



Board of Trustees Meeting

December 9, 2020

12-1:00 p.m.

Virtual Meeting via Zoom

<https://zoom.us/j/95743607663>

Chair:	Debbie Feldman
Note Taker/Time Keeper:	Barbara Elrod
Members Expected to Attend:	<input type="checkbox"/> PJ Brafford <input type="checkbox"/> Debbie Feldman <input type="checkbox"/> Anissa Lumpkin <input type="checkbox"/> Jane McGee-Rafal <input type="checkbox"/> Jamie Rippey <input type="checkbox"/> Angeline Washington
Members Expected Absent:	
Guests:	
Vision:	All Montgomery County, Ohio children are ready for kindergarten.
Mission:	Preschool Promise ensures that children are ready for Kindergarten by equipping Preschools and families with exceptional support, coaching, and education.

CALL TO ORDER/EXECUTIVE DIRECTOR REPORT		
1) Call to Order	Debbie Feldman	<i>Attachment</i>
2) Approval of Minutes <ul style="list-style-type: none"> • October 28, 2020 meeting <i>Action Needed: Approval of minutes</i>		<i>Action to Approve</i>
3) Updates <ul style="list-style-type: none"> • Enrollment/Tablet Engagement • Teacher Professional Development Engagement • Annual Report • Committee to Transform Preschool for Black Boys 	Robyn Lightcap Ashley Marshall Latoria Marcellus Robyn Lightcap Robyn Lightcap	

ACTION ITEMS		
4) Financials Review & Approval <i>Action Needed: Approval of Financials</i>	Marie Giffen	<i>Attachments</i> <i>Action to Approve</i>
5) Recommend approval of the Fiscal Year 2021 Budget as presented under separate cover. <i>Action Needed: Approval of Budget</i>	Robyn Lightcap Marie Giffen	<i>Attachments</i> <i>Action to Approve</i>

<p>6) Recommend approval of a contract with Flagel Huber Flagel, Certified Public Accountants to conduct an audit of the financial statements as of December 31, 2020.</p> <p><i>Action Needed: Approval of contract</i></p>	<p>Robyn Lightcap Marie Giffen</p>	<p><i>Attachments</i></p> <p><i>Action to Approve</i></p>
<p>7) Recommend approval of contract with On Purpose Academy for the Pop Up Playgroup and Preschool Pilot project. The pilot will reach children who are not currently participating in formal preschool programs through an alternative preschool method consisting of a play group with parents, and a smaller, “mobile” preschool classroom that is on-site in a neighborhood. The contract will be in the amount not to exceed \$100,000 during January-December 2021.</p> <p><i>Action Needed: Approval of Contract</i></p>	<p>Robyn Lightcap</p>	<p><i>Attachments</i></p> <p><i>Action to Approve</i></p>
<p>8) Recommend approval of a contract with Meghann Clevenger as Senior Outreach Specialist in the amount not to exceed \$26,000.00 for the period of January 1 – December 31, 2021.</p> <p><i>Action Needed: Approval of Contract</i></p>	<p>Robyn Lightcap</p>	<p><i>Attachments</i></p> <p><i>Action to Approve</i></p>

DISCUSSION ITEMS		
<p>9) Marketing Updates:</p> <ul style="list-style-type: none"> • Hiring for Communications & Outreach Director • Parent Ambassadors • Social Media Influencer Campaign 	<p>Robyn Lightcap</p>	

ADJOURN		
<p>10) Adjourn</p> <p><i>Action Needed: Adjourn.</i></p>	<p>Debbie Feldman</p>	<p><i>Action to Adjourn</i></p>



Board of Trustees Meeting MINUTES

October 28, 2020

12:00 p.m. – 1:00 p.m.

Virtual Meeting via Zoom

Chair:	Deborah Feldman
Note Taker/Time Keeper:	Barbara Elrod
Members Present:	<input checked="" type="checkbox"/> PJ Brafford <input checked="" type="checkbox"/> Deborah Feldman <input checked="" type="checkbox"/> Anissa Lumpkin <input checked="" type="checkbox"/> Jane McGee-Rafal <input checked="" type="checkbox"/> Jamie Rippey <input checked="" type="checkbox"/> Angeline Washington
Members Absent:	
Guests:	Richard Stock, Mary Fuhs
Vision:	All Montgomery County, Ohio children are ready for kindergarten.
Mission:	Preschool Promise ensures that children are ready for Kindergarten by equipping Preschools and families with exceptional support, coaching, and education.

CALL TO ORDER / EXECUTIVE DIRECTOR REPORT

1.) CALL TO ORDER

Meeting was called to order at 12:01 p.m. by Deborah Feldman.

2.) APPROVAL OF MINUTES FROM PREVIOUS MEETING

Board reviewed minutes from the meetings held on August 26, 2020 and September 29, 2020.

Jane McGee-Rafal motioned for approval. PJ Brafford seconded the motion.

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

3.) EXECUTIVE DIRECTOR REPORT

Robyn Lightcap shared that Charmaine Webster resigned her position and expressed her appreciation for her contributions to Preschool Promise and Learn to Earn. The Board shared their appreciation and wishes her well in her future endeavors. Robyn also shared that she is evaluating the marketing department and the needs prior to recruiting.

Ashley Marshall shared the current enrollment information of 1,100 students including students in the Preschool Promise Plus program. She also discussed our on-going parent communications and the status with tablets.

Latoria Marcellus shared that we have 274 unique participants to date in our professional development offerings. This includes professional learning communities, x-treme trainings and workshops which are all being offered virtually. The Teacher Promise Stipend has 210 teachers signed up and they are beginning to fulfill the requirements of the program. She also discussed a collaboration with Kim Jarvis from On Purpose Academy for a potential initiative, “Play on Purpose” as a means to reach more children and their families.

ACTION ITEMS

4.) REVIEW AND APPROVAL OF FINANCIALS

Approved the presented financial statements as of August 31, 2020.

PJ Brafford motioned for approval. Anissa Lumpkin seconded the motion.

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

5.) CONTRACT APPROVAL – KB Educational Staffing Services

Approved a contract with KB Educational Staffing Services for curriculum coaching and classroom supports during November 2, 2020 through June 30, 2021 in the amount not to exceed \$38,800.

Jane McGee-Rafal motioned for acceptance. PJ Brafford seconded the motion.

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

6.) CONTRACT APPROVAL – Kathleen Moore

Approved a contract with Kathleen Moore to provide professional development, coaching and consultation during November 1, 2020 through October 31, 2021 in the amount not to exceed \$23,650.

PJ Brafford motioned for approval. Anissa Lumpkin seconded the motion.

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

7.) CONTRACT APPROVAL – Shelly Davies

Approved a contract with Shelly Davies as a Senior Outreach Specialist II effective November 1, 2020 through December 31, 2021 at an amount not to exceed \$12,000.

Jane McGee-Rafal motioned for acceptance. PJ Brafford seconded the motion.

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

DISCUSSION ITEMS

8.) 2019-2020 School Year Data Review

Dr. Richard Stock and Dr. Mary Fuhs from the University of Dayton Research Group shared data from the 2019-20 school year, as a preview to the annual report.

9.) Strategic Plan Updates

Robyn Lightcap shared the updates to the strategic plan – including updating some of the measures to be focused on children/classrooms instead of programs, as well as updating the KRA goal.

10.) Committee to Transform Preschool for African American Boys

Robyn Lightcap shared the outline of the plans for the Committee to Transform Preschool for African American Boys. This committee's goal is to elevate African American boys in Preschool and beyond by improving Preschool experiences for them and to ensure all children have the opportunities and experiences they need to grow and develop. The committee members will be appointed during November-December and with launch in January.

11.) ADJOURN

Deborah Feldman adjourned the meeting at 1:17 p.m.

Preschool Promise, Inc.
Balance Sheet
As of October 31, 2020

	<u>Oct 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash - PNC Checking	287,464.27
Total Checking/Savings	<u>287,464.27</u>
Accounts Receivable	
1100 · Accounts Receivable	1,457,056.62
Total Accounts Receivable	<u>1,457,056.62</u>
Other Current Assets	
1300 · Prepaid Star Attendance	8,389.78
Total Other Current Assets	<u>8,389.78</u>
Total Current Assets	<u>1,752,910.67</u>
Fixed Assets	
1500 · Furniture and Equipment	
1550 · Accumulated Depreciation	-551.04
1500 · Furniture and Equipment - Other	1,416.96
Total 1500 · Furniture and Equipment	<u>865.92</u>
Total Fixed Assets	<u>865.92</u>
TOTAL ASSETS	<u><u>1,753,776.59</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	727,634.49
Total Accounts Payable	<u>727,634.49</u>
Credit Cards	
2100 · PNC Visa Business Options Card	852.00
Total Credit Cards	<u>852.00</u>
Other Current Liabilities	
2500 · Accrued Leased Employee Costs	10,795.39
2550 · Unearned Revenue	1,009,597.25
Total Other Current Liabilities	<u>1,020,392.64</u>
Total Current Liabilities	<u>1,748,879.13</u>
Total Liabilities	1,748,879.13
Equity	
3200 · Unrestricted Net Assets	260,513.35
Net Income	174,868.11
Total Equity	<u>435,381.46</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,184,260.59</u></u>

Preschool Promise, Inc.
Profit & Loss Budget vs. Actual
January through October 2020

	TOTAL				Annual Budget	
	Actual	Budget	\$ Over Budget	% of Budget		
	Jan - Oct 20	Jan - Oct 20				
Change in Net Assets (Income/Expense)						
Income						
4300 · Direct Public Support						
4310 · Individual Contributions	1,000.00	0.00	1,000.00	100.0%	0.00	
4320 · Corporate Grants	125,050.00	0.00	125,050.00	100.0%	0.00	
4330 · Foundation Grants	231,000.00	140,833.33	90,166.67	164.02%	169,000.00	
4340 · Government Grants	4,702,110.97	6,083,333.32	-1,381,222.35	77.3%	7,300,000.00	Revenue matches expenses, so if underspent, then under on revenue also.
4350 · Gifts in Kind	46,774.51	47,300.00	-525.49	98.89%	56,760.00	
Total 4300 · Direct Public Support	<u>5,105,935.48</u>	<u>6,271,466.65</u>	<u>-1,165,531.17</u>	<u>81.42%</u>	<u>7,525,760.00</u>	
4600 · Other Types of Income						
4640 · Miscellaneous Revenue	1,768.37	0.00	1,768.37	100.0%	0.00	
Total 4600 · Other Types of Income	<u>1,768.37</u>	<u>0.00</u>	<u>1,768.37</u>	<u>100.0%</u>	<u>0.00</u>	
4800 · Consulting Revenue	<u>4,250.00</u>	<u>0.00</u>	<u>4,250.00</u>	<u>100.0%</u>	<u>0.00</u>	
Total Income	<u>5,111,953.85</u>	<u>6,271,466.65</u>	<u>-1,159,512.80</u>	<u>81.51%</u>	<u>7,525,760.00</u>	
Gross Profit	5,111,953.85	6,271,466.65	-1,159,512.80	81.51%	7,525,760.00	
Expense						
6200 · Contract Services						
6210 · Accounting Fees	15,300.00	12,000.00	3,300.00	127.5%	12,000.00	
6220 · Legal Fees	23,537.12	14,000.00	9,537.12	168.12%	16,800.00	increase in legal for contracts during pandemic
6230 · Outside Contract Services	45,319.52	23,900.00	21,419.52	189.62%	27,950.00	
6235 · Coaching & Training for Provide	655,455.92	1,083,947.00	-428,491.08	60.47%	1,322,079.00	
6236 · Communications Field Campaign	21,910.50	114,900.00	-92,989.50	19.07%	121,300.00	
6238 · Research and Evaluation Contrac	211,012.00	239,000.00	-27,988.00	88.29%	291,000.00	
6240 · Communications & Design Work	74,334.90	45,250.00	29,084.90	164.28%	53,910.00	using more during pandemic / playboxes
6242 · Photography, Video, Audio Prod.	15,465.00	11,500.00	3,965.00	134.48%	11,500.00	playbox videos
6250 · Child Assessment - Bracken	0.00	0.00	0.00	0.0%	0.00	
6260 · Website And Database Dev't	16,980.00	63,613.32	-46,633.32	26.69%	70,280.00	
6270 · Call Ctr & Eligibility Determin	0.00	200.00	-200.00	0.0%	200.00	
Total 6200 · Contract Services	<u>1,079,314.96</u>	<u>1,608,310.32</u>	<u>-528,995.36</u>	<u>67.11%</u>	<u>1,927,019.00</u>	
6300 · Facilities and Equipment						
6310 · Depr and Amort - Allowable	0.00	0.00	0.00	0.0%	0.00	
6320 · Donated Facilities	33,110.00	47,300.00	-14,190.00	70.0%	63,960.00	
6330 · Equip Rental and Maintenance	1,062.75	11,875.00	-10,812.25	8.95%	22,050.00	
6350 · Rent, Parking, Utilities	4,513.50	10,700.00	-6,186.50	42.18%	0.00	
6360 · Office equipment & furniture	120,799.49	0.00	120,799.49	100.0%	0.00	
Total 6300 · Facilities and Equipment	<u>159,485.74</u>	<u>69,875.00</u>	<u>89,610.74</u>	<u>228.24%</u>	<u>86,010.00</u>	
6500 · Operations						
6510 · Books, Subscriptions, Reference						
6512 · Web services and subscriptions	25,711.18	13,945.02	11,766.16	184.38%	23,919.00	Zoom licenses were not budgeted
6510 · Books, Subscriptions, Reference - Other	6,630.48	6,458.32	172.16	102.67%	7,750.00	
Total 6510 · Books, Subscriptions, Reference	<u>32,341.66</u>	<u>20,403.34</u>	<u>11,938.32</u>	<u>158.51%</u>	<u>31,669.00</u>	
6515 · Memberships	279.00	499.98	-220.98	55.8%	600.00	

Preschool Promise, Inc.
Profit & Loss Budget vs. Actual
January through October 2020

	TOTAL					
	Actual	Budget			Annual	
	Jan - Oct 20	Jan - Oct 20	\$ Over Budget	% of Budget	Budget	
6520 · Postage, Mailing Service	17,724.16	11,116.68	6,607.48	159.44%	16,275.00	increase in mailings during pandemic (including activity boxes)
6530 · Printing and Copying	20,630.60	38,182.00	-17,551.40	54.03%	50,025.00	
6535 · Promotional Items	30,338.95	85,300.00	-54,961.05	35.57%	91,300.00	
6540 · Supplies	56,201.40	36,128.49	20,072.91	155.56%	38,778.49	Swivls for Passport and ODE in this account
6550 · Telephone, Telecommunications	10,401.15	13,530.00	-3,128.85	76.88%	14,870.00	
6565 · Marketing - Paid Media	95,497.13	104,228.98	-8,731.85	91.62%	116,199.98	
6567 · Gift Cards / Gifts	562.46	7,366.68	-6,804.22	7.64%	8,400.00	
6580 · Events	442.08	5,400.00	-4,957.92	8.19%	6,400.00	
6582 · Social Media	384.62	600.00	-215.38	64.1%	720.00	
6586 · Teacher / parent stipends	272,411.46	278,255.00	-5,843.54	97.9%	453,296.00	
6587 · Teacher Promise Stipends	80,000.00	99,040.00	-19,040.00	80.78%	173,040.00	
6500 · Operations - Other	0.00	0.00	0.00	0.0%	0.00	
Total 6500 · Operations	617,214.67	700,051.15	-82,836.48	88.17%	1,001,573.47	
6600 · Other Types of Expenses						
6610 · Insurance - Liability, D and O	8,385.00	10,000.00	-1,615.00	83.85%	10,000.00	
6615 · Quality Assistance Stipends	490,585.28	744,000.00	-253,414.72	65.94%	864,000.00	
6620 · Quality Expansion for Providers	131,813.15	485,666.68	-353,853.53	27.14%	599,000.00	
6625 · Classroom Start-up Grants	47,139.67	50,000.00	-2,860.33	94.28%	50,000.00	
6627 · Attendance Initiative	156,072.30	225,100.00	-69,027.70	69.34%	260,100.00	
6630 · Tuition Assistance	690,734.47	787,000.00	-96,265.53	87.77%	997,000.00	
6631 · Tuition Assistance Pandemic	164,000.00	119,500.00	44,500.00	137.24%	0.00	Special reimbursement by MC
6632 · Preschool Promise Plus	346,040.27	0.00	346,040.27	100.0%	0.00	
6635 · Quality Improvement & Racial Eq	0.00	166,666.66	-166,666.66	0.0%	200,000.00	
6640 · Parent Advisory Board	0.00	0.00	0.00	0.0%	0.00	
6642 · Family engagement/ parent comm	117,157.84	164,800.00	-47,642.16	71.09%	188,600.00	
6645 · Bank Fees	919.20	900.00	19.20	102.13%	1,080.00	
6650 · Training / Education	15,220.00	16,400.00	-1,180.00	92.81%	19,100.00	
6690 · Other Costs	2.08	0.00	2.08	100.0%	0.00	
Total 6600 · Other Types of Expenses	2,168,069.26	2,770,033.34	-601,964.08	78.27%	3,188,880.00	
6750 · Leased Employees	881,673.56	981,085.45	-99,411.89	89.87%	1,177,302.53	
6800 · Travel and Meetings						
6810 · Conference, Convention, Meeting	199.00	8,150.00	-7,951.00	2.44%	10,550.00	
6815 · Mileage	997.65	6,471.68	-5,474.03	15.42%	7,455.00	
6820 · Travel						
6822 · Lodging	0.00	7,500.00	-7,500.00	0.0%	10,200.00	
6825 · Parking	5.00	775.00	-770.00	0.65%	1,050.00	
6827 · Travel-other	0.00	8,300.00	-8,300.00	0.0%	0.00	
6820 · Travel - Other	330.02	0.00	330.02	100.0%	11,400.00	
Total 6820 · Travel	335.02	16,575.00	-16,239.98	2.02%	22,650.00	
6830 · Meals						
6830A · Meals - Meetings	3,832.87	12,000.00	-8,167.13	31.94%	14,500.00	
6830B · Meals- Travel	19.91	1,400.00	-1,380.09	1.42%	1,650.00	

Preschool Promise, Inc.
Profit & Loss Budget vs. Actual
 January through October 2020

	TOTAL				Annual Budget
	Actual	Budget	\$ Over Budget	% of Budget	
	Jan - Oct 20	Jan - Oct 20			
6830C · Meals- Events	295.99	26,900.00	-26,604.01	1.1%	28,350.00
6830D · Meals- Training	21,919.09	38,380.00	-16,460.91	57.11%	59,820.00
6830E · Meals- Pandemic	3,728.02	0.00	3,728.02	100.0%	0.00
Total 6830 · Meals	29,795.88	78,680.00	-48,884.12	37.87%	104,320.00
Total 6800 · Travel and Meetings	31,327.55	109,876.68	-78,549.13	28.51%	144,975.00
Total Expense	4,937,085.74	6,239,231.94	-1,302,146.20	79.13%	7,525,760.00
Change in Net Assets	174,868.11	32,234.71	142,633.40		0.00

Preschool Promise Budget Focus Areas for FY2021

EDUCATE THE COMMUNITY: Families need to understand the power of preschool. The outreach teams are working to recruit families and to help them understand the importance of a high-quality preschool in helping their children prepare for kindergarten. The team also helps the general community understand that investment in preschool pays off now by supporting our children, and later as we build a more educated workforce.

- Outreach specialists who blanket the town with canvassing and serving to spread awareness about Preschool Promise
- Social Media to reach young families
- Paid media via billboards, digital ads, etc.
- Promotional items to distribute at community events
- Publications such as the annual report
- Ready 4K text messaging to families

IMPROVE QUALITY: To drive results, families must have high quality preschool choices. Preschool Promise is providing coaching, advanced training, and resources to help preschool providers create a culture of continuous improvement so our youngest children receive the best education possible. Our focus is on ensuring racial equity so our Black children have the learning opportunities to succeed.

- Monthly, intensive Professional Learning Communities connected with coaching
- Teacher stipends
- Funding for preschool providers to improve teacher pay, invest in curriculum and other quality enhancements
- Workforce Pipeline to attract and retain highly qualified teaching staff
- Books-of-the-Month for teachers and families
- Play Boxes mailed to families each month

ASSIST FAMILIES: Preschool Promise is helping families find and afford high quality preschool by leveraging available federal, state and local funding and offering tuition assistance to fill in the gaps.

- Tuition Assistance
- Star Attendance to support families attending 90% of the time or more
- Boonshoft Family passes and ice cream passes to promote learning and celebrate children's birthdays
- Contracts with providers for expansion/new seats so more families are served in high-quality programs
- Pilots to reach more families with preschool play groups to find children who are not typically attending preschool

ADMIN: Admin includes expenses necessary to run the organization efficiently.

- Legal, bank, and accounting fees
- Email and file sharing fees for staff
- Administrative Preschool Promise staff (Executive Director, Finance Director and a percentage of another staff to assist with financial and board work)

Ordinary Income/Expense	Educate the	Expand	Assist	Administrative	Budget	Budget	Projected
	Community	Quality	Families		FY 2021	FY 2020	FY 2020
Income							
4300 · Direct Public Support							
4310 · Individual Contributions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4320 · Corporate Grants	0.00	0.00	0.00	0.00	0.00	0.00	125,000.00
4330 · Foundation Grants	0.00	0.00	0.00	0.00	69,000.00	169,000.00	251,000.00
4340 · Government Grants	0.00	0.00	0.00	0.00	7,390,000.00	7,300,000.00	5,250,000.00
43450 · Individ, Business Contributions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4350 · Gifts in Kind	0.00	0.00	0.00	55,000.00	55,000.00	56,760.00	50,000.00
4300 · Direct Public Support - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 4300 · Direct Public Support	0.00	0.00	0.00	55,000.00	7,514,000.00	7,525,760.00	5,676,000.00
4600 · Other Types of Income							
4640 · Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00	6,250.00
Total Income	0.00	0.00	0.00	55,000.00	7,514,000.00	7,525,760.00	5,682,250.00
Expense							
6200 · Contract Services							
6210 · Accounting Fees	0.00	0.00	0.00	15,500.00	15,500.00	12,000.00	15,300.00
6220 · Legal Fees	0.00	0.00	0.00	21,000.00	21,000.00	16,800.00	25,000.00
6230 · Outside Contract Services	3,750.00	0.00	5,000.00	33,000.00	41,750.00	27,950.00	46,000.00
6235 · Coaching & Training for Provide	0.00	1,231,779.09	0.00	0.00	1,231,779.09	1,322,079.00	800,000.00
6236 · Communications Field Campaign	109,500.00	0.00	0.00	0.00	109,500.00	121,300.00	25,000.00
6238 · Research and Evaluation Contrac	0.00	0.00	0.00	263,498.00	263,498.00	291,000.00	250,000.00
6240 · Communications & Design Work	69,000.00	23,180.00	1,450.00	15,000.00	108,630.00	53,910.00	90,000.00
6242 · Photography, Video, Audio Prod.	11,000.00	24,000.00	0.00	0.00	35,000.00	11,500.00	17,000.00
6260 · Website And Database Dev't	15,000.00	0.00	24,000.00	0.00	39,000.00	70,280.00	18,000.00
6270 · Call Ctr & Eligibility Determin	0.00	0.00	200.00	0.00	200.00	200.00	0.00
6200 · Contract Services - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 6200 · Contract Services	208,250.00	1,278,959.09	30,650.00	347,998.00	1,865,857.09	1,927,019.00	1,286,300.00
6300 · Facilities and Equipment							
6310 · Depr and Amort - Allowable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6320 · Donated Facilities	0.00	0.00	0.00	55,000.00	55,000.00	56,760.00	50,000.00
6330 · Equip Rental and Maintenance	0.00	0.00	0.00	0.00	0.00	14,250.00	1,063.00
6350 · Rent, Parking, Utilities	0.00	1,000.00	0.00	0.00	1,000.00	15,000.00	4,514.00
6360 · Office Equipment and Furniture	0.00	0.00	0.00	11,400.00	11,400.00	0.00	116,000.00
6300 · Facilities and Equipment - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 6300 · Facilities and Equipment	0.00	1,000.00	0.00	66,400.00	67,400.00	86,010.00	171,577.00
6500 · Operations							
6510 · Books, Subscriptions, Reference							
6512 · Web services and subscriptions	2,851.00	4,557.00	21,780.00	19,921.00	49,109.00	23,919.00	40,000.00
6510 · Books, Subscriptions, Reference - Other	488.00	7,625.00	0.00	600.00	8,713.00	7,750.00	1,000.00
Total 6510 · Books, Subscriptions, Reference	3,339.00	12,182.00	21,780.00	20,521.00	57,822.00	31,669.00	41,000.00
6515 · Memberships	0.00	0.00	0.00	0.00	0.00	600.00	279.00
6520 · Postage, Mailing Service	5,400.00	94,280.00	600.00	3,600.00	103,880.00	16,275.00	25,000.00
6530 · Printing and Copying	39,000.00	49,975.00	2,800.00	2,100.00	93,875.00	50,025.00	25,000.00
6535 · Promotional Items	79,000.00	0.00	0.00	2,600.00	81,600.00	91,300.00	31,000.00
6540 · Supplies	5,400.00	18,950.00	5,500.00	10,200.00	40,050.00	38,778.49	60,000.00
6550 · Telephone, Telecommunications	8,022.00	0.00	9,000.00	0.00	17,022.00	14,870.00	15,000.00
6565 · Marketing - Paid Media	108,000.00	0.00	0.00	0.00	108,000.00	116,200.00	80,000.00
6567 · Gift Cards / Gifts	2,250.00	1,025.00	0.00	4,600.00	7,875.00	8,400.00	0.00
6580 · Promotional Events	5,300.00	3,000.00	0.00	0.00	8,300.00	6,400.00	445.00

6582 · Social Media	792.00	0.00	0.00	0.00	792.00	720.00	400.00
6586 · Teacher / Parent stipends	0.00	287,750.00	0.00	0.00	287,750.00	453,296.00	300,000.00
6587 · Teacher Promise Stipend		247,280.00	0.00	0.00	247,280.00	173,040.00	80,000.00
6500 · Operations - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 6500 · Operations	256,503.00	714,442.00	39,680.00	43,621.00	1,054,246.00	1,001,573.49	658,124.00
6600 · Other Types of Expenses							
6610 · Insurance - Liability, D and O	0.00	0.00	0.00	9,000.00	9,000.00	10,000.00	8,385.00
6615 · Quality Assistance Stipends	0.00	745,000.00	0.00	0.00	745,000.00	864,000.00	600,000.00
6620 · Contract with Providers for Expansion/Quality	0.00	0.00	803,914.00	0.00	803,914.00	599,000.00	150,000.00
6625 · Classroom Start-up Grants	0.00	0.00	0.00	0.00	0.00	50,000.00	50,000.00
6627 · Attendance Initiative	0.00	0.00	86,000.00	0.00	86,000.00	260,100.00	158,000.00
6630 · Tuition Assistance	0.00	0.00	811,500.00	0.00	811,500.00	997,000.00	850,000.00
6632 · Preschool Promise Plus	0.00	0.00	0.00	0.00	0.00	0.00	400,000.00
6635 · Quality Improvement & Racial Equity	0.00	0.00	0.00	0.00	0.00	200,000.00	0.00
6640 · Parent Advisory Board	600.00	0.00	0.00	0.00	600.00	0.00	0.00
6642 · Family Engagement	36,000.00	433,760.00	315,293.02	0.00	785,053.02	188,600.00	150,000.00
6645 · Bank Fees	0.00	0.00	0.00	1,500.00	1,500.00	1,080.00	1,100.00
6650 · Training / Education	2,700.00	18,500.00	8,000.00	2,400.00	31,600.00	19,100.00	15,220.00
6690 · Other Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6600 · Other Types of Expenses - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 6600 · Other Types of Expenses	39,300.00	1,197,260.00	2,024,707.02	12,900.00	3,274,167.02	3,188,880.00	2,382,705.00
6750 · Leased Employees	301,279.89	325,000.00	465,000.00	135,000.00	1,226,279.89	1,177,302.51	1,045,985.00
6800 · Travel and Meetings							
6810 · Conference, Convention, Meeting	0.00	0.00	0.00	0.00	0.00	10,550.00	2,949.00
6815 · Mileage	6,520.00	0.00	200.00	450.00	7,170.00	7,455.00	1,400.00
6820 · Travel							
6822 · Lodging	0.00	6,000.00	0.00	0.00	6,000.00	10,200.00	0.00
6825 · Parking	60.00	200.00	0.00	120.00	380.00	1,050.00	5.00
6820 · Travel - Other	0.00	2,000.00	0.00	0.00	2,000.00	11,400.00	330.00
Total 6820 · Travel	60.00	8,200.00	0.00	120.00	8,380.00	22,650.00	335.00
6830 · Meals							
6830A · Meals - Meetings	1,750.00	0.00	0.00	3,450.00	5,200.00	14,500.00	3,521.00
6830B · Meals- Travel	0.00	0.00	0.00	0.00	0.00	1,650.00	20.00
6830C · Meals- Events	4,800.00	500.00	0.00	0.00	5,300.00	28,350.00	300.00
6830D · Meals- Training	0.00	0.00	0.00	0.00	0.00	59,820.00	22,000.00
6830 · Meals - Other	0.00	0.00	0.00	0.00	0.00	0.00	3,728.00
Total 6830 · Meals	6,550.00	500.00	0.00	3,450.00	10,500.00	104,320.00	29,569.00
6800 · Travel and Meetings - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 6800 · Travel and Meetings	13,130.00	8,700.00	200.00	4,020.00	26,050.00	144,975.00	34,253.00
Total Expense	818,462.89	3,525,361.09	2,560,237.02	609,939.00	7,514,000.00	7,525,760.00	5,578,944.00
Net Ordinary Income	-818,462.89	-3,525,361.09	-2,560,237.02	-554,939.00	0.00	0.00	103,306.00

11% 47% 34% 8%

Last year 14% 55% 23% 8%

Additional notes:

6240 · Communications & Design Work	Increasing in 2021 for design and coordination work for monthly playboxes
6242 · Photography, Video, Audio Prod.	Increasing in 2021 for videos to accompany monthly playboxes
6520 · Postage, Mailing Service	Increasing in 2021 for postage for monthly playboxes
6530 · Printing and Copying	Increasing in 2021 for playbox cards and PLC materials
6620 · Contract with Providers for Expansion/Quality	Increasing in 2021 for Hope Center and other ECE extended day
6627 · Attendance Initiative	Decreasing in 2021 due to suspension of program for 20-21 school year
6642 · Family Engagement	Increase for \$300K for playboxes, \$130 for tablets data/mgmt
6800 · Travel and Meetings	Decreasing in 2021 due to pandemic



November 13, 2020

Ms. Robyn Lightcap
Preschool Promise
2251 Timber Lane
Dayton, OH 45414

Re: Preschool Promise
December 31, 2020

Dear Robyn:

We are pleased to confirm our understanding of the services we are to provide for Preschool Promise for the year ended December 31, 2020.

We will audit the financial statements of Preschool Promise, which comprise the statement of financial position as of December 31, 2020, the related statements of activities, functional expenses, and cash flows (as applicable) for the year then ended, and the related notes to the financial statements. Also, any supplementary information accompanying the financial statements will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole.

Audit Objective

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our audit of Preschool Promise's financial statements. Our report will be addressed to Management and the Board of Trustees of Preschool Promise. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or withdraw from this engagement.

Audit Procedures

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories (if applicable), and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from the Organization's attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Organization or to acts by management or employees acting on behalf of the Organization.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our audit will include obtaining an understanding of the Organization and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under professional standards.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Other Services

We will prepare the Organization's federal and state information returns for the year ended December 31, 2020 based on information provided by you. We will also prepare the financial statements of the Organization in conformity with U.S. generally accepted accounting principles based on information provided by you.

We will maintain your fixed asset listing in our fixed asset software. You are responsible for reviewing all reports generated from this software, ensuring the listing is up to date, recording all journal entries related to fixed assets, and making all management decisions related to fixed assets.

We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. The other services are limited to the financial statement and tax services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise management with regard to tax positions taken in the preparation of the tax return, but management must make all decisions with regard to those matters.

Management Responsibilities

You are responsible for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles. You are also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the organization from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Organization involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring the Organization complies with applicable laws and regulations. If applicable, you are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary that includes our report thereon.

You agree to assume all management responsibilities for the tax services, financial statement preparation services, and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

Christopher C. McCaskey is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Under the Internal Revenue code and state laws, taxpayers are required to maintain records supporting their returns, including receipts and cancelled checks for deductible expenditures.

Preschool Promise will be responsible for maintaining all necessary tax records and for the veracity and the completeness of the information submitted to us in connection with the preparation of the above-described returns.

The organization's returns are, of course, subject to review by taxing authorities. Any items resolved against Preschool Promise by an examining agent are subject to certain rights of appeal. In the event of an examination, we will be available to represent Preschool Promise at an additional charge for our services.

We will be available to answer your inquiries on specific accounting, auditing and tax issues, or to consult with you regarding tax and financial matters. However, our services do not include the offering of specific investment advice. The service of a registered investment advisor should be used for this purpose.

We both recognize the importance of performing our obligations under this agreement in a timely way and fully cooperating with the other. In the event that either of us fails to timely perform or fully cooperate, the other party may, in its sole discretion, elect to suspend performance or terminate the agreement regardless of the prejudice to the other person. We agree that we will give ten days written notice of an intent to suspend or terminate, specifying the grounds for our decision, and will give the other an opportunity to cure the circumstances which are cited as grounds for that decision. In the event of suspension or termination, all fees and costs are immediately due upon billing.

It is our firm's policy to keep records related to this engagement for seven years, after which they will be destroyed.

Our fees for the conduct of our audit and tax return preparation as herein described will be the fixed amount of \$15,500. Our fees for consulting services and/or representation services will be based on the time required for each service, multiplied by our standard billing rates in effect from time to time, plus direct expenses. Our rates may vary in relation to the degree of responsibility involved and skill required.

Invoices for services will be submitted at periodic dates and are due and payable when rendered but no later than the end of the following month. If the invoice is not paid by that date, a finance/service charge of 1% per month will be added to the invoice. Also, in accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

You agree that our liability hereunder for damages, regardless of the form of action, shall not exceed five times the amount paid for the services described herein. This shall be your exclusive remedy.

You further agree that we will not be liable for any lost profits, or for any claim or demand against you by any other party. In no event, will we be liable for incidental or consequential damages even if we have been advised of the possibility of such damages.

All disputes arising under this agreement shall be submitted to mediation. Each party shall designate an executive officer empowered to attempt to resolve the dispute. Should the designated representatives be unable to agree on a resolution, a competent and impartial third party acceptable to both parties shall be appointed to mediate. Each disputing party shall pay an equal percentage of the mediator's fees and expenses. No suit or arbitration proceeding shall be commenced under this agreement until at least 60 days after the mediator's first meeting with the involved parties. In the event that the dispute is required to be litigated, the court shall be authorized to assess litigation costs against any party found not to have participated in the mediation process in good faith.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign this letter in the space provided and return it to us. The letter marked "copy" is for your records.

Very truly yours,

FLAGEL HUBER FLAGEL

Christopher C. McCarthy

The letter correctly sets forth the understanding of Preschool Promise.

Preschool Promise

By ✓ _____

Date ✓ _____

Pop Up Playgroup & Preschool Pilot Kim Jarvis & On Purpose Academy

This contract is made by and between Preschool Promise, Inc. and Kim Jarvis (the "Consultant"), and effective as of 12/9/2020 the ("Effective Date").

This contract assures that Consultant will act, pursuant to the terms of this contract, in the role of coordinator of the Pop Up Playgroup and Preschool Pilot and provide services as outlined in the Scope of Work (Exhibit A).

I. Term. The term of this contract is January 1, 2021 through December 31, 2021. This contract may be terminated by either party in writing at any time and for any reason.

II. Services. Consultant agrees to provide Services to Preschool Promise, Inc. that include but are not limited to designing and executing a Pop Up Playgroup to intentionally engage with 16-24 parents, and their preschool aged children, 2-3 days a week and provide coordination and services related to a pop-up Preschool to serve 18-24 preschoolers, prioritizing 4 year-olds.

III. Payment. To perform the Services, Preschool Promise, Inc. agrees to pay Consultant an amount not to exceed \$100,000, to be paid in monthly installments of \$8,333.00 upon receiving an invoice and summary report.

IV. Invoicing. Consultant shall submit an invoice by the 5th of each month to the Preschool Promise Director of Operations at Ashley.marshall@preschoolpromise.org. If invoice is turned in late payment may be delayed. Payment will be made within 30 days of receipt of invoice.

V. Relationship of Parties. Consultant shall be an independent contractor for Preschool Promise, Inc. and shall have no authority to make commitments or incur any obligations or liabilities relating to or on behalf of Preschool Promise, Inc. or any of its officers, officials, contractors, directors, trustees, employees, agents, affiliates, representatives, successors, and assigns. No provision of this contract shall be construed to place the parties in the relationship of employer-employee, partners, joint venturers, or otherwise. The Consultant agrees and acknowledges that the Consultant is serving as an independent contractor, and therefore is responsible for federal, state, local/city, FICA, and other related income taxes.

VI. Compliance with Laws.

- a) Consultant agrees to comply with all federal, state, or local laws, rules, regulations regarding the Services provided under this contract, including, as

applicable, the Family Educational and Rights Privacy Act ("FERPA") and all pertinent laws, rules, and regulations promulgated thereunder.

- b)** Each party agrees to comply with all local and state civil rights statutes, rules, regulations and ordinances, and with Title VI of the Civil Rights Act of 1964, as amended, Title VIII of the Civil Rights Act of 1968, as amended, Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Executive Order 11063, Executive Order 11246, as amended by Executive Orders 11375, 11478, 12107, and 12086, and Section 35.14 of the Revised Code of General Ordinances of the City of Dayton, Ohio.
- c)** Each party agrees that (i) it shall be committed to carry out an affirmative action program to the extent required in the President's Executive Order 11246 of September 24, 1966, and (ii) it will use its best efforts to afford small businesses, minority business enterprises, and women's business enterprises the maximum practicable opportunity to participate in the performance of this Agreement. As used in this section, the term "small business" means a business that meets the criteria set forth in Section 3(a) of the Small Business Act, as amended (15 U.S.C. 632).
- d)** Each party shall not discriminate because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, military status, place of birth, age, marital status, or disability in any of its activities or operations. These activities or operations include but are not limited to actions against any employee; applicant for employment; subcontractor; vendor; applicant for services; or any family, individual, or child in its programs or business activities.

VII. Indemnity. Consultant agrees to defend, indemnify, and hold harmless Preschool Promise, Inc. and its officers, officials, contractors, directors, trustees, employees, agents, affiliates, representatives, successors, and assigns against any and all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs, or expenses of whatever kind (including reasonable attorney fees) that may arise out of either (i) the performance of the Services by Consultant, or (ii) any breach of this contract by Consultant or any of Consultant's agents, employees or contractors.

VIII. Release. Except in regards to any payments due from Preschool Promise, Inc. to Consultant as set forth in this contract, Consultant expressly waives and releases any and all claims, actions, complaints, grievances, and causes of action, direct, indirect or consequential, of whatever nature, whether known or unknown, which exist or may exist, in any jurisdiction, against Preschool Promise, Inc. and its agents, due to circumstances beyond Preschool Promise, Inc.'s reasonable control including, but not limited to, the following events: (i) acts of God; (ii) flood, fire, earthquake, explosion, meteor strike, tornados, epidemics, pandemics, or quarantines; (iii) exposure to or contraction of illness (iv) war, invasion, hostilities, terrorist threats or acts, riot or other

civil unrest, or cyber-attacks; (v) government order, law, actions, or restrictions, whether valid or invalid; (vi) national or regional emergency; (vii) shortage of materials, infrastructure, or transportation; (viii) strikes, labor difficulties, slowdowns; and (ix) any other events or circumstances beyond the reasonable control of Preschool Promise, Inc.

IX. Governing Law. This contract shall be governed by and construed in accordance with the laws of the State of Ohio.

X. Entire Agreement. This contract contains the entire agreement of the parties with respect to the subject matter hereof and there are no other promises or conditions hereunder whether oral or written. This contract supersedes any prior written or oral agreements between the parties.

XI. Amendment. This contract may be modified or amended in writing signed by both parties.

XII. Severability. If any provision of this contract is held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

XIII. Waiver. The failure of either party to enforce any provision of this contract shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this contract.

XIV. Alternative Dispute Resolution. For any dispute, controversy or claim arising out of or relating to this contract, the parties shall use their best efforts to find resolution through mediation by using a trained, experienced mediator selected by mutual agreement of the parties, the cost of which shall be shared equally by the parties. If the dispute, controversy or claim is not resolved within sixty (60) days to the satisfaction of both parties by such mediation, such dispute, controversy or claim shall be settled by final and binding arbitration in conformance with the rules of the American Arbitration Association. The place of arbitration shall be Montgomery, Ohio, or any other place as mutually agreed upon by the parties in writing. Cost of such arbitration shall be shared equally by the parties. Each party shall be responsible for its own attorney fees.

XV. Notice. Any notice required or permitted to be sent under this contract shall be delivered by hand, by confirmed facsimile, telex, electronic mail, by overnight courier or mailed by registered or certified mail.

XVI. Disclosure. Consultant agrees and acknowledges that it may be required to furnish, to the extent permitted by law, certain information relating to this contract and Consultant's status as a contractor of Preschool Promise, Inc., including but not limited

to an accounting of money received by Consultant under this contract, to certain governmental bodies or agencies in connection with any audits or investigations into Preschool Promise, Inc. by such governmental bodies or agencies. The information to be furnished by Consultant under this section is only intended to include books, records, and accounts of Consultant as it relates to this contract, and is not intended to include the general disclosure of Consultant's business books, records, or accounts not otherwise related to this contract.

XVII. Assignment. Consultant's obligations under this contract are personal to Consultant and may not be assigned or transferred to any other individual, entity, or other third party, unless Consultant receives prior written consent from Preschool Promise, Inc. Preschool Promise, Inc. may assign this contract at any time.

XVIII. Termination Due to Funding Reduction. Consultant understands and agrees that Preschool Promise, Inc. may, at any time terminate or amend this contract due to reduced or eliminated funding from the City of Dayton and/or Montgomery County. Preschool Promise will give the Consultant 60 days' notice of any termination or proposed amendments to this contract. In the event that Consultant receives a notice of termination or a proposed contract amendment from Preschool Promise, Inc., payment will be rendered to Consultant by Preschool Promise, Inc. on the amended terms for Services actually delivered at the time of receipt of the notice of termination.

XIV. Survival. Sections VII, XIII, and XVI shall survive any termination of this contract.

IN WITNESS WHEREOF, the parties have executed this contract on this ____ day of _____, 2020.

Consultant

Preschool Promise, Inc.

Signed: _____

Signed: _____

Title: _____

Signed: _____

Title: _____

Scope of Work – Exhibit A

Pop Up Playgroup and Preschool Pilot



Context

In her article written for NAEYC, Laurel Bongiorno, writes: “Children learn through their play. Don’t underestimate the value of play.” She further explains, “Children learn and develop cognitive skills (like math and problem solving in a pretend grocery store), physical abilities (like balancing blocks and running on the playground), new vocabulary (like the words they need to play with toy dinosaurs) social skills (like playing together in a pretend car wash) and literacy skills (like creating a menu for a pretend restaurant).

In contrast, most educational systems place more emphasis on mastery of ABCs, 123s and standardized test without yielding the positive outcomes. COVID-19 has exacerbated the problem making it more difficult to think about “playing” when economic, social and mental health barriers take precedent over the hard reality of a child falling behind academically.

To further clarify the point, in his groundbreaking article, Dr. Peter Gray shines a bright light on the price kids and communities pay by focusing on “early academics” and less emphasis on play. Astonishingly, Dr Gray draws a connection between the increased rates of depression, anxiety, narcissism, and suicide among our children and teens to a decline in free play and exploration. Change has to come. *The truth is, every hope for every child has the potential to be developed through play.*

It is the goal of this collaboration between On Purpose Academy and Preschool Promise to reintroduce and celebrate the Power of Play through modeling, mentoring, training and authentic relationship building with some of the most vulnerable families in the Miami Valley.

The goal is to reach children who are not currently participating in formal preschool programs through an alternative preschool method consisting of a play group with parents, and a smaller, “mobile” preschool classroom that is on-site in a neighborhood. This pilot project will help us learn new ways to connect with parents and children who don’t typically access preschool on a regular basis.

Description of Services

The project is comprised of 2 Phases.

Phase 1: Pop Up Playgroup (parents & children together)

March-June 2021

Trained staff from On Purpose Academy will use their knowledge from the evidenced based Practical Parent curriculum and other curriculum to intentionally engage with **16-24 parents, and their preschool aged children, 2-3 days a week**. The goal will be to build strong relationships with Parents for the primary purpose of authentic connections. Phase 1 will grow by community “play” events, one-on-one connections and referrals.

Expected outcomes:

Scope of Work – Exhibit A

Pop Up Playgroup and Preschool Pilot



- Two engaged parent groups of 8-12 parents and children in each group, for a total of 16-24 people regularly participating in the play groups.
- Discover and track family/parent perceived barriers to accessing early childhood services.
- Understand parent concerns about supporting children academically, especially using play.

Activities:

1. Pre-Assessment for all Parents/Caregivers – using Practical Parent or another known assessment
2. Twice a week sessions at two locations, each session lasts 4 hours
 - 1 hour for set up/take down
 - 2 hours for curriculum delivery with speakers, practice,
 - 1 hour for snack and discussion
3. Bi-Weekly Check In Calls for all participants (teachers are calling/texting with parents)
4. Written child assessments and goals shared with parents
5. Post-Assessments for all Participants – using Practical Parent or another known assessment

Phase 2: Pop Up Preschool (PUP) Pilot

June – December 2021

PUP is the implementation of Preschool learning experience in a designated, consistent, place-based setting (at a Greater Dayton Premier Management housing complex, such as at Desoto Bass in Dayton) using the researched based Creative Curriculum which is focused on the principles of Play. PUP empowers parents to provide academic support independent of whether their child attends preschool in a more formal, licensed preschool building. The goal is to reach 18-24 preschool aged children, with a focus first on 4-year-olds and secondly on 3-year-olds. These informal “preschool groups on a bus” will meet on a regular schedule, at least 2 times a week. The exact schedule will be determined after relationships are built with families, but may look like:

- Group A on Monday and Wednesday (6 preschoolers from 10 a.m. to 1 p.m., and then 6 preschoolers from 2 p.m. to 5 p.m.)
- Group B on Tuesday and Thursday (6 preschoolers from 10 a.m. to 1 p.m., and then 6 preschoolers from 2 p.m. to 5 p.m.)

On Purpose Academy staff will deliver both Phase 1 and Phase 2 services on a remodeled 12 passenger bus. The bus will be refurbished to feel like a fun preschool classroom.

Activities:

1. Pre-Assessment for all students using ASQ-3; conducted with parents
2. Four weekly sessions at two locations; lasting 4 hours
 - 1 hour set up/take down on bus
 - 3 hours of curriculum delivery
3. Creative Curriculum Gold Assessment and Reports

Scope of Work – Exhibit A

Pop Up Playgroup and Preschool Pilot



4. Post-Assessments for all students

Preparation & Planning Tasks

Determine GDPM locations to be served	<i>On Purpose Pilot Program Administrator GDPM</i>
Determine bus layout and logistics	<i>Montgomery County Sheriff's Office Kim Jarvis</i>
Find and train bus driver	<i>Kim Jarvis</i>
Complete Curriculum Training	<i>On Purpose Teaching Staff On Purpose Pilot Program Administrator</i>
Prepare Marketing Campaign for families	<i>On Purpose Teaching Staff Preschool Promise</i>
Host Launch Party	<i>On Purpose Teaching Staff On Purpose Pilot Program Administrator Preschool Promise</i>
Begin Playgroups, then Pop Up Preschool	<i>On Purpose Teaching Staff On Purpose Pilot Program Administrator</i>

Timeline

This contract will cover implementation of the pilot from January-December, 2021.

An invoice will be submitted each month, with a brief summary of progress and any obstacles.

Expected Outcomes

Phase 1: Outcomes

- Parents/Caregivers will be able to understand the connection between brain development and play
- Parents/Caregivers will be able to identify “skills” beneficial for preschool students
- Parents/Caregivers will understand the value and importance of various forms of play
- Parents/Caregivers will demonstrate increased bond and connection with child
- Parents/Caregivers will voluntarily participate in group and individual activities
- Parent/Caregivers will create a unique form of play with their children
- Preschool Promise/On Purpose Academy will gain insight into obstacles and opportunities for parents to engage in traditional preschool.

Phase 2: Outcomes

Scope of Work – Exhibit A

Pop Up Playgroup and Preschool Pilot



- Student will demonstrate increased critical thinking and decision-making skills
- Student will be able to engage in intentional play with other students
- Student will demonstrate an increased connection with parent while playing
- Student vocabulary will reflect growth as a result of intentional play
- Preschool Promise/On Purpose Academy will gain insight into obstacles and opportunities to engage parents and children in alternative forms of preschool learning to help all children prepare for kindergarten.

Project Management

The overall pilot project direction will be managed by Kim Jarvis, Owner of On Purpose Academy, a 5-Star early learning center and Preschool Promise partner site. Kim will hire and manage a part-time Program Administrator to manage and support the Pop Up Pilot implementation details. Preschool Promise will also partner with Kim and her staff to provide graphic design and communication support to assist with marketing of the program, as well as resources to train teachers and parents during the implementation of the sessions.

Cost of Services

The budget for January-December 2021 is estimated at \$129,000 for a standard-size bus. On Purpose Academy is expecting to receive a \$30,000.00 grant from the CARES Act to be applied to this project. Preschool Promise will pay On Purpose Academy not-to-exceed \$100,000 for January-December 2021, paid in monthly installments estimated to average \$8,333 per month.

On Purpose Academy will submit an invoice monthly with the previous month's expenses detailed, along with a brief written status report on the progress, participation and implementation of the Pilot Pop Up Playgroup and Preschool.

Invoices should be submitted to Ashley.Marshall@preschoolpromise.org; payment will be issued within 30 days.

Pop Up Preschool Pilot Project - January-December 2021
Estimated Budget

<u>Expense</u>	<u>Amount</u>
2 Teachers @ (\$16/hour, 40 hours a week, 52 weeks)	66,560.00
Program Administrator (\$16/hour, 20 hours a week, 45 weeks)	14,400.00
Workman's Comp, Payroll Taxes	878.00
Office/Class Supplies	1,500.00
Food/Snacks	940.00
Food Supplies (paper)	1,000.00
Insurance	1,838.46
CPR/First Aid Fees	135.00
BCI/FBI Fees	135.00
Special Events/celebrations with parents, families	1,050.00
PPE- (mask,wipes, sanitizer, gloves and soap for 11 staff)	250.00
Curriculum	750.00
OPA has a school bus; only needs renovation	8,000.00
Gas/Running the bus for Preschool	7,800.00
Vehicle Wrapping for Standard school bus	10,000.00
CDL Driver @ \$13/hour, 20 hours a week, 52 weeks	13,520.00
Total	128,756.46

Senior Outreach Specialist Meghann Clevenger

This contract is made by and between Preschool Promise, Inc. and Meghann Clevenger (the "Consultant"), and effective as of 1/1/2021 the ("Effective Date").

This contract assures that Consultant will act, pursuant to the terms of this contract, in the position of Senior Outreach Specialist and provide services as outlined in the Scope of Work (Exhibit A).

I. Term. The term of this contract runs January 1, 2021 through December 31, 2021. This contract may be terminated by either party in writing at any time and for any reason.

II. Services. Consultant agrees to provide Services to Preschool Promise, Inc. that are outlined in the attached Scope of Work (Exhibit A).

III. Payment. To perform the Services, Preschool Promise, Inc. agrees to pay Consultant \$20 per hour worked upon receiving an invoice, not to exceed \$26,000 for the term that this contract is in effect, unless otherwise agreed to in writing by the parties.

IV. Invoicing. Reference Exhibit A for invoicing details. If invoice is turned in late payment may be delayed. Payment will be made within 30 days of receipt of invoice.

V. Relationship of Parties. Consultant shall be an independent contractor for Preschool Promise, Inc. and shall have no authority to make commitments or incur any obligations or liabilities relating to or on behalf of Preschool Promise, Inc. or any of its officers, officials, contractors, directors, trustees, employees, agents, affiliates, representatives, successors, and assigns. No provision of this contract shall be construed to place the parties in the relationship of employer-employee, partners, joint venturers, or otherwise. The Consultant agrees and acknowledges that the Consultant is serving as an independent contractor, and therefore is responsible for federal, state, local/city, FICA, and other related income taxes.

VI. Compliance with Laws.

- a)** Consultant agrees to comply with all federal, state, or local laws, rules, regulations regarding the Services provided under this contract, including, as applicable, the Family Educational and Rights Privacy Act ("FERPA") and all pertinent laws, rules, and regulations promulgated thereunder.
- b)** Each party agrees to comply with all local and state civil rights statutes, rules, regulations and ordinances, and with Title VI of the Civil Rights Act of 1964, as amended, Title VIII of the Civil Rights Act of 1968, as amended, Section 104(b)

and Section 109 of Title I of the Housing and Community Development Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Executive Order 11063, Executive Order 11246, as amended by Executive Orders 11375, 11478, 12107, and 12086, and Section 35.14 of the Revised Code of General Ordinances of the City of Dayton, Ohio.

- c) Each party agrees that (i) it shall be committed to carry out an affirmative action program to the extent required in the President's Executive Order 11246 of September 24, 1966, and (ii) it will use its best efforts to afford small businesses, minority business enterprises, and women's business enterprises the maximum practicable opportunity to participate in the performance of this Agreement. As used in this section, the term "small business" means a business that meets the criteria set forth in Section 3(a) of the Small Business Act, as amended (15 U.S.C. 632).
- d) Each party shall not discriminate because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, military status, place of birth, age, marital status, or disability in any of its activities or operations. These activities or operations include but are not limited to actions against any employee; applicant for employment; subcontractor; vendor; applicant for services; or any family, individual, or child in its programs or business activities.

VII. Indemnity. Consultant agrees to defend, indemnify, and hold harmless Preschool Promise, Inc. and its officers, officials, contractors, directors, trustees, employees, agents, affiliates, representatives, successors, and assigns against any and all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs, or expenses of whatever kind (including reasonable attorney fees) that may arise out of either (i) the performance of the Services by Consultant, or (ii) any breach of this contract by Consultant or any of Consultant's agents, employees or contractors.

VIII. Release. Except in regards to any payments due from Preschool Promise, Inc. to Consultant as set forth in this contract, Consultant expressly waives and releases any and all claims, actions, complaints, grievances, and causes of action, direct, indirect or consequential, of whatever nature, whether known or unknown, which exist or may exist, in any jurisdiction, against Preschool Promise, Inc. and its agents, due to circumstances beyond Preschool Promise, Inc.'s reasonable control including, but not limited to, the following events: (i) acts of God; (ii) flood, fire, earthquake, explosion, meteor strike, tornados, epidemics, pandemics, or quarantines; (iii) exposure to or contraction of illness (iv) war, invasion, hostilities, terrorist threats or acts, riot or other civil unrest, or cyber-attacks; (v) government order, law, actions, or restrictions, whether valid or invalid; (vi) national or regional emergency; (vii) shortage of materials, infrastructure, or transportation; (viii) strikes, labor difficulties, slowdowns; and (ix) any other events or circumstances beyond the reasonable control of Preschool Promise, Inc.

IX. Governing Law. This contract shall be governed by and construed in accordance with the laws of the State of Ohio.

X. Entire Agreement. This contract contains the entire agreement of the parties with respect to the subject matter hereof and there are no other promises or conditions hereunder whether oral or written. This contract supersedes any prior written or oral agreements between the parties.

XI. Amendment. This contract may be modified or amended in writing signed by both parties.

XII. Severability. If any provision of this contract is held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

XIII. Waiver. The failure of either party to enforce any provision of this contract shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this contract.

XIV. Alternative Dispute Resolution. For any dispute, controversy or claim arising out of or relating to this contract, the parties shall use their best efforts to find resolution through mediation by using a trained, experienced mediator selected by mutual agreement of the parties, the cost of which shall be shared equally by the parties. If the dispute, controversy or claim is not resolved within sixty (60) days to the satisfaction of both parties by such mediation, such dispute, controversy or claim shall be settled by final and binding arbitration in conformance with the rules of the American Arbitration Association. The place of arbitration shall be Montgomery, Ohio, or any other place as mutually agreed upon by the parties in writing. Cost of such arbitration shall be shared equally by the parties. Each party shall be responsible for its own attorney fees.

XV. Notice. Any notice required or permitted to be sent under this contract shall be delivered by hand, by confirmed facsimile, telex, electronic mail, by overnight courier or mailed by registered or certified mail.

XVI. Disclosure. Consultant agrees and acknowledges that it may be required to furnish, to the extent permitted by law, certain information relating to this contract and Consultant's status as a contractor of Preschool Promise, Inc., including but not limited to an accounting of money received by Consultant under this contract, to certain governmental bodies or agencies in connection with any audits or investigations into Preschool Promise, Inc. by such governmental bodies or agencies. The information to be furnished by Consultant under this section is only intended to include books, records, and accounts of Consultant as it relates to this contract, and is not intended to include

the general disclosure of Consultant's business books, records, or accounts not otherwise related to this contract.

XVII. Assignment. Consultant's obligations under this contract are personal to Consultant and may not be assigned or transferred to any other individual, entity, or other third party, unless Consultant receives prior written consent from Preschool Promise, Inc. Preschool Promise, Inc. may assign this contract at any time.

XVIII. Termination Due to Funding Reduction. Consultant understands and agrees that Preschool Promise, Inc. may, at any time terminate or amend this contract due to reduced or eliminated funding from the City of Dayton and/or Montgomery County. Preschool Promise will give the Consultant 60 days' notice of any termination or proposed amendments to this contract. In the event that Consultant receives a notice of termination or a proposed contract amendment from Preschool Promise, Inc., payment will be rendered to Consultant by Preschool Promise, Inc. on the amended terms for Services actually delivered at the time of receipt of the notice of termination.

XIV. Survival. Sections VII, XIII, and XVI shall survive any termination of this contract.

IN WITNESS WHEREOF, the parties have executed this contract on this ____ day of _____, 2020.

Consultant

Preschool Promise, Inc.

Signed: _____

Signed: _____

Title: _____

Signed: _____

Title: _____

IN WITNESS WHEREOF, the parties have executed this contract on this ____ day of _____, 2020.

Consultant

Preschool Promise, Inc.

Signed: _____

Signed: _____

Title: _____

Signed: _____

Title: _____

**Senior Outreach Specialist – Meghann Clevenger
(Year-Round)
Exhibit A**

I. Introduction

The Senior Outreach Specialist will work year-round and assist with planning and designing outreach activities, suggest events and analyze the efficacy of different approaches, recruit families to join the participating Preschool Promise programs, generate demand and excitement for high quality Preschool, and inspire community leaders and organizations to promote the Preschool Promise. Preschool Promise partners with three main types of Preschool providers: 1) school-based Preschools (Public and Catholic); 2) Miami Valley Child Development Centers/Head Start; and 3) community-based childcare and Preschool programs, including family childcare providers. Each Preschool provider has its own preferred methods of recruiting families, and the Preschool Promise Field Campaign must have strong, positive working relationships with providers and community partners so that the overall marketing and recruitment plan is beneficial for all. **The primary goal is to recruit more children and families to attend Preschool Promise sites – with a focus on the children who reside within the geographic boundaries where Preschool Promise operates.**

Goals

- All seats in participating Preschool Promise sites are filled.
- Families enroll their 4-year-old children in high-quality Preschools.
- Families understand their options for affordable, high-quality Preschool.
- Families know which Preschools in their home or work community are high-quality.
- Families and the community understand the value of high-quality Preschool for children and, ultimately, for improving educational attainment and workforce development in the wider community.
- Families who do not have their children in a Preschool enroll their children in a program.
- Families with children under the age of 4 begin to learn about Preschool and the importance of choosing high quality programs for their younger children.
- The Preschool Promise is recognized as a trusted brand for families of young children and the Greater Dayton community.
- Preschool enrollment increases and a higher percentage of 4-year-olds in the geographic areas are attending Preschool Promise sites.
- There is an increase in the number of leads of potential families interested in being part of the Preschool Promise for the current and future school years. (This involves

collecting names and contact information for families who will become part of a
Preschool Promise contact list.)

Audience

- Families of 4-year-old Preschoolers: Families with children who are in their last year of Preschool before Kindergarten. (The cutoff date is September 30 except in districts where the Kindergarten cutoff date is August 1.)
- Families of Children under 4: Families with children under age 4 are potential future Preschool Promise families. It is important that they know about the Preschool Promise and are inspired to join when their child turns 4.
- Organizations that Serve Families: Organizations that serve families (ex. churches, social service organizations, healthcare providers) need to know about Preschool Promise, and we are eager for them to refer families to the Preschool Promise. These organizations are often influential messengers because families trust them.

Places Families Frequent: Places where families live their day-to-day lives (grocery stores, laundromats, restaurants, hair salons, etc.) are important partners that can spread the word about the Preschool Promise. These entities are key to increasing the visibility of the Preschool Promise, and they can provide non-traditional and creative marketing opportunities.

II. Scope of Work

The Senior Outreach Specialist shall work varying hours, with an average of 10-20 hours/week over the course of a calendar year, on the following items:

1. Provide insight and suggestions on strategy development for outreach efforts
2. Staff community outreach efforts
 - Attend community events
 - Host tables at identified community organizations
 - Canvass neighborhoods
3. Build relationships with community organizations, businesses, key influencers and share appropriate information and resources (also potentially other Preschool providers that are not part of the Preschool Promise and may be recruited in the future)
4. Map and identify community assets in the City of Dayton into neighborhood clusters
 - Identify community resources (churches, community centers, libraries, cultural centers, etc.) in each quadrant/neighborhood cluster
 - Identify businesses that can be partners
 - Identify events to attend in order to recruit families and share information about Preschool Promise
 - Identify key influencers
5. Establish and implement quadrant recruitment and enrollment plans
 - Develop neighborhood “on-the-ground” plans
 - Conduct weekly quadrant “reviews” and share reports with Preschool Promise staff

6. Evaluate marketing and communication strategies, plans, and implementation with the Preschool Promise staff and partners
7. Attend required training provided by the Preschool Promise
8. Identify existing community events that Preschool Promise can participate in to help promote Preschool Promise's messages

III. Deliverables

1. Provide weekly reports detailing:
 - a. Hours worked
 - b. Locations visited and events attended
 - c. Tasks completed
2. Provide a minimum of 300 leads over the course of each calendar year, contributing to the larger team goal of 3,500 leads (COVID-19 may impact the ability to reach targeted number of leads.)
3. Provide written feedback to the Preschool Promise staff on the efficacy of events and outreach activities that details:
 - a. Feedback concerning 2020-2021 outreach efforts
 - b. Recommendations for continuing outreach efforts

INVOICE

Consultant shall submit an invoice with hours worked and tasks completed, using a reporting system provided to Consultant by Preschool Promise, Inc., by 5:00 p.m. on the 5th and 20th of each month and shall email Alma.Long@preschoolpromise.org with any questions or concerns. Invoices should be paid by Preschool Promise within 30 days.