



Board of Trustees Meeting MINUTES

February 16, 2022

12:00 p.m. – 1:00 p.m.

Virtual Meeting via Zoom

Dayton & Montgomery County

Chair:	Debbie Feldman
Note Taker/Time Keeper:	Barbara Elrod
Members Present:	<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
Members Absent:	
Guests:	Joshua Ward, Jonathan Washington
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.



Board of Trustees Meeting MINUTES

April 21, 2022

12:00 p.m. – 1:00 p.m.

Virtual Meeting via Zoom

Dayton & Montgomery County

Chair:	Debbie Feldman
Note Taker/Time Keeper:	Barbara Elrod
Members Present:	<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
Members Absent:	Anissa Lumpkin, Angeline Washington
Guests:	Chris McCaskey, Katherine Pavy
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 12:05 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

Chair:	Debbie 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 (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
Members Absent:	Jane McGee-Rafal, 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 / 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 MCEC 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.