

APPROVED



STEM School Highlands Ranch

Minutes

Board of Directors Meeting

Monthly meeting with optional construction tour for Directors

Date and Time

Tuesday December 6, 2022 at 5:30 PM

Location

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

4:30-5:15 special tour of the construction site for Board Directors

5:30 pm – 7:00 pm Board Meeting

Directors Present

C. Gustafson, I. Kalra, K. Reyna, L. Davison, M. Horne, R. Lukez

Directors Absent

N. Smith

Directors who left before the meeting adjourned

L. Davison

Ex Officio Members Present

K. Johnson

Non Voting Members Present

K. Johnson

Guests Present

A. Westfall

I. Opening Items

A. Record Attendance

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 Dec 6, 2022 at 5:32 PM.

C. Pledge of Allegiance

D. Reciting of the Mission Statement

E. Approve Minutes

R. Lukez made a motion to approve the minutes from Board of Directors Meeting on 11-01-22.

I. Kalra seconded the motion.

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

F. Approve Minutes

M. Horne made a motion to approve the minutes from Board Working Session on 11-16-22.

C. Gustafson seconded the motion.

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

II. Academic Excellence

A. Student Presentation - updates

Student Government - student presented success of past events and updates on upcoming events.

B. Communications - Annual Update

Presenter: Nicole Bostel- Communications Director

The communications team is made up of Jeff Maher and Nicole Bostel.

N. Bostel shared the Communications Plan and SWOT Analysis (Strengths and weaknesses, Opportunities and Threats). This includes an examination of communications with internal staff and external audiences, and the role of the Leadership and Administration team. The communications plan, goals and objectives for the 2022-23 SY were shared with the BOD. She also went over the raw data analytics in detail, including click and open rates for student, staff and parent newsletters as well as social media reach and activity. STEM content is being viewed in 45 countries, increased from 24 the previous year.

Board Question: Is the money we are spending on advertising boosting enrollment?

Response: An example of how analytics and advertising help us: we see that we get the most additions to the waitlist Sept-November. We also can see how often an advertisement is opened or shared, and we track how people have heard of

STEM. This information is used to determine how and when to communicate in order to track that return on investment (e.g., newspaper ads vs. niche.com).

III. FAML I Resolution

A. CEO Presentation

Presenter: Dr. Johnson- Interim CEO

Dr. Johnson shared the 2023-24 Enrollment which is projected at 1650. She also shared how STEM is responding to families who have shared the intention to leave next year.

FAML I: The Colorado Family and Medical Leave Insurance program. Dr Johnson presented the benefits and costs of this program to STEM and employees before asking the BOD for their decision as to whether we should have this program at STEM. A BOD Vote is required if STEM chooses to opt out of all participation or to opt out of employer participation (where employee will pay 9% out of pocket). Dr. Johnson's recommendation is to opt out of all participation and ensure employees understand that they can opt in on their own.

Board Question: If we opt out now, can we opt in again next year?

Response: Yes, we will have the opportunity to enroll next year.

Next Steps: Communicate the results of the vote to the State before December 31, 2022. Communicate to staff the results of the BOD resolution, and the process to opt in individually if desired. Provide support to address questions through STEM's HR department.

B. Public Comment specific to FAML I

No one signed up for public comment specific to FAML I.

C. Vote on FAML I Resolution

R. Lukez made a motion to opt out of the FAML I program for one year and reevaluate next year.

L. Davison seconded the motion.

This can be reevaluated next year if it is determined to be a beneficial program for STEM.

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

IV. KOSON Leadership Search Committee

A. Committee Updates and Next Steps

Presenter: Carla Gustafson-BOD Vice President

C. Gustafson shared the KOSON Leadership Search Committee's progress from 9/23 to present. The KOSON Leadership/Chief Innovation Officer Job Description was examined. The relocation package and professional development are some additional benefits for this position.

The board points out some corrections that are needed: KOSON Schools Network- the word "Network" should be removed. Some edits were made to punctuation for consistency.

B. Board Approval of Next Steps

The next steps are as follows:

1. Work with Mike Pritchard to establish Careers@kosonschools.org for all application and candidate communication.
 2. Two members of the search committee will work with the HR Specialist to screen applicants to be identified for the initial contact. HR specialist is the point of contact for all applicants.
 3. The Search Committee will meet again to develop the interview process using the Executive Director search as a starting point, as well as interview questions and training for all candidates.
- C. Gustafson made a motion to approve the Chief Innovation Officer requisition and salary range with minor edits as discussed.
R. Lukez seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Approve Minutes

- I. Kalra made a motion to approve the minutes from KOSON Leadership Search Committee on 11-28-22.
 - C. Gustafson seconded the motion.
- The board **VOTED** unanimously to approve the motion.

V. Ongoing Business - Updates

A. Policy Committee update

This was tabled until next meeting.

B. Approve Proposed Policies

This was tabled until next meeting.

VI. Public Comment

A. Public Comment Sign up link

No one signed up for public comment.

VII. Executive Session

A. Convene to Executive Session

- I. Kalra made a motion to recess into executive session at 7:00pm to conference with the attorney related to a former employee. Pursuant to: C.R.S. § 24-6-402(4) (a) to hold conference with the Board's attorney to receive legal advice on specific legal questions, pursuant to C.R.S. § 24-6-402(4).
 - R. Lukez seconded the motion.
- The board **VOTED** unanimously to approve the motion.

B. Resume public session at 7:29pm

VIII. Executive Session

A. Convene to Executive Session

- K. Reyna made a motion to recess into executive session at 7:30pm to meet with the attorney in regard to the District pursuant to: C.R.S. § 24-6-402(4)(a) to hold

conference with the Board's attorney to receive legal advice on specific legal questions, pursuant to C.R.S. § 24-6-402(4),.

I. Kalra seconded the motion.

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

L. Davison left at 7:48 PM.

B. Resume public session at 8:13pm

IX. Closing Items

A. Adjourn Meeting

I. Kalra made a motion to adjourn meeting.

C. Gustafson 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 8:14 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.