



Board of Directors

Meeting Minutes

January 21, 2020 (11:30 p.m. to 1:30 p.m.)

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

Members in attendance: Mr. Zach Hochstadt (Chair), Mr. Michael Baker (Vice-Chair), Mr. Chris Daues (Secretary/Treasurer), Ms. Erin Brown, Dr. Rebecca Kantor, Ms. Janice Sinden and Ms. Susan Steele

Members on Conference Call: Councilwoman Gilmore and Ms. Amber Münck

Members not in attendance: Ms. Anna Jo Haynes, Ms. Penny May and Ms. Chris Watney

Staff in attendance: Ms. Elsa Holquin, Ms. Ellen Braun, Dr. Marina M. Mendoza, Mr. Chris Miller, Ms. Tricia Nelson and Ms. Michelle Blubaugh

Guests: Ms. Amanda Brannum, Mr. Chris Fohr and Ms. Dionne Williams

Agenda Topic	Discussion	Action/Follow-Up/Decision
Call to Order & Welcome		
Consent Agenda		<p><i>(For Approval)</i></p> <ul style="list-style-type: none">▪ December 17, 2019 Board Minutes▪ November 2019, Financial Statements▪ December 2019, Statement of Financial Position <p>Ms. Steele motioned to approve the consent agenda; Mr. Baker seconded; All in favor, motion approved.</p>

Election of Officers	<p><u>Election of Officers</u> 2020 Slate of Officers</p> <ul style="list-style-type: none"> ▪ Zach Hochstadt, Chair ▪ Michael Baker, Vice Chair ▪ Chris Daues, Secretary/Treasurer 	<p>Dr. Kantor motioned to approve the 2020 Slate of Officers as presented; Councilwoman Gilmore seconded; All in favor, motion approved.</p>
Board Retreat Update	<p><u>Board Retreat Update</u> Ms. Holguín presented the Board Retreat Update, highlighting the following:</p> <ul style="list-style-type: none"> • The Board retreat will be held on February 18 at Gary Community Investments • Ms. Samantha Levine will be facilitating the Board retreat. • The Board retreat goals include finalizing the City audit recommendations, review the existing strategic plan and 2020 early childhood opportunities. 	
Financial Overview	<p><u>Financial Overview</u> Ms. Braun and Mr. Daues presented the financial overview and training, highlighting the following:</p> <ul style="list-style-type: none"> • The Denver Preschool Program has monthly financial statement including a budget vs actual and a statement of financial position. Each document has an accompanying narrative. • When reviewing the budget vs actual each month, staff recommends the Board review the box highlighted in red on page 25 of the Board packet. • Because the DPP budget is on a calendar year and many of the programs work on a September 1 to August 31 program year the variance may be attributed to timing. • The Statement of Financial Position reports the assets, liabilities and the equity of the organization on a given date. • The Finance and Governance Committee recently updated the statement for better clarity moving forward. The box outlined in red on page 26 of the Board packet shows the fund balance and obligations against that balance. 	

	<p>Ms. Holguín presented to the Board the draft investment policy, highlighting the following:</p> <ul style="list-style-type: none"> • In collaboration with the past Secretary/Treasurer, staff began researching investment strategies and policy last spring. The process included discussion with banking options, outlining the investment philosophy and drafting the policy presented. • The Denver Preschool Program is protected under the Public Deposit Protection Act (PDPA) and as such all investments must be protected under PDPA or similar policy. • The final investment policy will be presented for approval at the February Board Retreat. 	
US Bank Presentation	<p><u>US Bank Presentation</u></p> <p>Mr. Chris Fohr, Vice President of Commercial Banking at US Bank presented information on the Insured Cash Sweep (ICS). Under the direction of the Finance and Governance Committee, DPP will be transitioning funds into an ICS.</p>	
Lobbying and Advocacy Policy	<p><u>Legislative Tracking and Advocacy Policy</u></p> <p>Ms. Holguín presented the Legislative Tracking and Advocacy Policy, highlighting the following:</p> <ul style="list-style-type: none"> • The Denver Preschool Program updated the lobbying and advocacy policy as presented. Following a request from the Finance and Governance Committee, a lobbying continuum was added. • In the coming months, DPP will be asked to support pertinent bills and issues related to early childhood. The policy helps to outline what the organization can legally do. • Mr. Hochstadt highlighted the importance of considering not only what is legal but ethically appropriate for DPP as it relates to advocacy and lobbying. • Ms. Sinden suggested staff create guiding principles to better identify if the request is mission aligned. • Ms. Sinden also recommended adding to the policy information about the total number of conversations with legislatures in relation to lobbying. 	<p>Ms. Sinden motioned to approve the Lobbying and Advocacy Policy with the amendment to support mission aligned bills or issues, include information regarding the number of conversations with legislatures that may amount to lobbying and including the advocacy continuum; Ms. Brown seconded; All in favor, motion approved.</p>

Gap Scholarship Update	<p><u>Gap Scholarship Update</u> Dr. Mendoza present the Board with an update to the Gap Scholarship highlighting the following::</p> <ul style="list-style-type: none"> • The Gap Scholarship Program successfully launched on September 1, 2019. Since inception, 20 preschools are participating and 35 children are benefit recipients of the program. • Several process updates will be implemented immediately. The updates include increasing the number of participating schools, increasing communications supports, offering summer support to schools who lose public funding during those months. Dr. Mendoza presented two policy updates for consideration which included, shifting the family contribution and consider laying with other public funding. The existing family contribution is 12 percent, at the time of the pilot approval this was in alignment with other programs in the state. The US Department of Health and Human Services now recommends a family contribute no more than 7 percent of their income to preschool costs. 	Ms. Sinden motioned to lower the Gap Scholarship family contribution from 12 percent to 7 percent as outlined on page 52 in the board packet; Ms. Brown seconded; All in favor, motion approved.
2018-2019 School Year Review Highlights	<p><u>2018-2019 School Year Review Highlights</u> Due to time limitations, this was tabled for another meeting.</p>	
Universal Preschool Update	<p><u>Universal Preschool Update</u> Mr. Hochstadt advised the Board that this portion of the meeting will be discussed at a future date.</p>	
Adjourn		Ms. Sinden motioned to adjourn; Ms. Brown seconded; All in favor, motion to adjourn approved.

I certify that the above minutes are correct and approved by the Board of Directors.

Chris Daues, Secretary/Treasurer



Board of Directors

Meeting Minutes

February 18, 2020 (11:30 p.m. to 1:30 p.m.)

Location: Gary Community Investments – 1705 17th Street #200 Denver, CO 80202

Members in attendance: Mr. Zach Hochstadt (Chair), Mr. Michael Baker (Vice-Chair), Mr. Chris Daues (Secretary/Treasurer), Ms. Erin Brown, Ms. Anna Jo Haynes, Dr. Rebecca Kantor, Ms. Penny May, Ms. Amber Münck, Ms. Janice Sinden and Ms. Susan Steele

Members not in attendance: Councilwoman Gilmore and Ms. Chris Watney

Staff in attendance: Ms. Elsa Holguin, Ms. Ellen Braun, Dr. Marina M. Mendoza, Mr. Chris Miller, Ms. Tricia Nelson and Ms. Michelle Blubaugh

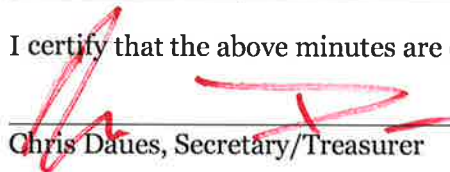
Guests: Ms. Samantha Levine, Mr. Rob McDaniel and Ms. Dionne Williams

Agenda Topic	Discussion	Action/Follow-Up/Decision
Call to Order		
Consent Agenda		<p>(For Approval)</p> <ul style="list-style-type: none">▪ January 21, 2020, Board Minutes▪ January 2020 Statement of Financial Position <p>Ms. Sinden motioned to approve the consent agenda; Ms. Haynes seconded; All in favor, motion approved.</p>
Conflict of Interest Forms and 2020 Board Calendar	<p><u>Conflict of Interest Forms</u></p> <p>Ms. Holguín requested that Board members review the Conflict of Interest policy. All Board members are required to sign the Conflict of Interest form to disclose any personal interests and activities which might violate the policy.</p>	

	The 2020 Board calendar includes 10 meetings in 2020. The months with no meetings unless required are July and September.	
City Audit Recommendations	<p>City Audit Recommendations</p> <p>Ms. Holguín presented the City Audit Recommendations beginning on page 16 of the Board packet.</p> <ul style="list-style-type: none"> • The DPP Services budget included in the City Audit report was updated to reflect funds designated to programmatic reserves. • The proposed Reserve Policy includes four categories: Administrative, Programmatic, 2027 Programmatic and Innovation. • Administrative Reserves target as defined for 2020 is \$1.7 million. • The Finance and Governance Committee recommendation for Programmatic Reserves, option B as outlined, is estimated at \$4.6 million. • The Finance and Governance Committee recommends to fund the 2027 Reserve at 70 percent of the target, approximately \$7.2 million. • Minutes from the January 14 meeting with DPP, the Office of Children's Affairs, City Finance and the City attorney's office outlines how DPP will implement both recommendation 1.3 and 1.4 of the City Audit. • The proposed Investment Policy provides a clear statement of DPP's investment objectives. DPP enlisted a securities attorney and the organizations banker to review the policy. • The proposed Contract Administration Policy outlines how DPP will administer and monitor contracts. The contract administration plan provide safeguards, oversight and performance measurements for DPP to effectively and efficiently provide core services. • With the support of the employers council and Kara Penn, DPP created the proposed Board Manual to establish formal board policies. Policies included in the manual accomplish all Board recommendations included in the City Audit. 	<p>Ms. Steele requested staff develop a plan to more precisely estimate the transition costs included in the 2027 Reserve.</p> <p>Ms. Steele motioned to approve the Reserve Policy as drafted with Option B and all other changes in blue; Mr. Baker seconded; All in favor, motion approved.</p> <p>Ms. Brown motioned to approve Investment Policy; Ms. Haynes seconded; All in favor, motion approved.</p> <p>Ms. Sinden reminded the Board of the organizations reauthorization and requested the topic be discussed in upcoming meetings. Ms. Sinden motioned to approve Contract Administration Policy . Dr. Kantor seconded; All in favor, motion approved.</p> <p>Ms. Sinden requested information regarding Colorado Open Records Act be included in the Board Manual.</p> <p>Ms. Steele requested the defined role for Board Secretary be included in the Board Manual.</p> <p>Ms. Haynes motioned to approve the DPP Board Manual inclusive of the</p>

		two additions requested; Ms. Sinden seconded; All in favor, motion approved.
Rising 4-year-old Budget Update	<p><u>Rising 4-year-old Budget Update</u></p> <p>Dr. Mendoza provided the Board with the following updates on the Rising 4-year-old program budget:</p> <ul style="list-style-type: none"> • Following the approval of the Rising 4-year-old pilot DPP staff and contractors uncovered an implementation challenge with the current payment processing infrastructure. The current infrastructure does not allow the 2019-2020 and the 2020-2021 tuition scales to run simultaneously. DPP and MetrixIQ are working on a systems solution to accommodate two simultaneous scales but it will not be ready in time for the June 1 launch date. • DPP staff is recommending that the 2020-2021 tuition scale start on June 1 for all children enrolled in DPP during the summer months, this includes current 2019-2020 students. • The estimated costs of \$110,000 would be funded with the 2020 New Initiatives budget line item. 	Ms. Sinden motioned to approve the funding request as outlined on page 65 of the Board packet; Ms. May seconded; All in favor, motion approved.
Adjourn		Ms. Brown motioned to adjourn; Ms. Haynes seconded; All in favor, motion to adjourn approved.

I certify that the above minutes are correct and approved by the Board of Directors.

10/29/20
Chris Daues, Secretary/Treasurer

Denver Preschool Program Full Board Meeting

Email Correspondence

Date: March 13, 2020

Members on email correspondence: Mr. Zach Hochstadt (Chair), Mr. Michael Baker (Vice-Chair), Mr. Chris Daues (Secretary/Treasurer), Ms. Erin Brown, Councilwoman Stacie Gilmore, Ms. Anna Jo Haynes, Dr. Rebecca Kantor, Ms. Penny May, Ms. Amber Münck, Ms. Janice Sinden, Ms. Susan Steele and Ms. Chris Watney,

Staff on email correspondence: Ms. Elsa Holguín, Ms. Ellen Braun, Dr. Marina Mendoza Ms. Chris Miller, Ms. Tricia Nelson and Ms. Michelle Blubaugh

Agenda Topic	Discussion	Action/Follow-Up/Decision
Attendance Policy Waiver	<p>Attendance Policy Waiver</p> <p>In an effort to continue to support the DPP families, providers and staff, staff is requesting to waive the the attendance policy so that families can keep their child at home without penalty to their tuition credits. The proposed waiver will be in place March through May 2020 and will allow all DPP approved children full tuition credits DPP students as long as they are still enrolled at the preschool.</p> <p>This waiver will increase the tuition credit budget by approximately \$105,000 for community sites.</p> <p>Request for Approval: <i>Motion to waive the attendance policy from March 2020 to May 2020 and pay full tuition credits for all approved DPP students as long as they are still enrolled at the preschool.</i></p>	<p>Mr. Hochstadt moved to approve the DPP COVID-19 Attendance Policy Waiver; Ms. May seconded; Ms. Brown, Mr. Daues, Councilwoman Gilmore, Ms. Münck, Ms. Steele, Ms. Sinden, Ms. Watney, Mr. Baker, Ms. Haynes and Dr. Kantor approved; All approved.</p>

I certify that the above minutes are correct and approved by the Board of Directors.


Chris Daues, Secretary/Treasurer

10/29/20



Board of Directors

Meeting Minutes

March 17, 2020 (11:30 p.m. to 1:30 p.m.)

Location: Web-based video conference on Zoom

Members in attendance via Zoom: Mr. Zach Hochstadt (Chair), Michael Baker (Vice-Chair), Mr. Chris Daues (Secretary/Treasurer), Ms. Erin Brown, Councilwoman Gilmore, Ms. Anna Jo Haynes, Dr. Rebecca Kantor, Ms. Amber Münck, Ms. Susan Steele and Ms. Chris Watney

Members not in attendance: Ms. Penny May and Ms. Janice Sinden

Staff in attendance via Zoom: Ms. Elsa Holguin, Ms. Ellen Braun, Dr. Marina Mendoza, Mr. Chris Miller, Ms. Tricia Nelson and Ms. Michelle Blubaugh

Guests via Zoom: Ms. Amanda Brannum, Mr. Charles Dukes and Ms. Priscilla Hopkins

Agenda Topic	Discussion	Action/Follow-Up/Decision
Call to Order and Welcome		
Consent Agenda		<p>(For Approval)</p> <ul style="list-style-type: none">▪ February 18, 2020; Board Minutes▪ December, 2019 Financial Statements▪ January, 2020 Financial Statements▪ February, 2020 Statement of Financial Position <p>Councilwoman Gilmore motioned to approve the consent agenda; Ms. Steele seconded; All in favor, motion approved.</p>
2019 Financial Audit Presentation	<p><u>2019 Financial Audit Presentation</u></p> <p>Ms. Braun presented the 2019 Financial Audit Results highlighting the following:</p>	<p>Ms. Steele requested staff to review the capitalization level for the organization.</p>

	<ul style="list-style-type: none"> • The 2019 financial audit was presented to the DPP Finance and Governance Committee by auditor Jeff Cohen and has been approved and submitted for Board approval. • The Denver Preschool Program auditors expressed an unqualified opinion on the 2019 financial statements. • The statement of functional expenses outlines \$17.8 million in parent tuition credits and \$1.1 million for general and administration. • Note 12 includes and additional table to describe the total financial assets. Financial assets total \$24.3 million with \$21.8 million designated by the Board. 	Ms. Steele motioned to approve the 2019 Financial Audit; Dr. Kantor seconded; All in favor, motion approved.
COVID - 19 Response Update	<p><u>COVID – 19 Response Update</u></p> <p>Ms. Holguín presented an update to the COVID – 19 Response highlighting the following:</p> <ul style="list-style-type: none"> • The Attendance Policy Waiver approved via email vote on March 13 will support families and providers during this crisis. The proactive nature of this update has been an example for the early childhood community. • Following recommendations, the Denver Preschool Program staff began working remotely on March 16. • Staff is participating on state and local discussions to support preschool providers and families curing the crisis. The Colorado Children’s campaign drafted the Colorado Emergency Support for Early Care and Education Requests Letter identifying immediate needs of the early childhood community. • Ms. Holguín acknowledged the economic downturn and it’s impacts on DPP funding. The current reserves levels will help the organization navigate the economic instability. • To better understand the economic impacts, the Denver Preschool Program will: <ul style="list-style-type: none"> - Postpone all new initiatives - Review current programmatic budgets to identify potential shifts in allocation - Review current reserves 	

	<ul style="list-style-type: none"> • Launch analysis and economic forecasting to better identify what adjustments need to be made to support the organizations sustainability through the volatile economy. • Ms. Steele suggested the forecasting include budget projection analysis reflecting three scenarios, a 20 percent, 40 percent and 50 percent loss of revenue. 	
Board Retreat Follow-up	<p><u>Board Retreat Follow-up</u></p> <p>Ms. Holguín presented a Board Retreat update, highlighting the following:</p> <ul style="list-style-type: none"> • Minutes from the retreat outline the general discussion. • Board members were asked to sign and return the agreement in the Board Handbook. • Significant changes have occurred in our community since the launch of DPP's current strategic plan in 2017. Staff will begin a short-term strategic planning process in the fall of 2020. • Ms. Holguín is working with potential Board members to submit applications through the Office of Boards and Commissions. • Four DPP Board Members will need to reapply with terms expiring in December 2020. 	
Legislative Policy	<p><u>Legislative Policy</u></p> <ul style="list-style-type: none"> • Ms. Holguín presented the Legislative Tracking Advocacy Policy. • Staff is requesting the Denver Preschool Program to be added as a signatory on the Colorado Emergency Support for Early Care and Education Requests. The letter was drafted by the Colorado Children's Campaign and will be sent to the Governor and State Agency Leaders. 	<p>Ms. Haynes motioned to approve Legislative Tracking Advocacy Policy; Ms. Watney seconded; All in favor, motion approved.</p> <p>Ms. Haynes motioned to approve adding DPP's as a signatory on the Colorado Emergency Support for Early Care and Education Requests; Councilwoman Gilmore seconded; All in favor, motion approved.</p>
Adjourn		Ms. Münck motioned to adjourn; Mr. Baker seconded; All in favor, motion to adjourn approved.

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I certify that the above minutes are correct and approved by the Board of Directors.

 10/29/20
Chris Daues, Secretary/Treasurer



Board of Directors

Meeting Minutes

Date: April 21, 2020 (11:30 a.m. to 1:30 p.m.)

Location: Web-based video conference on Zoom

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

Members not in attendance: Ms. Erin Brown

Staff in attendance: Ms. Elsa Holguin, Ms. Ellen Braun, Dr. Marina M. Mendoza, Mr. Chris Miller, Ms. Tricia Nelson and Ms. Michelle Blubaugh

Guests in Attendance: Ms. Amanda Brannum, Mr. Charles Duke, Ms. Priscilla Hopkins, Mr. Rob McDaniel, Dr. Lydia Prado, Ms. Anne Rowe and Ms. Dionne Williams

Agenda Topic	Discussion	Action/Follow-Up/Decision
Call to Order and Welcome		
Consent Agenda		<p><i>(For Approval)</i></p> <ul style="list-style-type: none">▪ March 13, 2020 Board Minutes▪ March 17, 2020 Board Minutes▪ February 2020, Financial Statements▪ March 2020, Statement of Financial Position <p>Ms. Haynes motioned to approve the consent agenda; Ms. Sinden seconded; All in favor, motion approved.</p>

Quality Initiatives RFP Postponement <i>(For Review and Approval)</i>	<u>Quality Initiatives RFP Postponement</u> Mr. Miller presented the staff recommendation to postpone the QI RFP, highlighting the following: <ul style="list-style-type: none"> • Due to the unforeseen COVID-19 crisis, DPP staff is requesting to postpone the RFP and extend our existing QI contracts for one additional year. 	Ms. Sinden motioned to approve postponing the Quality Initiatives RFP; Ms. Münck seconded; All in favor, motion approved.
COVID-19 Response Update	<u>COVID-19 Response Update</u> Ms. Holguín presented an update to the COVID-19 response, highlighting the following: <ul style="list-style-type: none"> • In its efforts to respond to the ever-changing economic and community impacts as it relates to the COVID-19 pandemic, the Finance and Governance Committee approved the creation of an Emergency Fund to be used to support immediate needs of preschool providers. The committee approved a \$100,000 allocation funded through the 2020 new initiatives budget line. • DPP Staff is implementing a “Back to Basics” budget strategy to ensure that we are not handicapping our ability to help children, families and providers. • DPP is serving as the fiscal sponsor for the Emergency Childcare Fund created by the Governor for the State. This opportunity will allow DPP to not only share our expertise but also allow us to continue to partner and assist in a manner above and beyond a monetary capacity. <p>Councilwoman Gilmore acknowledge DPP’s staff for their great work and creative thinking in responding quickly and efficiently to the COVID-19 pandemic.</p>	Councilwoman Gilmore requested an overview of DPP’s response to the COVID-19 pandemic to share with City Council.
Revenue Scenario Presentation	<u>Revenue Scenario Presentation</u> Due to the COVID-19 crisis, Mr. Rob McDaniel, President at MetrixIQ, presented an economic and financial analysis using both a regression model and national expertise. The presentation outlined potential scenarios that outline the impacts to DPP because of the economic uncertainty.	Mr. McDaniel will provide a monthly economic forecast to the DPP Board.

	<ul style="list-style-type: none"> • Early analysis indicates that the current economic crisis will be significantly longer and more impactful than the subprime mortgage crisis. Initial estimates indicate that the Denver Preschool Program revenue will decrease by as much as 30 percent. • It was acknowledged, that although DPP's immediate reaction is important, the organization will be addressing the ramifications of the COVID-19 crisis for many years to come. 	
Executive Session	<p><u>Executive Session</u> The DPP Board entered into executive session for the purposes of contracts.</p>	<p>Mr. Hochstadt invited Ms. Anne Rowe, Dr. Lydia Prado and DPP staff to join the Board in Executive Session.</p> <p>Ms. Sinden motioned to move into executive session; Ms. May seconded; All in favor, motion approved.</p>
Adjourn		<p>Ms. Watney motioned to adjourn; Ms. Steele seconded; All in favor, motion to adjourn approved.</p>

I certify that the above minutes are correct and approved by the Board of Directors.

 10/29/20
Daves, Chris, Secretary/Treasurer



Board of Directors

Meeting Minutes

Date: May 19, 2020 (11:30 p.m. to 1:30 p.m.)

Location: Web-based video conference on Zoom

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

Member not in attendance: Ms. Erin Brown

Staff in attendance: Ms. Elsa Holguín, Ms. Ellen Braun, Dr. Marina M. Mendoza, Mr. Chris Miller, Ms. Tricia Nelson and Ms. Michelle Blubaugh

Guests in attendance: Mr. Martin Flahive, Ms. Priscilla Hopkins, Dr. Vi-Nhuan Le, Mr. Rob McDaniel, Dr. Amy Roberts, Dr. Diana Schaack, Dr. Jen Schroeder, Ms. Anne Wacker and Ms. Dionne Williams

Agenda Topic	Discussion	Action/Follow-Up/Decision
Welcome		
Consent Agenda (for approval)		<p>(For Approval)</p> <ul style="list-style-type: none">▪ April 21, 2020, Board Minutes▪ March 2020, Financial Statements▪ April 2020, Statement of Financial Position <p>Ms. May motioned to approve the consent agenda; Ms. Watney seconded; All in favor, motion approved.</p>
Quality Assurance	<u>Quality Assurance Program Presentation</u>	

Program Presentation	<p>Mr. Flahive presented a summary of findings and recommendations for the Denver Preschool Program's Quality Assurance Program for the 2018-2019 program year.</p> <p>Ms. Steele inquired about the prevalence of these issues beyond the sample reviewed annually. Staff indicated the training supports for providers to better understand policy requirements.</p>	
Evaluation Presentations	<p><u>Evaluation Presentations</u></p> <ul style="list-style-type: none"> • Dr. Roberts, Director of Early Childhood Initiatives at the Butler Institute for Families, presented the highlights from the 2018-2019 Operations Evaluation Reports, highlighting the key areas of focus: <ul style="list-style-type: none"> ○ Quality Improvement Fidelity Evaluation ○ Gap Scholarship Evaluation ○ Family Surveys and Interviews ○ Provider Surveys and Interviews • Dr. Li, Senior Research Scientist at the National Opinion Research Center (NORC) presented highlights from the Denver Preschool Program's Child Outcomes Evaluation outlining the two primary questions of the evaluation: <ul style="list-style-type: none"> ○ Does DPP increase participants' cognitive, social-emotional, and executive functioning outcomes? ○ How can we be sure any observed gains are due to DPP? <p>The Board discussed DPP's communication strategy for getting the results of the evaluations to the research community and the public to share DPP's work.</p>	
Revenue Scenario Presentation	<p><u>Revenue Scenario Presentation</u></p> <p>Mr. McDaniel from MetrixIQ presented a Review of the Scenario Presentation, highlighting the following:</p> <ul style="list-style-type: none"> • Due to the current economic situation, a review will be presented monthly to better understand the impact to the Denver Preschool Program. 	

	<ul style="list-style-type: none"> • The City Chief Financial Officer Presented an updated overview on the current economic status, a summary of that presentation will be provided at the next meeting. • The current emerging trends and the best-case and worst-case scenario details were outlined for the Board. • Mr. McDaniel updated the Board on the monthly volatility of sales and use tax, which is influenced significantly by the holiday shopping season and six specific tax codes including motor vehicles, manufacturing and construction. <p>The current pro forma for the Denver Preschool Program indicates a four-year reserves usage between \$6.8 million and \$28.4 million depending on the best- and worse-case tax collections.</p>	
Contract Amendments <i>(for approval)</i>	<p><u>Contract Amendments</u></p> <p>Dr. Mendoza informed the Board that three contractors require formal amendments, which are outlined below:</p> <ul style="list-style-type: none"> • MetrixIQ: : <ul style="list-style-type: none"> ○ Request to execute the option to extend the contract for one year. ○ Requesting streamlined updates to the DPP attendance processing including requiring providers to submit attendance through a DPPEnroll portal powered by MetrixIQ. ○ Streamlining the Rising 4's Program. ○ Streamlining the Gap Scholarship Program. • Butler Institute for Families: <ul style="list-style-type: none"> ○ Request a no-cost extension and reduction in scope of work. • National Opinion Research Center (NORC): <ul style="list-style-type: none"> ○ Request a no-cost extension and reduction in scope of work. 	<p>Ms. Haynes motioned to approve the MetrixIQ contract amendment; Councilwoman Gilmore, seconded; All in favor, motion approved.</p> <p>Ms. Watney motioned to approve the Butler contract amendment; Mr. Baker seconded; All in favor, motion approved.</p> <p>Ms. Steele motioned to approve the NORC contract amendment; Ms. May seconded; All in favor, motion approved.</p>
COVID-19 Response Update	<p>COVID-19 Response Update</p> <p>The Denver Preschool Program (DPP) launched a survey to learn more about the experiences of our community providers during the COVID-19</p>	

	<p>pandemic stay-at-home order. Ms. Holguín highlighted the results of the survey:</p> <ul style="list-style-type: none"> • The survey had an 80 percent response rate. • Nearly half of the providers expressed concern about permanently closing or were uncertain about their sustainability. <p>Only 10 percent of providers furloughed or laid off teachers, 32 percent reduced teacher pay, and 58 percent reported still paying teachers a full rate of pay.</p>	
Executive Session - Contracts	<p><u>Executive Session - Contracts</u></p> <p>The Board entered Executive Session to discuss DPP business.</p>	Dr. Kantor motioned to move to executive session; Ms. Münck seconded; All in favor, motion approved.
Denver Public Schools Tuition Credit Agreement	<p><u>The 2020-2021 Tuition Credit Agreement Memo for the Denver Public Schools will be sent on or before June 1, 2020.</u></p>	Dr. Kantor motioned to approve Option B for the DPS Tuition Credit Agreement; Ms. Münck seconded; All in favor, motion approved.
Adjourn		Ms. Steele motioned to adjourn; Ms. May seconded; All in favor, motion to adjourn approved.

I certify that the above minutes are correct and approved by the Board of Directors.

Daues, Chris, Secretary/Treasurer

Denver Preschool Program Full Board Meeting

Email Correspondence

Date: May 19, 2020

Members on email correspondence: Mr. Zach Hochstadt (Chair), Mr. Michael Baker (Vice-Chair), Mr. Chris Daues (Secretary/Treasurer), Ms. Erin Brown, Councilwoman Stacie Gilmore, Ms. Anna Jo Haynes, Dr. Rebecca Kantor, Ms. Penny May, Ms. Amber Münck, Ms. Janice Sinden, Ms. Susan Steele and Ms. Chris Watney

Staff on email correspondence: Ms. Elsa Holguín, Ms. Ellen Braun, Dr. Marina Mendoza, Mr. Chris Miller, Ms. Tricia Nelson and Ms. Michelle Blubaugh

Agenda Topic	Discussion	Action/Follow-Up/Decision
Attendance Policy Waiver Extension	<p><u>Attendance Policy Waiver Extension</u></p> <p>On March 15, 2020, the Board of Directors approved an Attendance Policy Waiver to allow families to follow State and Local stay- and safer-at-home orders without penalty to their tuition credits. The current waiver expires May 31, 2020.</p> <p>In an effort to continue to support our children, families and preschools, DPP staff is requesting to extend the Attendance Policy Waiver through June 2020 and pay full tuition credits for all approved DPP students as long as they are still enrolled at the preschool and providers meet the waiver eligibility requirements.</p>	<p>Ms. Sinden moved to approve the DPP COVID-19 Attendance Policy Waiver Extension through June 30, 2020; Ms. Haynes seconded; Ms. Brown, Mr. Daues, Councilwoman Gilmore, Mr. Hochstadt, Ms. May, Ms. Münck, Ms. Steele, Ms. Watney, Mr. Baker, and Dr. Kantor approved; All approved.</p>

I certify that the above minutes are correct and approved by the Board of Directors.

Chris Daues, Secretary/Treasurer

Denver Preschool Program Full Board Meeting

Email Correspondence

Date: June 12, 2020

Members on email correspondence: Mr. Zach Hochstadt (Chair), Mr. Michael Baker (Vice-Chair), Mr. Chris Daues (Secretary/Treasurer), Ms. Erin Brown, Councilwoman Stacie Gilmore, Ms. Anna Jo Haynes, Dr. Rebecca Kantor, Ms. Penny May, Ms. Amber Münck, Ms. Janice Sinden, Ms. Susan Steele and Ms. Chris Watney

Guests on email correspondence: Dr. Lydia Prado and Ms. Anne Rowe

Staff on email correspondence: Ms. Elsa Holguín, Ms. Ellen Braun, Ms. Tricia Nelson and Ms. Michelle Blubaugh

Agenda Topic	Discussion	Action/Follow-Up/Decision
DPP Racial Justice and Equity Statement	<p>DPP Racial Justice and Equity Statement</p> <p>In a show of solidarity with our communities of color, a Racial Justice and Equity statement to take a stand against racism was presented to the Board of Directors..</p> <p>Request for Approval:</p> <p><i>Motion to approve the DPP Racial Justice and Equity Statement.</i></p>	<p>Mr. Hochstadt motioned to approve the Racial Justice and Equity statement; Ms. Haynes seconded.</p> <p>The statement was not approved and moved to the June 16 Board of Directors meeting for discussion.</p>

I certify that the above minutes are correct and approved by the Board of Directors.

Chris Daues, Secretary/Treasurer



Board of Directors

Meeting Minutes

Date: June 16, 2020 (11:30 p.m. to 1:30 p.m.)

Location: Web-based video conference on Zoom

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

Members not in attendance: Ms. Erin Brown and Ms. Penny May

Staff in attendance: Ms. Elsa Holguín, Ms. Ellen Braun, Dr. Marina M. Mendoza, Mr. Chris Miller, Ms. Tricia Nelson and Ms. Michelle Blubaugh

Guests: Ms. Priscilla Hopkins, Mr. Rob McDaniel, Dr. Lydia Prado and Ms. Dionne Williams

Agenda Topic	Discussion	Action/Follow-Up/Decision
Call to Order and Welcome		
Consent Agenda	Ms. Steele requested an overview of the COVID-19 Impact Tracking financial statement found on page 12 of the packet.	<p><i>Councilwoman Gilmore requested a narrative be included with the COVID-19 Impact Tracking financial statement.</i></p> <p><i>(For Approval)</i></p> <ul style="list-style-type: none">▪ May 13, 2020, Board Minutes▪ May 13, 2020, Board Email Minutes▪ April 2020, Financial Statements▪ May 2020, Statement of Financial Position <p>Mr. Baker motioned to approve the consent agenda; Ms. Watney seconded; All in favor, motion approved.</p>

Revenue Scenario Presentation	<p><u>Revenue Scenario Presentation</u></p> <p>Mr. McDaniel presented the Revenue Scenario Presentation, highlighting the following:</p> <ul style="list-style-type: none"> • Due to the current economic situation, a review will be presented monthly to better understand the impact to the Denver Preschool Program. • Current trends, both global and local, include: <ul style="list-style-type: none"> ○ Unemployment rates continue to be at historic highs and the greatest impact is concentrated in modest/low income jobs ○ The S&P 500 had the best 50-day run in history through June 3 • A brief overview of the City Budget Management Office was presented. Key highlights include: <ul style="list-style-type: none"> ○ Many assumptions of the City forecast align with the current DPP forecast ○ The current projected shortfall for the City budget in 2020 totals \$226 million and \$160 million in 2021 • Mr. McDaniel outlined the measures used to establish the DPP revenue forecast. Measures include the Down Jones Industrial Average, US Consumer Confidence Index, US COVID-19 cases, City sales and use tax estimates and local unemployment rates. Utilizing the outlined measures, a monthly index will be presented to Board. 	
DPP Attendance Waiver Extension	<p><u>DPP Attendance Waiver Extension</u></p> <p>Dr. Marina Mendoza presented the Attendance Waiver Extension, highlighting the following:</p> <ul style="list-style-type: none"> • On March 15, 2020, the Board of Directors approved an Attendance Policy Waiver for March through May to allow families to follow State and Local stay- and safer-at-home orders without penalty to their tuition credits and on May 13, 2020, the Board of Directors extended the waiver through June. • Following the approval of the extension for June, providers were required to complete a survey about summer. Below is what we know so far about community preschools. 	<p>Ms. Steele motioned to approve the DPP Attendance Waiver Extension for July as outlined in option A of the document; My Haynes seconded; All in favor, motion approved.</p>

	<ul style="list-style-type: none"> • With continued uncertainty and significant changes for early childhood, the staff is recommending to extend the waiver for July and address the policy again next month. 	
DPP Updates	<p><u>DPP Updates</u></p> <p>Mr. Hochstadt requested a discussion regarding the DPP equity statement emailed to the Board for review and approval. The Denver Preschool Program created an equity statement to outline the organizations intent to support a more equitable preschool landscape for Denver. The Board stressed the importance of making Board meetings accessible to the community, highlight inequities for the early childhood workforce and being intentional in doing equity work.</p> <p>Ms. Holguín presented additional DPP updates highlighting the following:</p> <ul style="list-style-type: none"> • DPP Reimagining Meetings: staff continues to reimagine all programmatic areas. A summary of the work will be presented at the July Board meeting. • : • DPP Annual Report Release: The 2019 annual report is now complete and will be released in the near future. • Preschool Group Size Update: The state mandate limiting group size to 10 children was lifted. 	Staff will revise the equity statement and request review and approval via email.
Community Updates	<p><u>Community Updates</u></p> <p>DPP Board and Community members presented Community Updates highlighting the following:</p> <ul style="list-style-type: none"> • Ms. Dionne Williams, Deputy Director at the Office of Children Affairs, shared Mayor Hancock’s COVID-19 recovery planning process. • Ms. Priscilla Hopkins, Executive Director of Denver Public Schools presented an overview on the plans for fall for DPS. 	

	<ul style="list-style-type: none"> Board Member, Anna Jo Haynes, President Emeritus of Mile High Montessori, presented an update on the ballot initiative to fund universal preschool. 	
Adjourn		Ms. Haynes motioned to adjourn; Ms. Steele seconded; All in favor, motion to adjourn approved.

I certify that the above minutes are correct and approved by the Board of Directors.

Daves, Chris, Secretary/Treasurer



Denver Preschool Program and Denver Public Schools

Meeting Minutes

Date: June 23, 2020 (12:00 p.m. to 1:00 p.m.)

Location: Web-based video conference on Zoom

Members in attendance: Mr. Zach Hochstadt (Chair), Michael Baker (Vice-Chair), Mr. Chris Daues (Secretary/Treasurer), Ms. Erin Brown, Councilwoman Gilmore, Ms. Anna Jo Haynes, Dr. Rebecca Kantor, Ms. Penny May, Ms. Amber Münck, Ms. Janice Sinden and Ms. Susan Steele

Members in attendance: Ms. Chris Watney

Staff in attendance: Ms. Elsa Holguin, Ms. Ellen Braun, Dr. Marina M. Mendoza, Mr. Chris Miller, Ms. Tricia Nelson and Ms. Michelle Blubaugh

Guests: Ms. Susana Cordova and Ms. Priscilla Hopkins

Agenda Topic	Discussion	Action/Follow-Up/Decision
Welcome		
DPP Updates	<p><u>DPP Updates</u></p> <p>Ms Holguín presented DPP updates highlighting the following:</p> <ul style="list-style-type: none">• DPP anticipates a decrease in revenue due to the COVID-19 pandemic. The staff has stayed in close communication with the Denver Public Schools Departments of Operations, Choice and Enrollment as well as Early Education.• The Denver Preschool Program has begun strategy work through a reimagine process..• The Denver Preschool Program deployed several projects to support children and providers during the COVID-19 pandemic. Projects include emergency funds to preschools, an attendance waiver and partnership with the Colorado Department of Human Services on the Emergency Childcare Funds.	
DPS Summer and Fall 2020 Plans	<p><u>DPS Summer and Fall 2020 Plans</u></p> <p>Ms. Susana Cordova, the Superintendent of Denver Public Schools, presented DPS Fall and Summer plans, highlighting the following:</p>	

	<ul style="list-style-type: none"> • DPS closed schools due to the COVID-19 virus on March 16-2020. • Initially, only 63 percent of their families had reliable internet. DPS issued remote hotspots to the families in need and by the close of the school year 90 percent of their families have reliable internet. • Denver Public Schools have planned for three scenarios to begin the 2020-2021 school year, the formal decision will be made in collaboration with the metro area health departments: <ol style="list-style-type: none"> 1. Students return to in-person learning 2. Fully remote learning continues 3. A hybrid model of in-person and remote learning • DPS is experiencing a large budget deficit due to the COVID-19 pandemic. <p>Ms. Priscilla Hopkins, Executive Director of Denver Public Schools, provided an update for early learning at DPS, highlighting the following:</p> <ul style="list-style-type: none"> • Due to the inability to have remote learning for preschool, DPS understands the importance of getting their youngest learners back to in-person learning 	
Question and Comments	<p>Question and Comments</p> <p>The Denver Preschool Program Board members had several questions for Ms. Cordova and Ms. Hopkins:</p> <ul style="list-style-type: none"> • Ms. Sinden asked about the management of transportation and supporting social distancing. <ul style="list-style-type: none"> ○ Ms. Cordova indicated that they were gathering information on best practices and demand for transportation. • Ms. Sinden asked how DPP can support the Denver Public Schools. <ul style="list-style-type: none"> ○ Ms. Cordova ask that DPP continue advocate for funding and collaborate in long-term plans for early childhood. • Councilwoman Gilmore inquired about access to masks for children and families. 	

	<ul style="list-style-type: none"> • Mr. Daues inquired about the ramifications in regards to social interaction for families opting for their students' to attend 100 percent remote. <ul style="list-style-type: none"> ○ Ms. Cordova acknowledged that there are risks for kids attending 100 percent remotely and DPS will continue to work to mitigate those risks. • Mr. Hochstadt inquired about how DPS is working to ensure child care deserts and supporting vulnerable populations. <ul style="list-style-type: none"> ○ Ms. Cordova acknowledged the exacerbated challenge to support child care deserts and vulnerable populations. 	
Adjourn		Mr. Hochstadt motioned to adjourn; Ms. Steele seconded; All in favor, motion to adjourn approved.

I certify that the above minutes are correct and approved by the Board of Directors.

Daues, Chris, Secretary/Treasurer

Denver Preschool Program Full Board Meeting

Email Correspondence

Date: June 26, 2020

Members on email correspondence: Mr. Zach Hochstadt (Chair), Mr. Michael Baker (Vice-Chair), Mr. Chris Daues (Secretary/Treasurer), Ms. Erin Brown, Councilwoman Stacie Gilmore, Ms. Anna Jo Haynes, Dr. Rebecca Kantor, Ms. Penny May, Ms. Amber Münck, Ms. Janice Sinden, Ms. Susan Steele and Ms. Chris Watney

Guests on email correspondence: Dr. Lydia Prado and Ms. Anne Rowe

Staff on email correspondence: Ms. Elsa Holguín, Ms. Ellen Braun, Ms. Tricia Nelson and Ms. Michelle Blubaugh

Agenda Topic	Discussion	Action/Follow-Up/Decision
DPP Racial Justice and Equity Statement	<p>DPP Racial Justice and Equity Statement</p> <p>In a show of solidarity with our communities of color, an updated Racial Justice and Equity statement to take a stand against racism was presented to the Board of Directors.</p> <p>Request for Approval:</p> <p><i>Motion to approve the DPP Racial Justice and Equity Statement.</i></p>	<p>Ms. Haynes moved to approve the DPP Racial Justice and Equity Statement; Mr. Hochstadt seconded; Ms. Steele, Ms. Sinden, Councilwoman Gilmore, Ms. Brown, Mr. Daues, Ms. Watney, Dr. Kantor, Mr. Baker and Ms. May approved; Ms. Münck did not vote; motion approved.</p>

I certify that the above minutes are correct and approved by the Board of Directors.

Chris Daues, Secretary/Treasurer



Board of Directors

Meeting Minutes

Date: July 21, 2020 (11:00 a.m. to 1:30 p.m.)

Location: Web-based video conference on Zoom

Members in attendance: Mr. Zach Hochstadt (Chair), Mr. Michael Baker (Vice-Chair), Mr. Chris Daues (Secretary/Treasurer), Ms. Erin Brown, Councilwoman Stacie Gilmore, Ms. Anna Jo Haynes, Dr. Rebecca Kantor, Ms. Penny May, Ms. Janice Sinden and Ms. Susan Steele
Members not in attendance: Ms. Amber Münck and Ms. Chris Watney

Staff in attendance: Ms. Elsa Holguín, Ms. Ellen Braun, Dr. Marina M. Mendoza, Mr. Chris Miller, Ms. Tricia Nelson and Ms. Michelle Blubaugh

Guests: Mr. Nathaniel Cradle, Ms. Amber Giaque Anderson, Ms. Priscilla Hopkins, Ms. Andi Ives, Mr. Rob McDaniel, Ms. Kara Penn, Dr. Lydia Prado and Ms. Anne Rowe

Agenda Topic	Discussion	Action/Follow-Up/Decision
Call to Order and Welcome		
Consent Agenda		<p>(For Approval)</p> <ul style="list-style-type: none">▪ June 12, 2020 Board Email Minutes▪ June 16, 2020 Board Minutes▪ June 23, 2020 Board Minutes▪ June 26, 2020 Board Email Minutes▪ May 2020, Financial Statements▪ June 2020, Statement of Financial Position <p>Ms. Sinden motioned to approve the consent agenda; Mr. Baker seconded; All in favor, motion approved.</p>

Revenue Scenario Summary	<p><u>Revenue Scenario Summary</u></p> <p>Mr. McDaniel presented a summary of the Revenue Scenario including both national and local analysis. Key takeaways include: highlighting the following:</p> <ul style="list-style-type: none"> • Emerging trends include historically high levels of unemployment and COVID-19 cases continuing to rise in the US. As the nation looks towards recovery a vaccine available in late 2020 is promising and the improvement in treatment shows an increase in survival rates. • Ms. Steele asked about what key data points would indicate to the organization to shift operations. DPP is utilizing multiple data sources to support the analysis, including monthly meetings with the City Budget Management Office. • The Denver Preschool Program monthly scorecard indicates a slight increase in sales and use tax implications for DPP. The current pro forma estimates between \$18.5 and \$18.9 million for 2020 revenue. 	
DPP Attendance Waiver Extension	<p><u>DPP Attendance Waiver Extension</u></p> <p>Dr. Mendoza presented the DPP Attendance Waiver Extension Proposal, highlighting the following:</p> <ul style="list-style-type: none"> • The health, safety, and well-being of all families, preschool providers, and staff is a priority during the COVID-19 pandemic. This lead the Board of Directors to initially approve an Attendance Policy Waiver on March 15, 2020 for March through May, then extended it for June and July. • For many providers, mid-August is when most preschoolers in the 2019-2020 program year will be transitioning in to kindergarten classrooms and new 2020-2021 program year students will be entering their last year of preschool. Therefore, the budget impacts of continuing the waiver through August are relatively unknown due to these variabilities with program years transitioning. • DPP distributed \$2,031,767 in tuition credits to community sites from March to May. This was approximately \$481,000 in additional funding to cover costs during the crisis. 	<p>Mr. Baker motioned to approve staff recommended Option A of the DPP Attendance Waiver Extension; Ms. Haynes seconded; All in favor, motion approved.</p>

	<ul style="list-style-type: none"> Three scenarios were presented to the Board: <ul style="list-style-type: none"> Option A – Continue the waiver through August Option B – Allow the waiver to expire and opt for a phased-in approach by updated DPP’s attendance policy from a 7-day grace period to a 14-day grace period. Option C – Allow the waiver to expire <p><u>DPP Staff Recommended Option A: Attendance Policy Waiver Extension through August.</u></p> <p>With continued uncertainty and limited additional budget impact, staff is recommending the Attendance Policy Waiver to continue through August 2020 and pay full tuition credits for all DPP-approved students as long as students remain enrolled at their preschool and the provider meets the waiver eligibility requirements.</p> <p>Mr. Hochstadt expressed that several months ago we were looking at a scenario where we anticipated that several community providers might close and thanks in part to DPP, only one community provider permanently close due to COVID-19 so far.</p>	
Community Updates	<p><u>Community Updates</u></p> <p>Mr. Hochstadt advised that the Community Updates agenda topic is a where DPP can allow greater opportunity for community participation.</p> <p>Ms. Sinden raised the question surrounding logistics of the meeting and whether it supports a great community presence.</p> <p>Mr. Hochstadt expressed concern about the technical terms and acronyms used and how DPP will need to communicate so community members can understand.</p>	
DPP Reimagining Work	<p><u>DPP Reimagining Work</u></p> <p>Ms. Holguín presented updates to the DPP Reimagining Work, highlighting the following:</p> <ul style="list-style-type: none"> In the midst of significant change, DPP must consider new avenues for impact and support to community. DPP staff held strategy sessions to identify current state, barriers and opportunities and outline near-term goals and priorities. 	<p>Ms. Sinden motioned to approve the outlined strategic direction of the DPP Reimagining Work; Mr. Daues seconded; All in favor, motion approved.</p>

	<p>Staff is requesting review and approval of the strategic direction outlined.</p> <ul style="list-style-type: none"> • Several program and operational concerns were outlined including liability risks, revenue volatility, uncertainty in identifying quality and sustainability. • Reimagining strategy was presented for Tuition Credits, Quality Improvement, Evaluation and Communications. The strategies included a vision, concerns and ideas for impact. • Ms. Brown requested the organization define equity and what it means to support it within the community. 	
Executive Session - Contracts	<p><u>Executive Session - Contracts</u></p> <p>The Board entered Executive Session to discuss contracts.</p>	Ms. Sinden motioned enter into Executive Session; Mr. Baker seconded; All in favor, motion approved.
Adjourn		Ms. Sinden motioned to adjourn; Mr. Baker seconded; All in favor, motion to adjourn approved.

I certify that the above minutes are correct and approved by the Board of Directors.

Daues, Chris, Secretary/Treasurer



Board of Directors

Meeting Minutes

Date: August 18, 2020 (11:30 p.m. to 1:30 p.m.)

Location: Web-based video conference on Zoom

Members in attendance: Mr. Zach Hochstadt (Chair), Mr. Michael Baker (Vice-Chair), Mr. Chris Daues (Secretary/Treasurer), Ms. Erin Brown, Councilwoman Stacie Gilmore, Ms. Anna Jo Haynes, Dr. Rebecca Kantor, Ms. Penny May, Ms. Amber Münck, Ms. Susan Steele and Ms. Chris Watney

Members not in attendance: Ms. Janice Sinden

Staff in attendance: Ms. Elsa Holguín, Ms. Ellen Braun, Dr. Marina M. Mendoza, Mr. Chris Miller, Ms. Tricia Nelson and Ms. Michelle Blubaugh

Guests: Ms. Amber Giauque Callender, Ms. Priscilla Hopkins, Ms. Andrea Ives, Mr. Rob McDaniel, Ms. Bridgitt Mitchell, Dr. Lydia Prado, Ms. Anne Rowe, Councilwoman Amanda Sandoval and Ms. Jane Walsh

Agenda Topic	Discussion	Action/Follow-Up/Decision
Call to Order		
Consent Agenda		<p>(For Approval)</p> <ul style="list-style-type: none">▪ July 21, 2020 Board Minutes▪ June 2020, Financial Statements▪ July 2020, Statement of Financial Position <p>Ms. Haynes motioned to approve the consent agenda; Ms. Watney seconded; All in favor, motion approved.</p>

Executive Session - Contracts	<p><u>Executive Session</u> The Board entered Executive Session to discuss contracts.</p>	<p>Ms. Brown motioned enter into Executive Session; Ms. May seconded; All in favor, motion approved.</p>
Revenue Scenario Summary	<p><u>Revenue Scenario Summary</u> Mr. McDaniel presented updates to DPP’s Revenue Scenario, highlighting the following:</p> <ul style="list-style-type: none"> • Monthly Update <ul style="list-style-type: none"> ○ Infection rates are rising nationally ○ Unemployment rate continues to decline • Review of the sales and use tax codes indicate a continued decrease, May 2020 compared to the same time last year is a 15 percent decrease. • The monthly scorecard for DPP estimates revenue for 2020 between \$18.7 and \$19.1 million. 	
Reserves Update	<p><u>Reserves Update</u> Ms. Braun presented an update on the DPP reserves, highlighting the following:</p> <ul style="list-style-type: none"> • DPP staff understands the complexities of the reserves; the latest update is a new take on outlining current reserves. • Based on the assumptions presented, DPP will utilize \$4.073 million in reserves to cover the 2020 deficit. The current forecast assumes a continuation of the attendance waiver through 2020. • DPP’s current reserves policy designates \$13,500,000 to the administrative, programmatic and 2027 reserves designations. <p>Ms. Braun also provided an overview of the meeting with the City Budget Management Office. The latest revenue numbers will be included in the July financial statements.</p>	

<p>DPP Reimagining Work</p>	<p><u>DPP Reimagining Work</u></p> <ul style="list-style-type: none"> • Dr. Mendoza presented the Gap Scholarship Pilot program update, highlighting the following: The successes, goals and opportunities for growth of the Gap Scholarship Pilot were outlined. <p>DPP staff requested approval from the Board of Directors to reauthorize the Gap Scholarship Pilot Program for a second year with the opportunity to explore the potential reimagining updates as in the Board packet.</p> <p>Ms. Steele posed the question whether this is something the organization can afford during the crisis and reduction of reserves. Ms. Prado pointed out that a fundamental value of the Denver Preschool Program is to support equity, and this program will do just that.</p> <p>Ms. Mendoza also reminded the Board that reauthorization of the pilot is for two years.</p>	<p>Ms. Haynes motioned to approve reauthorization of the Gap Scholarship Pilot with the opportunity to explore potential reimagining updates; Ms. Münck seconded; All in favor, motion approved.</p>
<p>Quality Improvement Framework <i>(Review and Approval)</i></p>	<p><u>Quality Improvement Framework</u></p> <p>Mr. Miller presented the Quality Improvement Framework, highlighting the following:</p> <ul style="list-style-type: none"> • The Denver Preschool Program (DPP) annually invests between 10 to 14 percent of its program budget into quality improvement (QI) for its contracted providers. • DPP's QI framework, which has included: coaching, completion of CLASS® observations, quality improvement funding for classroom learning materials or early childhood education (ECE) coursework/conferences and other training opportunities, developmentally-appropriate curriculum and child assessment resources, achievement awards, scholarships and ongoing relationship management and supports for providers. <p>The Denver Preschool Program staff presented the 2020-2021 Quality Improvement Contract not-to-exceed budget amounts, as outlined in the Board packet and recommended by the Finance and Governance Committee, for Board review and approval, along with contract approval terms for September 1, 2020 through August 31, 2021.</p>	<p>Councilwoman Gilmore motioned to approve the 2020-2021 Quality Improvement Contract not-to-exceed amount in addition to the expansion of the T.E.A.C.H.® Scholarships Board Designated Fund to the Educator Scholarship Board Designated Fund; Ms. May seconded; All in favor, motion approved.</p>

	Staff also requested Board approval to expand the Board Designated Fund for T.E.A.C.H. Scholarships® to include additional scholarship models. If approved, the fund would be renamed to the Educator Scholarship Board Designated Fund.	
Equity Plan for DPP	<u>Equity Plan for DPP</u> Ms. Holguín informed the Board that at our last meeting, there was a request to define equity. The organization will hire a consultant to assist DPP with equity work.	
Community Updates	<u>Community Updates</u> No community updates were presented.	
Adjourn		Councilwoman Gilmore motioned to adjourn; Ms. Watney seconded; All in favor, motion to adjourn approved.

I certify that the above minutes are correct and approved by the Board of Directors.

Daues, Chris, Secretary/Treasurer

Denver Preschool Program Full Board Meeting

Email Correspondence

Date: September 2, 2020

Members on email correspondence: Mr. Zach Hochstadt (Chair), Mr. Michael Baker (Vice-Chair), Mr. Chris Daues (Secretary/Treasurer), Ms. Erin Brown, Councilwoman Stacie Gilmore, Ms. Anna Jo Haynes, Dr. Rebecca Kantor, Ms. Penny May, Ms. Amber Münck, Ms. Janice Sinden, Ms. Susan Steele and Ms. Chris Watney

Guests on email correspondence: Dr. Lydia Prado, Ms. Anne Rowe and Councilwoman Amanda Sandoval

Staff on email correspondence: Ms. Elsa Holguín, Ms. Ellen Braun, Ms. Tricia Nelson and Ms. Michelle Blubaugh

Agenda Topic	Discussion	Action/Follow-Up/Decision
DPP Fall 2020 Pandemic Plan	<p>DPP Fall 2020 Pandemic Plan</p> <p>As the Denver community moves into a sustained pandemic period and DPP looks ahead to a new program year a revised approach to provide a sustainable form of support to respond to the shifting needs of families and providers was proposed.</p> <p>The proposed plan is three-fold: adjust the attendance policy, reinvest unused tuition credits and explore funding alternative learning environments beyond licensed, in-person preschool.</p> <p>Request for Approval: <i>DPP staff is requesting approval from the Board of Directors to approve a sustained COVID-19 fall 2020 plan that will be implemented beginning September 1, 2020. The plan includes updating the attendance policy grace period, reinvesting unused tuition credits, and creating an accountability framework to fund alternative learning environments as outlined on the Fall 2020 Pandemic Plan document.</i></p>	<p>Ms. Brown moved to approve the Fall 2020 Pandemic Plan; Ms. Watney seconded; Dr. Kantor, Mr. Daues, Ms. May, Ms. Sinden, Mr. Baker, Ms. Haynes, Mr. Hochstadt and Ms. Steele approved; Ms. Münck and Councilwoman Gilmore and did not vote; motion approved.</p>

I certify that the above minutes are correct and approved by the Board of Directors.

Chris Daues, Secretary/Treasurer

Board of Directors

Meeting Minutes

Date: September 15, 2020 (11:30 p.m. to 1:30 p.m.)

Location: Web-based video conference on Zoom

Members in attendance: Mr. Zach Hochstadt (Chair), Mr. Michael Baker (Vice-Chair), Mr. Chris Daues (Secretary/Treasurer), Ms. Anna Jo Haynes, Dr. Rebecca Kantor, Ms. Penny May, Ms. Amber Münck, Dr. Lydia Prado, Ms. Anne Rowe, Councilwoman Amanda Sandoval, Ms. Janice Sinden and Ms. Susan Steele

Members not in attendance: Ms. Erin Brown and Ms. Chris Watney

Staff in attendance: Ms. Elsa Holguín, Ms. Ellen Braun, Dr. Marina M. Mendoza, Mr. Chris Miller, Ms. Tricia Nelson and Ms. Michelle Blubaugh

Guests: Dr. Suzanne Delap, Dr. Meg Franko, Ms. Priscilla Hopkins, Ms. Andrea Ives, Mr. Rob McDaniel, Ms. Katie Nicolaou and Ms. Dionne Williams

Agenda Topic	Discussion	Action/Follow-Up/Decision
Call to Order and Welcome	<u>Call to Order and Welcome</u>	
Early Milestones Presentation	<u>Early Milestones Presentation</u> As part of Colorado's COVID-19 Early Research Partnership, Early Milestones Colorado issued a needs assessment survey to providers and parents. Dr. Suzanne Delap, Research and Policy Fellow and Dr. Meg Franko, Director of Research and Policy, summarized the impacts the pandemic has had on preschool providers across the state. Highlights include: <ul style="list-style-type: none"> Preschools who did not participate in federal, state or local early childhood funding programs were 1.7 times more likely to have closed. 	

	<ul style="list-style-type: none"> Overall, preschools across the state reported a 41 percent decrease in enrollment for 4-year-olds, while DPP schools reported a 35 percent decrease in enrollment. 	
Child Care Crisis Discussion	<p><u>Child Care Crisis Discussion</u></p> <p>Following the Early Milestones Colorado presentation the Board went into breakout rooms to discussion the following questions:</p> <ul style="list-style-type: none"> What are your greatest concerns for DPP providers, workforce and families? How has DPP been protective for DPP providers, workforce and families? What top 3 investments does this data suggest for the coming program year? <p><u>Key themes included the need to support family choice through the pandemic and acknowledgement that DPP preschool providers are faring better than the state as a whole.</u></p>	
Consent Agenda	<u>Consent Agenda</u>	<p><i>(For Approval)</i></p> <ul style="list-style-type: none"> August 18, 2020 Board Minutes September 2, 2020 Board Email Minutes July 2020, Financial Statements August 2020, Statement of Financial Position <p>Ms. Haynes motioned to approve the consent agenda; Ms. Sinden seconded; All in favor, motion approved.</p>
Revenue Scenario Summary	<p><u>Revenue Scenario Summary</u></p> <p>Mr. McDaniel presented the Revenue Scenario Summary, highlighting the following:</p>	

	<ul style="list-style-type: none"> Financial revisions to the 2020 projections are largely based on an increase in sales and use tax in June. Current models indicate that 2020 sales tax will be approximately 12 percent below original budget numbers. This is a positive change. The focus of the analysis will shift to the 2021 budget 	
Reserves Update	<p><u>Reserves Update</u></p> <p>Ms. Braun presented the Reserves Update, highlighting the following:</p> <ul style="list-style-type: none"> The current financials forecast indicates the need to use \$2,468,750 from reserves to cover the 2020 budget deficit. Estimated net assets of \$17,172,173 at December 31, 2020 When considering the existing designated reserves projects, estimated net assets decreases to \$12,620,488. DPP's current reserves policy designates \$13,500,000 to the administrative, programmatic and 2021 reserves designations, which are not included in the numbers above. <p>Ms. Steele requested the definition of the programmatic reserve. This information will be included in the next Board Packet.</p>	
Foster Care Policy <i>(Review and Approval)</i>	<p><u>Foster Care Policy</u> <i>(Review and Approval)</i></p> <p>Dr. Mendoza presented the Foster Care Policy proposal, highlighting the following:</p> <ul style="list-style-type: none"> Categorical eligibility is a criteria factor that allows anyone who fulfills the set forth criteria to be automatically eligible for all or a portion of a specified service or program. <p>The Denver Preschool Program staff is requesting approval to create categorical eligibility criteria into DPP's income tier 1 for foster care children as proposed on page 39 and 40 of the Board packet.</p> <p>The Office of Children's Affairs expressed their support for this policy change.</p>	<p>Ms. May motioned to approve Foster Care Policy; Mr. Daues seconded; All in favor, motion approved.</p>

Proposition EE Endorsement <i>(Review and Approval)</i>	<p><u>Proposition EE Endorsement</u> <i>(Review and Approval)</i></p> <p>Ms. Holguín presented the Proposition EE Endorsement, highlighting the following:</p> <ul style="list-style-type: none"> • If approved, Proposition EE will increase taxes on tobacco and vaping products. The revenue from the taxes will be dedicated to various health and education programs, most notably a universal preschool model for Colorado. • Current estimates indicate the revenue will create \$2 billion for universal pre-k over 10 years. • This proposition is in line with DPP mission and values. DPP staff is requesting an endorsement of Proposition EE by the Finance and Governance Committee. <p>Ms. Sinden and Ms. Steele inquired about the process to vet and determine eligibility for endorsement. Ms. Holguín will include criteria to the Legislative Advocacy Policy, the Finance and Governance Committee determines eligibility for endorsement.</p>	<p>Ms. Haynes motioned to approve DPP's endorsement of Proposition EE; Ms. Sinden seconded; Approved. Ms Steele is recorded as abstaining.</p>
Equity Plan for DPP	<p><u>Equity Plan for DPP</u></p> <p>Ms. Holguín updated the Board on its plan to hire and work with a consultant on developing an equity plan for DPP.</p>	
Community Updates	<p><u>Community Updates</u></p> <p>Mr. Hochstadt opened the floor for community updates or information.</p> <p>With no community updates the Denver Preschool Program discussed the most recent communications to Board members by Denver Public School teachers. DPP will be crafting a response to the teachers.</p>	
Adjourn		<p>Ms. Haynes motioned to adjourn; Ms. Steele seconded; All in favor, motion to adjourn approved.</p>

I certify that the above minutes are correct and approved by the Board of Directors.

Daues, Chris, Secretary/Treasurer



Board of Directors

Meeting Minutes

Date: October 20, 2020 (11:30 p.m. to 1:30 p.m.)

Location: Web-based video conference on Zoom

Members in attendance: Mr. Zach Hochstadt (Chair), Mr. Michael Baker (Vice-Chair), Mr. Chris Daues (Secretary/Treasurer), Ms. Erin Brown, Ms. Anna Jo Haynes, Ms. Penny May, Ms. Amber Münck, Dr. Lydia Prado, Ms. Janice Sinden, Ms. Susan Steele and Ms. Chris Watney

Members not in attendance: Dr. Rebecca Kantor, Ms. Anne Rowe and Councilwoman Amanda Sandoval

Staff in attendance: Ms. Elsa Holquin, Ms. Ellen Braun, Dr. Marina M. Mendoza, Mr. Chris Miller, Ms. Tricia Nelson and Ms. Michelle Blubaugh

Guests: Ms. Amber Giaque Callender, Ms. Priscilla Hopkins, Mr. Rob McDaniel and Ms. Dionne Williams

Agenda Topic	Discussion	Action/Follow-Up/Decision
Call to Order		
Consent Agenda		<p>(For Approval)</p> <ul style="list-style-type: none">September 15, 2020, Board MinutesAugust 2020, Financial StatementsSeptember 2020, Statement of Financial PositionReimagining Board Designation <p>Ms. Sinden motioned to approve the consent agenda; Ms. Haynes seconded; All in favor, motion approved.</p>

Revenue Scenario Summary	<p><u>Revenue Scenario Summary</u></p> <p>Mr. McDaniel presented an update to the Revenue Scenario, highlighting the following:</p> <ul style="list-style-type: none"> • City of Denver has issued a revised “Safer at Home” order due to a rise in COVID-19 cases. • DPS has chosen to delay in-person learning for middle school and high school due to the increase in cases across the community. • Review of the global landscape indicates a virus resurgence, slow long-term growth, and a muted world recovery. Initial data indicates that Denver may have a better economic recovery. 	
2021 Draft Budget Proposal	<p><u>2021 Draft Budget Proposal</u></p> <p>The DPP Staff presented the 2021 Budget Proposal, highlighting the following:</p> <ul style="list-style-type: none"> • Since the onset of the COVID-19 pandemic in March 2020, the Denver Preschool Program began recession and revenue scenario planning. The 2021 revenue amount is based on the analysis of this planning and continues the philosophy of a zero based budget. • The City of Denver projects the DPP revenue to be \$23.108 million. • The Denver Preschool Program Board of Directors has elected to budget projected revenue at \$21.180, \$1.928 million below the City projections. • Due to the new TABOR emergency reserve requirement of 3 percent of annual City revenue, the Denver Preschool Program must retain \$691,274 at the City for 2020 TABOR reserve based on the 2019 actuals. Ms. Williams, Executive Director at the Office of Children’s Affairs, requested clarification on the TABOR Emergency Reserve on page 46 of the packet. <p>Tuition Credits</p> <ul style="list-style-type: none"> • Total calendar year tuition credits are budgeted to be \$15.240 million (72.0 percent of adjusted City revenue) 	<p>The final draft of the 2021 Budget Proposal will be presented to the Board at the December 15, 2020 Board Meeting for approval.</p> <p>Ms. Steele motioned to approve the commitment that the 2021-2022 tuition credit scale will not decrease from the 2020-2021 levels; Mr. Hochstadt seconded; All in favor, motion approved.</p> <p>The announcement to uphold the 2020-2021 tuition credit levels for 2021-2022 will be made immediately.</p>

	<ul style="list-style-type: none"> Due to the COVID-19 pandemic and the uncertainty in both student enrollment and program revenue, the 2021-2022 tuition credit scale will be published in the spring of 2021. <p>Quality Improvement</p> <ul style="list-style-type: none"> Total quality improvement (QI) is budgeted at \$2.254 million (10.6 percent of adjusted City revenue). The decrease in activities includes the elimination of the CLASS® observations and reductions in the flexible/choice grants, coaching and non-coaching contractor staffing. Budgets for professional development, Child Development Associate (CDA™) scholarships and achievement awards closely align with 2020 expenses. <p>Enrollment and Customer Service</p> <ul style="list-style-type: none"> Enrollment and customer service is budgeted at \$646,665 (3.1 percent of adjusted City revenue). The budget is primarily driven by the MetrixIQ contract, which oversees DPP application and tuition credit processing as well as the development of the DPP tuition credit scale, on-call consulting services and administration of the Gap Scholarship Pilot. <p>Evaluation</p> <ul style="list-style-type: none"> Total evaluation is budgeted at \$922,085 (4.4 percent of adjusted City revenue). This budget is divided between three contractors: The Flahive Group, LLC, National Opinion Research Center and University of Colorado – Denver, Butler Institute at University of Denver and the Implementation Group. <p>Ms. Steele requested details of the Butler Institute research. Dr. Mendoza explained that Butler oversees our operations evaluation.</p> <p>Community Outreach</p> <ul style="list-style-type: none"> Total community outreach is budgeted at \$733,400 (3.5 percent of adjusted City revenue). 	
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	<ul style="list-style-type: none"> • Non-contract hourly includes paid advertising, photography, website expense, printing and mailings costs, and community outreach events. Non-contract hourly is \$336,805 lower than the previous year budget. The decrease is driven by the COVID-19 pandemic impact. <p>Other Outside Contract Services</p> <ul style="list-style-type: none"> • Total Other Outside Contract Services are budgeted at \$49,600 (0.2 percent of adjusted City revenue). <p>New Initiatives</p> <ul style="list-style-type: none"> • Total New Initiatives are budgeted at \$249,335 (1.2 percent of adjusted City revenue). • New initiatives will be used for implementation of pilot projects and initiatives as a result of upcoming task force meetings. <p>Administrative Expenses</p> <ul style="list-style-type: none"> • Administrative Expense is budgeted at \$1.085 million (5.1 percent of adjusted City revenue). • The remaining 1.9 percent of the 7.0 percent cap set by the City contract will be used within the program budget. • Facilities expenses (rent and utilities) make up 7.5 percent of the total proposed administrative budget. • Payroll expenses are 66.7 percent of the total proposed administrative budget. <p>Other Revenue</p> <ul style="list-style-type: none"> • On February 18, 2020, the Board of Directors approved an Investment Policy to provide a clear statement of the program's investment objectives. Due to the COVID-19 pandemic, interest earned on the Reserves accounts is approximately \$100 per month and thus Other Revenue is not significant enough to include in the budget. <p>Board Designated Reserves</p> <ul style="list-style-type: none"> • Per the Reserves Policy approve on February 18, 2020, there are four reserves designations. The 2021 reserves levels will be 	
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	<p>presented at the next Finance and Governance Committee meeting and included in the December presentation to the Board of Directors.</p> <p>2021 Budget Philosophy Ms. Braun presented the budget philosophy, noting the following:</p> <ul style="list-style-type: none"> • Due to the COVID-19 pandemic, the 2021 budget process for DPP will deviate from a typical year. This approach creates several considerations in the 2021 budget philosophy that are crucial to understanding and preparing for the uncertainties of 2021. • The 2021 proposed budget is \$1.928 million below the City's projections. Should sales tax collections exceed the proposed budget, the Denver Preschool Program must have a plan to spend the excess funds. • The Denver Preschool Program proposes to announce to participating preschool providers that the 2021-2022 tuition credit scale will not decrease from 2020-2021 levels. This announcement will provide stability for preschools while allowing the Denver Preschool Program to monitor key data points and postpone the formal approval of the scale until the spring of 2021. 	
<p>Reimagining Projects <i>(Review and Approval)</i></p>	<p>Reimagining Projects Dr. Mendoza and Mr. Miller presented the latest Reimagining Projects, highlighting the following:</p> <ul style="list-style-type: none"> • Layering Funding/Published Rate Policy <ul style="list-style-type: none"> ○ The Denver Preschool Program staff is requesting approval to update the Layering Funds/Published Tuition Rate Policy to the update outlined on page 58 of the packet. • DPP Strengthening Grants <ul style="list-style-type: none"> ○ The Denver Preschool Program staff is presenting the DPP Strengthening Grants that would be created using the Reimagining Board Designated fund. 	<p>Ms. Steele motioned to approve piloting the proposed Cost of Care Policy as outlined on page 58 of the Board packet; Ms. Haynes seconded; All in favor, motion approved.</p> <p>.</p> <p>Ms. Watney motioned to approve the Strengthening Grants; Dr. Prado seconded; All in favor, motion approved.</p>

	<ul style="list-style-type: none"> ○ Grants will be available to community providers with priority given to schools that serve a high percentage of low-income families, are located in child care deserts or neighborhoods of concentrated disadvantage, and are in danger of permanent closure. • Family Child Care Insurance Allowance <ul style="list-style-type: none"> ○ The Denver Preschool Program will pilot an allowance to all participating family child care providers for the purpose of supporting the cost of the general liability insurance premium for the 2020-2021 program year. The annual budget is estimated at \$10,600. <p>Ms. Steele inquired if we need to provide the Insurance Allowance to all DPP providers and not just FCCH homes. DPP staff indicated that this pilot was created with an equity lens; supporting family child care homes will create greater choice for families.</p>	<p>Ms. Haynes motioned to approve the Family Child Care Insurance Allowance; Mr. Baker seconded; All in favor, motion approved.</p>
<p>Board Governance and Procedures</p>	<p><u>Board Governance and Procedures</u></p> <p>Ms. Holguín advised the Board that the November Board of Directors meeting will focus on Board Governance:</p> <ul style="list-style-type: none"> • Ms. Romaine Pacheco, the Director for the Governor’s Office of Boards and Commissions will present at the November 17 Board of Directors meeting. • The Equity, Diversity and Inclusion facilitators, Dr. Rosemarie Allen with Spirit of Excellence and Darrell Hammond Sr. with Higher Ground will be introduced at the November 17 Board of Directors meeting. 	
<p>Community Updates</p>	<p><u>Community Updates</u></p> <p>Mr. Hochstadt opened the floor for community updates or information.</p> <ul style="list-style-type: none"> • Ms. Priscilla Hopkins, Executive Director of Denver Public Schools, advised that due to lower enrollment numbers DPS has reassigned 20 Early Childhood teachers and 20 Early Childhood Para-Professionals to support remote and in-person classrooms. 	

	<ul style="list-style-type: none"> • DPS has been experiencing an uptick in COVID cases, mostly in their teachers/staff and older students. • Ms. Dionne Williams, Executive Director at the Office of Children's Affairs, advised that the city is exploring ways to support remote learning for Spanish speaking students. • Ms. Anna Jo Haynes of Mile High Early Learning gave an update on Proposition EE. 	
Adjourn		Ms. Sinden motioned to adjourn; Mr. Daues seconded; All in favor, motion to adjourn approved.

I certify that the above minutes are correct and approved by the Board of Directors.

Daues, Chris, Secretary/Treasurer

Denver Preschool Program Full Board Email Vote

Email Correspondence

Date: October 28, 2020

Members on email correspondence: Mr. Zach Hochstadt (Chair), Mr. Michael Baker (Vice-Chair), Mr. Chris Daues (Secretary/Treasurer), Ms. Erin Brown, Ms. Anna Jo Haynes, Dr. Rebecca Kantor, Ms. Penny May, Ms. Amber Münck, Dr. Lydia Prado, Ms. Anne Rowe, Councilwoman Amanda Sandoval, Ms. Janice Sinden, Ms. Susan Steele and Ms. Chris Watney

Staff on email correspondence: Ms. Elsa Holguín, Ms. Ellen Braun, Ms. Tricia Nelson, Mr. Chris Miller, Dr. Marina Mendoza and Ms. Michelle Blubaugh

Agenda Topic	Discussion	Action/Follow-Up/Decision
Denver Preschool Program Distance Learning Pilot	<p>Denver Preschool Program Distance Learning Pilot</p> <p>The Denver Preschool Program (DPP) is committed to providing options that will best support our families to be able to continue to access to high-quality preschool. DPP will continue to support in-person learning through our tuition credit scale, but many families are unable to attend and thus unable to use the tuition credit funding. The Denver Preschool Program is proposing to launch a Distance Learning Pilot to create alternative learning options for children and families.</p> <p>Request for Approval: <i>DPP staff is requesting approval from the Board of Directors to approve a Distance Learning Pilot that will be implemented beginning November 1, 2020. The Pilot includes parameters to ensure a quality distance learning experience and support an alternative learning environment, while remaining true to our mission. The initial not-to-exceed budget of \$700,000 for November 2020 to May 2021 to support the infrastructure of the distance learning pilot. The budget will be funded by the Board approved Reimagining Fund Designation.</i></p>	<p>Ms. Watney moved to approve the DPP Distance Learning Pilot; Ms. Haynes seconded; Mr. Hochstadt, Mr. Daues, Mr. Baker, Ms. Sinden, Ms. Münck, Councilwoman Sandoval, Ms. Brown, Ms. Steele, Ms. May, Dr. Kantor, Ms. Rowe and Dr. Prado approved; motion approved.</p>

I certify that the above minutes are correct and approved by the Board of Directors.

Chris Daues, Secretary/Treasurer



Board of Directors

Meeting Minutes

Date: November 17, 2020 (11:30 p.m. to 1:30 p.m.)

Location: Web-based video conference on Zoom

Members in attendance: Mr. Zach Hochstadt (Chair), Mr. Michael Baker (Vice-Chair), Mr. Chris Daues (Secretary/Treasurer), Ms. Erin Brown, Ms. Anna Jo Haynes, Dr. Rebecca Kantor, Ms. Penny May, Ms. Amber Münck, Dr. Lydia Prado, Ms. Anne Rowe, Ms. Janice Sinden and Ms. Susan Steele

Members not in attendance: Councilwoman Amanda Sandoval and Ms. Chris Watney

Staff in attendance: Ms. Elsa Holguin, Ms. Ellen Braun, Dr. Marina M. Mendoza, Mr. Chris Miller, Ms. Tricia Nelson and Ms. Michelle Blubaugh

Guests: Dr. Rosemarie Allen, Mr. Darrell Hammond, Ms. Priscilla Hopkins, Mr. Rob McDaniel, Ms. Romaine Pacheco, Ms. Kara Penn and Ms. Dionne Williams

Agenda Topic	Discussion	Action/Follow-Up/Decision
Call to Order		
Consent Agenda	<ul style="list-style-type: none">Ms. Steele requested more detail on the decisions surrounding the 2021 communications contracts. Ms. Nelson provided an overview of the restructuring of the communications support, primarily due to the reduced budget in 2021.Ms. Steele requested clarification on the Financial Statements reflecting 2 years of financials. Ms. Braun explained that this overlap is due to the current fiscal year aligning with a calendar year and the program year running from September to August.	<p><i>(For Approval)</i></p> <ul style="list-style-type: none">October 20, 2020, Board MinutesOctober 28, 2020 Board Email MinutesSeptember 2020, Financial StatementsOctober 2020, Statement of Financial Position2021 Contracts –<ul style="list-style-type: none">Rassman DesignGround Floor MediaWrite on RedFinnceologist

		<ul style="list-style-type: none"> MetrixIQ – 2017-2023 Second Amendment <p>Ms. Münck motioned to approve the consent agenda; Ms. Brown seconded; All in favor, motion approved.</p> <p>Mr. Hochstadt recused himself from the approval of the White on Red, LLC contract.</p>
Revenue Scenario Presentation	<p><u>Revenue Scenario Presentation</u></p> <p>Mr. McDaniel presented an update to the Revenue Scenario, highlighting the following:</p> <ul style="list-style-type: none"> The COVID-19 pandemic is disproportionately impacting women. Denver Public Schools has announced that all grades three and up will return to online learning on November 2. COVID-19 increase in cases indicated a resurgence but the current financial projections are unchanged. The City projections indicate a full recovery by the end of 2021, global forecasts show the full recovery by the end of 2022. 	
Executive Session	<p><u>Executive Session</u></p> <p>The Board entered into Executive Session to discuss contracts.</p>	<p>Ms. May motioned enter into Executive Session; Ms. Daues seconded; All in favor, motion approved.</p>
2019-2020 DPS Reconciliation		<p>Ms. Steele motioned to concur with the Staff recommendation regarding the DPS reconciliation for the 2019-2020 Program Year; Ms. Rowe seconded; All in favor, motion approved.</p>

Board Policies and Procedures	<p><u>Board Policies and Procedures</u></p> <p>Mr. Hochstadt presented the Board Policies and Procedures, highlighting the following:</p> <ul style="list-style-type: none"> • Board members have the responsibility and duty to review the manual annually. • Ms. Kara Penn, Consultant with Mission Spark, will launch the Board Self Evaluation in December. • The Slate of Officers will be presented at the December Board meeting. <ul style="list-style-type: none"> ○ Board members are encouraged to nominate or volunteer for officer roles. ○ The Board is being asked to consider: <ol style="list-style-type: none"> 1. Nominations for the Vice Chair Role. 2. Consider separating the Treasurer and Secretary into two separate rolls 	<p>Mr. Baker motioned to separate the Treasurer and Secretary into two separate roles; Ms. Sinden seconded; All in favor, motion approved.</p>
Board Governance Training	<p><u>Board Governance Training</u></p> <p>Ms. Romaine Pacheco, Director of Boards and Commissions at the City and County of Denver, presented the Board Governance Training, highlighting the following:</p> <ul style="list-style-type: none"> • Boards and Commissions have a process to apply and join a Board • The Denver Preschool Program Board of Directors is subject to the Colorado Open Records Act. • Board members have a duty to protect and maintain confidentiality. • Members are encouraged to allow a staff liaison to handle the communications to the media and public. 	
JEDI Journey Introductions	<p><u>JEDI Journey Introductions</u></p> <p>Mr. Hochstadt introduced the Journey to Equity Diversity and Inclusion (JEDI) facilitators, Dr. Rosemarie Allen, with the Center for Equity & Excellence and Darrell Hammond Sr. of Higher Ground Inc.</p> <ul style="list-style-type: none"> • DPP is excited to be the first organization to receive the combined work and expertise of these facilitators. 	

	<ul style="list-style-type: none"> The JEDI journey will be an 18-month process and ultimately deliver DPP an equity plan to support both programmatic and administrative aspects of the organization. 	
Community Updates	<p><u>Community Updates</u></p> <p>Mr. Hochstadt provided the opportunity for community updates:</p> <ul style="list-style-type: none"> Ms. Hopkins provided updates for DPS highlighting: <ul style="list-style-type: none"> The recent announcement of the resignation of Susan Cordova as Superintendent. Due to quarantine regulations, staffing continues to be the largest barrier to supporting in-person learning during the pandemic. Ms. Williams provided update for the Office of Children's Affairs highlighting: <ul style="list-style-type: none"> The office is focusing on supporting families with child care as children and families are going back and forth between remote and in-person learning. The office continues to support the community through grants. Ms. Williams also congratulated DPP on the City auditor's acknowledgment of DPP meeting all requirements and recommendations from the audit. Ms. Brown noted that the City continues to balance health and safety with the economic needs of the community when considering restrictions and potential stay-at-home orders. 	
Adjourn		Mr. Baker motioned to adjourn; Ms. Steele seconded; All in favor, motion to adjourn approved.

I certify that the above minutes are correct and approved by the Board of Directors.

Daues, Chris, Secretary/Treasurer

Denver Preschool Program Full Board Email Vote

Email Correspondence

Date: November 23, 2020

Members on email correspondence: Mr. Zach Hochstadt (Chair), Mr. Michael Baker (Vice-Chair), Mr. Chris Daues (Secretary/Treasurer), Ms. Erin Brown, Ms. Anna Jo Haynes, Dr. Rebecca Kantor, Ms. Penny May, Ms. Amber Münck, Dr. Lydia Prado, Ms. Anne Rowe, Councilwoman Amanda Sandoval, Ms. Janice Sinden, Ms. Susan Steele and Ms. Chris Watney

Staff on email correspondence: Ms. Elsa Holguín, Ms. Ellen Braun, Ms. Tricia Nelson, Mr. Chris Miller, Dr. Marina Mendoza and Ms. Michelle Blubaugh

Agenda Topic	Discussion	Action/Follow-Up/Decision
Denver Preschool Program Distance Learning Pilot	<p>Denver Preschool Program Distance Learning Pilot</p> <p>Due to the resurgence of COVID-19, DPP staff is requesting to waive the attendance policy so that families can keep their child at home for as many days in the month, as needed, without penalty to their tuition credits. This request is for December 2020. Similarly, if a school closes or switches to a distance learning format for all or a portion of the month to reduce or eliminate potential exposure to COVID-19, schools will still be eligible to receive a child's full tuition reimbursement for each DPP student, as long as the student remains enrolled at the preschool. The waiver would cover students who are enrolled for either in-person, distance learning or a hybrid model of programming.</p> <p>Request for Approval: <i>DPP staff is requesting approval from the Board of Directors to approve waiving the attendance policy in December 2020 and pay full tuition credits for all approved DPP students as long as they are still enrolled at the preschool for either in-person or distance learning programming. Because of low enrollment to start the 2020-2021 school year and the tuition credit line item under budget, the waiver is not expected to increase the tuition credit budget.</i></p>	<p>Mr. Hochstadt moved to approve the COVID-19 December Attendance Policy Waiver; Mr. Baker seconded; Ms. Brown, Ms. Haynes, Mr. Daues, Ms. Steele, Ms. Sinden, Dr. Kantor, Ms. Watney, Ms. May, Councilwoman Sandoval, Ms. Münck, Dr. Prado and Ms. Rowe approved; motion approved.</p>

I certify that the above minutes are correct and approved by the Board of Directors.

Chris Daues, Secretary/Treasurer



Board of Directors

Outward Mindset Training: Meeting Minutes

Date: December 8, 2020 (9:00 a.m. to 12:00 p.m.)

Location: Web-based video conference on Zoom

Members in attendance: Mr. Zach Hochstadt (Chair), Mr. Michael Baker (Vice-Chair), Mr. Chris Daues (Secretary/Treasurer), Ms. Erin Brown, Ms. Anna Jo Haynes, Dr. Rebecca Kantor, Ms. Penny May, Ms. Amber Münck, Dr. Lydia Prado, Ms. Anne Rowe and Ms. Susan Steele
Members not in attendance: Councilwoman Amanda Sandoval, Ms. Janice Sinden and Ms. Chris Watney

Staff in attendance: Ms. Elsa Holguin, Ms. Ellen Braun, Dr. Marina M. Mendoza, Mr. Chris Miller, Ms. Tricia Nelson and Ms. Michelle Blubaugh

Guests: Dr. Rosemarie Allen, Mr. Darrell Hammond Sr., Ms. Yuna Musuka and Ms. Kara Penn

Agenda Topic	Discussion	Action/Follow-Up/Decision
Call to Order and Welcome	Mr. Hochstadt welcomed the Board and Staff	
The Framework of Why Mindset Matters	<p><u>The Framework of Why Mindset Matters</u></p> <p>The goal for Outward Mindset training is to share a framework of how mindsets can impact our behavior, teams, organizations and our families.</p> <ul style="list-style-type: none">• Mr. Hammond asked participants what outcomes they are expecting from the JEDI Journey. A summary of answers follows:<ul style="list-style-type: none">○ Grow and connect. Listen for understanding.○ Learn and use the tools to help put equity and diversity at the forefront of my personal and professional life.○ To understand myself and others more deeply○ Learn from the experiences of others○ Increase my knowledge of EDI practices that we can apply to DPP operations and practices and that I can take back to my company and clients as well.○ To help DPP be the very best that it can be for families	

	<ul style="list-style-type: none"> ○ Start the journey to increase equity for young children ○ Transformational awareness about myself in relation to others and how I might be bringing baggage that impacts how I support systemic equity ○ Engaging in self-reflection and self-critique on the degree of how much my actions do or do not align with my beliefs related to being a social justice accomplice, and being honest with what I need to do to better align my actions with my beliefs. ● Mr. Hammond explored the research behind the impacts that mindset can have and how we can be more aware of how we are perceiving, interacting and being perceived. 	
Exploring Two Mindsets	<p><u>Exploring Two Mindsets</u></p> <ul style="list-style-type: none"> ● Mr. Hammond took the board through a series of visuals, videos and examples of inward and outward mindsets and their impact on our behavior and relationships. ● The two mindsets that impact how we function as a Board, staff, contractors, preschool providers and ultimately the families and children we serve are the Outward and Inward Mindsets. <p>An extremely relevant and poignant question was asked by a participant regarding the difference of being reflective vs inward. The group ended up discussing that reflection is necessary in order to slow down and ponder, consider and strategize.</p> <ul style="list-style-type: none"> ● The definition of Inward for the purposes of the workshop were more targeted toward the reasons that may cause us to think of others as vehicles that we use, obstacles that we blame or even as irrelevances that we ignore. 	
Utilizing Self-Awareness Tools	<p><u>Utilizing Self-Awareness Tools</u></p> <p>In this segment, the group discussed some of the ‘Red Flags’ or indicators that can cause us to think/go Inward (in the box).</p> <ul style="list-style-type: none"> ● The last portion of the workshop covered the typical styles of an Inward mindset. Time was given for participants to pair up and discuss with a partner, which one of these they have found themselves in recently and why. 	

How to Practice Between Workshops	<p><u>How to Practice Between Workshops</u></p> <p>Participants were asked again to take a few minutes to consider a professional and personal relationship and how these styles might be impacting them.</p> <ul style="list-style-type: none"> • We closed the session by allowing participants to share something that they learned in the initial workshop and how this might apply to their role in helping DPP to strengthen its culture collectively and/or to personal growth. • Next Steps: Participants were asked to consider the following: <ul style="list-style-type: none"> ○ What styles they noticed in themselves since session one? ○ What red flags they noticed in themselves when in an inward mindset? ○ Participants were asked to return in January listening, seeing and behaving as if mindset matters. ○ Participants were asked to start reading The Outward Mindset in preparation of session II. 	
Adjourn		

I certify that the above minutes are correct and approved by the Board of Directors.

Daues, Chris, Secretary/Treasurer



Board of Directors

Meeting Minutes

Date: December 15, 2020 (11:30 p.m. to 1:30 p.m.)

Location: Web-based video conference on Zoom

Members in attendance: Mr. Zach Hochstadt (Chair), Mr. Michael Baker (Vice-Chair), Mr. Chris Daues (Secretary/Treasurer), Ms. Anna Jo Haynes, Dr. Rebecca Kantor, Ms. Penny May, Ms. Amber Münck, Dr. Lydia Prado, Ms. Anne Rowe, Councilwoman Amanda Sandoval, Ms. Susan Steele and Ms. Chris Watney

Members not in attendance: Ms. Erin Brown and Ms. Janice Sinden

Staff in attendance: Ms. Elsa Holguin, Ms. Ellen Braun, Dr. Marina M. Mendoza, Mr. Chris Miller, Ms. Tricia Nelson and Ms. Michelle Blubaugh

Guests: Ms. Amber Giauque Anderson, Ms. Priscilla Hopkins, Mr. Rob McDaniel and Ms. Dionne Williams

Agenda Topic	Discussion	Action/Follow-Up/Decision
Call to Order and Welcome		
Consent Agenda	Ms. Steele requested further clarification of the proposed program year tuition credit adjustment on page 28 of the packet.	<p><i>(For Approval)</i></p> <ul style="list-style-type: none"> ▪ November 17, 2020 Board Minutes ▪ November 23, 2020 Board Email Minutes ▪ October 2020, Financial Statements ▪ November 2020, Statement of Financial Position ▪ 2020-2021 Program Year Tuition Credit Budget Adjustment <p>Ms. Haynes motioned to approve the consent agenda; Ms. May seconded; All in favor, motion approved.</p>

End of Year Reflection	<p><u>End of Year Reflection</u></p> <p>Ms. Holguín took a moment to thank the Board and Staff for a great year.</p> <ul style="list-style-type: none"> • A deep gratitude was discussed by Board and Staff for Mr. Hochstadt's leadership over the last two years as Board Chair. Mr. Hochstadt will continue to serve on the Board of Directors and F&G Committee. <p>Ms. May will not be renewing for a third term on the DPP Board of Directors. Her insight and support through her tenure was greatly appreciated.</p>	
Revenue Scenario Presentation	<p><u>Revenue Scenario Presentation</u></p> <p>Mr. McDaniel presented Revenue Scenario presentation highlighting the following:</p> <ul style="list-style-type: none"> • COVID-19 continues to impact health, safety and the economy. • The state forecast anticipates a full recovery in 2023 • The Denver Preschool Program Monthly Scorecard remains relatively stable, with 2020 sales and use tax estimates between \$9.6 and \$20.1 million. 	
2021 Budget Presentation <i>(For Approval)</i>	<p><u>2021 Budget Presentation</u></p> <p>Ms. Braun presented the 2021 Budget, highlighting the following:</p> <ul style="list-style-type: none"> • DPP projects total program expenses of \$23.818 and administrative expenses of \$1.118 million. This budget reflects utilizing \$3.756 million from reserves to cover total expenses. • DPP anticipates utilizing \$2.122 million of Board Designated Reserves for the Educator Scholarship Fund, DPP Scholarships and Reimagining Fund in 2021. • Total calendar year tuition credits are budget to be \$17.651 million, this increase is primarily driven by the shift in distribution of payment to DPS into the last five months of the school year. 	<p>Ms. Steele motioned to approve the 2021 Budget as outlined in the Board packet; Mr. Daues seconded; All in favor, motion approved.</p>

	<ul style="list-style-type: none"> • Community outreach is budgeted at \$783,840; contractors account for 58 percent of the community outreach budget. • Total New Initiatives are budgeted at \$1.511 million, this update includes a \$1.378 million allocation to Community Provider Supports. This one-time funding is based on the projected decrease in community tuition credit funding for the 2020-2021 program year. • Administrative Expenses is budgeted at \$1.118 million, this update includes funding for strategic planning and equity work. • The proposed 2021 Reserve Targets total \$15.871 million. <p>Ms. Steele acknowledged that the proposed budget projects a budget loss and utilization of reserves to cover expenses. The Board rational for this includes both the necessity for programming to best support community but also the current total reserves is sufficient to cover the loss.</p>	
2021 Reserves Policy <i>(For Approval)</i>	<p><u>2021 Reserves Policy</u></p> <p>Ms. Braun presented the 2021 Reserves Policy highlighting the following:</p> <ul style="list-style-type: none"> • The Board-Designated Reserve Policy was approved on February 18, 2020. Staff is proposing an update to the policy to allow for the Board to elect to fund reserve levels at a lesser percent. • The proposed policy also separates the reserve targets from the written policy. • Management is recommending reserves designation total to be \$15.871 million, which includes the combination of the Administrative (\$1.118 million), Programmatic (\$3.697 million), 2027 (\$7.056 million) and Innovation Reserve (\$4.000 million). • Based on unaudited year-end net assets, the Denver Preschool Program will have \$19,981,833 in reserves on January 1, 2021. 	<p>Ms. May motioned to approve the 2021 Reserves Policy as outlined in the Board packet; Ms. Haynes seconded; All in favor, motion approved.</p>

	<ul style="list-style-type: none"> The 2021 Budget utilizes \$3.756 million from reserves, leaving \$16,226,298 for designated reserves. The proposal leaves \$355,012 in undesignated reserves. 	
2021 Contracts <i>(For Approval)</i>	<p><u>2021 Contracts</u></p> <p>DPP staff presented contracts, highlighting the following:</p> <ul style="list-style-type: none"> Butler Institute for Families Amendment: The DPP staff requests an amount, not-to-exceed of \$341,333 for the term outlined on page 58 of the Committee packet. This request will amend the current contract dated October 25, 2019. Elementive Marketing: The DPP Staff requests an amount not-to-exceed of \$60,000 for the calendar year 2021. Payment for these services will be billed to DPP based on a retainer of \$5,000/month. 	<p>Dr. Kantor motioned to approve Butler Institute for Families amendment; Mr. Baker seconded; All in favor, motion approved.</p> <p>Ms. Haynes motioned to approve Elementive Marketing contract not-to-exceed; Ms. Watney seconded; All in favor, motion approved.</p>
Presentation for the Slate of Officers <i>(For Approval)</i>	<p><u>Presentation for the Slate of Officers</u></p> <p>Mr. Hochstadt presented the 2021 Slate of Officers for the Denver Preschool Program Board of Directors:</p> <ul style="list-style-type: none"> Mr. Michael Baker – Board Chair Dr. Lydia Prado – Vice Chair Mr. Chris Daues – Treasurer Ms. Amber Münck – Secretary <p>The proposed officers were allotted time to discuss their interest to serve.</p>	<p>Ms. Haynes motioned to approve the 2021 Slate of Officers as presented; Dr. Kantor seconded; All in favor, motion approved.</p>
Executive Session - Personal	<p><u>Executive Session</u></p> <p>The Board entered into executive session to discuss DPP Business.</p>	<p>Ms. May motioned to for the Board to enter into Executive Session; Mr. Baker seconded; All in favor, motion approved.</p>

Executive Leadership Salary		Dr. Kantor motioned for a Cost of Living Increase for Ms. Holguín and Ms. Braun in 2021; Dr. Prado seconded; All in favor, motion approved.
Adjourn		Ms. May motioned to adjourn; Ms. Haynes seconded; All in favor, motion to adjourn approved.

I certify that the above minutes are correct and approved by the Board of Directors.

Daues, Chris, Secretary/Treasurer