

APPROVED



STEM School Highlands Ranch

Minutes

KOSON Leadership Search Committee

STEM BOD Working Session

Date and Time

Monday October 3, 2022 at 10:00 AM

Location

Zoom Call

Directors Present

C. Gustafson (remote), I. Kalra (remote), N. Smith (remote)

Directors Absent

None

Directors who left before the meeting adjourned

N. Smith

Guests Present

L. Kovalesky (remote), N. Bostel (remote), S. Ake (remote)

I. Opening Items**A. Record Attendance****B. Call the Meeting to Order**

C. Gustafson called a meeting to order on Monday Oct 3, 2022 at 10:08 AM.

C. Discussion on KOSON Leadership Search

The group continued to review the draft Roles and Responsibilities document and edit to align with the goals for the leadership role.

Nicole Bostel shared the STEM template for a job description and proposed including specific job requirements for phases of the role. Phase 1 would be applying for and getting approval to open a new school. Phase 2 would be the process to open a new school, bring on a new Executive Director to lead that new school, and setup shared services for both schools. Phase 3 would be looking forward when the KOSON network includes shared services and more than one Executive Director reporting to the role.

The group finalized the roles and responsibilities description and grouped the responsibilities into categories.

Carla informed the group that she had requested a proposal from the Colorado League of Charter Schools for HR consultant support to assist with preparing the job requisition. The Board will review this proposal at the next Board meeting on 10/11. If the Board approves the support from the Colorado League, the consultant can provide guidance to the Search Committee on the job requisition and determining the salary range for the position.

N. Smith left at 11:10 AM.

D. Action Items

Carla will send the finalized roles and responsibilities description to Kelly Reyna for the Board to review and approve at the 10/11 Board Meeting.

Carla will send a copy of the roles and responsibilities to Nicole Bostel so she can start preparing a draft job description with the STEM template.

The next committee meeting is tentatively planned for next week after the Board meeting on 10/11.

II. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:00 PM.

Respectfully Submitted,
C. Gustafson