \$10,000 from LENA for work with Infant/Toddler classrooms.

- \$10,000 from Charles D. Berry Foundation for Star Attendance.
- \$50,000 from Pritzker for a Grants Manager position.
- \$8,000 from Children’s Funding Project for work with Black Boys strategies.

Ashley Marshall reported that the 2021-22 year end student count was 3,500 attending Preschool Promise sites. This is an increase of 1,300 from last year.

Robyn Lightcap shared the updated organizational chart and discussed new positions to be filled. She gave a highlight of the RESPECT Pilot for the Northwest Dayton Partnership that there are over 100 teachers and staff registered for the pilot to date. The participants will be receiving \$400 to \$500 a month for the next year during the pilot. Payments to begin in August for the work completed in the month of July.

## **BYLAWS & POLICIES**

### **4. BYLAWS APPROVAL**

The Board approved the amended Bylaws as presented.

*PJ Brafford motioned for acceptance.*

*Anissa Lumpkin seconded the motion.*

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

### **5. POLICY APPROVAL**

The Board approved revisions to the following policies as presented:

- Financial Policies
- Fiscal Management Procedures Policy

### **6. NEW POLICY APPROVAL**

The Board approved the new Conflict of Interest Policy - Employees, as presented.

*Anissa Lumpkin motioned for acceptance of Items 5 & 6*

*PJ Brafford seconded the motion.*

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

## **FINANCIALS**

### **7. REVIEW AND APPROVAL OF FINANCIALS**

The Board approved the presented financial statements as of April 30, 2022.

*PJ Brafford motioned for approval.*

*Anissa Lumpkin seconded the motion.*

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

### **8. APPROVAL OF INCREASE IN BUDGET**

The Board approved to spend more than 10% over budget for Account 6360 for Fixtures and Equipment to accommodate increased office expenses.

*PJ Brafford motioned for approval.*

*Anissa Lumpkin seconded the motion.*

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



## **ACTION ITEMS - EXPANSION/FACILITY IMPROVEMENT**

### **9. CONTRACT APPROVAL - Talent One Advisors**

The Board approved a contract with Talent One Advisors to provide assistance with planning and programming design for new initiatives addressing capacity building and strengthening the financial footprint of early childcare leaders to allow for expansion and sustainability of operations in an amount not to exceed \$16,000.00. Effective July 1, 2022 through June 30, 2023 as outlined in the Contract and Scope of Work..

### **10. AGREEMENT APPROVAL – SHP**

The Board approved an agreement with SHP to provide a series of professional learning sessions for coaches, directors and teachers to explore the role of the physical environment in learning and development at a cost not to exceed \$19,250.00 as outlined in the Agreement and Scope of Work.

### **11. FUNDING AGREEMENT APPROVAL – Miamisburg City Schools**

The Board approved a funding agreement with Miamisburg City Schools to increase the number of available Preschool slots by implementing a pilot collaboration with Miami Valley Child Development Centers for the 2022-23 academic year in the amount not to exceed \$30,883.00. Effective July 1, 2022 through May 31, 2023 as outlined in the Agreement.

### **12. FUNDING AGREEMENT APPROVAL – Miami Valley Child Development Centers**

The Board approved a funding agreement with Miami Valley Child Development Centers to increase the number of available Preschool slots by implementing a pilot collaboration with Miami Valley Child Development Centers for the 2022-23 academic year in the amount not to exceed \$169,117.00. Effective July 1, 2022 through May 31, 2023 as outlined in the Agreement and Scope of Work.

### **13. FUNDING AGREEMENT APPROVAL – Miami Valley Child Development Centers**

The Board approved a funding agreement with Miami Valley Child Development Centers to support the construction and implementation of the Lincoln Hill Child and Family Center in the amount not to exceed \$385,000.00 (with \$85,000 utilized from their 2021-22 Quality Dollars). Effective July 1, 2022 through January 1, 2023 as outlined in the Agreement and Scope of Work.

### **14. FUNDING AGREEMENT APPROVAL – Huber Heights City Schools**

The Board approved a funding agreement with Huber Heights City Schools to increase the number of available Preschool slots during the 2022-23 academic year in the amount not to exceed \$150,000.00. Effective July 1, 2022 through May 31, 2023 as outlined in the Agreement and Scope of Work.

### **15. FUNDING AGREEMENT APPROVAL – On Purpose Academy**

The Board approved a funding agreement with On Purpose Academy to increase the number of available Preschool slots during the 2022-23 academic year in the amount not to exceed \$165,600.00. Further recommend the approval of an additional amount not to exceed \$99,996.00 to support salaries of two teachers for the Pop Up Preschool. Effective July 1, 2022 through June 30, 2023 as outlined in the Agreement and Scope of Work.

**16. FUNDING AGREEMENT APPROVAL – Immaculate Conception**

The Board approved a funding agreement with Immaculate Conception to increase the number of available Preschool slots during the 2022-23 academic year in the amount not to exceed \$33,250.00. Effective July 1, 2022 through May 31, 2023 as outlined in the Agreement and Scope of Work.

**17. FUNDING AGREEMENT APPROVAL – Stepping Stones Learning Center**

The Board approved a funding agreement with Stepping Stones Learning Center to increase the number of available Preschool slots during the 2022-23 academic year in the amount not to exceed \$55,000.00. Effective July 1, 2022 through June 30, 2023 as outlined in the Agreement and Scope of Work.

**18. FUNDING AGREEMENT APPROVAL – Trotwood-Madison City Schools**

The Board approved a funding agreement with Trotwood-Madison City Schools to increase the number of available Preschool slots during the 2022-23 academic year in the amount not to exceed \$76,000.00. Effective July 1, 2022 through May 31, 2023 as outlined in the Agreement and Scope of Work.

*PJ Brafford abstained*

*Anissa Lumpkin motioned for approval of items 9-18.*

*Chanel Winston seconded the motion.*

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

**ACTION ITEMS - OFFICE MOVE**

**19. PURCHASE AGREEMENT – Innovative Office Solutions (IOS)**

The Board approved a purchase agreement with Innovative Office Solutions (IOS) for relocating the current office furniture and the purchase of additional items for the new space at the MCESC Learning Center North in the amount of \$61,719.70.

**20. PURCHASE AGREEMENT – Saturn Electric, Inc.**

The Board approved a purchase agreement with Saturn Electric, Inc. for electrical work needed for the office relocation in the amount of \$17,513.00.

**21. PURCHASE AGREEMENT – CommConnect, LLC**

The Board approved a purchase agreement with CommConnect, LLC for data cabling work and a stand alone doorbell system needed for the office relocation in the amount of \$15,035.00.

**22. PURCHASE AGREEMENT – Ohio Valley AV**

The Board approved a purchase agreement with Ohio Valley AV for audio visual equipment needed for the conference room due to the office relocation in the amount of \$17,757.60.

**23. PURCHASE AGREEMENT – NV Project Solutions, LLC**

The Board approved a purchase agreement with NV Project Solutions, LLC for painting needed for the office relocation in the amount of \$10,880.00

*Anissa Lumpkin motioned for approval of items 19-23.*

*Dwan Tarrance seconded the motion.*

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

## **ACTION ITEMS - CONTINUATION OF SERVICES**

### **24. CONTRACT APPROVAL – University of Dayton Research Group**

The Board approved a contract with the University of Dayton Research Group during July 1, 2022 through June 30, 2023 to have data analysis and evaluation conducted by Dr. Richard Stock and Dr. Mary Fuhs as outlined in the Contract and Scope of Work in an amount not to exceed \$282,652.00.

### **25. PROVIDER AGREEMENT**

The Board approved the 2022-23 Preschool Promise Provider Agreement template and Handbook.

*PJ Brafford motioned for approval of items 24-25.*

*Anissa Lumpkin seconded the motion.*

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

## **ACTION ITEMS - QUALITY EDUCATION**

### **26. CONTRACT APPROVAL – 4C for Children**

The Board approved a contract with 4C for Children for coaching to improve quality and support teachers and Directors in Preschool Promise classrooms and to improve the Star Rating of childcare sites in Montgomery County during July 1, 2022 through June 30 2023 in an amount not to exceed \$550,000.00.

### **27. CONTRACT APPROVAL – Amy Kronberg**

The Board approved a contract with Amy Kronberg as an Early Experiences Consultant effective July 1, 2022 through June 30, 2023 in an amount not to exceed \$45,000.00.

### **28. CONTRACT APPROVAL – Anita Craighead**

The Board approved a contract with Anita Craighead as a Conscious Discipline & Curriculum Coach effective July 1, 2022 through June 30, 2023 in an amount not to exceed \$69,205.00.

### **29. CONTRACT APPROVAL – Debbie Barnhart**

The Board approved a contract with Debbie Barnhart as a Passport to Kindergarten Coach effective July 1, 2022 through June 30, 2023 in an amount not to exceed \$8,500.00.

### **30. CONTRACT APPROVAL – Joni Spencer**

The Board approved a contract with Joni Spencer as a Technical Assistance and Early Childhood Behavioral Consultant effective July 1, 2022 through June 30, 2023 in an amount not to exceed \$30,000.00.

### **31. CONTRACT APPROVAL – Kennedy Lynch**

The Board approved a contract with Kennedy Lynch as a CLASS Specialist effective July 1, 2022 through June 30, 2023 in an amount not to exceed \$30,000.00.

### **32. CONTRACT APPROVAL – KB Educational Staffing**

The Board approved a contract with KB Educational Staffing as a Early Learning and Workforce Contractor effective July 1, 2022 through June 30, 2023 in an amount not to exceed \$196,500.00.

**33. CONTRACT APPROVAL – Lindsey DiBlasi**

The Board approved to amend the contract for Lindsey DiBlasi as a Professional Development Consultant to extend the termination date to July 31, 2022.

**34. CONTRACT APPROVAL – Susan Hampel**

The Board approved a contract with Susan Hampel as a Conscious Discipline Specialist effective July 1, 2022 through June 30, 2023 in an amount not to exceed \$35,000.00.

*PJ Brafford motioned for approval of items 26-34.*

*Anissa Lumpkin seconded the motion.*

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

**ACTION ITEMS - PATHWAYS PROGRAM**

**35. AGREEMENT TEMPLATE APPROVAL**

The Board approved the 2022-23 Preschool Promise High School Pathway Agreement template.

**36. AGREEMENT TEMPLATE APPROVAL**

The Board approved the 2022-23 Preschool Promise Workforce Pathway Agreement template.

*Anissa Lumpkin motioned for approval of items 35-36.*

*PJ Brafford seconded the motion.*

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

**DISCUSSION ITEMS**

Debbie Feldman and Robyn Lightcap discussed future meetings being in-person or continuing with a virtual format. The Board agreed to meet by Zoom for the September 1st and December 7th meetings and in-person for the October 25th meeting at the Preschool Promise office.

**37. ADJOURN**

Debbie Feldman adjourned the meeting at 1:07 p.m.



# Board of Trustees Meeting MINUTES

September 1, 2022

12:00 p.m. – 1:00 p.m.

Virtually on Zoom

**Dayton & Montgomery County**

<b>Chair:</b>	Debbie Feldman
<b>Note Taker/Time Keeper:</b>	Barbara Elrod
<b>Members Present:</b>	<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"/> Dwan Tarrance <input checked="" type="checkbox"/> Angeline Washington <input checked="" type="checkbox"/> Chanel Winston
<b>Members Absent:</b>	Jamie Rippey
<b>Guests:</b>	
<b>Vision:</b>	All Montgomery County, Ohio children are ready for kindergarten.
<b>Mission:</b>	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

The Board reviewed minutes from the meeting held on June 29, 2022.

*PJ Brafford motioned for approval.*

*Anissa Lumpkin seconded the motion.*

*All in favor; none opposed; motion passed (6-0).*

## EXECUTIVE DIRECTOR REPORT

Robyn Lightcap shared with the Board the grant that was accepted since the last meeting:

- \$78,000.00 from PNC Bank for the Passport to Kindergarten program.

Ashley Marshall reported that the enrollment for the 2022-23 is 1,300 to date. She reported that this number is double from last year at this time. They are seeing an increase in each school district.

Robyn Lightcap shared that the RESPECT Pilot for the Northwest Dayton Partnership issued 170 checks last week for the work done in the month of July by staff in those programs.

She also discussed the Cultivating Black Boy Brilliance committee which is the next step from the Black Boys Committee from last year where they are furthering their work. Dr. Debra Brathwaite and Honorable Judge Gerold Parker are Co-Chairs for this committee. They have invited 22 people to join and will meet from September through April.

## FINANCIALS

### 3. REVIEW AND APPROVAL OF FINANCIALS

The Board approved the presented financial statements as of June 30, 2022.

### 4. APPROVAL OF INCREASE IN BUDGET

The Board approved to spend more than 10% over budget for Account for the following accounts:

- a. 6220 - Legal Fees
- b. 6270 - Call Ctr & Eligibility Determination
- c. 6540 - Supplies
- d. 6550 - Telephone, Telecommunications
- e. 6810 - Conference, Convention, Meeting
- f. 6815 - Mileage
- g. 6822 - Lodging
- h. 6820 - Travel - Other
- i. 6830B - Travel - Meals

*Jane McGee-Rafal motioned for approval.*

*PJ Brafford seconded the motion.*

*All in favor; none opposed; motion passed (6-0)*

### 5. APPROVAL OF REVISIONS IN POLICY

The Board approved revisions to the Financial Policies as presented under separate cover.

*Anissa Lumpkin motioned for approval.*

*PJ Brafford seconded the motion.*

*All in favor; none opposed; motion passed (6-0)*

## ACTION ITEMS

### 6. AGREEMENT APPROVAL - Huber Height City Schools

The Board approved an amendment to the agreement with Huber Heights City Schools to increase the number of children served in additional classrooms from 16 to 20 in each AM/PM during the 2022-23 school year in the amount not to exceed \$200,000.00. Effective July 1, 2022 through May 31, 2023 as outlined in the Agreement and Scope of Work.

### 7. AGREEMENT APPROVAL – West Park Academy

The Board approved an agreement with West Park Academy to fund the opening of an additional classroom to serve 10 additional children in the amount of \$52,500, effective September 1, 2022 through July 31, 2023.

### 8. AGREEMENT APPROVAL – YMCA of Greater Dayton

The Board approved an agreement with YMCA of Greater Dayton to implement and administer a demonstration/model teaching classroom at the Concord YMCA location for the 2022-2023 school year in an amount not to exceed \$43,680.00 effective September 1, 2022 through July 31, 2023.

**9. AMENDMENT APPROVAL – KB Educational Staffing**

The Board approved an amendment to the agreement with KB Educational Staffing as a Early Learning and Workforce Contractor effective July 1, 2022 through June 30, 2023 in an amount not to exceed \$316,500.00 with a revised Scope of Work.

**10. CONTRACT APPROVAL – Lindsey DiBlasi**

The Board approved a contract with Lindsey DiBlasi as a Professional Development Consultant effective August 1, 2022 through July 31, 2023 at the cost of \$35.00 per hour for facilitation of professional development and leadership coaching, not to exceed \$52,500.00. Preschool Promise will also pay the Consultant \$100/month for mileage and cell phone charges.

**11. AGREEMENT APPROVAL – Loving Guidance, LLC**

The Board approved an agreement with Loving Guidance, LLC for Conscious Discipline training during 8 sessions the fall of 2022. In the amount of \$29,960.00.

**12. PURCHASE AGREEMENT APPROVAL – Rich Taste Catering**

The Board approved a purchase agreement with Rich Taste Catering for the Excellence in Education Event to be held on September 29, 2022 in the amount of \$20,586.28.

**13. AGREEMENT APPROVAL – Toledo Early Learning Coalition**

The Board approved an agreement with the Toledo Early Learning Coalition for planning/co-facilitation of the Business Accelerator Professional Learning Community, and for continuing shared services/business consulting to Preschool Promise providers located within the City of Dayton from August 1, 2023 through July 31, 2023 at a cost not to exceed \$100,000.00.

*PJ Brafford motioned for approval of Items 6-13  
Anissa Lumpkin seconded the motion.  
All in favor; none opposed; motion passed (6-0).*

**ACTION ITEMS - Operational**

**14. PURCHASE AGREEMENT APPROVAL – Faye Business Systems Group**

The Board approved a purchase agreement with Faye Business Systems Group for Sugar (CRM) Enterprise subscription renewal effective November 30, 2022 through November 29, 2023 in the amount of \$18,054.00.

**15. AGREEMENT APPROVAL – Kids Read Now**

The Board approved an agreement with Kids Read Now for procurement and mailing for the Book of the Month, from September 2022 through August 2023 in the amount not to exceed \$120,000.00.

**16. AMENDMENT APPROVAL – NV Project Solutions, LLC**

The Board approved to amend the purchase agreement with NV Project Solutions, LLC for additional painting needed for the office relocation in the amount of \$1,600.00 (total agreement is \$12,480.00)

**17. AGREEMENT APPROVAL – Plentiful Philanthropy**

The Board approved an agreement with Plentiful Philanthropy for development of an integrated, organization-wide advancement plan, including a 12-month financial plan, gift chart, and milestones towards goals in the amount of \$15,000.00.

**18. CONTRACT APPROVAL – The Mosaic Institute**

The Board approved a contract with The Mosaic Institute for the design and construction of a porcelain tile mosaic for a POP Spot at the McIntosh Park in Dayton. The contract was originally for \$9,900.00, due to relocation additional funds are needed to complete construction in the amount of \$2,700.00. (total agreement is \$12,600.00 to be paid with Birth to 5 funds.)

**19. AMENDMENT APPROVAL – Amy Kronberg**

The Board approved to amend the contract for Amy Kronberg previously approved on August 26, 2020 and September 10, 2021 to reflect the changes to the Scope of Work in Exhibit B.

*Chanel Winston motioned for approval of items 14-19.*

*Dwan Tarrance seconded the motion.*

*All in favor; none opposed; motion passed (6-0).*

**DISCUSSION ITEMS**

James Cosby and Dr. Debra Brathwaite did an overview of their presentation from the NAEYCE Conference - Who Will Teach Our Youngest Children (The Scholar Pathways Program)

Hope Vuto presented the work done on the 2021-22 Parent & Family Voices Committee.

**20. ADJOURN**

Debbie Feldman exited the meeting at 12:59 p.m.

Anissa Lumpkin adjourned the meeting at 1:10 p.m.





# Board of Trustees Meeting MINUTES

October 25, 2022  
12:00 p.m. – 1:00 p.m.  
Virtually on Zoom

**Dayton & Montgomery County**

<b>Chair:</b>	Debbie Feldman
<b>Note Taker/Time Keeper:</b>	Barbara Elrod
<b>Members Present:</b>	<input checked="" type="checkbox"/> PJ Brafford <input 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"/> Dwan Tarrance <input type="checkbox"/> Angeline Washington <input checked="" type="checkbox"/> Chanel Winston
<b>Members Absent:</b>	Deborah Feldman, Jamie Rippey, Angeline Washington
<b>Guests:</b>	Lindsey Riley
<b>Vision:</b>	All Montgomery County, Ohio children are ready for kindergarten.
<b>Mission:</b>	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 Anissa Lumpkin.

### 2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

The Board reviewed minutes from the meeting held on September 1, 2022.

*Jane McGee-Rafal motioned for approval.*

*Chanel Winston seconded the motion.*

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

## FINANCIALS

### 3. REVIEW AND APPROVAL OF FINANCIALS

The Board approved the presented financial statements as of August 31, 2022.

*PJ Brafford motioned for approval.*

*Chanel Winston seconded the motion.*

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

## ACTION ITEMS

**4. AMENDMENT APPROVAL - Loving Guidance**

The Board approved to amend the agreement with Loving Guidance, LLC for Conscious Discipline training previously approved on September 1, 2022. Updating dates to February of 2023 and increasing the agreement by \$450.00 for a total of \$30,410.00.

**5. AMENDMENT APPROVAL – 4C for Children**

The Board approved to amend the contract with 4C for Children previously approved on June 29, 2022. The amendment will address the need for additional family child care providers in the Northwest Dayton Partnership in the amount of an additional \$193,000 to be funded with grant funds from Blue Meridian Partners as outlined under separate cover.

**6. AMENDMENT APPROVAL – Chrystaline Glenn**

The Board approved to amend the contract with Chrystaline Glenn, Outreach Specialist, to extend through December 31, 2022 in the amount not to exceed \$12,000.00.

**7. AMENDMENT APPROVAL – SHP (Facility Assessments)**

The Board approved to amend the contract with SHP for facility assessments previously approved December 8, 2021 to extend the contract through December 31, 2022 and increase the contract by \$10,000.00 for a total of \$50,000.00 as outlined under separate cover. This amendment will allow for additional assessments.

**8. AMENDMENT APPROVAL – SHP (Workshop Series)**

The Board approved to amend the contract with SHP for facilitation of the workshop series previously approved June 29, 2022 to extend the contract through December 31, 2022 and increase the contract by \$2,250.00 for a total of \$21,500.00 as outlined under separate cover. This amendment will allow for completion of final results reports for programs.

**9. AMENDMENT APPROVAL – Talent One Advisors - Gail Johnson**

The Board approved to amend the contract with Talent One Advisors – Gail Johnson previously approved June 29, 2022 that as of October 25, 2022 the consultant is Equapendence, LLC as outlined under separate cover.

**10. AMENDMENT APPROVAL – Spark Space Creative, LLC**

The Board approved to amend the contract with Spark Space Creative, LLC previously approved on August 26, 2020 to extend the contract through December 31, 2022 as outlined under separate cover.

**11. CONTRACT APPROVAL – Spark Space Creative, LLC**

The Board approved a contract with Spark Space Creative, LLC effective January 1, 2023 to provide services that include but are not limited to designing marketing materials and communications as outlined under separate cover.

*Chanel Winston motioned for approval items 4-11.*

*PJ Brafford seconded the motion.*

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

## **EXECUTIVE DIRECTOR REPORT & DISCUSSION ITEMS**

Emily Broughton reported on the Excellence in Education Event held on September 29th. The event honored over 350 Preschool teachers from Preschool Promise sites. Emily shared about the energy in the room and how appreciated the attendees felt. She recognized PNC Bank, Dayton Children's Hospital and Oregon Printing for their sponsorships.

Robyn Lightcap introduced Lindsey Riley, Enrollment Manager in the Operations team. Lindsey shared the story of "Maya". We can proudly say she is now a preschool student. We sometimes forget the role each of us play in making sure each child is ready for Kindergarten. The Board of Trustees passed the Tier R Tuition Assistance; Operations team members - personally worked with Maya's Mother and a Preschool Promise Provider Administrator to work through each obstacle; Finance department processes the tuition assistance payments; and the Quality team is currently providing training for the provider ... Each of us made it possible for Maya to attend preschool and be ready for kindergarten.

Robyn Lightcap updated the Board about the volunteer orientation sessions for Black Boy Brilliance initiative with hopes to kick off the program in the next few weeks.

She spoke of the Facilities Cohort that took place during the end of summer and fall. This cohort consisted of providers located in the City of Dayton and professionals were brought in to help design goals for their sites and a means to accomplish them.

### **12. ADJOURN**

Anissa Lumpkin adjourned the meeting at **1:10** p.m.