



Board of Directors

Meeting Minutes Date: August 14, 2018 (1:00 to 3:00 p.m.)

Location: Thomas Bean Towers – 2350 Cleveland Place, Denver, CO 80205

Members in attendance: Ms. Chris Watney (Chair), Mr. Zach Hochstadt (Vice-Chair), Ms. Susan Steele (Secretary/Treasurer), Mr. Michael Baker, Ms. Anna Jo Haynes, Councilwoman Stacie Gilmore, Dr. Rebecca Kantor and Ms. Janice Sinden

Members on Conference-Call: Ms. Amber MÜNCK

Members not in attendance: Dr. Rosemarie Allen, Ms. Penny May and Mr. Mike Yankovich

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

Guests: Ms. Cheryl Caldwell, Mr. Martin Flahive and Mr. Vincent Yu

Agenda Topic	Discussion	Action/Follow-Up/Decision
Call to Order	The Denver Preschool Program Board of Directors welcomed Ms. Landrum back from her leave of absence.	
Consent Agenda		<p><i>(For Approval)</i></p> <ul style="list-style-type: none"> ▪ June 12, 2018 Board Minutes ▪ April 2018, Financial Statements ▪ May 2018, Financial Statements ▪ June 2018, Statement of Financial Position <p>Mr. Hochstadt motioned to approve the consent agenda; Ms. Haynes seconded; All approved.</p>

<p>DPP Financial Model</p>	<p><u>DPP Financial Model</u> Ms. Landrum presented the 2019 DPP Financial Model. DPP’s financial model has not significantly changed since the inception of the program. Ms. Landrum proposed a change in policy to the 2019 Financial Model so that the budget is determined on the full revenue amount from the City with no budgeted number allocated to reserves.</p> <p>Ms. Steele noted the importance of going back to the original financial model in the event of a recession.</p> <p>Following the financial model discussion, Ms. Landrum proposed a change to Board Designated Reserves Allocation. In 2018, the Board allocated significant reserves dollars to fund new initiatives such as the Quality Improvement expansion. The allocations do not clearly identify how the funding would continue within subsequent years. Ms. Landrum feels it is important to create a pathway to identify how future years funding for new initiatives would be allocated, whether the funds continue to come from reserves, are a part of the program budget or a combination of both. Ms. Landrum asked the Board to allow DPP to encumber funds to support the quality improvement expansion for a total of three program years.</p>	<p>The Board gave a nod to the 2019 Financial Model and the commitment to expanding quality improvement to younger preschool classrooms through the 2020-2021 program year.</p>
<p>2018-2019 Quality Improvement Contracts</p>	<p><u>Quality Improvement Contracts</u> 2018-2019 Quality Improvement Contractor Scope of Work and Budgets</p> <p>Mr. Miller presented the executive summary for the 2018-2019 Quality Improvement Contractor Scope of Work and Budgets. The following was noted:</p> <ul style="list-style-type: none"> • The not-to-exceed contracts amounts for Clayton Early Learning, Denver’s Early Childhood Council and Qualistar Colorado total \$2,618,756. Final contract amounts will be determined during contract negotiation. • The Mile High Early Learning contract totals \$49,557, this allocation will be funded by unspent funds from the 2017-2018 program year. The contract will launch the second year of CDA™ Scholarships. 	<p><i>(For Review and Approval)</i></p> <p>Ms. Steele motioned to approve the 2018-2019 Quality Improvement Not-To-Exceed Contracts; Ms. Sinden seconded; All approved.</p>

	<ul style="list-style-type: none"> The increases seen from the 2017-2018 Not-to-Exceed Budget to the 2018-2019 Not-to-Exceed Budget are a direct result of the Quality Improvement expansion to support younger preschool classrooms. <p>As the Board discussed, the following was noted:</p> <ul style="list-style-type: none"> DPP staff informed the Board that one QI contractor may cease as a functioning organization before the close of 2018. Because of the instability it will be important for staff to be mindful of contract changes in the coming months. 	
Office Furniture Budget	<p><u>Office Furniture Budget</u></p> <p>Ms. Braun presented the office furniture budget to outfit the newly renovated space. After meeting with three different companies, DPP has decided to proceed with OfficeScapes based on a compilation of what was most preferred, but with a cost saving. DPP requested a Board approval to allocate \$99,500 in administrative reserves to fund the furniture and office equipment.</p>	<p><i>(For Review and Approval)</i></p> <p>Mr. Hochstadt motioned to approve the Office Furniture Budget; Ms. Sinden seconded; All approved.</p>
Gap Scholarship	<p><u>Gap Scholarship</u></p> <p>Mr. Yu, DPP's summer fellow, and Ms. Howard, an early childhood education consultant, presented a Gap Scholarship progress report to the Board.</p> <p>The research done for a Gap Scholarship touched on two topics: to explore additional tuition assistance and to help DPP approximate the amount of families that could be helped. After Mr. Yu and Ms. Howard presented, the following was noted:</p> <ul style="list-style-type: none"> Ms. Sinden questioned why it is that Colorado is the second least affordable state for early childhood education and expressed the need to work with other organizations on increasing the economy in these families, along with lowering the cost systematically. Ms. Howard clarified that it this rank is based on the cost of child care as a percentage of the state median income for married-couple families. Ms. Landrum discussed how this scholarship would provide aid to children who have not yet been identified by DPP, such as children 	

	<p>who are homeless, in foster care, and in immigrant families. By offering this added support, enrollment could substantially grow.</p> <ul style="list-style-type: none"> • During Mr. Yu's summer fellowship at DPP, he was able to standardize a data set from DPP's enrollment team and the Butler Institute, thus providing a rich data set for future use. • Ms. Howard will proceed with the research following the Board meeting. Additional things to consider include how DPP reaches hard to reach families, the implementation the administrative side of scholarships, the application process, and the awards cycle. 	<p>A Gap Scholarship Task Force will launch to continue this work. The task force will include Councilwoman Gilmore, Ms. Sinden, Ms. Haynes and Ms. May.</p>
<p>Adjourn</p>	<p>The September DPP Board meeting has been cancelled. Starting in October, DPP Board meetings will be held on every second Friday of the month from 11:30 a.m. to 1:00 p.m.</p>	<p>Mr. Hochstadt motioned to adjourn the meeting; Dr. Kantor seconded; All approved.</p>