



## CITY AND COUNTY OF DENVER

Privileged and Confidential Work Product

Michael B. Hancock  
Mayor

To: Mayor Michael B. Hancock  
From: Romaine Pacheco, Director  
Date: November 29, 2022

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**BOARD:** Denver Preschool Program

**POC:** Elsa Holguin

### BACKGROUND:

Members – 11 not more than 15  
Terms – 3 Years  
Confirmation – Yes

The Denver Preschool Program makes quality preschool possible for all Denver families with 4- year-old children through a dedicated sales tax first approved by the voters in 2006 and renewed and extended in 2014.

### RECOMMENDATION:

Jennifer Luke, Aurora (Two or More Races) for a term expiring December 31, 2023 and occasioned by the resignation of Rebecca Kantor, appointed.

### ACTION NEEDED:

Appoint Luke

Please provide additional candidates to consider.



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## BAC-8478

### Contact Information

Contact Name	Jennifer Luke	Home Address	26256 E Byers Place
Preferred Phone	7204358783	Home City	Aurora
Preferred Email	jenniferluke.eepdenver@gmail.com	Home State	CO
Other Phone		Home Zip	80018
Other Email	jenniferluke.eepdenver@gmail.com	County	Aurora
DOB	[REDACTED]	Hispanic or Latino origin or Descent?	Yes
SSN	[REDACTED]	Race/Ethnicity	Two or more races
Gender	Female	Other Ethnicity	
Other Gender		Salutation	Ms.

### Board Information

Board Name	Denver Preschool Program Board of Directors	Other boards or commissions served	
Status	New	Resigned	
Term Start Date			
Term End Date			

### Work Information

Employer	Early Excellence Program of Denver	Work Address	3580 N Franklin Street
Position	Executive Director	Work City	Denver
Business Phone #	303-292-0556	Work State	CO
Work Email	jenniferluke.eepdenver@gmail.com	Work Zip	80205

### Additional Information

Are you a registered voter?	Yes	Objection to appointment?	No
If so, what county?	Jefferson	Special Information	
Denver City Council District No	Unknown		

### Education and General Qualifications

Name of High School	Abraham Lincoln High School	Name of Graduate School	University of Phoenix and Denver University
Location of High School	Denver, CO	Location of Graduate School	Denver
# of Years Attended High school	4	# of Years Attended Graduate School	2
Did you Graduate	Yes	Did you Graduate	Yes

High School

Graduate Major Leadership on Early Education

Name of College Metropolitan University  
 Location of College Denver, CO  
 # of Years Attended College 3  
 Did you Graduate College Yes  
 Undergrad Major Education and Multicultural Studies

## Reference Details

Reference Name #1	Moses Gomez	Reference Email #1	mogorijos@yahoo.com
Reference Phone #1	720-925-2042	Reference Address #1	8481 E Briarwood Blvd, CO 80112
Reference Name #2	Sofia Estave	Reference Email #2	buildingsolidfutures@gmail.com
Reference Phone #2	720-220-8697	Reference Address #2	8481 E Briarwood Blvd, Centennial, CO 80112
Reference Name #3	Aaron Mirpol	Reference Email #3	aaron@urbanlandc.org
Reference Phone #3		Reference Address #3	3839 W. 29th Ave, Denver, CO 80211
Agree to a background check	<input checked="" type="checkbox"/>		
Owner	Romaine Pacheco	Created By	Denver Integration, 11/25/2022 8:13 PM
		Last Modified By	Denver Integration, 11/25/2022 8:13 PM

## Notes &amp; Attachments

Jenn Luke Business Admin Resume .docx

Type Attachment

Last Modified Denver Integration

Description

[View file](#)

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## Jennifer Natalie Luke

Jenniferluke.eepdenver@gmail.com

720-435-8783

### **PROFESSIONAL SUMMARY:**

Serving with over 20 years of experience in achieving high supervisory, administrative, customer service, programming, technical support, customer care, customer relations, and new client enrollment and intake. Highly knowledgeable with company software, including ACCESS Microsoft, EXCEL database systems, ATS Systems, and Quickbooks payroll systems, excellent skills at conflict resolution, upholds positive and friendly attitude at all times with team and clients, aiming to use my proven skills to effectively complete my job tasks and assignments in a prompt and high-quality fashion within your company.

### **EDUCATION:**

University of Denver	Certificate in ELL/Business Leadership	2010-2011
University of Phoenix	Master's Degree in Education	2011-2012
Metropolitan State University of Denver		1998-2001
Bachelor's Degree: Education, English Multi-Culturalism		
University of Colorado Boulder	Psychology/Biology	1992-1998

### **SKILLS:**

- Created and developed a Level 5 (Highest Level) 501C3 nonprofit in Denver, CO in 2003.
- Meticulous writing and communication skills.
- Established a friendly and positive work environment for all faculty, staff, clients and business customers.
- Highly sufficient in communicating to business partners and professionally maneuvering the business environment.
- Highly organized and attentive to detail.
- Works well with others and upholds a very positive and professional attitude at all times.
- Upholds 5-Star professionalism at all times.
- Goes over and beyond to help and support others.
- Upholds and positively promotes the company in all aspects.

- Excellent people skills.
- Quick learner and great multi-tasker.
- Happiest when staying busy and in-the-mix of helping and working with others.

**PROFESSIONAL EXPERIENCE:**

- Opened a prosperous and a 5-Star Colorado Quality Rated~high-achieving non-profit organization in Denver, CO 2003-2019.
- Lead and oversaw hiring of all new staff, training new staff, supervising all staff, grant-writing, company website-updating, working with public, private and CO State and Federal funding sources and compliance.
- Planning, implementing, and leading company public relations, fundraising, and community partnerships, including staff trainings, staff development trainings, workshops, grant writing, spearheading annual fundraising events, parent and staff team-building activities, employee payroll processing on Quickbooks database, overseeing all company taxes and payroll processes, and company compliance with all Denver County, CO State, and Federal guidelines.

**VOLUNTEERISM:**

Mile High United Way Turkey Trot	November 24th	2010-2015
Wyatt Academy	Board of Directors Member	2017-2018
Early Excellence Preschool of Denver	Annual Gala Event/HeART-Show	2010-2017

**REFERENCES:**

Brian Luke	Denver Sheriff Department	720-241-0221
Janice Montoya	Early Excellence Program of Denver Administration	720-621-8575
Anna Rodriguez	Netflix, US Medi, PERM-OOH Manager Angelos, CA	720-352-6466