



STEM School Highlands Ranch

Board of Director's Meeting

Published on January 4, 2025 at 11:55 AM MST

Date and Time

Tuesday January 7, 2025 at 5:30 PM MST

Location

8920 Barrons Blvd
P-TECH Mechatronics Room
Highlands Ranch, CO 80129

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. <https://zoom.us/j/96916599576?pwd=3FbC4D1oROtEaq1eZXVvPxxWnRc2lY.1>

Passcode: 631204

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:30 PM
A.	Record Attendance		2 m
B.	Call the Meeting to Order		1 m
C.	Pledge of Allegiance	Darrell Lomelino	1 m
D.	Reciting of the Mission Statement	Greg Shick	1 m

	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>			
II. Approve Meeting Minutes			5:35 PM
A. Approve Minutes 12/3	Approve Minutes	Carla Gustafson	2 m
B. Approve Minutes 12/9	Approve Minutes	Carla Gustafson	2 m
III. STEM School Highlands Ranch Updates			5:39 PM
A. Facilities Update	FYI	Matt Cartier	10 m
<p>Matt Cartier with Chris Damour will present the proposed facility improvements based on DCSD Bond approval and requested reserve funding.</p>			
B. AP Diploma Program Approval	Vote	LynAnn Kovalesky	5 m
IV. KOSON Schools			5:54 PM
A. CIO Update - Strategic Updates	Discuss	Matt Cartier	10 m
<p>Matt Cartier to provide updates on growth strategy within Douglas County School District.</p>			
V. Public Comment - Moved earlier due to Executive Session			6:04 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			5 m

	Purpose	Presenter	Time
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<https://forms.gle/xjYxbDmtekd7PC7B6>

VI. Board Committee Updates 6:09 PM

- | | | | | |
|-----------|---|---------|------------------|------|
| A. | 2024/25 Budget Update Presentation and Approval | Discuss | Darrell Lomelino | 40 m |
|-----------|---|---------|------------------|------|

Matt Cartier, Darrell Lomelino and Finance Committee presents updated 24/25 Budget for Board Discussion and Approval

- | | | | | |
|-----------|---|------|-----------------|-----|
| B. | Board Approval of Revised FY 24/25 Budget | Vote | Carla Gustafson | 2 m |
|-----------|---|------|-----------------|-----|

Be it resolved by the Board that the amounts shown in the attached schedule be appropriated to each fund as specified in the REVISED ADOPTED BUDGET for the ensuing fiscal year beginning July 1, 2024 and ending June 30, 2025.

- | | | | | |
|-----------|---|------|-----------------|-----|
| C. | Board Approval to spend reserve funds in FY 24/25 | Vote | Carla Gustafson | 2 m |
|-----------|---|------|-----------------|-----|

Be it further resolved, in accordance with C.R.S. 22-44-105, the Board authorizes the use of a portion of the Fiscal Year 2024/25 Beginning Fund Balance from the General Fund in the amount of \$ 1,495,770.

Be it further resolved, that the use of this portion of the beginning fund balance for the purposes set forth above will not lead to an ongoing deficit, provided the use of funds from fund balance is one time.

- | | | | | |
|-----------|--|---------|-----------------|-----|
| D. | Governance Committee Update
Staff Handbook Presentation | Discuss | Carla Gustafson | 5 m |
|-----------|--|---------|-----------------|-----|

- | | | | | |
|-----------|-----------------------|------|------------|-----|
| E. | Advancement Committee | Vote | Greg Shick | 5 m |
|-----------|-----------------------|------|------------|-----|

Matt Cartier and Greg Shick present the proposed plan to setup a Replication/Expansion Task Force. Board approval requested to setup new Task Force and confirm 2nd Board member.

VII. Consent Agenda 7:03 PM

- | | | | | |
|-----------|---|------|-----------------|--|
| A. | Vote for Consent Agenda Items - None for this Meeting | Vote | Carla Gustafson | |
|-----------|---|------|-----------------|--|

VIII. Executive Session Discussions 7:03 PM

	Purpose	Presenter	Time
A. Convene Executive Session	Vote	Carla Gustafson	60 m
<i>The Board may vote to recess into executive session pursuant to C.R.S. § 24-6-402(4) (b) to obtain advice from the School's attorney related to specific legal questions regarding a lawsuit against the School, as well as pursuant to C.R.S. 24-6-402(4)(e) to determine positions relative to matters that may be subject to negotiations and to instruct negotiators regarding the lawsuit against the School.</i>			
B. Public Session	Vote	Carla Gustafson	5 m
Possible board vote on items related to instructing settlement negotiators.			
IX. Board of Director's Updates			8:08 PM
A. Preview of Next Meeting	FYI	Carla Gustafson	5 m
February Meeting:			
<ul style="list-style-type: none"> • Finance - Present Proposed Auditor Selection for FY 24/25 Audit • Governance - Staff Handbook Approval, Present Parent/Student Handbook Updates and potentially Present Revised Bylaws • CIO Support and Evaluation - Present CIO mid year review report for approval 			
X. Closing Items			8:13 PM
A. Adjourn Meeting	Vote	Carla Gustafson	
Adjournment			

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 12/3

Section: II. Approve Meeting Minutes
Item: A. Approve Minutes 12/3
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board of Director's Meeting on December 3, 2024

APPROVED



STEM School Highlands Ranch

Minutes

Board of Director's Meeting

Date and Time

Tuesday December 3, 2024 at 5:30 PM

Location

8920 Barrons Blvd
P-TECH Mechatronics Room
Highlands Ranch, CO 80129

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. [https://zoom.us/j/96916599576?](https://zoom.us/j/96916599576?pwd=3FbC4D1oROtEaq1eZXVvPwWnRc2lY.1)

[pwd=3FbC4D1oROtEaq1eZXVvPwWnRc2lY.1](https://zoom.us/j/96916599576?pwd=3FbC4D1oROtEaq1eZXVvPwWnRc2lY.1)

Passcode: 631204

Directors Present

C. Gustafson, E. Quigley, G. Shick, G. Wing, I. Kalra (remote), K. Reyna, L. Davison (remote), R. Lukez

Directors Absent

D. Lomelino

Ex Officio Members Present

M. Cartier

Non Voting Members Present

M. Cartier

Guests Present

A. Westfall, L. Kovalesky

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

C. Gustafson called a meeting of the board of directors of STEM School Highlands Ranch to order on Tuesday Dec 3, 2024 at 5:33 PM.

C. Pledge of Allegiance

D. Reciting of the Mission Statement

II. Approve Meeting Minutes

A. Approve Minutes 10/8

E. Quigley made a motion to approve the minutes from Board Meeting - Special Session on 10-08-24.

G. Wing seconded the motion.

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

B. Approve Minutes 10/16

K. Reyna made a motion to approve the minutes from Board Meeting - Special Meeting on 10-16-24.

G. Wing seconded the motion.

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

G. Wing made a motion to approve the minutes from Board of Director's Meeting on 11-12-24.

I. Kalra seconded the motion.

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

Roll Call

K. Reyna Abstain

G. Wing Abstain

E. Quigley Aye

I. Kalra Aye

C. Gustafson Aye

R. Lukez Aye

D. Lomelino Absent

L. Davison Aye

G. Shick Abstain

C.

Approve Minutes 10/22

K. Reyna made a motion to approve the minutes from Board Meeting - Special Session on 10-22-24.

G. Shick seconded the motion.

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

D. Approve Minutes 11/12

G. Wing made a motion to approve the minutes from.

E. Quigley seconded the motion.

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

Roll Call

L. Davison Aye

K. Reyna Abstain

E. Quigley Aye

G. Wing Abstain

I. Kalra Aye

C. Gustafson Aye

G. Shick Abstain

D. Lomelino Aye

R. Lukez Aye

E. Approve Meeting Minutes 11/19

K. Reyna made a motion to approve the minutes from Board Meeting - Special Meeting on 11-19-24.

G. Wing seconded the motion.

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

Roll Call

D. Lomelino Absent

K. Reyna Absent

III. STEM School Highlands Ranch Updates

A. Fall Survey Results Presentation

Enrollment:

Enrollment is up from last year and we have been experiencing better word of mouth which is helping with enrollment.

Internal personal experience and student engagement have been really impactful along with our messaging and branding.

Prospective spartan night was better than ever.

we've been very intentional about student shadowing as well, making sure to match prospective students with the student and classes that will be the best fit for each shadowing student.

We should ask what is bringing returning students back to STEM.

Fall Staff Pulse Survey:

Full survey results are available in Board Book.

53.7% would recommend STEM as a place to work,

47.2% were excited and inspired by STEM's program model

Fall SAC Survey Data:

They felt that their PLC time was a little too intensive and time consuming- we are reevaluating our model for PLCs. We want our staff to have personalized pathways just like our students.

Have you had any push back from teachers? Yes- they feel that they have already done this work in Canvas. Once we talk then through the reasons for doing it, the Replication aspect but also how much better it will be for them, and the fact that we are providing extra time and coaching, the majority feel better about it.

Does it require a lot of work? Yes, up front it is a lot of work especially the first time.

However, our teachers who are on their 2nd year have far less work and they have seen the final outcome is positive.

If we are getting good content out there from our teachers- It's good for STEM. We do celebrations of learning for our students, can we do that for our teachers?

B. AP Diploma Program Presentation

AP Diploma is an advanced diploma offered by the College Board designed to Promote College readiness and Critical thinking through 2 courses: AP Seminar and AP Research. Students will earn the diploma by completing these courses and earning scores of 3 or higher on them along with scores of 3 or higher on four additional AP exams of their choice.

It is a 2 year program. The kids can pick whatever area they want to research and they are taught the skills that will make them more effective at a college level. We will star this next year if we have 20+ kids enroll in AP Research. The grade level is normally 11th and 12th grade, but in STEM they may allow 9th and 10th grade.

Is AP Starting to bring anything up about open AI? I have been hearing more about how we are going to get our kids ahead of it.- We have not heard anything out of CollegeBoard, but the teachers are definitely aware of it.

Students are worried that their grades will not translate to colleges, so they are taking AP and CE courses because it will translate so well for any college they want

We have 400 kids and so many pathways for them to chose. this will teach them how to research then apply that research to their chosen pathway.

This will probably take away some of the numbers from the other courses, but it should help our students hone in on their passions.

What are the staffing needs around this?- Yes, we will have to hire more teachers if we have another 100 students joining next year.

This can help us retain some students.

There will be more examination to see if the BOD has to vote on this in January and if they need to vote on it, that will be done during the January 7th BOD Meeting.

We may need to streamline the policy. What is our role today according to the policy? We need to vote on this in January

IV. KOSON Schools

A. CIO Update - Potential Charter School Replication in DCSD

Letter of Intent is due before January 15, 2025. The Application will be due between February 1 and April 1, 2025. The district will decide May 27,2025.

The fact that we have turned around enrollment is a very good sign. It's hard to get letters of intent if you haven't been authorized to move somewhere. We're open to the location and will discuss with the district, we don't want to send multiple letters of intent for different locations.

We are targeting 2027 and 2028 as a start date, and with Lehman Academy's new campus still not open, having a targeted start date should be advantageous for building that replication.

The LOI is more than just a procedural step—it lays the groundwork for a successful application process by fostering transparency, collaboration, and alignment with district goals.

Matt will write a letter of intent with Bullet Points, and we will approve the bullet points- DCSD makes it very hard to submit on LOI without specific detail.

Comment - I would suggest you ask the district to give you an outline of what is needed.

The board could approve the key points that we want the board to approve. We could add it to the special meeting on Monday- If it is going to have each of our names on it, I want to make sure that we are completely comfortable approving. How do you feel that we have a special meeting to go through it all and decide what to approve?

It was determined that the board would vote to approve the request to draft a letter.

B. Board vote regarding DCSD replication Letter of Intent

L. Davison made a motion to Approve Matt's requests to draft a letter of intent to DCSD for application for a new school.

G. Shick seconded the motion.

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

V. Board Committee Updates

A. Finance Committee Update

Matt Cartier went through the percentages that were high so far for our budget and provided explanations. All in all, for all expenses we are at 36% for the year which is where we want to be.

- How were the overages balanced? We were lower in Benefits than we expected.

VI. Consent Agenda

A. Vote for Consent Agenda Items

R. Lukez made a motion to Approve the Consent Agenda.

E. Quigley seconded the motion.

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

VII. Public Comment

A. Public Comment Sign up link

There were no public comments.

VIII. Board of Director's Updates

A. Preview of Next Meeting

Next meeting- Board vote on updated 24/25 Budget

AP Program Approval

Present Student/Parent Handbook Updates and Draft Staff Handbook

CIO Support and Evaluation - Approve Mid-Year Evaluation

STEM Enrollment Strategy and Facilities Updates

We also clarified the policy for course selection and board approval- last revision 2023- we should discuss it in the governance committee.

K. Reyna made a motion to recess into executive session for the CIO Mid Year Board Evaluation pursuant to: Personnel matters except if the employee who is the subject of the session has requested an open meeting, or if the personnel matter involves more than one employee, all of the employees have requested an open meeting. With respect to hearings held pursuant to the "Teacher Employment, Compensation, and Dismissal Act of 1990", article 63 of title 22, C.R.S., the provisions of section 22-63-302 (7)(a), C.R.S., shall govern in lieu of the provisions of this subsection (4).

R. Lukez seconded the motion.

Ended public session at 7:15 pm

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

IX. Executive Session - CIO Mid_year Check-In BOD Evaluation

A. Convene Executive Session

Started 7:24pm; all directors present except Darrell Lomelino.

Ended 8:43pm

X. Closing Items

A. Adjourn Meeting

K. Reyna made a motion to Adjourn.

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 8:46 PM.

Respectfully Submitted,

I. Kalra

Documents used during the meeting

- December Board Presentation 24_25.pdf
- 2024 Fall SAC Survey Overall.pdf
- September 2024 Student Advisory Survey Data Report.pdf
- 24-25 Fall Staff Survey for Agenda.pdf
- Board Presentation 20241203 Letter of Intent.pdf
- Finance Committee One Pager 2024-25.pdf

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 12/9

Section: II. Approve Meeting Minutes
Item: B. Approve Minutes 12/9
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting - Special Meeting on December 9, 2024

APPROVED



STEM School Highlands Ranch

Minutes

Board Meeting - Special Meeting

Date and Time

Monday December 9, 2024 at 5:30 PM

Location

Zoom

Public Session Access:

Join from a PC, Mac, iPad, iPhone or Android device: (Links posted on Calendar)

Please click this URL to join. [https://zoom.us/j/92648974823?](https://zoom.us/j/92648974823?pwd=tj3bZbQuimbl3xuEaJkVBXesoJJSCk.1)

[pwd=tj3bZbQuimbl3xuEaJkVBXesoJJSCk.1](https://zoom.us/j/92648974823?pwd=tj3bZbQuimbl3xuEaJkVBXesoJJSCk.1)

Passcode: 409604

Directors Present

C. Gustafson (remote), D. Lomelino (remote), E. Quigley (remote), G. Shick (remote), G. Wing (remote), I. Kalra (remote), K. Reyna (remote), L. Davison (remote), R. Lukez (remote)

Directors Absent

None

Directors who arrived after the meeting opened

D. Lomelino, L. Davison

Ex Officio Members Present

M. Cartier (remote)

Non Voting Members Present

M. Cartier (remote)

Guests Present

Eric Hall (Executive Session) (remote), M. Pritchard (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

C. Gustafson called a meeting of the board of directors of STEM School Highlands Ranch to order on Monday Dec 9, 2024 at 5:34 PM.

II. Executive Session

A. Executive Session Discussions

The Board may vote to recess into executive session pursuant to C.R.S. § 24-6-402(4)(b) to obtain advice from the School's attorney related to specific legal questions regarding a lawsuit against the School, as well as pursuant to C.R.S. 24-6-402(4)(e) to determine positions relative to matters that may be subject to negotiations and to instruct negotiators regarding the lawsuit against the School.

G. Shick made a motion to Enter executive session at 5:38 pm.

G. Wing seconded the motion.

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

Executive Session went from 5:39 pm to 6:33 pm

Matt Cartier and Eric Hall were present in addition to Directors.

D. Lomelino arrived at 5:39 PM.

L. Davison arrived at 5:51 PM.

III. Public Session

A. Possible board vote on items related to instructing settlement negotiators.

Resumed 6:35pm; No vote necessary; DL did not come back to public session

IV. Closing Items

A. Adjourn Meeting

G. Wing made a motion to Adjourn.

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 6:37 PM.

Respectfully Submitted,
I. Kalra

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

AP Diploma Program Approval

Section: III. STEM School Highlands Ranch Updates
Item: B. AP Diploma Program Approval
Purpose: Vote
Submitted by:
Related Material: AP Diploma Program.pdf
AP Diploma Programming.pdf



Academic Excellence Committee

New Potential Program- AP Diploma

What is AP Diploma?

The AP Capstone Diploma is an advanced diploma offered by the College Board, designed to *promote college readiness and critical thinking* through two specific courses: AP Seminar and AP Research. Students earn the diploma by **completing these courses and earning scores of 3 or higher on them, along with scores of 3 or higher on four additional AP exams of their choice.**

[More information on AP Diploma](#)

STEM SCHOOL

HIGHLANDS RANCH

NEW AP Capstone Diploma Program



The AP Capstone Diploma is an advanced diploma offered by the College Board, designed to *promote college readiness and critical thinking* through two specific courses: AP Seminar and AP Research. Students earn the diploma by completing these courses and earning scores of 3 or higher on them, along with scores of 3 or higher on four additional AP exams of their choice

Here's how it works:

1. **AP Seminar:** In this course, students explore real-world issues through multiple perspectives, research various topics, and develop arguments through written essays, presentations, and team projects.
2. **AP Research:** Following AP Seminar, this course allows students to design, execute, and defend a year-long research project on a topic of their choice, culminating in a research paper and an oral defense.
3. **Additional AP Exams:** Students must also pass four additional AP exams in any subject to qualify for the diploma.

Learn More

You can find course information by visiting the stemk12.org website and selecting the Academic Planning Guide.

For further questions on programming, please contact Michelle Gasser-michelle.gasser@stemk12.org or Nicole Ryan nicole.ryan@stemk12.org

Coversheet

CIO Update - Strategic Updates

Section: IV. KOSON Schools
Item: A. CIO Update - Strategic Updates
Purpose: Discuss
Submitted by:
Related Material: Douglas_County_Growth_Strategy.pptx.pdf

STEM SCHOOL HIGHLANDS RANCH

DCSD Growth Strategy



Strategy

1. Feeder Strategy
2. Letter of Intent
3. Collaboration
4. Application
5. 2026 Letters of Intent
6. 2028 Start Date

Coversheet

2024/25 Budget Update Presentation and Approval

Section: VI. Board Committee Updates
Item: A. 2024/25 Budget Update Presentation and Approval
Purpose: Discuss
Submitted by:
Related Material: STEM_FY25_Revised_Budget_Final_for_Board_Adoption.pdf

STEM School Highlands Ranch
Douglas County School District RE-1
Douglas County
2024 - 2025
REVISED ADOPTED BUDGET

January 7, 2025

APPROPRIATION RESOLUTION
ANNUAL BUDGET
ANNUAL BUDGET IN UNIFORM BUDGET SUMMARY FORMAT

APPROPRIATION RESOLUTION

Be it resolved by the Board of Education of STEM School Highlands Ranch located in Douglas County School District RE-1 in Douglas County that the amounts shown in the following schedule be appropriated to each fund as specified in the REVISED ADOPTED BUDGET for the ensuing fiscal year beginning July 1, 2024 and ending June 30, 2025.

Be it further resolved, in accordance with C.R.S. 22-44-105, the Board of Education authorizes the use of a portion of the Fiscal Year 2024 25 Beginning Fund Balance from the General Fund in the amount of \$ 1,495,770
 Be it further resolved, that the use of this portion of the beginning fund balance for the purposes set forth above will not lead to an ongoing deficit, provided the use of funds from fund balance is one time.

FUND	APPROPRIATION AMOUNT	EXPENDITURES + APPROPRIATED RESERVES
1. General Fund	1 22,076,085	22,076,085
1a. Charter Schools	1a. -	-
1b. Insurance Reserve Fund	1b. -	-
1c. Pre-School Fund	1c. -	-
Special Revenue Funds:		
2. Capital Reserve Special Revenue Fund	2 -	-
3. Governmental Designated-Purpose Grants Fund	3 -	-
4. Pupil Activity Special Revenue Fund	4 -	-
5. Full Day Kindergarten Mill Levy Override Fund	5 -	-
6. Transportation Fund	6 -	-
7. Other Special Revenue Funds	7 -	-
8. Bond Redemption Fund	8 2,011,268	2,011,268
Capital Projects Funds:		
9. Building Fund	9 -	-
10. Special Building and Technology Fund	10 -	-
11. Capital Reserve Capital Projects Fund	11 -	-
Enterprise Funds:		
12. Food Service Fund	12 -	-
13. Other Enterprise Funds	13 -	-
Internal Service Funds:		
14. Risk-Related Activity Fund	14 -	-
15. Other Internal Service Funds	15 -	-
Trust/Agency Funds:		
16. Fiduciary Fund	16 -	-
17. Private Purpose Trust Funds	17 -	-
18. Agency Fund	18 -	-
19. Pupil Activity Agency Fund	19 -	-
20. Foundations	20 -	-
21. Component Units	21 -	-
TOTAL APPROPRIATION	22 24,087,353	24,087,353

 Date of Adoption Signature of Board President

STEM School Highlands Ranch
2024 - 2025 REVISED ADOPTED BUDGET
GENERAL FUND BOARD SUMMARY

ANNUAL BUDGET				
	FY24AUDIT	FY25 ADOPTED BUDGET	FY25 WORKING BUDGET	Change (%)
Revenue				
Local Revenue	5,895,392	4,323,263	4,790,794	11%
State Revenue	774,819	695,250	1,115,281	60%
Federal Revenue	129,461	-	-	n/a
Capital Lease Proceeds	-	-	-	n/a
Per Pupil Funding & MLO	14,217,846	14,851,568	14,674,240	-1%
Total Revenue	21,017,517	19,870,081	20,580,315	4%
Expenditures				
Salaries	10,026,461	10,819,770	10,662,846	-1%
Employee Benefits	2,728,281	3,119,338	3,604,650	16%
Purchased Professional and Technical Services	240,844	270,253	1,203,236	345%
Purchased Property Services	3,082,202	3,041,468	2,848,747	-6%
Other Purchased Services	2,216,800	1,394,680	2,047,551	47%
Supplies	694,934	871,088	662,982	-24%
Property	399,406	195,364	1,021,672	423%
Other Objects	60,762	119,420	24,400	-80%
Other Uses of Funds	(102)	-	-	n/a
Total Expenditures	19,449,588	19,831,381	22,076,085	11%
Transfers To/From General Fund	(235,425)	-	-	-100%
Transfers To/From Building Corp	-	-	-	n/a
Transfers To/From Fund 43	-	-	-	n/a
Other Sources	-	-	-	n/a
Loan Proceeds	-	-	-	-
Change in Fund Balance	\$ 1,332,504	\$ 38,700	\$ (1,495,770)	-3965%
Beginning Fund Balance	\$13,388,208	\$ 14,675,529	\$ 14,675,529	0%
Nonspendable Fund Balance	46,013	-	-	-100%
Restricted Fund Balance	-	-	-	-
TABOR Reserve	630,000	502,203	495,286	-21%
Committed Fund Balance	-	-	-	n/a
Assigned Fund Balance	-	-	137,300	n/a
Unassigned Fund Balance	14,044,699	14,212,026	12,547,174	-11%
Ending Fund Balance	\$14,675,529	\$ 14,678,467	\$ 13,179,759	-10%
MAJOR ASSUMPTIONS				
Total Enrollment	1,375.0	1,375.0	1,397.0	
Funded Pupil Count	1,375.0	1,375.0	1,373.0	
Per Pupil Revenue (PPR)	10,003	10,682	10,688	
Change in PPR			0.05%	
Staff (FTE)	167.00	167.00	170.00	
OPERATING METRICS				
Debt Burden Ratio (DBR)	10.39	9.92	10.21	
Operating Reserve Ratio (ORR)	0.75	0.74	0.60	
Operating Margin Ratio (OMR)	0.06	0.00	(0.07)	
Change in Fund Balance Ratio (CFBR)			(0.10)	
Days of Unassigned Reserves Hand	263.57	261.57	207.45	
Debt Service Coverage Ratio			1.00	
Facility Payment as % of Revenue	10%	10%	10%	
Total Facility Costs as % of Revenue	14%	15%	13%	
Instructional Spending			52%	
Support Services Spending			48%	
Salaries & Benefits as % of Total Budget	66%	70%	65%	
Student:Staff Ratio	8.23	8.23	8.22	

		FY25 WORKING BUDGET	FY25 WORKING BUDGET	FY25 WORKING BUDGET
		10 General Fund	Building Corporation	43 CRCP Fund
STEM School Highlands Ranch				
REVISED ADOPTED BUDGET				
Adopted January 7, 2025				
Budgeted Pupil Count		1,373	-	
Beginning Fund Balance (Includes All Reserves)		14,675,529	-	-
Revenues				
Local Sources	1000 - 1999	4,790,794	2,011,268	-
Intermediate Sources	2000 - 2999	-	-	-
State Sources	3000 - 3999	1,115,281	-	-
Federal Sources	4000 - 4999	-	-	-
Total Revenues		5,906,076	2,011,268	-
Total Beginning Fund Balance and Reserves		20,581,605	2,011,268	-
Total Allocations To/From Other Funds				
Transfers To/From Other Funds	5600,5700, 5800	14,674,240	-	-
Other Sources	5200 - 5300, 5100,5400, 5500,5900, 5990, 5991	-	-	-
Available Beginning Fund Balance & Revenues (Plus Or Minus (If Revenue) Allocations And Transfers)		35,255,844	2,011,268	-
Expenditures				
Instruction - Program 0010 to 2099				
Salaries	0100	7,562,233	-	-
Employee Benefits	0200	2,556,466	-	-
Purchased Services	0300,0400, 0500	727,520	-	-
Supplies and Materials	0600	436,882	-	-
Property	0700	235,531	-	-
Other	0800, 0900	24,400	-	-
Total Instruction		11,543,033	-	-
Supporting Services				
Students - Program 2100				
Salaries	0100	268,222	-	-
Employee Benefits	0200	90,674	-	-
Purchased Services	0300,0400, 0500	-	-	-
Supplies and Materials	0600	12,000	-	-
Property	0700	-	-	-
Other	0800, 0900	-	-	-
Total Students		370,897	-	-
Instructional Staff - Program 2200				
Salaries	0100	330,193	-	-
Employee Benefits	0200	111,624	-	-
Purchased Services	0300,0400, 0500	415,262	-	-
Supplies and Materials	0600	34,000	-	-
Property	0700	-	-	-
Other	0800, 0900	-	-	-
Total Instructional Staff		891,079	-	-
General Administration - Program 2300, including Program 2303 and 2304				
Salaries	0100	-	-	-
Employee Benefits	0200	-	-	-
Purchased Services	0300,0400, 0500	2,064,699	-	-
Supplies and Materials	0600	5,000	-	-
Property	0700	-	-	-
Other	0800, 0900	-	-	-
Total School Administration		2,069,699	-	-
School Administration - Program 2400				
Salaries	0100	1,172,326	-	-
Employee Benefits	0200	396,313	-	-
Purchased Services	0300,0400, 0500	137,162	-	-
Supplies and Materials	0600	100	-	-
Property	0700	-	-	-
Other	0800, 0900	-	-	-
Total School Administration		1,705,901	-	-
Business Services - Program 2500, including Program 2501				
Salaries	0100	998,125	-	-
Employee Benefits	0200	337,423	-	-

		FY25 WORKING BUDGET	FY25 WORKING BUDGET	FY25 WORKING BUDGET
		10	Building	43 CRCP
		General Fund	Corporation	Fund
STEM School Highlands Ranch				
REVISED ADOPTED BUDGET				
Adopted January 7, 2025				
	Object			
Purchased Services	0300,0400, 0500	209,923	-	-
Supplies and Materials	0600	-	-	-
Property	0700	46,141	-	-
Other	0800, 0900	-	-	-
Total Business Services		1,591,612	-	-
Operations and Maintenance - Program 2600				
Salaries	0100	331,747	-	-
Employee Benefits	0200	112,149	-	-
Purchased Services	0300,0400, 0500	2,544,968	-	-
Supplies and Materials	0600	175,000	-	-
Property	0700	-	-	-
Other	0800, 0900	-	-	-
Total Operations and Maintenance		3,163,864	-	-
Student Transportation - Program 2700				
Salaries	0100	-	-	-
Employee Benefits	0200	-	-	-
Purchased Services	0300,0400, 0500	-	-	-
Supplies and Materials	0600	-	-	-
Property	0700	-	-	-
Other	0800, 0900	-	-	-
Total Student Transportation		-	-	-
Central Support - Program 2800, including Program 2801				
Salaries	0100	-	-	-
Employee Benefits	0200	-	-	-
Purchased Services	0300,0400, 0500	-	-	-
Supplies and Materials	0600	-	-	-
Property	0700	-	-	-
Other	0800, 0900	-	-	-
Total Central Support		-	-	-
Other Support - Program 2900				
Salaries	0100	-	-	-
Employee Benefits	0200	-	-	-
Purchased Services	0300,0400, 0500	-	-	-
Supplies and Materials	0600	-	-	-
Property	0700	-	-	-
Other	0800, 0900	-	-	-
Total Other Support		-	-	-
Food Service Operations - Program 3100				
Salaries	0100	-	-	-
Employee Benefits	0200	-	-	-
Purchased Services	0300,0400, 0500	-	-	-
Supplies and Materials	0600	-	-	-
Property	0700	-	-	-
Other	0800, 0900	-	-	-
Total Other Support		-	-	-
Enterprise Operations - Program 3200				
Salaries	0100	-	-	-
Employee Benefits	0200	-	-	-
Purchased Services	0300,0400, 0500	-	-	-
Supplies and Materials	0600	-	-	-
Property	0700	-	-	-
Other	0800, 0900	-	-	-
Total Enterprise Operations		-	-	-
Community Services - Program 3300				
Salaries	0100	-	-	-
Employee Benefits	0200	-	-	-
Purchased Services	0300,0400, 0500	-	-	-
Supplies and Materials	0600	-	-	-
Property	0700	-	-	-
Other	0800, 0900	-	-	-
Total Community Services		-	-	-
Education for Adults - Program 3400				
Salaries	0100	-	-	-
Employee Benefits	0200	-	-	-

		FY25 WORKING BUDGET	FY25 WORKING BUDGET	FY25 WORKING BUDGET
		10 General Fund	Building Corporation	43 CRCP Fund
STEM School Highlands Ranch				
REVISED ADOPTED BUDGET				
Adopted January 7, 2025				
	Object			
Purchased Services	0300,0400, 0500	-	-	-
Supplies and Materials	0600	-	-	-
Property	0700	-	-	-
Other	0800, 0900	-	-	-
Total Education for Adults Services		-	-	-
Total Supporting Services		9,793,052	-	-
Property - Program 4000				
Salaries	0100	-	-	-
Employee Benefits	0200	-	-	-
Purchased Services	0300,0400, 0500	-	-	-
Supplies and Materials	0600	-	-	-
Property	0700	740,000	-	-
Other	0800, 0900	-	-	-
Total Property		740,000	-	-
Other Uses - Program 5000s - including Transfers Out and/or Allocations Out as an expenditure				
Salaries	0100	-	-	-
Employee Benefits	0200	-	-	-
Purchased Services	0300,0400, 0500	-	-	-
Supplies and Materials	0600	-	-	-
Property	0700	-	-	-
Other	0800, 0900	-	2,011,268	-
Total Other Uses		-	2,011,268	-
Total Expenditures		22,076,085	2,011,268	-
APPROPRIATED RESERVES				
Other Reserved Fund Balance (9900)	0840	-	-	-
Other Restricted Reserves (932X)	0840	-	-	-
Reserved Fund Balance (9100)	0840	-	-	-
District Emergency Reserve (9315)	0840	-	-	-
Reserve for TABOR 3% (9321)	0840	-	-	-
Reserve for TABOR - Multi-Year Obligations (9322)	0840	-	-	-
Total Reserves		-	-	-
Total Expenditures and Reserves		22,076,085	2,011,268	-
BUDGETED ENDING FUND BALANCE				
Non-spendable fund balance (9900)	6710	-	-	-
Restricted fund balance (9990)	6720	-	-	-
TABOR 3% emergency reserve (9321)	6721	495,286	-	-
TABOR multi year obligations (9322)	6722	-	-	-
District emergency reserve (letter of credit or real estate) (9323)	6723	-	-	-
Colorado Preschool Program (CPP) (9324)	6724	-	-	-
Full day kindergarten reserve (9325)	6725	-	-	-
Risk-related / restricted capital reserve (9326)	6726	-	-	-
BEST capital renewal reserve (9327)	6727	-	-	-
Committed fund balance (9900)		-	-	-
Committed fund balance (15% limit) (9200)	6750	-	-	-
Assigned fund balance (9900)	6760	137,300	-	-
Unassigned fund balance (9900)	6770	12,547,174	-	-
Net investment in capital assets (9900)	6790	-	-	-
Restricted net position (9900)	6791	-	-	-
Unrestricted net position (9900)	6792	-	-	-
Total Ending Fund Balance		13,179,759	-	-
Total Available Beginning Fund Balance & Revenues Less Total Expenditures & Reserves Less Ending Fund Balance (Shall Equal Zero (0))		(0)	-	-
Use of a portion of beginning fund balance resolution required?		Yes	No	No

Coversheet

Governance Committee Update

Section: VI. Board Committee Updates
Item: D. Governance Committee Update
Purpose: Discuss
Submitted by:
Related Material: Staff Handbook Presentation.pdf

Governance Committee Report

Staff Handbook Review

January 2024



Strategic Plan Alignment

1B - Knowledge Management

Document key operational systems and procedures for areas such as human resources, curriculum & Instruction, and program model.

3B - Preparing for Growth: Network Model & Governance

Establish a network model and governance structure to support growth, including roles, responsibilities, and decision-making processes.

Dec 2024

Jan 2025

Feb 2025

- Admin Team provided updated Staff Handbook to Gov Committee
- Governance Committee Reviewed Policy Sections of Staff Handbook



Gov Committee Presents to Board for Discussion and Q&A



Board approval of Policy Sections of Staff Handbook, as part of Consent Agenda

Every Dec/Jan going forward

Annual Review of Proposed Updates for Board approval of Policy Sections



Proposed Path Forward

Governance Committee Reviewed Staff Handbook

- Admin prepared major updates and confirmed and alignment with Board policy, DCSD policy, and federal/state law
- Updates incorporated legal counsel inputs
- Policy/Compliance Sections Highlighted in Handbook provided to Board

Governance Committee Recommends Staff Handbook Approval:

- Remaining policy updates for 2025 - Colo Wage Act Non-Compete
 - New Policy updates will go through same process for Board approval
- Non-policy updates may be made during the year without formal Board approval
- Provide any feedback/comments to Gov Committee by Jan 15th
- Board vote to approve Policy sections in February meeting - Consent Agenda.