



Board of Directors

Meeting Minutes Date: June 12, 2018 (1:00 to 3:00 p.m.)

Location: DPP Offices – 305 Park Avenue West, Suite B, Denver, CO 80205

Members in attendance: Ms. Chris Watney (Chair), Mr. Zach Hochstadt (Vice-Chair), Ms. Susan Steele (Secretary/Treasurer), Dr. Rosemarie Allen, Ms. Anna Jo Haynes, Ms. Penny May, Ms. Amber Münck and Mr. Mike Yankovich

Members on Conference Call: Ms. Janice Sinden

Members not in attendance: Mr. Michael Baker, Councilwoman Stacie Gilmore, Dr. Rebecca Kantor

Staff in attendance: Ms. Ellen Braun, Dr. Marina M. Mendoza, Mr. Chris Miller, Ms. Tricia Nelson, Ms. Angeles Ross

Guests: Ms. Cheryl Caldwell, Ms. Meg Franko, Ms. Jen Schroeder, Mr. Ryan Tobin, Ms. Jinelle Uribe, Ms. Ann Wacker and Mr. Vincent Yu

| Agenda Topic | Discussion | Action/Follow-Up/Decision |
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| <p>Call to Order</p> | <p>The Denver Preschool Program Board of Directors honored Ms. Cheryl Caldwell for her hard work and dedication to Denver’s children over the past 46 years. The Board wished her a happy retirement.</p> <p>The unveiling of the Anna Jo Garcia Haynes Early Learning Center will be held on June 30 to recognize Ms. Haynes for her legacy in civil rights and early childhood care and education.</p> | |
| <p>Consent Agenda</p> | | <p><i>(For Approval)</i></p> <ul style="list-style-type: none"> ▪ April 10, 2018 Board Minutes ▪ February 2018, Financial Statements ▪ March 2018, Financial Statements |

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| | | <ul style="list-style-type: none"> ▪ April 2018, Statement of Financial Position <p>Mr. Hochstadt motioned to approve the consent agenda; Ms. Haynes seconded; All approved.</p> |
| Operations Updates | <p><u>Operations Updates</u> President and CEO Leave of Absence Ms. Braun reminded the Board that Ms. Landrum is on a leave of absence until July 9, 2018 and expressed the DPP staff has been well supported throughout the process by the Board and contractors.</p> <p>Budget Error Adjustment A transposition of numbers was found in the revised budget proposal presented at the November Board and will be corrected to accurately reflect the Board-approved DPS cap of \$8.69 million.</p> <p><u>Office Renovation Budget</u> Ms. Braun distributed the Office Renovation packet and presented the Office Renovation budget. The following was noted:</p> <ul style="list-style-type: none"> ▪ The new space will be used as a revitalized office for the DPP staff and create meeting and training rooms for the early childhood education community. ▪ Ms. Steele suggested the budget be lowered to a guaranteed maximum of \$500,000. Denver Housing Authority supported the reduction in budget. ▪ The Board will receive a separate budget proposal for the cost of furniture, fixtures and equipment. | <p>Ms. Steele motioned to approve the Budget Error Adjustment; Ms. May seconded; All approved.</p> <p>Mr. Yankovich motioned to approve to allocate \$500,000 in administrative reserves to fund the construction of the office renovation, this amount is a guaranteed maximum price; Ms. Steele second; All approved.</p> <p>Ms. Braun will keep the Board apprised of the new location for Board meetings taking place during the renovation.</p> |
| Quality Improvement | <p><u>2018-2019 Quality Improvement Framework and Fidelity Review</u> Mr. Miller and Ms. Schroeder presented the 2018-2019 Quality Improvement (QI) Framework and fidelity review, noting the following:</p> | <p>DPP will share the full QI Process Map in the June Board Update.</p> |

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| | <ul style="list-style-type: none"> ▪ In tandem with the evaluation partners, DPP has sought community input to review and revise the Quality Improvement Framework. ▪ Mr. Miller outlined the recommendations made to the 2017-2018 QI Framework based on provider, contractor and committee feedback. ▪ The Quality Improvement Process Map At-A-Glance is a snapshot of the academic year from July until August 2018. The process map has been used to identify key touchpoints throughout the year for coaches, QI navigators and providers. ▪ The main theme found in the focus group feedback was fidelity. Ms. Schroeder explained that the sustainability of relationships is the predictor of fidelity between a provider and DPP. Ms. Franko added that part of the plan is to pilot fidelity tools to allow real-time feedback. ▪ Mr. Miller outlined the proposed revisions to the QI framework for the 2018-2019 school year, which included expanding coaching sessions, adjusting and increasing funding for achievement awards, enhancing communication, better connections with mental health resources, new training series, 3-year-old classroom expansion and support for those new classrooms and exploring new leadership trainings. ▪ Dr. Allen suggested additional efforts be made toward reducing suspensions and expulsions. Mr. Miller noted an update in the Provider Renewal, the responses to questions relating to suspensions and expulsions were made mandatory for the 2018-2019 program year. ▪ The final budget for the QI Contractors for the 2018-2019 academic year will be brought to the Board in August. | <p>Dr. Allen motioned to approve the proposed revisions to implement the 2018-2019 Quality Improvement Framework as outlined on page 49 in the June Board packet; Ms. May seconded; All approved.</p> |
| <p>Adjourn</p> | | <p>Mr. Yankovich motioned to adjourn the meeting; Mr. Hochstadt seconded; All approved.</p> |