

APPROVED



## STEM School Highlands Ranch

### Minutes

#### Board of Director's Meeting

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**Date and Time**

Tuesday September 10, 2024 at 5:30 PM

**Location**

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

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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=3FbC4D1oROtEaq1eZXVvPxxWnRc2lY.1)

[pwd=3FbC4D1oROtEaq1eZXVvPxxWnRc2lY.1](https://zoom.us/j/96916599576?pwd=3FbC4D1oROtEaq1eZXVvPxxWnRc2lY.1)

Passcode: 631204

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**Directors Present**

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

**Directors Absent**

*None*

**Ex Officio Members Present**

M. Cartier

**Non Voting Members Present**

M. Cartier

**Guests Present**

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L. Kovalesky

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## 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 Sep 10, 2024 at 5:38 PM.

### C. Pledge of Allegiance

### D. Reciting of the Mission Statement

## II. Approve Meeting Minutes

### A. Approve Minutes

R. Lukez made a motion to approve the minutes from Board of Director's Meeting on 08-20-24.

E. Quigley seconded the motion.

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

#### Roll Call

G. Shick	Aye
I. Kalra	Aye
E. Quigley	Aye
G. Wing	Aye
K. Reyna	Abstain
L. Davison	Aye
D. Lomelino	Aye
C. Gustafson	Aye
R. Lukez	Aye

## III. STEM School Highlands Ranch Updates

### A. Present Staff and Student Surveys from 2023/24

\* Only student and parent survey data was presented

#### Student Advisory Group

- Great response rate (over 500 responses secondary only) due to completing in Access
- Proposed action items in slides

- This year's survey would be broken down into 7 surveys (1/month, focusing on a single topic); will do more ranking and multiple choice questions
- Suggestions to report back decisions being made based on survey results

Michelle Gasser shared Parent survey data from Fall/Spring

- Saw increase in positive responses from Fall to spring

LynAnn shared enrollment update - 1399 total students

## **B. 2025/26 Academic Calendar Presentation and Q&A**

ED Updates

- Teacher of the Year Finalist Tera Johnson-Swartz
- 5 NMSQT students
- Increase of 4.3% to 88.1% on SPF

Michelle Gasser

- Three calendar options for 2025-2026 academic year, based on DCSD and parent feedback
- Cannot pre-plan remote days
- Delaying start time would have to adjust soccer field time, traffic management plan
- Calendar 3 is staff's 1st choice (52.7%), Calendar 1 is staff's 2nd choice (129 responses)
- Calendar 3 is parents' 1st choice (52.4%), Calendar 2 is parents' 2nd choice (353 responses)
- Board needs to make a decision by October 1st, due to DCSD by October 15th

## **C. Student Government Spotlight**

Student Government Officers introduced themselves and shared their goals for the semester

## **IV. KOSON Schools**

### **A. Strategic Plan Discussion**

Matt Cartier

- Must celebrate improvements on facilities, enrollment, retention, community surveys, etc.
- Proposed growth goals are moderate increases year over year

- Many growth opportunities, even if 5A passes
- Wants to propose applying for an additional location in 2025, take 3 years to build out
- Wants to look at Golden and St. Vrain for other opportunities due to CU Boulder and School of Mines for higher education opportunities
- Parallel build of sustainable infrastructure system and processes concurrently while planning for future
- LD expresses concern that board has not had a lot of information on the items that have been historically neglected
- KR requests specific steps and more concrete information to show narrow focus on advancement to share with the board and to share changes that
- CG asks board to discuss and approve general strategic plan, and to discuss details and updates as we approach them
- The work to build STEM brand and KOSON shared services has helped to inform strategic goals
- MC believes that we have the right people and right resources to grow
- Discussion about subcommittee structure and goals
  - Strategic Plan in Advancement Committee meeting open to public 9/24
  - Will have a refined strategic plan for board vote for Oct 1st meeting

## **V. Board Committee Updates**

### **A. Academic Excellence Committee**

Created one-pager

Meeting on 9/17 with SAC-UIP to discuss SPF/UIP

### **B. CIO Support and Evaluation**

Discussion around draft CIO goals for 2024-2025 year

- general consensus on themes and goals, need some specifics on systems and implementation
- what evidence will be shared periodically?
- ask for feedback

Will include a 360 from shared services team

Will have a mid-year review and provide evidence

### **C. Advancement Committee**

GS provided update

- Met on 8/27 to go through and update one-pager. Discussed annual fund campaign and events at school, golf tournament and gala for 2025-2026 academic year
- Established recurring meeting and is available on All School calendar

- Developing fundraising strategy will be this year's goal

#### **D. Finance Committee**

Finance committee met with financial advisor

- discussed and decided to not to exercise bond call until rates improve
- working on finance work flow and systems

#### **E. Governance Committee**

Highlighted changes to financial policies to vote on.

- Clarifying language
- Check in excess of \$10k, clarifying oversight/transparency/fraud prevention workflow
- No \$ values changed.
- Consultants will help further refine and update policies later in the year
- KR highlighted need to make sure that auditor selection process is clarified

KR moved to approve Financial Policy, RL second, approved unanimously

### **VI. Board of Directors Updates**

#### **A. Douglas County Bond Resolution**

EQ motions to approve resolution to support 2024 5A , IK seconds.

Passed unanimously

#### **B. Consent Agenda**

RL motioned to approve, and DL seconded.

Passed unanimously

#### **C. Chair Update**

Requesting feedback on committee one-pagers

IT policies up for review

Complete CDE nondiscrimination policy certificates

Next Board Meeting on Oct 1, have executive session on Oct 8th

#### **D. Discuss Proposed Annual Calendar for Board Meetings**

### **VII. Public Comment**

**A. Public Comment Sign up link**

No public comment

**VIII. Closing Items**

**A. Adjourn Meeting**

GS left early (8:32pm)

RL motioned to adjourn, KR seconded. Approved unanimously.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:16 PM.

Respectfully Submitted,  
I. Kalra

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**Documents used during the meeting**

- Abridged Student Survey Report 23-24.pdf
- Calendar1.pdf
- Calendar2.pdf
- Calendar3.pdf
- September Board Presentation 24\_25.pdf
- Board meeting slides.pdf
- STEM Strategic Plan GROWTH Essential Slides for 20240910 Board Agenda.pdf
- 2024-2025 CIO Goals (DRAFT).pdf
- 2024.09 Financial Controls Policy Revisions\_CLEAN.pdf
- 2024.09 Financial Controls Policy Revisions\_REDLINE.pdf
- 1stem\_financial\_controls\_policy\_updated\_2022-2023-signed.pdf
- Board\_Resolution\_declaring\_support\_for\_Bond 2024.pdf

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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.