



because the first 5 years matter

Board of Trustees Meeting MINUTES

February 20, 2025

12:00 p.m. – 1:00 p.m.

Virtually on Zoom

Chair of Meeting:	Deborah Feldman <i>Chair & President</i>
Note Taker/Time Keeper:	Allana Bell
Members Present:	<input checked="" type="checkbox"/> Deborah Feldman <i>Chair & President</i> <input checked="" type="checkbox"/> Malcom Keith <input checked="" type="checkbox"/> Brian Heitkamp <input checked="" type="checkbox"/> Anissa Lumpkin <i>Vice Chair</i> <input checked="" type="checkbox"/> Jane McGee-Rafal <i>Secretary & Treasurer</i> <input type="checkbox"/> Dwan Tarrance <input type="checkbox"/> Angeline Washington <input checked="" type="checkbox"/> Chanel Winston
Members Absent:	Dwan Tarrance
Staff Present:	Robyn Lightcap, Ashley Marshall, Jen Brauer, Marie Giffen, Latoria Marcellus
Guests:	Kelly Mercer, Siran Cao
Vision:	Every child in Montgomery County, Ohio, is ready for success in Kindergarten and beyond.
Mission:	We are transforming early care and education, ensuring that every child can have equitable, high-quality and affordable programs and services from prenatal to age five.
Our Commitment to Equity:	We are committed to promoting equity in all facets of Preschool Promise, with the goal of ensuring that all children, regardless of race, ethnicity, gender, abilities or socioeconomic status, are fully ready to learn when they start Kindergarten.

CALL TO ORDER

CALL TO ORDER

1. Meeting was called to order at 11:59 a.m. by Deborah Feldman.

APPROVAL OF MINUTES FROM PREVIOUS MEETING

2. The Board reviewed minutes from the meeting held on December 10, 2024 and the Email Vote on January 14, 2025.

Anissa Lumpkin motioned for approval.

Jane McGee-Rafal seconded the motion.

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

EXECUTIVE DIRECTOR REPORT

Robyn Lightcap shared that we have 700 registrants for this year's Readiness Summit on Friday, March 7. We have two keynote speakers this year, Darneisha Allen from ZERO TO THREE and Dr. Jack Shonkoff, Founding Director of the Center on the Developing Child at Harvard University. We are excited to launch the new Be Ready by 5 initiative at the Summit.

Robyn also shared that we are managing our transition to the new CRM database, Salesforce. We were working with Provisio as the developer, and while they have helped us over the past year we decided to look for a new vendor. We conducted a RFP and found a new firm, Tipping Point, out of Indiana, to do conduct an Audit and make recommendations for how we maximize the Salesforce system for our operations.

Robyn also shared that Governor DeWine released the State budget that included investments supporting children. There are three funding streams that provide financial assistance to families up to 200% of the Federal Poverty Level to help them pay for child care or preschool: 1) Publicly Funded Child Care; 2) Child Care Choice Vouchers; and 3) Early Childhood Education preschool. We will continue to partner with Groundwork Ohio to educate elected officials about the importance of maintaining these investments in child care and preschool as the budget proposal heads to the House and Senate.

FINANCE

NEW REVENUE

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

- Learn to Earn in the amount of \$5,000.00 to be used for Event Sponsorship
- Dayton Children's Hospital in the amount of \$15,000.00 to be used for Play Kit Sponsorship
- Revenue for Be Ready by 5 Initiative
 - The Frank M. Tait Foundation in an amount of \$80,000.00
 - The Dayton Foundation in an amount of \$20,000.00
 - CareSource in an amount of \$75,000.00

Marie acknowledged that the board received a copy of the 2024 Governance Letter from Brady Ware.

REVIEW AND APPROVAL OF FINANCIALS

3. The Board approved the presented financial statements as of December 31, 2024.

Jane McGee-Rafal motioned for approval of item 3.

Chanel Winston seconded the motion.

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

MISSION MOMENT

Jen Brauer shared that in collaboration with OmegaCDC we hosted Bedtime Stories at the Boonshoft for Hope Zone families. The event had stations to model kindergarten readiness skills of; talk, read, write, sing and play. We invited every family to join Beanstack, an online tool to track reading books at home and challenged them to read 100 books or more at home

this school year. The team did an excellent job creating a great event with 312 parents and children in attendance. We also had 89 families enroll in Beanstack and 25 people volunteer for the event. The event was a huge success and children and families were excited to shop the “book fair” and add new books to their home library.

PROGRAM UPDATE

Jen Brauer shared an update that for the last three years Preschool Promise has been collaborating with HMGBF to pilot home visiting at community organizations. The program has served more than 100 families, made countless referrals for services and helped families get enrolled in preschool. The contract with HMGBF is changing and as a result Preschool Promise will no longer operate home visiting. Therefore, we are working to transition the 66 client slots back to HMGBF as of August 1, 2025 and we are supporting our three staff team members who have been providing home visiting as they look for new positions.

ACTION ITEMS

CONTRACT APPROVAL - SHIRLEY WILLIAMS

4. Recommend approval of a contract with **Shirley Williams** to assist in training Outreach Specialists, participate in outreach activities and serve as administrative specialist for operations team effective January 1, 2025 through December 31st 2025 in an amount not to exceed \$15,000.00.

CONTRACT APPROVAL - TONYA WHATLEY

5. Recommend approval of a contract with **Tonya Whatley** to assist in training Outreach Specialists, participate in outreach activities and assist with projects for Hope Zone effective January 1, 2025 through December 31st 2025 in an amount not to exceed \$15,000.00.

PURCHASING APPROVAL

6. Recommend approval to spend over \$10,000 with the following vendors, if necessary, to procure materials, services and supplies during FY2025. Single purchases over \$10,000 will still require approval from the Preschool Promise Board of Trustees.
 - a. Dayton Creative Printing
 - b. Dell Technologies
 - c. Discount School Supply
 - d. Insignia Display Graphics
 - e. Lakeshore Learning
 - f. Nova Creative
 - g. Scholastic Corporation

Jane McGee-Rafal motioned for approval for items 4-6.

Anissa Lumpkin seconded the motion.

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

DISCUSSION ITEMS

BE READY BY 5

Robyn Lightcap provided a brief synopsis of the Be Ready by 5 work and how the group came to be, bringing together over 20 organizations to better the experiences of parents with

children under 5 years old. Preschool Promise is facilitating the development and implementation of the new initiative, and is serving as the fiscal agent.

Deborah Feldman and Robyn Lightcap introduced Kelly Mercer from Boom Crate who has been working on the branding, marketing and website for the Be Ready by 5 initiative. Kelly Mercer shared that her team has been working with the partner organizations to listen to providers and families to identify opportunities to improve how we connect families to services.

Kelly presented the new branding for the Be Ready by 5 initiative. We will be working with partner organizations to co-brand materials to promote it in the community. The board shared excitement for this project and the progress.

MIRZA

Robyn Lightcap introduced Siran Cao who is developing the eligibility screener and working on a proposal for a common application for the Be Ready by 5 initiative. Siran Cao is one of the founders of Mirza, a company created out of the problems that she saw both in personal experiences and from her time at Uber where childcare was an obstacle to families.

Siran did a brief demo of the eligibility screener. The system was built with the expectation that most families will complete the screener on their phones. Siran also shared the privacy settings that are built into Mirza which are aligned with FERPA and HIPAA. Robyn shared that we will begin testing the eligibility screener and will be getting feedback from parents in the next week. We are also hoping the state will advise us in this work.

FEDERAL DISCUSSION

Robyn Lightcap shared that Preschool Promise leverages two sources of Federal funding: 1) the Education, Innovation and Research grant from the US Department of Education and 2) a subcontract from Omega CDC under their Promise Neighborhoods grant from the US Department of Education. These funding streams support staff people and other program costs. We have been in conversations with our contacts for both funding streams and at this time we are being told to proceed and continue the work as planned. We are moving forward confidently and wisely, given the unknowns. We are also talking with our staff and being transparent about what we know and don't know regarding decisions being made at the federal level.

Robyn also shared that we are making changes to job descriptions to stay aligned with state and federal requirements.

CHILD CARE BUSINESS PARTNERSHIP

Robyn Lightcap shared an update on the child care business partnership funding opportunity from the State. We are working very diligently with the Dayton Chamber and many other partners to identify business leaders. To date we have met with about 40 organizations 1:1.

We have found that businesses are reluctant to commit financial resources to this project, however, we are still pursuing some possibilities. It has been a great opportunity to connect with businesses and let them know more about child care and Preschool Promise.

ADJOURN

Deborah Feldman adjourned the meeting at **12:53** p.m.



Board of Trustees Email Vote

March 10, 2025

Members Present:	<ul style="list-style-type: none">x Deborah Feldman, <i>Chair</i>x Malcom Keithx Brian Heitkampx Anissa Lumpkin, <i>Vice Chair</i>x Jane McGee, <i>Secretary & Treasurer</i>x Dwan TarranceAngeline Washingtonx Chanel Winston
Vision:	Every child in Montgomery County, Ohio, is ready for success in Kindergarten and beyond.
Mission:	We are transforming early care and education, ensuring that every child can have equitable, high-quality and affordable programs and services from prenatal to age five.
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ACTION ITEM

1. Recommend approval of a contract with Conscious Discipline (CD) to provide CD training to Coaches, as a part of Preschool Promise's CD Impact Study in partnership with the US Department of Education's Education and Innovation in Research (EIR) grant programming in a total amount not to exceed \$24,320.00.

Action Needed: Approval of Item 1

<p>Approve</p> <p>Signed by:</p> <p><i>Deborah Feldman</i></p> <p>3BF29E7AF407183</p> <p>Deborah Feldman</p>	<p>Approve</p> <p>DocuSigned by:</p> <p>Malcom Keith</p> <p>091EEAF5C8C04D7...</p> <p>Malcom Keith</p>
<p>Approve</p> <p>Signed by:</p> <p><i>Brian Heitkamp</i></p> <p>C452E24673F84E0...</p> <p>Brian Heitkamp</p>	<p>Approve</p> <p>DocuSigned by:</p> <p><i>Amisa Lumpkin</i></p> <p>86907370699409...</p> <p>Amisa Lumpkin</p>
<p>Approve</p> <p>DocuSigned by:</p> <p><i>Jane McGee-Rafal</i></p> <p>7441CE87186F...</p> <p>Jane McGee-Rafal</p>	<p>Approve</p> <p>Signed by:</p> <p><i>Dwan Tarrance</i></p> <p>35E75229924AF...</p> <p>Dwan Tarrance</p>
<p>Approve</p> <p>DocuSigned by:</p> <p><i>Chanel Winston</i></p> <p>CD014D18F3540F...</p> <p>Chanel Winston</p>	

7 in favor; 0 opposed; motion passed.

DocuSigned by:

Robyn Lightcap

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Robyn Lightcap

Executive Director

Board of Trustees Email Vote

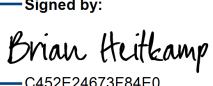
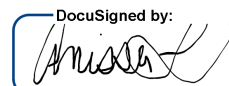
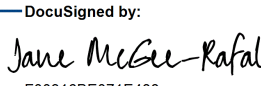
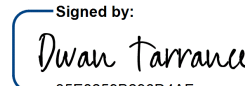
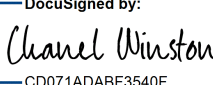
March 21, 2025

Members Present:	<p>Deborah Feldman, <i>Chair</i></p> <p>x Malcom Keith</p> <p>x Brian Heitkamp</p> <p>x Anissa Lumpkin, <i>Vice Chair</i></p> <p>x Jane McGee, <i>Secretary & Treasurer</i></p> <p>x Dwan Tarrance</p> <p>Angeline Washington</p> <p>x Chanel Winston</p>
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ACTION ITEM

1. Recommend approval of an amendment to the contract with Brady Ware & Company to increase the fiscal year 2022 audit amount from \$26,500.00 to \$31,500.00 to accommodate audit requirements for grants received through federal awards.

Action Needed: Approval of Item 1

		Approve	DocuSigned by: Malcom Keith <small>091EEAE5C0C04D7...</small> Malcom Keith
Deborah Feldman			
Approve	Signed by:  <small>C452E24673F84E0...</small> Brian Heitkamp	Approve	DocuSigned by:  <small>B88075FD050840D...</small> Anissa Lumpkin
Approve	DocuSigned by:  <small>F00316BE071E488...</small> Jane McGee-Rafal	Approve	Signed by:  <small>35E8259B296D4AF...</small> Dwan Tarrance
Approve	DocuSigned by:  <small>CD071ADABF3540F...</small> Chanel Winston		

6 in favor; 0 opposed; motion passed.

DocuSigned by:

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Robyn Lightcap
 Executive Director



because the first 5 years matter

Board of Trustees Meeting MINUTES

April 24, 2025

12:00 p.m. – 1:00 p.m.

Virtually on Zoom

Chair of Meeting:	Deborah Feldman <i>Chair & President</i>
Note Taker/Time Keeper:	Allana Bell
Members Present:	<input checked="" type="checkbox"/> Deborah Feldman <i>Chair & President</i> <input type="checkbox"/> Malcom Keith <input checked="" type="checkbox"/> Brian Heitkamp <input type="checkbox"/> Anissa Lumpkin <i>Vice Chair</i> <input checked="" type="checkbox"/> Jane McGee-Rafal <i>Secretary & Treasurer</i> <input checked="" type="checkbox"/> Dwan Tarrance <input type="checkbox"/> Angeline Washington <input checked="" type="checkbox"/> Chanel Winston
Members Absent:	Anissa Lumpkin, Malcom Keith
Staff Present:	Robyn Lightcap, Ashley Marshall, Jen Brauer, Marie Giffen, Latoria Marcellus
Guests:	Missy Behymer, Kevin Fink, Amy Neal Bundy
Vision:	Every child in Montgomery County, Ohio, is ready for success in Kindergarten and beyond.
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CALL TO ORDER

CALL TO ORDER

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

APPROVAL OF MINUTES FROM PREVIOUS MEETING

2. The Board reviewed minutes from the meeting held on February 20, 2025 and the Email Votes on March 10, 2025 and March 21, 2025.

Jane McGee-Rafal motioned for approval.

Brian Heitkamp seconded the motion.

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

EXECUTIVE DIRECTOR REPORT

Robyn Lightcap shared an update on the Child Care Business Partnership. We submitted a proposal to the State with Patch Childcare and are hopeful the State may approve it.

Our EIR Grant from the US Department of Education to study the impact of Conscious Discipline on preschool students is moving forward well. We are finishing the pilot year and are actively recruiting teachers to participate in the treatment group starting this summer. Latoria shared that she and Crystal are doing personal visits to sites. We have recruited 40 out of 60 classrooms so far and will be recruiting the comparison group in the fall. Robyn shared that our Program officer at the US Department of Education has advised us to continue to move forward despite the uncertainty of the federal government. Similarly, the Hope Zone project funded by the US Department of Education through Omega has not received any notifications of cuts.

Robyn shared that the Be Ready by 5 initiative is continuing to evolve and we have new partners joining us. Jen has been able to present the initiative to various groups and we are receiving positive feedback.

Robyn shared gratitude to the board for helping us advocate for children in the community through Groundwork Ohio's Action Alerts. We are monitoring this closely to help keep money for childcare in the budget. Jen is leading the implementation of our advocacy strategies, including state budget efforts as well as how we educate people about the importance of the federal government maintaining funding for Head Start.

Ashley introduced our newest team member Alur  Powell-Russell who is our Marketing Administrative Specialist. She will be working with Ashley and Shelly to build our social media and marketing programs.

FINANCE

REVIEW OF AUDIT REPORT

3. 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, 2024.

Dwan Wilkes-Tarrance motioned for acceptance of the audit.

Brian Heitkamp seconded the motion.

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

NEW REVENUE

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

- Dayton Children's in the amount of \$13,500.00 to be used for Event Sponsorship.
- PNC in the amount of \$15,000.00 to be used for Event Sponsorship.
- \$2,000.00 from online donors for Little Free Library Sponsorships.

REVIEW AND APPROVAL OF FINANCIALS

4. The Board approved the presented financial statements as of February 28, 2025.

*Brian Heitkamp motioned for approval of item 4.
Chanel Winston seconded the motion.
All in favor; none opposed; motion passed (5-0)*

FINANCIAL POLICIES AND PROCEDURES

Marie shared information on the changes to the financial policies and procedures. The auditors assisted in creating the new procedures to ensure they would have appropriate controls, align with best practices and work well with the new QuickBooks online system.

5. The Board approved revised financial policies and procedures.

*Jane Mc-Gee Rafal motioned for approval of item 5.
Deborah Feldman seconded the motion.
All in favor; none opposed; motion passed (5-0)*

SPOTLIGHT

Jen Brauer shared a map of Dayton showing areas that are a book desert. We have strategically placed Little Free Libraries in these areas and are filling these books on a monthly basis. We have also put together a Little Free Library Sponsorship Program where people can sponsor the libraries and provide books to stock these libraries. We are looking for partners to manage and maintain the libraries as well.

ACTION ITEMS

POLICY APPROVAL - WEBSITE PRIVACY POLICY

6. Recommend approval of a website privacy policy.

CONTRACT APPROVAL - UNIVERSITY OF DAYTON

7. Recommend approval of a contract with the University of Dayton to provide Fall and Spring data collections, IRB oversight and compilation and cleaning of datasets for Abt Global in an amount not to exceed \$202,276.00.

CONTRACT APPROVAL - DAYTON ART INSTITUTE

8. Recommend approval of a contract with the Dayton Art Institute to support the salary of an artist and the purchase of art supplies for the pARTnership in preschool classrooms in an amount not to exceed \$10,000.00.

2025-26 PROVIDER AGREEMENT

9. Recommend approval of the 2025-26 Provider Agreement.

CONTRACT APPROVAL - BULK BOOKSTORE

10. Recommend approval of a purchase agreement with Bulk Bookstore to provide books for Book of the Month in an amount not to exceed \$12,366.00.

CONTRACT APPROVAL - CREATIVE VERBAL VISIONARY

11. Recommend approval of a purchase agreement with Creative Verbal Visionary to provide books for Book of the Month in amount not to exceed \$17,550.00

CONTRACT APPROVAL - SCHOLASTIC EDUCATION SOLUTIONS

12. Recommend approval of a purchase agreement with Scholastic Education Solutions to provide books for Book of the Month in amount not to exceed \$48,303.00.

CONTRACT APPROVAL - KIDS READ NOW

13. Recommend approval of a contract with Kids Read Now for Book of the Month and Mailing Service in an amount not to exceed \$120,000.00.

CONTRACT APPROVAL - NOVA CREATIVE

14. Recommend approved of a purchase agreement with Nova Creative for Preschool Promise t-shirts in the amount of \$54,342.70.

CONTRACT APPROVAL - TIPPING POINT CONSULTING, LLC.

15. Recommend approval of a contract with Tipping Point Consulting, LLC to provide project implementation for adjustments and changes as identified in the data and CRM audit in an amount not to exceed \$28,381.00.

CONTRACT APPROVAL - TIPPING POINT CONSULTING, LLC.

16. Recommend approval of a contract with Tipping Point Consulting, LLC for a managed services contract to provide ongoing Salesforce support once project implementation is completed in an amount not to exceed \$14,732.00.

*Jane McGee-Rafal motioned for approval for items 6-16.
Chanel Winston seconded the motion.
All in favor; none opposed; motion passed (5-0)*

MISSION MOMENT

Latoria Marcellus shared that on June 9th we will be having a celebration of 46 Scholars who have completed degrees over the past two years. She shared a thank you letter that we received from one of our graduates!

DISCUSSION ITEM

ELEVATE PROJECT REPORT

Ashley Marshall shared a summary of the facilities project. The goal of the project was to assess and address the most pressing facility needs at our programs located in the City of Dayton and Northwest Dayton. We worked with local experts to provide a series of workshops and did onsite facilities evaluation studies with SHP architects. 23 facility assessments were completed. Over \$900,000.00 was distributed to 21 facilities, and those facilities serve 700 children. Ashley shared before and after photos from the project and brief summaries of the impact each project is making.

ADJOURN

Deborah Feldman adjourned the meeting at **12:55** p.m.