



Board of Trustees Meeting MINUTES

February 09, 2024
Email Vote

because the first 5 years matter

Chair:	Debbie Feldman
Note Taker/Time Keeper:	Allana Bell
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 <input type="checkbox"/> Dwan Tarrance <input type="checkbox"/> Angeline Washington <input type="checkbox"/> Chanel Winston
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

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

Chair:	Debbie Feldman
Note Taker/Time Keeper:	Allana Bell
Members Present:	<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
Members Absent:	
Guests:	Marie Giffen, Kristine Johnson, Shannon Karr, Ashley Marshall, Jen Brauer, Sandra Raye-Redmond, Anita Craighead
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

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.



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

Chair:	Debbie Feldman
Note Taker/Time Keeper:	Allana Bell
Members Present:	<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
Members Absent:	Chanel Winston
Staff Present:	Robyn Lightcap, Marie Giffen, Jen Brauer, Hertia Mims, Vaniti Bryd, Sandra Raye-Redmond
Guests:	Missy Behymer
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

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 DeWines 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

June 18, 2024

12:00 p.m. – 1:30 p.m.

In Person at Preschool Promise

because the first 5 years matter

Chair:	Debbie Feldman
Note Taker/Time Keeper:	Allana Bell
Members Present:	<input checked="" type="checkbox"/> Deborah Feldman <input checked="" type="checkbox"/> Malcom Keith <input 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:	Anissa Lumpkin, Brian Heitkamp
Staff Present:	Robyn Lightcap, Marie Giffen, Jen Brauer, Latoria Marcellus, Erika Ward, Erica Bohannon, Dr. Amy Kronberg, Ashley Marshall
Guests:	Emily Nye
Vision:	Every child in Montgomery County, Ohio, is ready for Kindergarten.
Mission:	We are transforming early care and education so that every child, prenatal to age 5, can experience equitable, high-quality programs and services.
Our Commitment to Equity:	We are committed to promoting equity in all facets of the 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 12:07 p.m. on Zoom by Deborah Feldman.

APPROVAL OF MINUTES FROM PREVIOUS MEETING

2. The Board reviewed minutes from the meeting held on April 24, 2024.
Jane McGee-Rafal motioned for approval.
Chanel Winston seconded the motion.
All in favor; none opposed; motion passed (5-0).

EXECUTIVE DIRECTOR REPORT

Robyn Lightcap thanked the board members for attending recent events and expressed appreciation for their active engagement.

Robyn shared updates from the State of the State and how it related to our work. A new voucher program allows families above 145% FPL to receive financial assistance paying for childcare. This will help a lot of the families we assist afford preschool, our hope is this will let Preschool Promise help more families. In Montgomery County we have 38 families that have already been able to receive assistance from the voucher. Ashley estimated that there are 250-300 total families in our area that may be eligible for the new voucher program. Ashley Marshall explained how the program works, how we have built it into our process and how we are helping connect families with this program. This is coming out of the remaining State ARPA dollars..

The state also offered Early Childhood and Education Access Grants. The Preschool Promise team helped our providers apply for this funding as it was a quick application period. This was one time funding that has to be spent by August. Montgomery County providers received 2.6 million dollars and many are Preschool Promise partners. Preschool Promise is reaching out to help ensure the dollars are spent by August and looking for opportunities to highlight these projects to the state. One example of how the money is being used is a provider reopening an old childcare site.

The state is changing the quality rating system for licensed child care and preschool programs. The Star Rating System will be changing to a Medal Rating System with the levels being Gold, Silver and Bronze medals. This will go into effect this summer and over the next year programs will need to work to meet the new requirements.

The Childcare Business Partnership Grant was awarded to Preschool Promise to serve as the facilitator for Montgomery County. The kickoff for the project is July 1st and we will be talking to local businesses on how to partner on this project.

This summer we have three scholar interns working at sites and we have an opening for a Scholars Manger.

Robyn also shared a thank you to The Dayton Foundation who has been funding our Del Mar Encore Fellow, Dr. Debra Brathwaite, for the past several years. They are not renewing our grant for this next year, and we are very thankful for the previous years of partnership.

Robyn shared that we have two staff members leaving the team in the coming months. She expressed appreciation for Sandra Raye-Redmond's leadership over so many years and to Christopher James for his support of Black Boy Brilliance strategies.

Latoria shared that Black Boy Brilliance is a priority and will continue under her leadership. She is determining how to build on what we currently have in place to bring structure and direction to the next phase of the Ambassadors strategy. Our goal is to create classroom environments where Black boys can thrive. We also know that positive Black male role models helps all of the children.

MISSION MOMENT

Ashley Marshall shared a letter Preschool Promise received from Creative Corner, one of our preschool provider partners. They were thanking Preschool Promise for the assistance we provided and reflected on all of the services from coaching to professional learning communities to facility improvements. It was very kind for them to take the time to write this letter to us.

FINANCE

NEW REVENUE

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

- PNC Foundation in the amount of \$37,500.00 to be used for the Rainbow Years Playground.
- The Virginia W Kettering Foundation in the amount of \$5,000.00 to be used for Black Boy Brilliance.
- Premier Health in the amount of \$5,000.00 - Premier Health board member directed donation.
- 4C for Children in the amount of \$1,000.00 to be used as sponsorship for Excellence in Education.

REVIEW AND APPROVAL OF FINANCIALS

Marie shared updates including that we are working on the next budget

3. The Board approved the presented financial statements as of April 30, 2024.

Jane McGee-Rafal motioned for approval of item 3.

Dwan Tarrance seconded the motion.

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

DEVELOPMENT UPDATES

Erika Ward shared that we have been working on new strategies to solicit individual donors. One of these is a document that explains who we are and what we do. We have also created a “how to donate” page that can be inserted into this document.

Erika also shared that our website now has a donate page where we can take online donations.

Board members asked questions on how recurring donations work and ensured that payments could be made either through the portal online or directly through ACH.

Robyn shared that we are doing our first mailing in August to ask for donations, something that we have not done yet at Preschool Promise.

The board voiced that this was a great forward step for Preschool Promise.

ACTION ITEMS

APPROVAL - PRESCHOOL PROMISE PROVIDER AGREEMENT

4. Recommend approval of the 2024-2025 **Preschool Promise Provider Agreement** template.

CONTRACT APPROVAL - DAYTON SOCIETY OF NATURAL HISTORY

5. Recommend approval of a contract with **Dayton Society of Natural History** to provide Family Passes for Birthday Card Program effective July 1, 2024 through June 30, 2025 in an amount of \$9.50 per ticket.

CONTRACT APPROVAL - KIDS READ NOW

6. Recommend approval of a contract with **Kids Read Now** for operational support for Book-of-the-Month Program effective September 1, 2024 through August 31, 2025 in the amount not to exceed \$120,000.00.

*Chanel Winston motioned for approval for items 4-6.
Dwan Tarrance seconded the motion.
All in favor; none opposed; motion passed (5-0)*

CONTRACT APPROVAL - JP DESIGN

7. Recommend approval to amend the contract with **JP Design** to increase the amount of the contract by \$700.00 effective May 1, 2024 to accommodate additional website design work.

CONTRACT APPROVAL - JP DESIGN

8. Recommend approval of a contract with **JP Design** for website maintenance effective June 1, 2024 through December 31, 2024 in an amount not to exceed \$7,000.00.

*Dwan Tarrance motioned for approval for items 7-8.
Jane McGee-Rafal seconded the motion.
All in favor; none opposed; motion passed (5-0)*

CONTRACT APPROVAL - VONAGE

9. Recommend approval of a purchase agreement with **Vonage** for mobile phone services effective June 18, 2024 through June 18, 2027 in the amount of \$1,424.57 per month and one time \$3,400 setup fee.

CONTRACT APPROVAL - OHIO VALLEY AV

10. Recommend approval of a purchase agreement with **Ohio Valley AV** for AV equipment and installation for conference room 404 in an amount not to exceed \$10,304.65.

CONTRACT APPROVAL - SHP - HOURLY CONSULTING SERVICES

11. Recommend approval to amend the contract with **SHP - Hourly Consultation Services** to increase the amount not to exceed to \$55,000.00 and extend the term through August 31, 2024.

CONTRACT APPROVAL - RAINBOW YEARS CHILD CARE CENTER

12. Recommend approval to amend the contract with **Rainbow Years Child Care Center** to increase the amount not to exceed to \$175,000.00 and extend the term through July 31, 2025.

Ashley Marshall shared that this will be a nature based landscape playground which the teachers had an instrumental piece of planning. Hopefully by mid-august we will start the construction.

Jane McGee-Rafal motioned for approval for items 9-12.

Chanel Winston seconded the motion.

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

CONTRACT APPROVAL - UNIVERSITY OF DAYTON BUSINESS RESEARCH GROUP

13. Recommend approval of a contract with the **University of Dayton Business Research Group** during July 1, 2024 through June 30, 2025 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 \$269,138.00.

CONTRACT APPROVAL - MARY WAGNER

14. Recommend approval of a contract with **Mary Wagner** to serve as Lead Educational Research Consultant for EIR Grant effective July 1, 2024 through June 30, 2025 in an amount not to exceed \$42,925.00.

Chanel Winston motioned for approval for items 13-14.

Dwan Tarrance seconded the motion.

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

CONTRACT APPROVAL - MAD RIVER LOCAL SCHOOLS

15. Recommend approval of a funding agreement with **Mad River Local Schools** to maintain the increased number of available Preschool slots during the 2024-2025 academic year in the amount not to exceed \$80,000.00. Effective July 1, 2024 through June 30, 2025 as outlined in the Agreement and Scope of Work.

CONTRACT APPROVAL - STEPPING STONES LEARNING CENTER

16. Recommend approval of a funding agreement with **Stepping Stones Learning Center** to maintain the increased number of available Preschool slots during the 2024-2025 academic year in the amount not to exceed \$60,000.00. Effective July 1, 2024 through June 30, 2025 as outlined in the Agreement and Scope of Work.

CONTRACT APPROVAL - HUBER HEIGHTS CITY SCHOOLS

17. Recommend approval of a funding agreement with **Huber Heights City Schools** to maintain the increased number of available Preschool slots during the 2024-2025 academic year in the amount not to exceed \$80,000.00. Effective August 1, 2024 through May 31, 2025 as outlined in the Agreement and Scope of Work.

CONTRACT APPROVAL - IMMACULATE CONCEPTION

18. Recommend approval of a funding agreement with **Immaculate Conception** to maintain the increased number of available Preschool slots during the 2024-2025 academic year in the amount not to exceed \$33,250.00. Effective July 1, 2024 through May 31, 2025 as outlined in the Agreement and Scope of Work.

*Chanel Winston motioned for approval for items 15-18.
Dwan Tarrance seconded the motion.
All in favor; none opposed; motion passed (5-0)*

CONTRACT APPROVAL - 4C FOR CHILDREN

19. Recommend approval of a contract with **4C for Children** for leadership coaching effective July 1, 2024 through June 30 2025 in an amount not to exceed \$86,240.00.

CONTRACT APPROVAL - ANITA CRAIGHEAD

20. Recommend approval of a contract with **Anita Craighead** as a Conscious Discipline & Curriculum Coach effective July 1, 2024 through June 30, 2025 in an amount not to exceed \$76,000.00.

CONTRACT APPROVAL - SUSAN HAMPEL

21. Recommend approval of a contract with **Susan Hampel** as a Coaching Specialist effective July 1, 2024 through June 30, 2024 in an amount not to exceed \$35,000.00.

CONTRACT APPROVAL - EMILY NYE

22. Recommend approval of a contract with **Emily Nye** as an Infant/Toddler Consultant effective July 1, 2024 through December 31, 2024 in an amount not to exceed \$25,000.00.

CONTRACT APPROVAL - KB EDUCATIONAL STAFFING

23. Recommend approval of a contract with **KB Educational Staffing** to provide substitute teachers, professional development and administrative support for summer high school internship program effective July 1, 2024 through June 30, 2025 in an amount not to exceed \$62,000.00.

CONTRACT APPROVAL - KENNEDY LYNCH

24. Recommend approval of a contract with **Kennedy Lynch** as a CLASS Specialist effective July 1, 2024 through June 30, 2025 in an amount not to exceed \$15,000.00.

*Chanel Winston motioned for approval for items 19-24.
Dwan Tarrance seconded the motion.
All in favor; none opposed; motion passed (5-0)*

CONTRACT APPROVAL - EQUAPENDENCE

25. Recommend approval of a contract with **Equapendence** (Gail Francis Johnson) as a Childcare Business Partnership Subcontractor effective July 1, 2024 through June 30, 2025 in an amount not to exceed \$17,250.00.

CONTRACT APPROVAL - KAREN BORGERT - PROVISION INSPECTIONS

26. Recommend approval of a contract with **Karen Borgert - ProVision Inspections** as a Childcare Business Partnership Subcontractor effective July 1, 2024 through June 30, 2025 in an amount not to exceed \$72,000.00.

Dawn Tarrance motioned for approval for items 25-26.

Jane McGee-Rafal seconded the motion.

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

DISCUSSION ITEM

Robyn introduced Dr. Amy Kronberg, Erica Bohannon and Emily Nye. Dr. Amy was instrumental in writing for the ODE Grant and has been a leader of this grant. This grant was so critical as our core funding is for preschool not for infant toddler child care.

Preschool Promise partnered with six separate sites that were chosen due to the diversity they provided. Over the course of the four years the number of classrooms served expanded at each of these sites. The grant utilized a three pillar approach of improving literacy, data and engaging families.

There were three main tools used for collecting data. LENA, a small device that when worn by a toddler measures child and adult vocalizations. CLASS to look at the quality of teacher interactions through assessments and the SWIVL which records the teacher to capitalize what teachers are doing well. The purpose of the SWIVL is to have a tool for coaching to share key behaviors and leverage best practices.

Erica Bohannon shared what a conversational turn is and how they impact children and keep conversation going. In 1995 a research study identified children in lower income households heard 30 million fewer words in their first few years of life compared to children born into high socioeconomic households. The idea is that children cannot use words they do not hear; they cannot practice skills that have not been modeled directly to them. With this in mind professional development focused on 14 tips to encourage children into the conversation and engage children.

Emily Nye explained the CLASS assessment and how it is utilized in the classroom. This assessment is for the teacher, early language support and language modeling are the primary focus for toddler educators. Emily also shared how LENA data is measured and what benchmarks are how early childhood teachers can optimize and have the largest impact. Pairing the CLASS assessment with the LENA data can help the teachers have the largest impact.

The coaching time with teachers focused on the LENA room report which shares the classroom data by hour. This allowed for coaching on the perception of how time is spent in the classroom and utilizing conversational turns. In addition there are reports for the individual children which mixes the words used by the children and the adult to measure those serve and return conversational turns. The individual reports are available to the families.

The children who started in the lowest bracket showed the most amount of growth.

Dr. Amy Kronberg shared how they engaged the family in the work. An event was held at the Boonshoft to have story time in the treehouse and families also received boxes with books. The

parents received the child's report and there are specific family reports that are easier to understand for the families.

Deborah Feldman asked if there is any way we can track these learners through Preschool. Dr. Amy shared that we are currently working on this and are hoping to track them through their KRA scores.

The board shared how wonderful this work is and how they hope it does not end.

ADJOURN

Deborah Feldman adjourned the meeting at **1:16** p.m.



Board of Trustees Meeting
MINUTES
 July 18, 2024
 Email Vote

because the first 5 years matter

Chair:	Debbie Feldman
Note Taker/Time Keeper:	Allana Bell
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 <input type="checkbox"/> Dwan Tarrance <input type="checkbox"/> Angeline Washington <input type="checkbox"/> Chanel Winston
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

PURCHASE AGREEMENT – Insignia

The Board approved two purchase agreements with Insignia in the amounts of \$24,948.00 and \$18,018.00 for the purchase of 3,960 adult and 2,860 child Preschool Promise t-shirts.

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

August 29, 2024

12:00 p.m. – 1:30 p.m.

Virtually: Zoom

because the first 5 years matter

Chair:	Debbie Feldman
Note Taker/Time Keeper:	Allana Bell
Members Present:	<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
Members Absent:	
Staff Present:	Robyn Lightcap, Marie Giffen, Jen Brauer, Latoria Marcellus, Dr. Tennille Love
Guests:	
Vision:	Every child in Montgomery County, Ohio, is ready for Kindergarten.
Mission:	We are transforming early care and education so that every child, prenatal to age 5, can experience equitable, high-quality programs and services.
Our Commitment to Equity:	We are committed to promoting equity in all facets of the 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 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 June 18, 2024 and the Email Vote on July 18, 2024. .

Anissa Lumpkin motioned for approval.

Jane McGee-Rafal seconded the motion.

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

EXECUTIVE DIRECTOR REPORT

Robyn Lightcap shared that the state has updated how children are enrolled in Preschool. The Department of Children & Youth is making strategic decisions to bring various preschool and child care programs together and in the long term it will be beneficial. In the short term, some of the changes are creating a lot of concern with our partners and will result in a loss of revenue. Ashley Marshall and her team are working diligently to determine the best way forward and how to best support the providers and families. We are concerned that some families will not be served through programs that were in place last year.

Ashley shared that our transition to Salesforce has been going well. We have heard positive feedback from teachers on our new teacher portal. Providers are able to login and see information on their site as well as their teachers that are enrolled in professional development. We are focusing on operational excellence this year to ensure that all of our internal systems are working well.

Robyn shared that we are looking to the future of Preschool Promise. We are flat funded from the City and the County so in order to maintain and build our programming, we are expanding our development strategy to include individual donor requests. We plan to mail our first letter requesting individual donations in September.

Jen Brauer shared an update on the Hope Zone Ready to Read program. Hertia Mims is working with families to promote literacy and organized a summer literacy program. The program focused on literacy routines that could be duplicated at home. 41 families attended and joined us for this summer programming, many families attended multiple sessions. Families received free books as well as gift cards and free dinner. We hosted the kickoff for the 2024-2025 school year on August 28 and had 30 teachers and administrators in attendance.

FINANCE

NEW REVENUE

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

- KeyBank in the amount of \$390,000.00 to be used over three years for the Workforce Scholars Program.

REVIEW OF TAX FORM 990

Marie shared the Draft Tax Form 990 for review. The board had no concerns or questions.

REVIEW AND APPROVAL OF FINANCIALS

Marie shared updates including that we are working on the next budget

3. The Board approved the presented financial statements as of June 30, 2024.

Chanel Winston motioned for approval of item 3.

Dwan Tarrance seconded the motion.

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

COMMUNITY ID CARD

Ashley Marshall shared information about the Community ID Card. This card is for populations that may have difficulty getting other forms of IDs. Accepting this ID helps remove barriers for families and will be used to verify addresses. It is a widely accepted form of ID within Dayton.

4. The Board approved Preschool Promise to accept the Community ID Card.

Brian Heitkamp motioned for approval of item 4.

Anissa Lumpkin seconded the motion.

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

ACTION ITEMS

CONTRACT APPROVAL - KRISTA MATTHEWS

5. Recommend approval of a contract with **Krista Matthews** as a Family Support Specialist effective September 1, 2024 through May 31, 2025 in an amount not to exceed \$21,000.00.

CONTRACT APPROVAL - CHRISTY JOHNSON

6. Recommend approval of a contract with **Christy Johnson** as a CLASS Assessment Consultant effective September 1, 2024 through June 30, 2025 in an amount not to exceed \$36,000.00.

CONTRACT APPROVAL - LIFT_o-ALL, LLC (AMBER LINNEVERS)

7. Recommend approval of a contract with **LIFT_o-ALL, LLC (Amber Linnevers)** as a CLASS Assessment Consultant effective September 1, 2024 through June 30, 2025 in an amount not to exceed \$36,500.00.

CONTRACT APPROVAL - DEBRA BRATHWAITE

8. Recommend approval of a contract with **Debra Brathwaite** as Advancing Equity Consultant effective August 1, 2024 through July 31, 2025 in an amount not to exceed \$18,000.00.

CONTRACT APPROVAL - JOSEPH (TREY) CLEMENTS

9. Recommend approval of a contract with **Joseph (Trey) Clements** as a Consultant for a Professional Learning Community and the Black Boy Brilliance Program effective August 1, 2024 through July 31, 2025 in an amount not to exceed \$25,500.00.

CONTRACT APPROVAL - NEVER WHISPER JUSTICE

10. Recommend approval of a contract with **Never Whisper Justice** in the amount of \$10,000.00 for two public screenings of the documentary Black Girls.

APPROVAL - SCHOLARS MOU TEMPLATE

11. Recommend approval of **Scholars Memorandum of Understanding (MOU)** template.

CONTRACT APPROVAL - SHIRLEY WILLIAMS

12. Recommend approval to amend the contracts with **Shirley Williams** as Outreach Specialist and Administrative Specialist into one contract with a total not to exceed amount of \$25,000.00.

CONTRACT APPROVAL - KB EDUCATIONAL STAFFING

13. Recommend amendment of contact with **KB Educational Staffing** that was approved on July 1, 2023 to be extended to July 31, 2024.

CONTRACT APPROVAL - KB EDUCATIONAL STAFFING

14. Recommend approval of a contract with **KB Educational Staffing** to provide substitute teachers, professional development and administrative support effective August 1, 2024 through July 31, 2025 in the amount of \$62,000.00 as outlined in the contract under separate cover.

Brian Heitkamp motioned for approval for items 5-14.

Dwan Tarrance seconded the motion.

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

DISCUSSION ITEMS

SCHOLARS

Latoria shared that this summer we had 32 scholars enrolled in summer classes. 7 students graduated this summer with their degrees! Hannah Liles graduated with her Masters, Felcia Hector graduated with her Associates, Tiana Falconi with her Associates, Alaa Elwalidi with her Associates, Angel Green with her Associates, Caitlyn Williams Seth with her Associates and Natasha Mullin with her Associates. Latoria shared an email that we received from Hannah expressing her gratitude to Preschool Promise for the support in receiving her degree. This school year we will have 64 students working on their associates and bachelors degrees and 13 students working on their CDA.

Junior Scholars are high school juniors and seniors who are exploring the Early Childhood Education field and completing internships at our partner sites. We had 4 Junior Scholars participate this summer and shared a photo of a speed-dating type event where students could meet with all of the partner sites and see what would be the best fit.

We are excited to introduce Dr. Tennille Love, Preschool Promise's newest staff member. Dr. Love will be overseeing our Scholars Program as well as our Equity Programs. Dr. Tennille Love introduced herself and shared her excitement to build these programs out.

The board welcomed Dr. Love to Preschool Promise.

CONNECTING THE DOTS

Jen reviewed the work that we have been doing with Connecting the Dots. Jen reviewed the tiers of support that were provided to the children to provide support for child mental health and behavior challenges. In the first year we hosted 6 parent workshops, facilitated 38 hours of teacher training and provided 530 hours of classroom coaching. 22 child observations were conducted and 6 children were in day treatment run by The Village Network. In year 2 we are integrating individual and family therapy, planning 10 parent workshops, and offering

professional development in a new way to try and maximize impact. Additionally we have designed a process for more data reporting between new partners and will have new clinical staff on site to ensure all understand the tiered system for children. Preschool Promise is no longer in the role of funding the day treatment, The Village Network is stepping up to fund this piece. This will make this work more likely to be sustainable.

COURSE CATALOG

Latoria shared that today we completed our eleventh kick off with our Preschool Promise partner sites. The kickoff events allow us to share the opportunities for teachers to continue their professional development. Nine of these events were held in person and two were held over Zoom. We will be mailing each of our board members a copy of the catalog.

ADJOURN

Deborah Feldman adjourned the meeting at **12:34** p.m.



Board of Trustees Meeting MINUTES

October 8, 2024
Email Vote

because the first 5 years matter

Chair:	Debbie Feldman
Note Taker/Time Keeper:	Allana Bell
Members Present:	<input checked="" type="checkbox"/> Deborah Feldman <input type="checkbox"/> Malcom Keith <input checked="" type="checkbox"/> Brian Heitkamp <input checked="" type="checkbox"/> Anissa Lumpkin <input checked="" type="checkbox"/> Jane McGee-Rafal <input type="checkbox"/> Dwan Tarrance <input type="checkbox"/> Angeline Washington <input checked="" type="checkbox"/> 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 so that every child, prenatal to age 5, can experience equitable, high-quality programs and services.

CONTRACT VOTE BY EMAIL

CONTRACT APPROVAL - Boom Crate

The Board approved a scope of work to engage **Boom Crate** to serve as communication consultant in “Phase 2”, the next phase of developing a branding strategy for our new community-facing initiative to help families understand and enroll in programs and services that will support their young children in preparing for kindergarten. Preschool Promise will serve as the fiscal agent and facilitator for the Thrive by 5 Partnership work. We are projecting that The Dayton Foundation will provide \$20,000 and Tait Foundation \$15,000 toward the total \$35,000 contract for Phase 2 of the work.

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 (5-0)

Board of Trustees Email Vote

November 11, 2024

Members Present:	Deborah Feldman, <i>Chair</i> Malcom Keith Brian Heitkamp Anissa Lumpkin, <i>Vice Chair</i> Jane McGee, <i>Secretary & Treasurer</i> Dwan Tarrance Angeline Washington 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.
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.

FINANCE

1. Recommend review and approval of the financial statements ending September 30, 2024.
2. Recommend approval to spend more than 10% over budget for the following accounts:
 - a. 6220 - Legal Fees
 - b. 6238 - Research and Evaluation Contracts
 - c. 6260 - Website and Database Dev't
 - d. 6330 - Equipment Rental
 - e. 6360 - Office Equipment & Furniture
 - f. 6512 - Web Services and Subscriptions
 - g. 6515 - Memberships
 - h. 6520 - Postage, Mailing Service
 - i. 6550 - Telephone, Telecommunications
 - j. 6567 - Gift cards
 - k. 6615 - Insurance

Action Needed: Approval of Items 3-4

Deborah Feldman

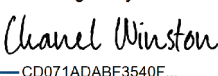
Malcom Keith

Approve 
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 Brian Heitkamp
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 Anissa Lumpkin
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Approve 
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 Jane McGee-Rajal
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Approve 
 Signed by:
 Dwan Tarrance
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Approve 
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 Chanel Winston
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5 in favor; 0 opposed; motion passed.

ACTION ITEMS

- 3. Recommend approval of a contract with **Never Whisper Justice** for a lease agreement to allow for unlimited showing of the movie Black Girls effective September 16, 2024 through September 16, 2025 in an amount not to exceed \$10,000.00.
- 4. Recommend approval of a purchase agreement with **Medical School for Kids** for the purchase of 3,000 copies of "Hooray! I See the Doctor Today!" at \$5.99 per book with free shipping in an amount not to exceed \$17,988.00.
- 5. Recommend an amendment of a purchase agreement with **Faye Business Systems Group** for data migration from SUGAR to Salesforce databases. Previous agreement was in the amount not to exceed \$9,500.00 it will now increase by \$2,500.00 for a total amount not to exceed \$12,000.00.

Action Needed: Approval of Items 3-5

Deborah Feldman

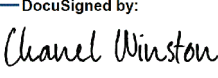
Malcom Keith

Approve 
 Signed by:
 Brian Heitkamp
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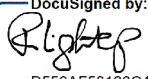
Approve 
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 Anissa Lumpkin
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 Jane McGee-Rafal
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Approve 
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 Dwan Tarrance
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Approve 
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 Chanel Winston
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5 in favor; 0 opposed; motion passed.

DocuSigned by:

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 Robyn Lightcap, Executive Director