

APPROVED



STEM School Highlands Ranch

Minutes

Board of Directors Meeting

Date and Time

Tuesday February 7, 2023 at 5:30 PM

Location

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

Directors Present

C. Gustafson, I. Kalra, K. Reyna, L. Davison, M. Horne, N. Smith (remote), R. Lukez

Directors Absent

None

Ex Officio Members Present

K. Johnson

Non Voting Members Present

K. Johnson

Guests Present

A. Westfall, Karen, S. Ake

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 Feb 7, 2023 at 5:37 PM.

C.

Pledge of Allegiance

D. Reciting of the Mission Statement

E. Approve Minutes

M. Horne made a motion to approve the minutes from Board of Directors Meeting on 01-10-23.

R. Lukez seconded the motion.

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

II. Board Updates

A. Board Director Member at Large

Ryan Theret joined the meeting remotely. The BOD has received his bio, and he was introduced and asked questions by the BOD.

I. Kalra made a motion to Welcome Ryan as the Class B director term through 2025.

R. Lukez seconded the motion.

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

III. Academic Excellence

A. STEM School Executive Director update

Gratitude for the support of staff and families toward community events

Preparation for the 23/24 School Year

Waitlist and enrollment of new students

Rising 5th graders have completed Course selection and registration

Staff intent to return was sent out to all staff,

New staff offers will be out by mid-March

B. Student Government - updates

Updates on past and upcoming events.

Past: Winter formal (casino Royal) was a huge success.

Upcoming: Prom- venue and theme have been decided

Senior picnic

Welcome to HS

Cultural Bulletin Board - STEM went to DCSD and inspired Thunder Ridge who will be doing a Cultural Board as well.

C. SteMed & SteMed Jr.

Updated of what was done in past years and currently; including awareness, education and certifications for fellow students, networking, growth and exciting new plans!

BOD Question: Where are we with the Medical Pathways at Ptech?

A: Right now, Kent Schnake has been approved to teach that course, but we are looking at the credits and hours. Getting a biology lab would be the major milestone for us. We have a budget and a potential space.

IV. Finance

A. Annual Financial Report

Star Ake- CFO

Topics covered:
Upcoming Business Office Considerations
CHSAA Athletics Support
Enrichment Financial Oversight
KOSON Support and Replication
Evolv Security
STEM's Financial Accountability Entities
Financial Statement Summaries
Key Ratios and Trend Analysis
Capital Expenditure Update
Compliance Reporting
Calendar of Financial Reporting, and
Auditor's Opinion

Audit results: STEM again passed with no recommendations. Policies and procedures are clean, and coding has been done properly.

Future Action Points:

We need to go back to the agreements about the Gym Bathroom/Rec component to see what we are eligible to do. If we are able to rent out the gym, then we could make some money off of our gym that can benefit the Athletics Program.

Evolve Expenses are paid as a reimbursement to us. We have to pay upfront and submit a purchase order for \$400 K for each device. The turnaround is 4 weeks to receive reimbursement, and 8 weeks to receive the devices. This wasn't clarified to the CFO and changes reporting. She requests to be kept in the loop in the future so that the timing of other goals can be considered.

Rudy Lukez announced the collective decision that the CFO will be involved in any conversation considering spending \$100,000 or more.

Philadelphia had sent a \$50,000 check that we would like to spend on EAP- Mental health for May 7th Staff. Additionally, we expect \$400K income off of our earnings on investment due to rising interest rates, so I wanted to propose that we take this money and put it in the KOSON Bank account that can be a cushion for replication. We can also allocate that out to our staff in a stipend.

Rudy Lukez made a recommendation that the BOD discuss the actions that mentioned above with the leadership committee.

BOD Request: The Financial statements should be submitted to the BOD each month.

Moving forward, CFO will give a report to the BOD prior to the meeting so that they can go through it and have more time to develop questions and give some continuity to the board in regard to the financials.

V. KOSON Schools update

A.

CEO Updates

Enrollment: We have received enrollment acceptances and intents for the 2023-24 year. Out of the total of 403 responses, 78 were denials and 292 were acceptances. We need to target the secondary level to fill out those numbers.

BOD question: Are we collecting information on why they are not accepting?

A: No, but we do have plans to look into the reasons any current students elect to leave.

Every day we get between 3-7 families on the waitlist. We see a higher percentage when we send out a survey.

DCSD Site Visit update: We had the Annual visit on 1/20. We are looking forward to summer of 2023 for our 5-year review.

Evolve: Robert Hoornstra, Kelly Reyna and Karen Johnson addressed questions regarding the proposal to DC Commissioners on 1/24/23. There have been news articles about us using the new system. The Evolve system is delayed, but Robert is going to call to see if we can get it earlier. It takes 8 weeks to deliver so the new goal is to launch the system in March 2023 with small number of students and events.

Note: There was an email sent to the BOD indicating that Evolve is not a good system and that we should go to another system. Nicole Bostel said that this is a common sales tactic after there has been some attention in the press and asked to take a look at it. Kelly Reyna will forward the email.

VI. KOSON Leadership Search Committee

A. Committee Updates and Next Steps

It was discussed and confirmed that the CIO requisition would remain open until the position was filled.

B. Approve Minutes

C. Gustafson made a motion to approve the minutes from KOSON Leadership Search Committee on 01-11-23.

L. Davison seconded the motion.

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

VII. Public Comment

A. Public Comment Sign up link

There were no submissions for public comment.

VIII. Executive Session

A. Convene to Executive Session

Executive session was not held.

IX. 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 7:39 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.