

Board of Directors

Meeting Minutes

Date: Tuesday, February 21, 2023 (12:00 to 2:00 p.m.)

Location: In person at the DPP office and online via Zoom

Attendance

Members (In Person): *Dr. Lydia Prado (Chair), Ms. Erin Brown (Vice-Chair), Ms. Jennifer Rodriguez-Luke, Councilwoman Amanda Sandoval, Ms. Janice Sinden and Ms. Susan Steele*

Members (Zoom): *Ms. Anne Rowe (Secretary) and Mr. Michael Baker*

Members not in attendance: *Mr. Chris Daues (Treasurer), Mr. Zach Hochstadt and Ms. Amber Münck*

Staff (In Person): *Ms. Nayely Avila, Ms. Irene Bonham, Ms. Ellen Braun, Dr. Cristal Cisneros, Ms. Elsa Holguín, Mr. Chris Miller, Ms. Carley Noerr and Ms. Rebekah Ray*

Guests (In Person): *Ms. Lynea Hansen and Ms. Kat Jarvis*

Guests (Zoom): *Mr. Alex Dunn, Ms. Priscilla Hopkins, Ms. Gerri Gomez-Howard, Ms. Paulina Knoblock, Ms. Lindsey Mears and Dr. Lisa Roy*

Agenda Topic	Discussion	Action/Follow-Up/Decision
Call to Order and Welcome	<u>Call to Order and Welcome</u>	
Consent Agenda <i>(For Approval)</i>	<u>Consent Agenda</u> <i>(For Approval)</i> Dr. Prado presented the Consent Agenda for approval, highlighting the following: <ul style="list-style-type: none"> • January 17, 2023 Board of Directors Minutes • December 2022, Financial Statements 	Ms. Sinden motioned to approve the consent agenda; Ms. Brown seconded. All in favor; motion approved.
RFP Calendar and Enrollment and Eligibility RFP Postponement <i>(For Approval)</i>	<u>RFP Calendar and Enrollment and Eligibility RFP Postponement</u> <i>(For Approval)</i> Ms. Braun presented the RFP Calendar and Enrollment and Eligibility RFP Postponement (For Approval), highlighting the following: RFP Postponement Overview The Denver Preschool Program (DPP) typically issues Requests for Proposals (RFP) every five years for contracts exceeding \$100,000 annually. The enrollment and customer service contract (MetrixIQ, LLC) last extended term is set to end September 30, 2023. DPP staff is requesting to postpone the Enrollment & Customer Service RFP until spring of 2024 and extend our existing contract for one additional program year (October 1, 2023 - September 30, 2024). The primary reasons for this request are: <ul style="list-style-type: none"> • The implementation of Universal Preschool at the state level and the uncertainty of the long-term impacts to DPP’s enrollment work. 	

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	<ul style="list-style-type: none"> • The current RFP calendar would require 3 large RFPs to be released at the same time. By postponing one, DPP staff can adequately staff the other 2 processes. • Uncertainty of CO Dept. of Early Childhood and UPK impact to DPP’s Enrollment & eligibility policies and operations • Uninterrupted Ability to Innovate • Reduction in Capacity <p>Request for Approval The Denver Preschool Program staff is requesting from the Board of Directors to postpone the Enrollment & Customer Service RFP, as outlined above.</p>	<p>Ms. Steele motioned to approve the RFP Calendar and Enrollment RFP Postponement; Dr. Prado seconded. All in favor, motion approved.</p>
<p>Prosono Contract Amendment <i>(For Approval)</i></p>	<p>Prosono Contract Amendment <i>(For Approval)</i> Ms. Braun presented the Prosono Contract Amendment, for approval, highlighting the following:</p> <p><u>Contract Type:</u> Contract Amendment <u>Initial Term:</u> July 15, 2022 – August 31, 2023 <u>Term Extension:</u> July 15, 2022 – December 31, 2023 (17.5 months) <u>Budget:</u> \$212,400 <u>Funding:</u> Current contract amount of \$122,500 is being funded by Denver Human Services – TANF allocation (\$75,000), and Colorado Department of Early Childhood – LCO Resource Funding through UPK (\$47,500). The new funding request is funded by the DPP preschool tax (\$75,000 from the administrative strategic planning and \$15,000 from the program supports line of other program contract services)</p> <p>Contract Overview The Denver Preschool Program began its contract partnership with Prosono in July, 2022. The partnership was aimed at supporting the expansion of operations to steward both city and state funding in preparation of the implementation of Colorado’s Universal Preschool Program. The initial work is funded by Denver Human Services.</p> <p>A second scope of work was added to allow Prosono to oversee project management support to add short-term capacity to the DPP leadership team for the development and implementation of the UPK program. This project is funded by the Colorado Department of Early Childhood through the Lead Coordinating Organization contract with DPP.</p> <p>The current request increases the Prosono scope and budget to include the implementation work for DPP’s strategic plan. As DPP embarks on the implementation process to uphold our 3-year plan, Prosono will work to facilitate and create tools so that the organization can be successful in making good on our mission, vision and goals over the next 3 years. This work is outlined in project 3 and will be funded by the DPP preschool tax.</p> <p>Project 1 – Strategic Support to Expand Operations</p> <ul style="list-style-type: none"> • Phase 1: Project Kickoff and Planning • Phase 2: Discovery 	

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	<ul style="list-style-type: none"> • Phase 3: Growth Strategy Development • Phase 4: Recommendations <p>Project 2 – Universal Preschool Implementation Project Management Support This project will act as a start-up phase. Prosono will oversee project management support to add short-term capacity to the DPP leadership team for the development and implementation of the UPK program components including:</p> <ul style="list-style-type: none"> • Project management • Process development • Happy Fox Ticket Management System • Provider communications <p>Project 3 – Strategic Planning Implementation</p> <ul style="list-style-type: none"> • Activity 1: Strategy Implementation Software • Activity 2: Year 1 Work plan development • Activity 3: Quarterly Implementation Support <p>Budget The Prosono contract with the Denver Preschool Program to execute the scope identified above will be based on a deliverables budget. Invoicing will be requested monthly based on deliverables completed.</p> <ul style="list-style-type: none"> • Project 1 – \$75,000 (Funded by Denver Human Services) • Project 2 – \$47,500 (Funded by the Colorado Department of Early Childhood) • Project 3 – \$90,000 (Funded by DPP preschool tax) <ul style="list-style-type: none"> ○ Activity 1: \$15,000 ○ Activity 2: \$11,000 ○ Activity 3: \$64,000 <p><u>Total contract budget not to exceed: \$212,400</u></p> <p>Funding Request DPP staff requests an amount, not to exceed \$212,400 for the term as outlined above. The DPP Preschool tax will be funding Project 3, totaling \$90,000. Payment for these services will be billed to DPP based on work completed and will be invoiced at the end of each month.</p> <p>Request for Approval The Denver Preschool Program staff is presenting the Prosono scope of work and budget amendment, as outlined above, for the Board of Directors review and approval.</p>	<p>Ms. Brown motioned to approve the Prosono Contract Amendment; Ms. Sinden seconded. All in favor; motion approved.</p>
<p>2023-2024 Tuition Credit Planning <i>(For Approval)</i></p>	<p>2023-2024 Tuition Credit Planning <i>(For Approval)</i> Mr. Miller presented the 2023-2024 Tuition Credit Planning, for approval, highlighting the following:</p> <p>Background</p>	


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	<p>DPP’s Tuition Credit Scale provides higher tuition credit amounts to families with the lowest incomes, attending the higher quality schools for a high number of hours per week.</p> <p>The 2018-2019 program year was the last time the Income Tier breakdown was adjusted. With the launch of Colorado’s Universal Preschool Program (UPK), the continuing rise of cost of living in Denver, and the recent approval of DPP’s new strategic plan with an increased focus on equity, DPP staff is recommending a shift in DPP’s Income Tiers breakdown.</p> <p>New DPP Income Tiers Breakdown Analysis DPP’s current Income Tier Breakdown is:</p> <ul style="list-style-type: none"> • Tier 1: Less than 100% of the Federal Poverty Level (FPL) • Tier 2: 100-185% of FPL • Tier 3: 185-300% of FPL • Tier 4: 300-400% of FPL • Tier 5: Greater than 400% of FPL <p>Colorado’s new UPK program, launching in the upcoming 2023-2024 school year, is using households under 270% of FPL as the UPK low-income definition. We believe it will support Denver providers and families if we align the end of Tier 2 to this same cutoff of 270% of FPL. To assess the financial impacts of this, we compared the current Income Tier breakdown with two potential new options:</p> <table border="1" data-bbox="590 821 1278 1081"> <thead> <tr> <th>Tiers</th> <th>Current FPLs</th> <th>New #1</th> <th>New #2</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><100</td> <td><135</td> <td><100</td> </tr> <tr> <td>2</td> <td>100-185</td> <td>135-270</td> <td>100-270</td> </tr> <tr> <td>3</td> <td>185-300</td> <td>270-350</td> <td>270-350</td> </tr> <tr> <td>4</td> <td>300-400</td> <td>350-400</td> <td>350-400</td> </tr> <tr> <td>5</td> <td>>400</td> <td>>400</td> <td>>400</td> </tr> </tbody> </table> <p><i>“New #1” Income Tier Breakdown</i></p> <ul style="list-style-type: none"> • Aligns the end of Tier 1 at 135% of FPL, which is also the FPL guideline to qualify for free lunches. • Aligns the end of Tier 2 at 270% of FPL to align with UPK • Slightly increases the Tier 3 maximum FPL from 300 to 350% <p><i>“New #2” Income Tier Breakdown</i></p> <ul style="list-style-type: none"> • Maintains Tier 1 at 100% of FPL • Aligns the end of Tier 2 at 270% of FPL to align with UPK • Slightly increases the Tier 3 maximum FPL from 300 to 350% <p><i>Projected Financial Impacts</i> Using September 2022 – May 2023 tuition credit projections</p>	Tiers	Current FPLs	New #1	New #2	1	<100	<135	<100	2	100-185	135-270	100-270	3	185-300	270-350	270-350	4	300-400	350-400	350-400	5	>400	>400	>400	
Tiers	Current FPLs	New #1	New #2																							
1	<100	<135	<100																							
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	<ul style="list-style-type: none"> • Current Income Tiers: \$20.675 million • “New #1” Tiers: \$21.279 million (approximate 2.9% increase vs. current) • “New #2” Tiers: \$20.938 million (approximate 1.3% increase vs. current) <p>DPP Staff Recommendation Implement the “New #1” Income Tier breakdown for the 2023-2024 Tuition Credit Scale to provide more tuition credit support for lower-income families and align Tier 1 and Tier 2 cutoffs with free lunch and Colorado UPK guidelines, respectively.</p> <p>Request for Approval The Denver Preschool Program staff is presenting the implantation of the “New #1” Income Tier breakdown for the 2023-2024 Tuition Credit Scale, as outlined above, for the DPP Board of Directors review and approval. This approval will allow the staff and consultants to build the 2023-2024 tuition credit scale for approval in March, 2023.</p>	<p>Ms. Steele motioned to approve the 2023-2024 Tuition Credit Plan; Councilwoman Sandoval seconded. All in favor; motion approved.</p>										
<p>Preschool for 3s Pilot Continuation <i>(For Approval)</i></p>	<p>Preschool for 3s Pilot Continuation <i>(For Approval)</i> Dr. Cisneros presented the Preschool for 3s Pilot Continuation, for approval, highlighting the following:</p> <p>The Denver Preschool Program initiated a goal to equitably expand access to quality preschool by launching a pilot to support 3-year-old children through a tuition support mechanism beginning September 2021. The initial pilot was approved for 2 years.</p> <p>The pilot is set to conclude in August 2023. Since inception, the program has served 749 students (350 in year 1 and 419 in year 2, as of December 2022).</p> <p>As of December 31, 2022, the remaining allocation balance for Preschool for 3s was \$4,430,192. Current forecasting is as follows:</p> <table border="1" data-bbox="394 966 1467 1146"> <thead> <tr> <th></th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Preschool for 3s Allocation as of 12/31/22</td> <td>\$4,430,192</td> </tr> <tr> <td>Forecasted Tuition Spending through 8/31/23</td> <td>(\$2,083,858)</td> </tr> <tr> <td>Forecasted Administrative Spending through 8/31/23</td> <td>(\$87,880)</td> </tr> <tr> <td>Forecasted Amount Remaining</td> <td>\$2,258,454</td> </tr> </tbody> </table> <p>As the Denver Preschool Program works to approve the 2023-2024 Tuition Credit System key benchmarks have been identified. First, the 4-year-old tuition credit scale must be approved to support the stability of our preschools and account for the largest portion of the system budget.</p> <p>We believe another important step in the process is to approve the continuation of the Preschool for 3s pilot, beyond its initial designation. By approving the continuation, we can communicate to schools and families that a 3-year-old funding program will be available in 2023-2024, while allowing us time to consider the entire system and budget capabilities. The parameters for eligibility and potential additional funding will be reviewed and approved no later than the May, 2023 Board meeting.</p>		Amount	Preschool for 3s Allocation as of 12/31/22	\$4,430,192	Forecasted Tuition Spending through 8/31/23	(\$2,083,858)	Forecasted Administrative Spending through 8/31/23	(\$87,880)	Forecasted Amount Remaining	\$2,258,454	
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	<p>Request for Approval The DPP staff requests Board of Directors approval to continue the Preschool for 3s three-year pilot for one additional year.</p>	<p>Councilwoman Sandoval motioned to approve the Preschool for 3s Pilot Continuation; Ms. Brown seconded. All in favor; motion approved.</p>
<p>Colorado Department of Early Childhood Update</p>	<p>Colorado Department of Early Childhood Update Dr. Roy presented the Colorado Department of Early Childhood Updates, highlighting the following:</p> <p>CDEC Vision All Colorado children, families, and early childhood professionals are valued, healthy and thriving.</p> <p>CDEC Mission The Colorado Department of Early Childhood ensure the delivery of a comprehensive community-informed, data-driven, high-quality and equitable early childhood system that supports the care, education and well-being of all Colorado’s young children, their families and early childhood professionals in all settings.</p> <p>Goals for the Colorado Department of Early Childhood</p> <ul style="list-style-type: none"> • Access to high quality and affordable early childhood services. • A well-compensated and qualified early childhood workforce statewide. • Strong families and communities that promote children’s overall development, learning and well-being. <p>Dr. Roy presented additional slides with information on her background experience, CDEC’s vision, mission, history, organizational structure, goals, etc.</p>	
<p>President’s Update</p>	<p>President’s Update Ms. Holguín presented the President’s Update, highlighting the following:</p> <p>Annual Board Survey - Initial Findings</p> <ul style="list-style-type: none"> • Overall, board members continue to find the board to be effective to very effective, with 8 out of 8 respondents indicating they strongly agree that board meetings are effective. • The overall score of satisfaction with board experience is 4.5/5 • Mixed views around the hybrid board meeting approach with an overall score of 3.7/5 • In general, Board members feel like they have the support to carry out their board responsibilities– two areas considered good but could be improved, training in DPPs finances, and onboarding new members. Some ideas were submitted on how to improve board member onboarding • Areas where the board feels it could improve as a board <ul style="list-style-type: none"> ○ Greater diversity of board members 	

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	<ul style="list-style-type: none"> ○ Representation from those DPP serves– families with young children, providers (this is the number one flagged area) ○ Board feeling more inclusive ○ More opportunities to see the mission in action ○ Replacing critical expertise and connectivity that will be exiting the board soon ● Most board members have a little more time they could expend on behalf of DPP, but this will be reviewed on a member-by-member case– <ul style="list-style-type: none"> ○ Average time expended – 2.2 hours per month ○ Average Available hours– 3.4 hours per month ● Members are excited about: <ul style="list-style-type: none"> ○ Strategic plan implementation, progress, and monitoring ○ Reauthorization ○ UPK rollout and role of LCO ○ Getting the word out on DPP 	
Community Updates	<p><u>Community Updates</u> Dr. Prado opened the floor for updates from community members.</p> <p>Denver Public Schools (DPS) Ms. Hopkins noted that DPS is continuing to work with families to explain the UPK application process with a strong focus on getting students enrolled.</p> <p>Office of Children’s Affairs (OCA) Ms. Jarvis noted that with the recent sale of the Mile-High Stadium, communities that invested in the building of the stadium are receiving funds from the sale. Several million dollars of this money is being put into an account to collect interest that will go towards youth programming. OCA will be hiring someone to oversee and manage this project.</p>	
Executive Session - Contracts	<p><u>Executive Session – Contracts</u> Dr. Prado presented the Executive Session on Contracts.</p> <p>All guests, both in person and on Zoom, were asked to exit the meeting for the Executive Session.</p>	<p>Ms. Sinden motioned to move the Board into Executive Session; Ms. Brown seconded. All in favor; motion approved.</p> <p>Councilwoman Sandoval motioned to move the Board out of Executive Session; Ms. Sinden seconded. All in favor; motion approved.</p>
Adjourn	<u>Adjourn</u>	Ms. Brown motioned to adjourn the meeting; Ms. Rodriguez-Luke seconded. All in favor; motion approved.

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



 Anne Rowe (Apr 26, 2023 09:35 MDT)
 Anne Rowe, Secretary







DPP 02.21.23 BOD Minutes_FINAL

Final Audit Report

2023-04-26

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