



## **Governing Board**

### **Meeting Minutes**

**Monday, January 3, 2022**

**6:00 – 8:00 pm**

STEAD School  
18521 Homestead Trail, Commerce City, CO 80022  
Via Zoom Meeting

**Board members in attendance:** Amy Schwartz, Ashley DeLorenzo, Maura O'Neal, Tim Gallagher, Roberto Meza, Christopher Wildhagen, Jason McEldowney, Mizraim Cordero, Charles Dukes and Kelly Leid

**Absent board members:** Charles Dukes

**Staff members in attendance:** Kevin Denton

**Absent staff members:** Candace Cheung

**Other attendees:**

### **Opening Items**

- Amy called the meeting to order at 6:06pm and declared a quorum of the STEAD Board at 6:06pm
- Tim motioned to approve both sets of minutes for 11/8/2021 and 12/10/2021 board meeting minutes; Jason seconded it and the board unanimously approved.
- The Board shared good news.

### **Committee Updates**

- Principal/Launch Update-
  - Staff, Students and Families— We have had some staffing changes due to vacancies. This makes us a leaner team. Kyle Kirby and Laney are no longer with the team, and we have shifted other roles to provide support. We have

made a change to the student schedule to allow for 2 cohorts which will allow for more efficient planning. The school received the second animal on campus, chickens are now a part of the school program. We will be starting up a 4H club who will be responsible for the ownership of the chickens.

- Procurement– Amy and Candace purchased a bunch of furniture, and the school is taking on an adult learning professional space setting.
  - Y2 Enrollment & Intent to Re-Enroll Forms – Tours and info nights will be starting.
  - Y2 Staff Hiring- We will be posting jobs shortly in the upcoming weeks. Kevin shared an article around teacher shortages in the state.
  - Y2 Calendar – Proposing an early release on every Wednesday at 12:30pm to allow for staff time. This will still put us over the 1080 required instructional hours for the year. Instead of 5 projects we will be shifting to 4 allowing more time in each project. Amy entertained a motion to approve the 2022-2023 Academic Calendar. Tim motioned to approve, and Jason seconded, the board unanimously approved.
- Site & Facilities Development & Planning–
    - Phase I Construction status/close out— The greenhouse is almost complete, and there are new signs outside at the school. Kelly will have a formal update after the meeting this Wednesday around the greenhouse. Saunders will be putting up the arch building soon. There are still some punch list items that Saunders is working on due to supply chain issues. Grading has started on the north end of the site where the Barn and the 1-acre Farm will go. There will be a meeting to discuss challenges with Alexander Excavating. Working to get a survey team to identify the Farm so that the kids can begin laying out the farm this spring.
    - Phase II Planning & Financing (Fall 2022 opening)— Working on wrapping up the financing paperwork for Phase II and should be able to break ground in the next few weeks. Kelly will be working to get a visual together to put on-site so that the staff, students, and families can see what is coming to the campus. They will also be adding signage to the campus.
- Fundraising –
    - Capital—we need to raise \$250,000 by June 2022.
    - Operating—we need to raise \$150,000 by June 2022, this is in addition to what Build Strong is contributing. We can look at the Daniels Fund for this.
    - 27J Bond & Mill Levy Election 2021- The Partnership for the Barn had a kickoff meeting with the COO for the district. We are working to put a plan and comparative bid together. This will have to be approved by the 27J Board.

- Partnerships –
  - J Term Planning—Tyler our CTE Director has put together an experience. The student will be in the parade this Thursday 1/6/2022 and will be a presence at the stock show most days.
  
- Election-
  - Board Member— Amy worked on a drafted job description for some of our Board Member openings. She will send out to the Board to socialize and share with our networks.
  - Jennifer Torres—Amy sent a recommendation for a new board member Jennifer Torres. Miz and Roberto met with her in December and shared feedback from their conversation. Amy entertained a motion to bring Jennifer Torres to the Board Team, Miz motioned to approve, Roberto seconded and the Board unanimously approved.
  
- Finance Committee-
  - November & December 2021 financial package- We will only be reviewing the November 2021 financials; this was an error on the agenda for today’s meeting. These are based off the first draft of our budget which was based on 175 students. Tim motioned to approve the November financial statements, Kelly seconded and the Board unanimously approved.
  - Revised Year 1- & 5-Year Budget-revisions
    - Revised Year 1 budget reflects what is current today from 27J and is revised to reflect the 155-student enrollment. We are still anticipating ESSR III funds which could change. The salaries budget does not reflect the recent changes to the staff. This does leave us with a small surplus, but things remain tight. Amy entertained a motion to approve the Revised Year 1 budget, Roberto motioned to approve, Jason seconded and the Board unanimously approved.
    - Revised 6 Year budget reflects the new projections for student enrollment with 155 for Year 1, 335 for Year 2. The staffing plan continues to allow for a student focused student to teacher ratio. Amy entertained a motion to approve the Revised 6 Year budget, Jason motioned to approve, Tim seconded and the Board unanimously approved.
  - Financial Dashboard- This is in progress and will continue discussions on a monthly basis.
  
- Transportation Committee—

- The transportation team was able to determine insurance needs if we are able to receive a Bus from NREL. Working through additional logistics for storage, safety training, etc.
  
- DE&I Diversity Strategy Committee-
  - DEI Board Training—Amy will be working to get this rescheduled for a later date.
  - Staff & Student recruitment

### **Non-Related Committee Items**

### **Closing Items**

- Amy entertained a motion to adjourn, Kelly motioned to adjourn; Jason seconded, and the board unanimously approved to adjourn the meeting at 7:31pm.