



## STEM School Highlands Ranch

### Board of Directors Meeting

Published on January 7, 2024 at 10:00 PM MST

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#### Date and Time

Tuesday January 9, 2024 at 5:30 PM MST

#### Location

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

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Webinar Link: Join from a PC, Mac, iPad, iPhone or Android device: Please click this URL to join. <https://zoom.us/j/97049693895?pwd=RSxcVh2ay8rSVdvWTFJRHEXaFNLUT09> Passcode: 919339

Link to Meeting Presentation Slides

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#### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:30 PM</b>
<b>A.</b>	Record Attendance	Kelly Reyna	5 m
<b>B.</b>	Call the Meeting to Order	Kelly Reyna	
<b>C.</b>	Pledge of Allegiance	Ishmeet Kalra	
<b>D.</b>	Reciting of the Mission Statement	Erin Quigley	

	Purpose	Presenter	Time
<p>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.</p>			
<b>E.</b>	Approve Minutes	Kelly Reyna	
<p>Approve minutes for Board of Directors Meeting on December 5, 2023</p>			
<b>II.</b>	<b>Academic Excellence</b>		<b>5:35 PM</b>
<b>A.</b>	Student Updates	Student Gov President	5 m
<ul style="list-style-type: none"> <li>• Student Government Spotlight</li> </ul>			
<b>B.</b>	STEM FRC Team IMPULSE	Eknara Dassanayake	10 m
<p>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.</p>			
<b>C.</b>	Executive Director Report - STEM	LynAnn Kovalesky	15 m
<ul style="list-style-type: none"> <li>• General School Updates</li> <li>• Teacher Care Update</li> <li>• Enrollment Update</li> </ul>			
<b>III.</b>	<b>KOSON Schools</b>		<b>6:05 PM</b>
<b>A.</b>	CIO Updates	Matt Cartier	30 m
<ul style="list-style-type: none"> <li>• General</li> <li>• Facility</li> <li>• Director of Human Resources</li> <li>• Operational Plan and Budgeting Process</li> <li>• State of STEM</li> </ul>			

	Purpose	Presenter	Time
<b>IV. Board Committee Updates</b>			<b>6:35 PM</b>
<b>A. Governance Committee - Board Policy Updates</b>	Discuss	Carla Gustafson	5 m
Annual Review			
• None			
Draft Policy Updates for Review			
• Community Use of Facilities - in Board Book			
• Use of DCSD Policies - in Board Book			
<b>B. Finance Committee</b>	Vote	Ryan Theret	10 m
• 2023-24 Budget - Board Vote			
• Nov 2023 Review - no vote			
<b>V. Board of Directors Update</b>			<b>6:50 PM</b>
<b>A. Upcoming Agenda Items</b>	FYI	Kelly Reyna	
• February			
◦ 2024-25 Bell Schedule			
<b>VI. Public Comment</b>			<b>6:50 PM</b>
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 <a href="mailto:communications@stemk12.org">communications@stemk12.org</a>			
<b>A. Public Comment Sign up link</b>			5 m
<a href="https://forms.gle/xjYxbDmtekd7PC7B6">https://forms.gle/xjYxbDmtekd7PC7B6</a>			
<b>VII. Executive Session</b>			<b>6:55 PM</b>
<b>A. Convene Executive Session</b>	Vote	Kelly Reyna	30 m
<i>The Board may vote to recess into executive session pursuant to:</i>			

Purpose

Presenter

Time

*Personnel matters except if the employee who is the subject of the session has requested an open meeting, or if the personnel matter involves more than one employee, all of the employees have requested an open meeting. With respect to hearings held pursuant to the “Teacher Employment, Compensation, and Dismissal Act of 1990”, article 63 of title 22, C.R.S., the provisions of section 22-63-302 (7)(a), C.R.S., shall govern in lieu of the provisions of this subsection (4).*

## VIII. Closing Items

7:25 PM

- A.** Adjourn Meeting  
Adjournment

Vote

Kelly Reyna

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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.

# 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 December 5, 2023

APPROVED



## STEM School Highlands Ranch

### Minutes

#### Board of Directors Meeting

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**Date and Time**

Tuesday December 5, 2023 at 5:30 PM

**Location**

P-tech Building

8920 Barrons Blvd

Highlands Ranch, CO 80129

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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

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**Directors Present**

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

**Directors Absent**

M. Horne

**Directors who arrived after the meeting opened**

R. Lukez, R. Theret

**Ex Officio Members Present**

M. Cartier

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## **Non Voting Members Present**

M. Cartier

## **Guests Present**

A. Westfall, L. Kovalesky, N. Bostel

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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 Dec 5, 2023 at 5:30 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 11-07-23.

L. Davison seconded the motion.

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

R. Theret arrived at 5:33 PM.

## **II. Academic Excellence**

### **A. Student Updates**

Student updates- STEM FRC and Academic Excellence will be made in January.

### **B. STEM FRC Team IMPULSE**

### **C. Executive Director Report - STEM**

L. Kovalesky-

Shared school activities that occurred over the past month and through December.

Basketball season opener is tonight and the all staff Holiday Party is on 12/21- all BOD members have been invited to attend both events.

Parent and staff surveys have been completed. There were about 340 responses. There were a lot of positive responses and provided areas of improvement and identifying SBL Priorities.

Enrollment- Admin has attended middle school enrollment and recruitment events.

STEM Tours have remained steady. We are now using raptor to pull reports of the families who attended the tours so that we can follow up with them. This is the 2nd year doing Shadow days. The intent to return forms have been fairly positive, we are on the high end of students reporting intent to return. While this is encouraging, January 19th will provide solid numbers for the 1st round, and Jan 23rd would be the 2nd round.

EV Pathway Update/ Discussion- The BOD expresses approval of the EV Pathway. They feel excitement over the opportunity to outpace the district, expand PTECH, and develop more of a focused partnership with ACC including incorporating adult night classes.

BOD Question: Are we competing with Douglas County for grants?- Yes. The Legacy campus has only finished one phase, and this grant will not be enough for them, but it will be a great move on our part as an organization, if granted.

### III. KOSON Schools

#### A. CIO Updates

M Cartier-

The monthly written report was shared in the board book.

The National Blue Ribbon School award is given by the United States Department of Education to recognize exemplary public and non-public schools on a yearly basis. The award is given to schools that are academically superior in their state or that demonstrate dramatic gains in student achievement. National Blue Ribbon Schools serve as models of effective school practices for state and district educators and other schools throughout the nation<sup>3</sup>. The award affirms and validates the hard work of students, educators, families, and communities in striving for – and attaining – exemplary achievement. A National Blue Ribbon School flag gracing a school's entryway or on a flagpole is a widely recognized symbol of exemplary teaching and learning.

STEM will be submitting our name to be awarded a Blue Ribbon.

BOD Questions/ Comments:

- Who nominates us to be Blue ribbon?- We put our name in ourselves and they determine whether to nominate us.
- This has a lot of positive aspects Parents coming from elsewhere will know what that means and be more inclined to enroll
- When can we expect to hear if we have been awarded?- Most likely January 2025

Passage of the MLO- STEM stayed on the DCSD payscale and hourly and salaried staff received 11%. Additionally the admin team promised a stipend in December and May. Staff will receive 1.5% on the 15th. Retro pay was discussed before - we have decided not to do this due to declining enrollment. CIO did not receive a raise or stipend- this is up to the Support Evaluation Committee to decide.

5-year renewal- recommendations will be coming shortly



Bellweather Consulting (see Nov. Minutes)- From the grant we were able to have Bellweather come in and observe our school, conduct meetings with parents, and give us a written direction for growth. 1 year from now we would like to have an updated strategic plan.

Introduction of Chris Damour- New Facilities Director

Director of HR- Narrowed down search to a few people, hope to fill by Jan 2nd, 2024

Enrollment update- 1396 is the current enrollment- keeping a close eye on who is not responding and who is enrolling. We have heard that there are 140 Kindergartners and 239 1-12 graders who have expressed interest in enrolling in STEM for the 2024-25 SY.

State of STEM- This year we are completing an Ask, Thank and Report cycle- more information to come on this.

Budget Update- We were not able to meet as a finance committee on Thanksgiving. The BOD has been provided with the updated budget now that we have been granted MLO money. However there will be some more changes made and the BOD Vote to approve the updated budget will be during January 9th Meeting.

Questions and clarification about the Budget update.

Evolva is showing on the expenses but I wasn't sure where it was on the income. Can you highlight it so that we can see it clearly.

M. Cartier- pointed out it is under Categorical Revenue- under grants.

The BOD requested that a column be added to show the previous recommended budget so that it can be easily compared with the updated recommended budget.

R. Lukez arrived at 6:11 PM.

#### **IV. Board Committee Updates**

##### **A. Governance Committee - Board Policy Updates**

Annual Review- BOD review the policy adoption process

##### **B. Equal Access to Facilities Policy - for approval**

This is based on Federal law and states that secondary Students have the right to meet and use school space for meetings. They will be assured proper supervision. This is internal, incidental and not Community use.

G. Shick made a motion to approve Equal Access to Facilities Policy.

E. Quigley seconded the motion.

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

### **C. Academic Excellence Committee**

There were New Proposals added with the addition of a Business Teacher. (included in Board Book) the BOD will vote to approve the 4 additional classes into the course selection :

BOD Discussion/Feedback-There should be more detail added in the prerequisites and description of the courses, but we can move forward to approve this.

R. Lukez made a motion to approve the 3 Business and 1 PE courses based on the title, Subject to completion and submission of the associated paperwork.

C. Gustafson seconded the motion.

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

### **D. Advancement Committee Update**

The Advancement Committee One-Pager is included in Board book.

We are working torking toward an annual fund that would be on the website where the community can see where we are on fundraising goals and and view ways to give.

There was a great meeting with the Booster Club leaders and will be meeting with other committees shortly.

## **V. Board of Directors Update**

### **A. Board Profile Review 2024-2025**

Board Profile review for 2024-25: Use tool on BOT

Class B- Linda and Ish- term expires May 2024

Class A- Michelle Horn Term expires May 2024- Parent election planning.

Class B- Member Ryan Theret vacancy or 1 year to complete the term 2024-2025- Treasurer.

Discussion that the BOD work with SAC for Board Member pipeline.

### **B. Upcoming Agenda Items**

January 9th, 2024 Next BOD Meeting

Facilities Update

2023-24 Final Budget Vote

State of STEM

## **VI. Public Comment**

### **A.**

**Public Comment Sign up link**

No one signed up for public comment

**VII. 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 6:53 PM.

Respectfully Submitted,

R. Lukez

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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.

# Coversheet

## Student Updates

**Section:** II. Academic Excellence  
**Item:** A. Student Updates  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** 1\_8 board meeting.pdf



# STUDENT GOVERNMENT

HS Student Government



# SEMESTER 1 EVENTS

**PARENT NIGHT**

**SPARTAN  
LAUNCH**

**BLAST-OFF**

**CLUB RUSH**



**COMMUNITY  
SUPPORT**

Month by month support for community identities!

**COMMUNITY  
INVOLVEMENT**

All members participated and helped out at events and we even encouraged sports involvement!



# SEMESTER 1 EVENTS

## PEP RALLY

Success! HS dance was hilarious and helped MS

## SPIRIT WEEK

Successful amount of participation!

## HOMECOMING

Huge success! Lots of turnout and lots of positive feedback



# SEMESTER 1 EVENTS CONTINUED

## TRUNK OR TREAT

ES, MS, and HS engagement!

## NERDS NIGHT OUT

MHS Competitions and lots of fun!



## SPORTS NIGHT

New event, but was incredibly fun and despite the initial lack of advertising the event was still successful and will be a great addition to the roster of Student Government events next year!







# UPCOMING



# SEMESTER 2 EVENTS

## WINTER FORMAL

January 27, 2024  
Lots of already planned decorations and theme!  
Preparations moving along swiftly

## TALENT SHOW

Full StuGov/NHS commitment to helping Mrs. Ridder



## NHS PARTNERSHIP

StuGov officially partnering with NHS again for Wish Week/Talent Show

## PROM

Friday, April 26  
Venue, theme, and more planned/acquired!



# Coversheet

## STEM FRC Team IMPULSE

**Section:** II. Academic Excellence  
**Item:** B. STEM FRC Team IMPULSE  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** STEM Board Presentation (1).pptx



# Colorado Cents for STEM

Impulse 4418

# Our Mission

To pass a bill in the state of Colorado that give new and financially struggling STEM extracurricular programs access to the State Department of Education Grants.

These grants can pay registration fees, purchase equipment, materials, and provide stipends for coaches and mentors.

A grant program will reduce the financial burden on first-year and struggling teams and increase the accessibility to STEM programs within our state.

# Groups Involved

- FRC Teams
  - Team 2996 - Cougars Gone Wired ()
  - **Team 4418 - Impulse**
  - Team 3729 - The Raiders
- BEST Robotics
  - **STEM BEST Robotics #1920**
- Prospective
  - COTSA
  - Front Range BEST
  - Rocky Mountain BEST

# How Did This Start?

FRC Team 2412 - Robototes reached out to Team 2996 - Cougars Gone Wired about legislative advocacy to support robotics in Colorado.

## Team 2412 - Robototes

- Passed bill in Washington that grants FRC and other STEM Competitions (VEX or Science Olympiad) credit towards graduation and by extent, state sponsored funding

# Initial Steps

- Team 2996 - Cougars Gone Wired reached out to other Colorado FRC teams to gather feedback and new perspectives on how to best benefit teams across the state
- Creation of a formal group within Colorado FRC
  - Research on passed legislation in other states (VA, MI, NC, IN)
  - Developing our own legislative advocacy initiative
  - Initial priorities and connections
- Research Phase



# Finalizing the Plan

After research into Colorado legislation and deliberation within the internal group.

The initiative was divided into two goals:

- State Level Funding for STEM Extracurriculars
- District Level Credit Program

# Our Goal

The current goal of our Team 4418 - Impulse is to assist in pushing the grant to as many contacts as possible.

We hope that the STEM Board can aid us in creating new connections to promote the grant and gain the support of more communities, one being the DCSD School District.

**The final goal is to get the support of DCSD so they are:**

1. Aware of the project and potentially advocate on our behalf from a position of educational authority.

# We Need Your Help

- Organizing STEM Extracurriculars in support of our initiative
- Connection to the DCSD Board
- Advertising to school-based networks

**Thank you for your time!**

# Coversheet

## Executive Director Report - STEM

**Section:** II. Academic Excellence  
**Item:** C. Executive Director Report - STEM  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Teacher Care Model 2024 (2).pdf

# Executive Director Update

- Holiday Events and Staff Party were a HUGE success!
- Virtual-Teacher Workday included an LEP Training and SBL Brainstorming Session
- Secondary Course Selection Sheets and the Academic Course Catalogue will be available to view online this week.
- Students will complete Student Fall Survey this week in Access
- Kudos to Chris Damour and his team. The building is looking great and we are seeing less sickness at the ES level!

# Enrollment Update



## Current Enrollment- 1395

### 9 students withdrew in December

- 4 moved out of state
- 1 homeschool
- 3 moved outside of DCSD
- 1 unknown

### 4 students withdrew start of 2nd semester

- 1 moved out of state
- 2 moved outside of DCSD
- 1 unknown

### 7 new students started 2nd semester

- 6 elementary students
- 1 middle school student

# Teacher Care Model

# Teacher Retention and Attrition Rate

Year	2014-15	2015-16	2016-17	2017-18	2018-2019	2019-20	2020-21	2021-22	2022-203
<b>Teacher Retention Rate</b>	82%	69%	73%	83%	80%	67%	70%	64%	76%
<b>Attrition Rate</b>	18%	31%	27%	17%	20%	33%	30%	36%	24%

- Attrition refers to the loss of employees through a natural process, such as retirement, resignation, elimination of a position, personal health, or other similar reasons. With attrition, an employer will not fill the vacancy left by the former employee.

# Breakdown of Numbers

Elementary			Secondary		
Title	Turn Over	# of positions needing to be filled	Title	Turn Over	# of positions needing to be filled
Administrators	0	0	Administrators	1	1
Teachers (K-5)	5	6	Teachers (6-12)	13	17

## Explanation:

- 1 retired
- Reduction in force in 1st grade
- 1 teacher left for another school
- 1 teacher left to teach internationally
- 1 teacher had a baby and did not return

Increased 4th grade back up to 4 teachers

## Explanation:

- 2 teachers retired
- 2 teachers left the profession
- 4 teachers moved to another school
- 1 teacher moved to teacher support team
- 1 teacher moved to DCSD
- 1 teacher left for family reasons
- 1 teacher not asked back
- Added ASL teacher which was online only the previous year
- Added a AD position
- Added part-time spanish
- Dean of students left for another school.

# Focus and Goals for Teacher Support Team

- Improve School Culture
- Standards Based Learning
- Problem Based Learning
- Using data to drive instruction

# Teacher Care Team

## Teacher Support

- 3 full-time specialists and 1 part time specialist
- Supports teachers with:
  - Instructional pedagogy
  - PBL development and implementation
  - Standards Based Learning development and implementation
  - PLC support

# Teacher Care Team

Additional support:

- Unit planning
- Feedback/observations
- Coverage for teachers to observe others
- Quick breaks
- Co- teaching/Model teaching
- Instructional Technology support
- Curriculum implementation
- Differentiation
- Resource procurement

# New Teacher Induction

All teachers who are new to teaching and have an interim license or are new to Colorado, must participate in a New Teacher Induction program.

This is meant to provide supports for new teachers as they learn the requirements of the school, district and state.



## Mentor's Role

### **CONSULTANT:** Offering Support and Providing Resources

- Establish early contact
- Orient the new teacher to the school, and its routines and practices
- Ensure that the new teacher understands the students, parents and community served by the school
- Model effective teaching practices

### **COLLABORATOR:** Creating Challenge and Encouraging Growth

- Work with the new teacher to develop an Individual NTIP Strategy
- Assist the new teacher in planning the first day, first week, first month
- Work collaboratively to identify the new teachers' needs and adjust the mentoring process throughout the year

### **INSTRUCTOR:** Facilitating Professional Vision

- Provide support in effective classroom management, parent communication and other critical facets of professional practice
- Provide emotional support and encouragement
- Provide professional feedback

Adapted from: Lipton, L. & Wellman, B.(2003). Mentoring Matters: A Practical Guide to Learning-Focused Relationships, 2nd Ed. Sherman CT. MiraVia, LLC. For additional information go to: [www.miravia.com](http://www.miravia.com)

<b>New Teachers Needing Induction</b>	<b>Mentors</b>
20	13

### Roles and Responsibilities:

- 1 monthly observation
- 1 monthly meeting to discuss observation and set goals
- Inductees attend 1 monthly induction meeting to work on their portfolios

Total time for induction is 2 years.

# PD Support

## Weekly PD Newsletter

- Instructional videos
  - Reminders
  - Upcoming PD announcements
  - Culture Building activities/ideas
  - Classroom instruction ideas
- PLC time every other Monday
  - Release days for teachers to work with their team/department

# How Will We Know It's Working?

- Feedback during coaching
- PD surveys
- Semester staff satisfaction surveys.
- Staff retention will be higher.

# Coversheet

## CIO Updates

**Section:** III. KOSON Schools  
**Item:** A. CIO Updates  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** 20240109 Board Meeting CIO SLIDES.pdf



# CIO Update

Tuesday, January 09, 2024

# Topics

- General
- Facility Update
- Director of Human Resources
- Operational Plan and Budgeting Process
- State of STEM

# General Updates

Matt Cartier, Chief Innovation Officer



# General Update Topics

- Charter Renewal
- Bellwether Consulting Update
- Operational Plans and Budgeting Process
- Second Semester Work
  - a. Messaging and Marketing
  - b. Shared Services Team Development
  - c. STEM Refinement Plan
  - d. KOSON Growth Plan and Preparation
  - e. Begin work towards updated Strategic Plan
  - f. Advancement Preparation
  - g. Facilities Assessment and Initial Work

# Facility Update

Chris Damour, Director of Facilities

# Facility Update Topics

- Observations
- Summary of work
- Challenges
- Big upcoming Items
- Opportunities

# Facility Update: Observations

- Love the environment & energy
- Information and control was held pretty tightly in the past
- Encourage a new way of thinking. What can we do, not we can't do that. THINK BIG
- Listen to people, Issues/concerns
  - Empower them

# Facility Update: Summary of Work

- 60-70% of time spent in the building
- Construction punch list
- Fire and safety systems
- Door repair and maint, entry & interior
- Past due invoices
- HVAC issues continue
  - Multiple subs
  - Mixed systems
  - Learning curve
  - Be systematic
- General maintenance
- Custodial
- Staff observations
- Meeting /evaluating vendors and subs

# Facility Update: Challenges

- Time management: office current and future, time in the building
- Updating #s for budgeting, 23-24, 24-25
- What am I missing

# Facility Update: Big Items

- Roof
- HVAC, RTU (roof top units)
- PTEC buildout
- Playground
- Fencing
- Parking lots

# Facility Update: Opportunities

- Utility savings
- Raise the bar on everything
- Preventive maintenance agreements



# State of STEM

Matt Cartier, Chief Innovation Officer

# State of STEM: Details

- When: Feb 5th at 8am and 5:30pm
- Format: In person, recorded
- Purpose: Provide details on the current condition and future work of KOSON / STEM.
- Topics: Academics, Finances, Survey Results, Strengths, Challenges, Opportunities, and Next Steps.