STEM School Highlands Ranch

Board of Director's Meeting

Published on August 16, 2024 at 11:39 AM MDT

Date and Time

Tuesday August 20, 2024 at 5:30 PM MDT

Location

8920 Barrons Blvd

P-TECH Mechatronics Room

Highlands Ranch, CO 80129

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**5:30 PM**
A.	Record Attendance			2 m
B.	Call the Meeting to Order			
C.	Pledge of Allegiance		Kelly Reyna	
D.	Reciting of the Mission Statement		Kelly Reyna	

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.

		Purpose	Presenter	Time
II.	**Approve Meeting Minutes**			**5:32 PM**

A. Approve Minutes — Approve Minutes — Carla Gustafson — 2 m

Approve minutes for Board of Directors Meeting on June 4, 2024

B. Approve Minutes — Approve Minutes — Carla Gustafson — 2 m

Approve minutes for Annual Board Training on June 21, 2024

C. Approve Minutes — Approve Minutes — Carla Gustafson — 2 m

Approve minutes for Board of Directors Meeting on August 6, 2024

III.	**Annual Information Technology Strategy Presentation and Board Q&A**			**5:38 PM**

A. Mike Pritchard, Director of IT — FYI — Mike Pritchard — 20 m

Reference Current IT Policies as background for IT presentation

- Information Technology and Student Data Privacy Policy
- Electronic Device Monitoring Policy

IV.	**STEM School Highlands Ranch Updates**			**5:58 PM**

A. Back to School Report — FYI — LynAnn Kovalesky — 20 m

Executive Director LynAnn Kovalesky provides back to school report for 2024/25 with highlight of changes from last year. Will include Professional Development and Enrollment status updates.

V.	**KOSON Schools**			**6:18 PM**

A. Strategic Plan Discussion — FYI — Matt Cartier — 30 m

CIO Matt Cartier will lead a discussion on student, parent, and staff experience component of the strategic plan.

VI.	**Board Committee Updates**			**6:48 PM**

A. Academic Excellence Committee — FYI — Ishmeet Kalra — 3 m

		Purpose	Presenter	Time
	Confirm board committee members Confirm SAC coordinator(s) Confirm DEI representative(s)			
B.	CIO Support and Evaluation	Discuss	Erin Quigley	5 m

- Confirm board committee members
- Present status update on CIO performance goals for the year

		Purpose	Presenter	Time
C.	Development/Advancement Committee	FYI	Greg Shick	5 m

Confirm committee board members and discuss general plan/goals for committee

		Purpose	Presenter	Time
D.	Finance Committee	FYI	Gina Wing	15 m

Confirm committee board members

Update on Interim CFO strategy and transition, introduce CFO support staff

- Annual Audit status
- Annual Budget and Management Process

		Purpose	Presenter	Time
E.	Governance Committee	Discuss	Carla Gustafson	15 m

- Confirm committee board member assignments
- Committee One Pagers - provide for September board book
- Present draft Finance Policy and Board Q&A (with support from Finance Committee)
- Board Policies for confirmation in September Meeting (consent agenda)
    ◦ Enrollment Policy
    ◦ Volunteer Policy

VII.	**Board of Directors Updates**			**7:31 PM**
A.	Chair Update	FYI	Carla Gustafson	5 m
B.	Discuss Proposed Annual Calendar for Board Meetings	Discuss	Erin Quigley	5 m

Review the proposed annual calendar with planned content/approvals for each regular monthly meeting.

	Purpose	Presenter	Time

The calendar will be finalized after Committees complete their one pagers in September.

VIII.	**Public Comment**		**7:41 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

IX.	**Executive Session**		

The Board may vote to recess into executive session 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)(b); matters required to be kept confidential by federal or state law or rules and regulations pursuant to C.R.S. § 24-6-402(4).

X.	**Closing Items**		
A.	Adjourn Meeting	Vote	Carla Gustafson
	Adjournment		

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: II. Approve Meeting Minutes
Item: A. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board of Directors Meeting on June 4, 2024

STEM School Highlands Ranch

Minutes

Board of Directors Meeting

Date and Time
Tuesday June 4, 2024 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, G. Shick, G. Wing, K. Reyna, L. Davison, R. Lukez

Directors Absent
D. Lomelino, E. Quigley, I. Kalra

Ex Officio Members Present
M. Cartier

Non Voting Members Present
M. Cartier

Guests Present

A. Westfall, L. Kovalesky, N. Bostel

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 Jun 4, 2024 at 5:34 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 05-14-24.

C. Gustafson seconded the motion.

BOD Comment- Regarding section III (B)- When we asked, "What do the student fees go toward", the answer in the minutes was "Mostly toward Teacher Stipends. We also do not ask parents for school supplies like neighborhood schools do because we supply school supplies out of this income. "- is the breakdown of fees officially published somewhere and if it is, we should have that noted in the minutes.

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

II. Board of Directors

A. 2024 Class A Election

K. Reyna made a motion to accept the results of the 2024 Class A Election from the last week of April, installing Gina Wing as a new member of the board.

G. Shick seconded the motion.

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

B. Community Directors

C. Gustafson made a motion to install Ish Kalra and Linda Davison as the Community Directors.

G. Wing seconded the motion.

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

III. Community Updates

A. PTO Bi-Annual Update

I. Schick presenting:
There are new positions available. If anyone wants to join the PTO, they are in need of consistent participation. PTO asks for 2 year commitments, but longer than 2 years is possible.

2024-25 event dates have been scheduled.

Fundraising goals are going to change this year to be more collaborative with STEM fundraising efforts. PTO and STEM Admin team will be meeting prior to the start of school.

IV. Academic Excellence

A. Executive Director Report - STEM

L. Kovalesky presenting:
The Hiring updates- positions that have been filled and positions that are open.
We have filled 14 positions already.
Retention: this year, we have 95% teacher retention and 88% all staff.

Enrollment- May- Estimated at 1404 total enrollment, which is an increase in the last month.

BOD Question- Where were the increases across the last month? Kinder-3rd Grade had the most increases.

BOD Question- How did the pilot go for the Mastery Tracker? It went well overall, but we need to have a webinar on our grading process and system to educate parents to show how to use the platform.

B. Approve updated 2024/2025 Calendar

R. Lukez made a motion to Approve the updated 2024-2025 calendar with one change.
C. Gustafson seconded the motion.
Required change- Correct the date of Graduation (Monday 5/19)
The board **VOTED** to approve the motion.

V. KOSON Schools

A.

CIO Updates

M. Cartier presenting:
Employment Agreements/ PTO- Agreements have all been sent out.
Accrual PTO will start July 1 2025. We are working towards 5 classifications.

Strategic Plan-A draft will be submitted to the BOD on June 7 and feedback will be gathered on June 21st.
The three areas of focus for STEM and Koson (Identity, STEM Experience, preparing for growth, then Growth) were briefly described.

Marketing - STEM spends about $30,000 but the national average of K-12 is over $85,000.
STEM is partnering with a marketing partner called Momentum. We have signed a 6 month agreement and then can stop at any time.

Future BOD Meetings: August 6, 2024 and September 3rd, 2024

BOD Question: You mentioned looking at office space for shared services. Where did that decision come from?- While no decision has been made, we feel the KOSON office could potentially be better used for students. We are exploring that option to see what that would cost and what options are available.

B. **Marketing presentation**

John, Nicole, and Waverly of Momentum presenting:
The team was introduced and a presentation of what has been done so far was shared with the BOD.
Fall 2024 goal to launch new website.

Momentum is a boutiques agency. Nicole and Waverly own the company Suprema, which is in charge of branding. Their goal is to flip the story, and tell an existing story in a new way to boost the bottom line.
Our brand messaging involves sharing the STEM School tagline, description and pillars so attractively and consistently that people repeat this information to others.

BOD Question- What have you done with any other organization that needs rebranding like us?- I haven't done anything specifically like your unique situation, but I have rebranded organizations for many other reasons. Brand refinement could be a better term for what the school needs. we will not be tearing down and rebranding the school, but allowing the best features that already exist to bubble up to the the surface and be celebrated.

VI. Board Committee Updates

A. Governance Committee

In the Parent handbook, page 9- Health and Medication: missing other document that was added to the agenda.
Student fees were increased by $50 and the purpose of the fees and the list of what is not included were added.

C. Gustafson made a motion to approve the handbook and student fees noting that the board focused their review on the highlighted portions.
G. Shick seconded the motion.
Action to review and update school safety by August. If there are updates, a special meeting may be scheduled to approved over the summer.
The board **VOTED** unanimously to approve the motion.

B. Finance Committee

C. CIO Support & Evaluation Committee

Annual review of the performance review for Matt as CIO. The board unanimously agreed to a 90% bonus.
R. Lukez made a motion to Approve the 90% bonus as stated.
L. Davison seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

R. Lukez	Aye
D. Lomelino	Absent
I. Kalra	Absent
L. Davison	Aye
G. Shick	Aye
G. Wing	Abstain
K. Reyna	Aye
C. Gustafson	Aye
E. Quigley	Absent

D. CIO Support & Evaluation Committee

R. Lukez made a motion to approve the 24-25 employment agreement for Matt Cartier as CIO.
C. Gustafson seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

G. Wing	Absent
K. Reyna	Aye
R. Lukez	Aye
I. Kalra	Absent

Roll Call

G. Shick   Aye

D. Lomelino   Absent

C. Gustafson Aye

L. Davison   Aye

E. Quigley   Absent

VII. Officer Elections

A. 2024-25 and 2025-26 school years

R. Lukez made a motion to Approve the officer elections as outlined.

G. Shick seconded the motion.

K. Reyna proposes the BOD Officers as follows:

President/ Chair- C. Gustafson

Vice President/ Vice Chair- E. Quigley

Treasurer- D. Lomelino

Secretary- I. Kalra

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

VIII. Public Comment

A. Public Comment Sign up link

No one signed up for public comment.

IX. Executive Session

A. Convene to Executive Session

An executive session was not needed, so the Board did not convene to executive session.

X. Closing Items

A. Adjourn Meeting

L. Davison made a motion to Adjourn.

R. Lukez seconded the motion.

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

Roll Call

R. Lukez   Aye

D. Lomelino   Absent

G. Shick   Absent

C. Gustafson Aye

K. Reyna   Aye

L. Davison   Aye

Roll Call

I. Kalra   Absent

E. Quigley   Absent

G. Wing   Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:05 PM.

Respectfully Submitted,

C. Gustafson

XI. KOSON Building Corp Annual Board Meeting

A. 2024-2025 KOSON Building Corp Officers (The Lighthouse (KOSON) Building Corp Annual Board Meeting

There was not a quorum so the Building Corp meeting did not take place. A Building Corp meeting will need to be held separately.

B. Adjourn Meeting

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: II. Approve Meeting Minutes
Item: B. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Annual Board Training on June 21, 2024

STEM School Highlands Ranch

Minutes

Annual Board Training

2024-25 Annual Training and Retreat

Date and Time
Friday June 21, 2024 at 9:00 AM

Location
Capitol Peak Conference Room
Building 1
Charles Schwab Corporate Office
9899 Schwab Way
Lone Tree, CO 80124

Directors Present
C. Gustafson, D. Lomelino, E. Quigley, G. Shick, G. Wing, I. Kalra, K. Reyna, L. Davison

Directors Absent
R. Lukez

Directors who left before the meeting adjourned
D. Lomelino, L. Davison

Ex Officio Members Present
M. Cartier

Non Voting Members Present

M. Cartier

Guests Present
L. Kovalesky, Tim Farmer

I. Opening Items

A. Welcome and Coffee

B. Record attendance

C. Call the Meeting to Order

C. Gustafson called a meeting to order on Friday Jun 21, 2024 at 9:22 AM.

II. Board Training

A. Bylaws, Conflict of Interest, Oath - 9:10

Welcome by Carla and overview of day's agenda

B. Governance, Roles and Responsibilities - 9:30

Presentation by Gina Fafard

C. Legal Overview - 10:30

Presentation by Tim Farmer. Overview of board duties and COML/CORA.

D. Lunch Break - 12:00

LynAnn arrived. Tim Farmer left after lunch.

E. Financial Review - 12:30

Presentation by Darrell Lomelino

III. Strategic Planning

A. Strategic Planning Presentation and Discussions

Presentation by Matt Cartier. SWOT discussion, Bellwether analysis/discussion, strategic plan discussion/questions.
L. Davison left at 4:32 PM.
D. Lomelino left at 4:55 PM.

IV. Closing Items

A.

Closeout and Next Steps

Discussion around timelines for website/branding/newsletter, other initiatives.

Next board meeting August 6, 2024

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:08 PM.

Respectfully Submitted,
I. Kalra

Documents used during the meeting

- KOSON_STEM Board Training June 2024_20240602.pdf
- STEM June2024 Board Structure for Success_Final.pdf
- STEM Strategic Plan SLIDE PRESENTATION Board Retreat Agenda.pdf

Coversheet

Approve Minutes

Section: II. Approve Meeting Minutes
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board of Directors Meeting on August 6, 2024

STEM School Highlands Ranch

Minutes

Board of Directors Meeting

Working Session 2024-2025 School Year Prep

Date and Time

Tuesday August 6, 2024 at 5:30 PM

Location

P-Tech Mechatronics Room

8920 Barons 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/96279508608?pwd=m7EDJz9AnHjatpgInbYizVNwMuEp1F.1

Passcode: 328084

Directors Present

C. Gustafson, D. Lomelino, E. Quigley, G. Shick, G. Wing, I. Kalra, K. Reyna, R. Lukez

Directors Absent

L. Davison

Ex Officio Members Present

M. Cartier

Non Voting Members Present

M. Cartier

Guests Present

L. Kovalesky

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 Aug 6, 2024 at 5:35 PM.

II. 2024-25 School Year Prep

A. Committees and Annual Calendar

Academic Excellence - Ish (Chair), Gina, (as part of SAC/UIP subcommittee, support from Michelle Gasser)
CIO Support/Eval - Erin (Chair), Linda, Kelly
Development/Fundraising/Advancement - Greg (Chair), Rudy, Kelly, support from PTO, add staff or outside committee members as needed
Finance - Darrell, Gina, Carla (as necessary)
Governance - Carla (Chair), Ish; elections task force by Rudy
*Legal/Compliance - as needed; Carla (Chair), Linda, Kelly (transitioning as needed), support from HR and staff
*Data dashboard task force - as needed; managed and shared by Matt
*Real estate/facility - as needed; Rudy, support from facilities director

Committee one-pagers done by September meeting, and provide tentative action items to add to board calendar
Ideally, subcommittees would meet once a month and take committee meeting minutes

B. Strategic Planning Discussion

Discussion around branding - NOT a rebrand, but a refresh. Focused on STEM School Highlands Ranch, will take out the K for now and plan to refresh logo later.

Discussion around school colors, website color palette. Are we changing our school colors? No, school colors will remain blue and gold. We are trying to get to the point where we are getting to more consensus.

Timeline: January 2025 for website

Discussion around mission/vision, values, tagline, focus, elevator, fundraising pillars.

III. Closing Items

A. Adjourn Meeting

Quick summary of fun events with back to school, and the general excitement and energy at school.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:35 PM.

Respectfully Submitted,
I. Kalra

Documents used during the meeting

- STEM_School_Brand_Guidelines__5.pdf

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

Mike Pritchard, Director of IT

Section: III. Annual Information Technology Strategy Presentation and Board Q&A
Item: A. Mike Pritchard, Director of IT
Purpose: FYI
Submitted by:
Related Material: Policy_IT-Student Data Privacy_2022.pdf
Policy_Electronic Device Monitoring_2022.pdf
Board IT Update 2024.pdf

Information Technology and Student Data Privacy Policy

STEM SCHOOL HIGHLANDS RANCH POLICY
Information Technology and Student Data Privacy

I. PURPOSE

To support its educational mission, STEM School Highlands Ranch (STEM) may provide information technology (IT), such as computers, networks, Internet access, and email accounts, to its students. The STEM Board believes that IT should be used at STEM as a learning resource to educate and to inform, and that STEM has an obligation to teach its students to be responsible IT users.

Subject to this policy, STEM staff shall be free to select and implement IT which STEM, deems best furthers the STEM mission.

While parents and students themselves are ultimately responsible for student behavior at school and student use of STEM IT, STEM will make every reasonable effort to ensure that students use STEM IT appropriately and responsibly. To this end, STEM has implemented content filtering measures that direct student learning and restrict student access to inappropriate material, in accordance with applicable law.

Administrators, teachers, and staff have a professional responsibility to work together and with parents to help students develop the intellectual skills needed to evaluate and choose information sources, to identify information appropriate to the age and developmental levels of the students, and to evaluate and use information to meet their educational goals.

Because all STEM IT is owned, leased, or licensed by STEM, STEM is responsible for all content stored or retained on any STEM-owned IT device or on the STEM's networks (together referred to as "STEM IT activity"). STEM therefore has the right to monitor all School IT activity and students have a limited expectation of privacy in any information they access, receive, or create using or on STEM IT.

STEM IT may periodically fail or be interrupted, leading to loss of data or service interruption, and the School therefore makes no warranties of any kind related to its IT.

STEM shall develop and maintain operational policies addressing
(1) monitoring and tracking of school-issued and student-owned computers;
(2) student use, rights and responsibilities relating to computers used at STEM;
(3) an "instructional technology" policy regarding use of technology in learning, including integrating technology for collaborative purposes, consistent with the STEM mission; and
(4) the training of STEM staff with respect to student laptops and privacy, and the administration, oversight, and enforcement of such policies and regulations.

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Information Technology and Student Data Privacy Policy

II. POLICY

The STEM Board authorizes the Executive Director to develop rules and procedures ("Administrative IT Policies") for staff and student use of technology which are consistent with this policy and the following standards.

1. All Administrative IT Policies shall comply with this policy.

2. Before adoption of monitoring software of any nature, STEM shall specifically identify the need for such software and whether there are less intrusive alternatives that can accomplish the same goal or need.

3. Student generated computer data ("SGCD") is data generated by a student while using a computer. Information or data contained on any such computer is "personal computer data" or "PCD". PCD includes specific "user logging information" ("ULI"). "Logging" is the process by which a system collects data about a computer network and the individuals using the network. STEM shall treat both SGCD and PCD as "records" as defined by the Family Educational Rights and Privacy Act ("FERPA").

4. Software that has the ability to collect PCD or SGCD shall not be used or implemented prior to the adoption of Administrative IT Policies governing use of such software.

5. STEM shall obtain informed consent from each student's parent or guardian prior to the installation of any software on any student-owned computer and prior to implementation of any technology which has the ability to collect or monitor PCD, so that prior to the giving of such consent students and their families are fully informed of the ability of any such software or technology to collect and monitor such data and to protect such data.

6. Any technology which permits viewing or collecting of PCD shall not permit such monitoring or collection beyond any legitimate educational interests.

7. Keystroke monitoring technology shall not be used or implemented in the absence of a specific legitimate educational purpose which cannot be achieved without this technology and without specific consent from each student's parent or guardian.

8. STEM shall not log or access PCD or SGCD other than for legitimate educational purposes. STEM shall maintain a record or log of all access or logging which records each instance of access, the data accessed, the identity of the accessing party, and the legitimate educational purpose for such access.

9. The exceptions allowing STEM staff to access PCD, other than where consent is given, shall be limited to situations where there is a reasonable suspicion of violation of either a law or school policy.

10. STEM staff shall complete training regarding technology and technology policies prior to use or implementation of any such technologies.

11. For students (a) who are unable or unwilling to bring personal computers to STEM or (b) whose parent or guardian do not consent to the use or installation of monitoring software on a personal computer, STEM shall use its best efforts to make necessary accommodations to ensure that such student's education is not adversely affected.

12. For computers issued by STEM, students and their parents shall be required to sign acceptable use agreements, which will detail appropriate and inappropriate use of STEM-owned computers.

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Information Technology and Student Data Privacy Policy

13. Remote monitoring of any kind, including activation of webcams, screen shots, audio, and video, shall be prohibited.

14. All procedures shall comply with applicable state and federal law.

B. In addition to rules specifically concerning IT, general policies, regulations, and rules governing student conduct apply to the use of IT. Violating such policies, regulations, or rules may result in the loss of the privilege to use some or all of the School's IT, discipline (which can include suspension and expulsion), reimbursement to the School for unauthorized charges or costs, civil legal proceedings, and referral to law enforcement authorities. The School may provide examples of prohibited uses of IT in handbooks or Administrative IT Policies.

Sources:
20 U.S.C. 1232, Family Educational Rights and Privacy Act
47 U.S.C. 201 et seq., Communications Decency Act of 1995
47 U.S.C. 231 et seq., Children's Online Privacy Protection Act of 2000
C.R.S. 22-87-101 et seq., Children's Internet Protection Act
DCSD Policy JICD, Student Use of District Information Technology

Approved by the STEM School Board on __11/10/2022__.
(dd/mm/yyyy)
STEM School Highlands Ranch

By: _____*Michelle Horne*__(*signature on file)*_____
(Signature, Board secretary)

_____Michelle Horne_____
(Printed name, Board secretary)

Adopted: 2013
Revised: October 2022

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Electronic Device Monitoring Policy

STEM SCHOOL HIGHLANDS RANCH POLICY
Electronic Device Monitoring

I. PURPOSE

Electronic devices are vital learning tools in the STEM environment. In order to better facilitate oversight by teachers of student electronic device use, to eliminate the distraction and danger of unsupervised use of the Internet, to eliminate the disruption caused by the use of unauthorized or inappropriate applications during instruction time, and to enhance teacher instruction capabilities in the classroom setting, student electronic devices used in classrooms at STEM School Highlands Ranch (STEM) shall all have monitoring software installed. The software is not intended to monitor student electronic device activity outside of STEM's network at any time for any reason.

II. POLICY

Monitoring Capabilities & Restrictions
The STEM administration shall have authority to select the student computer monitoring software of its choice and revise the selection as new technologies become available. The software shall be installed directly onto all STEM-issued computers that are intended to be used by students and/or the student's personal computer(s). The STEM monitoring software shall only be active and functional while the computer is connected to the STEM network and/or during school hours.

While any computer is connected to the STEM network, the monitoring software should ideally allow STEM teachers or administrators to do the following:
- Give assessments and receive results instantly;
- Place the teacher screen onto student computers for close-up demonstrations and to lock the screen in place during instruction;
- Share student screens with classmates;
- Send messages to, and receive messages from, students;
- View and monitor student computer screens on their teacher or administrator computer;
- Control student computers from the teacher or administrator computer (for example,
- keyboard, mouse, screen);
- Allow or block certain web sites on student computers; . Allow or block applications on student computers;
- Send and receive files to/from students;
- View internet browsing history on student computers (subject to the restrictions set forth below).

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Electronic Device Monitoring Policy

Teachers and administrators shall not use Monitoring software to do the following:
- Monitor or review student computer use (including without limitation internet activities, keystrokes, application usage, or files) that occurs while the student computer is not at school;
- View a student using the student's computer camera;
- Monitor keystrokes at any time.

Use of Monitoring Software on Personal Student Electronic Equipment
The use of personal student computers at STEM is a privilege, not a right. In order for a student to use a personal computer at STEM, the computer must have the monitoring software installed and regularly updated as deemed necessary by School administration. Students are not required to have the monitoring software installed on their personal computers that remain outside of the STEM facility. However, personal student computers without the monitoring software installed will not be allowed to be used in the classroom.

Monitoring software will not be installed on any personal student computer without the express and written consent of that student's parent or guardian using a monitoring software permission form. All STEM computers used by students shall have the monitoring software installed.

As noted above, the monitoring software shall not be used to monitor a student's computer use except when the student is on STEM grounds and is expected to be using the computer in conjunction with classroom instruction or school work. To the extent that the monitoring software can be configured or used to monitor or review computer use that occurs while the student is not on STEM grounds, STEM personnel shall not use such software to monitor or review student computer use (or track any history of such use), including internet browsing history and keystroke history relating to activities that occurred off STEM grounds.

The monitoring software may provide the capability for STEM personnel to remotely control a student's computer while on the School's network. School personnel shall not use this capability except to assist a student in the performance of his or her assignments and shall not use this capability without first providing specific notice to the student. Such notice may be provided verbally or in writing and immediately before the capability is engaged.

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Electronic Device Monitoring Policy

Use of Monitoring Software on STEM School Computers
Monitoring software shall be installed on all computers owned by STEM and intended to be used by students. As with personal student computers, the monitoring software on STEM computers shall not be used when the computer is not connected to the STEM network. In the rare and unlikely event that a student must take a STEM computer home, STEM shall only monitor the student's use of the STEM computer during school hours.

Approved by the STEM School Board on ___11/10/2022___.

(dd/mm/yyyy)

STEM School Highlands Ranch

By: _____*Michelle Horne*__(*signature on file)*_____

(Signature, Board secretary)

_____Michelle Horne_____

(Printed name, Board secretary)

Adopted: 2013
Revised: October 2022

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STEM SCHOOL HIGHLANDS RANCH

IT Update

August 20, 2024

Mike Pritchard, IT Director

IT Update - Security Posture

- Require MFA on all staff accounts, including shared accounts
- No Admin on computers
- Encrypted hard drives

New Initiatives

- Automation
  - Rippling - HRIS
  - Autotask
- Cyber Incident Response Plan
- Staff Technology Training
- 2025 WiFi replacement

New P-Tech Network

- Current school WiFi
  - Approx $20k/yr
  - Does not include equipment
- New system - $60k one-time cost
- $1,500/yr for support
- Estimated cost per year: $13,500

1:16 PM MDT

P-Tech
UniFi OS 4.0.6

View Release Notes | Submit Support Ticket

WAN IP (Port 9)   23.24.146.225

Gateway IP   10.1.16.1

System Uptime   1w 5d 4h 42m

Internet   CB   Comcast Business
Uptime   100%
Activity   ↓ 0.01 Mbps   ↑ 0.07 Mbps
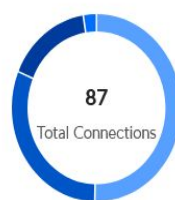
🪟 31 ms   G 14 ms   ☁ 14 ms

Internet Health   See All

Traffic Identification   ↓ 15.6 GB   ↑ 585 MB   ›

16.2 GB
Identified Traffic

Name	Download	Upload	Total
SSL/TLS	5.22 GB	208 MB	5.43 GB
Kerberos	3.26 GB	80.7 MB	3.34 GB
Windows U...	1.91 GB	143 MB	2.05 GB
HTTP	1.36 GB	10.0 MB	1.37 GB

WiFi Technology   ›

87
Total Connections

Type		Activity	Experience	Connections
WiFi 6	5 GHz		Excellent	44
WiFi 6	6 GHz		Excellent	14
WiFi 5	5 GHz		Excellent	27
WiFi 4	5 GHz		Excellent	2

Most Active Clients   ›

MyDell   STEM4902M...   nathanslaptop   PTECH-4968   WIN-31RR2V...

Most Active Access Points   ›

PTech-5638-...   PTech-5667-IT   PTech-5666-...   PTech-5668-...   PTech-5669-K...

Active Channels   2.4 & 5 GHz | 6 GHz   ›

2.4 GHz   5 GHz

1 2 3 4 5 6 7 8 9 10 11   36 40 44 48 52 56 60 64 100 104 108 112 116 120 124 128 132 136 140 144 149 153 157 161 165

P-Tech | Network

UniFi

Search | All (52) | WiFi (4) | Wired (48) | Online Offline

Name	Vendor	Connection	Network	WiFi	Experience	Technology	Channel	IP Address	Download	Upload	24HR Usage
b8:a4:4f:74:8b:8c	Axis Communications...	PTech2-5671 Po...	Staff	-	Excellent	FE	-	10.1.10.244	↓ 0 bps	↑ 0 bps	8.43 KB
b8:a4:4f:87:2f:58	Axis Communications...	PTech2-5671 Po...	Staff	-	Excellent	FE	-	10.1.10.245	↓ 0 bps	↑ 0 bps	8.14 KB
b8:a4:4f:a7:9a:3d	Axis Communications...	PTech2-5671 Po...	Staff	-	Excellent	FE	-	10.1.10.248	↓ 0 bps	↑ 0 bps	14.1 KB
b8:a4:4f:6e:5c:84	Axis Communications...	PTech2-5671 Po...	Staff	-	Excellent	FE	-	10.1.10.247	↓ 0 bps	↑ 0 bps	6.75 KB
b8:a4:4f:9c:17:01	Axis Communications...	PTech2-5671 Po...	Staff	-	Excellent	GbE	-	10.1.10.246	↓ 0 bps	↑ 0 bps	8.01 KB
b8:a4:4f:6e:4a:7f	Axis Communications...	PTech2-5671 Po...	Staff	-	Excellent	FE	-	10.1.10.249	↓ 0 bps	↑ 0 bps	7.64 KB
brwa83b76f11102	Brother Industries, Ltd.	PTech-5668-MDF	Staff	PTech-Staff	Excellent	1x1, WiFi 4	161 (5 GHz, 20 MHz)	10.1.10.115	↓ 0 bps	↑ 0 bps	18.0 KB
brwa83b76f1b18a	Brother Industries, Ltd.	PTech-5669-KO...	Staff	PTech-Staff	Excellent	1x1, WiFi 4	36 (5 GHz, 20 MHz)	10.1.10.212	↓ 0 bps	↑ 0 bps	61.7 KB
PTECH-3335	Dell, Inc.	PTech3-Lab-567...	CS Lab	-	Excellent	GbE	-	10.1.29.170	↓ 248 bps	↑ 15.5 Kbps	8.72 MB
Dell Laptop	Dell, Inc.	PTech2-5671 Po...	Staff	-	Excellent	GbE	-	10.1.10.242	↓ 0 bps	↑ 0 bps	19.1 MB
PTECH-4919	Dell, Inc.	PTech3-Lab-567...	CS Lab	-	Excellent	GbE	-	10.1.29.110	↓ 0 bps	↑ 0 bps	392 MB
PTECH-4951	Dell, Inc.	PTech3-Lab-567...	CS Lab	-	Excellent	GbE	-	10.1.29.65	↓ 0 bps	↑ 0 bps	78.4 MB
PTECH-4940	Dell, Inc.	PTech3-Lab-567...	CS Lab	-	Excellent	GbE	-	10.1.29.229	↓ 0 bps	↑ 0 bps	123 MB
PTECH-4972	Dell, Inc.	PTech3-Lab-567...	CS Lab	-	Excellent	GbE	-	10.1.29.240	↓ 0 bps	↑ 0 bps	475 MB
PTECH-4959	Dell, Inc.	PTech3-Lab-567...	CS Lab	-	Excellent	GbE	-	10.1.29.104	↓ 0 bps	↑ 0 bps	28.4 MB
PTECH-4921	Dell, Inc.	-	CS Lab	-	Excellent	10 GbE	-	10.1.29.111	↓ 0 bps	↑ 0 bps	390 MB
PTECH-4968	Dell, Inc.	-	CS Lab	-	Excellent	10 GbE	-	10.1.29.167	↓ 0 bps	↑ 0 bps	503 MB
PTECH-4963	Dell, Inc.	PTech3-Lab-567...	CS Lab	-	Excellent	GbE	-	10.1.29.55	↓ 0 bps	↑ 0 bps	8.40 MB
LAB118-4952	Dell, Inc.	PTech3-Lab-567...	CS Lab	-	Excellent	GbE	-	10.1.29.41	↓ 0 bps	↑ 0 bps	208 MB
PTECH-4927	Dell, Inc.	PTech3-Lab-567...	CS Lab	-	Excellent	GbE	-	10.1.29.79	↓ 0 bps	↑ 0 bps	32.1 MB

Powered by BoardOnTrack

*More detail on each priority can be found in the Appendix

New Project Management Software

- Manage all school projects in one space
- Greater Visibility

I Information Technology / ☰ Mike ⋯

- STEM School'... ⌄

📹 Clips
⏱ Timesheets
⋯ More

Favorites ›

Spaces

⚙ Everything
S STEM-Personal tasks 🔒
K KOSON CFO Migration 🔒
S STEM School
📢 Communications Team
E Event Planning
I Information Technol... ⋯ +
☰ Mike   10
☰ Jessie
☰ Hiroko
🍎 mattie   6
E Enrichment 🔒

☰ List   🏳 Board   + View

🗂 Group: Status   ⬡ Subtasks: Collapse all   ▥ Columns   🎚 Filters   👤 Me mode   👥 Assignees   ☑ Show clos

⌄ ○ TO DO   10   ⋯   + Add Task

Name

○ SmartPass Holidays ≡
○ Spanning - audit the shared drives ≡
○ Review office camera options
○ Autotask - assets and contacts ≡
○ Google Admin rules ≡
○ Automate Autotask ≡
○ Automate Rippling
○ Cyber Incident Response Plan ≡
○ Staff Technology training ≡
○ Site/App review process ≡

+ Add Task

STEM SC

THANKS!

Any questions?

Coversheet

Back to School Report

Section: IV. STEM School Highlands Ranch Updates
Item: A. Back to School Report
Purpose: FYI
Submitted by:
Related Material: Board Meeting Slideshow 24_25.pdf

ED Presentation

August 20, 2024

LynAnn Kovalesky, Executive Director

UPDATES

Additional Staff Hired to Support Student Needs

Behavior Specialist (K-12)- Ken Hurst

LSS Teacher (ES)- Sheila Badovinac

LSS Aide (ES)- Aisha Khan

Added Dedicated Space for HS Students for Down Time

- **The High School Counseling Office has been converted to a student center.**

- **Students have a calm, nurturing space to do work, relax, connect with others, and access to our amazing counselors.**

- **Parents and community members have sent in donations for snacks.**

STEM SCHOOL HIGHLANDS RANCH

Morning Open Gym - Tues/Thurs for Secondary

- **Every Tuesday and Thursday from 7:15-7:40.**

- **The gym is packed and the students are engaging in basketball and interacting.**

- **Less students on their phones and laptops before the start of their school day.**

BEST NEW THING of 24/25 School Year!

(so far)

AI Khanmigo Pilot Program

- **8th Grade and 7th Grade Accelerated ELA classes with Mrs. DIllion**

- **Only Charter School Participating in the District**

- **AI powered personal tutor within Khan Academy**

- **Tutor will assist students with how to solve problems vs providing answers.**

Accomplishments

- **Started the year fully staffed.**

- **Increase in student enrollment**

HOT TOPICS

Powered by BoardOnTrack

Cell Phones

The Plan: To create an optimal learning environment for all students by minimizing distractions, maximizing instructional time, and supporting our students' social-emotional wellness

The Rationale: Cell phones have become a detrimental distraction for many of our STEM students, impacting their focus, engagement, and mental health in the classroom. Constant access to notifications, social media, and other apps has not only disrupted their academic performance but has led to decreased academic performance through cyberbullying and inappropriate content sharing, creating a negative social environment.

STEM SCHOOL HIGHLANDS RANCH

Lightening Dismissals

The Plan: To dismiss our students SAFELY and in a TIMELY Manner

We will continue to utilize DCSD policy and the practice of allowing admin and building leaders discretion in dismissal.

- Continue to monitor lightning strikes in the area with the Weatherbug App and visually monitor our surrounding areas.
- Exploring other options for lightning detection
- Dismiss all high school students.
- Allow students 18 and over to pick up younger siblings IF they are are identified as an emergency contact in IC.

The Rationale: To avoid extended time, increased frustration, and delays in dismissing our students.

6th Grade Laptops

The Plan: All 6th grade students will be provided a school owned laptop.

The Rationale:

- As part of of our 1:1 technology rollout, 6th graders were provided school owned devices this year.
- Increased school owned devices will help us better meet all of the demands for computer based state and college board testing.
- School owned devices allow teachers and school to better monitor on task student behaviors in class.

How is it going ?

- Distribution will need to be adjusted next year
- Looking into Laptop Insurance (in-house vs. third party)
- Teachers and students shared that it is easier to get tasks done when everyone is on the same operating system.

STEM SCHOOL HIGHLANDS RANCH

Early Release Schedule

The Plan: ES Lunch is Grab and Go in the Classroom (Bistro Box)

Secondary Regular Lunch

Dismissal:

K/1- 11:50

2nd-5th- 12:00

Secondary- 12:20

The Rationale:

- **Early Release provide times for staff professional development.**
- **Collaboration and planning to ensure continued student growth.**

Upcoming Dates:

- **August 30th**
- **Oct 11th (Parent Teacher Conferences)**

Working on an exciting plan for Secondary After Care options

STEM SCHOOL HIGHLANDS RANCH

STEM Enrollment & Engagement

Processes & Procedures	24-25 Stabilization	25-26 Planning

- Documented processes

- Addressed process gap analysis findings

- Completed DCSD registrar and Infinite Campus Ad Hoc report training

- Established registrar function delegates and responsibilities

- Standardized numbers reporting

STEM Enrollment & Engagement

Processes & Procedures	24-25 Stabilization	25-26 Planning

Processes & Procedures

- Documented processes

- Addressed process gap analysis findings

- Completed DCSD registrar and Infinite Campus Ad Hoc report training

- Established registrar function delegates and responsibilities

- Standardized numbers reporting

24-25 Stabilization

- Reconciled open enrollment data and followed up accordingly

- Tracked tour participants

- Introduced enrollment consultation online scheduling

- Launched volunteer software

- Published shift from open to choice enrollment

STEM Enrollment & Engagement

Processes & Procedures	24-25 Stabilization	25-26 Planning
• Documented processes	• Reconciled open enrollment data and followed up accordingly	• Develop sales funnel
• Addressed process gap analysis findings	• Tracked tour participants	• Implement enrollment software
• Completed DCSD registrar and Infinite Campus Ad Hoc report training	• Introduced enrollment consultation online scheduling	• Update marketing materials
• Established registrar function delegates and responsibilities	• Launched volunteer software	• Revise tours & shadows
• Standardized numbers reporting	• Published shift from open to choice enrollment	• Expand area preschool and K-8 school marketing and community collaborations

2024 - 25 Enrollment

Elementary	Middle	High	Total*	Potential^
511	471	414	1,396	1,403

Elementary School	
Kinder	76
First	65
Second	78
Third	93
Fourth	80
Fifth	119

Middle School	
Sixth	132
Seventh	161
Eighth	178

Pending Enrollments	
Choice	10
Admin Transfers	2

High School	
Ninth	115
Tenth	104
Eleventh	96
Twelfth	87
13/14	12

*IC Student Enrollment Summary Report 08/20/2024 ^Admin transfers + 50% of pending STEM 2024-25 Choice Application requests

Coversheet

Strategic Plan Discussion

Section: V. KOSON Schools
Item: A. Strategic Plan Discussion
Purpose: FYI
Submitted by:
Related Material: STEM Strategic Plan SLIDE BOARD PRESENTATION EXPERIENCE.pdf

STRATEGIC PLAN
The STEM Experience

2024-2028

Matt Cartier, Chief Innovation Officer • LynAnn Kovalesky, Executive Director

Purpose and audience for this presentation

Goal: Dive deeper into the second phase of the Strategic Plan in order to spark discussion and questions from the board with the purpose of moving towards a vote in October.

Audience: The primary audience for this work is the Koson / STEM school board

Our Goal: Approve a Strategic Plan in October

What That Means:

We are approving a target and the time spent figuring out what it will take to hit the target. (Identity, Experience, Growth)

What That Does Not Mean

We are not approving the launching of every tactic – Before arrows are launched we will come back and present detail plans and seek approval before launching arrows.

STEM demonstrated strong school culture and operations on Bellwether's Readiness to Grow Assessment [1]

Outcomes: Academic Performance, Student Culture, Adult Culture

	1 Academics	2 School Culture	3 Talent	4 Leadership	5 Community Engagement	6 Governance	7 Operations	8 Finance	9 Strategic Planning
DIMENSIONS									
COMPONENTS	Program Vision + Design	Culture Vision + Expectations	Talent Strategy	Org Roles	Family Engagement	Board Membership + Culture	Technology	Financial Planning + Forecasting	Long-Term Planning
	Curriculum	Positive Relationships (S-T, S-S, T-T)	Recruitment, Hiring, Onboarding Practices	Decision-Making Structures	Community Partnerships	Board Governance Structures	Data Systems + Processes	Budgeting Tools + Processes	Annual Planning
	Instruction	Community Building Practices	Professional Development + Coaching	Meeting Structures		Relationship with School	Physical Environment	Fundraising Capacity	Continuous Improvement
	Data + Assessment	Non-Academic Skill Building	Staff Collaboration + Teamwork	Internal Communications			Daily Building Logistics		
	Response to Intervention	Restorative Practices	Evaluation, Retention + Promotion	Culture of Distributed Leadership			Student Recruitment + Enrollment		
		Student Supports							

Student Success Profile

Key

High readiness
Some progress needed
Significant progress needed

School Mission, Vision, Core Values, Commitment to DEI

STEM SCHOOL HIGHLANDS RANCH

[1] Bellwether's Readiness to Grow Assessment is a tool used to help organizations evaluate their capacity and preparedness for growth or expansion. Powered by BoardOnTrack

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REVITALIZATION & GROWTH

Today, STEM School is strategically positioned to be a leading STEM School in the Nation

2023-2030

STEM SCHOOL HIGHLANDS RANCH

REDEFINE LIMITS. UNLEASH POTENTIAL.

By exposing students to real-world problems,
we ignite a passion for Science, Technology, Engineering, and Mathematics through hands-on, collaborative learning that empowers students to become critical thinkers and innovative problem-solvers who do good in the world.

STEM SCHOOL HIGHLANDS RANCH

To achieve our goals,
we will focus on three areas, starting from the inside out

3 **Prepare for Sustainable Growth**
Our long-term vision is to broaden the reach of and expand access to STEM education to more Denver-area students and families. In doing so, we will strengthen communities, drive innovation, and contribute to a more prosperous society.

2 **Optimize the STEM Experience**
Our goal is to create a world-class experience for every member of the STEM community, including students, staff, and parents, empowering them to reach their full potential and make a lasting impact on the world.

1 **Clarify and Communicate our Identity**
Our identity is at the core of who we are. Our first priority is to clearly define and codify STEM Highlands Ranch so that we can communicate this vision effectively to current and prospective students, staff, and parents.

Prepare for Growth
Plan to expand STEM's impact to more students and families

STEM Experience
Optimize the student, staff, and parent experience

Identity
Define and communicate who we are

STEM SCHOOL HIGHLANDS RANCH
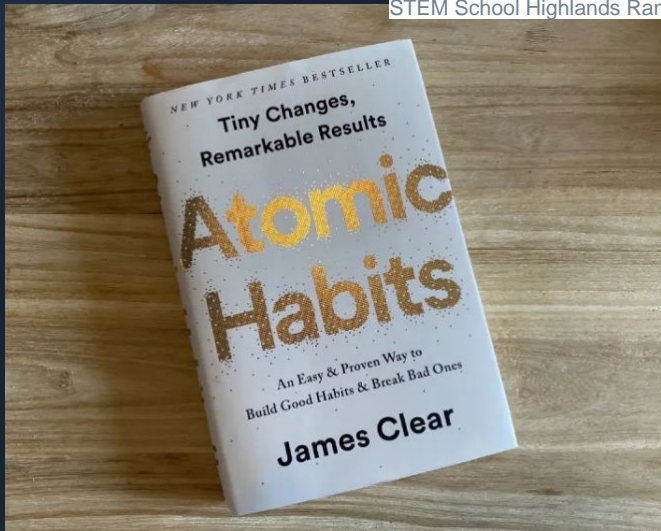
On Systems Over Goals:

- "You do not rise to the level of your goals. You fall to the level of your systems."

- "Goals are good for setting a direction, but systems are best for making progress. A handful of problems arise when you spend too much time thinking about your goals and not enough time designing your systems."

- "Goals are about the results you want to achieve. Systems are about the processes that lead to those results."

On Identity Over Goals:

- "The ultimate form of intrinsic motivation is when a habit becomes part of your identity. It's one thing to say, 'I'm the type of person who wants this.' It's something very different to say, 'I'm the type of person who is this.' The more you repeat a behavior, the more you reinforce the identity associated with that behavior."

- "Every action you take is a vote for the type of person you wish to become. No single instance will transform your beliefs, but as the votes build up, so does the evidence of your new identity."

STEM SCHOOL HIGHLANDS RANCH

Our Identity - Recap

MISSION   Decided to spend time reviewing and potentially reconstructing….

VISION   Decided to spend time reviewing and potentially reconstructing….

VALUES   In Process - August 26th (next meeting)

TAGLINE   Never Stop Innovating

CAMPAIGN   Redefine Limits. Unleash Potential

FOCUS   Problem Based Learning | Real World Application | Holistic Development | Personalized Pathways

ELEVATOR   By exposing students to real-world problems, we ignite a passion for Science, Technology, Engineering, and Mathematics through hands-on, collaborative learning that empowers students to become critical thinkers and innovative problem-solvers who do good in the world.

FUNDRAISING ARMS   Academics | Athletics | Enrichment |

SCHOOL COLORS   Navy, White, Gray, Black, and Gold (accent) are primary colors for building, uniforms, and clothing Orange, along with Gold, will be used in print material

LOGOS   Removing K from STEM School Highlands Ranch. We are on hold in the redesign of logos. At some point we can add a watermark/logo to STEM School Highlands Ranch with not much disruption to the brand.

STEM SCHOOL HIGHLANDS RANCH

Follow Up - Splash Graphic

We began using the splash as a STEM-like abstract element to make the brand feel cohesive and to enhance the design. This was approved with the original website home page design in May so usage guidelines are outlined in the brand guide and it has been used across all collateral.

Down the road if we move forward with a new STEM logo, we can work with the task force (including some board members) on developing a new logo icon and this splash can be replaced with that as the signature branded element.

Problem-Based Learning is at the core of our program model...

STEM SCHOOL HIGHLANDS RANCH
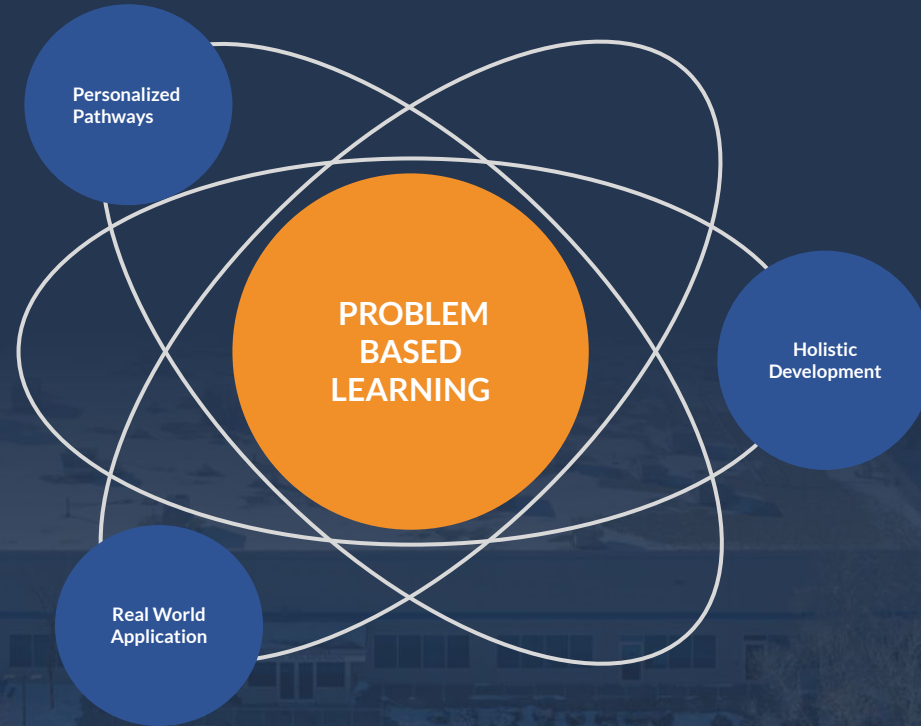
Within each area of focus, we will invest time, energy, and resources into a number of strategic priorities

Focus Area	Strategic Priority*		Description
1 **Identity** *Define and communicate who we are*	**1A.** Communications & Marketing		Define and communicate the identity and culture of STEM in order to effectively attract students, parents, and staff.
	1B. Knowledge Management		Document key operational systems and procedures for areas such as human resources, curriculum & instruction, and program model.
2 **The STEM Experience** *Optimize the student, staff, and parent experience*	**2. Optimize the STEM Experience**	**2A.** For Students	Codify STEM's program model to create a cohesive educational experience aligned to students' interests, abilities, and goals.
		2B. For Staff	Foster a high quality staff culture that cares for one another (inclusive and equitable), shares decision-making, focuses on continual improvement, and prioritizes stability.
		2C. For Parents	Strengthen communication, engagement, and support for parents in order to foster a positive and collaborative partnership between the school and families.
3 **Prepare for Growth** *Prepare to expand impact to more students and families*	**3A.** Long-Term Planning		Develop annual and strategic plans aligned with STEM's long-term goals, including key performance indicators and systems for monitoring progress.
	3B. Network Model & Governance		Establish a network model and governance structure to support growth, including roles, responsibilities, and decision-making processes.

STEM SCHOOL HIGHLANDS RANCH

*More detail on each priority can be found in the Appendix

1A Identity: Communications & Marketing

Define and communicate the identity and culture of STEM in order to effectively attract students, parents, and staff.

Initiatives	Estimated Completion Date	Owner
Clarify Message, including a mission statement, vision, and messaging that reflects the school's values, goals, and unique offerings.	Q2 2024	CIO
Hire marketing partner to create premier assets and advertising materials to showcase the school's program and its benefits to prospective students, parents, and staff.	Q2 2024	CIO
Create Advisory Task Force comprising of industry experts, academic professionals, community leaders, parents, and alumni to provide guidance, feedback, and support for the school's program development, implementation, and continuous improvement efforts.	Q3 2024	ED
Improve school store and overall branding to attract a diverse range of students, parents, and staff to the school's STEM program, including outreach to underrepresented groups in STEM fields and partnerships with local schools, community organizations, and educational agencies.	Q3 2024	CIO
Hire a dedicated Admissions/Community Relations professional to strengthen connection with prospective families, current stakeholders, and the broader community.	Q2 2024	CIO/ED

Metrics / Measures of Success
• % enrollment target met by original campus (refer to intended impact metrics)   • % enrollment target met at newly launch locations (refer to intended impact metrics)

STEM SCHOOL HIGHLANDS RANCH

1B

Identity: Knowledge Management

Document key operational systems and procedures for areas such as human resources, curriculum & instruction, and program model.

Initiatives	Estimated Completion Date	Owner
Update all handbooks, standard operating procedures, policies, and procedures.	Q3 2025	CIO
Review and revise STEM Curriculum with clear learning objectives, standards, instructional strategies, and assessment methods for each subject area and grade level.	Q3 2026	ED
Design method to monitor student progress in order to identify areas for improvement and inform instructional decision-making.	Q3 2025	ED
Optimize the management and presentation of school data to facilitate informed decision-making and improve operational efficiency.	Q3 2025	CIO
Develop and maintain a centralized repository of staff resources to support knowledge sharing, professional development, and collaboration among faculty and staff members.	Q3 2025	ED

Metrics / Measures of Success

- % staff who know where and how to access key operations documents
- % of staff who know where and how to find relevant instructional information (e.g., sample assessments, curriculum, instructional strategies, etc.)

2A

Optimize the STEM Experience for Students

Codify STEM's program model to create a cohesive educational experience aligned to students' interests, abilities, and goals.

Initiatives	Estimated Completion Date	Owner
Provide students with increased authentic hands-on experiences by providing at least two problem based learning projects each year for each grade level.	Q3 2025	Executive Director with PBL Coaches
Improve the maintenance and decor of current building	Q2 2025	Facilities Director / ED
Increase Academic Support Services, such as ACCESS, Tutoring, Mentoring, SPED, Personalized Learning, and Summer School.	Q3 2026	ED
Document STEM's program model, including decision-making processes, personalized learning options, curriculum, standards-based grading approach, pathway offerings, and student showcase.	Q3 2024	CIO
Further support and establish Co-curricular Opportunities (Enrichment, Sports, Service, Trips)	Q2 2026	CIO
Create a Student Center and Student Work Spaces	Q3 2025	CIO
Metrics / Measures of Success		

- % student satisfaction with program model and offerings on annual survey
- NPS over 60

2B Optimize the STEM Experience for Staff

Foster a high-quality staff culture that cares for one another (is inclusive and equitable), shares decision-making, focuses on continual improvement, and prioritizes stability.

Initiatives	Estimated Completion Date	Owner
Form an Advisory Committee of representative staff from across grade levels, departments, and roles to inform wellness initiatives and to promote staff engagement.	Q3 2024	Executive Director
Increase staff participation in school-wide Social Committee and plan more well-being activities for staff.	Q2 2025	Executive Director
Establish a competitive 5-year salary and stipend plan to attract and retain high-quality staff.	Q4 2025	Director of Finance
Create structured pathways for staff to grow leadership skills and pursue professional growth opportunities.	Q4 2024	Executive Director
Administer Support and Evaluation Plan for every employee	Q2 2025	Director of Human Resources
Metrics / Measures of Success		

- Over 90% staff retention YoY *OR* staff attrition
- Scores on annual staff culture survey
- NPS over 60

2C Optimize the STEM Experience for Parents

Strengthen communication, engagement, and support for parents in order to foster a positive and collaborative partnership between the school and families.

Initiatives	Estimated Completion Date	Owner
Increase parent involvement through expanded volunteer opportunities.	Q3 2025	Director of Enrollment / Community Engagement
Enhance communication channels and practices related to classroom activities, learning objectives, school-wide goals, and grading procedures, fostering greater transparency and collaboration between parents and STEM.	Q3 2025	Executive Director
Increase parents' awareness of STEM's identity, challenges, and goals.	Q3 2026	Executive Director
Shift towards "customer service" model of education	Q3 2026	Executive Director

Metrics / Measures of Success

- % parent satisfaction with school communication and program delivery on surveys
- % of parent volunteers by total number, total hours, and average hours per year
- NPS over 60

STEM SCHOOL HIGHLANDS RANCH

Next Steps

Email me with questions, suggestions, or comments
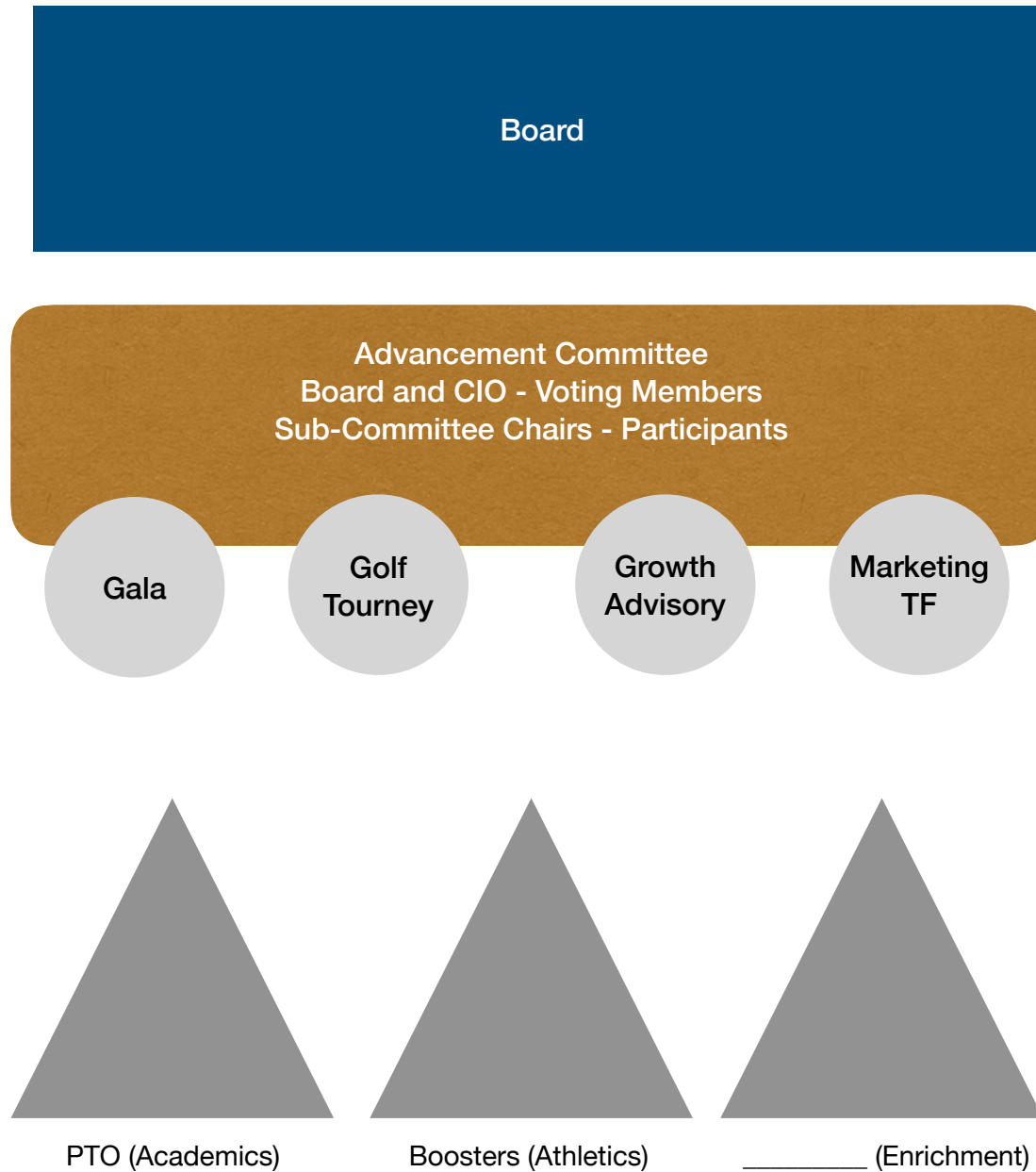
Attend Strategic Plan Meeting in September

Coversheet

Development/Advancement Committee

Section: VI. Board Committee Updates
Item: C. Development/Advancement Committee
Purpose: FYI
Submitted by:
Related Material: Advancement Committe Structure Graphic.pdf

Advancement Committee Structure

Board

Advancement Committee
Board and CIO - Voting Members
Sub-Committee Chairs - Participants

Gala

Golf Tourney

Growth Advisory

Marketing TF

PTO (Academics)

Boosters (Athletics)

_____ (Enrichment)

Coversheet

Governance Committee

Section: VI. Board Committee Updates
Item: E. Governance Committee
Purpose: Discuss
Submitted by:
Related Material: 2024.08 Financial Controls Policy Revisions_REDLINE.pdf
                             2024.08 Financial Controls Policy Revisions_CLEAN.pdf
                             Policy_Financial Controls_Draft_20240817 - Markup.pdf

ORIGINAL
Asset Protection Policies

7. Make any purchase in excess of $25,000 without obtaining a minimum of (3) bids unless specifically waived by the Executive Director. Exceptions may be granted in the case of required curriculum that is only available through one vendor. Generally, the term of any contractual relationships shall not exceed one (1) year, at which time it will be re-bid.

8. Make any purchase in excess of $25,000 without Board approval unless it is specifically included in the current budget.

AND

Management Policies

Checks in Excess of $10,000 – Payments in excess of $10,000 must be authorized by President of Board of Directors or assigned board member. Typically, this means that two signatures are required on checks in excess of $10,000 as well as approval by Board President or assigned board member. If STEM makes payments in excess of $10,000 by some other means besides a check, then the President still must authorize. Pre-approved continuous urchases that exceed $10,000 (e.g.UHC, Xcel Energy) will have pre-approved documentation by the Board President or assigned board member and kept in the current year audit file.

PROPOSED:
Asset Protection Policies

7. Make any purchase in excess of $25,000 without obtaining a minimum of (3) bids unless specifically waived by the Executive Director. ~~Exceptions~~ in the best interest of the School. Such a waiver is to be reported, including adequate reasoning, at the next Finance Committee. However, Finance Committee reporting and concurrence of the necessity of said waiver should be obtained by the Executive Director, unless timing of such would create an operational challenge or not be in the best interest of the School. For example, exceptions may be granted in the case of required curriculum that is only available through one vendor~~.~~ or if the underlying work needs to be done in a timely manner in order to avoid disruption to the ongoing operations of the School. Generally, the ~~term~~terms of any contractual relationships shall not exceed one (1) year, at which time it ~~will~~may be re-bid. The Finance Committee has the ability to waive the necessity to rebid ongoing contractual relationships, should the existing

relationship be adequately performing and pricing remains reasonable based on the most recent bidding process.

8. Make any purchase in excess of $25,000 without Board approval unless it is specifically included in the current budget and has been previously reviewed by the Finance Committee. The Finance Committee is to review all budgeted purchases in excess of $25,000 as part of the annual budgeting process and report back to the Board as needed.

   *To clarify regarding both points 7 & 8 above, a purchase in excess of $25,000 also includes any contracts in which the actual or anticipated expense(s) over the proceeding 12 months would exceed the $25,000 threshold.

Management Policies

<u>Checks in Excess of $10,000</u> – Payments in excess of $10,000 ~~must~~are required to be ~~authorized~~approved by ~~President of~~the Board ~~of Directors~~Treasurer, or assigned board member~~. Typically, this means that two signatures are required on checks in excess of $10,000 as well as approval by Board President or assigned board member.~~, within 60 days of issuance. If STEM makes payments in excess of $10,000 by some other means besides a check, then the ~~President~~Treasurer still must ~~authorize~~provide approval within 60 days. Pre-approved continuous purchases that exceed $10,000 (e.g.UHC, Xcel Energy) will have pre-approved documentation by the Board ~~President~~Treasurer or an assigned board member and kept in the current year audit file.

7. Make any purchase in excess of $25,000 without obtaining a minimum of (3) bids unless specifically waived by the Executive Director in the best interest of the School. Such a waiver is to be reported, including adequate reasoning, at the next Finance Committee. However, Finance Committee reporting and concurrence of the necessity of said waiver should be obtained by the Executive Director, unless timing of such would create an operational challenge or not be in the best interest of the School. For example, exceptions may be granted in the case of required curriculum that is only available through one vendor or if the underlying work needs to be done in a timely manner in order to avoid disruption to the ongoing operations of the School. Generally, the terms of any contractual relationships shall not exceed one (1) year, at which time it may be re-bid. The Finance Committee has the ability to waive the necessity to rebid ongoing contractual relationships, should the existing relationship be adequately performing and pricing remains reasonable based on the most recent bidding process.

8. Make any purchase in excess of $25,000 without Board approval unless it is specifically included in the current budget and has been previously reviewed by the Finance Committee. The Finance Committee is to review all budgeted purchases in excess of $25,000 as part of the annual budgeting process and report back to the Board as needed.

   *To clarify regarding both points 7 & 8 above, a purchase in excess of $25,000 also includes any contracts in which the actual or anticipated expense(s) over the proceeding 12 months would exceed the $25,000 threshold.

Checks in Excess of $10,000 – Payments in excess of $10,000 are required to be approved by the Board Treasurer, or assigned board member, within 60 days of issuance. If STEM makes payments in excess of $10,000 by some other means besides a check, then the Treasurer still must provide approval within 60 days. Pre-approved continuous purchases that exceed $10,000 (e.g.UHC, Xcel Energy) will have pre-approved documentation by the Board Treasurer or an assigned board member and kept in the current year audit file.

Financial Controls Policy   ==*DRAFT*==

STEM SCHOOL HIGHLANDS RANCH POLICY
Financial Controls Policy

I. PURPOSE

In addition to providing sound financial controls for STEM School Highlands Ranch (STEM), this Financial Controls Policy is designed to fulfill STEM's obligations under the Charter School Contract between STEM School Highlands Ranch and the Douglas County School System (DCSD) ~~dated July 1, 2020~~ ("Charter Contract"), s*ee e.g.*, Charter Contract Section 3, as well as be consistent with STEM's Bylaws.

II. POLICY

A. Process and Management of Budget
¶

~~STEM School (~~STEM) is an organization that annually manages government and private sums of money. The Board of Directors (the Board), Chief Innovation Officer (CIO), Executive Director, Directors, ~~Principal's,~~ Chief Financial Officer (CFO), STEM Board Finance Committee, independent auditor, and various members of the STEM staff and contractors all have roles and accountabilities in the exercise of fiscal due diligence and prudence in operating and managing STEM. This document sets out these responsibilities in more explicit terms, to ensure that all involved understand the scope (and limitations) of their individual and collective responsibilities. Once enacted by the Board, it serves as binding policy for financial operations at STEM.

1. Summary of Accountabilities:
    a) *The Board* - It is the Board's fiduciary responsibility to provide corporate financial oversight and financial direction (including short-term and long-term fiscal goals and targets) to the Chief Innovation Officer ~~Executive Director and~~ for the whole of STEM School. The Board approves the annual operating budget and shall oversee the school's financial performance and compliance with legal requirements, operating budgets, and financial plans.

    b) *The Finance Committee* – This Board committee reviews monthly financial activities and assists the Board in its fiduciary duty of financial oversight. The Finance Committee shall have at least ~~one but not more than~~ two Board members on it at all times. The Finance Committee will have non board members as part of the committee to ensure that all areas of responsibilities are covered~~, i.e. Special Education, NCLB issues~~.

    c) *The Chief Innovation Officer*~~Executive Director~~ - Ultimate staff accountability for executing the financial plans of the organization is vested in the CIO~~Executive Director~~. The CIO~~Executive Director~~ is supported in this task by consulting with the Finance Committee as needed and by the ~~Chief Financial Officer~~CFO,~~ ~~and Business Office ~~their Assistant(s)~~staff who is directly responsible for ensuring that financial operations are within the boundaries of the Board-approved budget.

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d) Every STEM staff member is required to follow leadership direction and guidelines and to exercise financial prudence and conservatism in every action and decision made on behalf of STEM.

2. Budget Control:
   a) Budget - The Board will receive a working draft of the annual budget for the upcoming year by the March ~~1~~Board Meeting. This preliminary draft will be submitted to the Board for its approval and forwarded to DCSD on or before ~~June 1~~April 15 per the Charter Contract. The final revised budget for the upcoming school year will be approved by the Board and forwarded to DCSD by May 15 per the Charter Contract. The adopted budget for the upcoming school year shall be approved by the Board and forwarded to DCSD by May 30 per the Charter Contract.~~re   See Charter Contract Section 3.3.~~. The revised budget for the current school year will be approved by the Board of Directors and forward to DCSD on or before December 15 per the Charter Contract.

   b) Budget Flexibility – Actual totals for any expense line item will usually not match the budget exactly. Any changes will be tracked in a "Projected Year-End" column next to the "Board Approved Budget" in the monthly income statements.   This way, the "Projected Year-End" numbers become the "Working Budget" and the comparison of monthly and year-to-date totals to the (Projected Year-End) budget does not lose its effectiveness as a management tool.

   At the end of the year, any variance between the Board-approved budget and the actual June 30 numbers must be explained to the Board and to the independent financial auditors so that any necessary explanations can be included in the financial audited reports. An una

   This flexibility is granted to the CIO~~Executive Director~~ and CFO~~Chief Financial Officer~~ because the purpose of the budget is to provide an effective management tool that will allow for the successful completion of planned programs and activities within the financial framework established by the Board-approved operating budget.

   c) Budget Revisions - If a change in circumstances or an unforeseen event causes the CIO~~Executive Director~~ to believe that the current budget has become unrealistic and that it is no longer possible for STEM to operate within the boundaries of the budget, the CIO~~Executive Director~~ will give a full report of the circumstances to the Board along with a recommendation for a new course of action. The Board may approve a revised budget or give the CIO~~Executive Director~~ other direction.

3. Cost & Commitment Control:
   a) Staff – starting with the CIO~~Executive Director~~ and extending throughout STEM – is responsible and accountable for budget compliance.

   b) The CIO~~Executive Director~~ has full accountability for delivering the revenue stream projected and maintaining expenses at or below those outlined in the Board-approved budget.

   c) Annually, the CFO~~Chief Financial Officer~~ will be asked to prepare budget detail schedules for specific expense accounts for the CIO~~Executive Director~~.   These schedules will be an itemization of the intended uses of budgeted funds. The expense

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accounts will include categories such as: Technology, Professional Development and Extra Duty Stipends. This is an illustrative list only; it is not exhaustive.

d) Even after the budget has been approved, the CIO~~Executive Director~~ or CFO~~Chief Financial Officer~~ must pre-approve financial commitments and purchases initiated by the STEM staff. This pre-approval process shall be per the STEM ~~usually takes place by means of the~~ Accounts Payable process ~~(*described below*)~~.

4. <u>Auditing</u>
   a) <u>STEM must go through an independent financial audit on an annual basis to in effect prove that we are using the funds in a legal and fiscally prudent manner. The audit report shall be presented to the Board for approval and delivered to DCSD by October 15 per the Charter Contract.</u>

   b) <u>In addition, all materials must be made available for public inspection as part of the state's financial transparency laws.</u>

5. Reporting:
   a) Monthly financial statements will be distributed to the CIO~~Executive Director~~, the Finance Committee and the Board, all of whom are expected to review the monthly statements in a timely manner. Quarterly financial reports will be sent to DCSD per the Charter Contract.~~"within thirty days following the end of each quarter and end of each fiscal year." See Charter Contract Section 3.5.~~

   b) The schools website shall be used to comply with the Financial Transparency requirements and all required materials will be posted within 45 days of all reconciliation. All bank statements and other investment statements will be posted with 30 days of receipt and reconciliation.

   c) The school shall maintain the following items on their website in a searchable PDF format
      1. Approved budgets by fiscal year
      2. Revised budgets by fiscal year
      3. All bank statements
      4. All other statements that reflect any investments by the school.
   d) ~~It is imperative that staff is proactive rather than reactive in managing budget variances.~~

<u>Summary of Financial Report Distribution</u>

Monthly: Board of Directors
                                        Finance Committee
                                        Chief Innovation Officer
                                        Executive Director

Quarterly: Board of Directors
                                        Finance Committee
                                        Chief Innovation Officer
                                        Executive Director
                                        DCSD

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Unaudited Year-End Report:	**Board of Directors**
	Finance Committee
	Chief Innovation Officer
	Executive Director
	DCSD
Annual Audited Report:	Board of Directors
	Finance Committee
	Chief Innovation Officer
	Executive Director
	~~Enrichment/Academy Board of Directors~~
	DCSD
	Colorado Department of Education (CDE)
	CO State Auditor for Local Governments
	EMMA (Bond Required)

B. Asset Protection Policies

STEM staff may not allow assets to be unprotected, inadequately maintained nor unnecessarily risked. Accordingly, they may not:

1. Fail to insure against theft and casualty losses and against liability losses to Board members, staff or the organization itself to beyond the minimally acceptable prudent level.
2. Allow unbonded personnel access to material amounts of funds.
3. Subject facilities and equipment to improper wear and tear caused by insufficient maintenance.
4. Unnecessarily expose the organization, the Board or staff to claims of liability.
5. Make any purchase without consideration being given to securing a competitive price.
6. Make any purchase wherein normally prudent protection has not been given against conflict of interest.
7. Make any purchase in excess of $25,000 without obtaining a minimum of three (3) bids unless specifically waived by the CIO~~Executive Director~~, . ~~Exceptions may be granted in the case of required curriculum that is only available through one vendor~~in the best interest of STEM. Such a waiver is to be reported, including adequate reasoning, at the next Finance Committee meeting. However, Finance Committee reporting and concurrence of the necessity of said waiver should be obtained by the CIO, unless timing of such would create an operational challenge or not be in the best interest of STEM. Generally, the terms of any contractual relationships shall not exceed one (1) year, at which time it ~~will~~may be re-bid. The Finance Committee has the ability to waive the necessity to rebid ongoing contractual relationships, should the existing relationship be adequately performing and pricing remains reasonable based on the most recent bidding process.
8. Make any purchase in excess of $25,000 without Board approval unless it is specifically included in the current budget and has been previously reviewed by the Finance Committee. The Finance Committee is to review all budgeted purchases in excess of $25,000 as part of the annual budgeting process and report back to the Board as needed.
9. To clarify regarding paragraphs g) and h) above, a purchase in excess of $25,000 also includes any contracts in which the actual or anticipated expense(s) over the proceeding 12 months would exceed the $25,000 threshold.
10. ~~All employees are required to read and acknowledge by signing the Equipment Responsibility. See Addendum (A)¶~~

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~~11.~~ STEM is to maintain insurance protecting STEM, the Board of Directors, STEM employees, volunteers, and the District per the Charter Contract requirements.~~at least the following insurance coverages: ¶~~
~~a)~~

> 1. ~~General Liability¶~~
> 2. ~~Non-Owned and Hired Automobile ¶~~
> 3. ~~Directors and Officers Liability¶~~
> 4. ~~Worker's Compensation Insurance¶~~

Each year the CIO~~Executive Director~~ and CFO~~Chief Financial Officer~~ will take the appropriate actions to ensure that quality coverages are secured at the most favorable premiums available.
¶
~~See *also* Charter Contract Section 3.6 (stating that STEM" shall implement the plan to meet applicable insurance coverage requirements set forth in the Application"); and Bylaws Section 8.2 ("Insurance").¶~~

C. Management Policies

1. Contractual Commitments – The CIO~~Executive Director~~ is the only person authorized to sign contracts on behalf of STEM. This policy includes, but is not limited to, contracts for goods as well as contracts for services.
   a) STEM's policy is to schedule/make payments after goods and/or services have been successfully received unless the CIO~~Executive Directo~~r has given his or her approval to 'pre-pay' an expense. The CFO~~Operations Director / Chief Financial Officer~~ should review contracts that include scheduled payments before execution to ensure the availability of sufficient cash.

2. Value-In-Kind (VIK) Donations – Value-In-Kind (VIK) donations to STEM are only to be accepted with CIO~~Executive Director~~ approval.~~ See also Bylaws Section 9.3 ("Designated Contributions").~~

3. Check Signature Policy – Checks may be signed by the CIO, Executive Director, or ~~Principal/~~Directors, or Board's President or Treasurer.

4. Checks in Excess of $10,000 – Payments in excess of $10,000 ~~must be~~are required to be approved~~authorized~~ by ~~President of ~~the Board of Directors Treasurer or an assigned board member, within 60 days of issuance.~~ Typically, this means that two signatures are required on checks in excess of $10,000 as well as approval by Board President or assigned board member.~~ If STEM makes payments in excess of $10,000 by some other means besides a check, then the Treasurer~~President~~ still must ~~authorize~~provide approval within 60 days. Pre-approved continuous purchases that exceed $10,000 (e.g.UHC, Xcel Energy) will have pre-approved documentation by the Board Treasurer~~President ~~ or an assigned board member and kept in the current year audit file.

5. Reimbursement to Member of the Board of Directors - Members may~~will ~~be reimbursed for their expenses per the Board bylaws, if approved by the Board of Directors. ~~as dictated by the approved budget. See also Bylaws Section 3.17 (stating that members of the Board "may be paid their reasonable expenses incurred in connection with attendance at Board or Committee meetings or to fulfill Board responsibilities, but only upon Board approval").~~

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6. <u>Minimum Fund Balance</u> – STEM will work towards maintaining a minimum fund balance equal to the greater of $500,000 or 20% of current budgeted revenue, or amounts dictated by current debt obligations plus TABOR.

D. Accounting Policies and Procedures

1. <u>Purchases</u> – All purchases must be pre-approved by the CIO, Executive Director, CFO~~Chief Financial Officer~~ or ~~Principal/~~Directors before STEM will be financially obligated.
   a) The CIO~~Executive Director~~ will submit to the ~~b~~Board of ~~d~~Directors periodically a list of all items in excess of $10,000 that should be pre-approved. These include but are not limited to payroll, benefits, taxes payable, and rent/lease or bond payments, utilities, reoccurring insurance payments. This list should be updated as new items are identified.
   b) Orders for all supplies should be requested through ~~delivered to~~ the Business office or the purchasing assistant, utilzing the STEM Purchase Request process. ~~The request for these materials should be accomplished by using the Purchase Request form (Addendum B).~~ The school ~~Principal/~~Director ~~or their assistant~~ will approve all requests for classroom or instructional supplies.
   c) The CIO~~Executive Director~~ or CFO~~Chief Financial Officer~~ will approve all requests outside of those needed to support the instructional program of the school.

2. <u>Accounts Payable</u> – STEM will only pay expenses upon receipt of an invoice, purchase order and packaging slip. STEM will not pay in response to a statement of account. Invoices will be paid when due, and discounts offered for prompt payment will be taken if available. Copies of checks written will be filed with~~stapled to the~~ supporting documentation ~~and filed alphabetically by vendor~~. Recurring monthly purchases will have a letter at the front of the vendor folder signed by the ~~Executive Director~~CIO and CFO stating approval. (eg. Xcel, Comcast, Safe Systems etc)

3. <u>Check Requests</u> – A purchase order form is to be used to initiate a prepayment of expense reimbursement. Generally, reimbursements are rarely done, however if one has received pre-approval to purchase something and an employee personally paid for the purchase, the invoice should be forwarded to the Business Office along with~~and~~ the purchase order.

4. <u>STEM Debit Card ~~Receipts~~</u> – The use of a STEM debit card is a privilege and is limited to the CIO, Executive Director, CFO~~Chief Financial Officer~~, ~~Principal/~~Directors, and the Purchasing Assistant.
   a) ~~Any use of a STEM debit card for personal charges will not be tolerated. It is the cardholder's responsibility to use safeguards with the card and to turn in receipts to the Business office as soon as possible. Violations of these requirements may result in the loss of this privilege. Debit card purchases must still be pre-approved by purchase order.¶~~
   b) ~~Charge receipts and the itemized sales/food slip must be attached to a purchase order form and forwarded to the Business Office at the earliest time possible. The form must include a detailed description of the expense (covering the why, where, when, how much and for whom) as well as the expense account to be charged. The staff member with budget authority should sign the form before it is submitted to administration.¶~~

5. ~~<u>Outgoing Mail</u> – Postage and other expenses related to outgoing mail should be properly recorded. If someone has more than 200 letters to go out and they have the exact same~~

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~~contents, STEM should look into bulk mail. Please let an administrator know in advance that there is a bulk mailing and they will direct the best way to expedite the process.¶~~

6. ~~Incoming Mail – All mail is to be opened by a Business office staff member receptionist to ensure any checks received by mail are controlled.documented in a read only excel file. Once all checks have been recorded checks should immediately be delivered to the Business office for immediate deposit.¶~~

7. ~~Bank Deposits – When cash and checks are collected, a receipt should be given to the person who paid the money. Checks should immediately be endorsed with the bank stamp. Cash and checks should be stored in a safe or locked filing cabinet until deposited by the Business office at least once a week. ¶~~

8. ~~Cash Collection – STEM engages in fund raising (i.e. bake sale, school store, gift card sales, etc.). Although collection of cash is not desirable, it at times can be unavoidable, and the following procedures need to be in place for collection of cash. ¶~~
   a) ~~Activities where cash is collected there should be two people present during sales and collection of fundraisers.¶~~
   b) ~~At the end of fundraiser two people should count cash & coins, record amount collected and print and sign amount collected on fundraiser document. ¶~~
   c) ~~Cash should immediately go to the Business office to be counted by the Business office and two signatures should be added to the deposit slip (bookkeepers' signature and person delivery the cash). This procedure again ensures cash was counted correctly and all parties agree on amount to be deposited to the bank. ¶~~

9. Bank Transfer – Each month the PPR (per pupil revenue) revenue comes into the Colorado Trust Account on the 25th of each month. The transfer of funds is requested by the CFO~~Chief Financial Officer~~ to move from Colorado Trust account into a STEM~~the First Bank~~ operating bank account. The transaction is initiated by the CFO~~Chief Financial Officer~~ and the CIO~~Executive Director~~ reviews and approves prior to the transfer.

10. Month-End Procedures – Financial statements are produced and distributed each month. ~~In order for the reports to be accurate and timely, it is imperative that all personnel recognize the importance of submitting outstanding packaging slips and invoices to the Business office no later than the last day of each month.~~ For financial reporting processes the following month end procedures are completed:

    a) Payroll
       i) Book Bi-monthly payroll, book bonuses, vacation payouts, travel expenses, other misc. items
       ii) Record PERA (Public Employees' Retirement Association) accrual
       iii) Record payroll liabilities including 401K and 403B
    b) Banking
       i) Confirm that all bank transfers have been recorded and coded accurately
       ii) Book cash account reconciliation items
       iii) Account for bank fees and interest rates
       iv) Reconcile all bank accounts to the bank statements
    c) Revenue
       i) Record PPR Revenue and adjust for state intercept payment
       ii) Reconcile the general ledger to detail
       iii) Check and update accounts receivable records
       iv) Run accounts receivable aging to estimate bad debts
       v) Reconcile accounts receivable in books to detail
       vi) Ensure all records are made properly & accurately
    d) Expenses

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       i)   Review and book prepaid invoices
      ii)   Adjust records on all invoices which are due by the end of current month
     iii) Monitor and arrange records on deferred rent
     iv) Make reversing entries (if any) from previous month(s)
      v)   Categorize expenses as required to various classes in the general ledger
     vi) General Ledger review including all Balance sheet and Income statement accounts
    vii) Book Depreciation and Amortization entries as applicable
   viii) Check the trial balance (revenue and capital accounts in the general ledger)
     ix) Run profit & loss account analysis
      x)   Compare financial actuals to budget

11. <u>Equity Account Classification</u> – STEM operates under two major fund types

    a) <u>Restricted-assigned:</u> Funds that have been designated for a specific purpose which can be directed by state, donor or the Board of Directors of STEM.
    b) <u>Unrestricted-unassigned:</u> Funds that have not been designated for a specific purpose and are used for the general operation of the school.

12. <u>Petty Cash</u> – The CIO may authorize the use of petty cash, managed by an assigned Business office staff member. The petty cash ~~The school Administrative Assistant~~ **~~can maintain petty cash that~~** may be used when staff needs to make an impromptu, routine purchase for an operating expense that will cost less than $50.00. The amount in petty cash is not to exceed $150.
    a) ~~There will be no cash advances of any sort from petty cash.¶~~
    b) ~~Reimbursement from petty cash requires the submission of the original receipt and the staff member receiving petty cash must sign a petty cash voucher.¶~~
    ~~c)~~ The petty cash fund will be audited monthly by the CFO ~~Chief Financial Officer~~
    d) The petty cash fund should be audited on a semi-annual basis by the Board of Directors Treasurer ~~a member of the school Board of Directors~~.

13. <u>Returned Checks</u> – STEM will charge $25.00 for each check that is returned by the bank due to insufficient funds.

14. <u>Fixed Assets</u> – Purchased fixed assets are recorded at historical cost ~~=/>~~ greater than or equal to ~~than~~ $5,000.00 for any one individual item. Depreciation is recorded based on the straight-line method using actual month convention and depreciated down to zero. The following is a schedule for fixed assets:
    a) Furniture and Fixtures 5 years
    b) Technology 2 years
    c) Building 40 years
    d) Building improvements 10 years
    e) Large Capital Construction/Remodel 15 years or the life of the lease whichever is shorter.

E. Internal Control
1. STEM proactively implements internal control procedures in order to:
    a) Encourage adherence to prescribed managerial policies
    b) Promote operational efficiencies
    c) Safeguard business assets from misuse, fraud and theft
    d) Ensure accurate and reliable accounting data

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2. Basic principles considered in the development of STEM's system of internal control are:
   a) Responsibilities should be clearly established
   b) Adequate records should be maintained
   c) Assets should be insured
   d) Record keeping and custody should be separated
   e) Responsibility for related transactions should be divided
   f) Personnel should be rotated (when feasible)
   g) Employees should be informed
   h) The system should be under constant review
   i) Appropriate documentation should exist
   j) Prescribed policies and procedures should be consistently applied
   k) Confidentiality of information

3. Internal controls are regularly reviewed by the CIO with the assistance of the Finance Committee and CFO as well as by independent auditors during financial audits.¶

4. <u>Maintenance of files</u> - The school as the fiscal agent for all state and federal educational funds must develop and maintain a viable system to process and store all payment and backup materials. The school will follow all applicable federal and state financial laws and in accordance with GAAP (generally accepted accounting practices).
   a) The school must go through an independent financial audit on an annual basis to in effect prove that we are using the funds in a legal and fiscally prudent manner. In addition, all materials must be made available for public inspection as part of the state's financial transparency~~transparence~~ laws.
   b) In order to accomplish these goals and requirements the school must develop a system of process**ing** and retaining records. ~~The following outlines the process whereby STEM will comply with these requirements.~~ These records will be maintained in a paper format for two years and electronic for seven years.
   c) ~~The school will maintain both a paper and electronic copy of all financial materials.¶~~
      i. ~~Procedures for processing all payments:¶~~
         1. ~~Once the invoice or request for payment is received it will be sent to the Chief Financial Officer or their assistant for processing. ¶~~
         2. ~~Obtain approval for payment from the Executive Director and / or Chief Financial Officer.¶~~
         3. ~~Prepare the check for payment and present both the authorized check approver and backup paperwork.¶~~
         4. ~~After the check is cut and signed all material will be scanned into the electronic file cabinet saving it as a PDF file.¶~~
            a. ~~Only scan in complete document sets:¶~~
            b. ~~The invoice¶~~
            c. ~~The check stub ¶~~
            d. ~~Any other support documentation¶~~
         5. ~~Take the document and scan it in and it will be saved to the PDF shortcut on the desktop¶~~
            a. ~~Rename the document and save it to the proper vendor in the File Cabinet located on the desktop.¶~~
            b. ~~Label the document in an easy format i.e. ¶~~

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     c. ~~Vendor name/ invoice number /what is it for/ date if different from process date¶~~
      i. ~~Example: Washington, George/ computer Jan 26, 2012¶~~
    6. ~~All paper copies of the same transaction will be filed in accordance with the instruction below.¶~~
   ii. ~~Paper records:¶~~
    1. ~~Bank records:¶~~
     a. ~~All bank records and associated school financial reports will be maintained in monthly folders.¶~~
    2. ~~Vendor / Employee Reimbursement Records¶~~
     a. ~~These will be maintained in an individual folder by vendor or employee.¶~~
     b. ~~These records must be reviewed on a monthly basis to ensure that all items listed on the bank statement have backup to support the transaction and approval.¶~~
    3. ~~The paper copies will be maintained in one location under the control of the schools Chief Financial Officer and/ or Administrative Director.¶~~

 ¶

   iii. ~~All records will also be maintained in the electronic file cabinet located on the Chief Financial Officer's computer and backed up on the main server.¶~~

5. ~~Operating Controls - Some specific controls that have been implemented: a segregation of duties in regard to cash disbursements, bank statements, bank account reconciliation and signing authority; locked cabinets for payroll, personnel records and monies to be deposited; checks are stamped for deposit upon receipt; the purchase order system; and a line of authority has been established for all check requests.¶~~
 a) ~~All financial documents will be maintained in electronic form for a period seven (7) years and two years in a paper format.¶~~
 b) ~~Internal controls are regularly reviewed by the Executive Director with the assistance of the Finance Committee and Chief Financial Officer as well as by independent auditors during financial audits. ¶~~

6. <u>Legal Contracts</u> - Contracts will be reviewed by the CFO~~Chief Financial Officer~~, with final review by the CIO prior to review and approval by the Board of Directors.~~ and a copy of the finalized contract will be given to the Executive Director or his/her appointee.~~
7. ~~Cash Advances – When staff is required to go out of the office on business, whether in-state or out-of-state, they may request a cash advance to cover anticipated expenses. A purchase order will must be preplanned and have been pre-approved by the Executive Director or his or her designee. Once the event or travel is over, an expense report should be completed with itemized receipts and turned into one of the administrators. Employees can be held liable for cash advances until their expense report with attached itemized receipts have been turned and received final approval but Executive Director and the Business office. ¶~~
¶
8. ~~Expense Reports – Expenses reports requiring reimbursement are very rare and require a purchase order and, in most cases, requires pre-approval. The forms are available from the web site or from the Business. Personal expenses will never be reimbursed. Travel will be reimbursed based on current Internal Revenue Service mileage reimbursement rate.¶~~

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9. ~~Per Diem – Per Diem may be approved for staff meal expenses for out-of-town trips on behalf of STEM (see the Per Diem Worksheet). The per diem rate will depend on the location of the event, but will normally be calculated as follows: $7 for breakfast; $10 for lunch; $18 for dinner for a total of $35 per day. When you receive per-diem for your meals, you are not required to submit an expense report or receipts. If you are aware of meals that will be provided by your host, that meal should not be calculated into your per-diem. You may request per-diem by submitting a pre- approved purchase order to the business office for proper approval signatures.¶~~
10. ~~Money Collection from students – Any event (field trip/class fund raising/etc.) in which the teacher is collecting money from students shall be documented on a class/club roster. All monies must be turned into the Chief Financial Officer one week in advance of the trip or event. Personal funds/checks by staff are not acceptable. Checks must be made out to STEM. If you need a check or a credit card for the event, arrangements must be made five days in advance to ensure the check will be prepared and signed.¶~~

F. Conflicts of Interest

Each year members of the Board of Directors are required to review and sign the "Board Conflict of Interest Form~~of Directors Code of Conduct Agreement~~" per the Board Conflict of Interest Policy ~~(located at the end of the Bylaws). The signed Code of Conduct Agreements should be delivered to the Chief Financial Officer for safekeeping. At all times the Board and officers of STEM must follow the conflict of interest policy contained in Article VI of the Bylaws.~~

Approved by the STEM School Board on _____.

(dd/mm/yyyy)

STEM School Highlands Ranch

By: _____

(Signature, Board secretary)

_____

(Printed name, Board secretary)

Adopted: date
Revised: date

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Addendum A

STEM School Highlands Ranch

Equipment Responsibility

As a STEM School Highlands Ranch employee I understand that in order to successfully perform my job duties that I will need to utilize equipment that will be furnished to me by STEM. By accepting this equipment, I agree that I will take all necessary precautions to keep this equipment safe and in good working condition. I also acknowledge that I will be responsible for the full replacement or repair cost of any equipment that is lost/stolen or damaged due to abuse or neglect while it is in my care.

USAGE GUIDELINES
- Do not loan STEM School Highlands Ranch FURNISHED EQUIPMENT to anyone.
- Do not install personal software unless authorized to do so.
- Secure and store STEM FURNISHED EQUIPMENT when not in use.
- Do not check STEM FURNISHED EQUIPMENT as checked luggage when traveling.
- Do not modify the configuration of the STEM FURNISHED EQUIPMENT.

USER RESPONSIBILITIES
- I understand this equipment is provided for official use only.
- I am required by my supervisor to utilize this equipment to perform the duties of my job.
- I accept responsibility for the equipment issued to me by STEM School Highlands Ranch.
- I fully understand that I will be billed for the replacement/repair cost for any damage or loss occurring as a result of abuse or negligence.
- I understand that I will be billed for any unauthorized use i.e. Third Party Billing which may include, directory assistance, ring tone downloads, texted news alerts or other services which incur additional charge to STEM School. Such payment is due to STEM School Highlands Ranch upon request and if payment is not forthcoming, I authorize STEM School Highlands Ranch to deduct such payment from my monthly pay check.
- I will care for and protect equipment from loss or damage and will notify IT staff of any damage or operational failures incurred.
- I understand that it is my responsibility to periodically return the equipment for routine maintenance.

By signing this document, I acknowledge that I have read and fully understand my responsibilities concerning STEM School Highlands Ranch furnished equipment and agree to the terms, guidelines, and responsibilities set forth in this document.

Name:_____ Date:_____

Signed:_____

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~~Addendum B~~ ¶

~~STEM School Highlands Ranch~~ ¶

~~Purchase Order Directions~~ ¶
~~Purchase Order link: DropBox/STEM(1)/Policies/Addendum B-2, STEM Purchase Request~~
~~ver 2.xlsx~~ ¶

~~1. This form is to be used for all purchase requests no matter if you are using a STEM debit/ credit card or requesting a check/ wire transfer to affect the transaction.~~ ¶
~~2. Please ensure that the form is filled out and forwarded to the approving authority prior to submission to the Business office.~~ ¶
¶
~~3. This form is designed to be used in Excel as it will allow use of the drop-down menus and for automatic calculation in all fields.~~ ¶
    ¶
    ~~4. If the amount is in excess of $10,000 and is not recurring or not intended in the budget it will require the approval of the Board of Directors~~ ¶
¶
~~5. If this purchase is under a grant of any type the Grant Writers approval is needed.~~ ¶
¶
~~6. Please ensure you prepare the request in a timely manner so it can be processed in the time allotted.~~ ¶
¶
~~7. There are drop down menus on several fields: Please use them to help your department to categorize things correctly. You are the end user and will probably have a better understanding of what it is being purchased for.~~ ¶
¶
~~8. **Method of payment** is requesting which form you or the vendor needs, check, wire or debit/ credit card~~ ¶
¶
~~9. **Department:** This is where you work and also the area where the material will be used.~~ ¶

~~10. Grant / General Operating Fund: This field is to identify if it is being purchased from our regular funds or under a grant. We have listed a majority of the grants that STEM receives, and we will update it as necessary. If you have any questions or you are unsure where to categorize your purchase, please contact the Business office~~ ¶
¶
~~11. **Instructional / Support**: The block next to each is a drop down that is for yes or no.~~
    ~~*Instructional*: Will the material that will be purchased used to directly support the education of the students i.e. computers, curriculum, pencils, etc~~ ¶
    ~~*Support:* Will the purchased materials be used in a supportive role i.e. to support administration and facilities.~~ ¶

~~12. **Purchase Code: These are the major categories from which we need to identify where all items are assigned for reporting to DCSD, State, Federal and private agencies. Most are self explanatory but if you have any questions please contact the Business office for assistance. It is easier to identify it when you make the purchase than trying to remember months later.**~~

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