STEM School Highlands Ranch

Board of Director's Meeting

Published on September 9, 2024 at 10:44 AM MDT
Amended on September 10, 2024 at 10:10 AM MDT

Date and Time

Tuesday September 10, 2024 at 5:30 PM MDT

Location

8920 Barrons Blvd

P-TECH Mechatronics Room

Highlands Ranch, CO 80129

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. https://zoom.us/j/96916599576?pwd=3FbC4D1oROtEaq1eZXVvPxwWnRc2lY.1

Passcode: 631204

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		Greg Shick	
D.	Reciting of the Mission Statement		Kelly Reyna	

	Purpose	Presenter	Time

Never Stop Innovating! We envision a world of exponential possibilities where every child develops the innate knowledge, skills, creativity and character to thrive, lead and succeed in an ever-changing future.

II.	**Approve Meeting Minutes**			**5:32 PM**
A.	Approve Minutes	Approve Minutes	Carla Gustafson	2 m

Approve minutes for Board of Director's Meeting on August 20, 2024

III.	**STEM School Highlands Ranch Updates**			**5:34 PM**
A.	Present Staff and Student Surveys from 2023/24	FYI	LynAnn Kovalesky	15 m

Executive Director LynAnn Kovalesky presents Staff and Student Survey results from previous school year. Student Advisory Committee will support presentation of Student Survey results.

UPDATE - Only presenting results from 2023/2024 Student Surveys, Staff Surveys will presented in a future meeting.

B.	2025/26 Academic Calendar Presentation and Q&A	Discuss	LynAnn Kovalesky	15 m

LynAnn Kovalesky and Michelle Gasser updates the board on the progress of developing the calendar and key considerations.

C.	Student Government Spotlight	FYI	LynAnn Kovalesky	5 m

IV.	**KOSON Schools**			**6:09 PM**
A.	Strategic Plan Discussion	FYI	Matt Cartier	30 m

CIO Matt Cartier will lead a discussion on Growth and Growth Initiatives component of the Strategic Plan.

V.	**Board Committee Updates**			**6:39 PM**
A.	Academic Excellence Committee	FYI	Ishmeet Kalra	15 m

		Purpose	Presenter	Time
	Present SAC Parent Survey results from previous school year with Q&A - included with Executive Director presentation			
B.	CIO Support and Evaluation	Discuss	Erin Quigley	15 m
	Present proposed CIO goals for year with Q&A			
C.	Advancement Committee	FYI	Greg Shick	10 m
	Present status of the Fundraising Strategy			
D.	Finance Committee	FYI	Darrell Lomelino	5 m
	Provide general finance terminology briefing			
E.	Governance Committee	Vote	Carla Gustafson	10 m

- Present Finance Policy revisions (with Finance Committee) for Board vote
- Plan for finalizing Committee One pagers
- Board Policies for confirmation in October Meeting (consent agenda)
  - Information Technology and Student Data Privacy
  - Electronic Device Monitoring

VI.	**Board of Directors Updates**			**7:34 PM**
A.	Douglas County Bond Resolution	Vote	Carla Gustafson	5 m
	Board Resolution regarding 2024 School Bond			
B.	Consent Agenda	Vote	Carla Gustafson	5 m
	Confirm the following policies - no updates needed:			

- Enrollment Policy
- Volunteer Policy

C.	Chair Update	FYI	Carla Gustafson	5 m
D.	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.
The calendar will be finalized after Committees finalize their one pagers in October.

	Purpose	Presenter	Time

VII. Public Comment   **7:54 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

VIII. Closing Items   **7:59 PM**

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 Director's Meeting on August 20, 2024

STEM School Highlands Ranch

Minutes

Board of Director's Meeting

Date and Time

Tuesday August 20, 2024 at 5:30 PM

Location

8920 Barrons Blvd

P-TECH Mechatronics Room

Highlands Ranch, CO 80129

Directors Present

C. Gustafson, D. Lomelino (remote), E. Quigley, G. Shick, G. Wing, I. Kalra, L. Davison, R. Lukez

Directors Absent

K. Reyna

Ex Officio Members Present

M. Cartier

Non Voting Members Present

M. Cartier

Guests Present

A. Westfall, Chris Damour, Cortney Crouch, Kimberly Lander (remote), L. Kovalesky, Laurie Veldhuizen, M. Pritchard (remote), Michelle ? (remote), N. Bostel, Ryan Alsup, Ryan Mehaffey

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 20, 2024 at 5:34 PM.

C. Pledge of Allegiance

D. Reciting of the Mission Statement

II. Approve Meeting Minutes

A. Approve Minutes

R. Lukez made a motion to approve the minutes from Board of Directors Meeting on 06-04-24.
E. Quigley seconded the motion.
IK abstain
The board **VOTED** to approve the motion.

Roll Call

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

B. Approve Minutes

G. Shick made a motion to approve the minutes from Annual Board Training on 06-21-24.
C. Gustafson seconded the motion.
RL abstain
The board **VOTED** to approve the motion.

Roll Call

G. Shick	Aye
D. Lomelino	Aye
I. Kalra	Aye
G. Wing	Aye
K. Reyna	Absent
C. Gustafson	Aye
L. Davison	Aye

Roll Call

E. Quigley   Aye

R. Lukez   Abstain

C. Approve Minutes

E. Quigley made a motion to approve the minutes from Board of Directors Meeting on 08-06-24.

G. Shick seconded the motion.

LD abstain

The branding documents were added to the minutes

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

Roll Call

R. Lukez   Aye

G. Shick   Aye

K. Reyna   Absent

I. Kalra   Aye

C. Gustafson   Aye

D. Lomelino   Aye

L. Davison   Abstain

E. Quigley   Aye

G. Wing   Aye

III. Annual Information Technology Strategy Presentation and Board Q&A

A. Mike Pritchard, Director of IT

Update- Security posture

- Required 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 - Testing out at PTECH to see how this works with STEM.
- Estimated cost per year: $13,500

New Project Management Software

- Manage all school projects in one space
- Greater Visibility

BOD Q & A

Are there other big capital needs you foresee in the next 24 months?
- Yes, I'm expecting another server expenditure. Hope to have the government fund it

Do we have enough bandwidth for everyone?
- Yes, moving from zayo to comcast we had a reduction in cost and an increase in connection

Wifi- 60K is that for PTECH
- no that's just the school

Are our older kids using hotspots?
- We can check that. Occasionally I get a notification when those get turned on.

Are there any updates we need to make to the STEM policies ?
 - there is probably a lot of space we can reduce on that. LK is looking at the beginning of Jan to dive into this with me . There are no changes from me right now.

Have giving the 6th graders computers gone smoothly?
  - a few bumps with how we pushed them out, and we are working to keep track of how to make this smoother. I think it will provide more benefit than it does cost.

IV. STEM School Highlands Ranch Updates

A. Back to School Report

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

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.

AI Khanmigo Pilot Program

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

- Cell Phones- We are enforcing this more this year.
- Lightning Dismissal- we want to avoid extended time, new policy went pretty well last week.
- 6th Grade Laptops- we are able to monitor what are on their laptops, increased computer testing for CollegeBoard, next year we will adjust when we release these. We are also looking into laptop insurance.
- Early Release Schedule- starting next Friday. working on a plan for after care options

STEM Enrollment & Engagement-Laurie Veldhuizen
Provided a breakdown of the process, struggles and successes, and how we are stabilizing the process for the current year, future planning and how to move forward
August first-Transition from open enrollment to choice enrollment

1,396 students; 1,403 potential (including Choice applications and Admin Transfers)

V. KOSON Schools

A. Strategic Plan Discussion

Tonight we are discussing the Experience portion and approving the target of Identity, Experience and Growth.
STEM demonstrated strong school culture and operations on Bellwether's Readiness to Grow Assessment

Campaign- 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.

Our focus is on Systems, processes and identity over goals.

Follow Up - Splash Graphic is an abstract element meant to evoke STEM

Optimizing the Student Experience

BOD Q & A
Was there any discussion over industry partnerships?
That will be apate of future events and discussion

WHat areas are the most important for us to focus on when giving you feedback
Look through the initiatives, the 3 goals the executive summary and the greenlighting page

I have a question about hiring an admission/ community relations specialist- I thought that was you, and that you were the face of the school.
When looking at a new community i.e. Sterling Ranch- I would be the face of the school.
I would not be the face in the building giving the tour with all the information. I am one of the faces of the school, with LynAnn, Laurie, I am the face of the new community.
Someone who knows the high level, and someone who knows the building and the people.

Focus tonight is experience- Net Promoter Score (NPS) over 60 what does that mean-
How likely are you to refer- you should have a score of 60 coming out of the surveys

We should keep an eye on student outcomes- this measures student attitudes which is good. -
We are not relying just on student survey data alone- this is just one component of this.

What is your plan for community stakeholding-
In september you will see some of the ways we want to meet with our logistic leads and looking how to engage student in a meaningful way.

I think the struggle might be explaining to parents what this is, and th eimportance of it since we haven't had it done in the past and parents will need to be reintroduced.

How about industry partners-
We are getting a lot of interest from colleges and other STEM Industry people.

VI. Board Committee Updates

A. Academic Excellence Committee

Ish and Gina co-chairs, LynAnn and Michelle staff support, SAC UIP subcommittee
Board members will make sure to liaison at SAC and DEI
Working on one-pager for September meeting

B. CIO Support and Evaluation

Erin (chair), Kelly (transition), Linda, Matt
Focus on better processes for CIO evaluation and support

CIO Evaluation must have alignment to the strategic plan and how they are connected.

Next meeting is to be about firming those goals up so that we can have something to bring to the board and discuss.

We also shifted the calendar earlier in the year.

End of year performance meeting, we discussed disconnecting renewing his contract from the performance review so that we could give ourselves time to hash it out. BOD will have an opportunity to vote on this.

C. Development/Advancement Committee

Greg (chair), Rudy, and Kelly, support from PTO, enrichment, and booster (athletics)
Will make sure public meetings posted according to COML 1/2 would be subcommittee work, then we would have a team of experts engaged in the discussion and driving us forward.
Main areas of focus gala event, golf tournament, growth advisory, marketing feedback

Matt - when I see growth advisory- there is an opportunity in another town and we are thinking about whether or not to start a school down there.

Getting buy-in and voice from our families- This could be the tool to do it. They are the perfect market to tell us whether they understand, believe, etc.

How are we going to communicate this- these are the kind of skills we're looking at. We do have a bit of a communication plan. This is closely related. we need a strategic plan to start the targeted outreach. I would recommend attaching these things to as many existing STEM events as you can.

We will be coming back in October to present to the board

D. **Finance Committee**

Darrell (chair), Gina, Matt, Interim CFOs Ryan Mehaffey (budgeting process) and Cortney Crouch (compliance and audit)
Focus on cleaning up financial processes to increase transparency and accountability for Board
Update on Interim CFO strategy and transition, introduce CFO support staff

Courtney Crouch- CFO Golden View Classical Academy

- She is very familiar with Charter schools in Colorado , will be helping us through the audit process - when our new person starts, that person will have working plan
- A more robust accounting software would not go amiss

Ryan Mehaffey - Feast Over Famine

- Fundraising and marketing Strategies- Creating, revising and implementing department budgets. Scaling so that we can replicate and grow.
- Annual Audit status
- Annual Budget and Management Process

Can you help the BOD determine the metrics that we should be looking at month to month?

How is the Audit going?

We will need to have a meeting with the Building Corp with the new CFO to check the box since we have had the major player change.

E. **Governance Committee**

Carla (chair), Ish, Matt and LynAnn

- Discussion on finance policy recommendations from finance subcommittee
    ◦ Ongoing conversation about policy governance

- ◦ Redline version has more changes
- ◦ Focus on changes (outlined in clean version) to clarify financial processes. Rules and dollar amounts are not changing, but there was a lot of clarification added. We want to have something that is transparent
  - ▪ Bid requirement, approval requirement. check approval
  - ▪ Make sure not overly restrictive to make sure day-to-day operations are smooth
  - ▪ The changes were added to the agenda- Board is voting on approving these changes next month. Next meeting we only look at these three additions, but I would hesitate to take anything out of the policy until we are ready to update the policy. I think we are looking at a little different timeline to what you are proposing .
  - ▪ Tabeling until next month.

- • 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

A. Chair Update

Propose a working session in January to review operational plan to prep for budget approval in March
BOD to do: headshots 8/27, bio updates, BOT assessments, CDE non-discrimination training

B. Discuss Proposed Annual Calendar for Board Meetings

BOD calendar updates/propose edits/prework needed, make sure to finalize updates and upload committee one-pagers to BOT

VIII. Public Comment

A. Public Comment Sign up link

No public comment

IX. Closing Items

A. Adjourn Meeting

Moved by RL, second by GS
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:31 PM.

Respectfully Submitted,
I. Kalra

Documents used during the meeting

- Policy_IT-Student Data Privacy_2022.pdf

- Policy_Electronic Device Monitoring_2022.pdf

- Board IT Update 2024.pdf

- Board Meeting Slideshow 24_25.pdf

- STEM Strategic Plan SLIDE BOARD PRESENTATION EXPERIENCE.pdf

- Advancement Committe Structure Graphic.pdf

- 2024.08 Financial Controls Policy Revisions_REDLINE.pdf

- 2024.08 Financial Controls Policy Revisions_CLEAN.pdf

- Policy_Financial Controls_Draft_20240817 - Markup.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

Present Staff and Student Surveys from 2023/24

Section: III. STEM School Highlands Ranch Updates
Item: A. Present Staff and Student Surveys from 2023/24
Purpose: FYI
Submitted by:
Related Material: Abridged Student Survey Report 23-24.pdf

ABRIDGED STUDENT SURVEY DATA REPORT (2023-2024)

STUDENT ADVISORY

Sections:

1. General Questions
2. Diversity Equity and Inclusion
3. Mental Health
4. SBL / Academics
5. Access
6. School Safety Initiatives
7. School Building
8. Other

Middle School Survey (294 responses)

High School Survey (249 responses)

[Link](#) to full 2023-2024 Survey Data Report

[Link](#) to 2022-2023 Survey Data Report
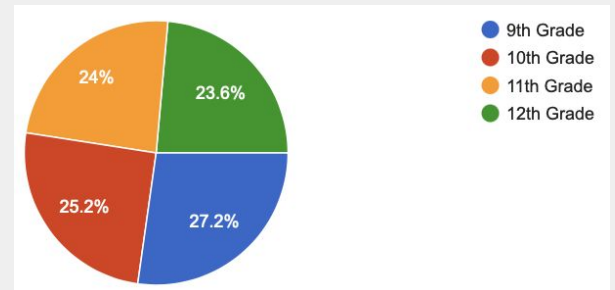
[Link](#) to 2021-2022 Survey Data Report

General Questions

- Even distribution of grades
- Positives:
  - Academics
  - Extracurricular activities
  - AP/CE courses
  - Elective choice
- Negatives
  - School lunch
  - Grading system
  - Some extracurricular activities (arts)

Middle School Grade Distribution

- 6th Grade
- 7th Grade
- 8th Grade

34.2%
30.8%
34.9%

High School Grade Distribution

- 9th Grade
- 10th Grade
- 11th Grade
- 12th Grade

24%
23.6%
25.2%
27.2%
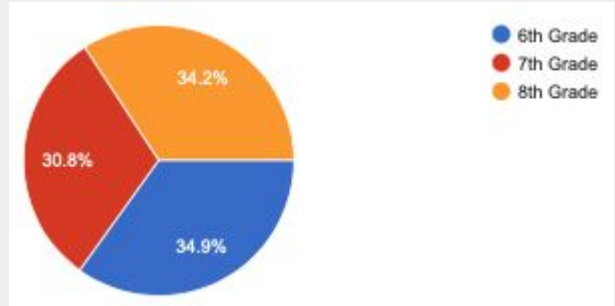
Diversity, Equity, and Equality

- Overall Trends:
  - Most students reported feeling well respected by staff and other students
    - 81% by staff
    - 76% by other students
  - Most students reported having their accommodations respected
- **Action Items:**
  - **Implementing more culturally responsive practices**
    - **PD**
    - **Celebrating culture**
  - **More field trips to culturally diverse museums for MS and ES**

Mental Health

- Overall trends:
    - Most students reported moderate to good mental health (72.4%)
    - Very mixed comfort levels about trusted adults and counselors
    - Neutral impact of STEM impact on mental health (61.2%)
    - Academics being the main effector of mental health
    - Stated additional mental health resources would help
- **Action Items:**
    - **Adding additional resources**
    - **Better communication with counselling team**

Negative factors of mental health (HS)

| Response	Number
Academics	83
Peers	49
School Culture	40
Home life	34
Relationships	28
Social media	26
Extra Curriculars	22
SBL	2
Access	1

SBL/Academics

- Overall trends:
  - Most students reported not understanding/liking SBL (61%)
  - Majority said SBL negatively affects their learning (78.5%)
  - However, students were mostly in favor of the changes being made this year
  - Most students felt like their academic needs were being met (64.8%)
  - Students said that the teachers were doing great and supporting them
- **Action Items:**
  - **Ensure students understand SBL standards and procedures**
  - **Work with teachers to standardize how SBL is implemented in classrooms**

Access

- Overall trends:
  - Most students understand the purpose of access (73%) and believe it is a good use of their time (60%)
  - 60% of students wanted to continue access
  - Most students do not believe that access has improved their social-emotional learning (45%)
- **Action Items:**
  - **Improving SEL lessons**
    - **More teacher training**
    - **Lessons should be catered to the different grade levels**
  - **Longer access period 1x per week**
    - **90 - 120 minutes on Fridays**

School Safety Initiatives

- Overall trends:
    - Most students reported feeling safe at school
    - Students said Evolv made them feel safer but there is room for improvement
    - Issues with securely
    - Mixed responses about phone and ID policies
- **Action items:**
    - **Continuing to speed up Evolv system**
    - **Enforcing ID and phone policy**

Enforcement of the phone policy (HS)
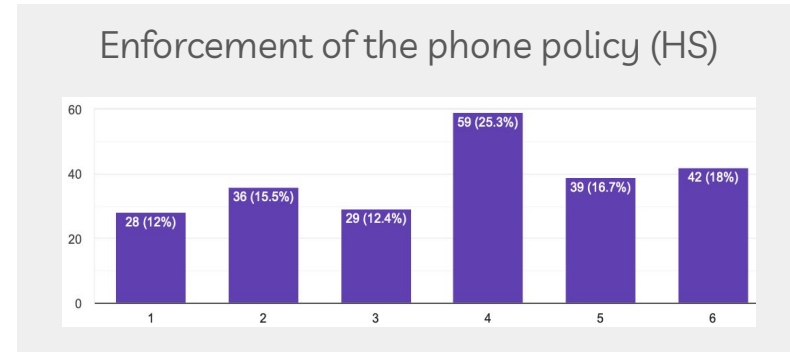
School Building and Other Questions

- Overall trends:
  - Most students want more murals in the hallways (82%)
- **Action Items:**
  - **Encourage honor societies and clubs to paint murals**

This Year's Survey

- 7 surveys throughout the school year
    - Each focusing on a topic
- More ranking and multiple choice questions (instead of FRQs)
- Working with Student Government on what they would like to be surveyed
- Condensing questions

Coversheet

2025/26 Academic Calendar Presentation and Q&A

Section: III. STEM School Highlands Ranch Updates
Item: B. 2025/26 Academic Calendar Presentation and Q&A
Purpose: Discuss
Submitted by:
Related Material: Calendar1.pdf
                      Calendar2.pdf
                      Calendar3.pdf
                      September Board Presentation 24_25.pdf

Calendar 1 Option

July 2025

Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

New Teachers 6/Returning teachers 3

August 2025

Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

19 Student: 21 Teacher Days

September 2025

Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

20 Student: 21 Teacher Days

October 2025

Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9*	10*	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

18 Student: 18 Teacher Days

November 2025

Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

15 Student: 15 Teacher Days

December 2025

Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

14 Student:15 Teacher Days

January 2026

Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

18 Student: 19 Teacher Days

February 2026

Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

18 Student: 19 Teacher Days

March 2026

Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12*	13*	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

17 Student: 17 Teacher Days

April 2026

Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

22 Student: 22 Teacher Days

May 2026

Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20*	21**	22	23
24	25	26	27	28	29	30
31						

13 Student: 14 Teacher Days

June 2026

Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Legend:
- School Closed/Holidays
- First/Last Day of School
- Summer Office Hours/Tours
- Planning/Professional Development
- Graduation Day - School Closed
- New Teachers Only
- Early Release Day

Calendar 2 Option

July 2025

Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

New Teachers 4 +2

August 2025

Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

14 Student: 19 Teacher Days

September 2025

Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

20 Student: 21 Teacher Days

October 2025

Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9*	10*	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

18 Student: 18 Teacher Days

November 2025

Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

15 Student: 15 Teacher Days

December 2025

Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

14 Student:15 Teacher Days

January 2026

Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

18 Student: 19 Teacher Days

February 2026

Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

18 Student: 19 Teacher Days

March 2026

Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12*	13*	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

17 Student: 17 Teacher Days

April 2026

Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

22 Student: 22 Teacher Days

May 2026

Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21*	22	23
24	25	26	27	28*	29**	30
31						

19 Student: 19 Teacher Days

June 2026

Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 Teacher Days

Legend:
- School Closed/Holidays
- First/Last Day of School
- Summer Office Hours/Tours
- Planning/Professional Development
- Graduation Day - School Closed
- New Teachers Only
- Early Release Day

Calendar 3 Option

July 2025

Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

New Teachers 4 +2

August 2025

Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

14 Student: 19 Teacher Days

September 2025

Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

20 Student: 21 Teacher Days

October 2025

Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9*	10*	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

18 Student: 18 Teacher Days

November 2025

Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

15 Student: 15 Teacher Days

December 2025

Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

14 Student:15 Teacher Days

January 2026

Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

18 Student: 19 Teacher Days

February 2026

Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

18 Student: 19 Teacher Days

March 2026

Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12*	13*	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

17 Student: 17 Teacher Days

April 2026

Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

22 Student: 22 Teacher Days

May 2026

Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20*	21**	22	23
24	25	26	27	28	29	30
31						

13 Student: 14 Teacher Days

June 2026

Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 Teacher Days

Legend:
- School Closed/Holidays
- First/Last Day of School
- Summer Office Hours/Tours
- Planning/Professional Development
- Graduation Day - School Closed
- New Teachers Only
- Early Release Day

ED Presentation

September 10th, 2024

LynAnn Kovalesky, Executive Director

UPDATES

Accomplishments

- **School Performance Framework- Increase of 4.3% for a score of 88.1%**
- **Teacher of the Year Candidate- Tera Johnson Swartz**

STEM SCHOOL HIGHLANDS RANCH

NEW TOPICS

25/26 School Calendar Options

Calendar 1- Similar to Current Calendar

Pros	Cons
• We get out of school before Memorial Day • We end 1 week before DCSD • Our semester days are close to even (86/88)	• Teachers return end of July • We start 1 week before DCSD • Still warmer summer weather • Parents that work in DCSD may leave

September 2025 (left calendar, "New Teachers 6/Returning teachers 3")

New Teachers 6/Returning teachers 3

(August 2025)
19 Student: 21 Teacher Days

September 2025
20 Student: 21 Teacher Days

October 2025
18 Student: 18 Teacher Days

November 2025
15 Student: 15 Teacher Days

December 2025
14 Student:15 Teacher Days

January 2026
18 Student: 19 Teacher Days

February 2026
18 Student: 19 Teacher Days

March 2026
17 Student: 17 Teacher Days

April 2026
22 Student: 22 Teacher Days

May 2026
13 Student: 14 Teacher Days

June 2026

Legend:
- School Closed/Holidays
- First/Last Day of School
- Summer Office Hours/Tours
- Planning/Professional Development
- Graduation Day - School Closed
- New Teachers Only
- Early Release Day

Grades	Start Time	End Time	Total Minutes Per Day	Total Days	Total Instr. Hours	Min. Instr. Hour Requirement (CDE)	Hours Above Minimum	Days Above Minimum
K-1st (6.25)	7:40 AM	2:25 PM	375	167	1043.75	990	80	12.8
K-1 Early Release Day (3.75)	7:40 AM	11:50 AM	225	7	26.25			
2nd-5th (6.42)	7:40 AM	2:35 PM	385	167	1071.58	990	109	16.98
2nd- 5th early release (3.92)	7:40 AM	12:00 PM	235	7	27.42			
Secondary (6th-12th) (6.5)	7:50 AM	2:55 PM	390	167	1085.50	1080	32.90	5.06
Secondary Early release days (3.92)	7:50 AM	12:20 PM	235	7	27.4			

**Must be Grab and Go lunch in the classroom. If lunch is served in the cafeteria then secondary minute count would be 4.15 days above minimum

Calendar 2- Match DCSD

Pros	Cons
- We match DCSD - Teachers return in August - DCSD Employees will have an easier time with their own kids schedule "Feels" like a longer summer	- Teachers work until June 1st - Students are in session after Memorial Day - Semesters will be unbalanced (81/94)

New Teachers 4 +2

14 Student: 19 Teacher Days

20 Student: 21 Teacher Days

18 Student: 18 Teacher Days

15 Student: 15 Teacher Days

14 Student:15 Teacher Days

18 Student: 19 Teacher Days

18 Student: 19 Teacher Days

17 Student: 17 Teacher Days

22 Student: 22 Teacher Days

19 Student: 20 Teacher Days

1 Teacher Days

Legend:
- School Closed/Holidays
- First/Last Day of School
- Summer Office Hours/Tours
- Planning/Professional Development
- Graduation Day - School Closed
- New Teachers Only
- Early Release Day

Early Release Minutes

Grades	Start Time	End Time	Total Minutes Per Day	Total Days	Total Instr. Hours	Min. Instr. Hour Requirement (CDE)	Hours Above Minimum	Days Above Minimum
K-1st (6.25)	7:40 AM	2:25 PM	375	168	1050	990	86.25	13.8
K-1 Early Release Day (3.75)	7:40 AM	11:50 AM	225	7	26.25			
2nd-5th (6.42)	7:40 AM	2:35 PM	385	168	1078	990	115.42	17.98
2nd- 5th early release (3.92)	7:40 AM	12:00 PM	235	7	27.42			
Secondary (6th-12th) (6.5)	7:50 AM	2:55 PM	390	168	1092	1080	39.4	6.06
Secondary Early release days (3.92)	7:50 AM	12:20 PM	235	7	27.4			

**Must be Grab and Go lunch in the classroom. If lunch is served in the cafeteria then secondary minute count would be 4.15 days above minimum

Proposal #1

Extending the day to:

- ES- 8:10-3:00 (K/1) 8:10- 3:10 (2nd-5th)
- Secondary- 8:00-3:30

This would increase our number of days in secondary from 6 days to 11 days which means we could end the prior to Memorial Day and start in August.

Proposal #1-
ES 8:00-3:00
Secondary 8:00-3:30

Pros	Cons
• Start date is same as DCSD • Staff return in August instead of July • Last day of school is prior to memorial day • Semesters are more balanced (81/88) • School day time is similar to other charter schools in DCSD	• Class periods are longer • Will need to work on driveline logistics/TMP

New Teachers 4 +2

14 Student: 19 Teacher Days

20 Student: 21 Teacher Days

18 Student: 18 Teacher Days

15 Student: 15 Teacher Days

14 Student:15 Teacher Days

18 Student: 19 Teacher Days

18 Student: 19 Teacher Days

17 Student: 17 Teacher Days

22 Student: 22 Teacher Days

13 Student: 14 Teacher Days

1 Teacher Days

Legend:
- School Closed/Holidays
- First/Last Day of School
- Summer Office Hours/Tours
- Planning/Professional Development
- Graduation Day - School Closed
- New Teachers Only
- Early Release Day

Early Release Minutes

If we extend the school day we increase our days above the minimum, while still starting school at the same time as DCSD and getting out before Memorial Day

Grades	Start Time	End Time	Total Minutes Per Day	Total Days	Total Instr. Hours	Min. Instr. Hour Requirement (CDE)	Hours Above Minimum	Days Above Minimum
K-1st (6.33)	8:00 AM	2:50 PM	380	162	1026	990	54.67	8.64
K-1 Early Release Day ** (2.66)	8:00 AM	10:40 AM	160	7	18.67			
2nd-5th (6.5)	8:00 AM	3:00 PM	390	162	1053	990	82.25	12.65
2nd- 5th early release (2.75)	8:00 AM	10:45 PM	165	7	19.25			
Secondary (6th-12th) (6.92)	8:00 AM	3:30 PM	415	162	1129.5	1080	65.9	9.5
Secondary Early release days (3)	8:00 AM	11:00 PM	180	7	27.4			

**Not serving lunch

Survey Results Choice 1 Parent Survey

After reviewing the 3 calendar options, and the pros and cons. Please select your FIRST choice for the 2025-2026 calendar
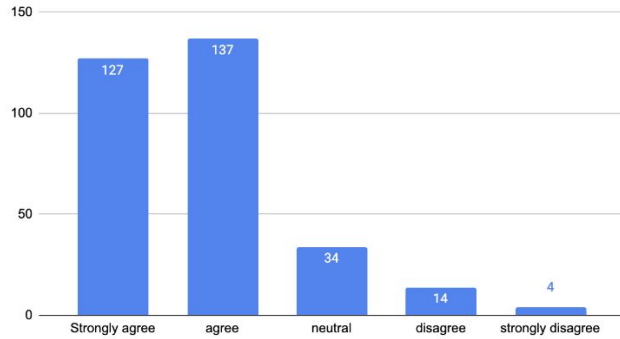
307 responses

- ● Calendar 1
- ● Calendar 2
- ● Calendar 3 (Proposed Calendar)

52.4%

24.1%

23.5%
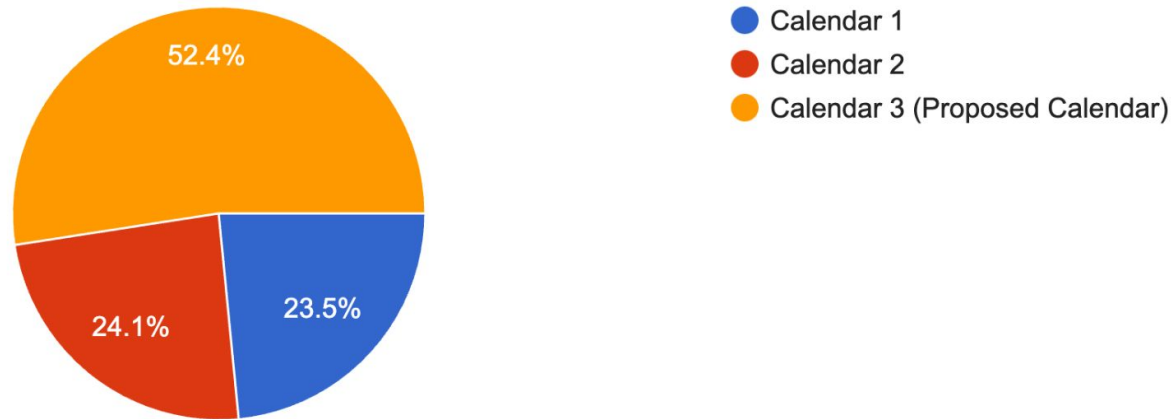
Survey Results- Choice 1- Staff Survey

Survey Results- Choice 2- Parent Survey

After reviewing the 3 calendar options, and the pros and cons. Please select
your SECOND choice for the 2025-2026 calendar

302 responses

- ● Calendar 1
- ● Calendar 2
- ● Calendar 3 (Proposed Calendar)

42.7%

20.5%

36.8%
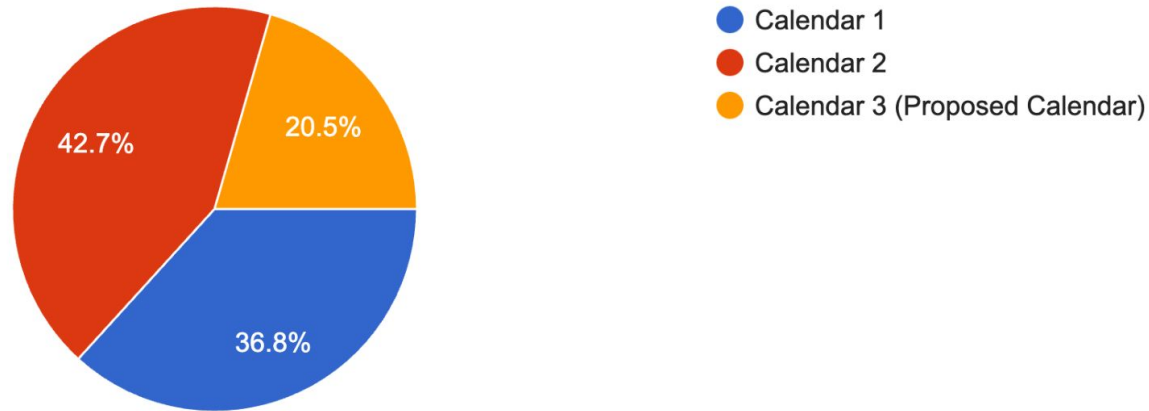
Survey Results- Choice 2- Staff Survey

Parent Survey Data

Fall SAC Survey

### Teachers are supportive of the individual needs of my student.

Strongly agree	127
agree	137
neutral	34
disagree	14
strongly disagree	4

My student is academically challenged at STEM.

Strongly agree	93
agree	166
neutral	37
disagree	18
strongly disagree	3

Spring SAC Survey

Staff are supportive of the individual needs of my student and I feel these needs are being met.
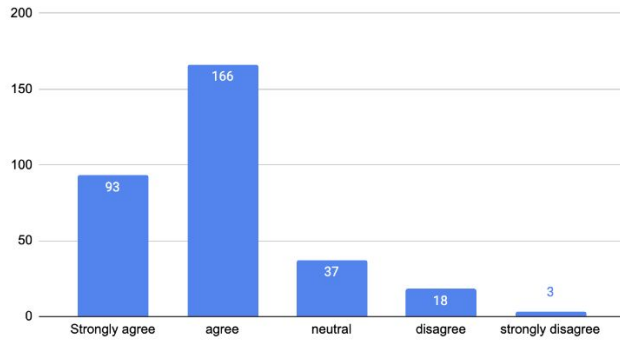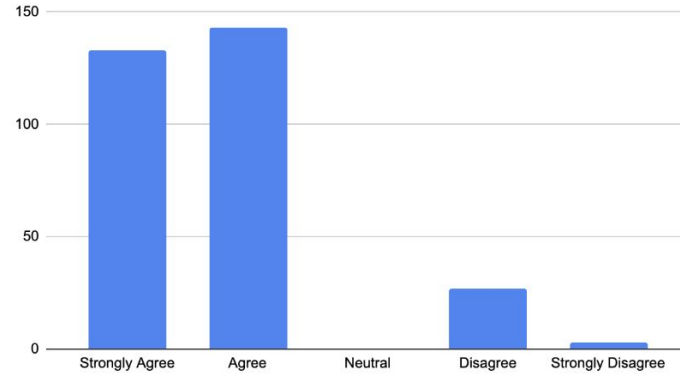

My student is academically challenged through rigorous curriculum at STEM.
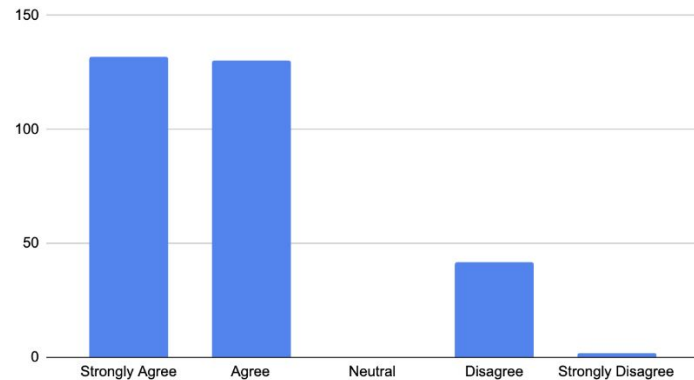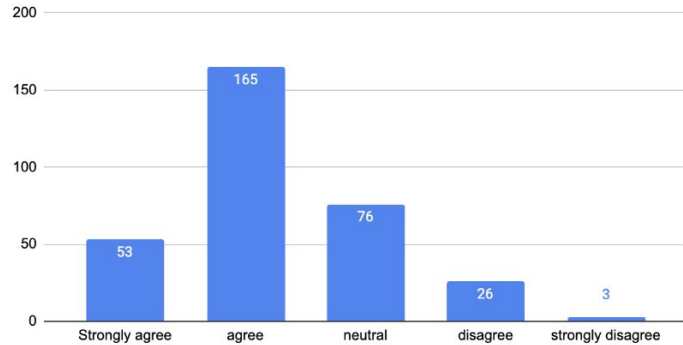
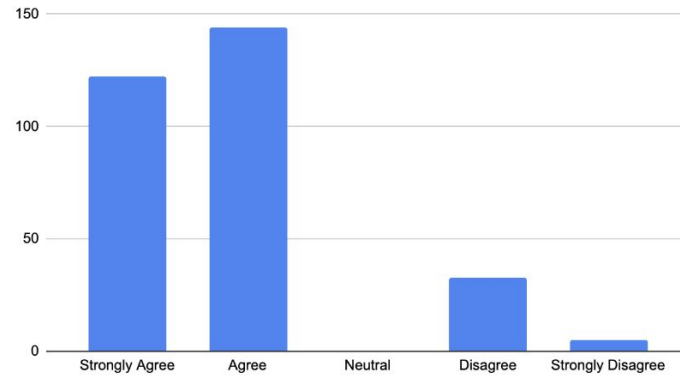## The curriculum at STEM is rigorous.
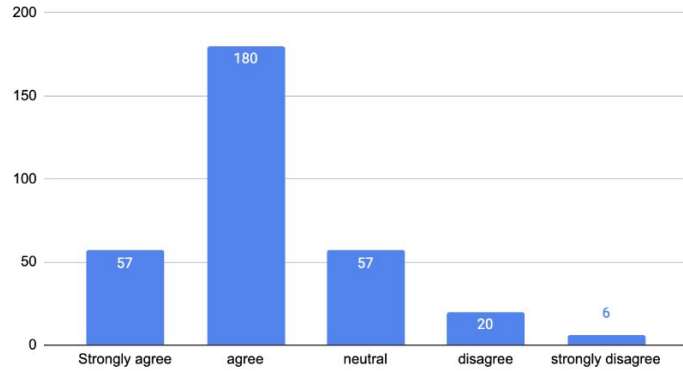
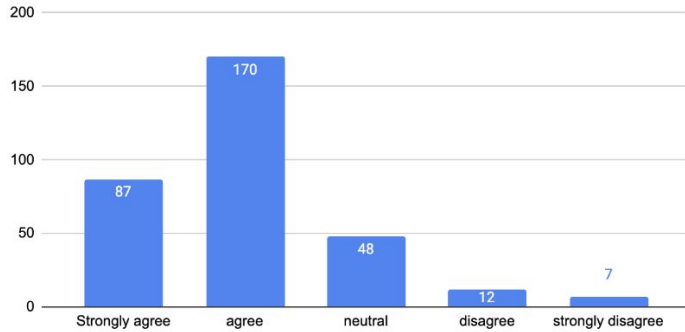## I feel my student is being prepared for the future.

## The workload is in line with the rigor that you expect from students at STEM.

The workload is in line with the rigor that you expect from students at STEM.

STEM concepts such as real world application, problem based learning, and integrated technology, are effectively embedded into courses.
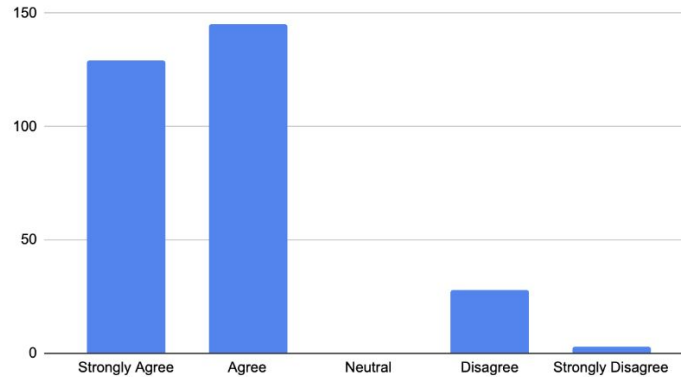

STEM concepts such as real world application, problem based learning, and integrated technology are effectively embedded into all courses.
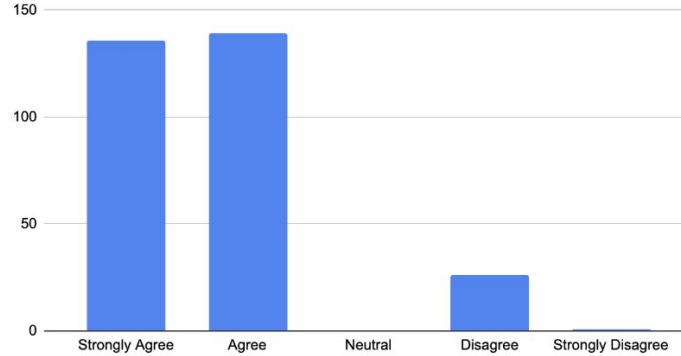
Recognizing the challenges of the past few years, I see improvement in the support of my student's social and emotional needs.
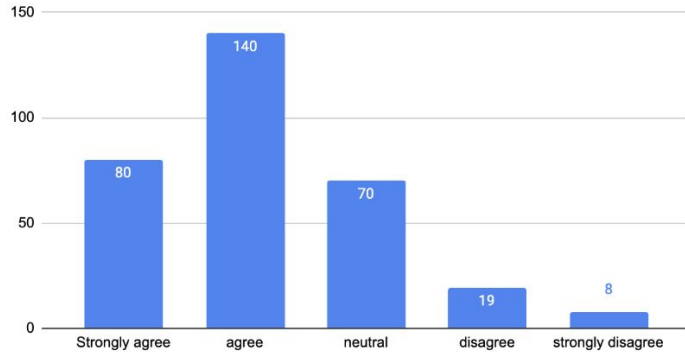
My student's social and emotional needs are supported.

The school's racial and cultural diversity is recognized and openly discussed in a constructive way that includes staff and families.

Response	Count
Strongly agree	60
agree	123
neutral	23
disagree	19
strongly disagree	15
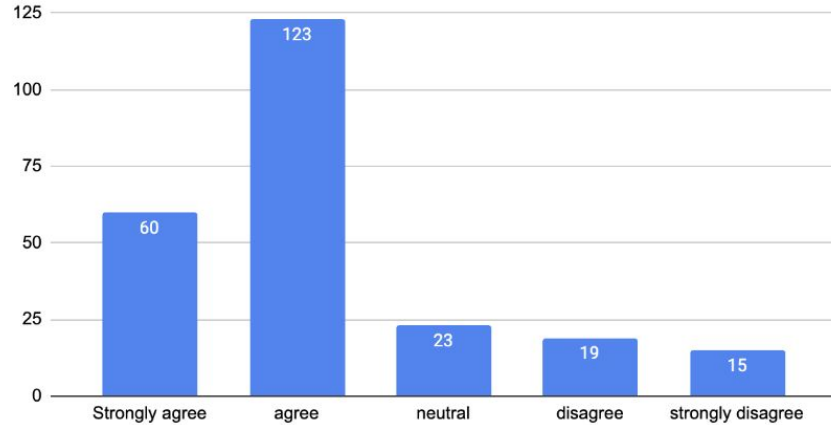
The school's racial and cultural diversity is recognized and openly discussed in a constructive way that includes staff and families.
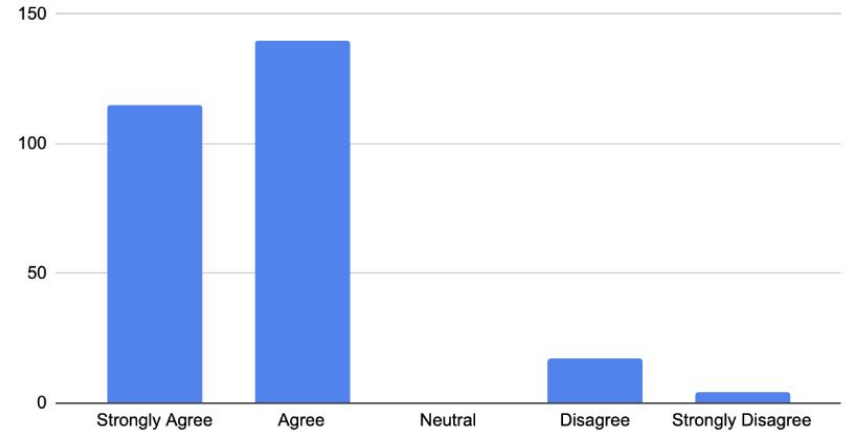
2024 - 25 Enrollment

Elementary	Middle	High	Total*	Potential^
510	474	415	1,399	1,405

Elementary School	
Kinder	76
First	65
Second	77
Third	94
Fourth	80
Fifth	118

Middle School	
Sixth	133
Seventh	163
Eighth	178

Pending Enrollments	
Choice	12
Admin Transfers	0

High School	
Ninth	115
Tenth	105
Eleventh	96
Twelfth	87
13/14	12

*IC Student Enrollment Summary Report 09/05/2024 50% of pending STEM 2024-25 Choice Application requests

STEM SCHOOL HIGHLANDS RANCH

Coversheet

Student Government Spotlight

Section: III. STEM School Highlands Ranch Updates
Item: C. Student Government Spotlight
Purpose: FYI
Submitted by:
Related Material: Board meeting slides.pdf

Student Government
9/10/2024

2024/25 Officers!

President

Auburne Mauger
Senior

VP

Kylie Pautler
Senior

Secretary

Colette Rubin
Senior

Treasurer

Maya Thatcher
Senior

Student Outreach

Evan Choi
Senior

2024 Successes!

Inter-Club Involvement

- NAHS
- SNHS
- Volleyball
- Spartmart
- SteMed
- FHS

Members!

- 14 new members
- 44% Senior, 15% Junior, 24% Sophomore, 17% Freshman

MS/ ES Involvement

- MS Officer at Large?
- Hoco spirit week/events

Finances

- Multiple Fundraising Events planned
- Budget-friendly dance

Upcoming Events!

Powderpuff	Tailgating BBQ	HOCO Dance
Trunk or Treat	Sports Night	Nerds Night Out

Goals!

#1	Officer at large/ continuing to involve younger grades
#2	New events/traditions
#3	Better student voice representation
#4	Finances/ sharing the wealth

Thank You!

Coversheet

Strategic Plan Discussion

Section: IV. KOSON Schools
Item: A. Strategic Plan Discussion
Purpose: FYI
Submitted by:
Related Material:
STEM Strategic Plan GROWTH Essential Slides for 20240910 Board Agenda.pdf

STEM SCHOOL
HIGHLANDS RANCH

STRATEGIC PLAN

2024-2028

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

REDEFINE LIMITS. UNLEASH POTENTIAL.

STEM School Highlands Ranch is the premier K-12 school in the Mountain West dedicated to solving meaningful problems that give students the opportunity to do good in the world while they are growing their identity and sense of purpose.

Purpose and audience for these materials

Purpose: The intention of this document is to document is to highlight strategic priority of GROWTH in the proposed strategic plan so that the Board can further discuss this strategic priority in conjunction with preparing for a board vote on the Strategic Plan for Revitalization and Growth.

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

Executive Summary

- Demand for STEM education has grown and is expected to continue to grow across Colorado, but there is a **shortage of STEM programming being offered to students**.
- This document outlines STEM Highland Ranch's bold plan to expand STEM programming to more Denver-area students over the next five years.
- STEM Highlands Ranch is a K-12 public charter school with a history of success delivering high-quality, innovative STEM education in Douglas County, drawing students from across the Denver metropolitan area.
- In addition to offering a wide array of support services to students and families, **STEM outperforms district and state peers on academic assessments and provides a distinct problem-based learning approach to education** that fosters engagement, inquiry, and interest.
- Amidst proven success, there is an opportunity to codify STEM's program model and define STEM 2.0; we will do this <u>first</u> in order to bring a quality experience to more students and families through replication.

Executive Summary

- To expand its impact over the next 5 years, STEM will invest in:
    - **Deepening the impact of existing offerings** by adding 100 preschool seats, establishing a homeschool program for 100 students, growing summer school classes and camps to serve 500 students at our current campus, and creating a student showcase that highlights STEM students to the internal and external community.
    - **Growing with quality across the region**
        - STEM will **add 2 "green-rated[1]" PK-5 campuses**, each serving over 500 students within 15 minutes of the Highlands Ranch campus, in order to create a strong secondary pipeline and...
        - STEM will **increase Highlands Ranch enrollment by 18%**
- In order to achieve these goals, STEM will invest time and energy in three primary focus areas:
    - Defining and communicating its **brand identity**
    - Optimizing the **STEM experience**
    - Strategically **preparing for growth**
- This plan will be fully realized in 2030 with STEM School delivering high-quality STEM education to over 3,000 Denver-area students.

STEM SCHOOL HIGHLANDS RANCH

[1] A "green" rating (or "Performance") is the highest performance rating issued by the Colorado Department of Education. School performance ratings are based on academic gro... More info can be found here.

Where we're going

STEM has an ambitious plan to deepen and scale its impact across Denver

STEM will **deepen** the impact of its existing offerings over the next 3 years by serving an additional 700 students and enhancing program quality.

STEM will **scale** its impact across the region with quality by launching 2 new K-5 locations.

Our impact will be evident through increased access, student outcomes, school quality, and organizational health

Increased Access	• More students have access to high-quality STEM programming as students served grows from **1,400 to over 3,000** across the Denver metro area.
Student Outcomes	• Students will show active engagement in and ownership of their learning as demonstrated by student-led learning showcases for parents, community members, and STEM staff.
School Quality	• Current and future campuses are the **premier schools of choice** for families seeking rigorous academics and robust student supports, with STEM schools consistently outperforming district and state peers. • Achieve a Net Promoter Score above 65 from parents and staff.
Organizational Health	• A long-term facility that meets the needs of the model is secured and financially viable. • Financial practices reflect fiscal responsibility, prudent budgeting, and and transparent reporting. • STEM will have a network model and governance structure that is able to support the long-term goals of the organization. • STEM is a top-choice for teachers and leaders based on growth opportunities, compensation, and overall personal satisfaction.

[1] A "green" rating (or "Performance") is the highest performance rating issued by the Colorado Department of Education.

based on academic growth and academic achievement. More info can be found here.

POTENTIAL RISKS

How we'll get there

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

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.

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

Prepare for Growth: Long-Term Planning

3A

Develop annual and strategic plans aligned with STEM's long-term goals, including key performance indicators and systems for monitoring progress.

Initiatives	Estimated Completion Date	Owner
Develop annual planning cycle and refine budgeting process	Q3 2025	CIO
Establish key performance indicators and create reporting dashboard for monitoring progress to goals	Q4 2024	CIO
Collaborate with school leaders who have established networks so we can learn from their experience.	Q2 2025	CIO
Finalize updated 5 year strategic plan	Q3 2024	CIO
Create business plans for student center, homeschool program, preschool, summer school, student showcase, and elementary school(s)	Q3 2024	CIO
In partnership with board, create Greenlight Criteria for strategic growth.	Ongoing	CIO
Metrics / Measures of Success		

- % of long-term goals achieved
- % greenlighting criteria met for expansion
- Performance rating of launched schools
- Gap between actual and budgeted financial projections

STEM SCHOOL HIGHLANDS RANCH

3B Prepare for Growth: Network Model & Governance

Establish a network model and governance structure to support growth, including roles, responsibilities, and decision-making processes.

Initiatives	Estimated Completion Date	Owner
Assess current state of STEM's organizational structure and resources to determine strengths, weaknesses, and opportunities for improvement.	Q4 2024	Governance Chair
Conduct research, perform external benchmarking, and facilitate internal interviews to determine the best board structure for replication and network.	Q2 2025	Governance Chair
Clarify board roles and responsibilities, outlining expectations for governance, oversight, strategic planning, and fiduciary duties.	Q1 2025	Board Chair
Roadmap 3-5 year plan for board of directors in relation to growth and expansion	Q1 2025	Board Chair
Increase community, non-parent board members	Q2 2026	Governance Chair

Metrics / Measures of Success
• More than 50% of board members are community, non-parent board members

3C Growth Initiatives (Deepening Impact):

Create Programs that immediately add brand recognition, increase community engagement, and bring both educational and businesses value to the school.

Initiatives	Estimated Completion Date	Owner
Develop Student Led Showcase that highlights student work to peers, parents, family, friends, industry partners, and the broader community.	Q3 2027	CIO
Start a PreK program	Q3 2025	CIO
Start a Homeschool program	Q3 2026	CIO
Increase quality and quantity of summer camps	Q3 2025	Enrichment Coordinator
Develop Summer School with for credit classes so that students can spread out their workload giving them more chance to participate in co-curriculars as well as complete quality work in their classes while maintaining their mental health.	Q2 2026	Executive Director
Metrics / Measures of Success		

- More than 50% of board members are community, non-parent board members

3D

Launches (Scaling Impact)

As we refine our current processes and programs, we will keep our eye open for new business ventures.

Initiatives	Estimated Completion Date	Owner
Launch Elementary School #1 within 15 minutes of the current flagship campus	Q3 2027	CIO
Launch Elementary School #2 with 15 minutes in the opposite direction of current flagship campus	Q3 2029	CIO
Replicate Prek-12 in a different city at least 45 minutes away from current flagship campus	Depends on opportunity	CIO
Subscription Based Services	Q3 2030	CIO
Hybrid Microschools in urban and suburban communities	Depends on opportunities	CIO
Metrics / Measures of Success		

- Separate business plans and metrics will be create for each opportunity

STEM plans to take the following steps to strengthen its board governance prior to growth

1. Finalize and share Board on Track findings
2. Discuss and prioritize focus areas for governance work:
   - Board-level goals and metrics tied to strategic plan
   - Greenlighting framework and oversight
   - Board membership and committee structure (bring on 3-5 non-parent members to balance perspective) — non-parents should likely be a majority of the governing board
3. Develop plan / timelines / ownership for implementing changes over next 12-18 months
4. Request support from Board on Track or CLCS as necessary

THANKS!

Any questions?

STEM SCHOOL HIGHLANDS RANCH

Coversheet

CIO Support and Evaluation

Section: V. Board Committee Updates
Item: B. CIO Support and Evaluation
Purpose: Discuss
Submitted by:
Related Material: 2024-2025 CIO Goals (DRAFT).pdf

Goals for the CEO of a Charter School

2024-2025 School Year

Big Goal: <u>Establish systems</u> that empower contributors of the Strategic Plan to support achieving the objectives and focus areas for these priority areas: identity, experience, and growth.

1. Identity:

- Objective: Unify the organization around a singular mission and message that resonates within our internal and external community.
- Focus Areas:
    - Develop and refine foundational statements that clearly articulate the school's mission and vision.
    - Create cohesive messaging and branding that consistently reflect our core values.
    - Ensure that this unified identity is infused across all communications and interactions.

2. Experience:

- Objective: Gather comprehensive data to develop a 3-5 year plan aimed at enhancing the overall STEM experience for students, staff, and parents.
- Focus Areas:
    - Conduct a thorough SWOT analysis to identify strengths, weaknesses, opportunities, and threats.
    - Develop micro-plans based on the gathered insights to guide targeted improvements and implementations.
    - Being execution of STEM Experience Micro-Plans

3. Growth:

- Objective: Establish a solid foundation for future growth by putting the right people, policies, and procedures in place.
- Focus Areas:
    - Complete the development of a Shared Services Team to optimize resources across the network.
    - Develop knowledge management systems and manuals to ensure organizational preparedness.
    - Lay the groundwork for network expansion and scalability.
    - Create strategy and lay groundwork for a long-term fundraising program at STEM School Highlands Ranch.

- ○ Begin planning and executing immediate opportunities that align with STEM's long-term sustainability goals.such as summer school, home school programs, pre-school, and before/after school programs.
- ○ Explore application processes for potential replication of successful programs or school models.

Annual Themes:

- 2023-24: Develop a Strategic Plan – Engage STEM leaders and stakeholders to identify the organization's priority opportunities and create a roadmap for long-term success.

➡️ - **2024-25: Establish Systems and Procedures – Focus on building a solid foundation through well-defined systems and processes.**

- 2025-26: Delegate and Elevate – Empower leaders and staff by delegating responsibilities and elevating organizational performance.

- 2026-27: Work Land / Hire Leadership/ Start Construction – Begin the construction and development of a new school to expand our educational reach.

- 2027-28 - Construction and Year Zero Development - Build building, Hire Teachers, Buy FFE, Purchase Materials

- 2028-29: Start New School – Open the new school, ensuring it aligns with our mission and standards.

- 2029-30: Refine, Refine, Refine – Continuously improve and fine-tune operations, programs, and initiatives.

- 2030-31: Plan for the Next Chapter – Strategically plan for the next phase of growth and innovation for the school network.

Coversheet

Governance Committee

Section: V. Board Committee Updates
Item: E. Governance Committee
Purpose: Vote
Submitted by:
Related Material: 2024.09 Financial Controls Policy Revisions_CLEAN.pdf
                              2024.09 Financial Controls Policy Revisions_REDLINE.pdf
                              1stem_financial_controls_policy_updated_2022-2023-signed.pdf

STEM School Highlands Ranch Financial Controls
Previously updated June 28, 2022 with approved revision July 14, 2022

<u>**Proposed Revisions**</u>
Throughout Policy: Replace Executive Director with Chief Innovation Officer

Asset Protection Policies

7. Make any purchase in excess of $25,000 without obtaining a minimum of (3) bids unless specifically waived by the Chief Innovation Officer 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 Chief Innovation Officer, unless timing of such would create an operational challenge or not be in the best interest of STEM. 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 STEM. Generally, the terms of any contractual relationships shall not exceed one (1) year, at which time it maybe 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 paragraphs 7 and 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.

AND

STEM School Highlands Ranch Financial Controls
Previously updated June 28, 2022 with approved revision July 14, 2022

Management Policies

<u>Checks in Excess of $10,000</u> – Payments in excess of $10,000 are required to be authorized 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 assigned board member and kept in the current year audit file.

Approved by the STEM School Board on _____.
(dd/mm/yyyy)

STEM School Highlands Ranch

By: _____
(Signature, Board secretary)

_____
(Printed name, Board secretary)

Adopted: October 2018
Revised: September 2024

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STEM School Highlands Ranch Financial Controls
Previously updated June 28, 2022 with approved revision July 14, 2022

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1 of 2

STEM School Highlands Ranch Financial Controls
Previously updated June 28, 2022 with approved revision July 14, 2022

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Approved by the STEM School Board on _____.

(dd/mm/yyyy)

STEM School Highlands Ranch

By: _____

(Signature, Board secretary)

_____

(Printed name, Board secretary)

Adopted: October 2018
Revised: September 2024

STEM School Highlands Ranch Financial Controls

Updated June 28, 2022

In addition to providing sound financial controls for STEM School, this Financial Controls Policy is designed to fulfill STEM's obligations under the Charter School Contract between STEM 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.

1. 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), Executive Director, Principal's, Chief Financial Officer, STEM 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.

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

  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.

- Budget Control:
  a) Budget - The Board will receive a working draft of the annual budget for the upcoming year by March 1. This preliminary draft will be submitted to the Board for its approval and forwarded to DCSD on or before June 1. *See* Charter Contract Section 3.3.

  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.

  This flexibility is granted to the Executive Director and 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 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 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 Executive Director other direction.

- Cost & Commitment Control:
  Staff – starting with the Executive Director and extending throughout STEM– is responsible and accountable for budget compliance.

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

  Annually, the Chief Financial Officer will be asked to prepare budget detail schedules for specific expense accounts for the Executive Director. These schedules will be an itemization of the intended uses of budgeted funds. The expense accounts will include categories such as: Technology, Professional Development and Extra Duty Stipends. This is an illustrative list only; it is not exhaustive.

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

- Reporting:
  Monthly financial statements will be distributed to the 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 "within thirty days

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following the end of each quarter and end of each fiscal year." *See* Charter Contract Section 3.5.

The schools web site 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.

The school shall maintain the following items on their web site 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.

It is imperative that staff is proactive rather than reactive in managing budget variances.

Summary of Financial Report Distribution

Monthly: Board of Directors
                                        Finance Committee
                                        Executive Director

Quarterly: Board of Directors
                                        Finance Committee
                                        Executive Director
                                        DCSD

Annual Audited Report: Board of Directors
                                        Finance Committee
                                        Executive Director
                                        Enrichment/Academy Board of Directors
                                        DCSD
                                        Colorado Department of Education (CDE)
                                        CO State Auditor for Local Governments
                                        EMMA (Bond Required)

2. 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.

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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.

07/14/2022

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.

9. All employees are required to read and acknowledge by signing the Equipment Responsibility. See Addendum (A)

9. STEM is to maintain at least the following insurance coverages:

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

Each year the Executive Director and 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").

3. Management Policies

Contractual Commitments – The 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.

STEM's policy is to schedule/make payments after goods and/or services have been successfully received unless the Executive Director has given his or her approval to 'pre-pay' an expense. The Operations Director / Chief Financial Officer should review contracts that include scheduled payments before execution to ensure the availability of sufficient cash.

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

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

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<u>Checks in Excess of $10,000</u> – 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 purchases 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.

<u>Reimbursement to Member of the Board of Directors</u> - Members will be reimbursed for their expenses 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").

<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.

4. Accounting Policies and Procedures

<u>Purchases</u> – All purchases must be pre-approved by the Executive Director, Chief Financial Officer or Principal/Director before STEM will be financially obligated.

The Executive Director will submit to the board of 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, re-occurring insurance payments. This list should be updated as new items are identified.

Orders for all supplies should be delivered to the Business office or the purchasing assistant. 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.

The Executive Director or Chief Financial Officer will approve all requests outside of those needed to support the instructional program of the school.

<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 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 and CFO stating approval. (eg. Xcel, Comcast, Safe Systems etc)

<u>Check Requests</u> – A purchase order form is to be used to initiate a pre-payment 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 and the purchase order

<u>STEM Debit Card Receipts</u> – The use of a STEM debit card is a privilege and is limited to the Executive Director, Chief Financial Officer, Principal/Director and the Purchasing Assistant.

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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.

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.

Outgoing Mail – 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 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.

Incoming Mail – All mail is to be opened by a receptionist to ensure any checks received by mail are 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.

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.

Cash Collection- STEM engages in fund raising (i.e. bake sale, school store, gift card sales etc etc.) Although collection of cash is not desirable it at times can be unavoidable, and the follow procedures need to be in place for collection of cash.
- Activities where cash is collected there should be two people present during sales and collection of fundraisers.
- At the end of fundraiser two people should count cash & coins, record amount collected and print and sign amount collected on fundraiser document.
- 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.

Bank Transfer – Each month the PPR revenue comes into the Colorado Trust Account on the 25th of each month. The transfer of funds is requested by the Chief Financial Officer to move from Colorado Trust account into the First Bank operating account. The transaction is initiated by the Chief Financial Officer and the Executive Director reviews and approves prior to the transfer.

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:

Payroll

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- Book Bi-monthly payroll, book bonuses, vacation payouts, travel expenses, other misc. items

- Record PERA accrual

- Record payroll liabilities including 401K and 403B

Banking

- Confirm that all bank transfers have been recorded and coded accurately

- Book cash account reconciliation items

- Account for bank fees and interest rates

- Reconcile all bank accounts to the bank statements

Revenue

- Record PPR Revenue and adjust for state intercept payment

- Reconcile the general ledger to detail

- Check and update accounts receivable records

- Run accounts receivable aging to estimate bad debts

- Reconcile accounts receivable in books to detail

- Ensure all records are made properly & accurately

Expenses

- Review and book prepaid invoices

- Adjust records on all invoices which are due by the end of current month

- Monitor and arrange records on deferred rent

- Make reversing entries (if any) from previous month(s)

- Categorize expenses as required to various classes in the general ledger

- General Ledger review including all Balance sheet and Income statement accounts

- Book Depreciation and Amortization entries as applicable

- Check the trial balance (revenue and capital accounts in the general ledger)

- Run profit & loss account analysis

- Compare financial actuals to budget

Equity Account Classification – STEM operates under two major fund types

 Restricted-assigned: funds that have designated for a specific purpose which can be directed by state, donor or the board of directors of STEM.

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Unrestricted-unassigned: funds that have not been designated for a specific purpose and are used for the general operation of the school.

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.

1. The amount in petty cash is not to exceed $150.
2. There will be *no* cash advances of any sort from petty cash.
3. Reimbursement from petty cash requires the submission of the original receipt and the staff member receiving petty cash must sign a petty cash voucher.
4. The petty cash fund will be audited monthly by Chief Financial Officer
5. The Petty Cash fund should be audited on a semi-annual basis by a member of the school Board of Directors.

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

Fixed Assets – Purchased fixed assets are recorded at historical cost =/> 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: Furniture and Fixtures 5 years, Technology 2 years, Building 40 years, Building improvements 10 years, large Capital Construction/Remodel 15 years or the life of the lease whichever is shorter.

5. Internal Control

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

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

Maintenance of files

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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.

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 transparence laws.

In order to accomplish these goals and requirements the school must develop a system of process and retaining records. The following outline the process whereby STEM School will comply with these requirements. These records will be maintained in a paper format for two years and electronic for seven years.

1. 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.
         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.

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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.

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.

All financial documents will be maintained in electronic form for a period seven (7) years and two years in a paper format.

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.

Legal Contracts - Contracts will be reviewed by the Chief Financial Officer and a copy of the finalized contract will be given to the Executive Director or his/her appointee.

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.

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.
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.

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.

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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.

6. Conflicts of Interest

Each year members of the Board of Directors are required to review and sign the "Board of Directors Code of Conduct Agreement" (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.

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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 save 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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Coversheet

Douglas County Bond Resolution

Section: VI. Board of Directors Updates
Item: A. Douglas County Bond Resolution
Purpose: Vote
Submitted by:
Related Material: Board_Resolution_declaring_support_for_Bond 2024.pdf

RESOLUTION DECLARING SUPPORT FOR DOUGLAS COUNTY DISTRICT'S
2024 BOND PROPOSAL

WHEREAS, STEM School Highlands Ranch (the "School") is a charter school duly organized and existing under the constitution and laws of the State of Colorado, including the Colorado Charter Schools Act, C.R.S. § 22-30.5-101, et seq. and a charter authorized by the Board of Education of Douglas County District R-1 (the "District"); and

WHEREAS, the Board of Education of the District has determined that the interest of the District and the public interest and necessity demand and require enlarging, improving, remodeling, repairing, or making additions to school building, constructing or erecting school buildings, equipping or furnishing any school building, and improving school grounds, and

WHEREAS, in order to fund such improvements, the Board of Education of the District has approved a $490 million bond question to be submitted to the voters of the District on the November 5, 2024 ballot; and

WHEREAS, the School serves students and parents in partnership with the District, and the District has agreed to forward a portion of the revenues generated by the 2024 Bond Measure to its charter schools, including the School, should those measures be approved by the voters; and

WHEREAS, the revenues the School will receive should the ballot measure be approved will enhance educational opportunities for students by updating and equipping aging schools and facilities, upgrading school safety and security, and

WHEREAS, C.R.S. § 1-45-117(1)(b)(III), authorizes governing boards to pass a resolution taking a position of advocacy on local ballot issues and disseminating that position;

NOW, THEREFORE, be it resolved that the School hereby SUPPORTS THE 2024 BOND MEASURE and urges the passage of these measures at the November 5, 2024 election.

Adopted September 10, 2024

_____, Board President/Chairperson