



Board of Trustees Meeting MINUTES

February 23, 2023

12:00 p.m. – 1:00 p.m.

Virtually on 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 <input 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 type="checkbox"/> Chanel Winston
Members Absent:	Anissa Lumpkin, Jamie Rippey, Chanel Winston
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

The Board reviewed minutes from the meeting held on December 7, 2022.

PJ Brafford motioned for approval.

Jane McGee-Rafal seconded the motion.

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

EXECUTIVE DIRECTOR REPORT

Hertia Mims, Coaching Specialist from the Preschool Promise Quality Education staff team, joined the meeting to share a testimony from an Administrator of one of our partner sites. Johnita Pits, Administrator from West Park Academy, shared how Conscious Discipline has helped her teaching staff and students. *"The more I learn and the more I practice the techniques of Conscious Discipline, the better I feel and the better these kiddos behave."*

Robyn Lightcap shared information about receiving the Industry Sector Partnership Grant from the Ohio Workforce Development Office along with an additional grant from the Anonymous Donor both grants will allow us to continue our work in the Scholars Pathways & Workforce Development programs.

She also shared upcoming information on the Readiness Summit to be held on March 3rd at Sinclair College, the Excellence in Education event to be held on April 20th at Carillon, and the Kickoff event to be held at the Dragons' Stadium August 7.

Ashley Marshall shared that we have over 2,500 fully enrolled preschoolers attending at our partner sites and that applications for the 2023-24 school year will open in April.

FINANCIALS

3. REVIEW AND APPROVAL OF FINANCIALS

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

Jane McGee-Rafal motioned for approval.

PJ Brafford seconded the motion.

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

ACTION ITEMS

4. AGREEMENT APPROVAL - Mad River Local Schools

The Board 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 2022-2023 school year in an amount not to exceed \$80,000.00.

5. CONTRACT APPROVAL – SHP

The Board approved a contract with SHP to provide architectural consulting services during March 1, 2023 through February 28, 2024 on an hourly, as-needed basis in an amount not to exceed \$20,000.00.

6. HANDBOOK APPROVAL

The Board approved the 2023-2024 Provider Handbook.

PJ Brafford motioned for approval for items 4-6.

Dawn Tarrance seconded the motion.

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

DISCUSSION ITEMS

Robyn Lightcap shared updates on our strategic projects:

- We are talking with the producer of the film “Black Boys,” a 1.5 hour documentary that talks about life from the perspective of Black males in America. As part of our work to advance equity, we are planning to offer a series of screenings for our partner sites that will include the film and a reflection time following.
- As part of the Northwest Dayton Partnership work with Learn to Earn Dayton, we have implemented the RESPECT Pilot, the one-year pilot to provide monthly stipends or grants to child care staff. We have been providing monthly payments averaging \$400 to over 220 child care staff at 14 child care sites. Unfortunately, the funding is not

continuing, however, we are taking what we have learned and applying those learnings to future projects.

- We are working with The Village Network, a certified mental health provider that uses Dr. Bruce Perry's Neurosequential Model, to develop our mental health pilot with a child care site in Northwest Dayton. Additional information will be discussed at the next board meeting when a contract is presented.

Robyn also shared information about the early childhood priorities in the Governor's proposed State Budget. On March 24th we are hosting a "Coffee and Circle Time" event with our local Representatives at Stepping Stones Childcare Center. We are also working on a "snail mail" campaign to send letters to legislators from families with young children and teachers of young children. Groundwork Ohio is hosting an "Advocacy Day" on March 8 at the Statehouse and we will be taking a team from Groundwork, including Board member Jane McGee-Rafal.

Ashley Marshall shared an update on the ELEVATE program. We partnered with SHP, the architecture firm, to create a training cohort to help Directors and Administrators assess the quality of the physical learning environment. We will be providing grants to help providers implement projects to improve their facilities. This project is focused on child care providers located in the City of Dayton. (Note that we cannot use Montgomery County funding for capital projects.)

7. ADJOURN

Debbie Feldman adjourned the meeting at **12:45** p.m.



Board of Trustees Meeting MINUTES

April 25, 2023

12:00 p.m. – 1:00 p.m.

Virtually on Zoom

because the first 5 years matter

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 <input checked="" type="checkbox"/> Jane McGee-Rafal <input checked="" type="checkbox"/> Jamie Rippey <input checked="" type="checkbox"/> Dwan Tarrance <input checked="" type="checkbox"/> Angeline Washington <input checked="" type="checkbox"/> Chanel Winston
Members Absent:	
Guests:	Malcom Keith, Missy Behymer, Brady Ware
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

The Board reviewed minutes from the meeting held on February 23, 2023.

PJ Brafford motioned for approval.

Anissa Lumpkin seconded the motion.

All in favor; none opposed; motion passed (7-0).

EXECUTIVE DIRECTOR REPORT

Robyn Lightcap thanked both PJ Brafford and Jamie Rippey for their service on the Board of Trustees. Both are moving from the area. She introduced Malcom Keith as an incoming Board member appointed by the City of Dayton.

Robyn and Emily Broughton presented the new logo and explained that it encompasses all the work we do from birth to age 5. They pointed out that the stars represent the State's Step Up To Quality rating system.

Robyn spoke about the Excellence in Education event on April 20th and thanked Emily and her team for their hard work to pull off a fantastic event. It was attended by over 400 people and 12 people were honored for their accomplishments. Those 12 were chosen by a committee that reviewed over 1,000 nominations. Emily presented photos from the evening and thanked the sponsors of the event. Debbie Feldman shared that it was a terrific event and the energy in the room was amazing to see. She also stated that she was honored to be surrounded by all those that make a difference in educating our youth.

Robyn shared with the Board that we had submitted an application for the Better Business Bureau's Torch Award for Ethics and were chosen as a finalist and participated in a site visit on March 31st recipients will be presented during their Gala on May 9th.

Robyn updated the Board on the State Budget concerning child care.

FINANCIALS

3. REVIEW OF AUDIT REPORT

The auditor from Brady Ware, Missy Behymer, presented the Audit Report with the highest rating of an unmodified opinion for the Fiscal Year of December 31, 2022.

Anissa Lumpkin motioned for acceptance.

Dwan Tarrance seconded the motion.

All in favor; none opposed; motion passed (7-0)

4. REVIEW AND APPROVAL OF FINANCIALS

The Board approved the presented financial statements as of February 28, 2023.

PJ Brafford motioned for approval.

Anissa Lumpkin seconded the motion.

All in favor; none opposed; motion passed (7-0)

ACTION ITEMS

5. CONTRACT APPROVAL - The Village Network & Youthland Academy

The Board approved a contract with The Village Network and Youthland Academy effective April 25, 2023 through July 31, 2024 to provide mental health services including one clinician at the site in an amount not to exceed \$88,404.00. Robyn Lightcap also noted that she is now a Board member for The Village Network.

6. CONTRACT APPROVAL – Never Whisper Justice

The Board approved a contract with Never Whisper Justice in the amount of \$42,500.00 to create a multi-media approach to engage educators, parents, and community members around advancing equity in the classroom as part of the Black Boy Brilliance initiative. The contract includes Anthem Film (2 - 3 minutes), Anthem Film Social Cutdown (30 seconds), Black Boys Film License (90-Minutes), and Non-Exclusive License to Black Boys Curriculum.

7. CONTRACT APPROVAL - SHP

The Board approved a contract with SHP to conduct workshop sessions and individual child care facility assessments to providers in northwest Dayton to explore the role of physical environments in learning and development, to discuss business and financial considerations, and to help create a master plan for program development in the

amount not to exceed \$55,500.00 with an additional amount not to exceed \$2,000.00 for reimbursable expenses.

8. TEMPLATES APPROVAL - ELEVATE Program

The Board approved the following facilities contract templates to be used between Preschool Promise and Providers:

- a. ELEVATE Program MOU (Other Participants)
- b. ELEVATE Program MOU (Intent to Stay)

9. CONTRACT APPROVAL - Loving Guidance

The Board approved an agreement with Loving Guidance, LLC (Conscious Discipline) for professional development in the amount of \$42,855.00.

10. CONTRACT APPROVAL - Emily Nye

The Board approved a contract with Emily Nye as an Infant/Toddler Consultant to provide professional development, coaching, and consultation on projects with the Birth to 3 program. She will be paid \$33.00 per hour at an amount not to exceed \$51,480.00 effective May 1, 2023 through June 30, 2024. Further recommend that her current contract approved April 21, 2022 be nullified effective April 30, 2023.

11. CONTRACT APPROVAL - Dayton Metro Library

The Board approved a contract with the Dayton Metro Library in the amount of \$10,000.00 to update their transit van to be utilized as part of their Bookmobile program and will be utilized during summer festivals and events in partnership with the Preschool Promise Outreach Team.

PJ Brafford motioned for approval for items 5-11.

Anissa Lumpkin seconded the motion.

All in favor; none opposed; motion passed (7-0)

DISCUSSION ITEMS

Christopher James and Dr. Debra Brathwaite presented information on the progress of the Black Boy Brilliance program. The slide presentation can be found [here](#). They also shared the video, "[Get Comfortable Being Uncomfortable - Preschool Promise Black Boys Initiative](#)".

12. ADJOURN

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



Board of Trustees Meeting MINUTES

June 20, 2023

12:00 p.m. – 1:00 p.m.

In-Person: 2251 Timber Lane, Dayton, OH

because the first 5 years matter

Chair:	Debbie Feldman
Note Taker/Time Keeper:	Barbara Elrod
Members Present:	<input checked="" type="checkbox"/> Deborah Feldman <input checked="" type="checkbox"/> Malcom Keith <input checked="" type="checkbox"/> Anissa Lumpkin <input checked="" type="checkbox"/> Jane McGee-Rafal <input checked="" type="checkbox"/> Jamie Rippey <input checked="" type="checkbox"/> Dwan Tarrance <input type="checkbox"/> Angeline Washington <input checked="" type="checkbox"/> Chanel Winston
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

The Board reviewed minutes from the meeting held on April 25, 2023.

Dawn Tarrance motioned for approval.

Anissa Lumpkin seconded the motion.

All in favor; none opposed; motion passed (7-0).

EXECUTIVE DIRECTOR REPORT

Robyn Lightcap began her report with the announcement of earning the Golden Torch Award and an Eclipse Integrity Torch Award from the Dayton Better Business Bureau. She further explained that the awards are based on the integrity of our organization and our service to the community. She thanked the Board for their continued support and contributions to make this possible.

Latoria Marcellus will be coming back to Preschool Promise beginning in July as the Senior Director of Education Strategy. Robyn explained that she will work to align all of our work in the Quality Education Department.

Updates were given on the State Budget and that Robyn has participated in events and testimony to get funds put back into the budget before it goes to the Governor.

Robyn Lightcap spoke about the recent screenings of the documentary “Black Boys” Christopher James shared that during the 1st screening we had approximately 60 in attendance with a well received discussion following the movie and is very excited about the next screening. Robyn shared that Christopher has done a superb job of facilitating and handling difficult learning experiences.

Stacy Schweikhart, Executive Director of Learn to Earn Dayton attended the meeting. Robyn introduced her to the Board and shared about the relationship between Learn to Earn Dayton and Preschool Promise. She also expressed her gratitude for the partnership to better serve Dayton and Montgomery County. Robyn then spoke about funding opportunities through Learn to Earn - the Pritzker Grant for the Birth to 3 programming and the OAE program for educators.

Robyn Lightcap shared information about the Hope Zoon Project with OMEGA CDC to utilize grant funding to address early learning in a targeted area in Dayton. She also spoke about the successful High School Student Intern program with 37 participants in 12 Preschool Promise partner sites. The goal of this intern program is to increase the importance of early childhood education and provide interest in working in this field.

FINANCIALS

3. REVIEW AND APPROVAL OF FINANCIALS

The Board approved the presented financial statements as of April 30, 2023.

Anissa Lumpkin motioned for approval.

Dawn Tarrance seconded the motion.

All in favor; none opposed; motion passed (7-0)

ACTION ITEMS

4. CONTRACT AMENDMENT APPROVAL - Anita Craighead

The Board approved an amendment to the contract with Anita Craighead to increase the amount of the contract by \$1,200.00 effective June 1, 2023 to accommodate for monthly mileage and cell phone expense as outlined in the original contract.

5. CONTRACT APPROVAL – Anita Craighead

The Board approved a contract with Anita Craighead as a Conscious Discipline & Curriculum Coach effective July 1, 2023 through June 30, 2024 in an amount not to exceed \$73,920.00.

6. CONTRACT APPROVAL - Joni Spencer

The Board approved a contract with Joni Spencer as a Technical Assistance and Early Childhood Behavioral Consultant effective July 1, 2023 through June 30, 2024 in an amount not to exceed \$10,800.00.

7. CONTRACT APPROVAL - Kennedy Lynch

The Board approved a contract with Kennedy Lynch as a CLASS Specialist effective July 1, 2023 through June 30, 2024 in an amount not to exceed \$12,000.00.

8. CONTRACT APPROVAL - Sheryl Mobley-Brown

The Board approved a contract with Sheryl Mobley-Brown as a Pathway Retention Specialist effective July 1, 2023 through June 30, 2024 in an amount not to exceed \$18,000.00.

9. CONTRACT APPROVAL - Susan Hampel

The Board approved a contract with Susan Hampel as a Conscious Discipline Specialist effective July 1, 2023 through June 30, 2024 in an amount not to exceed \$35,000.00.

10. CONTRACT APPROVAL - KB Educational Staffing

The Board approved a contract with KB Educational Staffing to provide staffing, professional development facilitation and consultation services effective July 1, 2023 through June 30, 2024 in an amount not to exceed \$156,000.00.

11. 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, 2023 through June 30 2024 in an amount not to exceed \$493,288.00. An additional amount not to exceed \$139,955.00 will be paid for the work done through the Northwest Partnership Zone. The Northwest Partnership Zone work must be completed by December 31, 2023. Funds not utilized by this date will be forfeited.

12. CONTRACT APPROVAL - University of Dayton Business Research Group

The Board approved a contract with the University of Dayton Business Research Group during July 1, 2023 through June 30, 2024 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 \$282,585.00.

13. FUNDING AGREEMENT APPROVAL - Huber Heights City Schools

The Board approved a funding agreement with Huber Heights City Schools to maintain the number of available Preschool slots during the 2023-2024 academic year in the amount not to exceed \$200,000.00. Effective July 1, 2023 through May 31, 2024 as outlined in the Agreement and Scope of Work.

14. FUNDING AGREEMENT APPROVAL - Immaculate Conception

The Board approved a funding agreement with Immaculate Conception to maintain the increased number of available Preschool slots during the 2023-2024 academic year in the amount not to exceed \$33,250.00. Effective July 1, 2023 through May 31, 2024 as outlined in the Agreement and Scope of Work.

15. FUNDING AGREEMENT APPROVAL - Mad River Local Schools

The Board approved a funding agreement with Mad River Local Schools to maintain the increased number of available Preschool slots during the 2023-2024 academic year in



because the first 5 years matter

Board of Trustees Meeting MINUTES

August 30, 2023

12:00 p.m. – 1:00 p.m.

Virtually on Zoom

Chair:	Debbie Feldman
Note Taker/Time Keeper:	Barbara Elrod
Members Present:	<input checked="" type="checkbox"/> Deborah Feldman <input checked="" type="checkbox"/> Malcom Keith <input checked="" type="checkbox"/> Brian Heitkamp <input type="checkbox"/> Anissa Lumpkin <input checked="" type="checkbox"/> Jane McGee-Rafal (left at 12:30 p.m.) <input checked="" type="checkbox"/> Dwan Tarrance <input type="checkbox"/> Angeline Washington <input checked="" type="checkbox"/> Chanel Winston
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

CALL TO ORDER

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

Debbie Feldman welcomed new Board Member, Brian Heitkamp and we introduced board members and staff in the meeting.

APPROVAL OF MINUTES FROM PREVIOUS MEETING

The Board reviewed minutes from the meeting held on June 20, 2023.

Jane McGee-Rafal motioned for approval.

Dawn Tarrance seconded the motion.

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

EXECUTIVE DIRECTOR REPORT

Robyn Lightcap shared the success of the showings of **Black Boys** ... giving people the opportunity to learn about what Black men experience in our country, so we can better support the Black boys in our Preschools. To date we've had a total of 310 people have attended the

first 6 showings with 212 of those attending are staff members at our partner sites. 10 more showings scheduled before November 1st.

Ashley Marshall shared updates on the beginning of the 2023-24 school year. She was excited to announce that we have 22 new partner sites bringing the total number of Preschool Promise Partner Sites to 123 with 1,500 children currently enrolled compared to 1,191 at this time last year.

Ashley also shared that the Ohio Department of Education expanded their Early Childhood Education (ECE) Preschool funding that provided funding to some of our partner sites that hadn't had this in the past. Ashley and her team worked with many of our providers giving them the resources and assistance they needed to apply for this funding. She announced that 30 of our sites received new ECE grant slots totalling over 1,300 new slots for a total of \$5.8 million dollars for our partner sites who participated.

Robyn Lightcap reported that work on the annual report has begun for the 2022-23 program year. Some of our findings so far include: 1.) Children who attend Preschool Promise sites were better prepared for kindergarten; 2.) Classroom quality improved for Teachers who participated in Professional Learning Communities (PLCs); 3.) Black boys made significant gains in Executive Function - more than any other gender/race group; 4.) Attendance still has not recovered to pre-Covid levels; and 5.) We need to focus on language and pre-literacy with our Black children.

FINANCE

Marie Giffen reported on new revenue received since the last board meeting of \$78,000 from PNC foundation for the Passport to Kindergarten program and \$15,000 from Martha Holden Jennings Foundation for Early Literacy.

REVIEW AND APPROVAL OF FINANCIALS

The Board approved the presented financial statements as of June 30, 2023.

Dawn Tarrance motioned for approval.

Chanel Winston seconded the motion.

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

POLICY REVIEW AND APPROVAL

The Board approved the revisions to the Fiscal Management and Financial Policies.

Jane McGee-Rafal motioned for approval.

Chanel Winston seconded the motion.

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

ACTION ITEMS

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 2023 through August 2024 in the amount not to exceed \$120,000.00.

CONTRACT APPROVAL – Lynne Willis

The Board approved a contract with Lynne Willis as a Professional Development Consultant effective August 1, 2023 through July 31, 2024 in the not to exceed amount of \$11,150.00.

CONTRACT AMENDMENT APPROVAL - 4C for Children

The Board approved to amend the contract with 4C for Children that was approved during the June 20, 2023 meeting to have an effective date of July 1, 2023 through August 31, 2023.

CONTRACT APPROVAL - 4C for Children

The Board approved a contract with 4C for Children to provide a Leadership Coach to support Montgomery County Preschool sites in an amount not to exceed \$81,455.00. An additional amount not to exceed \$139,955.00 will be paid for the work done through the Northwest Partnership Zone. The Northwest Partnership Zone work must be completed by December 31, 2023. Funds not utilized by this date will be forfeited.

CONTRACT AMENDMENT APPROVAL - The Village Network

The Board approved an amendment to the contract with The Village Network to include the addition of a support staff member to serve as a Family Engagement Liaison for an additional amount of \$42,000.00.

CONTRACT APPROVAL - Provisio Partners

The Board approved a contract with Provisio Partners for development and implementation of a new data system with Salesforce Customer Relationship Management Platform that will centralize all data and internal operations, increase operational efficiency, ease reporting, and allow for Preschool Promise to proactively engage each family, Teacher, and Provider Site at an amount not to exceed \$186,574.00.

CONTRACT APPROVAL - Salesforce, Inc.

The Board approved a 3-year contract with Salesforce, Inc. for the CRM system at a cost not to exceed \$72,365.40 (\$24,121.80 annually) effective September 6, 2023 through September 5, 2026.

CONTRACT APPROVAL - ResourceFull Consulting

The Board approved a contract with ResourceFull Consulting which has extensive experience securing diverse funding for local programs for children, prenatal to age five will assist in increasing our its capacity to identify and effectively secure a more diverse base of funding, including federal, state, corporate and philanthropic grants to help grow and sustain our work. The cost of the Phase 1 contract will be an not to exceed amount of \$10,000.00.

Chanel Winston motioned for approval for items 5-12.

Dawn Tarrance seconded the motion.

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

DISCUSSION ITEMS

Robyn Lightcap and Marie Giffen presented the financial forecast for 2024-2026 which included the current financial status, a plan to sustain and generate new funding; and a detailed analysis of program outcome and expense forecast. They presented the following consolidated forecast. Programming would be adjusted in FY 2026 if additional revenues are not secured.

Ordinary Income/Expense	Total Budget FY 2023	Forecast FY 2024	Forecast FY 2025	Forecast FY 2026
Total Income	\$13,539,792.33	\$10,914,000.00	\$10,491,000.00	\$10,215,000.00
Total Expense	\$13,539,792.33	\$10,914,000.00	\$10,491,000.00	\$10,650,715.09
Net Ordinary Income	-\$0.00	-\$0.00	-\$0.00	-\$435,715.09

Beth Deutscher spoke to the Board about the outcome of the RESPECT Pilot. She reviewed the goal of the pilot was to improve teacher morale, retention and well-being through a monthly wage stipend to child care staff. Beth reported that the pilot served 14 sites in Northwest Dayton, that more than 250 staff members participated from those sites and that \$1.16 million dollars were distributed through the pilot to those participants.

Latoria Marcellus reported on the Quality Education changes for the 2023-24 school year: 1.) Offer year-long intensive training (PLCs) with an increased stipend that is focused on implementation; eliminate one-time workshops; 2.) Move to an application model for Coaching, add stipend for teachers; 3.) Increase Classroom Supply Fund from \$200 to \$400 per classroom; 4.) Modify the Promise Stipend to be 50% of the amount for this year and end the program after this school year; and 5.) Continue to fund CDA, Associate's and some Bachelor's degrees in Scholars, no additional Master's students at this time.

Robyn Lightcap closed the discussion with an invitation to attend one of the upcoming **Black Boys** screenings and a review of the upcoming Board meeting dates.

ADJOURN

Debbie Feldman adjourned the meeting at **12:57** p.m.

the amount not to exceed \$80,000.00. Effective July 1, 2023 through June 30, 2024 as outlined in the Agreement and Scope of Work.

16. FUNDING AGREEMENT APPROVAL - On Purpose Academy

The Board approved a funding agreement with On Purpose Academy to maintain the increased number of available Preschool slots during the 2023-24 academic year in the amount not to exceed \$165,600.00, effective July 1, 2023 through June 30, 2024. Further recommend the approval of an additional amount not to exceed \$49,998.00 to support salaries of two teachers for the Pop Up Preschool from July 1-December 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 maintain the increased number of available Preschool slots during the 2023-24 academic year in the amount not to exceed \$55,000.00. Effective July 1, 2023 through June 30, 2024 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 maintain the increased number of available Preschool slots during the 2023-24 academic year in the amount not to exceed \$76,000.00. Effective July 1, 2023 through May 31, 2024 as outlined in the Agreement and Scope of Work.

19. FUNDING AGREEMENT APPROVAL - West Park Academy

The Board approved a funding agreement with West Park Academy to maintain the increased number of available Preschool slots during the 2023-24 academic year in the amount not to exceed \$52,500.00. Effective September 1, 2023 through July 31, 2024.

20. 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, 2024 at a cost not to exceed \$77,000.00.

21. PURCHASE AGREEMENT APPROVAL - Procare Solutions

The Board approved a purchase agreement with Procare Solutions for 20 Procare Essential Online licenses (child care management software) for the participating Preschool Promise partner sites in the pilot program at a cost of \$14,220.00.

22. PURCHASE AGREEMENT APPROVAL - Insignia Display Graphics

The Board approved a purchase agreement with Insignia Display Graphics in the amount of \$44,042.00 for the purchase of 7,220 t-shirts for the 2023-2024 program year for enrolled families and staff at partner provider sites.

23. CONTRACT AMENDMENT APPROVAL - Dayton Metro Library

The Board approved an amendment to the contract with Dayton Metro Library-Bookmobile to include the in-kind contributions.

*Dawn Tarrance motioned for approval for items 4-23.
Chanel Winston seconded the motion.
All in favor; none opposed; motion passed (7-0)*

DISCUSSION ITEMS

Robyn Lightcap presented the updated Strategic Plan. (attached)

Robyn reviewed with the Board the new Preschool Promise Board of Trustees Agreement and collected signatures from members.

She also reviewed the upcoming screenings and events with the Board and encouraged them to attend as their schedules permitted.

24. ADJOURN

Debbie Feldman adjourned the meeting at **12:45** p.m.



Board of Trustees Meeting MINUTES

September 20, 2023

Email Vote

because the first 5 years matter

Chair:	Debbie Feldman
Note Taker/Time Keeper:	Barbara Elrod
Members Present:	<input type="checkbox"/> Deborah Feldman <input type="checkbox"/> Malcom Keith <input type="checkbox"/> Brian Heitkamp <input type="checkbox"/> Anissa Lumpkin <input type="checkbox"/> Jane McGee-Rafal (left at 12:30 p.m.) <input type="checkbox"/> Dwan Tarrance <input type="checkbox"/> Angeline Washington <input type="checkbox"/> Chanel Winston
Members Absent:	
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.

CONTRACT VOTE BY EMAIL

CONTRACT APPROVAL – DocuSign

The Board approved a 3 year contract with DocuSign, Inc. in the amount of Year 1: \$9,990.00; Year 2: \$9,990.00; and Year 3: \$9,990.00 for eSignature Business Pro Edition to process finance documentation, contracts and other signatures required for electronic documentation. Effective September 18, 2023 through September 17, 2026.

The following votes were received by email communication:

Yes Board Member

- ☐ Deborah Feldman
- ☒ Malcom Keith
- ☒ Brian Heitkamp
- ☒ Anissa Lumpkin
- ☒ Jane McGee-Rafal
- ☒ Dwan Tarrance
- ☐ Angeline Washington (non-voting member)
- ☒ Chanel Winston

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



Board of Trustees Meeting MINUTES

October 19, 2023

12:00 p.m. – 1:00 p.m.

Virtually on Zoom

because the first 5 years matter

Chair:	Debbie Feldman
Note Taker/Time Keeper:	Barbara Elrod
Members Present:	<input checked="" type="checkbox"/> Deborah Feldman <input checked="" type="checkbox"/> Malcom Keith <input checked="" type="checkbox"/> Brian Heitkamp <input type="checkbox"/> Anissa Lumpkin <input checked="" type="checkbox"/> Jane McGee-Rafal <input checked="" type="checkbox"/> Dwan Tarrance <input type="checkbox"/> Angeline Washington <input checked="" type="checkbox"/> Chanel Winston
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

CALL TO ORDER

Meeting was called to order at 12:00 p.m. on Zoom by Deborah Feldman.

APPROVAL OF MINUTES FROM PREVIOUS MEETING

The Board reviewed minutes from the meeting held on August 30 and September 20, 2023.

Jane McGee-Rafal motioned for approval.

Brian Heitkamp seconded the motion.

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

EXECUTIVE DIRECTOR REPORT

Robyn Lightcap shared that 104 Promise Scholars are currently enrolled for the fall semester with 150 on the waiting list. The participants are working on the following degrees: 3-CDA credential; 56-Associate degrees; 41-Bachelor's degrees; and 4 Master's degrees. She was excited to announce that over 299 teachers and administrators are participating in 11 different year-long Professional Learning Communities along with 102 teachers receiving coaching for the 2023-24 program year.

Robyn continued her report speaking about the Black Boys Movie screenings - we have reached over 479 Preschool Promise Teachers and Administrators with a total of 17 screenings. There have also been 231 community members that have attended in addition to our partner sites staff.

She also announced that the team has been asked to present our programs at National Conferences including the Parents as Teachers program, the Elevate program and the RESPECT pilot.

FINANCE

Marie Giffen reported on new revenue received since the last board meeting:

- The Dayton Foundation in the amount of \$7,500 to fund identification of new national funders and grant prospects.
- The Levin Foundation in the amount of \$10,000 for the Scholars program.
- Greater Dayton RTA in the amount of \$16,000 for the POP spot at the bus stop located at McIntosh Park.

REVIEW AND APPROVAL OF FINANCIALS

The Board approved the presented financial statements as of August 31, 2023.

Dawn Tarrance motioned for approval.

Brian Heitkamp seconded the motion.

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

10% OVERAGE APPROVAL

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

6220 - Legal Fees
6242 - Photography, Video
6270 - Call Ctr & Eligibility Determination
6550 - Telephone, Telecommunications
6586 - Teacher Stipends
6615 - Quality Assistance Stipends
6627- Attendance Initiative
6642 - Family Engagement
6645 - Bank Fees
6810 - Conference, Convention, Meeting
6815 - Mileage
6825 - Parking

Jane McGee-Rafal motioned for approval.

Brian Heitkamp seconded the motion.

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

LINE OF CREDIT APPROVAL

The Board approved to open a line of credit with PNC Bank to alleviate cash flow challenges related to the reimbursement process for City and County funding.

Brian Heitkamp motioned for approval.

*Chanel Winston seconded the motion.
All in favor; none opposed; motion passed (6-0)*

ACTION ITEMS

AMENDMENT APPROVAL - Lynne Willis

The Board approved an amendment to the contract with Lynne Willis that was approved during the August 30, 2023 meeting to the reduced amount of \$5,750.00 due to cancellation of a Professional Learning Community (PLC).

AMENDMENT APPROVAL – Funding Agreements

The Board approved to amend funding agreements with On Purpose Academy and West Park Academy to update the termination date to October 31, 2023. Preschool Promise worked with providers to apply for new Early Childhood Education (ECE) funding through the Ohio Department of Education. This funding was awarded in August 2023 and helps offset costs for additional preschool slots that Preschool Promise was funding. This amendment accounts for the new revenue from the state and allows Preschool Promise to maximize its funding.

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. Effective November 1, 2023 through May 30, 2024 as outlined in the Agreement and Scope of Work.

QUALITY DOLLAR PROCESS APPROVAL

The Board approved the Quality Dollar process for the 2023-2024 school year. Further recommend that any agreements with allotted funds over \$10,000 can be approved by the Executive Director.

CONTRACT AMENDMENT APPROVAL - The Village Network

The Board approved an amendment to the contract with The Village Network to include the addition of a support staff member to serve as a Family Engagement Liaison for an additional amount of \$42,000.00.

CONTRACT APPROVAL - American Program Bureau, Inc. (APB)

The Board approved a contract with American Program Bureau, Inc. (APB) to provide the keynote speaker, Susan Neuman, for the 2024 Readiness Summit in the amount of \$10,000.00.

*Jane McGee-Rafal motioned for approval for items 6-12.
Chanel Winston seconded the motion.
All in favor; none opposed; motion passed (6-0)*

ADJOURN

Debbie Feldman adjourned the meeting at **12:30** p.m.