



because the first 5 years matter

# Board of Trustees Meeting MINUTES

April 24, 2024  
12:00 p.m. – 1:30 p.m.  
Virtually on Zoom

<b>Chair:</b>	Debbie Feldman
<b>Note Taker/Time Keeper:</b>	Allana Bell
<b>Members Present:</b>	<input checked="" type="checkbox"/> Deborah Feldman <i>*Left during Discussion presentation</i> <input checked="" type="checkbox"/> Malcom Keith <input checked="" type="checkbox"/> Brian Heitkamp <input checked="" type="checkbox"/> Anissa Lumpkin <i>*Joined during Audit presentation</i> <input checked="" type="checkbox"/> Jane McGee-Rafal <input checked="" type="checkbox"/> Dwan Tarrance <i>*Joined during Audit presentation</i> <input type="checkbox"/> Angeline Washington <input type="checkbox"/> Chanel Winston
<b>Members Absent:</b>	Chanel Winston
<b>Staff Present:</b>	Robyn Lightcap, Marie Giffen, Jen Brauer, Hertia Mims, Vaniti Bryd, Sandra Raye-Redmond
<b>Guests:</b>	Missy Behymer
<b>Vision:</b>	All Montgomery County, Ohio children are ready for kindergarten.
<b>Mission:</b>	Preschool Promise ensures that children are ready for Kindergarten by equipping Preschools and families with exceptional support, coaching, and education.

## CALL TO ORDER

### CALL TO ORDER

1. Meeting was called to order at 12:03 p.m. on Zoom by Deborah Feldman.

### APPROVAL OF MINUTES FROM PREVIOUS MEETING

2. The Board reviewed minutes from the meeting held on February 27, 2024.  
*Jane McGee-Rafal motioned for approval.*  
*Brian Heitkamp seconded the motion.*  
*All in favor; none opposed; motion passed (4-0).*

## EXECUTIVE DIRECTOR REPORT

Robyn Lightcap shared that the EIR grant is moving along and has had a strong start. This first year is a pilot year with an assessment called eDECA. Currently we are working to find coaches.

The Thrive by 5 initiative that was discussed at the February 27th Board Meeting had an extended three hour meeting in April. We are working hard to set the data goals and feel very good about the momentum of the project. Recommendations from Boom Crate are coming in the next few months.

Issue 6 passed! Thank you to all that supported the issue and made it possible.

Governor DeWine's State of the State was all about kids. Two things that directly impacted Preschool Promise work. First there is ARPA money being directed to childcare sites. We are working to connect our sites to this money so we can connect this state money to our county. The state is investing \$85M towards childcare across the state. The state also created a voucher for those families earning between 145-200%FPL. This brand new program is only for one year with hopes that it will be adopted in next year's budget. Preschool Promise is adjusting accordingly to ensure that we match these income guidelines for this upcoming year.

The Readiness Summit occurred on March 1st and had 600 attendees. This continues to be a good anchor event in the community and we received good feedback on the event.

## 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, 2023.

*Brian Heitkamp motioned for acceptance.*

*Dwan Tarrance seconded the motion.*

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

### NEW REVENUE

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

- Parents as Teachers Expansion grant in the amount of \$52,500.00 for use to expand Reaching for Readiness Program.
- Dayton Children's in the amount of \$10,000.00 to be used as sponsorship for the Readiness Summit and Excellence in Education.
- PNC in the amount of \$10,000.00 to be used as sponsorship for the Readiness Summit and Excellence in Education.
- Learn to Earn Dayton in the amount of \$5,000.00 to be used as a sponsorship for the Readiness Summit and Excellence in Education.
  
- Revenue for Thrive by 5 Boom Crate Phase 1 work
  - Dayton Children's in the amount of \$20,000.00
  - Learn to Earn Dayton in the amount of \$10,000.00

### REVIEW AND APPROVAL OF FINANCIALS

Marie shared that we were able to finalize the Line of Credit with PNC Bank for \$250,000.00. We opened this Line of Credit to account for the fact that the majority of our funding is reimbursable from the City of Dayton and Montgomery County, which sometimes creates

delays and issues with cash flow. We have the ability to borrow and then pay back immediately.

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

*Brian Heitkamp motioned for approval of item 4.  
Anissa Lumpkin seconded the motion.  
All in favor; none opposed; motion passed (6-0)*

5. The Board approved the Gift Acceptance Policy.

*Jane McGee-Rafal motioned for approval of item 5.  
Anissa Lumpkin seconded the motion.  
All in favor; none opposed; motion passed (6-0)*

## **ACTION ITEMS**

### **CONTRACT APPROVAL - KENNEDY LYNCH**

6. Recommend approval to amend a contract with **Kennedy Lynch** as a CLASS Specialist that was approved at board meeting on June 20, 2023. Amendment is effective January 1, 2024 through June 30, 2024 with an increase from \$12,000.00 to an amount not to exceed \$15,000.00.

### **CONTRACT APPROVAL - AMBER LINNEVERS**

7. Recommend amendment of a contract with **Amber Linnevers** as a CLASS Specialist. Amendment is effective January 1, 2024 through June 30, 2024 with an increase in amount not to exceed \$18,000.00.

### **CONTRACT APPROVAL - CHRISTY JOHNSON**

8. Recommend amendment of a contract with **Christy Johnson** as a CLASS Specialist. Amendment is effective January 1, 2024 through June 30, 2024 with an increase in amount not to exceed \$15,000.00.

### **CONTRACT APPROVAL - MARY WAGNER**

9. Recommend approval of a contract with **Mary Wagner** to provide educational research consulting including ensuring Institutional Review Board (IRB) research compliance and planning for EIR grant research protocols for the pilot year effective June 1, 2024 through June 30, 2024 in an amount not to exceed \$11,975.00.

### **CONTRACT APPROVAL - RAINBOW YEARS CHILD CARE CENTER**

10. Recommend approval of a contract with **Rainbow Years Child Care Center** to provide funding to support the creation, construction and implementation of the nature based playground in an amount not to exceed \$100,000.00.

*Jane McGee-Rafal motioned for approval for items 6-10.  
Anissa Lumpkin seconded the motion.*

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

## **DISCUSSION ITEM**

Latoria Marcellus introduced a presentation on Ready to Read, which is our early literacy program in partnership with Omega CDC for the Hope Zone. Latoria shared that not only does she live in the Hope Zone area, she also taught within the Hope Zone for years. The Ready to Read partners, chosen through an application are On Purpose Academy, Mini University at the Hope Center, Fairview Elementary and WestPark Academy.

Vaniti Byrd shared that the literacy coaches are going into each classroom three hours a week, providing monthly professional development, and support to implement daily Heggerty phonological awareness.

Heggerty is a literacy approach being used in the classrooms. Heggerty requires focused literacy instruction each day, in 8-15 minutes sessions. Heggerty is an essential part of core instruction that focuses on phonemic awareness and aligns with a critical component of the science of reading. A video of a student segmenting words was shared.

Hertia Mims, our Family Connections Manager shared how she is working with families at the four sites. We started by sending out a literacy survey to our families. From that survey we begin to build our family engagement events.

We asked families to apply to be a part of our family and mentor group. We have 19 families that are helping to design the Family Events and strategies. They meet weekly and let us know what they like, dislike and what they would like to see from the program. We launched Ready to Read with family events where students got backpacks full of books and literacy games and we challenged those families to join us on our "Read 50 book challenge" between Jan-June of 2024. There is a QR code they scan to log the books they read. 800 books have been read by the families since January and 50 families are participating.

We have partnered with local authors in Dayton to read to the children. The authors model the literacy skills while reading the books to the children. Each student was able to take a signed book home. 7 little libraries have been placed in the community so that families can share books.

## **ADJOURN**

Anissa Lumpkin adjourned the meeting at **12:51** p.m.



**Board of Trustees Meeting**  
**MINUTES**  
 February 09, 2024  
 Email Vote

because the first 5 years matter

<b>Chair:</b>	Debbie Feldman
<b>Note Taker/Time Keeper:</b>	Allana Bell
<b>Members Present:</b>	<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 <input type="checkbox"/> Dwan Tarrance <input type="checkbox"/> Angeline Washington <input type="checkbox"/> Chanel Winston
<b>Vision:</b>	All Montgomery County, Ohio children are ready for kindergarten.
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**CONTRACT VOTE BY EMAIL**

**GRANT APPROVAL – Provisio Partners**

The Board approved for Preschool Promise

The Board approved a 1 year contract with Provisio Partners in the amount of \$79,200 as our consultants to assist in the transition to the Salesforce Database. The contract allows them to provide technical assistance and continued support for our transition to the new database from March 1, 2024 through February 28, 2025.

*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

February 27, 2024

12:00 p.m. – 1:30 p.m.

Virtually on Zoom

because the first 5 years matter

<b>Chair:</b>	Debbie Feldman
<b>Note Taker/Time Keeper:</b>	Allana Bell
<b>Members Present:</b>	<input checked="" type="checkbox"/> Deborah Feldman <input checked="" type="checkbox"/> Malcom Keith <input checked="" type="checkbox"/> Brian Heitkamp <input checked="" 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 - joined after approval of minutes
<b>Members Absent:</b>	
<b>Guests:</b>	Marie Giffen, Kristine Johnson, Shannon Karr, Ashley Marshall, Jen Brauer, Sandra Raye-Redmond, Anita Craighead
<b>Vision:</b>	All Montgomery County, Ohio children are ready for kindergarten.
<b>Mission:</b>	Preschool Promise ensures that children are ready for Kindergarten by equipping Preschools and families with exceptional support, coaching, and education.

## CALL TO ORDER

### CALL TO ORDER

1. Meeting was called to order at 12:02 p.m. on Zoom by Deborah Feldman.

### APPROVAL OF MINUTES FROM PREVIOUS MEETING

2. The Board reviewed minutes from the meeting held on December 5, 2023, December 21, 2023, December 22, 2023 and February 7, 2024.  
*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 introduced Kristine Johnson the new Grant Project Manager for the Federal Education Innovation Research (EIR) Grant. The EIR Grant will concentrate on conscious discipline, specifically working with children of color. We will be working with an outside evaluator Abt that will be doing more sophisticated analysis than we have been able to do in the past.

Robyn Lightcap shared about the first Annual Lunch and thanked all of the Board Members that were able to attend. It was the first time we were able to host an event specifically to share about Preschool Promises' work. We heard great feedback from funders and are considering making this an annual event at the start of the school year. Board members shared that they thought it was a wonderful event and thought it was a great view of what Preschool Promise has accomplished.

Robyn Lightcap shared information on the Readiness Summit happening this Friday, March 1st 2024. This will be the 15th annual Readiness Summit, this year we are focusing on the Science of Reading and focusing on changing how some are teaching reading to make sure we are aligned with the latest teaching strategies. We are bringing in Susan Neuman and she will be helping to explain what the science of reading is. All board members are invited to attend if available.

Robyn Lightcap shared information on Issue 6, this is the renewal that supports many things in the city of Dayton and is on the ballot March 19th. We appreciate the support and assistance getting others out to vote in the election.

## **MISSION MOMENT**

Shannon Karr joined Preschool Promise in September with 10 years of experience in the education field and a love of empowering teachers. She works with 15 teachers in various areas in Montgomery County. Shannon shared how she works with the teachers and her coaching strategy, specifically one example of working with Ms. Tasha at PUP whose teaching focuses on social emotional learning which is part of the KRA. Shannon developed a coaching plan that could help her achieve her goals by getting out in the community. Shannon shared the quarterly plan that she developed with Ms. Tasha to get the families connected with their community and how they bring together wonderful relationships between parent to child and teacher to child.

## **FINANCE**

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

- The Kettering Family Foundation in the amount of \$50,000 to be used for the Scholars Program.
- Charles D. Berry Foundation in the amount of \$15,000 to be used for the Star Attendance program.

## **REVIEW AND APPROVAL OF FINANCIALS**

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

*Brian Heitkamp motioned for approval.*

*Anissa Lumpkin seconded the motion.*

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

## ACTION ITEMS

### CONTRACT APPROVAL - ABT GLOBAL LLC

4. The Board approved a contract with Abt Global LLC to be the outside evaluator for awarded Federal Education Innovation Research (EIR) Grant in the amount not to exceed \$643,959.

*Jane McGee-Rafal motioned for approval for items 4. With flexibility to make contractual changes to writing with no changes to the amount.  
Dwan Tarrance seconded the motion.  
All in favor; none opposed; motion passed (7-0)*

### CONTRACT APPROVAL - SUSAN NOLAN

5. The Board approved a contract with Susan Nolan to perform planning, facilitation and materials for the Ready to Read program professional development in the amount not to exceed \$10,500.00.

### CONTRACT APPROVAL - SINCLAIR COLLEGE

6. The Board approved a contract with Sinclair College to be venue for Readiness Summit and provide Facilities and Catering in the amount not to exceed \$20,500.00.

*Anissa Lumpkin motioned for approval for items 5-6.  
Jane McGee-Rafal seconded the motion.  
All in favor; none opposed; motion passed (7-0)*

## DISCUSSION ITEM

Debbie Feldman introduced the initiative currently known as Thrive by 5 stating this name may change as the project develops. We know that the first five years are the most important in a child's life and if we get them to age five thriving they are more set up for a successful life. In our area we do not have a cohesive plan that brings together cross-sector organizations to show how parents can prepare their child to thrive by five. We as a community need to come together to create a platform and communication system so that parents know what they need to do to help their child thrive. Debbie stated that Preschool Promise was in a unique position to drive this initiative stating that the same barriers to education are the same barriers to health. This is the beginning of an initiative to ensure that this is the best place for a child to be able to thrive by 5.

Robyn Lightcap explained that there are 12 partner groups coming together to create a cross-sector partnership that ensures children enter kindergarten healthy & ready to learn. Robyn discussed the 3 key strategies of the project; well-child visits, evidence-based home visiting and high-quality childcare and preschool. These three metrics will drive the strategy. We are having the partners sign an MOU for this work. This project includes working with **Boom Crate** to create a communication campaign and not have all the partner agencies individual messaging. All of that individual messaging can bombard parents so our goal is to create a unified campaign to get a greater chance of connecting parents with tools to help their young children.



Robyn shared that South Carolina has completed a model similar and they are willing to assist and partner with us. Debbie highlights that just the list of all of the services in the area shows why this approach is needed. One great thing about the webpage that South Carolina put together is that it can be viewed at night on the web when parents have the most time.

## **ACTION ITEM**

### **SCOPE OF WORK APPROVAL - BOOM CRATE**

7. The Board approved a scope of work to engage Boom Crate to serve as communication consultant in “Phase 1” to research existing communication tools and initiatives, and prepare recommended strategies to create a wholistic and engaging communication campaign for children birth to age five and their families. This project is part of the new “Thrive by 5” prenatal to 5 partnership. Preschool Promise will serve as the fiscal agent and facilitator for the Thrive by 5 Partnership work. Dayton Children’s Hospital will provide \$20,000 and Learn to Earn Dayton \$10,000 toward the total \$40,000 contract for Phase 1 of the work.

*Anissa Lumpkin motioned for approval for item 7.*

*Jane McGee-Rafal seconded the motion.*

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

## **DISCUSSION ITEM**

Jen Brauer and Anita Craighead shared on the pilot, Connecting the Dots. The pilot is attempting to address the mental health crisis that is happening in our centers.

Teachers are seeing more challenging behaviors than ever before. Not only are there more behaviors but the behaviors are also more severe. Connecting the Dots is a collaboration between The Village Network, Youthland Academy and Preschool Promise to support Early Childhood Mental Health.

The program is using a tiered approach, the base is what all children are getting and as needed children are getting other tiers of service. Anita and Jen shared details on the Tiers of care available and how they function.

Anita shared the importance of using conscious discipline in the teaching of students. Each month the teachers learn about a different piece of conscious discipline and how to use it in their classrooms. The Neurosequential Model works hand in hand with conscious discipline and is also utilized in the pilot.

Anita spoke on the improvement that is being seen specifically in the children that are in day treatment where they are getting intensive support. When these children go back in the classroom after day treatment they are able to self regulate much better.

Going forward with this work Jen is focusing on how to make similar projects sustainable and how it could get off the ground without a grant.

## **ADJOURN**

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