

# **Special Meeting Agenda**

## **Confluence Early Childhood Development Service District**

A special meeting of the board of directors of the Confluence Early Childhood Development Service District will be held on Microsoft Teams on the following date: January 26, 2026, at 9:00 AM.

Virtual Participation via [Microsoft Teams](#):

Meeting ID: 289 128 902 304 19

Passcode: Zk9Xg6kK

- 1. Call to Order**
- 2. Roll Call**
- 3. Public Comment on Matters that are not on the Agenda (limited to 3 minutes each)**
- 4. New Business**
  - a. Presentation by Children's Funding Project (30 mins)
  - b. Approve outline for any public presentations by members of the Board. (5 mins.)
  - c. Approve initial communication(s) from the District to the Community. (10 mins.)
  - d. Approve grant request to Aspen Community Foundation. (15 mins.)
  - e. Approve Scope of Work for Organization Consultant. (30 mins.)
- 5. Adjournment**

Goal for Presentations to the Public: Introduce, establish point of contact and lines of communication.

## **Stay in listening mode!**

### Elevator Pitch

The Confluence Early Childhood Development Service District improves access to high-quality early childhood care and education across the region so that no child is held back by a family's financial circumstances. Grounded in Colorado's Early Childhood Framework, the District works with providers, families, and communities to coordinate services across county, municipal, and school district boundaries. By taking a regional, collaborative approach, the District aligns and leverages existing efforts and funding to strengthen outcomes for young children, support working families, and contribute to a resilient local workforce and economy.

### Who our Directors Are

Seat 1 – Amy Shipley

Seat 2 – Paul Stanley

Seat 3 – Adley Larimer

Seat 4 – Carolynne ("Carly") Kraemer

Seat 5 – Stefan Reveal

### Where you can find us

Website: [www.confluencedistrict.org](http://www.confluencedistrict.org): being a new entity, this is a basic website where all official work can be found; will evolve with us.

Emails: [general@confluencedistrict.org](mailto:general@confluencedistrict.org), also directors are available directly  
seat#[@confluencedistrict.org](mailto:seat#@confluencedistrict.org)

### Meetings

- Regularly-scheduled: 2nd Thursday of every month, Blake Ave CMC Campus, 1402 Blake Ave, Room 209, Glenwood Springs.
- Additional Meetings & Work Sessions will be posted on the website and noticed in accordance with law, at minimum
- Links for virtual attendance will be included in the public posting, on the website.

### What are we working on right now?

Funds once anticipated to arrive in June will come in March- this is great news! While we sense the urgency to create the infrastructure and plans for distribution, we are balancing this urgency with thoughtful, inclusive planning to ensure successful execution of the Service Plan.

We are developing our administrative structures, systems of oversight and governance while continuing to gather community feedback during this development period.



## **FOR IMMEDIATE RELEASE**

### **Confluence Early Childhood Development Service District Launches to Strengthen Early Childhood Services Across the Region**

*Glenwood Springs, CO* — The Confluence Early Childhood Development Service District has officially launched with a mission to improve access to high-quality early childhood care and education across the region, ensuring that no child is held back due to a family's financial circumstances.

Grounded in Colorado's Early Childhood Framework, the District serves as a regional coordinating entity, working in partnership with early childhood providers, families, and community organizations. By coordinating services across county, municipal, and school district boundaries, the District aims to align existing efforts, leverage funding more effectively, and strengthen outcomes for young children—while also supporting working families and contributing to a resilient local workforce and economy.

#### **Board of Directors**

The District is governed by a five-member Board of Directors representing the region:

- Seat 1: Amy Shipley
- Seat 2: Paul Stanley
- Seat 3: Adley Larimer
- Seat 4: Carolynne ("Carly") Kraemer
- Seat 5: Stefan Reveal

#### **Public Access & Transparency**

The District's official website, [www.confluencedistrict.org](http://www.confluencedistrict.org), serves as the central hub for public information, including meeting notices, agendas, and official documents. As a newly formed entity, the website currently provides foundational information and will continue to evolve over time.

Community members may contact the District at [general@confluencedistrict.org](mailto:general@confluencedistrict.org), or reach individual directors via email addresses listed on the website main page.

#### **Public Meetings**

Regular meetings of the Board are held on the **second Thursday of every month** at the Colorado Mountain College Blake Avenue Campus, **1402 Blake Ave., Room 209, Glenwood Springs**.

Additional meetings and work sessions will be publicly noticed in accordance with Colorado law and posted on the District's website. Virtual attendance links will be included with each public notice.

#### **Current Priorities**

The District recently received confirmation that anticipated funding will arrive earlier than

expected—in March rather than June—accelerating the timeline for implementation. While this presents an exciting opportunity, the Board is balancing urgency with thoughtful, inclusive planning to ensure effective and responsible execution of the Service Plan.

Current efforts are focused on developing administrative structures, systems of governance and oversight, and continuing to gather community feedback during this foundational period.

For more information, meeting details, or updates, visit [www.confluencedistrict.org](http://www.confluencedistrict.org).

## MEMO

TO: Valerie Carline, Aspen Community Foundation, Chief Impact Officer

FROM: Board of the Confluence Early Childhood Development Service District

DATED: January 15, 2026

RE: Grant request to support initial expenses of the district

---

The proposed memo is to request funds in the form of a grant to support the initial expenses of the district.

The district is expecting the first set of funds in March but we needs grant funds to support the operations of the district until that time. The board is working diligently towards our goals as described in our service plan dated January of 2025. We are conducting regular meetings that are noticed on our website [www.confluencedistrict.org](http://www.confluencedistrict.org).

The plan would be to use the grant funds provided to support the expenses listed in the excel sheet below. The district will return to the grant provider any unused funds if district funds are received. Miscellaneous

Confluence Early Childhood Development Service District		
Start-Up Activities Budget		
Legal	\$80,000.00	Estimate
Strategic Consultant	\$48,000.00	Estimate
Insurance - 2025	\$1,358.00	Billed
Insurance - 2026	\$22,627.00	Billed
Accounting	\$30,000.00	Estimate
Pitkin County Clerk - Election Cost	\$11,217.96	Billed
Garfield County Clerk - Election Cost	\$23,036.61	Billed
Eagle County Clerk - Election Costs	\$6,371.64	Billed
Miscellaneous Expense	\$27,388.79	
	\$250,000.00	

# Scope of Work

## Transitional Executive & Project Management Contractor

Confluence Early Childhood Development Service District

### 1. Purpose & Context

The Confluence Early Childhood Development Service District (“District”) is in the organizational start-up phase and anticipates the need for an experienced contractor to provide executive-level leadership, operational coordination, and project management during the period between District formation and the hiring of a permanent Executive Director.

The contractor’s role is to maintain momentum, stabilize operations, and build core infrastructure during the District’s initial formation, prior to the availability of public revenue (anticipated no earlier than June 2026). *This work will be carefully recorded and systematized to ensure seamless transition when permanent ED is hired.*

The engagement is intended to bridge a 6–12 month period, with the initial term expected to begin in early 2026 and extend until a permanent Executive Director is hired.

### 2. Term & Level of Effort

Initial Term: 6 months

Optional Extension: Up to 12 months total, at the District’s discretion

Expected Level of Effort: Approximately 0.75–1.0 FTE equivalent

### 3. Contractor Profile & Required Expertise

The contractor shall bring:

- Exceptional organizational, project management, and execution skills; a self-starter who manages and delivers independently
- Entrepreneurial experience and background in establishing new entities, preferably in the public sector
- Demonstrated commitment to community-informed processes and community engagement
- *Understanding of and connections with ECE policy efforts at local, state, and national levels; nurture relationships with ECE leaders and advocates*

### 4. Core Responsibilities & Workstreams

#### A. Board & Governance Support

- Serve as primary operational liaison to the District Board of Directors
- Prepare agendas, briefing materials, and work plans for Board meetings
- Coordinate with legal counsel and key advisors regarding implementation of the Service Plan

- Support the Board in establishing ~~Establish initial~~ bylaws, communications norms, meetings norms and other governance systems and compliance processes consistent with Colorado special district law and the District's Service Plan,

## B. Organizational & Infrastructure Development

- Lead start-up activities including:
  - Office and operations planning
  - Establishment of accounting, insurance, and administrative systems
  - Support development of branding and basic communications infrastructure, including website, branding, other communications systems such as monthly newsletters, regular PR to local newspapers
- Develop initial staffing and vendor strategies in preparation for public funding
- After ED hire, work with board and ED on refining visioning process and strategic plan

## C. Financial & Budget Preparation

- Update and refresh the placeholder budget included in the Service Plan
- Coordinate with finance and legal advisors on funding models, interim financing options, and readiness for first-year operations
- Support planning for major expense categories outlined in the Service Plan financial framework

## D. Program & Service Implementation Planning

Working from the adopted Service Plan, the contractor shall coordinate preparatory work for the District's initial programmatic focus areas, including:

- Tuition subsidy program design
- Capacity & Quality Grant program development
- Outreach, navigation, and family assistance infrastructure
- Evaluation and data readiness planning

## E. Community Engagement & External Relations

- Develop and initiate the District's community outreach and listening strategy for 2026
- Conduct stakeholder briefings and learning sessions with:
  - Colorado Special District Association
  - Comparable early childhood funding districts (Denver, Summit, San Miguel, etc.)
  - Recommended national models (e.g., Seattle/King County)
- Build early partnerships with service providers, community organizations, and local governments
  - Strategy will include multiple levels (include local stakeholders such as school district superintendents, ECE directors & staff, ECE advocates on local, state, and national level, currently and past ECE program parents, local electeds. Also, advocates or leaders in successful ECE Policy Efforts, nationwide).

## F. Executive Director Transition Support

- Develop Executive Director recruitment timeline and transition framework
- Develop RFP to cast out hiring firms



- Conduct selection process to engage hiring firm
- Manage communication between board and hiring firm, support board as necessary through hiring process
- Document operational systems, decisions, and institutional knowledge
- Provide structured handoff to incoming Executive Director

## 5. Deliverables

At minimum, the contractor shall deliver:

1. Comprehensive start-up project plan and timeline
2. Updated first-year operating budget and financial readiness framework
3. Governance and operational policies & procedures
4. Community outreach & engagement plan
5. Program implementation readiness plans
6. Executive Director transition binder and onboarding roadmap

## 6. Compensation Framework

\$6,000–\$8,000 per month for a 6-month engagement (\$36,000–\$48,000 total) for a similar strategic consultant role. Final compensation and structure shall be negotiated based on term length, level of effort, and scope expansion.

## 7. How to Apply

Resume

Cover letter

List of references

List of similar project completed  
(preference for local contractor)

Timeframe for application and hiring process

Contact info for where to send application (Richard?)

Options: Richard, [HYA](#)