



STEM School Highlands Ranch

Board of Director's Meeting

Published on November 29, 2024 at 1:44 PM MST

Amended on November 29, 2024 at 1:47 PM MST

Date and Time

Tuesday December 3, 2024 at 5:30 PM MST

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=3FbC4D1oROtEaq1eZXVvPxxWnRc2lY.1>

Passcode: 631204

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:30 PM
A.	Record Attendance		2 m
B.	Call the Meeting to Order		1 m
C.	Pledge of Allegiance	Darrell Lomelino	1 m
D.	Reciting of the Mission Statement	Gina Wing	1 m

	Purpose	Presenter	Time
<p>Never Stop Innovating! We envision a world of exponential possibilities where every child develops the innate knowledge, skills, creativity and character to thrive, lead and succeed in an ever-changing future.</p>			
II. Approve Meeting Minutes			5:35 PM
A. Approve Minutes 10/8	Approve Minutes	Carla Gustafson	2 m
B. Approve Minutes 10/16	Approve Minutes	Carla Gustafson	2 m
C. Approve Minutes 10/22	Approve Minutes	Carla Gustafson	2 m
D. Approve Minutes 11/12	Approve Minutes	Carla Gustafson	2 m
E. Approve Meeting Minutes 11/19	Approve Minutes	Carla Gustafson	2 m
III. STEM School Highlands Ranch Updates			5:45 PM
A. Fall Survey Results Presentation	FYI	LynAnn Kovalesky	20 m
<p>LynAnn Kovalesky, with Ishmeet Kalra and Academic Committee, will present results from SAC Fall Parent Survey, Fall Staff Survey, and September Student Advisory Survey.</p>			
B. AP Diploma Program Presentation	Discuss	LynAnn Kovalesky	20 m
IV. KOSON Schools			6:25 PM

	Purpose	Presenter	Time
A. CIO Update - Potential Charter School Replication in DCSD	Discuss	Matt Cartier	15 m
<p>Matt Cartier to provide presentation regarding growth strategy within Douglas County School District. The presentation will review the DCSD Charter Application Process timeline with a proposed board resolution to prepare and submit a Letter of Intent to apply to open a new charter school in DCSD.</p>			
B. Board vote regarding DCSD replication Letter of Intent	Vote	Matt Cartier	5 m
<p>Proposed Resolution for Board approval to prepare and submit a Letter of Intent to submit a new charter school application in Douglas County School District. The resolution will be finalized based on CIO Presentation and Board discussion.</p>			
V. Board Committee Updates			6:45 PM
A. Finance Committee Update	FYI	Darrell Lomelino	5 m
<p>Review Financial status through October 31st.</p>			
VI. Consent Agenda			6:50 PM
A. Vote for Consent Agenda Items	Vote	Carla Gustafson	5 m
<ul style="list-style-type: none"> • Finance Committee One Pager 			
VII. Public Comment			6:55 PM
<p>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</p>			
A. Public Comment Sign up link			5 m
<p>https://forms.gle/xjYxbDmtekd7PC7B6</p>			
VIII. Board of Director's Updates			7:00 PM
A. Preview of Next Meeting	FYI	Carla Gustafson	5 m

	Purpose	Presenter	Time
	<ul style="list-style-type: none"> • Finance - Board vote on updated 24/25 Budget • Academic - AP Program Approval • Governance - Present Student/Parent Handbook Updates and Draft Staff Handbook • CIO Support and Evaluation - Approve Mid-Year Evaluation • STEM Enrollment Strategy and Facilities Updates 		
IX.	Executive Session - CIO Mid_year Check-In BOD Evaluation		7:05 PM
A.	Convene Executive Session	Vote	Carla Gustafson
	<p><i>The Board may vote to recess into executive session for the CIO Mid Year Board Evaluation pursuant to:</i></p> <p><i>Personnel matters except if the employee who is the subject of the session has requested an open meeting, or if the personnel matter involves more than one employee, all of the employees have requested an open meeting. With respect to hearings held pursuant to the "Teacher Employment, Compensation, and Dismissal Act of 1990", article 63 of title 22, C.R.S., the provisions of section 22-63-302 (7)(a), C.R.S., shall govern in lieu of the provisions of this subsection (4).</i></p>		60 m
X.	Closing Items		8:05 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 10/8

Section: II. Approve Meeting Minutes
Item: A. Approve Minutes 10/8
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting - Special Session on October 8, 2024

APPROVED



STEM School Highlands Ranch

Minutes

Board Meeting - Special Session

Date and Time

Tuesday October 8, 2024 at 5:30 PM

Location

Zoom Webinar

Public Session Access:

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

Please click this URL to join. [https://zoom.us/j/96571602369?](https://zoom.us/j/96571602369?pwd=b7Q5TvhFXolOFFPt4F7XauKn7RAPBdv.1)

[pwd=b7Q5TvhFXolOFFPt4F7XauKn7RAPBdv.1](https://zoom.us/j/96571602369?pwd=b7Q5TvhFXolOFFPt4F7XauKn7RAPBdv.1)

Passcode: 990343

Directors Present

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

Directors Absent

None

Ex Officio Members Present

M. Cartier (remote)

Non Voting Members Present

M. Cartier (remote)

Guests Present

Eric Hall (Executive Session) (remote)

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 Oct 8, 2024 at 5:31 PM.

II. STEM School Highlands Ranch Updates

A. 2024/25 UIP Approval

L. Davison made a motion to Approve the UIP.

R. Lukez seconded the motion.

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

B. Enrollment Policy Approval

R. Lukez made a motion to Approve the updated enrollment policy.

G. Shick seconded the motion.

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

III. Board Committee Updates

A. Finance Committee

D. Lomelino updated board on audit process and timeline, and a recommendation to formally vote and authorize Board treasurer (D. Lomelino) to accept the audit on board's behalf.

Discussion to consider adding to bylaws as treasurer duties.

L. Davison made a motion to Grant the treasurer the authority to accept the audit on Board's behalf.

R. Lukez seconded the motion.

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

IV. Executive Session

A. Executive Session Discussions

K. Reyna made a motion to recess into executive session for stated subject.

I. Kalra seconded the motion.

The Board voted to recess into executive session pursuant to C.R.S. § 24-6-402(4)(b) to obtain advice from the School's attorney related to specific legal questions regarding a lawsuit against the School, as well as pursuant to C.R.S. 24-6-402(4)(e) to determine positions relative to matters that may be subject to negotiations and to instruct negotiators regarding the lawsuit against the School.

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

Executive Session lasted from 5:45 pm to 7:14 pm

Resumed Public Session at 7:16 pm

V. Closing Items

A. Adjourn Meeting

R. Lukez made a motion to Adjourn.

K. Reyna seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:17 PM.

Respectfully Submitted,

I. Kalra

Documents used during the meeting

- SAC 24-25 STEM Proposed UIP Goals Presentation.pdf
- Policy_Enrollment_2024.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

Approve Minutes 10/16

Section: II. Approve Meeting Minutes
Item: B. Approve Minutes 10/16
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting - Special Meeting on October 16, 2024

APPROVED



STEM School Highlands Ranch

Minutes

Board Meeting - Special Meeting

Date and Time

Wednesday October 16, 2024 at 5:30 PM

Location

Zoom Webinar

Public Session Access:

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

Please click this URL to join. [https://zoom.us/j/93869040346?](https://zoom.us/j/93869040346?pwd=jZT1LiHr8NZgabSwyF15LrOgF1UQSb.1)

[pwd=jZT1LiHr8NZgabSwyF15LrOgF1UQSb.1](https://zoom.us/j/93869040346?pwd=jZT1LiHr8NZgabSwyF15LrOgF1UQSb.1)

Passcode: 076889

Directors Present

C. Gustafson (remote), D. Lomelino (remote), E. Quigley (remote), I. Kalra (remote), K. Reyna (remote), L. Davison (remote), R. Lukez (remote)

Directors Absent

G. Shick, G. Wing

Directors who arrived after the meeting opened

D. Lomelino, E. Quigley

Ex Officio Members Present

M. Cartier (remote)

Non Voting Members Present

M. Cartier (remote)

Guests Present

Eric Hall (Executive Session) (remote)

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 Wednesday Oct 16, 2024 at 5:34 PM.

Clay Wire, guest in public session.

D. Lomelino arrived at 5:35 PM.

II. Executive Session

A. Executive Session Discussions

R. Lukez made a motion to move to executive session for stated subject.

K. Reyna seconded the motion.

The Board may vote to recess into executive session pursuant to C.R.S. § 24-6-402(4)(b) to obtain advice from the School's attorney related to specific legal questions regarding a lawsuit against the School, as well as pursuant to C.R.S. 24-6-402(4)(e) to determine positions relative to matters that may be subject to negotiations and to instruct negotiators regarding the lawsuit against the School.

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

Executive Session lasted 5:39 pm to 6:37 pm

M. Cartier joined meeting at 5:54 pm.

E. Quigley arrived at 5:48 PM.

III. Public Session

A. Possible board vote on items related to instructing settlement negotiators.

The Board returned to public session at 6:39.

C. Gustafson noted that a vote was not required.

IV. Closing Items

A. Adjourn Meeting

I. Kalra made a motion to Adjourn.

L. Davison seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:40 PM.

Respectfully Submitted,
I. Kalra

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 10/22

Section: II. Approve Meeting Minutes
Item: C. Approve Minutes 10/22
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting - Special Session on October 22, 2024

APPROVED



STEM School Highlands Ranch

Minutes

Board Meeting - Special Session

Date and Time

Tuesday October 22, 2024 at 5:15 PM

Location

Zoom Webinar

Public Session Access:

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

Please click this URL to join. <https://zoom.us/j/94067300162?pwd=WLMZbtDBuYqbSxnHCZgElflc7B918k.1>

Passcode: 168941

Directors Present

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

Directors Absent

None

Directors who arrived after the meeting opened

D. Lomelino, R. Lukez

Directors who left before the meeting adjourned

R. Lukez

Ex Officio Members Present

M. Cartier (remote)

Non Voting Members Present

M. Cartier (remote)

Guests Present

Eric Hall (Executive Session) (remote)

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 Oct 22, 2024 at 5:18 PM.

II. Executive Session

A. Executive Session Discussions

I. Kalra made a motion to recess executive session for the stated subject.

L. Davison seconded the motion.

The Board may vote to recess into executive session pursuant to C.R.S. § 24-6-402(4)(b) to obtain advice from the School's attorney related to specific legal questions regarding a lawsuit against the School, as well as pursuant to C.R.S. 24-6-402(4)(e) to determine positions relative to matters that may be subject to negotiations and to instruct negotiators regarding the lawsuit against the School.

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

Executive Session lasted from 5:23 pm 6:29 pm.

R. Lukez arrived at 5:32 PM.

D. Lomelino arrived at 5:41 PM.

R. Lukez left at 6:29 PM.

III. Public Session

A. Possible board vote on items related to instructing settlement negotiators.

The Board returned to public session at 6:30.

C. Gustafson noted that a vote was not required.

IV. Closing Items

A. Adjourn Meeting

L. Davison made a motion to Adjourn.

G. Shick seconded the motion.

Adjourned at 6:34

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:44 PM.

Respectfully Submitted,

C. Gustafson

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 11/12

Section: II. Approve Meeting Minutes
Item: D. Approve Minutes 11/12
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board of Director's Meeting on November 12, 2024

APPROVED



STEM School Highlands Ranch

Minutes

Board of Director's Meeting

Date and Time

Tuesday November 12, 2024 at 5:30 PM

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?](https://zoom.us/j/96916599576?pwd=3FbC4D1oROtEaq1eZXVvPwWnRc2lY.1)

[pwd=3FbC4D1oROtEaq1eZXVvPwWnRc2lY.1](https://zoom.us/j/96916599576?pwd=3FbC4D1oROtEaq1eZXVvPwWnRc2lY.1)

Passcode: 631204

Directors Present

C. Gustafson, D. Lomelino, E. Quigley, I. Kalra (remote), K. Reyna (remote), R. Lukez

Directors Absent

G. Shick, G. Wing, L. Davison

Directors who left before the meeting adjourned

K. Reyna

Ex Officio Members Present

M. Cartier

Non Voting Members Present

M. Cartier

Guests Present

A. Westfall, Cortney Crouch, L. Kovalesky, 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 Nov 12, 2024 at 5:47 PM.

Cortney Crouch and Ryan Mehaffey, financial consultants and members of Finance Committee, were present at the meeting.

C. Pledge of Allegiance

D. Reciting of the Mission Statement

E. Approval of Meeting Minutes for Special Meetings

C. Gustafson updated the Board that the meeting minutes for the Oct 8, 16, and 22 Meeting Minutes are still being finalized and suggested tabling the approval to the December meeting.

II. Approve Meeting Minutes

A. Approve Minutes

D. Lomelino made a motion to table vote on approval of Special meetings 10/8, 10/16, and 10/22.

R. Lukez seconded the motion.

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

R. Lukez made a motion to approve the minutes from Board of Director's Meeting on 10-01-24.

E. Quigley seconded the motion.

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

B. Approve Minutes

Motion to approve the minutes from Board Meeting - Special Session on 10-08-24.

The motion did not carry.

C. Approve Minutes

Motion to approve the minutes from Board Meeting - Special Meeting on 10-16-24.
The motion did not carry.

D. Approve Minutes

Motion to approve the minutes from Board Meeting - Special Session on 10-22-24.
The motion did not carry.

III. STEM School Highlands Ranch Updates

A. Oct Count, Enrollment update, and 24/25 Calendar Update

Enrollment was initially projected at 1375 for school year budgeting. The October count results confirmed an increase to 1400 students.

STEM held a Prospective Spartan open house evening, ahead of DCSD open enrollment for next school year. Presentation reports total of 201 forecasted new students through open enrollment requests. As of Nov 12th, latest information from DCSD is reporting 301 forecasted new students through open enrollment for 25/26 school year.

B. 25/26 School Calendar Update

R. Lukez made a motion to approve the proposed update to the 2025/26 calendar to add 2 Professional Development days for Elementary only.

D. Lomelino seconded the motion.

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

IV. KOSON Schools

A. Board Strategy Implications related to CIO Update

No updates for this month.

B. 23/24 Financial Audit Report Presentation and Q&A

Jim Hinkle and Ariel Fuqua from Hinkle and Company presented the results of the 2023/2024 Audit. Ariel Fuqua was the primary auditor.

Audit process - Review internal structures to ensure the segregation of duties, check for significant deficiencies, or material weaknesses. They then complete assessment of Audit Risk- compare current year to prior year, current year to budget.

Audit result - "unmodified opinion" which is a positive clean audit result. With the change in personnel, the business office put in extra effort finding information, but there were no concerns. Mr. Hinkle commended the staff with their transparency, significant effort supporting the audit, and that they were able to meet all the reporting deadlines. There

was one Journal Entry to note that the end of the fiscal year changed to June 30th. With respect to the financial statement, there were no major changes.

Mr. Hinkle noted that the pension liability went up because of the assumptions used by PERA in respect to inflation and cost of living returns. Overall the totals balanced out. PERA has secured contribution rate for the next 2 years.

Erin noted that there is big difference between instruction vs supporting services from 2023 to 2024, it almost doubled, see pdf sheet 9. Cortney explained that it has a lot more to do with how expenses were being booked and not that there is an actual increase in support vs instruction services. The new way of accounting aligns the costs to more specific and appropriate codes.

When you look at the expenses, does it match up to what expenses should be for charters? It should be flipped, so that instruction is over 50%, This is probably also because of accounting recording changes.

Cortney also pointed out that pdf sheet 16 shows more of the cash in vs cash out, including depreciation.

It was asked when will we know more accurately, instruction vs. support? The Finance team can provide that information to the board.

C. 24/25 Budget Update Presentation

Ryan presented the budget update process recap for Phase 1- Phase 4. Phase 5 is the next step - which will be handed off to the new CFO that is expected to be on board very soon.

Where we sit now- GAAP And Department level system. We can pull year to date actuals at any point. We have integrated the financials into the rest of the school.

Rudy: are we in a good place to move forward with our software? Cortney- Quickbooks online is quite limited. Moving forward, she recommend a switch over to the enterprise version of Quickbooks. This could be a summer project that is completed fairly quickly over that time because Cortney already has a budgeting framework ready for that future transition.

Matt pointed out that the updated budget system will allow us to be scalable and use for replication, both from an accounting system and leadership standpoint. With the new system, department leaders are engaged, able to set and achieve goals, and be held accountable.

Cortney went over the 2024 - 2025 ADOPTED BUDGET from December- showed the board how to submit the appropriation resolutions if we should choose to budget more than we are taking in. and how CDE wants us to submit the information.

What are the 5 numbers that we need to see every month

- 1-Salaries and benefits as a function of YTD PPR
- 2- Administrative Salaries
- 3- Instructional Salaries
- 4- Current projected debt service coverage ratio
- 5- current days cash on hand

The proposed budget for 2024/25 includes a request to use \$1.5M in reserves for capital improvement. More detail on the proposed capital projects will be provided to the Board before the vote on the proposed budget in a future meeting.

STEM has \$5M worth of capital improvement that have been on our wish list since 2018.

The request for 24/25 is to use \$1.5M in reserves to spend on priority capital improvements by July 2025. The proposed budget did not factor in 5A passing, so that will provide additional funds for capital improvements.

Cortney provided background on Fund 43 designation which can set aside money that could be used with BOD resolution/approval.

Question - Have you looked into the CDE Capital improvement bonds? Other options are BEST Grants for playground funds.

Question - Knowing that we are looking at growth opportunities in the short term, will we still have adequate reserves to support those opportunities? It was clarified that there are grant applications and funding available to support new schools. The priority is to focus on needed improvements/upgrades to STEM HR, while ensuring we maintain adequate reserves.

V. Board Committee Updates

A. CIO Support and Evaluation

Key dates-

Nov 22- CIO will share his mid year reflection

Dec 2nd- BOD members will have read reflection and will share notes

Dec 3rd- BOD Meeting and discussion

Mid Dec- CIO Support & Evaluation committee will meet to discuss feedback with CIO and prepare review

B. Governance Committee

Board on Track assessment provides feedback on Board structure, capability, and effectiveness

Results showed continued improvement in board effectiveness. Presentation highlighted strengths and focus areas to work on.

K. Reyna left at 8:13 PM.

VI. Consent Agenda

A. Vote for all Consent Agenda items

R. Lukez made a motion to approve the consent agenda.

E. Quigley seconded the motion.

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

B. Confirm the Board Committees and Chair assignments for 2024/2025

C. Confirm the following Board Committee One Pagers:

D. Confirm the following policies - no updates needed:

VII. Public Comment

A. Public Comment Sign up link

There was no public comment.

VIII. Closing Items

A. Adjourn Meeting

R. Lukez made a motion to adjourn the meeting at 8:26 pm.

D. Lomelino seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:26 PM.

Respectfully Submitted,

C. Gustafson

Documents used during the meeting

- ED Board Presentation 2024112.pdf
- 2025-2026 STEM Academic Calendar to match DCSD with extended times- ends before Memorial Day with ES PD.pdf
- 2024 KOSON Schools Financial Statements and Audit Report.pdf

- STEM FY25 Revised Budget_Draft.pdf
- STEM School - 11-12-24 Interim CFO Process Recap.pdf
- CIO Mid-Year Check-In Slide.pdf
- STEM_Presentation_2024 Board Assessment Results.pdf
- Academic_Excellence_Committee_One_Pager_2024-2025.pdf
- Advancement_Committee_One_Pager_24-25.pdf
- CIO_Support_and_Evaluation_Committee_One_Pager_FY24-25.pdf
- Governance Committee One Pager 2024-25.pdf
- Policy_ProceduresSelectingInstrMat_2023.pdf
- Policy_SelectionControversialLearningResources_2023.pdf
- Policy_Viewpoint Neutrality_2022.pdf
- Policy_OptInOptOut_2023.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

Approve Meeting Minutes 11/19

Section: II. Approve Meeting Minutes
Item: E. Approve Meeting Minutes 11/19
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting - Special Meeting on November 19, 2024

APPROVED



STEM School Highlands Ranch

Minutes

Board Meeting - Special Meeting

Date and Time

Tuesday November 19, 2024 at 5:00 PM

Location

Zoom Webinar

Public Session Access:

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

Please click this URL to join. <https://zoom.us/j/97141631598?pwd=U6lJtvuJ8hrZAlmMBUa0hbjrSS2fkp.1>

Passcode: 395093

Directors Present

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

Directors Absent

None

Directors who arrived after the meeting opened

E. Quigley

Directors who left before the meeting adjourned

G. Shick

Ex Officio Members Present

M. Cartier (remote)

Non Voting Members Present

M. Cartier (remote)

Guests Present

Eric Hall (Executive Session) (remote)

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 Nov 19, 2024 at 5:09 PM.

E. Quigley arrived at 5:10 PM.

II. Executive Session

A. Executive Session Discussions

K. Reyna made a motion to enter into executive session for the stated reason at 5:13.

R. Lukez seconded the motion.

The Board may vote to recess into executive session pursuant to C.R.S. § 24-6-402(4)(b) to obtain advice from the School's attorney related to specific legal questions regarding a lawsuit against the School, as well as pursuant to C.R.S. 24-6-402(4)(e) to determine positions relative to matters that may be subject to negotiations and to instruct negotiators regarding the lawsuit against the School.

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

Roll Call

C. Gustafson Aye

E. Quigley Aye

K. Reyna Aye

R. Lukez Aye

L. Davison Aye

D. Lomelino Aye

G. Wing Aye

G. Shick Aye

I. Kalra Aye

Executive Session lasted from 5:15 to 6:42

G. Shick left at 6:26 PM.

M. Cartier left at 6:26 pm

III. Public Session

A. Possible board vote on items related to instructing settlement negotiators.

Public session restarted at 6:44 pm.

C. Gustafson noted that a board vote was not required.

IV. Closing Items

A. Adjourn Meeting

R. Lukez made a motion to adjourn.

D. Lomelino seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:46 PM.

Respectfully Submitted,

C. Gustafson

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

Fall Survey Results Presentation

Section: III. STEM School Highlands Ranch Updates
Item: A. Fall Survey Results Presentation
Purpose: FYI
Submitted by:
Related Material: December Board Presentation 24_25.pdf
2024 Fall SAC Survey Overall.pdf
September 2024 Student Advisory Survey Data Report.pdf
24-25 Fall Staff Survey for Agenda.pdf

ED Presentation

December 3rd, 2024

LynAnn Kovalsky, Executive Director

UPDATES

2024 - 25 Enrollment

Elementary	Middle	High	Total	Potential
506	473	416	1,395	1,404

Elementary School	
Kinder	73
First	65
Second	77
Third	95
Fourth	79
Fifth	117

Middle School	
Sixth	133
Seventh	162
Eighth	178

Pending Enrollments	
Extended Absences	3
S2 Transfers - In	8
S2 Transfers - Out	2

High School	
Ninth	114
Tenth	105
Eleventh	97
Twelfth	87
13/14	13

Data - IC Student Enrollment Summary
Report 12/3/2024 + 2024-25 Admin
Transfers

2025 - 26 Open Enrollment Numbers - Round 1

Elementary	Middle	High	Total	Projected Accepted
262	107	70	439	153 (35%)

Elementary School	
Kinder	146
First	24
Second	21
Third	21
Fourth	28
Fifth	22

Middle School	
Sixth	52
Seventh	45
Eighth	10

Trends YOY	
Applications	+18%
Round 1 Acceptance	35%
Round 2 Acceptance	40%

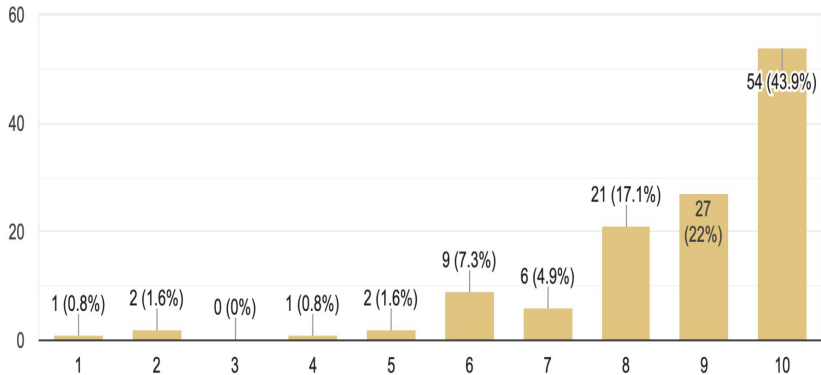
High School	
Ninth	65
Tenth	3
Eleventh	1
Twelfth	1
13/14	0

Academic Excellence Committee

Fall Staff Pulse Survey

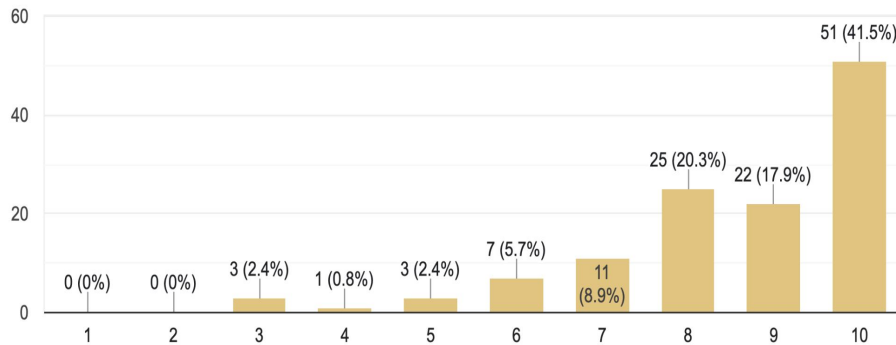
I would recommend STEM to my friends or family as a place to work.

123 responses



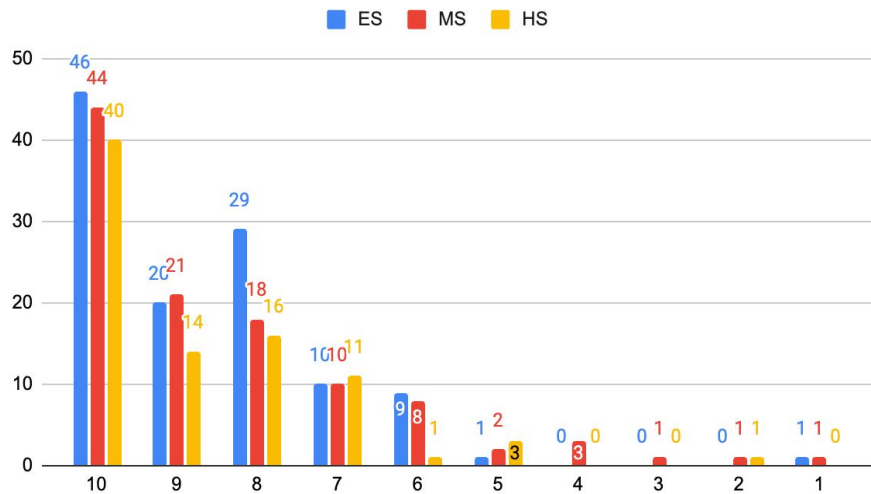
I am excited and inspired by STEM's program model that is centered on problem based learning, real world application, whole student development and personalized pathways.

123 responses

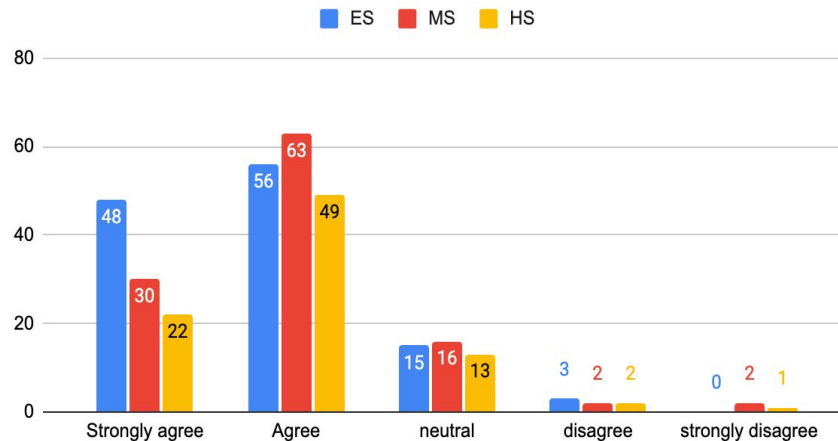


Fall SAC Survey Data

I would recommend STEM to my family and friends.

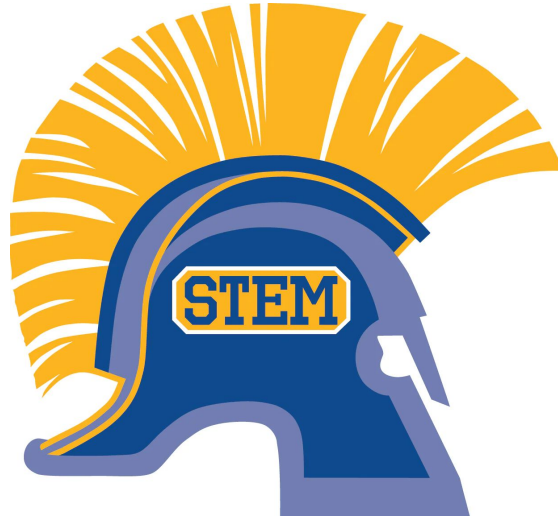


STEM concepts such as real world application, problem based learning, and integrated technology are effectively embedded into courses.



[Link to Survey Results](#)

Student Advisory Survey Data



[Link to Survey](#)

New Potential Program- AP Diploma

What is AP Diploma?

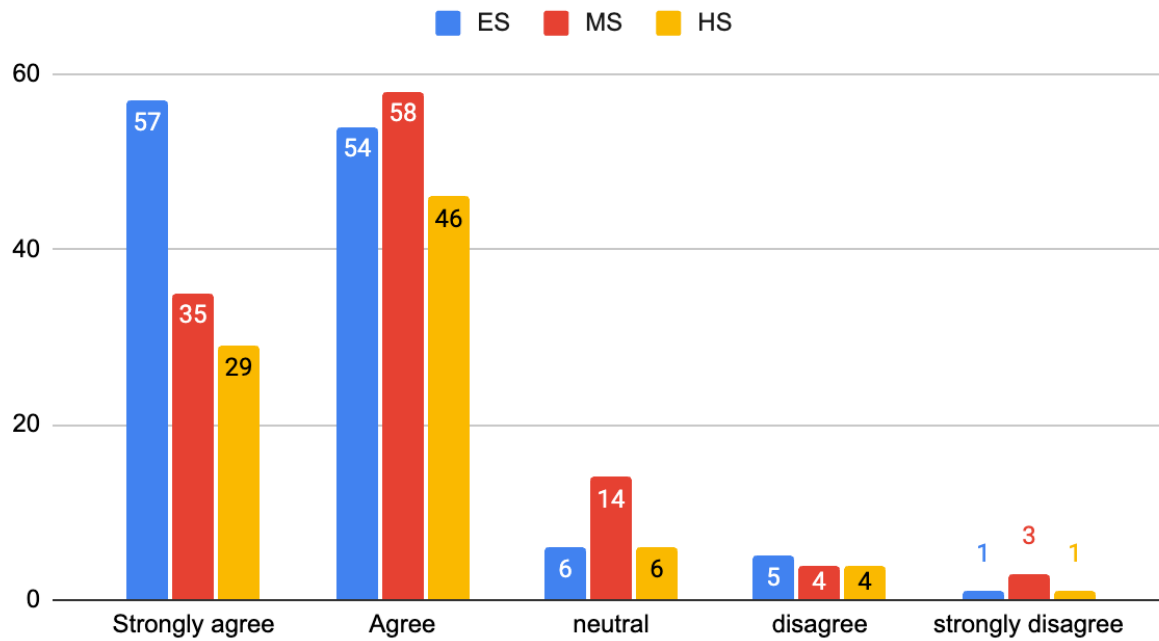
The AP Capstone Diploma is an advanced diploma offered by the College Board, designed to *promote college readiness and critical thinking* through two specific courses: AP Seminar and AP Research. Students earn the diploma by **completing these courses and earning scores of 3 or higher on them, along with scores of 3 or higher on four additional AP exams of their choice.**

[More information on AP Diploma](#)

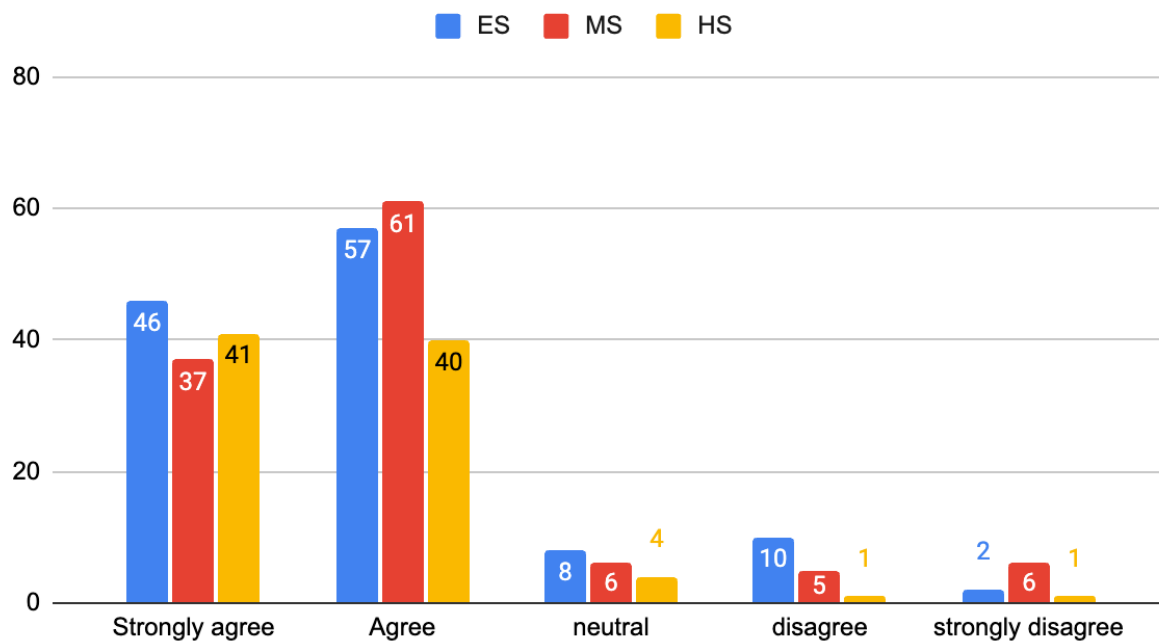
Fall 2024

325 responses

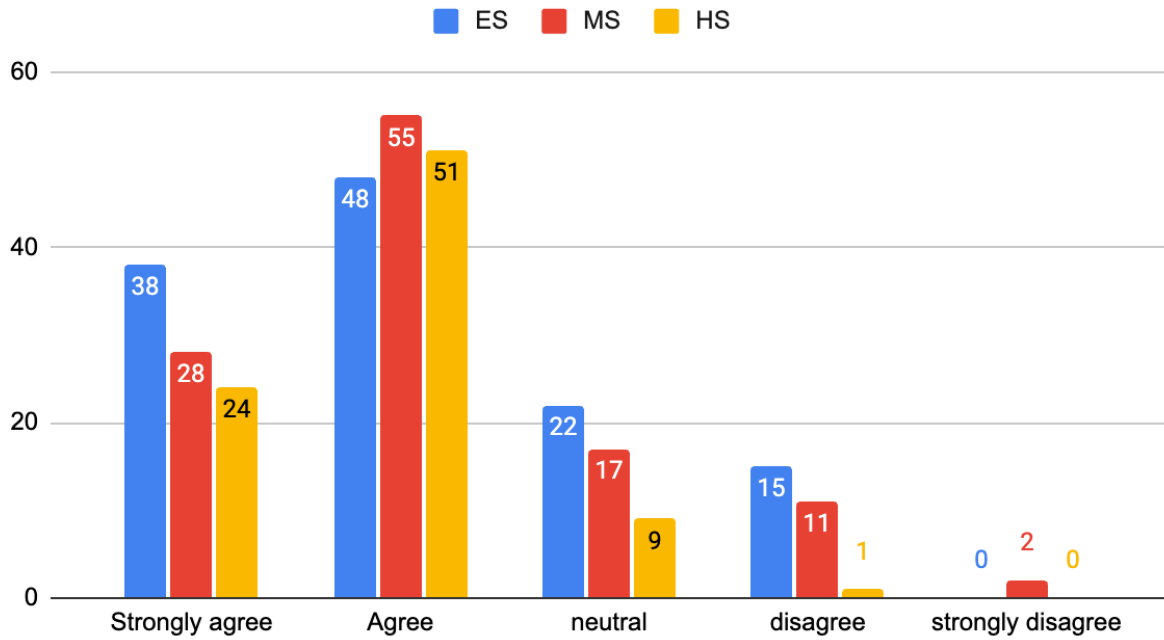
Teachers are supportive of the individual needs of my student.



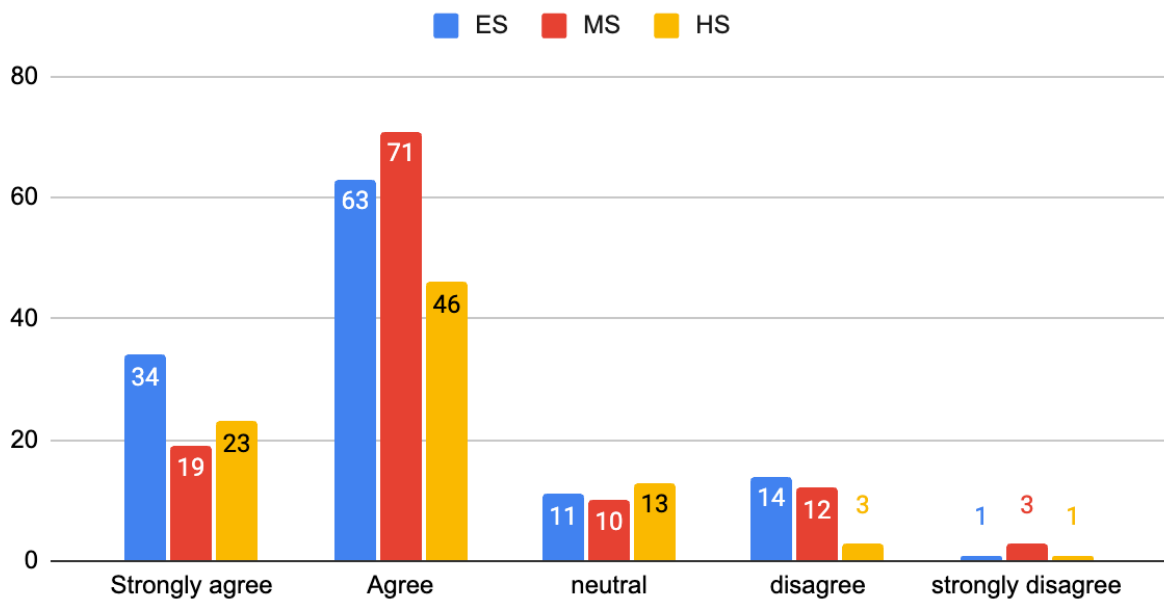
Teachers are supportive of the individual needs of my student.



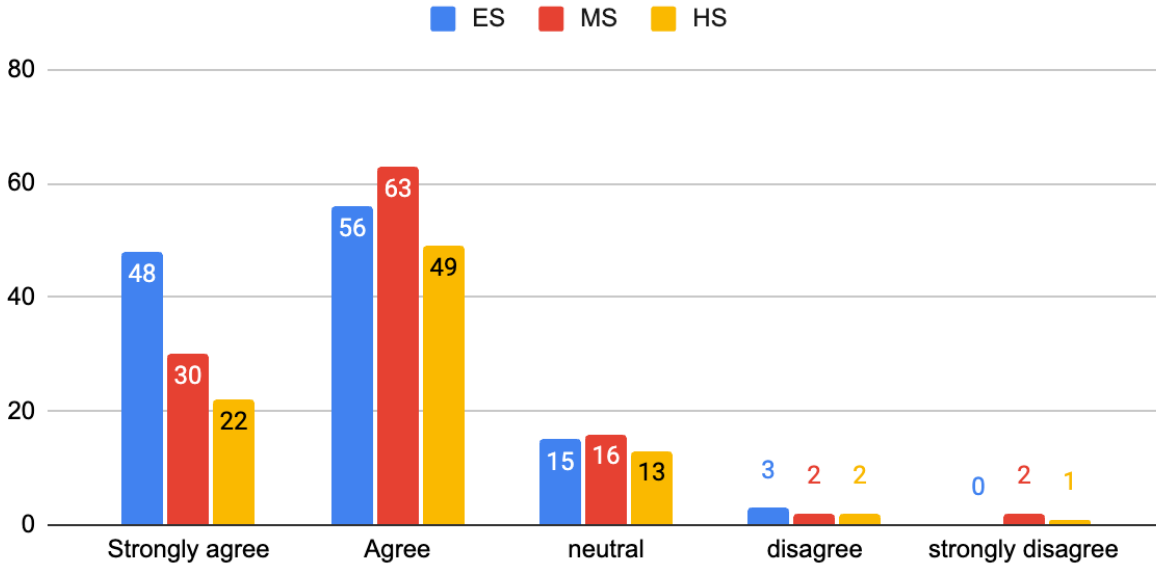
The curriculum at STEM is rigorous.



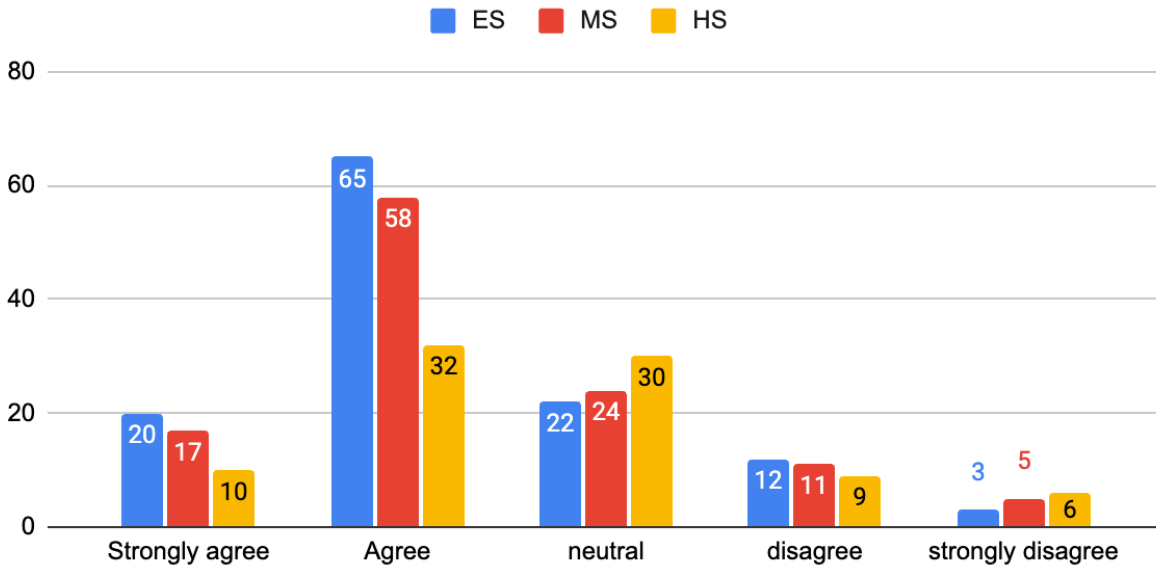
The workload is in line with the rigor that you expect from students at STEM.



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

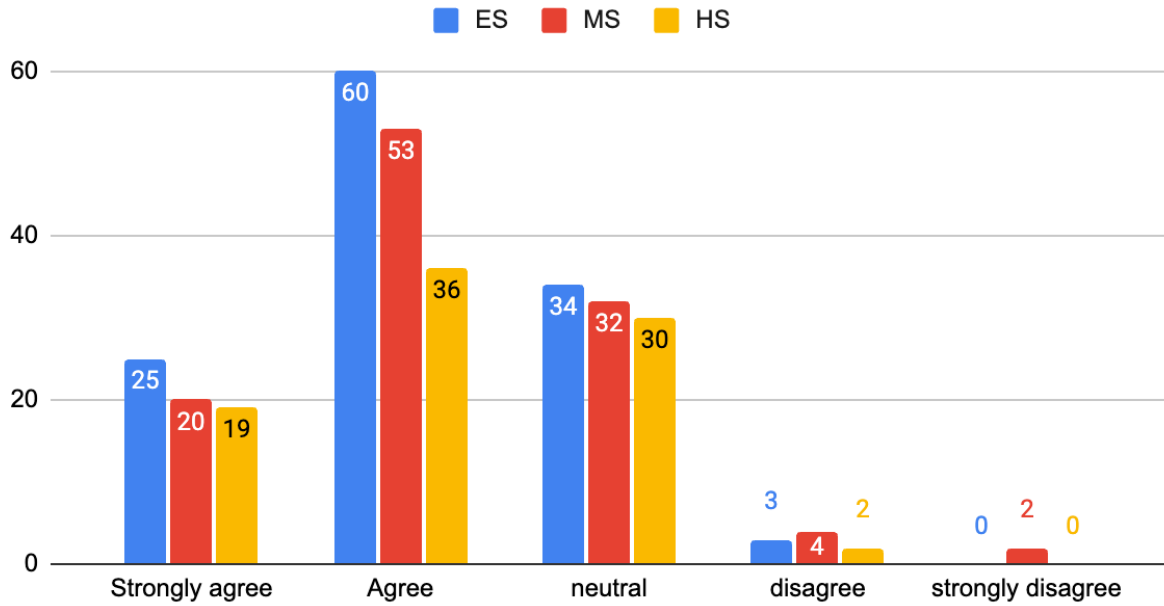


I understand SBL (Standards Based Learning) and SBG (Standards Based Grading). If your answer is Disagree or Strongly Disagree, please elaborate below on the final question.

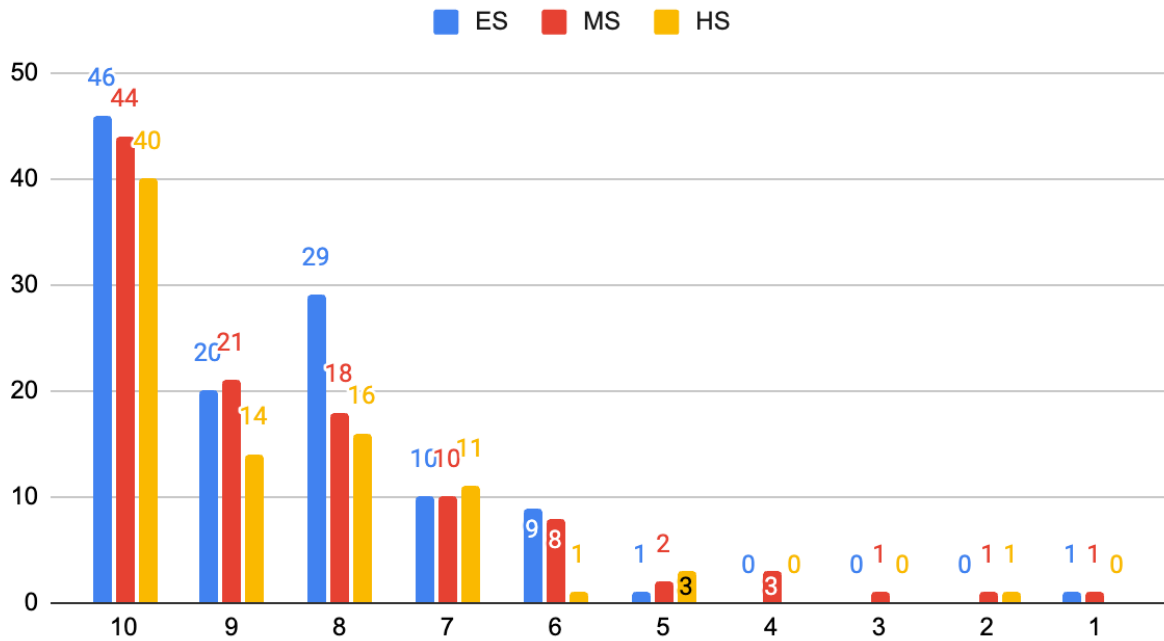


c

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



I would recommend STEM to my family and friends.



STUDENT SURVEY DATA REPORT

September: School Safety

STUDENT ADVISORY



Data From 2021-2024

High School Raw Data (September Survey) (178 responses)

Middle School Raw Data (September Survey) (278 responses)

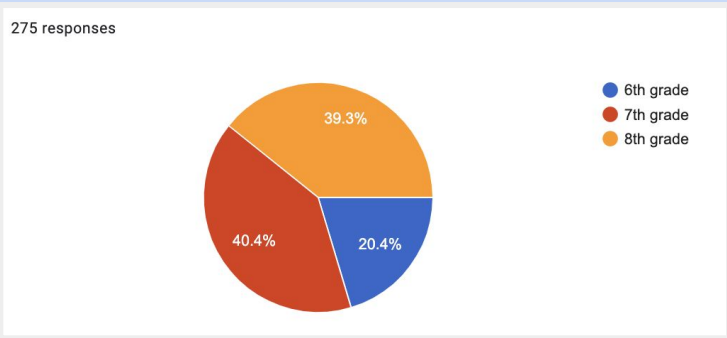
Link to 2023 - 2024 Survey Data Report

Link to 2022 - 2023 Survey Data Report

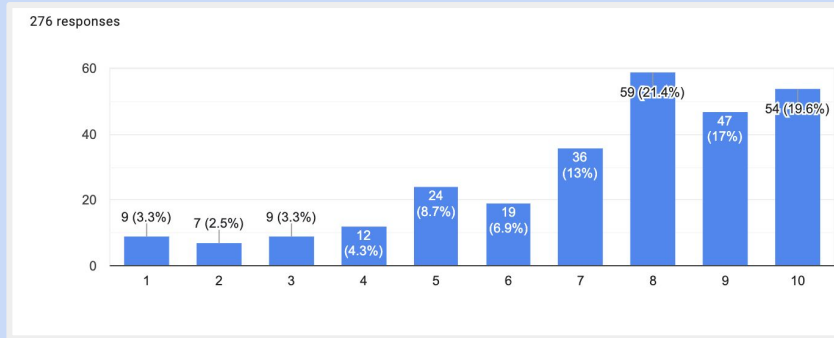
Link to 2021 - 2022 Survey Data Report

MS Results: General Questions

What grade are you in?



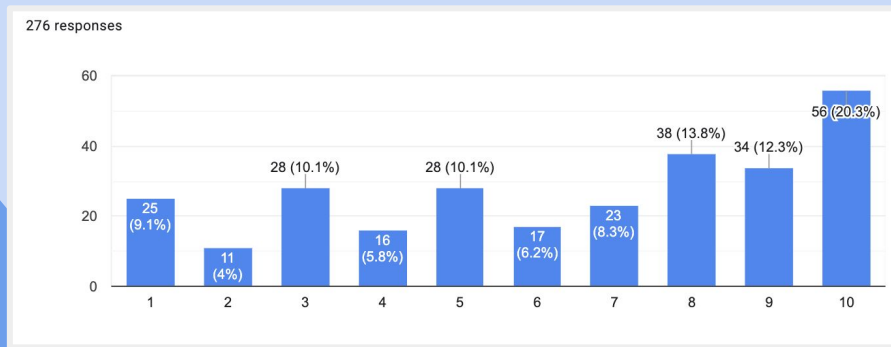
I feel safe at school.



71.0% said they feel safe at school compared to last year at 78.3%

MS Results: Evolv

Evolv contributes to my overall sense of safety at STEM.



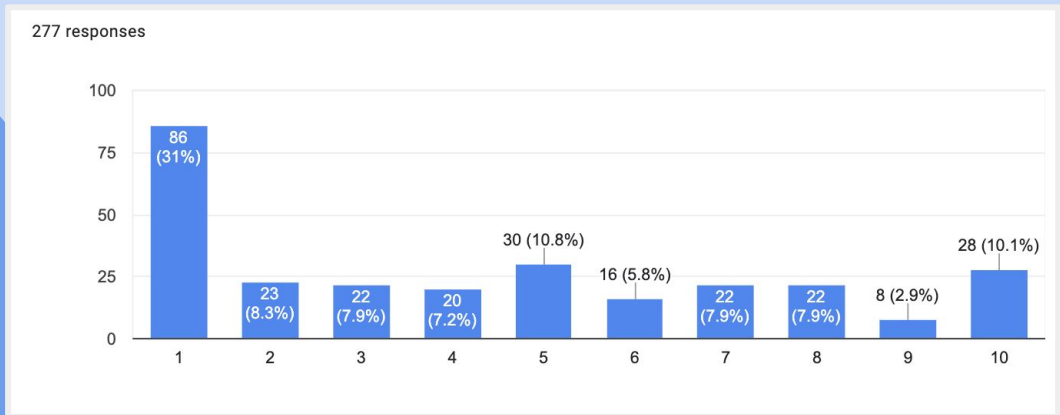
Action Items:

- **Make the Evolv system easier to get through**
- **Possibly make it less invasive**
- **Explain the purpose better**

54.7% said they feel safer at school due to Evolv, compared to last year at 60.8%

MS Results: Securly

I understand the Securly system and why STEM has implemented it.



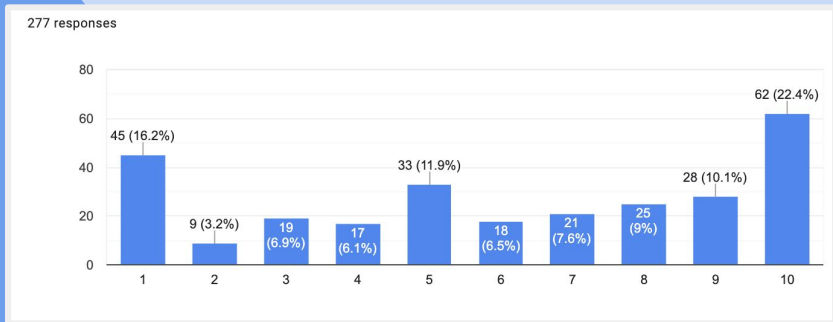
Action Items:

- Finding an alternative
- Explaining the purpose better to students

28.8% said they understand the importance of the securly system, no question to compare it

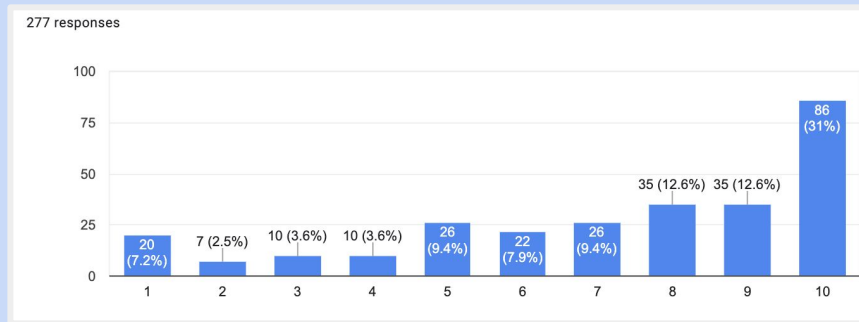
MS Results: Other Safety Measures

I understand the importance of phone pockets and why STEM has implemented this policy.



49.1% said that they understand the importance of the phone pockets compared to last year at 42.1%

The ID policy is consistently enforced by STEM staff.



65.3% said they feel the ID policy is enforced compared to last year at 48.7%

MS Results: Additional Comments

Do you have any other comments on students feeling safe at STEM or any of the previous questions?

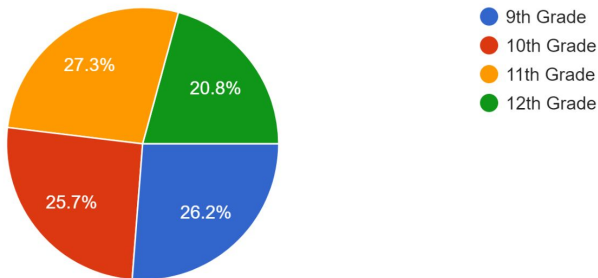
Answer	Number of Responses
Securly is limiting research and unsafe	11
Phone's should be on person	6
Phone's don't need to be turned off if in the pocket	2
ID's aren't necessary	2
Evolve's making students late to class	1

HS Results: General Questions

What grade are you in?

What grade are you in?

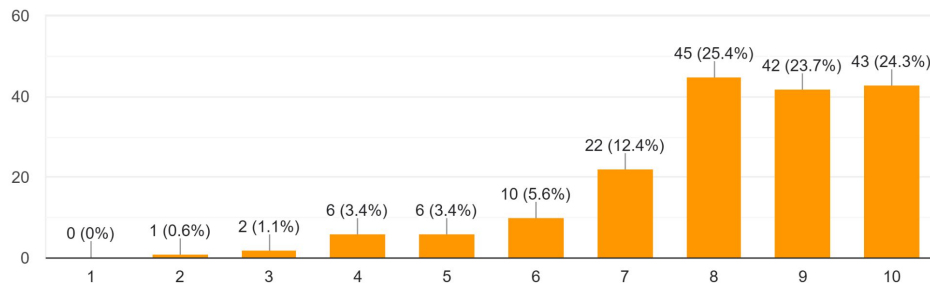
183 responses



I feel safe at school.

I feel safe at school.

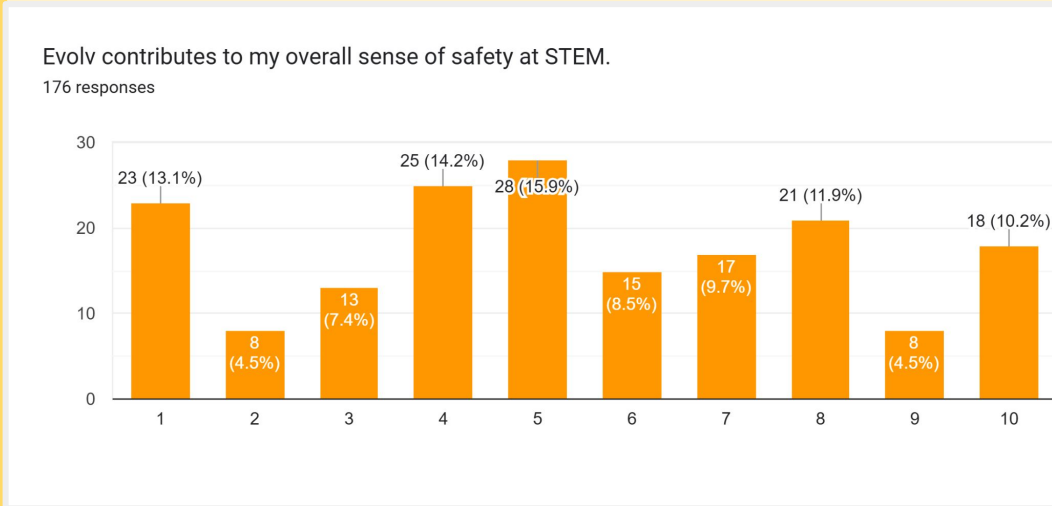
177 responses



85.8% said that they feel safe at school compared to last year at 75.7%

HS Results: Evolv

Evolv contributes to my overall sense of safety at STEM.



36.3% said that they feel safe at school with EVOLV compared to last year at 50.9%

Action Items:

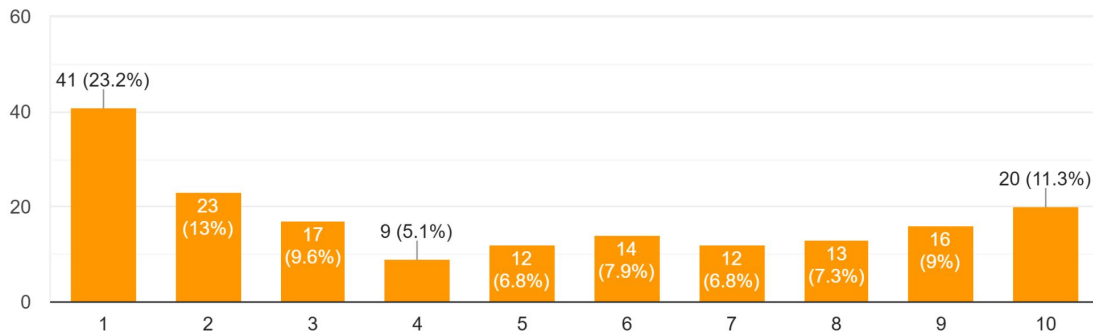
- **Make the Evolv system easier to get through**
- **Possibly make it less invasive**
- **Explain the purpose better**

HS Results: Securly

I understand the Securly system and why STEM has implemented it.

I understand the Securly system and why STEM has implemented it.

177 responses



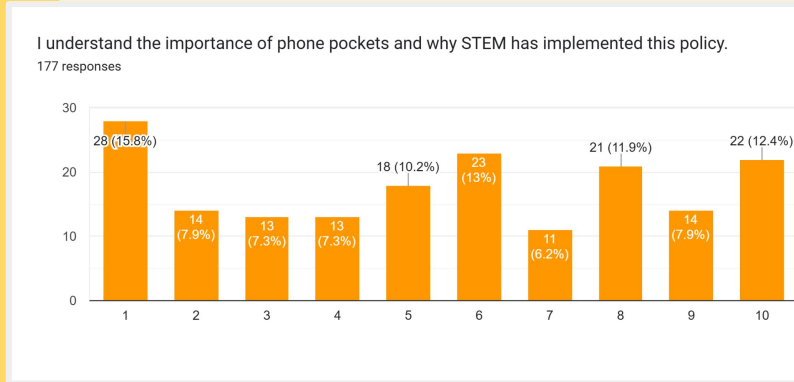
34.4% said that they understand the Securly System compared to last year at 68.9%

Action Items:

- Finding an alternative
- Explaining the purpose better to students

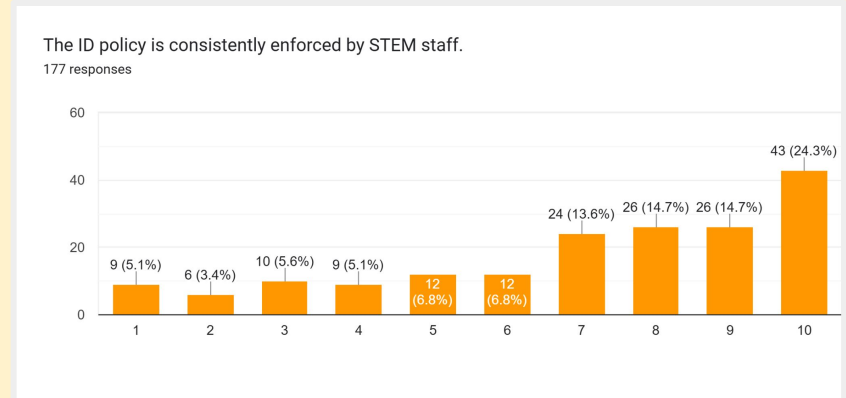
HS Results: Other Safety Measures

I understand the importance of phone pockets and why STEM has implemented this policy.



38.4% said that they understand the importance of the phone policy compared to last year at 14.7%

The ID policy is consistently enforced by STEM staff.



67.3% said that the ID policy is enforced compared to last year at 24%

HS Results: Additional Comments

Do you have any other comments on students feeling safe at STEM or any of the previous questions?

Answer	Number of Responses
Securly is ineffective	13
Phones are useful tools for school	6
Evolv is ineffective	4
Securly is unethical	3
Does not understand reasoning for ID policy	3
Phones are needed in the event of an emergency	2

Context

Fall

The 2024-2025 Fall Staff Survey was open to all staff members from November 1, 2024 until November 15, 2024. All staff members were asked to complete the survey so that data could be used for overall improvement at STEM School Highlands Ranch. Staff were directed to questions that pertained to their role at STEM, i.e. teachers answered questions regarding grading but office staff did not.

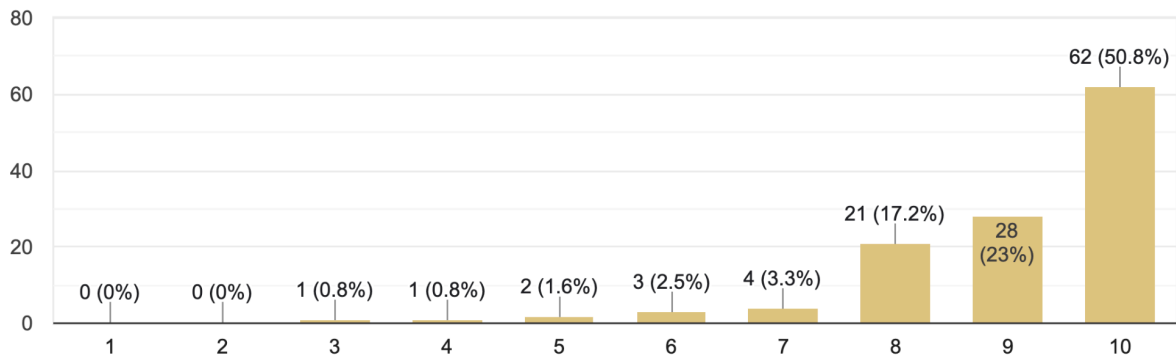
At the close of the survey the following departments received the results for review: Administration, Leadership, Building Directors, Teacher Support Team, and Student Services. The data was reviewed at these department meetings and goals were made based on the data. Additionally the results of the data will be shared with the staff at a Staff Meeting in January and Department leaders will work on the goals. Finally, the Strategic Planning Committee will use the survey results to make school wide strategic goals.

Data

Our Vision Statement and Model

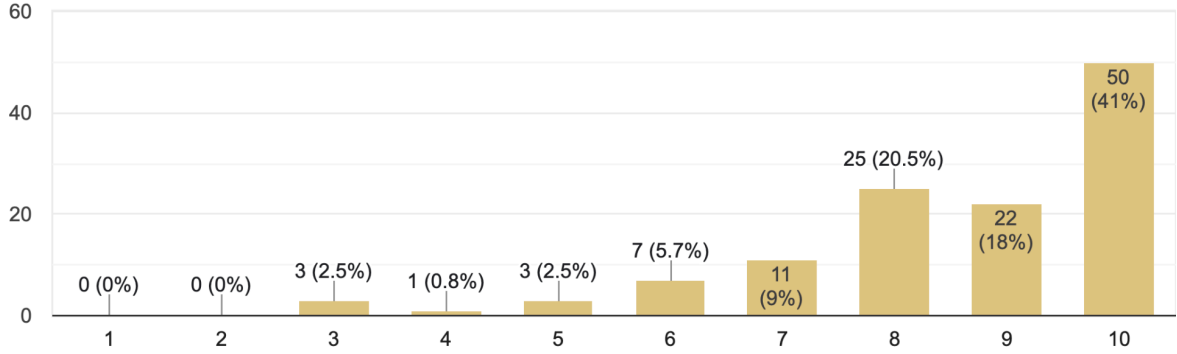
I believe and am committed to STEM's vision statement.

122 responses



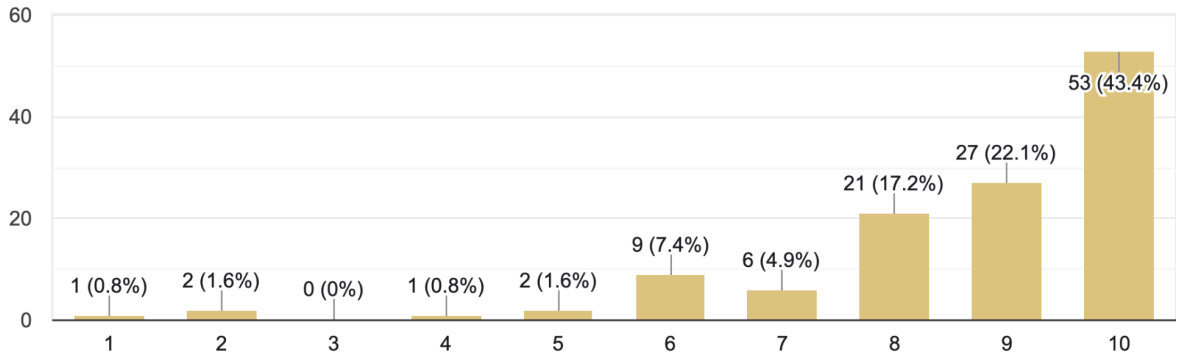
I am excited and inspired by STEM's program model that is centered on problem based learning, real world application, whole student development and personalized pathways.

122 responses



I would recommend STEM to my friends or family as a place to work.

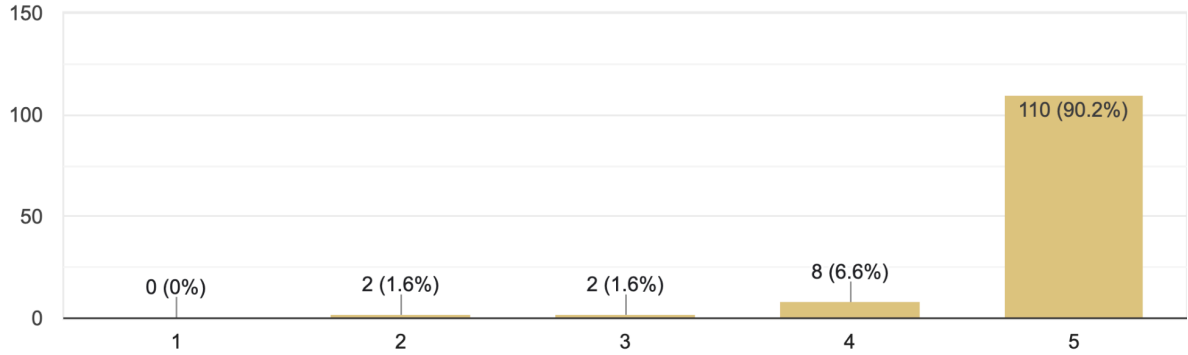
122 responses



KOSON Shared Services/STEM Administration Team

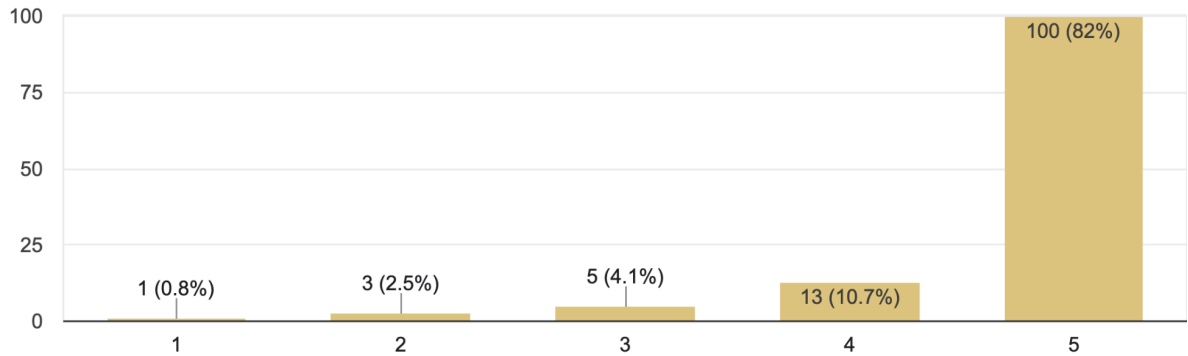
I feel that my School Director/Supervisor respects me and treats me fairly.

122 responses



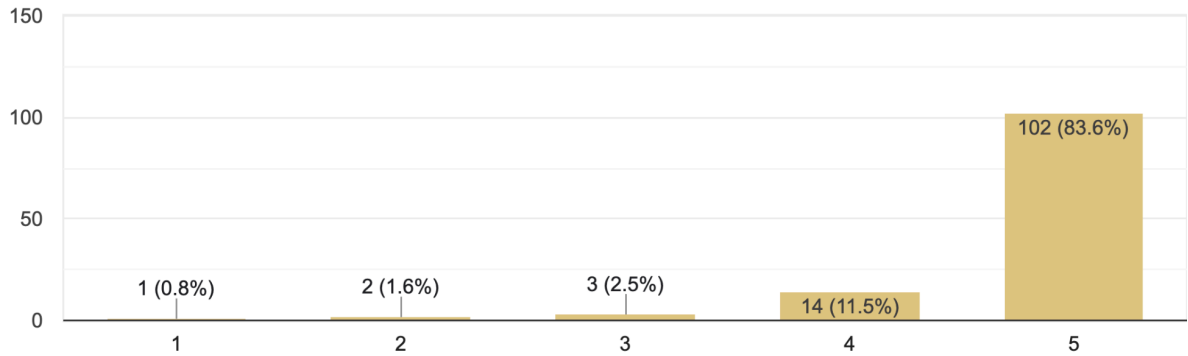
I get the support I need from my Director/Supervisor.

122 responses



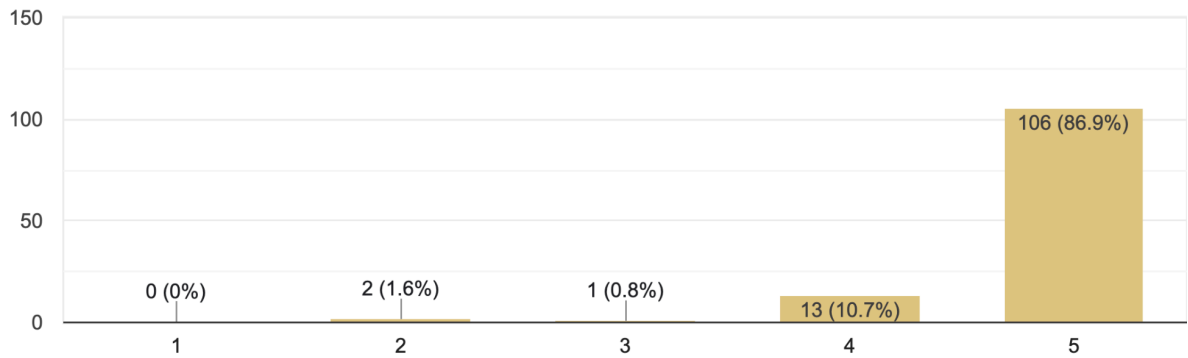
I am adequately empowered to make decision that are best for my role by my Director/Supervisor.

122 responses



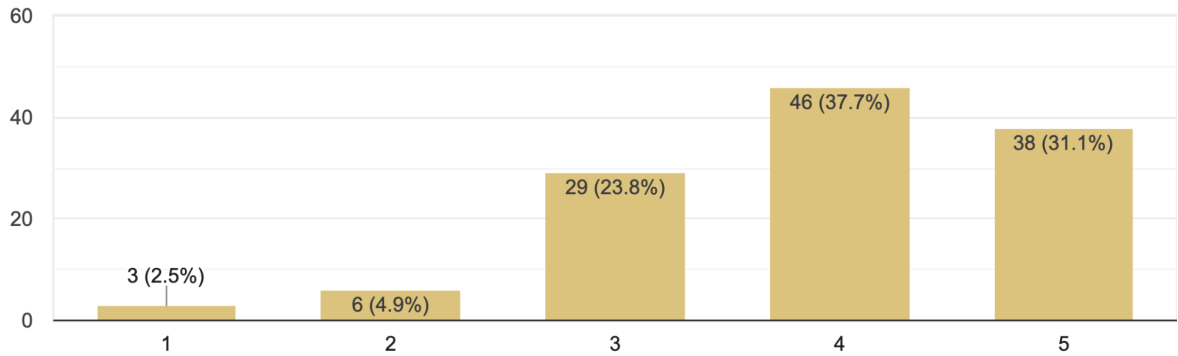
My Director/Supervisor makes decisions that promote a safe, healthy and effective work environment.

122 responses



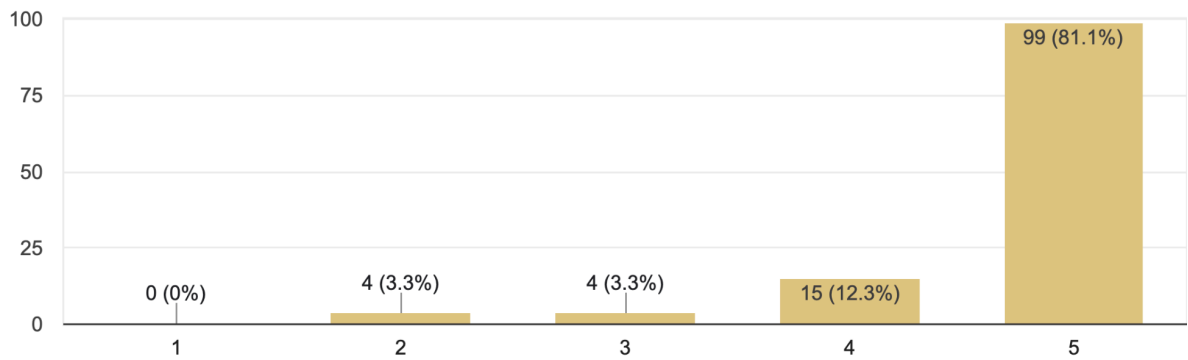
My work-related stress level is manageable.

122 responses



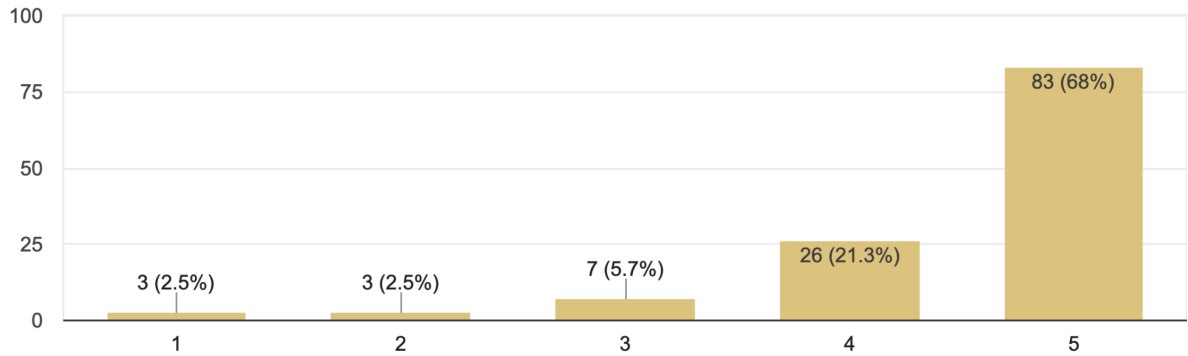
I am comfortable going to my School Director/Supervisor for help or questions.

122 responses



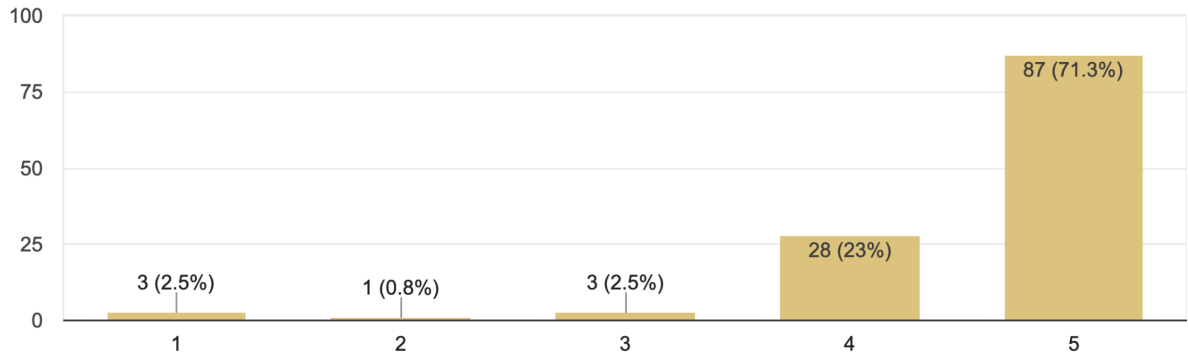
My Director/Supervisor answers emails and communicates with me in a timely manner.

122 responses



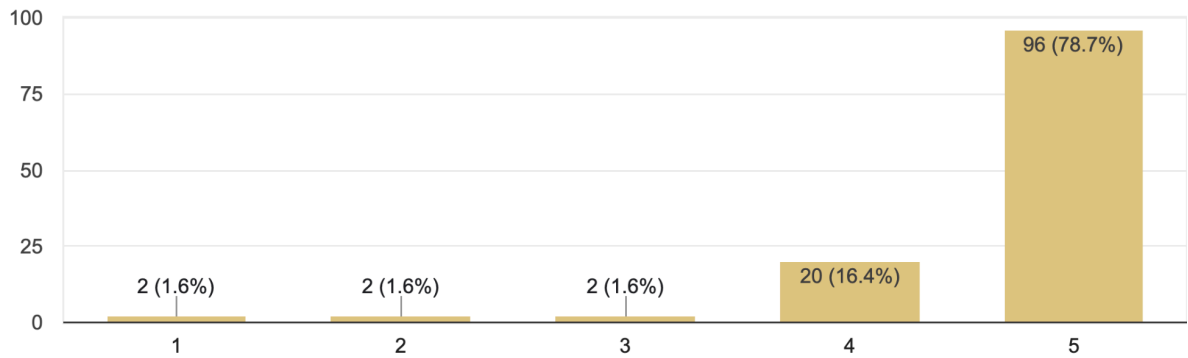
I receive valuable feedback from my supervisor (evaluation process) which supports my professional growth.

122 responses



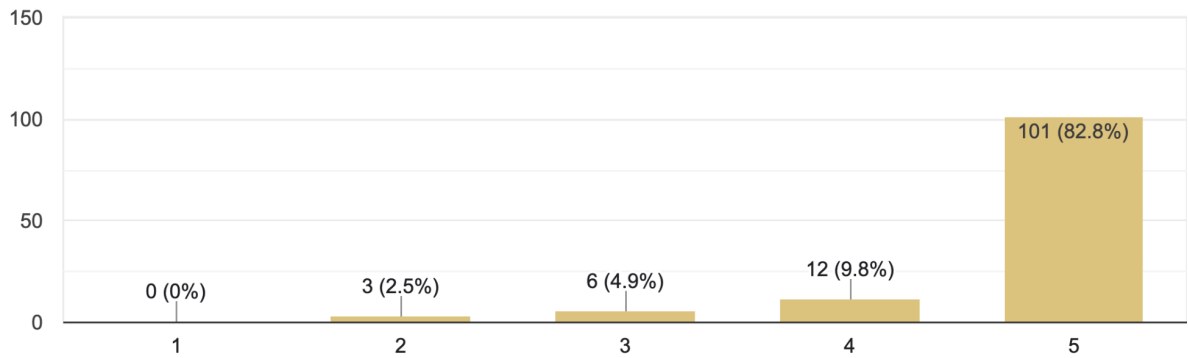
I feel supported by my Director/Supervisor through the evaluation process.

122 responses



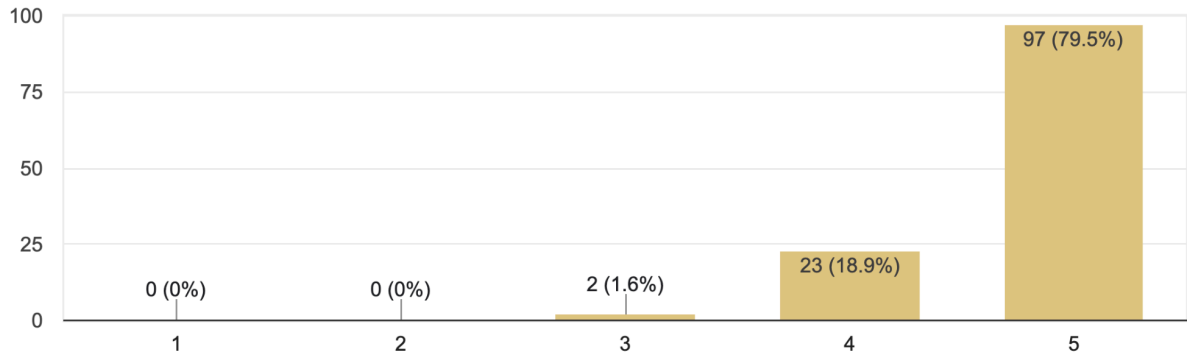
My Director/Dean/Supervisor supports me with challenging situations involving students and/or parents.

122 responses



My peers respect and treat me fairly.

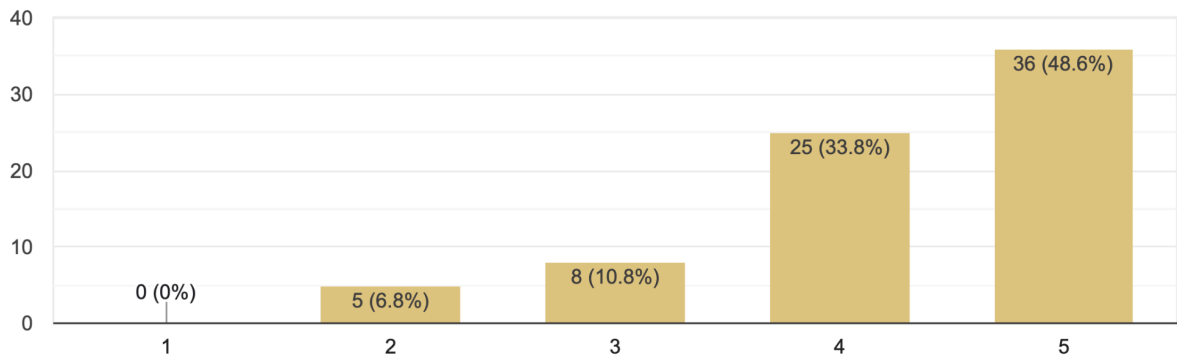
122 responses



Standards Based Learning

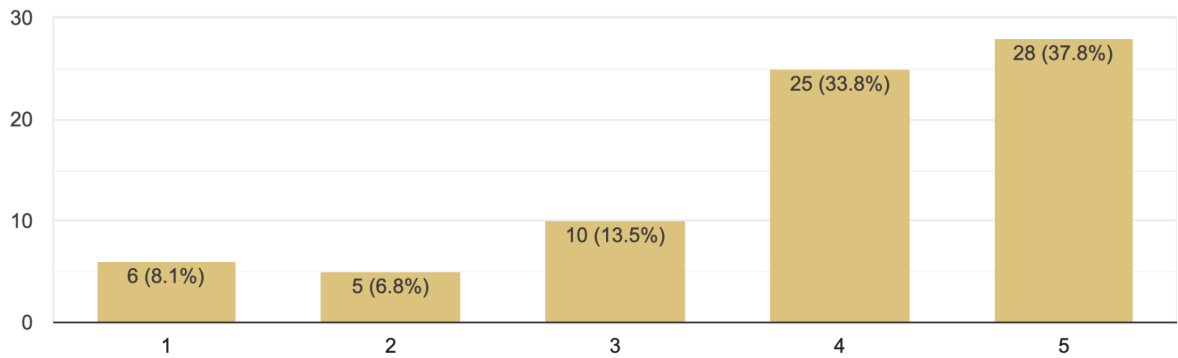
I can confidently explain Standards Based Learning to students and parents.

74 responses



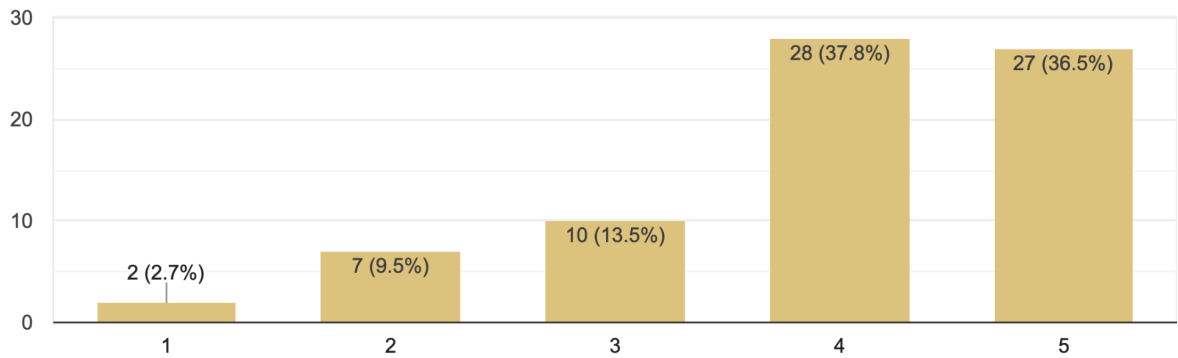
I can confidently explain Standards Based Grading to students and parents.

74 responses



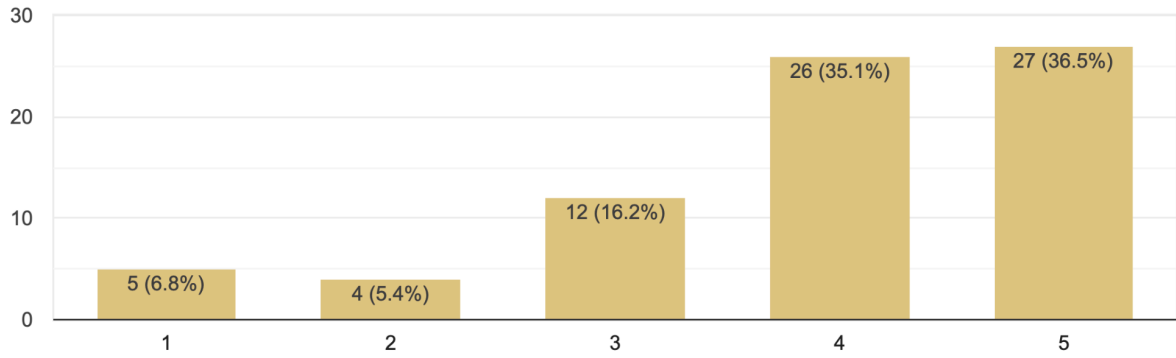
I understand how to best design SBL units that allow my students to reach all levels on the proficiency scales (ex. Demonstration of Knowledge allows for 2's, 3's, and 4's)

74 responses



I understand how to translate standards based grading appropriately in Canvas (secondary)/MasteryConnect (elementary).

74 responses



Coversheet

CIO Update - Potential Charter School Replication in DCSD

Section: IV. KOSON Schools
Item: A. CIO Update - Potential Charter School Replication in DCSD
Purpose: Discuss
Submitted by:
Related Material: Board Presentation 20241203 Letter of Intent.pdf

December 3, 2024

Potential Charter School Application in DCSD

DCSD Charter Application Process



Letter of Intent

(Before Jan 15, 2025)

In summary, the LOI is more than just a procedural step—it lays the groundwork for a successful application process by fostering transparency, collaboration, and alignment with district goals.



Submit Application

(Feb 1 - April 1, 2025)

A strong application will demonstrate community support, program model that aligns to mission, financial sustainability, and staffing plan that demonstrate strategic thinking and foresight that will help meet the desires and needs of our community.



DCSD Decision

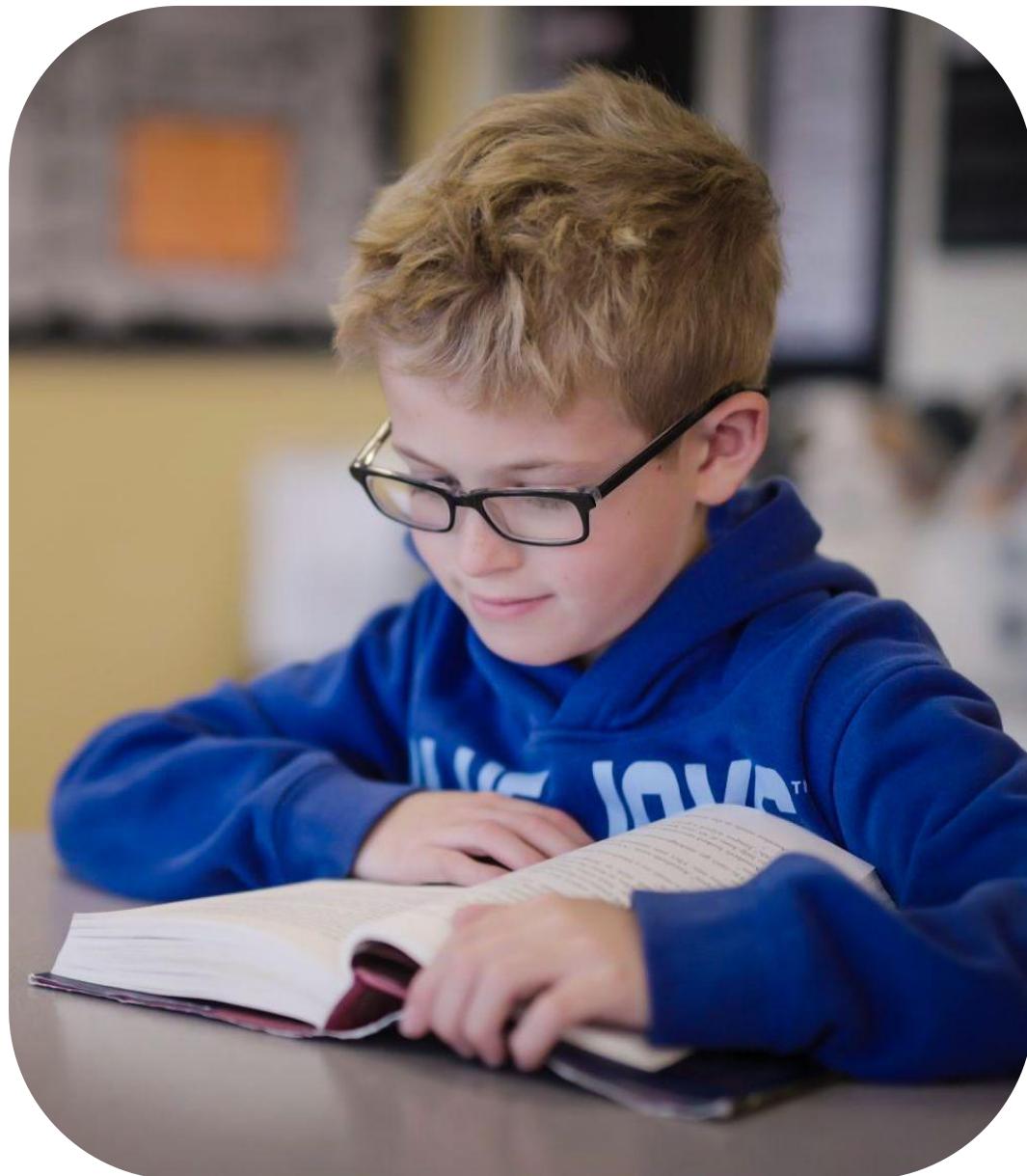
(May 27, 2025)

After receiving questions from SAC and LRPC, hearing recommendations the CARTeam, and listening to 2 public comment sessions the DCSD board votes on the application and provides a decision.

Due by Jan 15, 2025

Letter of Intent

Rationale and Purpose



- 1. Formal Notification**
- 2. Compliance with Process**
- 3. Opportunity to Build Relationships**
- 4. Outlines Vision and Intentions**
- 5. Initiates Early Feedback**
- 6. Demonstrates Professionalism and Planning**
- 7. Allows for District to Evaluate Feasibility**

In summary, the LOI is more than just a procedural step—it lays the groundwork for a successful application process by fostering **transparency, collaboration**, and **alignment** with district goals.



Q&A

If we submit a Letter of Intent does that require us to submit an Application?

No. The letter allows the district and Koson to start formal conversations about the application and it may be that it is determined best to not apply after conversations and some due diligence.

When is the best time to submit the letter of intent?

The earlier the better to allow time for relationship building, community engagement, and complete due diligence.

How can submitting a LOI strengthen the application process?

An LOI signals preparedness and professionalism, allowing you to build early rapport with district officials and receive initial feedback on your proposal.

Request from the board

Resolution to approve the submission of a Charter Application Letter of Intent to the Douglas County School District (DCSD) Board by the January 15, 2025, deadline, under the guidance and oversight of the Advancement Growth Task Force.

STEM SCHOOL

HIGHLANDS RANCH

Thank you!

Coversheet

Vote for Consent Agenda Items

Section: VI. Consent Agenda
Item: A. Vote for Consent Agenda Items
Purpose: Vote
Submitted by:
Related Material: Finance Committee One Pager 2024-25.pdf

Board Committee One Pager

Committee Name: Finance

Year: 2024-2025

Purpose: The purpose of the Finance Committee is to work with the CIO and primary financial representative(s) of the school to ensure the financial sustainability of the organization.

Scope of Work / Responsibilities: The finance committee has the primary responsibility to:

1. create the upcoming fiscal year budget and present budget recommendations to the Board;
2. monitor implementation of the approved budget on a regular basis and recommending proposed budget revisions;
3. monitor and approve expenses that exceed stated financial control policy limits and provide feedback to and/or seek approval from the Board as needed / required by policy.
4. recommend to the Board appropriate policies for the management of the charter school's assets;
5. work with staff to develop long term financial well-being for the organization and model impact of new business models, loans, replication or major program expenditures, for review by the Board;
6. review the organization's insurance coverage to ensure that its assets are appropriately protected, and make recommendations to the Board.
7. review audit and, in the interest of time for reporting purposes, the Committee Chair is to be designated by the Board to accept the audit ahead of final issuance to the District and/or CDE. The Board will continue to get a full presentation from the CPA and it's representatives.

Appointments and Composition: The members of the finance committee shall be the treasurer of the Board who shall serve as chair, the Chair who shall serve as an ex-officio member, together with other trustees appointed by the Chair with the advice and consent of the Board in accordance with the bylaws. As a principle, committee members should be standing board members, the CIO, and the primary financial representative(s) of the school. The committee must include members with appropriate financial experience and knowledge of the non-profit sector; the committee may wish to consult with an independent financial expert on special topics.

Roles and Responsibilities Members (chair, members, etc): Chair - Darrell Lomelino (Board Treasurer), Matt Cartier (CIO), Gina Wing (Parent Board Member), Ryan Mehaffey(Contract CFO), Cortney Crouch (Independent Consultant)

Yearly Goals:

1. Review updated budgeting procedure
2. Update Financial Policy and provide oversight on Procedure Manual
 - a. Review Fundraising policy and procedures with a focus on financial components
3. Create strategy for General Fund

Annual Calendar: (Annual Calendar attached)

1. Meet as a committee on the third Thursday of each month, to be adjusted as needed
2. Annual Report to Board - November
3. Feb, May, August, November - Quarterly Reports by CFO
4. March - upcoming year budget presented (draft for discussion)
5. May - upcoming year budget approved (board vote)

6. Nov - current year revised budget based on final Oct count presented (draft for discussion)
7. Dec - current year revised budget based on final Oct count approved (board vote)

Scheduled Recurring Meetings: Monthly meetings on third Thursday of each month at 1:00pm.