

STEM School Board of Directors Meeting

August 2, 2016
5:30pm – 7:30pm
High School Commons

8773 Ridgeline Blvd. | Highlands Ranch, CO | 80129

Minutes

- I. **Call to Order:** The meeting was called to order at 5:40 PM.
 - i **Roll Call**
Board Members: Matt Smith, Vernon Thorp, Mark Alpert, Nicole Smith, Darsh Pandya, Rudy Lukez
Staff: Dr. Penny Eucker, Robert Hoornstra
Other: 2 including Roy Martinez
 - ii **Pledge of Allegiance**

- II. **Reading of the Mission Statement:** Read by Mark Alpert

- III. **Review and Approval of Previous Board meeting minutes**
Mark moved for approval. Nicole seconded. Rudy abstained since he was not at the June meeting. All other board members approved.

- IV. **Executive Director's Report**
 - i **Recent accomplishments and events**
 - ii **Budget report**
 - iii **Enrollment status and projections**
 - iv **Financial status and projections**

See attached Executive Director's Report. Highlights included the following:

 - Welcome to our first year of K-12 classes. Thanks to the many people who worked hard to make it happen, including school staff, parents, and board members
 - We saw outstanding performance at TSA National, with numerous winners including one 1st place
 - Our students' Band Together project received one of eight national awards from the Entertainment Industry Foundation
 - Spring 2016 PSAT and recent College Readiness scores significantly exceeded national, state, and district averages

- We have our Certificate of Occupancy for our new building. Construction was completed on time and under budget. Thank you to Mark Alpert who managed the project for the school and to Himmelman Construction for their dedication and outstanding efforts. They were a phenomenal partner and their team worked aggressively to overcome technical challenges, provide great attention to detail, and maintain high quality. Mark will meet with our landlord in the next few days to review the project and discuss their financial contributions under the terms of our lease
- School finances are healthy, and staff is preparing for our annual audit which will start in a few weeks
- STEM Academy hosted several learning camps over the summer
- A STEM School payload flew on the recent ULA intern rocket launch, which set a new world record for the largest (over 50 feet tall) sport rocket ever launched. Students also participated in the Edge of Space balloon launch

V. COO Report (including presentation from our landscape architect)

Robert Hoornstra reviewed the preliminary landscape plan, which includes two playgrounds (K-1 and 2-8), driveline enhancements, and numerous other property improvements. Initial feedback from the surrounding business park and the Highlands Ranch community association has been positive. State approval will be required for the final plan. Matt requested that we also show the plan to Douglas County.

Next steps include the creation of construction documents from the landscape architect (following their proposal and negotiations), and putting the project out for bid based on those documents.

Rough cost numbers were discussed (over \$1M for the total project), along with financing options including a fundraising effort to cover part of the cost.

Robert and Penny also provided the status of our traffic management plan, staff and student parking plans, and the recent agreement reached with RTD that will allow use of the nearby Park 'n' Ride lot for student drop-off and pickup (combined with a school-provided shuttle bus).

VI. Proposed policy regarding STEM School and Academy Student Fees and Tuition (vote)

The draft policy had been read publicly at the May and June meetings. Following a final reading, Rudy motioned for approval. Mark seconded, and all the present board members approved.

VII. Proposed resolution regarding Board of Directors (term extensions and new members)

Vernon reviewed the status of board membership. Juliet Garcia recently resigned from her Class B Director seat, and Vernon resigned his Class B seat effective at the end of this meeting. Vernon recommended that Roy Martinez be considered for Juliet's seat effective immediately, and that Jeff Berg be considered for Vernon's seat effective at the end of this meeting. Rudy moved that we implement this recommendation to install Roy and Jeff as Class B members. Mark seconded, and all present board members approved.

Jeff's move from his former Class A seat to a Class B seat, and Marc Goldman's recent notice that he would not seek an extension of his Class A term, means that both Class A Director seats are now open. Matt proposed a change to our bylaws to establish a more effective process for appointing Class A members. The current process requires election by parents of STEM School students, which has historically resulted in negligible participation by the parent body. The proposed change would maintain the requirement that Class A members be parents of school students, and would allow parents to apply for the positions. The board would select members based on these applications. The board will work with Legal Counsel to draft the proposed bylaw change in preparation for a discussion and vote at the next meeting. Any change will require district level approval

Matt announced that he will resign from his Class B seat effective at the end of our September board meeting, and he resigned from his President office effective immediately. Matt reflected on his seven years leading the board and establishing the school and what a phenomenal experience it has been. Before leaving the board, he wanted to help the school and board reach several key milestones:

- Get to K-12
- Establish strong leadership of the school
- Develop a strong board with good succession capability
- Get to the point where the school can replicate its model without relying on large outside donations

Having led the board and school in achieving these goals, Matt is resigning to focus on other current demands. He will continue to make himself available as a consultant and advisor. Matt also discussed forming an advisory group, to include previous board members, as well as others, to assist the board and provide better continuity.

Matt nominated Mark Alpert to fill the office of Board President. Nicole seconded, and all present board members (including Roy in his new Class B Director role) approved.

The position of Board Secretary, previously held by Vernon, will be discussed at the next meeting.

VIII. Status of Actions Required for K-4 Expansion

All required actions are complete. The Code of Conduct for students is in place. Matt recommended we establish a formal Code of Conduct for staff as well which reflects our critical values (this would be an enhancement to the expectations already defined in other documents). An updated procedure is in place for before and after school supervision and safety of students.

IX. Construction Status

See discussion under Item IV

X. Strategic Plan Outline

Rudy provided a summary briefing of the plan (see attached charts). He will distribute the full plan for review prior to our September meeting

XI. Plans for Strategy Session at DMNS on 5 August

Nicole confirmed who from the board will attend this session with George Sparks, head of the Denver Museum of Nature and Science. Areas to be addressed include fundraising and partnerships, diversity, how to keep growing successfully, and how to develop a culture of giving. Nicole will prepare an agenda to guide the discussion.

XII. Public Comment

There were no public comments this month.

XIII. Determine Need for Planning Sessions Prior to Next Board Meeting

No other meetings are planned except for the Strategy Session to be facilitated by DMNS on 5 August.

XIV. Adjourn Public Session

The public session was adjourned at 7:50 PM.

XV. Convene executive session to discuss personnel related issues

The Board may vote to recess into executive session pursuant to §24-6-402(3)(a)(II), C.R.S., to confer with the school attorney, in order to receive legal advice or concerning pending and/or imminent litigation and pursuant to §24-6-402(3)(a), C.R.S., and pursuant to §24-6-402(3)(b)I for personnel matters.