### Board of Trustees Meeting

**MINUTES**

**February 16, 2022**

12:00 p.m. – 1:00 p.m.

Virtual Meeting via Zoom

<table>
<thead>
<tr>
<th>Chair:</th>
<th>Debbie Feldman</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note Taker/Time Keeper:</td>
<td>Barbara Elrod</td>
</tr>
<tr>
<td><strong>Members Present:</strong></td>
<td></td>
</tr>
<tr>
<td>☑ PJ Brafford</td>
<td></td>
</tr>
<tr>
<td>☑ Deborah Feldman (joined at 12:12 p.m.)</td>
<td></td>
</tr>
<tr>
<td>☑ Anissa Lumpkin</td>
<td></td>
</tr>
<tr>
<td>☑ Jane McGee-Rafal</td>
<td></td>
</tr>
<tr>
<td>☑ Jamie Rippey</td>
<td></td>
</tr>
<tr>
<td>☑ Angeline Washington</td>
<td></td>
</tr>
<tr>
<td><strong>Members Absent:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Guests:</strong></td>
<td>Joshua Ward, Jonathan Washington</td>
</tr>
</tbody>
</table>

**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 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.
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.