



STEM School Highlands Ranch

Board of Directors Meeting

Published on March 2, 2024 at 7:16 AM MST

Date and Time

Tuesday March 5, 2024 at 5:30 PM MST

Location

P-tech Building
8920 Barrons Blvd
Highlands Ranch, CO 80129

Webinar Link: Join from a PC, Mac, iPad, iPhone or Android device: Please click this URL to join. <https://zoom.us/j/97049693895?pwd=RSxvcVh2ay8rSVdvWTFJRHExaFNLUT09> Passcode: 919339

Link to Meeting Presentation Slides

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:30 PM
A. Record Attendance		Carla Gustafson	5 m
B. Call the Meeting to Order		Carla Gustafson	
C. Pledge of Allegiance		Greg Shick	
D. Reciting of the Mission Statement		Michelle Horne	

	Purpose	Presenter	Time
<p>Never Stop Innovating! We envision a world of exponential possibilities where every child develops the innate knowledge, skills, creativity and character to thrive, lead and succeed in an ever-changing future.</p>			
E.	Approve Minutes	Approve Minutes	Carla Gustafson
<p>Approve minutes for Board of Directors Meeting on February 6, 2024</p>			
II.	Academic Excellence		5:35 PM
A.	Executive Director Report - STEM	FYI	LynAnn Kovalesky
<ul style="list-style-type: none"> • General School Updates 			
III.	KOSON Schools		5:50 PM
A.	CIO Updates	FYI	Matt Cartier
IV.	Board Committee Updates		6:05 PM
A.	Finance Committee	FYI	Star Ake
<ul style="list-style-type: none"> • Quarterly update • Preliminary Budget 2024-25 school year 			
B.	Governance Committee - Board Policy Updates	FYI	Carla Gustafson
C.	CIO Support & Evaluation Committee	FYI	Erin Quigley
<ul style="list-style-type: none"> • CIO Renewal update from the Committee Chair • Special Meeting with Executive Session week of March 25th - Remote 			
V.	Board of Directors Update		6:40 PM
A.	Board Treasurer Candidate	Vote	Carla Gustafson
<ul style="list-style-type: none"> • Nominee: Darrell Lomelino 			

	Purpose	Presenter	Time
B. 2024 Class A Election Timeline for Election	FYI	Rudy Lukez	5 m
C. Schedule Board Training • Board Training June 21st	Discuss	Carla Gustafson	5 m
D. Upcoming Agenda Items April • CIO Contract renewal • Class A Elections • Policy Review - ongoing • Bellwether • Center for Strength	FYI	Carla Gustafson	
VI. Public Comment			6:55 PM
<p>This is the time to voice opinions and provide feedback about specific agenda item(s) prior to any Board action. Speakers must complete the Public Comment Form and submit it electronically no later than 12 p.m. the day of each Board meeting. If written testimony or a handout is submitted, presenters are asked to supply one (1) copy via email to communications@stemk12.org</p>			
A. Public Comment Sign up link https://forms.gle/xjYxbDmtekd7PC7B6			5 m
VII. Closing Items			7:00 PM
A. Adjourn Meeting Adjournment	Vote	Kelly Reyna	

Never Stop Innovating! We envision a world of exponential possibilities where every child develops the innate knowledge, skills, creativity and character to thrive, lead and succeed in an ever-changing future.

Coversheet

Approve Minutes

Section: I. Opening Items
Item: E. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board of Directors Meeting on February 6, 2024

APPROVED



STEM School Highlands Ranch

Minutes

Board of Directors Meeting

Date and Time

Tuesday February 6, 2024 at 5:30 PM

Location

P-tech Building

8920 Barrons Blvd

Highlands Ranch, CO 80129

Webinar Link: Join from a PC, Mac, iPad, iPhone or Android device: Please click this URL to join. <https://zoom.us/j/97049693895?pwd=RStxcVh2ay8rSVdvWTFJRHExaFNLUT09>

Passcode: 919339

Link to Meeting Presentation Slides

Directors Present

E. Quigley, I. Kalra, K. Reyna, L. Davison (remote), M. Horne, R. Lukez

Directors Absent

C. Gustafson, G. Shick, R. Theret

Ex Officio Members Present

M. Cartier

Non Voting Members Present

M. Cartier

Guests Present

L. Kovalesky, N. Bostel

I. Opening Items

A. Record Attendance

Note: Ryan T has officially resigned his position.

B. Call the Meeting to Order

K. Reyna called a meeting of the board of directors of STEM School Highlands Ranch to order on Tuesday Feb 6, 2024 at 5:33 PM.

C. Pledge of Allegiance

D. Reciting of the Mission Statement

E. Approve Minutes

I. Kalra made a motion to approve the minutes from Board of Directors Meeting on 01-09-24.

E. Quigley seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

M. Horne	Aye
K. Reyna	Aye
I. Kalra	Aye
G. Shick	Absent
L. Davison	Aye
C. Gustafson	Absent
E. Quigley	Aye
R. Lukez	Abstain
R. Theret	Absent

II. Community Updates

A. DCSD Updates

Gordon Mosher visited to give an overview of his work and partnership with STEM.

-BOD had the opportunity to ask questions.

-Gordon explained that DCSD has the ability to approve (or not) charters in DCSD (not state) and that the process in place for that works well.

-Gordon was asked if declining enrollment in DCSD would impact charter approvals. He said, not directly, that it would depend on if the new charter could show evidence of enrollment.

-The 5 yr renewal for STEM was celebrated.

III. Academic Excellence

A. Executive Director Report - STEM

NHS visited to discuss Wish Week.

-Aribell (age 5) wants to go to Disney! (Make-a-Wish picks that kid, not NHS)

-This is the 7th wish week at STEM

-STEM NHS has raised \$81,800 to date (total across years) and hopes to reach \$100,000 with this year.

-Tshirts coming soon

-Wish Week events and spirit days coming March 1-8

Lynann's update:

-Elementary-

Sweetheart dance was a success.

Stone Canyon trip-one group was delayed due to a burst pipe, but the good news is that both groups got to go together instead.

Love of Reading week upcoming.

-Secondary-

MS movie night was a success.

HS winter formal was a success.

-Upcoming-

2/16 PD day, Courageous Conversations (DEI focus)

SBL, gathering data, working on solutions to grading and communication

Planning for 24/25 has begun and includes course registration, enrollment, Staff intent to return, and teacher offer letters.

IV. KOSON Schools

A. CIO Updates

Matt's update:

-Communicated via video with the community.

-Working with Bellwether Consulting-

Report card/feedback

Should we tweak Mission? Maybe it's more of a motto and the Vision is really our Mission?

What is our Market?

Survey to BOD to rate effectiveness.

March 5th some members of the BOD will meet with Bellwether.
-Strategic Plan-
Roadmap process for updating and refining (with BOD input)
Fall '25 implementation.
KOSON plan vs STEM plan.
Bellwether is helping.
Time for admin to work together undisturbed is a struggle currently.
-Growth Opportunities-
April 11/12 is State of STEM
Where, how, and why should we grow?
Is digital growth an option?

V. Board Committee Updates

A. Finance Committee

Kelly:

Ryan has officially resigned due to growing family responsibilities.

There is one candidate for replacement currently, BOD has bio, and this will be discussed in March.

No new information from Finance and no BOD questions.

B. Governance Committee - Board Policy Updates

Michelle:

2 policies up for annual renewal in March, please read and contact committee if there are questions, concerns, edits. Board Conflict of Interest Policy and Board Training Policy.

3 votes needed for policy adoption/renewal and DCSD waiver changes.

C. Governance Committee - Community Use of Facilities Policy, DCSD Policies, and Revisions of Waivers - For Approval

R. Lukez made a motion to approve the Use of Facilities Policy as written.

I. Kalra seconded the motion.

The board **VOTED** unanimously to approve the motion.

D. Governance Committee - Use of DCSD Policies - For Approval

I. Kalra made a motion to approve the Use of DCSD Policies as written.

R. Lukez seconded the motion.

The board **VOTED** unanimously to approve the motion.

E. Governance Committee -- Revisions to Waivers - For Approval

E. Quigley made a motion to approve the revisions to the DCSD waivers.

R. Lukez seconded the motion.

The board **VOTED** unanimously to approve the motion.

F. CIO Support & Evaluation Committee

Erin updated on the mid-year check-in with CIO

-Progress toward goals (Modeling, Strategic Planning and Budgeting, Leadership Development)

-BOD and CIO shared feedback with each other.

-Reflected on evidence of progress.

VI. Board of Directors Update

A. Board Treasurer Candidate

One candidate currently, BOD has bio.

Others welcome.

Hope to nominate in March.

B. Schedule Board Training

Need to decide a date.

Looking for a whole-day in June.

C. Upcoming Agenda Items

In March:

-Budgeting 24/25

-CIO contract renewal

-Continuing policy reviews

-Bellwether surveys

-Set election dates for BOD vacancy (Michelle's term ends)

VII. Public Comment

A. Public Comment Sign up link

NA

VIII. Closing Items

A. Adjourn Meeting

I. Kalra made a motion to adjourn public session (no executive) at 7:10pm.

R. Lukez seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:10 PM.

Respectfully Submitted,

M. Horne

Never Stop Innovating! We envision a world of exponential possibilities where every child develops the innate knowledge, skills, creativity and character to thrive, lead and succeed in an ever-changing future.

Coversheet

Executive Director Report - STEM

Section: II. Academic Excellence
Item: A. Executive Director Report - STEM
Purpose: FYI
Submitted by:
Related Material: March Board Presentation.pdf

Executive Director Update

March 5th, 2024

School Level Highlights

ES

- Parent Student Conferences (3/11-3/15)
- Love of Reading Week Events

Secondary

- First All Secondary Wish Week Assembly on Thursday, March 29th
- Parent Student Conferences (3/14 and 3/15)

All School

- Wish Week Events (2/29- 3/8)
- 24/25 Master Schedule Creation
- Teacher Offer Letters
- Spring Break (3/18-3/22)
- CMAS Testing

Student Highlights

- MS TSA- Best MS Chapter for the 10th year. Participants take a parliamentary procedure test to qualify for semifinals round. Semifinalists conduct an opening ceremony, items of business, parliamentary actions, and a closing ceremony. They are heading to Nationals.
- TSA - HS/MS - Over a dozen placements at TSA
- Science Olympiad- 2 teams qualified for state and ranked 4th and 6th out of 29 teams
- Andrew Hathaway accepted to the Air Force Academy
- Two National Merit Finalists- Spencer Neucks and Luke Pauka
- Anirudh Rao selected as National STEM Champion in STEM Challenge

Standards Based Learning and Grading Updates

- Confusion and issues related to Mastery Connect and Canvas
 - SBG Working Group is exploring an option that would eliminate the need for Mastery Connect.
- Varying Assignment Weights
 - We will continue with total points for high school grading.
 - Through ongoing coaching and practice, we will begin to determine if weights are needed in the future.
 - 24/25 PD will focus on Backwards Design which will help to determine the possibility of weights in the future.
- Developmental appropriateness concerns for high school students (Intrinsic motivation of student)
- Limited grading options for 3's and 4's
 - Through ongoing coaching, professional development opportunities, PLC work time, and practice, teachers will be able to:
 - Utilize varying assessments with increased opportunities for 3's and 4's
 - Organize and re-prioritize standards to identify what needs to be addressed first
 - Develop PBL units that will inherently differentiate content
- Challenges with students completing learning opportunities
 - Accepting feedback from staff and working on SBL school cohort resources
 - SBG team will research providing feedback on work habits and character traits
- Mental and emotional strain from accumulation of retakes and mastery work
 - Students and parents will have the ability to see grades, both letters and numbers, in one gradebook. This will hopefully lead to more clarity around grading.

The Sandbox

- Grading categories are set up to show average grade breakdowns of each standard category that teachers are using
- All grades (DoKs) are equally weighted and then averaged into a final grade
- The final grade is converted to a letter (students can see the number and letter grade for what they are earning - they do not have to do any calculation to see what they have).
- The way assignments are set up in Canvas has changed. We needed to modify the settings to streamline the process for teachers and students, as well as make sure that we are giving consistent grades for all students and that this works across all subject areas, regardless of a content-based, skills-based, or hybrid course (grounded in standards).
 - Some of these changes are:
 - All assignments need to be point-based
 - Grading scheme is point-based (not percentage based as was the default)
 - Assignment/Grading categories were created to see averages that fit into standards
 - Organization in Canvas courses needs to happen to see how students are submitting assignments and collecting feedback
 - Consistent naming of assignments and submitting things is happening to make sure that there is clarity on assignments.

SBG- Next Steps

- The SBG will meet on Monday to discuss their initial Sandbox feedback and findings with admin and TST Coaches.
- Phase Two participants (students and parents) will be selected to join the Sandbox and use in real time.

Coversheet

CIO Updates

Section: III. KOSON Schools
Item: A. CIO Updates
Purpose: FYI
Submitted by:
Related Material: 20240305 Board Meeting CIO SLIDES.pdf



CIO Update

Tuesday, March 5, 2024

Topics

- Colorado League of Charters Conference
- Bellwether Consulting
- Growth Opportunities Update
- Enrollment Plan

Colorado League of Charters Conference

Bellwether Consulting

Bellwether Consulting

- Cohort Meeting Update - March 5, 2024
- Board Effectiveness Diagnostic Review

Growth Opportunities Update

Intended Impact

DEEPEN

Over the next 3 years, STEM Highlands Ranch will add 100 preschool students, homeschool program for 100 students, and summer school classes/camps that support 500 students to its existing location.

EXPAND

Koson Schools will add 2 elementary schools within 15 minutes drive of the Highlands Ranch Campus that will educate 450 K-5 students and 100 preschool students at each campus.

Enrollment Plan

Upcoming Dates

Upcoming Dates

- March 5 - Bellwether Cohort Meeting
- March 14th (evening) & 15th (day, No school) - Parent Conferences
- March 18-22 - Spring Break (No school)
- April 2nd - Board Meeting
- **April 12 @ 6:00pm & April 13th @ 8:00am - State of STEM**
- April 26th - Professional Development Day (no school)
- May 7th - STEM Shares
- May 14th - Board Meeting
- **May 20th - Graduation**
- May 22nd - Elementary Last Day (half day)
- May 23rd - Secondary Last Day (half day)
- **June 21st (all day) - Board Retreat**

Coversheet

Finance Committee

Section: IV. Board Committee Updates
Item: A. Finance Committee
Purpose: FYI
Submitted by:
Related Material: 20240305 Board Meeting FINANCE SLIDES.pdf



Finance Update

Tuesday, March 5, 2024

Topics

- January Actual vs Budget and Year End Projections
- Budget Overview and Timeline
- Budget Process
- Next Steps

January Financials

January Actual to Budget & Year End Projections

- Variances
 - List out observations of line items that are significantly over or under budget and provide explanations.
- Year End Projections
 - How are we looking to end the year
- Questions?

* January Financials can be found in board book

Budgeting Overview, Process & Timeline



Budgeting Annual Cycle

- October - December - Dreaming, Strategic Thinking, Operational Plans.
- January/ February - Turn Operational Plans into next year's budget.
- February/March refine with current years projection to finish the year and confirm PPR
- April 15th - Proposed Budget due to DCSD (no board vote needed)
- May 31st - Adopted Budget Due to DCSD (board vote needed/May 14th)
- Sept 15th - Update budget based on enrollment during first week of school.
- Dec 15th - Final updated budget due based on October Student Count and actual PPR totals.

Budgeting Overview & Process

- Purpose of the Budget
- Major components
 - Enrollment
 - Salaries, Benefits, Taxes
 - Facilities

Budgeting Process

- New Budgeting Process Description and Rationale.
- Compare new process to old process

Next Steps

Next Steps

- Incorporate recently published DCSD salary schedules
- Continue to Evaluate 23-24 cost to 24-25 Budget (what can we do this year)
- Finalizing budgets for 2024-2025 school year:
Operational Budget, Capital Projects Budget, Grants Budgets, Fundraising Budget
- Work with new board member finalize budget
- Continue research and develop plan for potentially using cash reserves if needed.

Questions?

Coversheet

Board Treasurer Candidate

Section: V. Board of Directors Update
Item: A. Board Treasurer Candidate
Purpose: Vote
Submitted by:
Related Material: Darrell Lomelino_Bio (1).pdf



Darrell Lomelino

SVP, Senior Relationship Manager
KeyBank

Darrell Lomelino joined KeyBank in 2022 and currently serves as Senior Vice President, Senior Relationship Manager for KeyBank's Colorado Commercial Banking Group. In this role, Darrell handles all aspects of client relationships and delivers a full range of products and services to middle-market clients across Colorado, with a focus on tax-exempt transactions, including for governmental, education and non-profit clients, as well as general commercial & industrial lending. Darrell is currently an elected Board Member of the Polo Reserve Metropolitan District in Littleton.

Prior to joining KeyBank, Darrell was with Independent Financial (formerly Guaranty Bank & Trust) for 4.5 years where he built the tax-exempt portfolio from \$60MM to \$200MM+ with a primary focus of working with charter schools. Darrell started his career with BOK Financial in their Accelerated Career Track program and was an Analyst for the Colorado Middle Market Group prior to becoming an RM with the group. He was with BOK for a total of 6 years.

Darrell holds a M.S in Finance from the University of Denver (Daniels School of Business) and a B.S. in Finance from the University of Northern Colorado (Monfort School of Business).