



Board of Trustees Meeting

February 21, 2019

12-1:30 p.m.

200 S. Keowee Street, Dayton, OH 45402

Chair:	Debbie Feldman
Note Taker/Time Keeper:	Barbara Elrod
Members Expected to Attend:	<input checked="" type="checkbox"/> PJ Brafford <input type="checkbox"/> Clay Dixon <input checked="" type="checkbox"/> Debbie Feldman <input checked="" type="checkbox"/> Anissa Lumpkin <input checked="" type="checkbox"/> Jane McGee-Rafal
Members Expected Absent:	Clay Dixon
Guests:	
Vision:	All Montgomery County children are ready for kindergarten and have the foundation needed for success in school and life.
Mission:	Because Preschool is an important building block for a child's success, we will promise every child in Montgomery County the opportunity to attend at least one year of affordable, high quality Preschool. That commitment requires providing tuition assistance to families and helping Preschools continuously improve the quality of their programs.
Goal:	Increase the percentage of children in High Quality Preschool.

CALL TO ORDER/EXECUTIVE DIRECTOR REPORT		
1) Call to Order	Debbie Feldman	<i>Attachment Action to Approve</i>
2) Approval of Minutes from December 7, 2018 meeting		
3) Executive Director updates <ul style="list-style-type: none"> a. Star Rating Celebrations b. Ballmer Visit c. Enrollment Update 	Robyn Lightcap Ashley Marshall	
<i>Action Needed: Approval of minutes.</i>		

ACTION ITEMS		
4) 4C for Children Recommend approval of the addendums (budget, consulting services and scope of work) to their current contract.	Robyn Lightcap	<i>Attachments</i>
<i>Action Needed: Approval of Contract Addendum</i>		<i>Action to Approve</i>

<p>5) CWCC, Inc. Recommend approval a termination agreement for the Business Practices Training effective immediately.</p> <p><i>Action Needed: Approval of Termination Agreement.</i></p>	Robyn Lightcap	<p><i>Attachments</i></p> <p><i>Action to Approve</i></p>
<p>6) CWCC, Inc. Recommend approval of a Consulting Services Agreement with CWCC, Inc. for the Star Bound program effective March 1, 2019 through June 30, 2020 at a cost not to exceed \$35,000.00.</p> <p><i>Action Needed: Approval of contract.</i></p>	Robyn Lightcap	<p><i>Attachments</i></p> <p><i>Action to Approve</i></p>
<p>7) Outreach Specialist Agreements Recommend approval to hire Outreach Specialists on a part-time contract for work conducted from March through September, 2019 as outlined in the Scope of Work and their Memorandum of Understanding.</p> <p><i>Action Needed: Approval of agreement.</i></p>	Robyn Lightcap	<p><i>Attachments</i></p> <p><i>Action to Approve</i></p>
<p>8) The Ohlmann Group Recommend approval of the updated Media Plan with the Ohlmann Group for marketing communications for 2019.</p> <p><i>Action Needed: Approval of schedule.</i></p>	Robyn Lightcap	<p><i>Attachments</i></p> <p><i>Action to Approve</i></p>
<p>9) Loving Guidance, Inc. Recommend approval of a consultant agreement with Loving Guidance, Inc. for the Conscious Discipline Action Team project and the extended Conscious Discipline Institute in the amount of \$32,454. Cost includes instructor, travel expenses and coaching for 2019.</p> <p><i>Action Needed: Approval of agreement.</i></p>	Robyn Lightcap	<p><i>Attachments</i></p> <p><i>Action to Approve</i></p>
<p>10) eSchoolView Recommend approval of a 2-year contract with Infinite Cohesion Ltd, DBA eSchoolView for website, on-line application, hosting, maintenance and support as outlined in the contract.</p> <p><i>Action Needed: Approval of contract.</i></p>	Robyn Lightcap	<p><i>Attachments</i></p> <p><i>Action to Approve</i></p>
<p>11) Revised budget for FY2019</p> <p><i>Action Needed: Approval of financials.</i></p>	<p>Robyn Lightcap</p> <p>Jane McGee-Rafal</p>	<p><i>Attachments</i></p> <p><i>Action to Approve</i></p>

DISCUSSION ITEMS		
12) Summary of Board Retreat Discussion on November 1 13) Expansion Fund 14) Family Activities - Boonshoft End of Year, Boonshoft & Book of the Month for 2019-2020 15) Marketing - Spring Clean in April 16) Quality - Wired to Move, Culturally Responsive Teaching 17) Website update	Robyn Lightcap	

ADJOURN		
18) Adjourn by 1:30 p.m. <i>Action Needed: Adjourn.</i>	Debbie Feldman	<i>Action to Adjourn</i>

Upcoming Board Meetings

All 2019 meetings will be held from 12:00-1:30 p.m. at *Montgomery County ESC, 200 South Keowee Street, Dayton, OH 45402.*

Dates	Planned Key Topics
Wednesday, April 24	Review of audited financials
Wednesday, June 26	
Wednesday, August 28	
Wednesday, October 30	Review of 2018-19 school year data
Thursday, December 12	Approve budget for FY20

Upcoming Events

- Kindergarten Info Night: Tuesday, February 26, 6:00-8:00 p.m., Dayton Metro Library-Main Branch
- Readiness Summit, Friday, March 8, 8:00 a.m. to 3:00 p.m. (main session 8-10:15 a.m.)
- Legislator Lunch with Learn to Earn Dayton on Friday, March 15, 12-2 p.m.
- Spring Clean in April (dates TBA)
- End of Year Celebration at Boonshoft (date TBD)



Board of Trustees Meeting MINUTES

December 7, 2018

12:00 p.m. - 1:30 p.m.

4801 Springfield Street, Dayton, OH 45431

Chair:	Debbie Feldman
Note Taker/Time Keeper:	Barbara Elrod
Members Expected to Attend:	<input checked="" type="checkbox"/> PJ Brafford (non-voting) <input checked="" type="checkbox"/> Clay Dixon <input type="checkbox"/> Debbie Feldman <input checked="" type="checkbox"/> Anissa Lumpkin <input type="checkbox"/> Tasha Maye <input checked="" type="checkbox"/> Jane McGee-Rafal <input checked="" type="checkbox"/> Michelle Riley
Members Expected Absent:	Debbie Feldman, Tasha Maye
Guests:	Marie Giffen
Vision:	All Montgomery County children are ready for kindergarten and have the foundation needed for success in school and life.
Mission:	Because Preschool is an important building block for a child's success, we will promise every child in Montgomery County the opportunity to attend at least one year of affordable, high quality Preschool. That commitment requires providing tuition assistance to families and helping Preschools continuously improve the quality of their programs.
Goal:	Increase the percentage of children in High Quality Preschool.

1.) CALL TO ORDER

Meeting was called to order at 12:05 p.m. by Anissa Lumpkin.

2.) APPROVAL OF MINUTES FROM PREVIOUS MEETING

Board reviewed minutes from the meeting held on November 1, 2018.

Jane McGee-Rafal motioned for approval. Michelle Riley seconded the motion.

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

3.) EXECUTIVE DIRECTOR REPORT

- Robyn Lightcap congratulated Debbie's Darling Daycare & Learning Center and Pat's Care Away From Home for earning their 1 Star Rating from the Ohio Job & Family Services. Preschool Promise along with 4C for Children and their coaches from CWCC, Inc. celebrated their achievements.
- Latoria Marcellus shared a Conscious Discipline moment from one of our providers. The teacher shared how much of a difference it has made to involve families in their classroom and how it has helped her create safe places for her students.
- Ashley Marshall shared the updated enrollment numbers of 1,277 four year olds in Preschool Promise.

- Charmaine Webster introduced Hertia Mims to the Board. Hertia joins the team as a temporary employee to assist in outreach coordination efforts for the 2019-2020 recruitment.
- Robyn Lightcap discussed the Bias Habit Breaking Intervention Workshop that was held December 6 and December 7, with all of Dayton Public School preschool teachers attending along with fifty additional community partners. The outcome and the sharing of strategies was a positive for continued improvement on how we approach our students, families and staff as we work to eliminate the racial achievement gaps.
- Robyn Lightcap shared that she, Clay Dixon and Richard Stock would be hosting a Focus Group meeting on December 17 to reach out to Preschool Promise families as we seek their feedback and make sure the families have the resources they need.

4.) APPROVAL OF THIRD QUARTER 2018 FINANCIALS

Robyn Lightcap along with Marie Giffen presented the third quarter financials for approval. The financials had previously been reviewed by the Finance Committee.

Clay Dixon motioned for approval. Jane McGee-Rafal seconded the motion.

All in favor; none opposed; motion passed (3-0)

5.) APPROVAL OF FISCAL YEAR 2019 BUDGET

Robyn Lightcap along with Marie Giffen presented the 2019 Fiscal Year Budget that had been reviewed by the Finance Committee.

Clay Dixon motioned for approval. Jane McGee-Rafal seconded the motion.

All in favor; none opposed; motion passed (3-0)

6.) ADDENDUM TO AGENDA: ELECTION OF JANE MCGEE-RAFAL AS SECRETARY/TREASURER

Michelle Riley motioned to amend the agenda to elect Jane McGee-Rafal as the Secretary/Treasurer for the Preschool Promise Board of Trustees beginning with Fiscal Year 2019.

Michelle Riley motioned for approval. Anissa Lumpkin seconded the motion.

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

- PJ Brafford was introduced as the new board member being appointed by the City of Dayton at their December meeting. He will join the Board beginning with Fiscal Year 2019.
- Robyn Lightcap thanked Michelle Riley for her service to the Preschool Promise Board of Trustees for the past 2 years and commended her leadership and support as we launched the new organization.

7.) APPROVAL OF FINANCIAL POLICIES

Robyn Lightcap presented changes to the financial policies that were outlined by the Finance Committee.

Jane McGee-Rafal motioned for approval with additional changes as noted. Anissa Lumpkin seconded the motion.

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

8.) APPROVAL OF THE COUNTY CONTRACT

Robyn Lightcap presented the Montgomery County Contract for receipt of funding for 2019 and beyond.

Jane McGee-Rafal motioned for approval. Michelle Riley seconded the motion.

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

9.) APPROVAL OF A CONTRACT WITH SPARKBOX

Robyn Lightcap presented the contract with Sparkbox for website and on-line application improvements.

Michelle Riley motioned for approval. Jane McGee-Rafal seconded the motion.

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

10.) APPROVAL OF THE 2019-2020 PROVIDER HANDBOOK

Robyn Lightcap presented the updated 2019-2020 Provider Handbook. Ashley Marshall and Latoria Marcellus highlighted the changes.

Clay Dixon motioned for approval. Jane McGee-Rafal seconded the motion.

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

11.) REVIEW OF 2019 BOARD MEETING DATES AND LOCATION

Robyn Lightcap reviewed the Board of Trustees Meeting dates of February 21, 2019, April 24, 2019, June 26, 2019, August 28, 2019, October 30, 2019 and December 12, 2019. All meetings will be held at the Montgomery County Educational Service Center, 200 S. Keowee Street, Dayton, 45402. The meetings will be from 12:00 – 1:30 p.m.

12.) ADJOURN

Anissa Lumpkin adjourned the meeting at 1:30 p.m.

ADDENDUM TO THE CONSULTING SERVICES AGREEMENT

THIS ADDENDUM TO THE CONSULTING SERVICES AGREEMENT (the “Addendum”) is effective as of February 1, 2019 (the “Effective Date”) by and between **4C FOR CHILDREN** (“Consultant”) and **PRESCHOOL PROMISE, INC.**, an Ohio non-profit corporation (“Customer,” and together with Consultant, collectively, the “Parties”).

WHEREAS, Vendor and Customer entered into a Consulting Services Agreement commencing on June 5, 2018 (“Original CSA”) in which Customer agreed to contract with the Consultant for services offered by the Consultant; and

WHEREAS, Vendor and Customer now desire to amend the Consulting Services Agreement, and amend the Scope, budget, and other Exhibits in accordance with this addendum.

NOW, THEREFORE, Consultant and Customer agree as follows:

1. Governing Law. This Addendum shall be governed by, and construed and enforced in accordance with, the laws of the State of Ohio.

2. Incorporation. All terms of the CSA not amended hereby or not inconsistent herewith shall remain in full force and effect and by this reference are incorporated herein as if fully rewritten herein. If there is a conflict between the CSA and this Addendum, the parties will come to a mutual resolution.

[intentionally left blank – signature page follows]

IN WITNESS WHEREOF, Consultant and Customer have executed this Addendum as of the Effective Date.

Consultant:

4C FOR CHILDREN, INC.

By: _____

Name: _____

Title: _____

Customer:

PRESCHOOL PROMISE

By: _____

Name: Deb Feldman

Title: Board of Trustees Chair

By: _____

Name: Robyn Lightcap

Title: Executive Director

February 21, 2019

Addendum to 4C for Children and Preschool Promise, Inc. Scope of Work For February-June 2019

4C for Children will provide the following services, in addition to services previously agreed upon in the Contract and Scope of Work that was executed on June 5, 2018 for the 2018-19 school year.

Overview

4C for Children will assist Preschool Promise in executing the “Star Bound” program, with the goal of helping childcare providers across Montgomery County earn and increase Star Ratings. A special focus will be given to programs serving children on Publicly Funded Child Care (PFCC), with the goal of helping programs meet the State of Ohio’s July 1, 2020 deadline to earn a Star Rating. 4C for Children will hire additional staff to fulfill the roles described below.

Explanation of Star Bound Coach

Core Responsibilities of the Preschool Promise 4C Star Bound Coach:

1. Recruit centers with high numbers of PFCC children to join cohort. The number of centers per cohort will be determined in collaboration with MCPP.
2. Work closely with CWCC, Inc. staff to review audit of centers in order to prepare for effective support of the centers.
3. Work with 4C staff to coordinate and lead training for SUTQ and Leadership class that will be required for centers in the cohort.
4. Provide binder to each center to provide guidance of SUTQ process.
5. Work with administrator of the center to obtain initial rating. Spend a minimum of 3 hours per month in each center.
6. Contact CWCC, Inc. staff one week before the center is ready to push the button so final audit of Step Up procedures can be completed.
7. Attend coach training/meetings as requested by 4C and/or MCPP.
8. Coach is expected to spend at least 70 hours per month coaching centers. This could include face-to-face, email, or by phone. This time will vary on the months when they are training and recruiting. Other time will be spent on other responsibilities listed above.

Explanation of Part-Time Consultant

Core responsibilities during office hours: (10 hrs/week)

1. Recruit and follow-up phone calls/emails to Montgomery county providers.
2. Set appointments to assist 1-star applicants with registration.
3. Call/email providers to inform them of upcoming training opportunities.
4. Answer email/phone messages from providers seeking 1-star.
5. Track rating end dates and make follow up calls to providers before their rating end date.
6. Complete other duties that will help Montgomery County FCC providers attain/retain their 1 star rating.
7. Participate in ODJFS FCC coaching conference calls.

Core responsibilities while in the field: (up to 10 hours/week)

1. Conduct audits on new programs, share results with FCC coach.
2. Assist with delivery of SUTQ banners, celebration materials.
3. Assist providers(by appointment) to apply for initial one star rating or rating renewal.

Addendum to 4C for Children and Preschool Promise, Inc. Scope of Work
For February-June 2019

4. Attend special informational/training events (provider fair, ODJFS FCC meetings, outside professional development opportunities).
5. Other duties that will help Montgomery County FCC providers attain/retain their 1 star rating.

4C for Children Budget - Montgomery County Preschool Promise - July 2018 - June 2019*

[illegible]

Additional Program Expenses

[illegible]

***Budget not to exceed \$630,000**

**MCPP coaches will do 6 CLASS assessments each; estimating 140 CLASS assessments for pre and 140 for post minus 60 by MCPP coaches = 220

Green indicates change from original budget

Yellow indicates NEW starting in March

TERMINATION OF PROVIDER AGREEMENT

Effective immediately, the parties hereby mutually terminate in its entirety the Business Practices Training Agreement entered into as of June 5, 2018 between Preschool Promise, Inc. and CWCC, Inc.

CWCC, Inc.

PRESCHOOL PROMISE, INC.

By: _____

By: _____

Print Name: _____

Print Name: Deb Feldman

Title: _____

Title: Board of Trustees Chair

Date: _____

Date: 2-21-2019

By: _____

Print Name: Robyn Lightcap

Title: Executive Director

Date: 2-21-2019

CONSULTING SERVICES AGREEMENT

This CONSULTING SERVICES AGREEMENT ("Agreement" or "Contract"), entered into effective as of the 21st day of February, 2019 (the "Effective Date") in Dayton, Montgomery County, Ohio, by and between *Preschool Promise, Inc.* ("Preschool Promise") AND *CWCC, Inc.*, having its principal address as *7677 Paragon Rd. Suite D. Centerville, OH 45459* (hereinafter referred to as the "Consultant").

WITNESSETH

WHEREAS, Preschool Promise is desirous of securing the professional Services of the Consultant to perform the Services identified in Section 1.1 and further described in **Exhibit A**; and

WHEREAS, the Consultant is uniquely qualified, experienced, and willing to perform the said Services for the benefit of Preschool Promise.

NOW, THEREFORE, for and in consideration of the mutual promises, covenants, and agreements hereinafter set forth, the parties to this Agreement, with intent to be legally bound, agree as follows:

SECTION ONE: SCOPE OF WORK

1.1 At the direction of Preschool Promise's duly appointed representative, the Consultant agrees to perform the services embodied in the Scope of Work attached hereto (and incorporated herein by reference) as **Exhibit A** (the "Services"). Preschool Promise and the Consultant further agree that unless otherwise authorized by the Board of Directors of Preschool Promise (the "Board") in writing, all Services to be performed hereunder shall be performed by the Consultant.

1.2 The Consultant agrees that any information which it receives concerning the personal, financial, or other affairs of Preschool Promise, including but not limited to student, parent and family information and data, during the term of this Agreement shall be treated by the Consultant in full confidence, to be shared only with those individuals having a need to know such information to perform the Services, and that the Consultant shall not disclose any such information to other persons, firms and/or organizations without prior written consent of Preschool Promise, which consent can be withheld for any reason. All records or data disclosed or provided by Consultant to a third party shall be done in accordance with any applicable Federal, State, and local laws and regulations and will not contain, to the extent required by law, any personally identifiable information. Consultant shall exercise reasonable and appropriate care to maintain and keep information confidential and private, in accordance with applicable laws, and Consultant shall be responsible for any data breach or illegal or improper disclosure of records or data. The Consultant further agrees that information produced by the Consultant under the terms of this Agreement shall at once become the property of Preschool Promise and that the Consultant shall not respond in the public media to requests for information or interpretation about said information. All such requests shall be referred to Preschool Promise for resolution and response. In the event Consultant faces a court order or other legal directive to disclose information that would be considered confidential under this Agreement, then Consultant shall promptly notify Preschool Promise of such request and reasonably cooperate with any efforts by Preschool Promise to minimize such disclosure, it being understood by the parties that any such efforts are Preschool Promise's responsibility and not an obligation of Consultant, and it being further understood by the parties that Consultant will comply with any court order or other legal directive to which it is subjected.

SECTION TWO: TERM

2.1 The term of this Agreement shall commence on the Effective Date and shall end at the conclusion of the Services (the "Initial Term"); provided, however, that the parties may, from time to time, mutually agree to amend in writing the Services provided in **Exhibit A**, including but not limited to the term and duration of the Services, the scope of the Services, and the pricing of the Services.

SECTION THREE: PAYMENT FOR SERVICES

3.1 To compensate the Consultant for the Services, Preschool Promise agrees to pay the Consultant an amount not to exceed the amount listed in **Exhibit A**. Payments shall be made to reimburse the Consultant for expenses incurred as they are invoiced to Preschool Promise in accordance with the Services and conditions identified in **Exhibit A**. Invoices from the Consultant shall include documentation to support all incurred expenses and confirmation of payment.

3.2 Preschool Promise and the Consultant agree that invoices for services rendered by the Consultant which exceed the scope of Services, invoices for services not authorized by Preschool Promise, and invoices for services otherwise performed outside of the terms of this Agreement, shall not be paid by Preschool Promise. Preschool Promise shall have the right, upon reasonable written request, to written evidence of the Consultant's related expenses to provide the Services.

3.3 The Consultant shall be liable for and shall immediately repay unto Preschool Promise, any monies that are improperly received in violation of this Agreement.

SECTION FOUR: REPORTING, RECORDS, AND MONITORING

4.1 Preschool Promise may from time to time, monitor the manner in which the terms of this Agreement are being carried out by the Consultant and the Consultant shall, upon written request of Preschool Promise, provide progress reports to the requesting party reflecting the progress of the Services being provided in the form prescribed by Preschool Promise.

4.2 The foregoing records shall be subject to inspection, review and audit by Preschool Promise, its Board and/or representatives, with notice thereof to the Consultant. Visits to the Consultant shall be permitted during the Consultant's regular operating hours.

SECTION FIVE: RELATIONSHIP

5.1 The Consultant is and shall act as an independent contractor in the performance of the Services hereunder and shall not be considered to be, permitted to be or otherwise deemed to be an agent, employee, joint venture or partner of Preschool Promise. As an independent contractor, the Consultant is without the right or authority to impose tort, contractual, or any other liability of any kind and nature whatsoever upon Preschool Promise and its officers, agents and employees. All employees and agents furnished, used, retained, or hired by or on behalf of the Consultant are and shall be considered employees or agents of the Consultant. The Consultant further accepts full responsibility for their acts. The Consultant further accepts full responsibility for payment of all unemployment compensation insurance premiums, worker's compensation premiums, all income tax deductions, pension deductions, and any and all other taxes or payroll deductions required for the Consultant and all employees engaged by the Consultant for the performance of the Services authorized by this Agreement.

5.2 The Consultant, at its sole cost and expense, shall comply with all applicable Federal, State, and local laws and regulations regarding employment including, but not limited to, those related to discrimination.

5.3 The Consultant, at its sole cost and expense, shall comply with all applicable Federal, State, and local laws and regulations which relate to the purpose of this Agreement and shall fully perform all of its obligations hereunder in a professional manner.

5.4 The Consultant, its agents, employees, assigns and/or subcontractors acknowledge that they are not officers, agents or employees of Preschool Promise and the parties hereto agree that the Consultant shall act as an independent contractor without the right or authority to impose tort, contractual or any other liability on Preschool Promise.

SECTION SIX: INDEMNIFICATION AND INSURANCE

6.1 The Consultant, to the fullest extent permitted by law, shall protect, defend, indemnify and hold free and harmless Preschool Promise, its Board, officers, employees, administrators, and agents from and against any and all claims, damages, losses, claims of loss, causes of action, penalties, settlements, costs, liabilities, and expenses of any kind and nature whatsoever arising out of Consultant's obligations under this Agreement or the Services provided by Consultant hereunder, including but not limited to attorney fees, arising out of or resulting from any acts or omissions of the Consultant, its officers, employees, consultants, agents, subcontractors, sub-subcontractors, successors or administrators, whether negligent or reckless, wanton and/or willful and regardless of whether such claims, damages, losses, claims of loss, causes or action, penalties, settlements costs, liabilities or expense is caused in part by any party indemnified hereunder. The Consultant shall be responsible for the payment of all damages, settlements, costs and expenses of any kind, including attorney fees, incurred by Preschool Promise relating to actions, causes of action, or claims which arise out of the aforementioned acts or omissions. Such obligations shall not be construed to negate, abridge, or reduce any other rights or obligations of indemnity which would otherwise exist as to a party or person described herein.

6.2 Consultant shall comply with the laws of the State of Ohio relating to insurance coverage and shall carry during the performance of this Contract, and keep in full force, Workers' Compensation Insurance. A copy of the Consultant's documents evidencing said Workers' Compensation coverage shall be furnished to Preschool Promise prior to commencement of Services by Consultant.

6.3 Consultant agrees to obtain and maintain, at their expense, at all times throughout the term of this Contract, a policy of professional liability and commercial general liability insurance with an insurance company licensed in the State of Ohio. The policy shall have limits of not less than one million dollars (\$1,000,000.00) per claim and three million dollars (\$3,000,000.00) in the annual aggregate to cover any loss, liability or damage alleged to have been committed by the Consultant or the Consultant's agents or employees.

SECTION SEVEN: TERMINATION

7.1 If the party (the "Defaulting Party") is in default of or in breach of this Agreement, and the Defaulting Party does not remedy that breach or default within fifteen (15) calendar days after receipt from the

other party of written notice of that default or breach (provided that if the breach or default is one that cannot be remedied within such fifteen (15) day period, then this Agreement may be terminated effective immediately upon written notice to the Defaulting Party), the other party shall after the expiration of such fifteen (15) days have the right to terminate this Agreement effective immediately. Preschool Promise shall be in breach of or default under this Agreement and the Consultant may terminate this Agreement only if the breach or default relates to Preschool Promise's failure to pay the Consultant an amount payable when due and the breach or default is not remedied within the applicable time period specified.

7.2 If this Agreement is terminated by Preschool Promise for a default or breach of the Consultant, the termination of this Agreement thereof by Preschool Promise shall not constitute an exclusive remedy. Rather, Preschool Promise shall enjoy all rights and remedies as the case may be, and none shall exclude any other right or remedy, now or hereafter allowed by or available under any statute, ordinance, code, rule of court, or the common law, either at law or in equity or both.

7.3 If this Agreement is terminated by the Consultant for a default or breach by Preschool Promise, in no event shall Preschool Promise be liable for indirect, special, incidental or consequential damages, whether based on contract, tort, or any other legal theory, even if Preschool Promise has been advised of the possibility of such damages.

7.4 This Agreement may be terminated by Preschool Promise for any reason upon ninety (90) day prior written notice.

SECTION EIGHT: ASSIGNMENT

8.1 The Consultant shall not assign this Agreement in whole or in part without the prior written consent of Preschool Promise, which consent may be withheld by Preschool Promise for any reason. This Contract shall be binding upon any such authorized assigns.

SECTION NINE: CONFLICT OF INTEREST

9.1 This Contract in no way precludes, prevents, or restricts the Consultant from entering into additional contractual arrangements with a party other than Preschool Promise, assuming that the additional contractual arrangement in no way impairs or impedes the Consultant's ability to fully perform its obligations hereunder. The Consultant warrants and represents that as of the date of execution of this Agreement the Consultant has no interest, and shall not acquire any interest, direct or indirect, which could conflict in any manner with the performance of the Services required under this Agreement.

SECTION TEN: PUBLICITY

10.1 All media releases and printed materials of the Consultant concerning or relating to this Agreement shall be reviewed and approved, in writing, by Preschool Promise prior to dissemination. All such media releases and printed materials shall clearly and prominently state that the project is an initiative of Preschool Promise, will list funders as requested by Preschool Promise, and shall include the appropriate Preschool Promise logos as needed for each document or release.

SECTION ELEVEN: DISCLOSURE

11.1 The Consultant hereby covenants that it has disclosed to Preschool Promise any business, business relationship or financial interest that exists between Consultant and any Preschool Promise representative or agent.

SECTION TWELVE: HEADINGS

12.1 The sections and headings in this Agreement are inserted for convenience, organization, and reference, and are not intended to affect the interpretation or construction of the terms hereof.

SECTION THIRTEEN: SIGNING OF CONTRACT

13.1 The Consultant hereby acknowledges that this Agreement must be executed and returned to Preschool Promise by the Consultant within thirty (30) days of receipt of said Contract for signature or the Contract may be canceled and voided by Preschool Promise without penalty.

SECTION FOURTEEN: MODIFICATION; SEVERABILITY; SURVIVABILITY

14.1 This Contract constitutes a total integration of the entire understanding between the parties and shall not be modified in any manner except by an instrument in writing executed by both Preschool Promise and the Consultant.

14.2 If any term or provision of this Agreement or the application thereof is invalid or unenforceable, the remainder of this Agreement or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforced to the fullest extent permitted by law.

14.3 The provisions of Section 1.2 and Section 6.1 shall survive any termination of this Agreement indefinitely.

SECTION FIFTEEN: GOVERNING LAW

15.1 This Contract and any modifications, amendments, or alterations thereto shall be governed, construed, and enforced under the laws of the State of Ohio.

SECTION SIXTEEN: WAIVER

16.1 Any forbearance or delay on the part of Preschool Promise in enforcing any Section of this Agreement or any of its rights hereunder shall not be construed as a waiver of such Section or of a right to enforce same.

SECTION SEVENTEEN: NOTICE

17.1 Any notice required to be generated shall be given in person, by common courier or by certified mailed notification, as follows: to Preschool Promise, 4801 Springfield Street, Dayton, OH 45431 – to Consultant at 7677 Paragon Rd. Suite D. Centerville, OH 45459 or to such other address designated in writing by a party.

SECTION EIGHTEEN: ALTERNATIVE DISPUTE RESOLUTION

18.1 For any dispute, controversy or claim arising out of or relating to this Agreement, 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 County, 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.

SECTION NINETEEN: NON-DISCRIMINATION POLICY

19.1 Consultant, and its directors, officers, employees, agents, subcontractors, successors, and administrators 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 handicap in any of Consultant's activities or operations, including, but not limited to, the Services. This prohibition against discrimination shall include, but is not limited to, actions against any employee; applicant for employment; applicant for services; client; subcontractor; vendor; or, as it relates to the Services, any child, parent, guardian, family, teacher, or preschool provider.

IN WITNESS WHEREOF, the parties have executed this Agreement on the respective dates of acknowledgment indicated below, but effective as of the date first above written, with the intention to be fully bound hereby.

Preschool Promise, Inc.

CWCC, Inc.

By: _____

By: _____

Printed Name: Deb Feldman

Printed Name: _____

Its: Board of Trustees Chair

Its: _____

Date: 2-21-2019

Date: _____

Preschool Promise, Inc.

By: _____

Printed Name: Robyn Lighcap

Its: Executive Director

Date: 2-21-2019

Exhibit A
Scope of Work for CWCC, Inc. Services for Preschool Promise, Inc.
March 1, 2019-June 30, 2020

I. Introduction

CWCC, Inc. will provide leadership and support to assist childcare and Preschool providers in earning, maintaining, and increasing Star Ratings under Ohio's *Step Up To Quality* (SUTQ) program. Preschool Promise is launching a program called *Starbound* to help providers across the County meet the July 1, 2020 deadline of earning at least a 1-Star Rating and CWCC, Inc. will play a leadership role in assisting Preschool Promise and its partner, 4C for Children, to reach this goal.

II. Scope of Work

1. **Audits and Consultation Services**
 - a. CWCC, Inc. will conduct onsite audits with sites interested in earning or increasing Star Ratings. Each audit will last approximately 4 hours, with 4 hours of prep and debrief with the provider.
 - b. CWCC, Inc. will receive a list of Preschools who are to receive an audit from Preschool Promise or 4C for Children and CWCC will schedule the times and dates of the audits with Preschool Promise programs.
 - c. CWCC, Inc. will be available for consultation over the phone and via email as needed.
2. **Compliance and Technology Training:** CWCC, Inc. will design and lead hands-on Compliance and Technology training for childcare and Preschool providers that will cover the following topics:
 - a. Management of Serious Risk Non Compliances (SRNCs)
 - b. Licensing Rules
 - c. Technology
 - d. What to do after a Licensing visit
 - e. Supervision (bumping)
 - f. OCLQS and Registry
3. **Specialty Training:** CWCC is available to conduct other specialty training such as Creative Curriculum Training as needed.
4. **Use of Facility:** CWCC will host all Starbound trainings and information sessions at CWCC, Inc. at no additional charge.

III. Deliverables

1. Written audit reports shared with Preschool Promise, Inc. and 4C for Children after each site visit including:
 - a. Checklist for licensing
 - b. Checklist for SUTQ
 - c. Feedback form highlighting key next steps
2. List of attendees at Compliance and Technology Trainings
3. List of attendees at any other trainings conducted by CWCC, Inc.

Exhibit A
Scope of Work for CWCC, Inc. Services for Preschool Promise, Inc.
March 1, 2019-June 30, 2020

III. Overview of 2019 Cohorts

DRAFT SCHEDULE – may be modified as needed

1st Cohort

February	Recruitment begins (Trotwood and Jefferson Township top priority)
February 28	Information Meeting from 12-1:30 p.m. at CWCC, Inc. Headquarters
March-April	Audits by CWCC
May	Classes (All held at CWCC Headquarters on Paragon) Saturday, May 4 from 9-12 (CWCC portion), Lunch Provided (1-4 4C portion) Tuesday, May 14 from 10 a.m.-1 p.m. CWCC Thursday, May 16 from 6-9 p.m. 4C
May-Aug	Coaching by 4C – Coach triggers Audit with CWCC
August	Step Up Audit (CWCC)
September 1	Deadline to Submit for 1-Star

2nd Cohort

April	Recruitment
April 30	Information Meeting from 12-1:30 p.m.
May-July	Audits by CWCC
August	Classes (All held at CWCC Headquarters on Paragon) Saturday, August 24 from 9-12 (CWCC portion), Lunch Provided (1-4 4C portion) Tuesday, August 27 from 6-9 p.m. CWCC Thursday, August 29 from 10 a.m.-1 p.m. 4C
Aug-Oct	Coaching by 4C
November 1	Deadline to Submit for 1-Star

AUDIT DESCRIPTION

1. All programs must receive an Audit by CWCC, Inc.
2. Audit will be one full day per site for 1- and 2-Star prep; 2 days for a 3-5 Star prep
3. Deliverables from the Audit will be provided by CWCC, Inc. to include:
 - a. Checklist for licensing
 - b. Checklist for SUTQ
 - c. Feedback form highlighting key next steps; required classes
4. All programs must receive a SUTQ Audit prior to submission for Star Rating.

CLASSES (all to be held at CWCC on Paragon)

Info Session	Preschool Promise, CWCC, 4C	1.5 hours
- Expectations		
- Purpose of the Starbound effort		
- Why Quality matters		

Exhibit A
Scope of Work for CWCC, Inc. Services for Preschool Promise, Inc.
 March 1, 2019-June 30, 2020

Compliance & Technology - Managing SRNCs - Licensing Rules - Technology - What to do after a Licensing visit - Supervision (bumping) - OCLQS and Registry	CWCC	3 hours
Quality & Leadership Overview - Binder with Standards and all Forms - State goals 2020 and 2025 - The why behind the benchmarks - Scheduling, ratio - Staffing and onboarding	4C	3 hours

IV. Invoicing

CWCC, Inc. will send Preschool Promise an itemized bill for services rendered according to the following fee schedule, not to exceed \$35,000 by June 30, 2020. Due to an overpayment to CWCC, Inc. of \$4,500 for the Business Practice PLC, which was never executed, the first invoice will be credited \$4,500.

Description of Service	Unit Price
Mock SUTQ Audit for 1- and 2-Star Site	\$750
Mock SUTQ Audit for 3-Star Site	\$1,000
Mock SUTQ Audit for 4- and 5-Star Site	\$1,250
Mock SRNC Consult	\$250
Mock JFS Consult	\$600
Compliance & Technology Classes (3 hours)	\$800
Specialty 2-day Classes such as Creative Curriculum Preschool or I/T or GOLD	\$3,325
Business Consulting	\$150/hour
Other consulting services as needed	As agreed to in writing

Invoices should be submitted via email to:

Ashley Marshall
 Director of Operations, Preschool Promise
Ashley.Marshall@preschoolpromise.org
 4801 Springfield Street
 Dayton, OH 45431
 (937) 236-9965

Memorandum of Understanding for position of Outreach Specialist

This Memorandum of Understanding (the "MOU") is made by and between Preschool Promise, Inc. and _____ (the "Consultant"), and entered into effective as of March 4, 2019 (the "Effective Date").

This MOU assures that Consultant will act, pursuant to the terms of this MOU, in the position of Lead Outreach Specialist and provide the services set forth in the applicable Scope of Work, attached hereto and incorporated by reference (the "Services").

I. Term. The term of this MOU shall run from the Effective Date and last until September 2, 2019 (the "Term"), unless otherwise terminated earlier pursuant to Section X of this MOU. The parties may elect to renew or extend the Term in a written agreement signed by both parties.

II. Services. Consultant agrees to provide the Services as set forth in the attached Scope of Work.

III. Payment. To perform the Services, Preschool Promise, Inc. agrees to pay Consultant \$15 per hour worked; provided, however, that under no circumstances shall Preschool Promise, Inc. pay Consultant more than \$6,850 during the Term of this MOU. Preschool Promise, Inc. agrees to pay Consultant semi-monthly as designated in the payment calendar in the attached Scope of Work.

IV. Invoicing. Consultant shall submit an invoice with hours worked and tasks completed, using a reporting form provided to Consultant by Preschool Promise, Inc., by the 3rd and 20th each month by 5:00pm. This form will automatically go to the Director of Marketing and the Director of Operations.

V. Reimbursement of Pre-Approved Expenses. Preschool Promise, Inc. shall reimburse Consultant for additional expenses incurred by Consultant as it relates to Consultant's performance of the Services (such as mileage) which are (i) pre-approved by Preschool Promise, Inc. in writing and (ii) properly documented by Consultant. Any reimbursement of mileage shall be at the approved federal mileage reimbursement rates.

VI. 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 MOU 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. All working hours and methods are determined by the Consultant; however, the Consultant shall meet with staff designated by Preschool Promise, Inc. at times required by Preschool Promise, Inc. to report on the progress of the Services.

VII. Compliance with Laws.

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

VIII. Confidentiality. At no time shall Consultant, directly or indirectly, disclose any information, data, medical history, or personally identifiable information of a child or individual to any third-party unless such disclosure is (i) permitted or required under applicable federal, state, or local laws, rules, or regulations and (ii) approved in writing by Preschool Promise, Inc. Consultant shall treat and maintain such information in the strictest of confidence.

IX. 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) any act or omission of Consultant or any of Consultant's agents, employees or contractors, or (ii) any breach of this MOU by Consultant or any of Consultant's agents, employees or contractors.

X. Termination. The parties may mutually agree in writing to terminate this MOU at any time. Either party may terminate this MOU with thirty (30) days prior written notice to the other party; provided, however, that Preschool Promise, Inc. may immediately terminate this MOU (i) upon the breach of Section VII or Section VIII by Consultant, (ii) if Consultant is under investigation by, or is facing criminal charges from, any federal, state, or local government agency, or (iii) if Consultant otherwise engages upon any act of moral turpitude, as reasonably determined by Preschool Promise, Inc. During the Term, Consultant shall immediately inform Preschool Promise, Inc. in writing of any occurrence of the events described in subsection (i), (ii), or (iii) of the preceding sentence. Upon the termination of this MOU, Preschool Promise, Inc. shall pay to Consultant any and all unpaid amounts, due and owing, under this MOU.

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

XII. Assignment. Consultant's obligations under this MOU 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 MOU at any time.

XIII. Entire Agreement. This MOU 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 MOU supersedes any prior written or oral agreements between the parties.

XIV. Amendment. This MOU may be modified or amended in a writing signed by both parties.

XV. Severability. If any provision of this MOU 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 MOU 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.

XVI. Waiver. The failure of either party to enforce any provision of this MOU 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 MOU.

XVII. Survival. Sections VII, VIII, IX, X, XVIII, and XXI shall survive the termination or conclusion of this MOU.

XVIII. Alternative Dispute Resolution. For any dispute, controversy or claim arising out of or relating to this MOU, 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.

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

XX. Counterparts. This MOU may be executed in two or more counterparts by the parties, each of which shall be deemed to be an original, but all of which together shall be constitute one MOU.

XXI. Disclosure. Consultant agrees and acknowledges that it may be required to furnish, to the extent permitted by law, certain information relating to this MOU 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 MOU, 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 MOU, and is not intended to include the general disclosure of Consultant's business books, records, or accounts not otherwise related to this MOU.

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SCOPE OF WORK

Outreach Specialist

OVERVIEW

Preschool Promise, Inc. seeks a Contractor who will recruit families to join the participating Preschool Promise programs; generate demand and excitement for high quality Preschool, inspire community leaders and organizations to promote the Preschool Promise. It is important to note that there are three main types of Preschool providers in the City of Dayton: 1) Dayton Public Schools' Preschools; 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 their teams so that the overall marketing and recruitment plan is beneficial for all. **The principal goal is to fill all available high quality Preschool seats and create demand for more high quality seats, leading to increased supply.**

Goals

- All seats in participating Preschool Promise providers 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 community or near their places of employment/school 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.
- Children attend Preschool every day and on-time (achieving 90% or better attendance).
- Build 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 Preschoolers: Families with 4-year-old children are able to enroll their child in the Preschool Promise. Currently, just over a quarter of Dayton families do not enroll their children in Preschool, while another quarter choose Preschool programs that are not designated as high quality.
- 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, health professionals) need to know about the 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.

JOB DESCRIPTION – OUTREACH SPECIALIST

The Outreach Specialist shall work 15 hours/week on the following items:

1. Staff community outreach efforts
 - Attend community events
 - Host tables at identified community organizations
 - Canvass neighborhoods
2. 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)
3. 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
4. Establish and implement quadrant recruitment and enrollment plans
 - Develop neighborhood “on-the-ground” plans
 - Conduct weekly quadrant “reviews” and share reports with the Preschool Promise
5. Evaluate marketing and communication strategies, plans, and implementation with the Preschool Promise staff and partners
 - Attend weekly reviews to analyze success of various recruitment strategies
6. Attend required training provided by the Preschool Promise
7. Meet regularly with the Preschool Promise Director of Marketing & Community Outreach Specialist to ensure successful execution of the contract
8. Provide input to the Preschool Promise Director of Marketing on appropriate media placement of messaging
9. Recruit in population-specific, targeted ways
10. Identify existing community events that the Preschool Promise can participate in to help promote Preschool Promise’s messages
11. Staff Preschool Promise events for families in partnership with the Preschool Promise staff (event costs will be funded by the Preschool Promise)
12. Recruit volunteers to assist with the grassroots campaign and events

III. Deliverables

1. Weekly Report sent via form provided by Preschool Promise Inc, 11:59pm on Sunday, that details:
 - a. Hours worked
 - b. Locations visited and events attended
 - c. Tasks Completed
 - d. Relevant Feedback
2. 260 Leads for Preschool Promise to follow-up with to enroll children in Preschool Promise
3. 1 page evaluation sent to Director of Marketing & Community Outreach Specialist that details:
 - a. Feedback concerning 2019 outreach efforts
 - b. Recommendations for continuing outreach efforts

PAYMENT CALENDAR

Time Period: March 4, 2019 – September 2, 2019

***All time must be entered by 5:00pm on the "Invoice Due Date"**

- 1) The Outreach Specialist is required to work 15 hours a week at the rate of \$15/hr. The Outreach Specialist will not be compensated for any time that exceeds the 15-hour requirement.
- 2) The Outreach Specialist will earn:
 - a. \$5,850 in the course of 26 weeks (390 hours)
- 3) If the Outreach Specialist does not meet the minimum # of required hours:
 - a. First time minimum requirement is not met: The Outreach Specialist will only be paid for hours worked.
 - b. Second time minimum requirement is not met: The Outreach Specialist and Director of Marketing will meet for a mandatory intervention meeting to discuss if the Outreach Specialist will remain as a member of the Outreach team.
 - c. Third time minimum requirement is not met: The Outreach Specialist's contract will be terminated

Work Dates:	Invoice Due Date:	Payment By Date:	Amount:
March 4-15, 2019	March 20, 2019	April 1, 2019	\$385.71
March 16-31, 2019	April 3, 2019	April 15, 2019	\$492.03
April 1-15, 2019	April 20, 2019	May 1, 2019	\$492.03
April 16-30, 2019	May 3, 2019	May 15, 2019	\$492.03
May 1-15, 2019	May 20, 2019	June 1, 2019	\$492.03
May 16-31, 2019	June 3, 2019	June 15, 2019	\$492.03
June 1-15, 2019	June 20, 2019	July 1, 2019	\$492.03
June 16-30, 2019	July 3, 2019	July 15, 2019	\$492.03
July 1-15, 2019	July 20, 2019	August 1, 2019	\$492.03
July 16-31, 2019	August 3, 2019	August 15, 2019	\$492.03
August 1-15, 2019	August 20, 2019	September 1, 2019	\$492.03

August 16-31, 2019	September 3, 2019	September 15, 2019	\$492.03
September 1, 2019	September 20, 2019	October 1, 2019	\$51.96

IN WITNESS WHEREOF, the parties have executed this MOU as of the Effective Date.

Consultant

Preschool Promise, Inc.

Signed: _____

Signed: _____

Print Name: _____

Print Name: _____

Title: _____

Signed: _____

Print Name: _____

Title: _____

[illegible]



**LEARN TO EARN
PRESCHOOL PROMISE
2019 MEDIA SCHEDULE-PROPOSED
2/15/19**

[illegible]



**LEARN TO EARN
PRESCHOOL PROMISE
2019 MEDIA SCHEDULE-PROPOSED
2/15/19**

[illegible]

Cell: A1

Comment: 4/30/18-Updated media schedule with final production costs and increased online display.
-Helen Mumaw

Removed Facebook reatargeting for Jan-19 and updated digital notes
-Jennifer Davis

Cell: O1

Comment: 1/10/19-Updated production costs for Radio, Commuter Ads and Snapchat
-Helen Mumaw



Consultant Agreement

Loving Guidance, Inc - P.O. Box 622407 - Oviedo, FL 32762-2407 - Contract 3218

This agreement dated 01/30/2019, is made by and between Loving Guidance, Inc. (herein after referred to as CONSULTANT) and by the party named below as Hiring Party (herein referred to as HIRING PARTY). The CONSULTANT hereby agrees to perform the following services satisfactorily:

HIRING PARTY

Preschool Promise, Inc.
Robyn Lightcap
4801 Springfield Street
Dayton, OH 45431
P: (937) 236-9965
C: (937) 620-8647
E: robyn.lightcap@learntoearnadayton.org

Billing Information (if different):

Preschool Promise, Inc.

Ashley Marshall

4801 Springfield Street

Dayton, OH 45431

Ashley.Marshall@preschoolpromise.org

Ashley.Marshall@preschoolpromise.org

(937) 236-9965

EVENT INFORMATION

Date: 2/7/2019 to 2/8/2019 2-Day Coaching (\$4,140)
3/4/2019 to 3/5/2019 2-Day Coaching (\$4,140)
4/23/2019 to 4/24/2019 2-Day Coaching (\$4,140)
5/16/2019 1.5-Hour Virtual Coaching (\$338)
6/20/2019 1.5-Hour Virtual Coaching (\$338)
7/25/2019 1.5-Hour Virtual Coaching (\$338)
9/14/2019 1-Day Coaching (\$3,170)
9/21/2019 1-Day Coaching (\$3,170)
10/12/2019 1-Day Coaching (\$3,170)
10/19/2019 1-Day Coaching (\$3,170)
11/9/2019 1-Day Coaching (\$3,170)
11/16/2019 1-Day Coaching (\$3,170)

Time: Varies to Varies EST

Presenter: Amy Speidel, Master Instructor

SPEAKING FEE AND EXPENSES

Speaking Fee: \$32,454 which includes all travel and expenses

Payment for services should be to Loving Guidance, Inc. (Fed ID #59-3386731). HIRING PARTY will be invoiced for speaking fees and travel expenses upon signing. Payment is due 30 days after service is completed.

Applicable travel receipts will be attached ONLY if HIRING PARTY requests.

Loving Guidance reserves the right to substitute speaker(s) for this event.

Flat rate fee includes expenses. If signed contract is not received at least 30 days prior to the event, an additional fee of \$550 is added to cover additional car/hotel/airfare costs.

EQUIPMENT AND ROOM SET-UP SPECIFICATIONS

The HIRING PARTY will provide the following AV equipment and furnishings at each speaking site for the CONSULTANT:

- Mobile wireless hands free microphone (wireless Lavalier microphone preferred, no hand-held microphones)
- Screen or a white wall visually accessible to the entire audience
- LCD Projector
- Public address system with ability to hook laptop and LCD projector into sound system with necessary power cords
- Small Table to hold all AV equipment
- No podium
- Two (2) tables at least 4ft x 6ft on stage
- Water for the presenter

*Please email Professional Development at professionaldevelopment@consciousdiscipline.com if you have any questions regarding this equipment.

TRAVEL INFORMATION

CONSULTANT will obtain all travel arrangements to include air, hotel and car rental, if necessary; however, no purchase will occur until such time as this contract is signed by both parties.

EVENT DETAILS

CONSULTANT will supply a handout for the workshop. The HIRING PARTY is responsible for the duplication of handouts for attendees.

Speaking site:

Site address: 4801 Springfield Street

City, State, Zip: Dayton, OH 45431

Age group of children: Infant/Toddler, Pre-K/K

Estimated number of attendees: Varies by session

Additional comments:

Both the HIRING PARTY and the CONSULTANT agree that the CONSULTANT will act as an independent contractor in the performance of its duties under this contract.

The HIRING PARTY recognizes and acknowledges that all presentation material used by CONSULTANT, including any audio and video recordings of CONSULTANT presenting (regardless of who makes the recordings), is Intellectual Property owned by LOVING GUIDANCE, INC. Permission to use the Intellectual Property by

HIRING PARTY shall be obtained from LOVING GUIDANCE, INC. prior to any such use.

CANCELLATION POLICY

If cancellation is necessary for any reason, CONSULTANT must be notified in writing via certified mail 45 days prior to the event date(s) agreed to within this contract. Cancellation after that time is subject to required payment of speaking fees and any purchased non-refundable travel arrangements.

Acts of God, war, government, regulation, riots, disaster, strikes, and acts of terrorism, which make performance impossible will not be penalized. Should cancellation be the direct responsibility of the CONSULTANT or it's associates, another member of the CONSULTANT team will be substituted for your presentation needs.

To insure scheduling on the requested date, this contract must be signed and returned within 30 days of the agreement date.

In witness to their understanding and agreement to these terms and conditions, the parties hereby affix their signatures below. This agreement will remain tentative and non-binding until the contract is endorsed by the CONSULTANT and HIRING PARTY, and both parties are in receipt of the ratified contract.

<hr/>	<hr/>
Becky Bailey, Conscious Discipline	Date

<hr/>	<hr/>
Authorized Signature, Hiring Party	2-21-2019
	Date

Deb Feldman Board of Trustees Chair

Print Name & Title

<hr/>	<hr/>
Authorized Signature, Hiring Party	2-21-2019
	Date

Robyn Lightcap Executive Director

Print Name & Title

SIGN AND RETURN COMPLETED COPY TO:

Loving Guidance, Inc.
ashley.ragoobir@consciousdiscipline.com



Michael J. Maloney, Jr.
mmaloney@eschoolview.com

(888) 932-6460
240 North 5th Street, Suite 200
Columbus, OH 43215

Presents
Preschool Promise Website and OneView Application Form
For
Robyn Lightcap
At
Preschool Promise
Offer expires on
2019-03-31



Dear Robyn,

eSchoolView understands the importance of strong community engagement and your website plus other online software are significant tools for keeping your community informed. Our Content Management System (CMS) and web-based software will help your leaders ensure timely and accurate information take center stage.

Our experienced and creative team developed a platform that will transform your website into a two-way hub of communication. Our CMS and education management software tools are easy to use, and training and continued support are provided with every contract.

eSchoolView features:

- The only true Cloud-based Software as a Service (SaaS) solution
- Custom-designed, brand specific sites with intuitive navigation
- Responsive platform with free mobile app
- Easy upload process for HD video, audio, high-resolution images and more
- Survey, Form & Quiz generator
- Web traffic reports to monitor your visitors' habits and interests
- eSchoolView also offers integrated or stand-alone products for Facilities Management, Event Registration, OneView (parent portal & online forms), Emergency Alert System, School Store, Live Streaming Video and custom development projects

Your website is one of the most important resources you have to keep your public informed, and you have a great story to tell. Let eSchoolView help you maximize your web presence and increase your community engagement.

Sincerely,



Rob O'Leary | Executive Director

meet our team



ROB O' LEARY

Executive Director
& Company Owner

roleary@eschoolview.com

Ph: (888) 932-6460 x100

Rob has been working with content managed applications for over 15 years and graduated from Franklin University with a Digital Communications major. For the past seven years his experience includes working with over 1,550 public K-12 school districts and other educational organizations throughout the United States. In addition he has worked with many government agencies, including

the State of Ohio Inspector General's Office, Newark Public Library, Franklin County and Columbus Board of Health.

Additionally, Rob specializes in application training and usability. His past experience with customers makes him well aware of the unique challenges of introducing and acclimating employees with new online products.

GRANT A. WRIGHT

Project Architect
& Company Owner

gwright@eschoolview.com
888.932.6460 x120

eSchoolView will provide a technologically sophisticated and experienced set of team members to facilitate the development of this project.

Grant has over 15 years of .NET development experience along with ten plus years of application development experience working for Nationwide Insurance, City of Columbus, JP Morgan Chase, and Franklin County. Grant is certified by Microsoft as a .NET Solutions Developer for web and windows applications and is also certified as a SQL Server Database Administrator.

For the past four years he has taught more than 1000 students in .NET applications development and SQL Server as a Microsoft Certified Trainer.



website features



COMMUNICATION HUB

Email and text message capability.



PUBLIC USER DATABASE

E-Newsletters, announcements, alerts sign-up.



INTRANET

Secure login for employees to internal news, documents and more.



RSS

Automatically retrieve news and events to your device.



LOGS

Content review feature allows admin to be in control.

website features



SECURITY MANAGEMENT

Granular security module with ability to restrict access on demand.



DYNAMIC PAGE WIZARD

Create new pages on the fly and save them as templates.



ANALYTICS

Your site will be monitored by Google with custom reporting capabilities.



EMPLOYMENT

Categorize and rank employment opportunities.



PERMANENT ARCHIVE

Unlimited storage space with content visible and expiration dates.

RESPONSIVE DESIGN

As people rely more on their mobile devices for news and communication, expanding your Web presence requires accessibility on mobile devices. This feature works on all mobile devices regardless of the platform, and helps keep people connected to your website while on the go. The component ensures your community can access and read up-to-date content about your school/ organization anywhere.

Mobile Suite reconfigures content on your website to increasing accessibility, legibility and ease of use on many mobile devices. It has a number of convenient features:

- Mobile Suite and your desktop website are always synchronized, so you only need to enter content into eSchoolView's CMS once.
- Content optimization ensures your site displays properly on a multitude of devices – regardless of size or type.
- By simply swiping your finger images slide across your mobile device.
- The software automatically offers to create a shortcut, so the Mobile Suite can be available as an app icon on your device.
- School/organization closings and alerts appear instantly.
- Visitors can easily call your school or organization by tapping on your phone Your number will also be stored in their contacts.
- By clicking on the address, visitors will be taken to a map feature where they can follow directions and navigate to your schools/ organizations offices.
- Specialized Google Analytics help you keep track of traffic to your Website.

HIGHLIGHTED BENEFITS

- Affordable – No hidden costs
- All Content migration included
- Average Return On Investment is 9 months
- Significantly improve stakeholder communications
- Effectively connect your staff with the community you serve
- Unique custom design catered to meet your needs
- Intuitive navigation that simplifies the web browsing experience
- Saves time & money by giving your staff the ability to add, modify or delete content “on demand”
- Hassel-free software - no technical knowledge or additional staff necessary
- No special equipment or software required
- Five support options, including toll free phone support based in Columbus, Ohio
- Average training time is 1.5 hours
- Secure software platform including SSL technology
- Guaranteed 99.995% uptime
- Integrate the latest social media technologies to encourage community interaction
- Ability to upload 1GB files with unlimited storage
- Unlimited hosting and storage space
- Unlimited support for all district staff members included

New Student Enrollment & Online Forms

This software is a convenient way for parents to create an account and login to fill out EMA, athletic, technology, photo/video use and other pertinent information online for their student(s). The account creation process verifies the parent through Student Information System data and the fields that are collected and verified are the following:

- First and last name
- A valid email address
- Your current home address (including city/state/zip)
- A home phone number

In addition, parents will be able to link to their student(s) to their account. To properly link students to their account, they will need:

- Student's first and last name
- **Student's ID number (district assigned)**
- Student's current grade level
- Student's date of birth

Once logged in to the system, parents have the ability to update their contact information on the dashboard screen. The system will populate the student's general information from SIS. If parents start to complete their forms, but need to locate additional information, their inputted form data can be saved for later and then return at a later date to complete the forms. Once the forms are submitted, they will go into a queue for an administrator to review and approve or deny with comments. If any forms are denied the administrator can add comments that will then be emailed back to the parent.

Additional features of our Online Forms Software include:

1. Accounts can be linked to pull data for multiple students.
2. IP address tracking and SSL (Secure Sockets Layer) in application for additional security.
3. Support email and basic help instructions are available on the parents' dashboard screen.
4. Historical data saved from previous year for students to allow for faster submission of forms in future school years.
5. Detailed administration reports for items still requiring approval, approved submissions, denied submissions, missing submissions and a changed data report.
6. Granular security for administrators to lock down data by building or view entire district.
7. Email feature to generate emails to parents that have not submitted their forms, homeroom assignments and other custom emails that will be required by your organization.
8. A change report is available for administrators to easily view fields that parents have updated vs. the data that is currently in the Student Information System. This report is used to copy and paste updated/changed data back into the SIS (Note: Some SISs do not allow any vendor to push data into their system).

Note: other special database and custom forms requirements will be accommodated and built per our requirements planning session.

Single Sign-On

Portal Features:

If a parent has multiple students in the district and have linked their accounts through our portal then a drop down will appear to allow the parent to select their student and see information that only pertains to their student.

1. News and events will pull automatically for each student (by building/grade level in SIS) through our CMS.
2. Bus routes will pull through Edulog either through a direct data feed (live) or through an SFTP export (nightly process). Pick up and drop off times and locations will appear directly on the portal homepage.
3. Food service information such as current account balance and items purchased will be available. Data will be fed through a nightly SFTP process.
4. Student's schedule will appear once all appropriate fees have been paid. Schedule data will pull from SIS and appear on the portal homepage above news. District administrators will have ability to indicate fees have been paid and email out schedule immediately.
5. Parents will be able to update their SIS information that is imported along with their password. Any updates that need to be made in SIS will be generated as a report to administrators..

Note: other special database and custom forms requirements will be accommodated and built per our requirements planning session.

Events Manager

Ability for a visitor of the site to see a list of upcoming events. Accessing the event will provide a screen to allow the visitor to register for the event. The system will collect name, address, organization, phone number, email, payment information, etc. Multiple payment options will be available for selection by the registrant – credit card, check and PO. Credit card payments will interface with our credit card payment infrastructure.

Additional features of our event manager system include:

1. Reports that detail users that have registered for a conference/event along with payment information.
2. Conference/event waitlist management. This allows your organization to set a limit on the number of attendees and will waitlist additional people if the conference/event is full. If a registrant cancels their reservation the system will automatically register and notify the next person in queue.
3. Secure processing of transaction through SSL technology. A yearly renewable certificate is required for this process.
4. Certificates of attendance will be generated in Adobe Acrobat and feature a printer friendly view.

e-Commerce Option Available

Ability to collect online payment information for rentals provided by your organization is available through our online store component. Payments are submitted through your Authorize.Net account for processing or other approved merchant service vendor (conditions may apply). Reports are available for all payments that are processed. Secure processing of transaction through SSL technology. A yearly renewable certificate is required for this process. Please let us know if you are interested in this service.

School Store

eSchoolView's online store can be a valuable income source for your school/organization. This add-on feature creates a virtual school store, where schools and educational organizations can sell apparel, supplies, tickets to athletic events, theater or other school events, and parking passes. It also enables online collection of student fees. This software frees schools/organizations from allocating staff to these sales and collections duties, saving valuable time and money.

The Online Store feature is easy to use for both school/organization personnel and visitors:

- Insert text, images and links in product descriptions.
- Visitors can search the store for products.
- "Add to Cart" makes it easy for visitors to purchase multiple items.
- Visitors can pay for items with a credit card using a secure process.
- Software keeps track of the store's sales and generates monthly reports for administrators.

e-Commerce

Ability to collect online payment information for products by your organization. Payments are submitted through your Authorize.Net account for processing or other approved merchant service vendor (conditions may apply). Reports are available for all payments that are processed. Secure processing of transaction through SSL technology

project deliverables

PROJECT TIMELINE



Initial items needed		Sign proposal, collect initial data and complete design questionnaire.
**Timeline starts once client approves concept design. 1 to 5 Weeks for design elements		Return concept design for approval. Apply revisions to concept design, if necessary. Once approved, hand off design to developers
Weeks 6-10		Site development and access to beta site once ready. Review of features and feedback collected for revisions.
Weeks 11-16		Testing through beta site. Staff training and entering of existing content by eSchoolView into the new site. Launch of website to production servers.

PROJECT APPROACH

eSchoolView employs a custom project management methodology to its development process based upon the Microsoft Solutions Framework (MSF) for Agile Development. This approach is geared towards the fast development of features for customer review and revision. With this approach, our clients can quickly see results and better steer the process being used to develop applications.

During development of your new site you will have access to a beta site to review the development of features and provide feedback on what has been built. This site could be accessed using a private Internet address and may only be accessed by designated employees of your organization

eSchoolView can only be responsible for adhering to the timetable below if the client provides the information necessary when requested and continued cooperation. In the event that the client takes additional time to complete requested items, client must understand that payment terms must still be met.



maintenance & support

SUPPORT

In addition to our Service Level Agreement (SLA) located within this proposal we take great pride in helping our clients. All of our employees have mobile devices that allow for communications to be received 24 hours a day. In addition, dialing our office phone lines will forward to our mobile phones if we are not physically in the office. Our levels of support are detailed below:

1. Tier 1 Support - email support requests are handled within 1 business day. Emails should be sent to support@eSchoolView.com. <mailto:support@eSchoolView.com> In addition, there is a support request link in the CMS. Once the request is filled out and submitted, Tier 1 Support will be notified.

2. Tier 2 Support – phone support through our office phone. This support is typically used when there is an issue that needs immediate attention. Issues reported in this manner are typically resolved within an hour and you will be notified if the issue will take longer.



Online Issue Tracking System – you will be granted access to our online issue tracking system. This system will be used to record all issues, enhancements and changes to your website. This allows you to track the status on an issue and also includes an automatic email notification when we complete a task.

hosting infrastructure

FACILITY SPECIFICATIONS

eSchoolView also features a Disaster Recovery Site (DR) as of 2013

Offsite Geo-Redundant server facility – mirrored to below infrastructure specifications

- Secure location with keycard access
- Non-secured personnel are required to enter data center by escort
- Full CCTV surveillance
- 24x7 server support
- 3 AC units comprised of DataAire and Libert brands – humidity maintained at 45%
- UPS (battery backup) system
- Diesel Generator backup @ 1000 gallon capacity
- Generator has auto start and auto power transfer
- State of the art fire suppression system - FM200 Dry suppression
- Located in Columbus, OH - over the Internet Backbone

NETWORK SPECIFICATIONS

- Availability cluster with redundant Dell servers. Data: Dell MD3000i iSCSI SAN (SAN with 15 - 300 Gig 15K SAS drives and 15 - 1 TB 7200 RPM drives) & Dell MD3000i iSCSI SAN (SAN with 12 - 600 Gig 15K RPM SAS drives)
- Virtual Servers: VMware vSphere 4.1 High availability
- Utilization of several backbone providers: Cisco hardware (4507 switch with redundant supervisors and blades) and Cisco routers
- One OC12 (155Mb/sec), Gigabit Ethernet (1000Mb/sec) level fiber connections to the entire Internet through many physical paths- Level 3, WV Fiber, Time Warner
- Utilize cutting edge technology such as PathControl devices by PathScience
- Allows for more efficient routing and monitoring of connections
- Windows servers running ESET NOD32 anti-virus protection.
- Firewall security and intrusion detection
- SSL for Admin tool
- Automated log parsers for security

service level agreement

In the event of a bug or error, eSchoolView agrees to provide fixes to address them in a timely manner at no cost to the customer. eSchoolView and the customer agree to the following Service Level Agreement (SLA) for addressing bugs and issues (this agreement is not applicable to bugs or errors that occur as a result of a failure of third-party components not developed by eSchoolView).

eSchoolView agrees to make available the following to communicate problems:

(1) Support Email Address, (2) Office Phone, (3) Mobile Phone.

SEVERITY 1 ERRORS

The bug or error causes a critical failure of the site (i.e. broken page(s), error message/codes, etc.). Notification of the issue will result in either a complete fix within 12 hours, or if that cannot be completed, an explanation outlining the error, proposed fix or potential workaround, if necessary.

SEVERITY 2 ERRORS

The bug or error causes incorrect information to be displayed or an incorrect page redirect. Pages may display properly or improperly. A severity 2 error is related to the code developed by eSchoolView. Notification of the issue will result in either a complete fix within 24 hours, or if that cannot be completed, an explanation outlining the error, proposed fix or potential workaround, if necessary.

SEVERITY 3 ERRORS

The bug or error intermittently causes minor problems with the display or visual appeal of the website, but does not hinder site functionality. A severity 3 error is related to the code developed by eSchoolView. Notification of the issue will result in either a complete fix within 48 hours, or if that cannot be completed, an explanation outlining the error, proposed fix or potential workaround, if necessary.

SOURCE CODE GUARANTEE

Upon request, eSchoolView will provide the client with a backup copy of your source code at site launch subject to the execution of a source code agreement provided by eSchoolView, which will contain the following restrictions/terms:

1. Source code will be retained as a backup copy and only used in case eSchoolView ceases to exist as a business in the state of Ohio.
2. Source code, database and accompanying files will not be sold, leased, transferred or shared with any other organization or entity and will remain confidential. Should eSchoolView cease to exist as a business in the state of Ohio you may utilize a web developer of your choice to support the product solely for your own benefit.
3. Content entered by the client is owned by the client and not by eSchoolView.
4. Each party agrees to keep confidential all information disclosed to it by the other party and to protect the confidentiality of all data, source code, files, etc.
5. Upon request, eSchoolView will release source code for updates to the CMS engine as they are released.

CONFIDENTIALITY STATEMENT

eSchoolView will not, during or subsequent to the term of this proposed work relationship, use the client's confidential information for any purpose whatsoever other than the performance of services on your behalf or disclose any confidential information to any third party, except as required by law. eSchoolView further agrees to take all reasonable precautions to prevent any unauthorized disclosure of all confidential information provided to it in connection with this project.



awards

2014-2015-2016-2017-Inc 5000

For the four consecutive year, eSchoolview is near the top third of the country's fastest growing private companies.

APRIL 2018 - BEACHWOOD CITY & THE ANTHONY SCHOOL WIN ROSE GOLD MUSE CREATIVE AWARDS

The Muse Creative Awards (Muse Awards) recognizes the best creativity in advertising, design and digital.

DECEMBER 2017 - ESCHOOLVIEW & SAINT URSULA ACADEMY WIN VEGA DIGITAL AWARD

With more than 1,500 submission from 32 counties throughout the world.

JULY 2017 - ESCHOOLVIEW & TITUSVILLE AREA SCHOOL DISTRICT WIN GOLDEN ACHIEVEMENT

This award recognizes exemplary work in all aspects of school public relations, communication, marketing and engagement and is awarded at the annual NSPRA Seminar.

SEPTEMBER 2016 - ESCHOOLVIEW & SHAKER HEIGHTS SCHOOLS WIN WMA

This prestigious annual award recognizes exemplary work in web design.

2015-CIO Review

Awarded one of the 50 most promising Education Tech Solution Providers.

JUNE 2014 - BUSINESS FIRST CORPORATE CARING

This prestigious annual award was presented to eSchoolView as an honoree for making significant contributions to others in 2013.

APRIL 2014 - EDTECH DIGEST'S COOL TOOL - FINALIST

eSchoolView's automated alert system, Instant Connect as well as the innovative hybrid approach to the Mobile Suite earned national recognition as excellent communication solutions for schools.

MARCH 2014 - OHIO SCHOOL PUBLIC RELATIONS ASSOCIATION AWARDS

Three of five websites recognized for distinct design and content were created by eSchoolView, including the top spot in the organization's annual awards program. Beachwood City Schools was named the Best of the Best and Cuyahoga Valley Career Center and Dublin City Schools were given Mark of Excellence awards.

JUNE 2013 - BUSINESS FIRST CORPORATE CARING

This prestigious annual award was awarded to eSchoolView as a Finalist for making significant contributions to others.

MAY 2012 - EDTECH DIGEST AWARD

eSchoolView's CMS was a Trendsetter finalist in EdTech Digest's annual national awards program.

APRIL 2012 - 8TH ANNUAL DAVEY AWARDS

The Beachwood City School's mobile site created by eSchoolView was a winner of the 8th Annual Davey Awards, selected by the International Academy of Visual Arts, an invitation-only body consisting of top-tier professionals from media, advertising and marketing firms. With nearly 4,000 entries from across the US, the awards honor the finest creative work from the best firms, agencies and companies worldwide.

FEBRUARY 2012 - PMSA AWARDS

eSchoolView accepted an Executive Director Partnership Award from Pennsylvania Middle School Association (PMSA) for outstanding contributions to the support and education of middle level students. PMSA has worked with eSchoolView since early 2009, building a relationship that has led to other projects including custom developed event registration software for professional development as well as referrals to other school districts.

2012 - 18TH ANNUAL COMMUNICATOR AWARD

Mark of Distinction awards included Shaker Heights mobile and Beachwood Schools.

cost proposal & project approval

BILLING & PAYMENT TERMS

eSV CMS, Responsive Mobile, OneView, Event Manager, School Store & Active Directory sync one time design & server setup fee- **\$9,990** (This includes the District and all building sites with Intranet).

Monthly fee of - **\$690.00** that includes maintenance, hosting and support for eSV CMS, Responsive Mobile, OneView, Event Manager, School Store & Active Directory : (Billed annually) (This includes the District and all building sites with Intranet)

eSchoolView Subscription

Maintenance updates performed every 90 days Web, database and video hosting. Automated daily backups of website files and database information.

Training

Initial training and periodic training sessions Five hours of training per contract year Unlimited video/PDF help available through eSchoolView

Support

Email support – emails returned within one business day. Phone support – direct support line to project developer if critical issue or error. Access to our built in Online Support button to report enhancements, issues and related bugs.

Payment Terms: Contract through 06/30/2021

- 100% of one time design and server setup fee due at project initiation
- Prorated maintenance, hosting and support through June 30 of contract year due at project initiation
- 12 months maintenance, hosting and support due on or after July 1 of each contract year

PROJECT APPROVAL

Terms and Conditions

This agreement, including the proposal herein (this "Agreement"), is being entered into on the date set forth on the signature page hereto by Infinite Cohesion Ltd., doing business as eSchoolView ("eSchoolView") and Preschool Promise ("Client" or "the client").

This term of this Agreement shall commence on the date hereof and continue until **06/30/2021**. Client acknowledges the pricing and other terms set forth herein are based on Client's agreement to the foregoing term.



Client agrees that it will not (i) attempt to copy, decompile, reverse engineer, modify, create derivative works of, or disassemble all or any portion of the eSchoolView platform, nor attempt to discover or recreate the source code from the object code of the eSchoolView platform, (ii) make the eSchoolView platform available to third parties over the Internet or any other similar networking technology except in connection with its own internal purposes, (iii) remove any copyright, trademark or other proprietary notices from the eSchoolView platform or any media relating thereto or (iv) rent, lease, distribute, sell, sublicense, assign or transfer Client's rights in the eSchoolView platform. The eSchoolView platform is licensed for use by a single organization and Client shall not resell or make the eSchoolView platform available to others for processing of third party data as a service bureau arrangement, application service provider or for any similar commercial time-sharing or third-party use.

Each party represents and warrants that (i) it has full power and authority to enter into and perform its obligations under this Agreement and (ii) the individual signing this Agreement on its behalf has actual authority to enter into this Agreement on its behalf and this Agreement will be a legal, binding and enforceable obligation of such party.

eSchoolView warrants that it shall use commercially reasonable efforts to provide the eSchoolView platform to Client with the features and functionality set forth in this Agreement as purchased by Client. Client's sole remedy for any breach of the foregoing warranty is for eSchoolView to correct any issues arising from eSchoolView's breach.

Client represents that it will comply with all applicable law in connection with its use of the eSchoolView platform, including applicable laws relating to telecommunications (e.g., e-mails) sent via the platform and privacy laws relating to the collection and use of data using the platform.

Client shall be responsible for all content, images, information and other materials uploaded to the eSchoolView platform by its users; provided that eSchoolView shall have the right, but not the obligation, to remove any such items that it reasonably believes to be illegal, defamatory, harassing, infringing, obscene or otherwise objectionable.

EXCEPT FOR THE WARRANTIES EXPRESSLY SET FORTH IN THIS TERMS AND CONDITIONS SECTION, EACH PARTY DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. NEITHER PARTY SHALL BE LIABLE TO THE OTHER PARTY HEREUNDER FOR ANY INCIDENTAL, INDIRECT OR CONSEQUENTIAL DAMAGES, OR PUNITIVE OR SPECIAL DAMAGES, INCLUDING LOST PROFITS, WHETHER FORESEEABLE OR UNFORESEEABLE, ARISING FROM ANY CAUSE OF ACTION WHATSOEVER, INCLUDING CONTRACT, WARRANTY OR STRICT LIABILITY. [In no event shall eSchoolView's aggregate liability under this Agreement exceed the amount of fees paid to eSchoolView under this Agreement for the 12-month period preceding any claim made by Client.]

This Agreement constitutes the entire understanding of the parties with respect to the subject matter hereof, and supersedes all prior or contemporaneous written and oral agreements with respect to such subject matter.

This Agreement, including the proposal herein, shall serve as a contract between the parties once memorialized by the signatures of both parties below. By signing below, each signatory represents that he or she has actual authority to execute and enter into this Agreement on behalf of the entity for which he or she is signing.

Signed on this date, _____ by _____
Deb Feldman, Preschool Promise Board of Trustees Chair

by _____
Robyn Lightcap, Preschool Promise Executive Director

eSchoolView _____

Signature
Presented to:

Preschool Promise

February 11, 2019, 2:55:24 PM

Accepted by:

Printed Name

Signed Name

Title

Date

Printed Name

Signed Name

Title

Date

Preschool Promise, Inc.
Profit & Loss Budget vs. Actual
January through December 2018

	TOTAL			
	Actual	Budget	\$ Over	% of Budget
	Jan - Dec 18	Jan - Dec 18	Budget	
Change in Net Assets (Income/Expense)				
Income				
4300 · Direct Public Support				
4320 · Corporate Grants	28,249.63	0.00	28,249.63	100.0%
4330 · Foundation Grants	11,000.00	0.00	11,000.00	100.0%
4340 · Government Grants	4,754,495.48	5,400,000.00	-645,504.52	88.05%
4350 · Gifts in Kind	19,206.22	0.00	19,206.22	100.0%
4300 · Direct Public Support - Other	0.00	250,000.00	-250,000.00	0.0%
Total 4300 · Direct Public Support	4,812,951.33	5,650,000.00	-837,048.67	85.19%
4600 · Other Types of Income				
4640 · Miscellaneous Revenue	1,081.73	0.00	1,081.73	100.0%
Total 4600 · Other Types of Income	1,081.73	0.00	1,081.73	100.0%
4700 · Program Income				
4730 · Program Service Fees	69,750.00	0.00	69,750.00	100.0%
Total 4700 · Program Income	69,750.00	0.00	69,750.00	100.0%
Total Income	4,883,783.06	5,650,000.00	-766,216.94	86.44%
Gross Profit	4,883,783.06	5,650,000.00	-766,216.94	86.44%
Expense				
6200 · Contract Services				
6210 · Accounting Fees	11,500.00	11,500.00	0.00	100.0%
6220 · Legal Fees	17,976.89	30,000.00	-12,023.11	59.92%
6230 · Outside Contract Services	6,437.05	1,500.00	4,937.05	429.14%
6235 · Coaching & Training for Provide				
6235A · Core Training	18,731.45	0.00	18,731.45	100.0%
6235B · PLC's	22,192.11	0.00	22,192.11	100.0%
6235C · Coaching	163,058.33	0.00	163,058.33	100.0%
6235 · Coaching & Training for Provide - Other	652,653.94	944,887.52	-292,233.58	69.07%
Total 6235 · Coaching & Training for Provide	856,635.83	944,887.52	-88,251.69	90.66%
6236 · Communications Field Campaign	97,496.28	116,100.00	-18,603.72	83.98%
6238 · Research and Evaluation Contrac	240,572.66	231,971.16	8,601.50	103.71%
6240 · Communications & Design Work	41,503.75	48,100.00	-6,596.25	86.29%
6242 · Photography, Video, Audio Prod.	7,323.00	12,500.00	-5,177.00	58.58%
6250 · Child Assessment - Bracken	0.00	0.00	0.00	0.0%
6260 · Website And Database Dev't	113,081.25	92,000.00	21,081.25	122.91%
6270 · Call Ctr & Eligibility Determin	23,599.40	18,429.50	5,169.90	128.05%
6200 · Contract Services - Other	0.00	600.00	-600.00	0.0%
Total 6200 · Contract Services	1,416,126.11	1,507,588.18	-91,462.07	93.93%
6300 · Facilities and Equipment				
6310 · Depr and Amort - Allowable	0.00	0.00	0.00	0.0%
6320 · Donated Facilities	0.00	0.00	0.00	0.0%
6330 · Equip Rental and Maintenance	2,350.00	500.00	1,850.00	470.0%
6350 · Rent, Parking, Utilities	12,368.69	0.00	12,368.69	100.0%
6360 · Property Insurance	0.00	0.00	0.00	0.0%
Total 6300 · Facilities and Equipment	14,718.69	500.00	14,218.69	2,943.74%
6500 · Operations				
6505 · Website and Email fees (inactiv	0.00	0.00	0.00	0.0%
6510 · Books, Subscriptions, Reference				
6512 · Web services and subscriptions	27,497.23	36,034.00	-8,536.77	76.31%
6510 · Books, Subscriptions, Reference - Other	3,673.19	0.00	3,673.19	100.0%
Total 6510 · Books, Subscriptions, Reference	31,170.42	36,034.00	-4,863.58	86.5%
6515 · Memberships	250.00	750.00	-500.00	33.33%
6520 · Postage, Mailing Service	7,626.40	8,299.96	-673.56	91.89%
6530 · Printing and Copying	22,590.02	43,410.00	-20,819.98	52.04%
6535 · Promotional Items	49,894.35	48,804.40	1,089.95	102.23%
6540 · Supplies	9,674.04	9,800.00	-125.96	98.72%
6550 · Telephone, Telecommunications	6,383.59	1,690.00	4,693.59	377.73%
6565 · Marketing - Paid Media	116,832.40	126,000.00	-9,167.60	92.72%
6567 · Gift Cards / Gifts	3,369.45	7,050.00	-3,680.55	47.79%
6580 · Events	488.12	1,350.00	-861.88	36.16%
6582 · Social Media	446.36	1,820.00	-1,373.64	24.53%
6586 · Teacher incentives / stipends	94,440.06	159,500.00	-65,059.94	59.21%
Total 6500 · Operations	343,165.21	444,508.36	-101,343.15	77.2%
6600 · Other Types of Expenses				
6610 · Insurance - Liability, D and O	8,103.00	8,000.00	103.00	101.29%
6615 · Quality Assistance Stipends	516,610.13	343,000.00	173,610.13	150.62%
6620 · Quality Expansion for Providers	417,500.00	890,000.00	-472,500.00	46.91%
6625 · Classroom Start-up Grants	7,134.50	55,000.00	-47,865.50	12.97%
6627 · Attendance Initiative	170,834.02	181,500.00	-10,665.98	94.12%
6630 · Tuition Assistance	1,231,855.38	1,406,000.00	-174,144.62	87.61%
6640 · Parent Advisory Board	297.34	240.00	57.34	123.89%
6642 · Parent Communications	0.00	0.00	0.00	0.0%
6645 · Bank Fees	842.21	1,200.00	-357.79	70.18%
6650 · Training / Education	7,024.05	9,350.04	-2,325.99	75.12%
6690 · Other Costs	100.00	0.00	100.00	100.0%
6600 · Other Types of Expenses - Other	0.00	0.00	0.00	0.0%

Preschool Promise, Inc.
Profit & Loss Budget vs. Actual
January through December 2018

	TOTAL			
	Actual	Budget	\$ Over	
	Jan - Dec 18	Jan - Dec 18	Budget	% of Budget
Total 6600 - Other Types of Expenses	2,360,300.63	2,894,290.04	-533,989.41	81.55%
6750 - Leased Employees	692,886.57	735,099.36	-42,212.79	94.26%
6800 - Travel and Meetings				
6810 - Conference, Convention, Meeting	1,456.00	0.00	1,456.00	100.0%
6815 - Mileage	1,417.95	3,000.00	-1,582.05	47.27%
6820 - Travel				
6822 - Lodging	1,537.61	3,800.04	-2,262.43	40.46%
6825 - Parking	73.55	270.04	-196.49	27.24%
6827 - Travel-other	947.11	3,200.04	-2,252.93	29.6%
6820 - Travel - Other	2,547.12	0.00	2,547.12	100.0%
Total 6820 - Travel	5,105.39	7,270.12	-2,164.73	70.22%
6830 - Meals				
6830A - Meals - Meetings	7,181.68	12,100.00	-4,918.32	59.35%
6830B - Meals- Travel	335.29	1,500.00	-1,164.71	22.35%
6830C - Meals- Events	5,224.88	8,925.00	-3,700.12	58.54%
6830D - Meals- Training	32,771.42	17,100.00	15,671.42	191.65%
Total 6830 - Meals	45,513.27	39,625.00	5,888.27	114.86%
Total 6800 - Travel and Meetings	53,492.61	49,895.12	3,597.49	107.21%
Total Expense	4,880,689.82	5,631,881.06	-751,191.24	86.66%
Change in Net Assets	3,093.24	18,118.94	-15,025.70	17.07%

Higher attendance than anticipated at trainings, adjusted this for FY19

Preschool Promise, Inc.
Balance Sheet
As of December 31, 2018
Dec 31, 18

ASSETS

Current Assets

Checking/Savings

1000 · Cash - PNC Checking 97,441.22

Total Checking/Savings 97,441.22

Accounts Receivable

1100 · Accounts Receivable 1,688,145.42

Total Accounts Receivable 1,688,145.42

Other Current Assets

1300 · Prepaid Star Attendance 8,892.68

Total Other Current Assets 8,892.68

Total Current Assets 1,794,479.32

Fixed Assets

1500 · Furniture and Equipment

1550 · Accumulated Depreciation -78.72

1500 · Furniture and Equipment - Other 1,416.96

Total 1500 · Furniture and Equipment 1,338.24

Total Fixed Assets 1,338.24

TOTAL ASSETS 1,795,817.56

LIABILITIES & NET ASSETS

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable 651,430.07

Total Accounts Payable 651,430.07

Credit Cards

2100 · PNC Visa Business Options Card 1,019.48

Total Credit Cards 1,019.48

Other Current Liabilities

2500 · Accrued Leased Employee Costs 129,405.35

2550 · Unearned Revenue 858,922.83

Total Other Current Liabilities 988,328.18

Total Current Liabilities 1,640,777.73

Total Liabilities 1,640,777.73

Net Assets

3200 · Unrestricted Net Assets 151,946.59

Change in Net Assets 3,093.24

Total Net Assets 155,039.83

TOTAL LIABILITIES & NET ASSETS 1,795,817.56

Summary January - December 31, 2019 Budget				Total Preschool Promise, Inc.				
				Educate the Community	Expand Quality	Assist Families	Administrative	Total
Change in net assets (income/expenses)								
			Income					
			4300 - Direct Public Support					
			4310 - Individual Contributions	0.00	0.00	0.00	0.00	0.00
			4320 - Corporate Grants	0.00	0.00	0.00	0.00	0.00
			4330 - Foundation Grants	0.00	0.00	0.00	0.00	35,000.00
			4340 - Government Grants	0.00	0.00	0.00	0.00	6,700,000.00
			43450 - Individ, Business Contributions	0.00	0.00	0.00	0.00	0.00
			4350 - Gifts in Kind	0.00	0.00	0.00	0.00	0.00
			4390 - Direct Public Support - Other	0.00	0.00	0.00	0.00	0.00
			Total Income	0.00	0.00	0.00	0.00	6,735,000.00
			Expense					
			6000 - Business Expenses					
			6010 - Business Registration Fees	0.00	0.00	0.00	0.00	0.00
			6000 - Business Expenses - Other	0.00	0.00	0.00	0.00	0.00
			Total 6000 - Business Expenses	0.00	0.00	0.00	0.00	0.00
			6200 - Contract Services					
			6210 - Accounting Fees	0.00	0.00	0.00	11,900.00	11,900.00
			6220 - Legal Fees	0.00	0.00	0.00	24,000.00	24,000.00
			6230 - Outside Contract Services	6,250.00	0.00	0.00	9,960.00	16,210.00
			6235 - Coaching & Training for Provide	0.00	1,326,971.00	0.00	0.00	1,326,971.00
			6236 - Communications Field Campaign	106,345.00	0.00	0.00	0.00	106,345.00
			6238 - Research and Evaluation Contrac	0.00	0.00	0.00	262,999.98	262,999.98
			6240 - Communications & Design Work	24,000.00	6,000.00	3,950.00	12,250.00	46,200.00
			6242 - Photography, Video, Audio Prod.	12,500.00	0.00	0.00	0.00	12,500.00
			6250 - Child Assessment - Bracken	0.00	0.00	0.00	0.00	0.00
			6260 - Website And Database Dev't	0.00	0.00	120,000.00	0.00	120,000.00
			6270 - Call Ctr & Eligibility Determin	0.00	0.00	0.00	0.00	0.00
			6290 - Contract Services - Other	0.00	0.00	1,200.00	0.00	1,200.00
			Total 6200 - Contract Services	149,095.00	1,332,971.00	125,150.00	321,109.98	1,928,325.98
			6300 - Facilities and Equipment					
			6310 - Depr and Amort - Allowable	0.00	0.00	0.00	0.00	0.00
			6320 - Donated Facilities	0.00	0.00	0.00	0.00	0.00
			6330 - Equip Rental and Maintenance	5,500.00	0.00	0.00	0.00	5,500.00
			6350 - Rent, Parking, Utilities	0.00	0.00	0.00	0.00	0.00
			6360 - Property Insurance	0.00	0.00	0.00	0.00	0.00
			6390 - Facilities and Equipment - Other	0.00	12,700.00	0.00	0.00	12,700.00
			Total 6300 - Facilities and Equipment	5,500.00	12,700.00	0.00	0.00	18,200.00
			6500 - Operations					
			6510 - Books, Subscriptions, Reference					
			6512 - Web services and subscriptions	0.00	0.00	20,099.00	6,300.00	26,399.00
			6510 - Books, Subscriptions, Reference - Other	0.00	0.00	0.00	2,000.00	2,000.00
			Total 6510 - Books, Subscriptions, Reference	0.00	0.00	20,099.00	8,300.00	28,399.00
			6515 - Memberships	500.00	0.00	0.00	500.00	1,000.00
			6520 - Postage, Mailing Service	7,500.00	0.00	0.00	1,800.00	9,300.00
			6530 - Printing and Copying	25,835.00	6,600.00	3,300.00	4,080.00	39,815.00
			6535 - Promotional Items	75,500.00	0.00	0.00	3,000.00	78,500.00
			6540 - Supplies	10,375.00	600.00	2,000.00	6,600.00	19,575.00
			6550 - Telephone, Telecommunications	3,350.00	1,500.00	1,800.00	0.00	6,650.00

Summary January - December 31, 2019 Budget				Total Preschool Promise, Inc.			
		Educate the Community	Expand Quality	Assist Families	Administrative	Total	
	6565 - Marketing - Paid Media	130,000.00	0.00	0.00	0.00	130,000.00	
	6567 - Gift Cards / Gifts	4,900.00	0.00	6,000.00	3,600.00	14,500.00	
	6580 - Promotional Events	2,500.00	0.00	0.00	0.00	2,500.00	
	6582 - Social Media	2,000.00	0.00	0.00	0.00	2,000.00	
	6586 - Teacher Incentives / stipends	5,000.00	493,000.00	0.00	0.00	498,000.00	
	65XX - Teacher Stipends Dayton Only		115,000.00			115,000.00	
	6500 - Operations - Other	0.00	0.00	0.00	0.00	0.00	
	Total 6500 - Operations	267,460.00	616,700.00	33,199.00	27,880.00	945,239.00	
	6600 - Other Types of Expenses						
	6610 - Insurance - Liability, D and O	0.00	0.00	0.00	10,000.00	10,000.00	
	6615 - Quality Assistance Stipends	0.00	882,002.70	0.00	0.00	882,002.70	
	6620 - Contract with Providers for Expansion/Quality	0.00	435,500.00	0.00	0.00	435,500.00	
	6625 - Classroom Start-up Grants	0.00	0.00	0.00	0.00	0.00	
	6627 - Attendance Initiative	0.00	0.00	258,700.21	0.00	258,700.21	
	6630 - Tuition Assistance	0.00	0.00	1,153,200.00	0.00	1,153,200.00	
	6640 - Parent Advisory Board	0.00	0.00	0.00	0.00	0.00	
	6642 - Parent Communications/ Family Engagement	90,400.00	0.00	0.00	0.00	90,400.00	
	6645 - Bank Fees	0.00	0.00	0.00	960.00	960.00	
	6650 - Training / Education	15,500.00	500.00	7,000.00	7,400.00	30,400.00	
	6690 - Other Costs	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	
	Total 6600 - Other Types of Expenses	105,900.00	1,318,002.70	1,418,900.21	18,360.00	2,861,162.91	
	6750 - Leased Employees	266,312.88	157,784.88	287,812.00	115,815.13	827,724.89	
	6800 - Travel and Meetings						
	6810 - Conference, Convention, Meeting	3,000.00	0.00	0.00	1,200.00	4,200.00	
	6815 - Mileage	1,900.00	0.00	0.00	300.00	2,200.00	
	6820 - Travel						
	6822 - Lodging	3,000.00	1,000.00	0.00	1,200.00	5,200.00	
	6825 - Parking	150.00	100.00	0.00	240.00	490.00	
	6820 - Travel - Other	3,000.00	1,300.00	0.00	1,200.00	5,500.00	
	Total 6820 - Travel	6,150.00	2,400.00	0.00	2,640.00	11,190.00	
	6830 - Meals						
	6830A - Meals - Meetings	2,250.00	12,750.00	0.00	4,500.00	19,500.00	
	6830B - Meals-Travel	750.00	300.00	1,000.00	300.00	2,350.00	
	6830C - Meals-Events	45,075.00	1,950.00	2,500.00	600.00	50,125.00	
	6830D - Meals-Training	700.00	61,391.00	0.00	0.00	62,091.00	
	6830 - Meals - Other	0.00	0.00	0.00	0.00	0.00	
	Total 6830 - Meals	48,775.00	76,391.00	3,500.00	5,400.00	134,066.00	
	6835 - Meetings	0.00	0.00	0.00	0.00	0.00	
	6800 - Travel and Meetings - Other	0.00	0.00	0.00	0.00	0.00	
	Total 6800 - Travel and Meetings	59,825.00	78,791.00	3,500.00	9,540.00	151,666.00	
	Total Expense	864,092.88	3,516,949.58	1,868,561.21	492,705.11	6,732,308.78	
	Change in net assets	-864,092.88	-3,516,949.58	-1,868,561.21	-492,705.11	2,691.22	
	Percent of Total Budget	13%	52%	28%	7%	100%	



Expansion Fund Opportunity

Preschool Promise, Inc. is dedicated to ensuring that all children in Montgomery County have high quality learning experiences in the early years when their brains are developing the fastest and being hard-wired for life. Preschool Promise supports this goal by educating families on the importance of high quality Preschool; partnering with Preschool providers to improve quality; and assisting families in paying for Preschool. Preschool Promise is generously funded by the City of Dayton and Montgomery County.

Purpose of the Expansion Fund

Preschool Promise is eager to expand the number of high quality Preschool options for families in the City of Dayton. With that goal in mind, we have created an Expansion Fund to assist organizations that need additional funding to scale up their programs.

Funding is open only to programs that have earned a 5-Star distinction under Ohio's *Step Up to Quality* initiative and that are located in the City of Dayton. Proposals will not be considered for Preschool seats located outside the City of Dayton.

Funding is limited, and Preschool Promise will prioritize awards to programs that can leverage federal and state funding streams, thereby benefitting the largest number of children. We also will give priority to proposals that meet specific current unmet needs including:

- Offering seats in East Dayton where we have a shortage of Preschool seats
- Offering full-day programming, which most parents prefer
- Offering non-traditional hours such as second shift or weekend hours
- Providing transportation
- Identifying creative ways to partner with families such as inviting parents to attend Preschool with their children
- Providing innovative ways of reaching children who have not historically attended Preschool such as providing Preschool in a converted school bus that goes to a high-density housing area four days a week

Funding will be renewable, assuming commitments are met.

Questions?

Please direct communications regarding the Expansion Fund to:

Ashley Marshall, Director of Operations
Preschool Promise, Inc.

4801 Springfield St.
Dayton, OH 45431
Telephone: (937) 236-9965 ext. 2132
Fax: (937) 233-0161
Email: Ashley.Marshall@preschoolpromise.org

Timeline

Requests may be submitted for Expansion Funds at any time. However, it is recommended that requests be submitted by November of the year prior to enrolling children under an expansion proposal. For example, if a program wishes to offer new Preschool seats starting in August 2020, requests should be submitted to Preschool Promise by November 1, 2019. This will allow Preschool Promise to budget for the expansion, as well as provide adequate time for the program to open and fill seats. If an opportunity or need to expand arises during the year, requests are welcome and will be reviewed on a rolling basis and awarded as our budget allows.

Submission Instructions

To request an award from the Expansion Fund, submit your proposal via email to Ashley.Marshall@preschoolpromise.org. You may provide supplemental information by mailing it to:

Preschool Promise, Inc.
ATTN: Ashley Marshall
4801 Springfield St.
Dayton, OH 45431

Proposal Content

Please submit a brief written proposal that includes the following information.

1) Leadership and Community Involvement

a. Organization Profile and Background:

- i. Location – Street address of organization headquarters.
- ii. Local Office – If your organization is not headquartered in the City of Dayton, provide the location of the office nearest to Dayton, Ohio.
- iii. Organization's Primary Business – State your primary business, the number of years in the Preschool industry, the number of years you have operated a 5-Star program and your number of employees.
- iv. Name and contact information for point person for this proposal.
- v. Legal – State the legal make-up of your organization: sole proprietorship, partnership, corporation, non-profit, etc.
- vi. Lawsuits – Please list all lawsuits you are currently engaged in. Provide any and all suits with the City of Dayton and any other governments or governmental agencies (including but not limited to Federal, State, Local or other municipalities and governmental agencies).

- ##### **b. Leadership Overview:** Briefly describe the qualifications of the leaders for this proposal. Include how long your organization has operated a 5-Star program and the location of the program. Please provide bios or resumes of the personnel who will be primarily involved in leading your expansion project. Include any pertinent certifications, special training and memberships in professional groups.

- c. **Community Involvement:** Explain your organization's involvement in the City of Dayton and/or early childhood education. Address why your organization is well qualified to expand high quality Preschool seats in Dayton.
- 2) **Description of Preschool Expansion Proposal:**
- a. Please provide an explanation of how you hope to offer new Preschool seats located in the City of Dayton, including the location of the seats, the number of seats, hours of the program and a description of any special services. Please note that priority will be given to proposals that:
 - i. Offer seats in East Dayton where we have a shortage of Preschool seats
 - ii. Offer full-day programs, which parents prefer
 - iii. Offer non-traditional hours such as second shift or weekend hours
 - iv. Offer transportation
 - v. Offer creative ways to partner with families such as inviting parents to attend with their children
 - vi. Offer innovative ways of reaching children who have not historically attended Preschool such as providing Preschool in a converted school bus that goes to a high density housing area four days a week
 - b. Please describe how you plan to fill your seats with 4-year-old children. Do you currently have a waiting list? Where and how do you anticipate recruiting families? Is there any special situation or rationale supporting how your seats would be filled?
 - c. Please describe the timing of when your seats would be available (e.g. August 2019, August 2020, etc.).
- 3) **Cost:** Please provide a detailed budget explaining your request for funding. Differentiate one-time start-up expenses vs. ongoing operational costs. Explain the additional funding you plan to leverage. We anticipate entertaining funding requests that would support expansion services in the range of \$1,000-\$6,000 per child per year. Preschool Promise has limited funds and cannot **totally** fund new seats.

Important Legalities

Preschool Promise, Inc. reserves the right to reject or accept proposals at its sole discretion. Finalists may be invited to make presentations and participate in a question-and-answer session with Preschool Promise staff. Preschool Promise does not guarantee that any funding or contract will be awarded as a result of this Request For Proposal, nor does it guarantee that an organization will receive any funding if it submits a proposal in accordance with this RFP. The receipt of any funding will be conditioned on additional requirements set forth by Preschool Promise, including, but not limited to, the signing and execution of final written documentation set forth by Preschool Promise for the award of funds pursuant to this RFP.

Thank you for your interest in expanding high quality Preschool options for Dayton families. We're excited to hear your ideas about making Preschool more accessible to families and children!

Preschool Promise Board Retreat

Summary Notes

Board Meeting Held: November 1, 2018

Facilitator: Beth Whelley, Falghren Mortine

Board Members Present: PJ Brafford, Clay Dixon, Debbie Feldman, Anissa Lumpkin, Jane McGee-Rafal

Staff & Contractors Present: Ellen Belcher, Mary Fuhs, Robyn Lightcap, Latoria Marcellus, Ashley Marshall, Richard Stock, Charmaine Webster

SWOT Analysis

Strengths – Internal Factors to be protected, used to full advantage

- Size of Community – small enough to be manageable, large enough to have resources
- Preschool Promise has highly qualified, competent, savvy, trained staff, who are data driven and analytical
- Preschool Promise staff is empathetic
- Strong partnerships
 - These partnerships that make data available
- We have a clear and focused plan and expectations
- Small, focused, savvy board
- This is a highly functioning organization
- Staff and board have an understanding of financial sources – tax dollars sources, restrictions, etc.
- The responsibility and stewardship exercised by the Board and staff

Summary: Staff and Board are high functioning, including having a strong financial understanding, and an appreciation of using data to direct our work. At the same time, Staff and Board are empathetic to the students, families and providers and their specific needs and struggles.

Weaknesses – Internal Factors to be managed, guarded against

- Need for better, higher functioning space
- Need more parent input
- Need to be prepared to expand
- IT – lack of control over our IT can slow work – staff relies on Sugar
- Not always enough time to communicate with each other

Summary: Staff is very efficient at managing space and hardware/software resources but would always welcome upgrades! More importantly, Preschool Promise will benefit from gaining more parent input than is currently available. This should be addressed in 2019

Opportunities – External Factors that can be leveraged

- Increased level of state support
- Greater knowledge of learning styles for 4-year-olds
- Increase job opportunities for providers
- Existence of real science behind understanding what can be done – and that there is more to be done
- Increase the number of people understanding implicit cultural bias, trauma care
- The need to, and the increased understanding of the connection between childhood executive function skill development and the soft skills needed in workplace

Summary: The general public, and particularly influencers are increasing their appreciation and knowledge of the value of preschool and the differences in learning styles of preschoolers (and thus why it's more than "kindergarten lite", yet, there continues to be a need for these influencers to understand and appreciate the need for students to develop executive function skills. Perhaps connecting those skills to what is needed later for the workforce is an entry point for this understanding.

Threats – External Factors requiring vigilance, understanding so they do not overtake

- The reason for many centers to be providers is basic survival – a discussion of quality is not always a priority
- Not all providers understand the complexity of quality
- The need to manage expectations of stakeholders and audiences
 - Why preschool is important? And, its relationship to Kindergarten
 - Can preschool "solve" everything?
 - Managing expectations during any future program expansion – how to serve the kids who need it the most
- Systemic issues that impact learning process
 - Poverty and drugs
 - The US, Ohio and Dayton exist in a highly segregated environment
- Success or failure of our partners i.e. DPS
- Low unemployment/wages
- Competition for teachers
 - The current teacher pipeline may not attract top of class
- It's more complex to manage funding sources than previously

Summary: Providers often exist in a fragile state, keeping the doors open just for economic survival. These and all providers often do not fully understand the complexity of what comprises a quality program, and what the specific role and value of preschool is. The need for qualified teachers – and ideally those who are representative of the population – is intense and no significant resolution seems evident. Additionally, the social, systemic issues that exist for our population are pervasive and must be understood, openly discussed and addressed for full success of the program.

Strategic Themes & Draft Strategies

#1 – Preschool Promise will find ways to define, demonstrate and promote quality, going above and beyond the Star Rating to ensure equitable outcomes for all children

- Continue to educate the larger community about the Star rating not being a sufficient measure of quality
- Explore ways to integrate elements into the Star Rating program
- Consider ways to use CLASS along with Star Ratings and be aware of the challenges in finding and retaining qualified teachers and the impact of changing quality measures on relationships with providers
- Develop a proprietary Preschool Promise quality assessment
- Develop model classrooms that other programs can visit for learning
- Lift up examples of our vision for the model classroom
- Develop goals for implementing Conscious Discipline to fidelity
- Educate teachers on how Conscious Discipline and other practices can build executive function skills in children
- Clarify the Preschool Promise role with providers, the community
- Clarify expectations with providers and the community; specifically, that Preschool Promise believes that culturally responsive classrooms are the best way to manage a classroom

#2 – Preschool Promise will research and develop methods to assist in the development and recruitment of incoming teachers and support the satisfaction and retention of current providers/teachers

- Develop a workforce pathway, so that K-12 students/future teachers can see career pathway from high school graduation to working in a childcare program to earning a 4-year-degree, etc.
- Investigate the possibility of providing a wage stipend
- Advocate for better teacher pay
- Investigate the possibility of a pool for improved benefits for teachers
- Create conversations among teachers for idea sharing, support

#3 – Preschool Promise will maintain an intense focus on improving attendance, understanding that attendance is a leading determinant in results and success

- Develop, articulate and promote an understanding of all factors that impact attendance – particularly those social determinants and systemic issues
 - For example, it must be understood that attendance can be influenced in the classroom, particularly for African-American boys, and this tracks back to provider education and offering culturally competent environments
- Preschool Promise could help providers understand what services are offered in the community to assist students and their families

#4 – Preschool Promise will support the expansion of the availability of high quality sites

- Engage with current providers to discuss their interest and ability to expand (and in preparation, understand what services and supports Preschool Promise can offer to assist with such an expansion)
- Identify businesses/organizations that might be able to and interested in subsidizing such expansions