STEM School Highlands Ranch

Board of Directors Meeting

Published on December 1, 2023 at 6:47 PM MST

Date and Time

Tuesday December 5, 2023 at 5:30 PM MST

Location

P-tech Building

8920 Barrons Blvd

Highlands Ranch, CO 80129

Webinar Link: Join from a PC, Mac, iPad, iPhone or Android device: Please click this URL to join. https://zoom.us/j/97049693895?pwd=RStxcVh2ay8rSVdvWTFJRHExaFNLUT09 Passcode: 919339

Link to Meeting Presentation Slides

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**5:30 PM**
A.	Record Attendance		Carla Gustafson	5 m
B.	Call the Meeting to Order		Carla Gustafson	
C.	Pledge of Allegiance		Greg Shick	
D.	Reciting of the Mission Statement		Ishmeet Kalra	

			Purpose	Presenter	Time

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.

| | **E.** | Approve Minutes | Approve Minutes | Carla Gustafson | |

Approve minutes for Board of Directors Meeting on November 7, 2023

II.	**Academic Excellence**				**5:35 PM**
	A.	Student Updates	FYI	Student Gov President	5 m

• Student Government Spotlight

| | **B.** | STEM FRC Team IMPULSE | FYI | Eknara Dassanayake | 10 m |

Introduce a proposal to create a State Department of Education grant that can pay registration fees, purchase equipment, and materials, and even provide stipends for coaches and mentors for STEM Extracurriculars.

| | **C.** | Executive Director Report - STEM | FYI | LynAnn Kovalesky | 15 m |

• General School Updates
• EV Pathway Update/Discussion

III.	**KOSON Schools**				**6:05 PM**
	A.	CIO Updates	FYI	Matt Cartier	15 m

• General updates
• Budget updates (DCSD Due date extended to January)

IV.	**Board Committee Updates**				**6:20 PM**
	A.	Governance Committee - Board Policy Updates	Discuss	Carla Gustafson	5 m

Annual Review

		Purpose	Presenter	Time
	• Policy Adoption Process			
B.	Equal Access to Facilities Policy - for approval	Vote	Carla Gustafson	5 m
C.	Academic Excellence Committee Updates to the Curriculum Course Selection	Vote	Michelle Horne	5 m
D.	Advancement Committee Update	FYI	Matt Cartier	5 m

V.	**Board of Directors Update**			**6:40 PM**
A.	Board Profile Review 2024-2025		Carla Gustafson	10 m

- 2024-2025 Needs
    - Class B Members Linda and Ishmeet's term expires in May 2024
    - Class A Member Michelle Horn term expires in May 2024 - Parent election planning
    - Class B Member Ryan Theret vacancy for 1 year to complete the term 2024-2025 - Treasurer

B.	Upcoming Agenda Items	FYI	Carla Gustafson	5 m

- December
    - Facilities Update
    - 2023-24 Final Budget Vote
    - State of STEM

VI.	**Public Comment**			**6:55 PM**

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

A.	Public Comment Sign up link			5 m

https://forms.gle/xjYxbDmtekd7PC7B6

VII.	**Closing Items**			**7:00 PM**

		Purpose	Presenter	Time
A.	Adjourn Meeting	Vote	Kelly Reyna	
	Adjournment			

VIII. **7:00 pm Basketball Game Opener - Board Directors invited to support our Spartans**

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

Section: I. Opening Items
Item: E. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board of Directors Meeting on November 7, 2023

STEM School Highlands Ranch

Minutes

Board of Directors Meeting

Date and Time
Tuesday November 7, 2023 at 5:30 PM

Location
P-tech Building
8920 Barrons Blvd
Highlands Ranch, CO 80129

Webinar Link: Join from a PC, Mac, iPad, iPhone or Android device: Please click this URL to join. https://zoom.us/j/97049693895?pwd=RStxcVh2ay8rSVdvWTFJRHExaFNLUT09
 Passcode: 919339

Link to Meeting Presentation Slides

Directors Present
C. Gustafson, E. Quigley, G. Shick, I. Kalra, K. Reyna, L. Davison, M. Horne, R. Lukez, R. Theret (remote)

Directors Absent
None

Ex Officio Members Present
M. Cartier

Non Voting Members Present

M. Cartier

Guests Present

A. Westfall, L. Kovalesky, M. Gasser, N. Bostel, S. Ake

I. Opening Items

A. Record Attendance

Rudy arrived at 6:10pm.

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 Nov 7, 2023 at 5:31 PM.

C. Pledge of Allegiance

D. Reciting of the Mission Statement

E. Approve Minutes

I. Kalra made a motion to approve the minutes from Board of Directors Meeting on 10-03-23.
C. Gustafson seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

K. Reyna	Abstain
G. Shick	Abstain
R. Theret	Aye
I. Kalra	Aye
R. Lukez	Aye
C. Gustafson	Aye
M. Horne	Aye
L. Davison	Aye
E. Quigley	Aye

II. Academic Excellence

A. Student Updates

Student Government presented past and upcoming Events: Homecoming, pep rally, spirit week, powderpuff, and trunk or treat.
MS has their food drive and dance coming.

B. **STEM FRC Team IMPULSE**

Moved to next month.

C. **Executive Director Report - STEM**

L. Kovalesky-
Prospective Spartan Night was a success.
DEI Committee and Access- Continue building safety and inclusivity.
Building needs- Heating and cooling in the HS rooms, plumbing issues continue to be worked out.

D. **2024-25 Curriculum Approval**

M. Gasser-
Went through all the course proposal - surveys were submitted. If there is not enough interest in it, we will not be able to run that class next year.
BOD Question: What are the differences between the presentation and the information that was sent to the BOD.
Answer- In the surveys we are looking toward trends that may mitigate some of the loss of girls in MS and HS and instead encourage retention.

Elementary are moving forward with a pilot in math and this will be revisited in January to see if they want to continue with Eureka Math or try something different.

M. Gasser has submitted an 22.5 M Electric Vehicle Grant. If approved, we will have the EV Pathway and would be the first HS in USA with Electric Vehicle training - We will know whether we have the grant in early Jan 2024.
This grant is for Opportunity Now which is workforce readiness. Our students would be able to be employable at graduation, so it is a trade pathway but can also branch off into other areas and partnerships. Once we have an EV pathway set up, ACC does not have the ability to grow, so we can rent that space to them and grow to biomedical engineering.
C. Gustafson made a motion to approve the list of courses as presented.
G. Shick seconded the motion.
The board **VOTED** to approve the motion.

Roll Call
R. Lukez Absent

III. Community Updates

A. **Center for Strength**

Center for Strength, Jess Monda

Center for Strength filed an extension to get us through the school year. It will end May 2024.
Some of the programs we offer include:
EMERGE: 3-6th gr.- 8 kids consistently attend
Parenting Skills for STEM families
Solace: LGBTQ Support
Green Leaf Society: Grounding through gardening
Referrals for therapy are increasing.
The Continuum of a Trauma-Informed Life

How do we help our community through the closing of Center for Strength?
PTO- adopt events and support commemoration.
SAC- helping the Enrichment Program fundraise to grow these programs.
Consider who is doing some of the things mentioned above and transition to working with them.

B. PTO Bi-annual Updates

Jeanie Brevoort and Irene Shick- Current PTO Positions
Ongoing Yearly Fundraisers- Bubble run, STEM Gives, Colorado Gives Day, Skate City, King Soopers App, and Silent Auction (still working).
We also have Grant Funds to School from last year for Fall and Spring Grants.

Yearly Events- Swim event, Picnic in the Park, Back to School Nights, Movie on the Green, STEM blast OFf, Bubble Run, Skate City, Cookie exchange, Sweetheart Dance, Skate City, Wish Week, After Prom, STEM Fest.

IV. KOSON Schools

A. CIO Updates

M. Cartier-
Examined what we are working on to encourage student retention and budget planning.

Net Promoter Score measures "How likely am I to refer STEM To a friend or family member"
Strategic Thinking and Budgeting process- Operational plans to look at 5-year plans, and budget forward.
Support and evaluation process - Looking at what it takes to be a successful leader.
Bellweather will be beneficial here.
Hiring of HR and Facilities Director

Enrollment Review-1401 total enrolled- macro and micro reasons that he has found to explain our declining enrollment.
Board Question and Answer

> For the enrollment Plan, we can look at hiring a PR Firm?
- Yes, I'm for it if it's in the budget. we did this in 2017 so it's something we have explored before with good results. I think the Bellweather Fund will help us as well and we should be considering the timing.
> We are in a different environment than we were 6 years ago, homeschooling, cost of living, cost of bringing up a kid, we also have some different competitive spaces as well. So, we may need to redefine for people what STEM means and how we are a good fit for the complete child. How can we differentiate ourselves?
> SBL - Spring '24 we will revisit how this is going and to present this to prospective students

B. Finance Quarterly Report

S. Ake - introduced Jim Hinkle to speak about the Annual STEM Financial Audit

Jim Hinkle is presenting the audit results including the purpose, independent process, reason why is an audit is needed, and full vs modified accrual.
Opinions, Results for STEM, Transparency, Audit Summary, Highlights

An annual audit is required for any entity that requires public funds and is submitted to the school district. The procedures are created by AICPA and are in accordance with generally accepted standards for all governmental entities. The auditor looks at internal evaluation and controls and makes sure that all those controls are in place, including Segregation of Duties, checking for material weaknesses.

Based upon their review- STEM had no deficiencies or material weaknesses. All items have been accounted for correctly. There were no issues, disagreements, audit adjustments, past adjustments, evidence of management talking to another auditors. Hinkle has offered an Unmodified (Clean Opinion) of STEM Financial statements.

BOD Question and Answer:
>Do you do a risk assessment of the software that we are using?
-No, we do accounting practices or risk of misstated accounting financial statements.
>Should we add a line item saying that we are going to appoint _____ to complete the Audit in the 4th quarter of the Fiscal year?
- Hinkle and Co. is hired and fired by the BOD. If you were to vote to appoint me or anyone else as the auditor each year, that would be appropriate.

BOD noted to add voting to adopt auditors to May meeting.

S. Ake-

Included in the Board Packet: Management Discussion and Analysis, 3-year Income Statement and Balance Sheet EOY Comparisons, Industry Ratios, Previous Year

comparison, Current Year Budget Update, Ancillary Items, Guaranteed Interest investment 5-year Contract

> S. Ake encourages the board to look at the industry ratios to see how well we are doing as a school financially. DCSD Ratios will come out in February so we will be able to look at those comparisons as well.

Please note:
The audit is posted on the STEM Financial Transparency page.
Free and Reduced increased from 77-120. We are looking at how will we be supplementing this moving forward.
Budget Vs. Actuals for the period ending and the new budget will need to be approved.

V. Board Committee Updates

A. Governance Committee - Board Policy Updates

Policies for annual review are: IT Student Data and Electronic Device Monitoring. There were no comments or discussion on these policies from the Board.

Equal Access to Facilities has been provided to the Board as a draft and will be on the agenda for approval for the December 5th BOD meeting.

B. B. CIO Support and Evaluation Committee

E. Quigley-

We were awarded a grant to work with Bellwether Consulting to help us construct a plan for future growth and development. We want everyone to have a sense of ownership in the school. We need to discover what will indicate success and how is it measured. Bellweather team members will be visiting STEM to learn about our school as part of the Colorado Strategic Growth Institute cohort.

We are taking a simplified approach to M. Cartier's evaluation this year by setting a long-term goal and instead of having too many items to evaluate him on, we focus on three items: Modeling, Strategic Planning and Budgeting, and Leadership Development. Evaluation will be done Mid-year and a Summative Evaluation at the end of the year. Evaluation is not to determine if his contract renews, it is to continue the relationship. The BOD will be voting on the long-term goals as well as the evaluation.
Replication will be discussed in subsequent years. For this year, we are looking at what can we assess this year, and then build upon.
C. Gustafson made a motion to approve the long term goals and medium goals as identified in the evaluation and listed here: Long-term Goals: Long-term goal (~3 years): Cultivate a culture that encourages ownership, teamwork, innovation, and an overall commitment to excellence. Medium-term goals (2023-2024): Operational Goals: Model the ownership, teamwork, innovation, and overall commitment to excellence we are

driving toward our long-term goal. Initiate campus-wide strategic thinking and budgeting process that will drive the school's strategic priorities. Develop the Shared Services Team by (re)defining roles and expectations, providing regular feedback on performance, and setting up structures for productive collaboration with each other, STEM HR, and future schools.

R. Lukez seconded the motion.

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

VI. Board of Directors Update

A. Upcoming Agenda Items

December 1st- We should have people appear before the new board for DCSD with positive narrative about our school for our community.

December 5th BOD Meeting- we have facilities update

December 12th- DCSD BOD charter approval. Attendance is encouraged.

VII. Public Comment

A. Public Comment Sign up link

No one signed up for public comment

VIII. Closing Items

A. Adjourn Meeting

L. Davison made a motion to adjourn public meeting at 7:39pm.

I. Kalra 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 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.

Coversheet

CIO Updates

Section: III. KOSON Schools
Item: A. CIO Updates
Purpose: FYI
Submitted by:
Related Material: 20231205 Board Meeting Slides.pdf

KOSON Schools Updates

Matt Cartier, Chief Innovation Officer
December 5, 2024

KOSON Schools Updates

- ◦ Monthly Written Report
- ◦ MLO 5a Update
- ◦ 5 Year Renewal
- ◦ Bellwether Consulting
- ◦ Director of Facilities
- ◦ Director of HR
- ◦ Enrollment Update
- ◦ State of STEM
- ◦ Budget Update

Coversheet

Equal Access to Facilities Policy - for approval

Section: IV. Board Committee Updates
Item: B. Equal Access to Facilities Policy - for approval
Purpose: Vote
Submitted by:
Related Material: Policy_Equal Access to Facilities_2023.pdf

Equal Access to Facilities Policy

STEM SCHOOL HIGHLANDS RANCH POLICY
Equal Access to Facilities

I. PURPOSE

The purpose of this policy is to implement the Equal Access Act, 20 U.S.Code Section 4071-4074 (Equal Access Act), by granting equal access to school facilities for students who wish to meet for religious, political, or philosophical purposes during non-instructional time.

II. POLICY

A. It is the policy of STEM not to deny equal access or a fair opportunity to, or to discriminate against, any student who wishes to conduct a meeting using STEM facilities, on the basis of the religious, political, philosophical, or other content of the speech at such meeting.
B. Because STEM allows non-curriculum related student groups to meet on school premises during non-instructional time, STEM has created a limited open forum for students enrolled in the school. Therefore non-curriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during non-instructional time.
C. Student use of facilities under this policy does not imply STEM sponsorship, approval, or advocacy of the content of the expression at such meetings.
D. STEM retains its authority to maintain order and discipline on school premises, to protect the well being of students and faculty, and to assure that attendance of students at meetings is voluntary.
E. In adopting and implementing this equal access policy, STEM will not:
   ● influence the form or content of any prayer or other religious activity;
   ● require any person to participate in prayer or other religious activity;
   ● expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
   ● compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;
   ● sanction meetings that are otherwise unlawful;
   ● limit the rights of groups of students based on the size of the group;
   ● abridge the constitutional rights of any person.

III. DEFINITIONS
"Limited open forum" means that the school grants an offering to or opportunity for one or more non-curriculum related student groups to meet on school premises during non-instructional time.

"Sponsorship" includes the act of promoting or leading a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting

1 of 4

Equal Access to Facilities Policy

"Meeting" includes activities of student groups, which are permitted under a limited open forum and are not directly related to the school curriculum.

"Non-instructional time" means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.

IV. FAIR OPPORTUNITY CRITERIA
STEM School shall uniformly provide that:
A. Any meeting held pursuant to this policy is voluntary and student-initiated;
B. There is no sponsorship of such meeting by STEM or STEM employees; and
C. Such meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school.

V. PROCEDURES
A. Any student who wishes to conduct a meeting under this policy shall apply to a Director at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:
1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.
2. The activities or meetings are voluntary.
B. Student groups meeting under this policy must comply with the following rules:
1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.
2. The groups may not use any designation which implies school sponsorship or affiliation in any activity, including fundraising and community involvement.
3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.
C. Students applying for use of school facilities under this policy must provide the following information to a Director: time and date of meeting, estimated number of students in attendance, and special equipment needs.
D. The Director has responsibility to:
1. Keep a log of application information.
2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.
3. Note the condition of the facilities and equipment before and after use.
4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity, where determined necessary, does not constitute school district sponsorship of the meeting or activity.
5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.
E. The school shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space.

2 of 4

Equal Access to Facilities Policy

F. STEM employees or agents may not promote, lead, or otherwise sponsor meetings or activities held pursuant to this policy.

G. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

Approved by the STEM School Board on _____.

(dd/mm/yyyy)

STEM School Highlands Ranch

By: _____

(Signature, Board secretary)

_____

(Printed name, Board secretary)

Adopted: 2012
Revised: December 2023

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Equal Access to Facilities Policy

EQUAL ACCESS POLICY MEETING REQUEST FORM

Name of student initiating request:

School:

Grade:

Home Room:

Date of Meeting:
Time:

Estimated number to attend :

Special Equipment needs:

<mark>STEM</mark> USE ONLY

Room assigned:

Condition of Facilities:

Staff (if any) assigned to supervise:

Notes:

4 of 4

Coversheet

Academic Excellence Committee

Section: IV. Board Committee Updates
Item: C. Academic Excellence Committee
Purpose: Vote
Submitted by:
Related Material: CE Bus 1021- Basic Workplace Skills.pdf
                           BUS 2026 – Business Statistics.pdf
                           BUS 2017- Business Communication and Report Writing.pdf
                           Copy of Course Proposal .docx

CHARTER SCHOOL COURSE PROPOSAL

"Course Proposal [<mark>enter name of the course here</mark>]." Complete required sections including all signatures. Email to michelle.gasser@stemk12.org.and Ryan.Alsup@stemk12.org

SECTION 1: REQUIRED INFORMATION

Date:	11/15/2023
School Name	STEM School Highlands Ranch
Name of the building administrator assigned to support the completion of this course proposal:	Michelle Gasser
Phone number:	303-683-7836
Name of course:	BUS 1021- Basic Workplace Skills
Course number if for course modification:	STEMHS1216
If CE course amount of College Credit awarded	0.5 HS credits (1 college credit)
Department to which this course is assigned:	Business
Credit: *(check one if secondary course)*	☑ ~~0.50 (one semester)~~ ← ☐ 1.0 (year long)
Credit type students will earn for this course: *(Secondary only - Fine Art, Science, Practical Arts, Etc.)*	ELE
Grade level(s):	9-12

<mark>Course Shell Spreadsheet</mark>

State Standard Course Code Spreadsheet. This spreadsheet has course descriptions and the state course code used to identify Highly Qualified status and is used in state reporting.

DESCRIPTION:

Focuses on personal and workplace skills necessary for successful performance. This course introduces project management principles necessary to effectively lead and implement a project.

SECTION 2: OPTIONAL INFORMATION THAT MAY BE HELPFUL FOR GOVERNING BOARDS OR SCHOOL LEADERSHIP - NOT REQUIRED FOR SUBMISSION.

-

Alignment to the 21st Century Skills: Explain the extent to which this course aligns to DCSD 21st Century Skills.

IMPLEMENTATION NEEDS:

Are there course prerequisites? If so, do descriptors for other courses need to be amended indicating prerequisite change?

-

What courses follow the proposed course?

-

Describe the process and timeline for development of necessary teacher resources, including instructional ideas, training, methods, materials, and technology.

SYSTEMS CHECK and NEEDS ASSESSMENT:

At the building level, content specific team members review needs for this proposed course and with the Principal's support.

☐ Yes

☐ No

☐ Forwards with approval

☐ Do not forward because:

SECTION 3: REQUIRED SIGNATURES/APPROVALS

Does the Building Administrator approve adoption of this course?	☐ Yes	☐ No
Date _____ Building Administrator Signature_____ Building Administrator Name (please print)_____		

Does the Governing Board approve adoption of this course?	☐ Yes	☐ No
Date of Governing Board Meeting _____ Signature of Board President _____ Board President Name (please print) _____		

Does the Director of Choice Programming approve adoption of this course?	☐ Yes	☐ No
Date _____ Director of Choice Programming Signature_____ Director of Choice Programming Name (please print) _____		

Does the Director of Academic Systems approve adoption of this course?	☐ Yes	☐ No

Date _____

Director of Academic Systems Signature_____

Director of Academic Systems Name (please print) _____

TO BE COMPLETED BY ACADEMIC SYSTEMS	DATE	ENTERED BY
Course entered in Infinite Campus database		
School Notified of Completion		
Course Scanned to Server		

Revised September, 2023

[Sample Course Proposal](#)

CHARTER SCHOOL COURSE PROPOSAL

"Course Proposal [<mark>enter name of the course here</mark>]." Complete required sections including all signatures. Email to michelle.gasser@stemk12.org.and Ryan.Alsup@stemk12.org

SECTION 1: REQUIRED INFORMATION

Date:	
School Name	STEM School Highlands Ranch
Name of the building administrator assigned to support the completion of this course proposal:	Michelle Gasser
Phone number:	303-683-7836
Name of course:	BUS 2026 – Business Statistics
Course number if for course modification:	STEMHS1218
If CE course amount of College Credit awarded	05. HS Credits- 1 college credit course
Department to which this course is assigned:	Business
Credit: *(check one if secondary course)*	☑ ~~0.50 (one semester)~~ ← ☐ 1.0 (year long)
Credit type students will earn for this course: *(Secondary only - Fine Art, Science, Practical Arts, Etc.)*	Elective
Grade level(s):	9-12

Course Shell Spreadsheet

State Standard Course Code Spreadsheet. This spreadsheet has course descriptions and the state course code used to identify Highly Qualified status and is used in state reporting.

DESCRIPTION:

Focuses on statistical study, sampling, organizing and visualizing data, descriptive statistics, probability, bi-nominal distributions, normal distributions, confidence intervals, linear regression, and correlation. Intended for business majors.

SECTION 2: OPTIONAL INFORMATION THAT MAY BE HELPFUL FOR GOVERNING BOARDS OR SCHOOL LEADERSHIP - NOT REQUIRED FOR SUBMISSION.

-

Alignment to the 21st Century Skills: Explain the extent to which this course aligns to DCSD 21st Century Skills.

IMPLEMENTATION NEEDS:

Are there course prerequisites? If so, do descriptors for other courses need to be amended indicating prerequisite change?

-

What courses follow the proposed course?

-

Describe the process and timeline for development of necessary teacher resources, including instructional ideas, training, methods, materials, and technology.

SYSTEMS CHECK and NEEDS ASSESSMENT:

At the building level, content specific team members review needs for this proposed course and with the Principal's support.

☐ Yes

☐ No

☐ Forwards with approval

☐ Do not forward because:

SECTION 3: REQUIRED SIGNATURES/APPROVALS

Does the Building Administrator approve adoption of this course?	☐ Yes	☐ No
Date _____ Building Administrator Signature_____ Building Administrator Name (please print)_____		

Does the Governing Board approve adoption of this course?	☐ Yes	☐ No
Date of Governing Board Meeting _____ Signature of Board President _____ Board President Name (please print) _____		

Does the Director of Choice Programming approve adoption of this course?	☐ Yes	☐ No
Date _____ Director of Choice Programming Signature_____ Director of Choice Programming Name (please print) _____		

Does the Director of Academic Systems approve adoption of this course?	☐ Yes	☐ No

Date _____

Director of Academic Systems Signature_____

Director of Academic Systems Name (please print) _____

TO BE COMPLETED BY ACADEMIC SYSTEMS	DATE	ENTERED BY
Course entered in Infinite Campus database		
School Notified of Completion		
Course Scanned to Server		

Revised September, 2023

Sample Course Proposal

CHARTER SCHOOL COURSE PROPOSAL

"Course Proposal [<mark>enter name of the course here</mark>]." Complete required sections including all signatures. Email to michelle.gasser@stemk12.org.and <u>Ryan.Alsup@stemk12.org</u>

SECTION 1: REQUIRED INFORMATION

Date:	
School Name	STEM School Highlands Ranch
Name of the building administrator assigned to support the completion of this course proposal:	Michelle Gasser
Phone number:	303-683-7836
Name of course:	CE BUS 2017 Business Communication and Report Writing
Course number if for course modification:	
If CE course amount of College Credit awarded	1.0 HS Credits- 3 college credit course
Department to which this course is assigned:	Business
Credit: *(check one if secondary course)*	☑ ~~0.50 (one semester)~~ ← ☐ 1.0 (year long)
Credit type students will earn for this course: *(Secondary only - Fine Art, Science, Practical Arts, Etc.)*	Elective
Grade level(s):	9-12

<mark>Course Shell Spreadsheet</mark>

State Standard Course Code Spreadsheet. This spreadsheet has course descriptions and the state course code used to identify Highly Qualified status and is used in state reporting.

DESCRIPTION:

Emphasizes effective business writing and covers letters, memoranda, reports, application letters, and resumes. Includes the fundamentals of business communication and an introduction to international communication

SECTION 2: OPTIONAL INFORMATION THAT MAY BE HELPFUL FOR GOVERNING BOARDS OR SCHOOL LEADERSHIP - NOT REQUIRED FOR SUBMISSION.

-

Alignment to the 21$^{\text{st}}$ Century Skills: Explain the extent to which this course aligns to DCSD 21$^{\text{st}}$ Century Skills.

IMPLEMENTATION NEEDS:

Are there course prerequisites? If so, do descriptors for other courses need to be amended indicating prerequisite change?

-

What courses follow the proposed course?

-

Describe the process and timeline for development of necessary teacher resources, including instructional ideas, training, methods, materials, and technology.

SYSTEMS CHECK and NEEDS ASSESSMENT:

At the building level, content specific team members review needs for this proposed course and with the Principal's support.

☐ Yes

☐ No

☐ Forwards with approval

☐ Do not forward because:

SECTION 3: REQUIRED SIGNATURES/APPROVALS

Does the Building Administrator approve adoption of this course?	☐ Yes	☐ No
Date _____ Building Administrator Signature_____ Building Administrator Name (please print)_____		

Does the Governing Board approve adoption of this course?	☐ Yes	☐ No
Date of Governing Board Meeting _____ Signature of Board President _____ Board President Name (please print) _____		

Does the Director of Choice Programming approve adoption of this course?	☐ Yes	☐ No
Date _____ Director of Choice Programming Signature_____ Director of Choice Programming Name (please print) _____		

Does the Director of Academic Systems approve adoption of this course?	☐ Yes	☐ No

Date _____

Director of Academic Systems Signature_____

Director of Academic Systems Name (please print) _____

TO BE COMPLETED BY ACADEMIC SYSTEMS	DATE	ENTERED BY
Course entered in Infinite Campus database		
School Notified of Completion		
Course Scanned to Server		

Revised September, 2023

Sample Course Proposal

CHARTER SCHOOL COURSE PROPOSAL

"Course Proposal [<mark>Sports and Games</mark>]." Complete required sections including all signatures. Email to michelle.gasser@stemk12.org.and Ryan.Alsup@stemk12.org

SECTION 1: REQUIRED INFORMATION

Date:	10-24-2023
School Name	STEM School Highlands Ranch
Name of the building administrator assigned to support the completion of this course proposal:	Michelle Gasser
Phone number:	303-683-7836
Name of course:	Sports and Games
Course number if for course modification:	
If CE course amount of College Credit awarded	
Department to which this course is assigned:	Physical Education/Health
Credit: *(check one if secondary course)*	• ~~0.50 (one semester)~~ ⬅ • 1.0 (year long)
Credit type students will earn for this course: *(Secondary only - Fine Art, Science, Practical Arts, Etc.)*	Physical Education
Grade level(s):	6-12

<mark>Course Shell Spreadsheet</mark>

State Standard Course Code Spreadsheet. This spreadsheet has course descriptions and the state course code used to identify Highly Qualified status and is used in state reporting.

<mark style="background-color:red">DESCRIPTION</mark>:

Concentrates on the different skills, rules and strategies of individual and team sports/games. Teamwork and competition are emphasized. Students will learn the skills necessary to play each sport/game, rules and terminology associated with the sport/game and offensive/defensive strategies peculiar to the sport/game. Sportsmanship and competitiveness are learned and practiced, along with leadership.

SECTION 2: OPTIONAL INFORMATION THAT MAY BE HELPFUL FOR GOVERNING BOARDS OR SCHOOL LEADERSHIP - NOT REQUIRED FOR SUBMISSION.

-

Alignment to the 21st Century Skills: Explain the extent to which this course aligns to DCSD 21st Century Skills.

Students will need to think critically during games in order to make decisions, communicate with teammates, cooperate with teammates to implement strategies, take on leadership roles within their team and display good sportsmanship during and after competitions. Students will be expected to be aware of their own skills and assess how they can contribute to the team.

IMPLEMENTATION NEEDS:

Are there course prerequisites? If so, do descriptors for other courses need to be amended indicating prerequisite change?

- None.

What courses follow the proposed course?

- *None.*

Describe the process and timeline for development of necessary teacher resources, including instructional ideas, training, methods, materials, and technology.

Teachers will use the same equipment and spaces that they use to teach Physical Education. They will expand on the knowledge that they already have to take the curriculum to the next level. There would be no need for additional resources, training or technology.

SYSTEMS CHECK and NEEDS ASSESSMENT:

At the building level, content specific team members review needs for this proposed course and with the Principal's support.

Yes

No

Forwards with approval

Do not forward because:

SECTION 3: REQUIRED SIGNATURES/APPROVALS

Does the Building Administrator approve adoption of this course?	● Yes	● No
Date _____ Building Administrator Signature_____ Building Administrator Name (please print)_____		

Does the Governing Board approve adoption of this course?	● Yes	● No
Date of Governing Board Meeting _____ Signature of Board President _____ Board President Name (please print) _____		

Does the Director of Choice Programming approve adoption of this course?	● Yes	● No
Date _____ Director of Choice Programming Signature_____ Director of Choice Programming Name (please print) _____		

Does the Director of Academic Systems approve adoption of this course?	● Yes	● No

Date _____

Director of Academic Systems Signature_____

Director of Academic Systems Name (please print) _____

TO BE COMPLETED BY ACADEMIC SYSTEMS	DATE	ENTERED BY
Course entered in Infinite Campus database		
School Notified of Completion		
Course Scanned to Server		

Revised September, 2023

[Sample Course Proposal](#)

Coversheet

Advancement Committee Update

Section: IV. Board Committee Updates
Item: D. Advancement Committee Update
Purpose: FYI
Submitted by:
Related Material: Advancement Committee One Pager.pdf

Board Committee One Pager

Committee Name: Advancement

Year: 2023-24

Purpose:

The purpose of the Advancement Committee is to assist the Board of Education in overseeing institutional advancement philosophy and policies, providing relationships that will assist and attract private sector support, reviewing proposed gifts and sponsorships that may require full Board consideration or action, providing leadership, guidance, and oversight of Institutional development efforts, including major fund-raising campaigns and projects, and oversee all fundraising efforts throughout the school.

Mission Statement:

asdf

Scope of Work:

1. Set the annual goals for school fundraising, orchestrate the board members' leadership and participation in the fund-raising program, and oversee all fund-raising activities by the school (including coordinating fund raising by the Parent Teacher Organization, Athletic Boosters, Enrichment, Scholarships, etc.).
2. Develop, coordinate, monitor, and establish leadership for the periodic capital campaigns of the school.
3. Plan and coordinate the ongoing annual-giving programs of the school (Annual Fund, Year End Giving)
4. Oversee fundraising events and initiatives aimed at fundraising and resource generation.
5. Assure appropriate parent, past parent, and alumni communications and programs to facilitate continuing cultivation of the friends and patrons of the school.
6. Enhance the school's visibility and reputation with the local and broader community, including partnerships and collaborations that benefit the school.
7. Develop communication strategies that effectively share the school's achievements.
8. Maintain a culture of asking, thanking and reporting throughout the advancement committee and sub-committees.
9. Ensure that accurate and secure giving records are maintained by the business office of the school and that appropriate acknowledgment and recognition for gifts are offered.

Appointments and Composition: Committee chair and board members are determined as a result of annual Board training and/or summer working sessions and membership confirmed at a Board meeting at the start of each school year, typically August. Committee staff members are assigned/selected by CIO as needed to support committee work. Committee composition typically includes two Board members, CIO, and assigned staff.

Roles and Responsibilities Members (chair, members, etc):

Yearly Goals:

1. Develop systems and processes that support an "ask, thank, report" culture
   a. Determine current asks
   b. Determine current donations

          c.   Create thanking process
          d.   Create reporting process

2. Establish Advancement structure with sub-committees and events or projects connected to each committee that we can invite parents and partners to participate in.
3. Create Parent Engagement Plan
4. Use school messages and strategic priorities to a craft development message.
5. Create an annual calendar with events, committee meetings, annual fund, etc.

Annual Calendar: (attach calendar document)

1.

Scheduled Recurring Meetings:

Board Roster : Chair - Matt Cartier, Board Member - Greg Shick