STEM SCHOOL

HIGHLANDS RANCH

STEM School Highlands Ranch

Board of Directors Meeting

Monthly Meeting

Published on August 29, 2025 at 5:44 PM MDT
Amended on September 2, 2025 at 4:18 PM MDT

Date and Time

Tuesday September 2, 2025 at 5:30 PM MDT

Location

8920 Barrons Blvd
P-TECH Mechatronics Room
Highlands Ranch, CO 80129

Join from PC, Mac, iPad, or Android: https://zoom.us/j/95825391000?pwd=msncIVBra97QrHttP6dmqMTMcpbaV9.1
Passcode:771384

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		Gina Wing	1 m

	Purpose	Presenter	Time
D. Reciting of the Mission Statement		Kevin Leung	1 m

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

		Purpose	Presenter	Time
II.	**Approve Meeting Minutes**			**5:35 PM**
A.	Board Meeting August 5th	Approve Minutes	Carla Gustafson	2 m
III.	**STEM School Highlands Ranch Updates**			**5:37 PM**
A.	Student Government Spotlight	FYI	LynAnn Kovalesky	10 m
B.	Approve updated 2025/26 Calendar	Vote	LynAnn Kovalesky	5 m
	Confirm graduation day is May 18, 2026			
C.	Approve Preliminary 2026/27 Academic Calendar	Vote	LynAnn Kovalesky	5 m
D.	STEM School HR Update	FYI	LynAnn Kovalesky	10 m
	Executive Director LynAnn Kovalesky provides enrollment update			
IV.	**KOSON Schools**			**6:07 PM**
A.	CIO Update	Discuss	Matt Cartier	45 m

• Budget status update and next steps for balancing the budget
• Strategic Planning Update

		Purpose	Presenter	Time
B.	Policy Update	Discuss	Carla Gustafson	15 m
	Present proposed updates to Enrollment Policy and Q&A			
C.	CIO Annual Goals			15 m

	Purpose	Presenter	Time
Present CIO Annual Performance Goals and Support/Evaluation Strategy and Timeline and Q&A			

V. Public Comment

7:22 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

10 m

https://forms.gle/AM9H5q4sfTKYmYSp6

VI. Consent Agenda

7:32 PM

A. Vote for Consent Agenda Items	Vote	Carla Gustafson	5 m

• Koson Core Values update

VII. Board Committee Updates

7:37 PM

A. Academic Excellence Committee Updates	Discuss	Ishmeet Kalra	10 m

Highlight proposed updates to one pager

B. CIO Support & Evaluation Committee Updates	Discuss	Erin Quigley	10 m

• Highlight proposed updates to one pager

C. Finance Committee Update	Discuss	Darrell Lomelino	10 m

Highlight proposed updates to one pager

D. Governance Committee Update	Discuss	Carla Gustafson	10 m

Highlight proposed updates to one pager

E. Growth Task Force Update	Discuss	Kevin Leung	10 m

	Purpose	Presenter	Time

Highlight proposed updates to one pager

					Time

VIII. **Lighthouse Building Corp** — **8:27 PM**

		Purpose	Presenter	Time
A.	Roles/Responsibilities and support/relationship to Koson Board	Discuss	Carla Gustafson	10 m

IX. **Board of Director's Updates** — **8:37 PM**

		Purpose	Presenter	Time
A.	Preview of Next Meeting	FYI	Carla Gustafson	5 m

- Reminder to complete Training actions in Board on Track dashboard
- Academic Excellence - School Performance Framework/Unified Improvement Plan for discussion
- CIO Support & Evaluation - Approve annual CIO Goals
- Governance - Approve Committee One Pagers, Approve Enrollment Policy, BOT Assessment Survey Results for Discussion

X. **Closing Items** — **8:42 PM**

		Purpose	Presenter	Time
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

Board Meeting August 5th

Section: II. Approve Meeting Minutes
Item: A. Board Meeting August 5th
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board of Directors Meeting on August 5, 2025

STEM SCHOOL
HIGHLANDS RANCH

STEM School Highlands Ranch

Minutes

Board of Directors Meeting

Monthly Meeting

Date and Time
Tuesday August 5, 2025 at 5:30 PM

Location
8920 Barrons Blvd
P-TECH Mechatronics Room
Highlands Ranch, CO 80129

Join from PC, Mac, iPad, or Android: https://zoom.us/j/95825391000?
pwd=msnclVBra97QrHttP6dmqMTMcpbaV9.1
Passcode:771384

Directors Present
A. Campbell, C. Gustafson, E. Quigley, G. Wing, K. Leung

Directors Absent
C. Wroblewski, D. Lomelino, I. Kalra, R. Lukez

Guests Present
L. Kovalesky, M. Pritchard, S. Milner

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 5, 2025 at 5:30 PM.

C. Pledge of Allegiance

D. Reciting of the Mission Statement

II. Approve Meeting Minutes

A. Board Meeting June 3rd

E. Quigley made a motion to approve the minutes from Board of Director's Meeting on 06-03-25.
G. Wing seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Board Training Working Session June 13th

K. Leung made a motion to approve the minutes from Annual Board Training on 06-13-25.
E. Quigley seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Board Working Session July 31st

E. Quigley made a motion to approve the minutes from Board of Directors Meeting on 07-31-25.
K. Leung seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. STEM School Highlands Ranch Updates

A. Back to School Updates

- Staff back to school: Very positive
    - 20 new staff attended full week of onboarding in alignment with the STEM mission, including classroom management development.
    - Most additional staff to accommodate needs of additional students
    - Former STEM student is one of the new staff!
    - Full staff learning STEM Core Values tomorrow for the first time.
- Introduction of new platforms:
    - Support SES: Platform to support teachers in sharing student progress more easily with students, families, and each other.
    - Team Optics Platform for giving teacher peer feedback: Training initiated to support teachers with this.

- ◦ Win At Social: Celebrating great student behavior and sharing with grades 5-8
- Current Staffing Needs:
  - ◦ One business teacher resigned impacting 150 students
  - ◦ Gifted and Talented teacher
  - ◦ ES Instructional Assistants
  - ◦ Secondary Ed Aides
- Many start of school events to ease students back into school routines and opportunities for enrichment.
- Extremely high retention rate of staff
  - ◦ Much higher than national average
  - ◦ Allows for STEM to grow instructional leaders
- Enrollment
  - ◦ Discrepancy between District and School
  - ◦ Exec. Director predicts between 1515 and 1530 (budget is 1530)
  - ◦ Waitlists in 3 grades
- Facility upgrades
  - ◦ Painted walls throughout the whole building
  - ◦ Bathrooms renovated
  - ◦ Mobiles in certain spaces
  - ◦ Playground is still in the works. Red tape is blocking progress.

B. School Academic Calendar Updates

- Graduation this year is 5/18/2025, 10 am at Echo Park
- Board reviewing the proposed 26-27 Calendar (will vote next month)

IV. KOSON Schools

A. CIO Update

- Mission & Core Values: Matt proposed extended timeline for mission development that meets high bar. Board agreed. Matt to send invite to board to recruit 1-2 board members to join mission task force.Staff being introduced to Core Values Friday
- Leadership Retreat: Matt reported it was very positive. Leadership team addressed several high priority leadership initiatives for 25-26. Highlight: Student Showcase further refined to reflect the strategy goals.
- Fundraising: Launching Accelerator Fund in August. Currently still planning details while also collecting fundraising plans and budgets from club and sport leads. Events planned for fall. Will present at Governance and Finance Committee this month.

- ◦ Adelita asked about process of citing needs/requesting funds. Matt explained how there's a "strategy alignment" filter before going through other steps.
- ◦ PTO ways of working shifting so there's no risk of conflict with the updated fundraising plan.

B. Policy Update

E. Quigley made a motion to Approve the Community Use of Facilities Policy.

G. Wing seconded the motion.

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

V. Public Comment

A. Public Comment Sign up link

No public comment

VI. Consent Agenda

A. Vote for Consent Agenda Items

A. Campbell made a motion to Approve Consent Agenda.

K. Leung seconded the motion.

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

VII. Board Committee Updates

A. Confirm Committee Assignments and Chairs

K. Leung made a motion to Approve the Committee Assignments and Chairs.

A. Campbell seconded the motion.

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

- We discussed the timing of committee and task force meetings so that folks have enough time to report to Carla any updates to planned agenda items. Broad agreement that 2nd and 3rd week of the month are good times to hold monthly committee and task force meetings.
- Gina asked about "listen only" option for participants who choose to attend open meetings (when there are 3+ Board members at the meeting). This is acceptable. We don't need to collect public comment.
- Only need to post 24 hours in advance if there's a quorum.
- SAC functions like a mini-board. They need to give 24 hours notice AND post the agenda.

VIII. Board of Director's Updates

A.

Preview of Next Meeting

- Carla reminded the board members to complete action items in Board on Track.
- Next Month:
  - If we have SPF results, Exec. Director will share outcomes in Sept. Likely don't need a new UIP for 2025.
  - CIO Goals for 2025-2026 presented
  - All committee one-pagers should be uploaded to board book before Sept. meeting.
  - Carla to bring board report to next meeting.

IX. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:59 PM.

Respectfully Submitted,
C. Gustafson

Documents used during the meeting

- August Board Presentation 25_26.pdf

- Proposed - 2026-2027 STEM Academic Calendar.pdf

- Updated - 2025-2026 STEM Academic Calendar.pdf

- CIO_Board_Presentation_20250805.pdf

- Policy_Community Use of Facilities_2025.pdf

- 2025-26 STEM Student Parent Handbook_Final.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

Student Government Spotlight

Section: III. STEM School Highlands Ranch Updates
Item: A. Student Government Spotlight
Purpose: FYI
Submitted by:
Related Material: STEM Student Government 2025-26 Board Meeting Slides.pdf

STEM Student Government 2025-26!

Our plans for the upcoming semester and school year!

Addley Szczekocki ('27) - Vice-President

Zaina Matin ('28) - Secretary
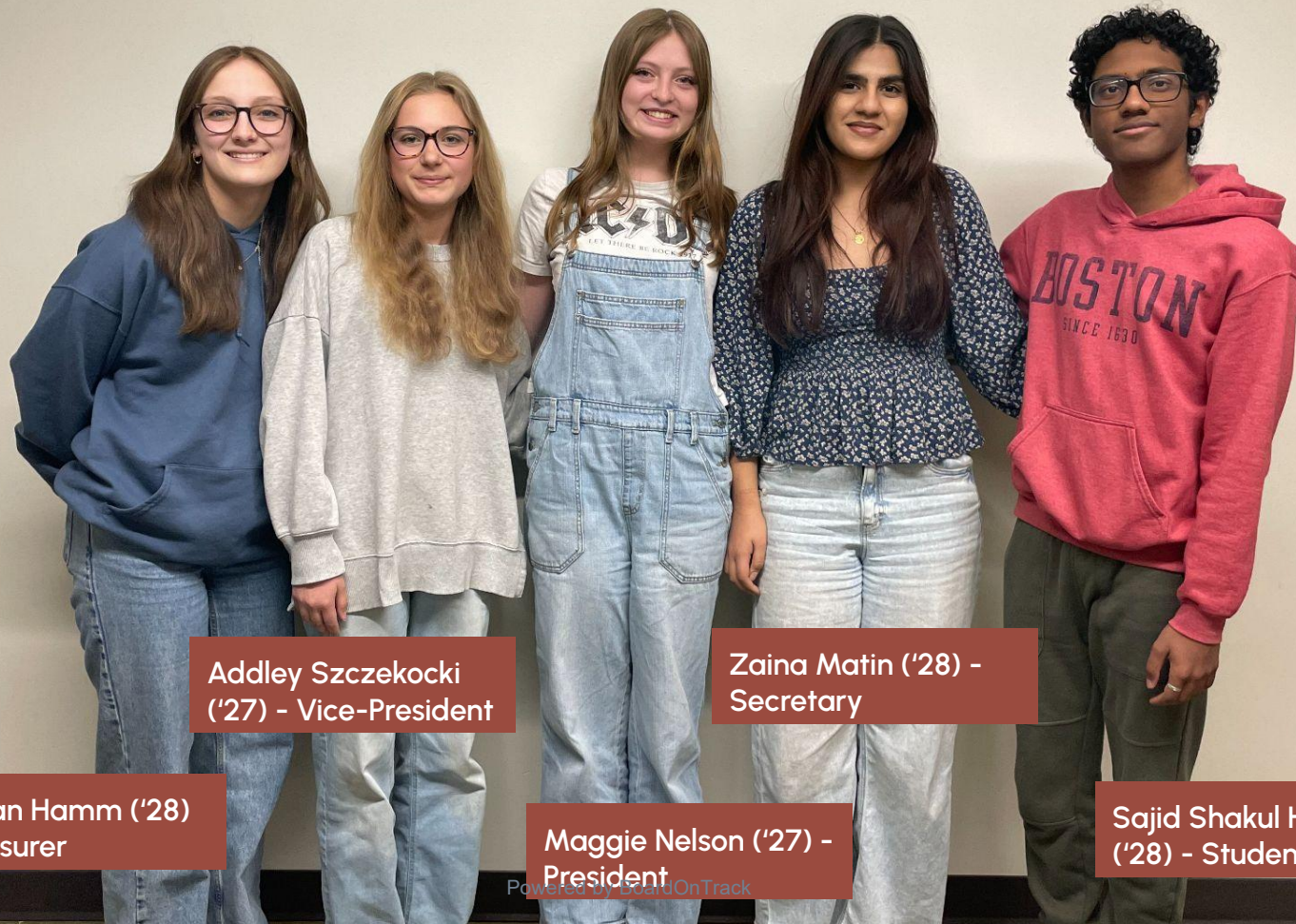
Morgan Hamm ('28) - Treasurer

Maggie Nelson ('27) - President

Sajid Shakul Hameedu ('28) - Student Outreach

Last Year Updates!

- We had an amazing prom at the Children's Museum and had amazing turnout
    - Almost all of the Senior Class of 25 attended!
- Our Welcome to High School Party was a huge success! Students had a ton of fun and everything ran very smoothly
- Wish Week also did very well, and Student Government partnered with NHS to help run all of those events!
- We had a roll over of $800 dollars, which we plan to use to help fund homecoming!

01

Fall Semester Plans!

Upcoming Events!

Homecoming!

- September 29th we want to host a bonfire at the school
  - September 30th is our Powderpuff game/restaurant night
- October 3rd is the Homecoming Volleyball Game
  - October 4th is Homecoming (7-10)

Powderpuff!

- Powderpuff Cheerleading and Football Practice is going to begin the week of the 11th
- Our game is September 30th from 4:30 pm to 6 pm at Marcy Park

Trunk or Treat!

- We were hoping to hold Trunk or Treat on October 24th (Friday) from 4-6 in the Elementary Parking Lot
- We will be reaching out to clubs in early october about trunk or treat to ensure everyone buys candy

Nerds Night Out!

- Possible rebranding
- Going to be held in November rather than in December

STEM Blast Off!

Our High School Student Government team is also working to help out with STEM Blast Off. We will be running the dunk tank at the event.

We will also be handing out flyers during driveline and creating promotional videos and posters to share with the students!

Our Goals!

- We want to heighten student involvement and opinions in the events that we put on
    - Do students want to have more events? Less? What would increase participation?
- Create more energy around Homecoming
    - Homecoming Proposal Competition where the winners get free tickets, student input on songs played at HOCO, and more advertising (videos, larger posters, announcements)
- Change how we do announcements
    - We've been communicating with Mr. Beamer about switching over to a broadcast every morning rather than having announcements to heighten engagement

Thank you!

Any questions?

Coversheet

Approve updated 2025/26 Calendar

Section: III. STEM School Highlands Ranch Updates
Item: B. Approve updated 2025/26 Calendar
Purpose: Vote
Submitted by:
Related Material: Updated_-_2025-2026_STEM_Academic_Calendar.pdf

STEM School Highlands Ranch
2025-26 Academic Calendar

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
- Planning/Professional Development
- New Teachers Only
- First/Last Day of School
- Graduation Day - School Closed
- Early Release Day
- Summer Office Hours/Tours
- Elementary Only- No School

● If for any reason the school must close, this calendar may be amended by the STEM Board of Directors to provide additional school days during vacations, or at the end of the present calendar.

Important Dates:

July 28	New Faculty Starts
August 5	Faculty Returns
August 12	First Day of School-All Students
August 29	Early Release Day- Blue Day
September 1	Labor Day - SCHOOL CLOSED
September 18	Elementary Team Planning- No School elementary only
September 19	Professional Development for Staff - NO SCHOOL
*October 6-10	Elementary Parent Teacher Conferences (by appointment)
*October 7	Secondary Parent Teacher Conference (last name A-L)
*October 9	Secondary Parent Teacher Conference (last name M-Z)
October 10	Early Release Day- Gold Day
October 13-17	Fall Break - SCHOOL CLOSED
November 14	Early Release Day- Blue day
November 24-28	Thanksgiving Break - SCHOOL CLOSED
December 19	Teacher Work Day - NO SCHOOL
Dec 22-Jan. 2	Winter Break - SCHOOL CLOSED

January 5	Teacher Work Day - NO SCHOOL
January 16	Early Release Day- Gold Day
January 19	Martin Luther King Jr Day - SCHOOL CLOSED
January 30	Elementary Team Planning- No School elementary only
February 13	Professional Development for Staff - NO SCHOOL
February 16	President's Day - SCHOOL CLOSED
*March 9-13	Elementary Parent Teacher Conferences (by appointment)
*March 10	Secondary Parent Teacher Conference (last name A-L)
*March 12	Secondary Parent Teacher Conference (last name M-Z)
March 13	Early Release Day- Blue Day
March 16-20	Spring Break - SCHOOL CLOSED
April 10	Early Release Day- Gold Day
April 24	Teacher Work Day - NO SCHOOL
May 7	STEM Shares: NO SCHOOL
*May 20	Half Day/Last Day Elementary only
**May 21	Half Day/Last Day Secondary only
May 22	Teacher Work Day- NO SCHOOL

Daily Bell Schedule

Elementary

Kindergarten-1st grade	8:10 am- 3:00 pm
2nd grade-5th grade	8:10 am- 3:10 pm

Secondary

6th grade-12th grade	8:00 am-3:30 pm

Early Release Day Schedule

Elementary Early Release

K/1- 8:10-11:20
2-5th- 8:10-11:30

Secondary Early Release

Early Release Day Schedule
Friday August 29, Nov 14,
& March 13
Blue

2	8:00-8:55
4	9:00-9:55
6	10:00-10:55
8	11:00-11:55

Gold Day Schedule
Friday Oct 10, Jan. 16
& April 10
Gold

3	8:00-8:55
5	9:00-9:55
7	10:00-10:55
9	11:00-11:55

Coversheet

Approve Preliminary 2026/27 Academic Calendar

Section: III. STEM School Highlands Ranch Updates
Item: C. Approve Preliminary 2026/27 Academic Calendar
Purpose: Vote
Submitted by:
Related Material: Proposed_-_2026-2027_STEM_Academic_Calendar.pdf

STEM School Highlands Ranch
2026-27 Academic Calendar

July 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	

New Teachers 5 +1

August 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					

15 Student: 20 Teacher Days

September 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			

19 or 20 Student: 21 Teacher Days

October 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

November 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					

16 Student: 16 Teacher Days

December 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

January 2027

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 (ES)- 18 Student: 19 Teacher Days

February 2027

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 2027

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

April 2027

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	

21 Student: 22 Teacher Days

May 2027

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					

11 (ES) 12 Student: 14 Teacher Days

June 2027

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			

0 Teacher Days

Legend:
- School Closed/Holidays
- First/Last Day of School
- Summer Office Hours/Tours
- Planning/Professional Development
- Tentative Graduation Day - School Closed- we will update August 2026
- Elementary Only- No School
- New Teachers Only
- Early Release Day

- If for any reason the school must close, this calendar may be amended by the STEM Board of Directors to provide additional school days during vacations, or at the end of the present calendar.

Important Dates:

July 28	New Faculty Starts
August 5	Faculty Returns
August 12	First Day of School-All Students
August 29	Early Release Day- Blue Day
September 1	Labor Day - SCHOOL CLOSED
September 18	Elementary Team Planning- No School elementary only
September 19	Professional Development for Staff - NO SCHOOL
*October 9	Evening Conferences (Open House) - REG. SCHOOL DAY
*October 10	Parent/Teacher Conferences- Early Release Day- Gold Day
October 13-17	Fall Break - SCHOOL CLOSED
November 14	Early Release Day- Blue day
November 24-28	Thanksgiving Break - SCHOOL CLOSED
December 19	Teacher Work Day - NO SCHOOL
Dec 22-Jan. 2	Winter Break - SCHOOL CLOSED

January 5	Teacher Work Day - NO SCHOOL
January 16	Early Release Day- Gold Day
January 19	Martin Luther King Jr Day - SCHOOL CLOSED
January 30	Elementary Team Planning- No School elementary only
February 13	Professional Development for Staff - NO SCHOOL
February 16	President's Day - SCHOOL CLOSED
*March 12	Evening Conferences (Open House) - REG. SCHOOL DAY
*March 13	Parent/Teacher Conferences- Early Release Day- Blue Day
March 16-20	Spring Break - SCHOOL CLOSED
April 10	Early Release Day- Gold Day
April 24	Teacher Work Day - NO SCHOOL
May 7	STEM Shares: NO SCHOOL
*May 20	Half Day/Last Day Elementary only
**May 21	Half Day/Last Day Secondary only
May 22	Teacher Work Day - NO SCHOOL

	STEM	DCSD
Student Contact Days	**168 (secondary)** **165 (elementary)**	**173**
New Teacher Contract Days	**186**	**186**
Teacher Contract Days	**180**	**184**
Professional Development/Teacher Work Days	**11 Professional Development +1 graduation day/+6 New Teacher Days**	**5 Work Days** **5 Professional Development**
Compensation Days (parent conference compensation)	**May 7th**	**2 (Nov 26/April 27)**
Students Days per semester	**81/87**	**80/93**

*Minimum required days is 160.

Instructional 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 (6.33)	8:10 AM	3:00 PM	380	160	1013	990	**39.5**	**6.24**
K-1 Early Release Day ** (2.83)	8:10 AM	11:20 AM	165	6	16.5			
2nd-5th (6.5)	8:10 AM	3:10 PM	390	160	1040	990	**67.5**	**10.38**
2nd- 5th early release (3)	8:10 AM	11:30 PM	175	6	17.5			
Secondary (6th-12th) (6.92)	8:00 AM	3:30 PM	415	162	1120.5	1080	**60.5**	**8.74**
Secondary Early release days (3)	8:00 AM	11:55 PM	200	6	20			

==Not serving lunch==

Daily Bell Schedule

Elementary

Kindergarten-1st grade	8:10 am- 3:00 pm
2nd grade-5th grade	8:10 am- 3:10 pm

Secondary

6th grade-12th grade	8:00 am-3:30 pm

Early Release Day Schedule

Elementary Early Release

K/1- 8:10-11:20
2-5th- 8:10-11:30

Secondary Early Release

Early Release Day Schedule
Friday August 29, Nov 14,
& March 13
Blue

2	8:00-8:55
4	9:00-9:55
6	10:00-10:55
8	11:00-11:55

Gold Day Schedule
Friday Oct 10, Jan. 16
& April 10
Gold

3	8:00-8:55
5	9:00-9:55
7	10:00-10:55
9	11:00-11:55

Coversheet

STEM School HR Update

Section: III. STEM School Highlands Ranch Updates
Item: D. STEM School HR Update
Purpose: FYI
Submitted by:
Related Material: September Board Presentation 25_26.pdf

ED Presentation

August 5th, 2025

LynAnn Kovalesky, Executive Director

STEM School Update

Powered by BoardOnTrack

SCHOOL UPDATES

- **Internal Fundraising Plan Launched**
  - Includes opportunities School Wide fundraising events, restaurant nights, concessions, and ticketed sales events
- **STEM Blast Off 9/17**
  - Schoolwide carnival with attractions for all ages.
  - Fundraiser for our clubs that have extensive financial needs
  - Student and parent run
- **Booster-Thon Event**
  - Schoolwide fundraising event
- **PTO moving to a Parent Teacher Committee**

2025 - 26 Enrollment

Elementary	Middle	High	Total*	Potential**
534	498	440	1470	1485

Elementary School	
Kinder	88
First	81
Second	69
Third	82
Fourth	109
Fifth	105

Middle School	
Sixth	168
Seventh	168
Eighth	162

Pending Enrollments	
Choice	0
Admin Transfers	2

High School	
Ninth	131
Tenth	112
Eleventh	100
Twelfth	95
13/14	2

*8/26 Enrolled
**Projecting adding new student prior to count through Admin Transfers/Choice Enrollment.

Enrollment Comparison

Elementary	Middle	High	Total*	Potential**
509 **534** +5%	474 **498** +5%	413 **440** +6.5%	1,396 **1472** +5.5%	1,378 (05/25) **1,485**

Elementary School

	24-25	25-26
K	74	88
1	65	81
2	77	69
3	95	82
4	81	109
5	117	105
+5%	509	**534**

Middle School

	24-25	25-26
6	134	168
7	162	168
8	178	162
+5%	474	**498**

High School

	24-25	25-26
9	114	131
10	105	112
11	97	100
12	84	95
13/14	13	2
+6.5%	413	**440**

Enrollment Trends

Open Enrollment

	24-25	25-26	Growth
OE1 Applications	378	432	14%
OE1 Enrolled	131	205	56%
OE1 Conversion Rate	*34%*	*47.5%*	*13%*
OE2 Applications	414	412	0%
OE2 Enrolled	164	175	6%
OE2 Conversion Rate	*40%*	*42.5%*	*2.5%*
Total Applications	**792**	**844**	**6.5%**
Total Enrolled	**295**	**380***	**29%**
Total Conversion Rate	*37%*	*45%*	*8%*
Melt*		20% (75)	

Withdrawals (24-25 Grades)

Grade	25-26
K	10
1	7
2	12
3	6
4	2
5	18
6	21
7	16
8	67
9	9
10	10
11	3
	181

Powered by BoardOnTrack

ENROLLMENT DISCUSSION

- **How did we come up with the projection of 1,530 as our budget number?**

- **What thinking and analysis went into determining our projection of 1,530 for the 2025-26 school year?**

- **What happened from May (1,530) to August (1,472)?**

- **What are the next steps to gain understanding and improve processes and projections for next year?**

Coversheet

CIO Update

Section: IV. KOSON Schools
Item: A. CIO Update
Purpose: Discuss
Submitted by:
Related Material: CIO Board Presentation 20250902.pptx.pdf

CONTENTS

1. **Budget Adjustments**

2. **10 Year Master Improvement Plan**

3. **Fundraising**

CIO UPDATE

KOSON SCHOOLS

Board Meeting | September 2, 2025

BUDGET

A significant change in enrollment during the first three weeks of August results in a significant impact on the annual operational budget.

BUDGET ADJUSTMENTS

- What is the history on the development of our current operational budget?

- What is the actual effect on the annual operational budget

- What adjustments have we made in the last two weeks?

- What are the next steps?

10 YEAR MASTER IMPROVEMENT PLAN
UPDATE

We are in the middle of an internal engagement with students, staff and parents.

10 YEAR MASTER IMPROVEMENT PLAN
TIMELINE

FUNDRAISING

We are about ready to launch fundraising at STEM for the first time since 2019!

FUNDRAISING TIMELINE

TIMELINE	ACTIVITY	PROGRESS
Summer	Clubs, Sports, and Student Groups budget creation	Mostly complete
Fall	Parent Teacher Committee, Parent Ambassadors, and Athletic Boosters	Establishing committees and meetings
Sept 10	Accelerator Fund Launch	On Track
Sept 17	STEM Blast Off	On Track
Oct 27	Boosterthon - Student Fundraiser - Fundraising Week	On Track
Nov / Dec	Year End Giving Digital Campaign	Planning Stage
Dec / Jan	Corporate Sponsorships	Planning Stage
Apr	Mini Event which we can build upon for next year after groups and processes are more established	Planning Stage

Coversheet

Policy Update

Section: IV. KOSON Schools
Item: B. Policy Update
Purpose: Discuss
Submitted by:
Related Material: Presentation - Enrollment Policy Updates 09-2025.pdf
                         Proposed_Policy_Enrollment_2025 Update.pdf

POLICY UPDATE - ENROLLMENT

GOVERNANCE COMMITTEE

RECOMMENDED CHANGES:

- Update to state that we're using STEM's system and not DCSD for open enrollment. With new STEM FinalSite, will use STEM system going forward. Confirmed DCSD prefers all schools use DCSD system but not required.
  - Rationale from Staff:
    The Finalsite enrollment management system is scheduled to launch in September 2025 in advance of 2026–27 open enrollment window and will provide greater capabilities than Google Forms have traditionally afforded including inquiry, offer, application and enrollment automated communications processes. The enrollment policy needs to be updated to reflect the change from the DCSD Open Enrollment Manager software to the STEM Finalsite enrollment management

1

POLICY UPDATE – ENROLLMENT

GOVERNANCE COMMITTEE

RECOMMENDED CHANGES:
- Clarified to match DCSD guidelines and what is actually done - no change in STEM process:
  - Applicant prioritization during First Round Open Enrollment
  - When applicants decline enrollment or miss deadline and later re-apply.
- Enrollment for Students Receiving Special Education Services:
  - Revised wording to incorporate legal counsel recommendations
- Other minor wording changes

NOT RECOMMENDED:
  - Request for optional early payment of student fees

Propose vote during 10/7 meeting - Open Enrollment Starts 11/1

2

Enrollment Policy

STEM SCHOOL HIGHLANDS RANCH POLICY

Enrollment

I. PURPOSE

The purpose of this policy is to define the enrollment process and requirements for STEM School Highlands Ranch (STEM). STEM is a tuition-free, public charter school authorized by the Douglas County School District (DCSD) and serves grades Kindergarten through 12.

II. POLICY

A. Open and Choice Enrollment

STEM participates in DCSD's annual open enrollment and choice enrollment processes, adhering to all applicable dates and deadlines. Parents/guardians must submit an application to enroll their student(s) in STEM through STEM's online application and enrollment system.

B. Prioritizing Applicants

Applications during First Round Open Enrollment are not first-come, first served. When the number of eligible applicants during the First Round Open Enrollment period exceeds the spaces available in a particular program, grade or school, as determined by the Executive Director or designee, applications will be prioritized by grade level on the annual prioritized list by the priorities listed below. All timely First Round Enrollment applications are randomly assigned a number within their respective priority group.

● First Priority: Siblings of current STEM students

● Second Priority: Founding Families and children and grandchildren of current STEM staff

    ○ An Enrollment Priority Request Form is required to provide proof of enrollment priority

● Third Priority: Student applicants who are DCSD Residents

● Fourth Priority: Student applicants who are not DCSD residents.

Enrollment priority does not guarantee enrollment if there is no availability at the applicant's grade level. Due to enrollment priorities, STEM does not release information regarding a particular applicant's position on the list. Founding Families, and staff members must complete the Enrollment Priority Request Form in order to provide proof they meet these enrollment priority criteria prior to the First Round Open Enrollment Application period.

Applicants not accepted during enrollment by STEM during the First Round Open Enrollment Application period will automatically be placed on the annual prioritized list and will have priority over those applicants applying during the Second Round Open Enrollment Application period.

1 of 4

Enrollment Policy

Applicants who receive an offer of enrollment and either decline the offer or fail to respond by the stated deadline, thereby rendering the offer void, are required to submit a form requesting to have the application reinstated which will be processed according to the open enrollment round application process. STEM's annual prioritized list will be purged upon the close of the Second Round Open Enrollment period of each year, in accordance with DCSD policies. Applicants not offered enrollment must reapply the following year, as the list does not carry over from year to year.

C. STEM Inquiry List

STEM offers prospective families the opportunity to complete the STEM Inquiry Form to receive notifications about open enrollment dates and enrollment related information. Completing the STEM Interest Form is separate from the DCSD/STEM Open and Choice Enrollment processes, and is not considered an open or choice enrollment application. The STEM Interest Form does not guarantee enrollment nor does it obligate families to enroll in STEM.

D. Admission Phase

As per the DCSD Open Enrollment process, STEM offers a First Round Open Enrollment Application period and a Second Round Open Enrollment Application period. Once issued an offer of enrollment during the First Round Open Enrollment Application period, parents/guardians must accept the offer by the First Round Open Enrollment Application period deadline. Once issued an offer of enrollment during the Second Round Open Enrollment Application period, parents/guardians must accept the offer within 48 hours.

Parents/guardians are responsible for providing a reasonable way for STEM to reach them regarding enrollment and are also responsible for informing the school of any change to their contact information. While STEM will attempt to notify families via email, the school is not responsible for the inability to contact families should they be unreachable (i.e., traveling, inaccurate information, etc.). Failure to respond to the enrollment offer by the deadline may result in the enrollment offer becoming void and the opening will be offered to the applicant next on the annual prioritized list.

E. Enrollment Phase

To complete the enrollment phase, parents/guardians must complete and return all registration and enrollment forms within five working days of when the enrollment offer was issued. Failure to complete and return all required registration and enrollment forms by the deadline may result in the enrollment offer becoming void and the opening will be offered to the applicant next on the annual prioritized list. Under DCSD guidelines, by accepting an offer of enrollment at STEM, you have established STEM as your student's assigned school through 12th grade.

F. Enrollment for Students Receiving Special Education Services

Requests from the parents/guardians of students receiving special education services for choice enrollment to STEM shall be considered in accordance with applicable state and federal laws.

Enrollment Policy

Consideration of whether or not a student receiving special education services is able to enroll in a school of choice shall be implemented in a two-step process. The first step of the process is the Admissions Phase and the second step is the Enrollment Phase. For a student receiving special education services to enroll and attend a school of choice, the student must be admitted after completion of the Admissions Phase of the process and then must be approved for enrollment during the Enrollment Phase of the process.

During the Admissions Phase, including any lottery or similar process, the school shall not request or consider any information regarding a student's disability status. If a student receiving special education services is admitted through the Admissions Phase of the process, the student must still be approved for enrollment into the school of choice. During the Enrollment phase of the process, the student's current Individualized Education Program (IEP) shall be reviewed to determine if (1) the school is an appropriate setting for the student's IEP to be implemented: and (2) the student can be provided a Free Appropriate Public Education (FAPE) in that setting. If there is a question as to whether the school is an appropriate setting for the student's IEP then a properly constituted IEP team will convene and determine a setting within the District where the student will be made an offer of FAPE and where the student's IEP can be implemented as developed by the IEP team. Decisions about the setting for delivery of FAPE shall be made with due consideration for the impact on the child's total education program and must include parent/guardian participation.

G. Vacancies

Should a vacancy become available prior to the end of the Second Round Open Enrollment Application period, the vacancy will be filled as specified above. Should a vacancy become available after the end of the Second Round Open Enrollment Application period the vacancy may be filled at the direction of the Executive Director or designee through the Choice Enrollment process.

H. Choice Enrollment

Following the close of the Second Round Open Enrollment Application period, STEM may offer choice enrollment to new DCSD and non-DCSD students throughout the school year based on availability. New DCSD students are those who have moved into DCSD after the Second Round Open Enrollment Application period has closed and/or have not yet enrolled in a DCSD school. For eligible students, STEM offers a STEM School Highlands Ranch New Student Choice Enrollment Application process.

I. Transfers

Students may choose to enroll in STEM after the Second Round Open Enrollment Application period closes; however, for students already enrolled in DCSD, the process for administrative transfers in accordance with DCSD Policy JCA/JFB-R shall be followed.

3 of 4

Enrollment Policy

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

STEM School Highlands Ranch

By: _____
(Signature, Board secretary)

_____
(Printed name, Board secretary)

Adopted: 2019
Revised: January 2023
Revised: August 2023
Revised: October 2023
Revised: October 2024
Revised: April 2025
Revised: October 2025

Coversheet

CIO Annual Goals

Section: IV. KOSON Schools
Item: C. CIO Annual Goals
Purpose:
Submitted by:
Related Material: Koson CIO Goals_2025-2026.pdf

STEM SCHOOL
HIGHLANDS RANCH

2025-2026

Koson CIO Goals

STEM SCHOOL
HIGHLANDS RANCH

CIO Goals 2025-2026

Process Review

3 Key Moments

1. Beginning-of-Year Goal Setting

- CIO & Support and Evaluation Committee set annual goals/evidence aligned with the annual strategic plan
- Board reviews goals
- Board votes to approve goals

2. Mid-Year Check-In

- CIO assesses progress towards goals and shares the reflection with the board
- [Executive Session] Board synthesizes commendations and recommendations for a mid-year report
- Board votes on mid-year report

3. End-of-Year Evaluation

- CIO's direct reports complete the Board on Track CIO survey
- CIO completes the Board on Track End-of-Year Self Assessment
- CIO provides the board with an end-of-year report on the outcomes of the goals
- Board completes the Board on Track End-of-Year CIO Assessment
- [Executive Session] Board synthesizes commendations and recommendations based on the four reports
- Board votes on end-of-year report

Key Document

CIO Goals & Reflections_2025-2026
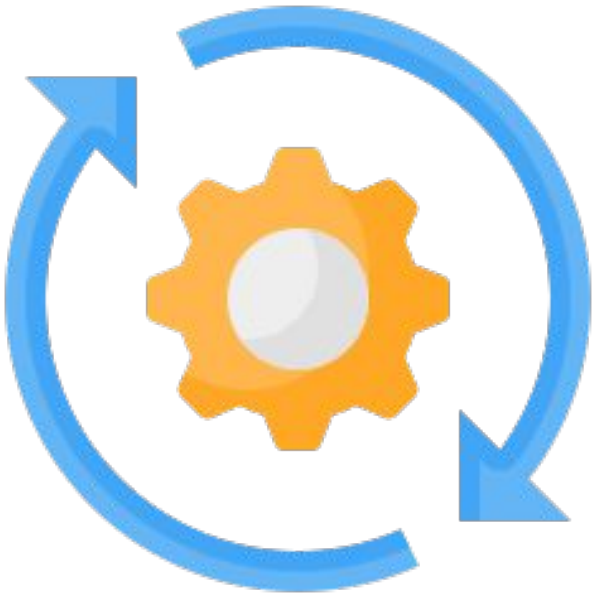
Tab 1 - CIO Goals

Tab 2 - Mid-Year Self Reflection

Tab 3 - Mid-Year Board Report

Tab 4 - EOY CIO EOY Report

Tab 5 - EOY Board Report

STEM SCHOOL
HIGHLANDS RANCH

CIO Goals 2025-2026

BOY Goal-Setting

Overview of CIO Goals

BOY Goal-Setting

1. Strengthen Systems & Processes	**2. Elevate Leadership Capacity**
3. Deepen Community Engagement	**4. Develop Network Assets**

1. Strengthen Systems & Processes

Description

Continue building and refining systems that support Koson's growth and ensure efficient management of STEM—laying the foundation for future network schools.

Why It Matters:

Strong systems create stability and scalability, ensuring Koson schools deliver exceptional education without sacrificing efficiency.

Success Metrics:

- Annual initiative roadmap in ClickUp (timelines, owners, outcomes; reduced overlaps)
- Sequencing plan for ≥5 major initiatives (pacing, priorities, checkpoints)
- 2–3 new network-wide processes per department improving efficiency
- ≥80% positive staff feedback on pacing, prioritization, workload

2. Elevate Leadership Capacity

BOY Goal-Setting

Description

Enhance leadership at all levels through clarity, professional development, and strengthened accountability.

Why It Matters:

Clear, capable, and accountable leaders empower staff, inspire students, and drive results.

Success Metrics:

- 100% documented role clarity for shared services & ED leadership roles
- 100% of leaders with IPDPs (≥2 measurable goals each)
- ≥90% adherence to monthly check-ins and accountability updates
- ≥2 cross-campus leadership sessions with ≥80% satisfaction

3. Deepen Community Engagement

Description

Build stronger connections between the community and Koson's mission, focusing on STEM School Highlands Ranch.

Why It Matters:

Schools thrive when communities are engaged—building trust, awareness, and shared purpose ensures long-term support.

Success Metrics:

- Volunteer participation +20% YoY (Baseline event attendance tracked)
- Industry & higher-ed partnerships +15%
- ≥80% positive parent/community feedback & +5 NPS vs. prior year
- ≥4 signature engagement events (Anniversary, Master Plan launch, HS forum, Gala)
- Fundraising donors +15% YoY; 2 new giving vehicles

4. Develop Network Assets

Description

Build high-value assets/services to equip Koson for growth and future schools.

Why It Matters:

Strategic assets prepare us for expansion, giving new schools tools and structures to succeed from day one.

Success Metrics:

- PBL articulation distinguishing Koson from other models
- Example + rubric for a high-quality PBL unit
- Identify best PBL units (all grades)
- Business plans for preschool, summer camps, homeschool programs (with projections)
- ≥3 baseline operating templates (budget models, policies, onboarding) finalized
- Governance/structure report with recommendations

Closing

Presentation-Decka

This year is about...

Strengthening systems →

Growing leaders →

Engaging community →

Building those assets →

Coversheet

Vote for Consent Agenda Items

Section: VI. Consent Agenda
Item: A. Vote for Consent Agenda Items
Purpose: Vote
Submitted by:
Related Material: Core Values Update 09-2025.pdf
                      Stem_Core_Values_1_Page.pdf

CORE VALUES AS VERBS

1. Prioritize Students (Student Centered)

   Every decision we make is focused on ensuring students thrive, lead, and succeed. The community that surrounds students exists for the purpose of their growth and development.

2. Build a Strong Community (Community)

   We are more than a school, we are a community. We all have equal value and seek to encourage each other to maximize our unique strengths, gifts, and passions. The true power of a charter school is in the strength of its community.

3. Do Right, Always (Integrity)

   Honesty, trust, and ethical decision-making guide our actions, fostering respect, accountability, and a safe environment, even in challenging circumstances or when recognition is absent.

4. Embrace Innovation (Innovation)

   Never Stop Innovating. Innovation thrives on continuous growth, bold problem-solving, and a willingness to push boundaries, transforming ideas into meaningful progress.

5. Take Steady Steps (Stability)

   We play the long game with people and projects by implementing strategic planning, clear communication, systems and process, amble resources, and appropriate pacing - setting a strong foundation for a supportive environment for our community to thrive.

6. Lead With Care (Stewardship)

   Dedicated to making a difference through personal ownership, care, and compassion creates lasting impact in our students, colleagues, and community.

7. Elevate the Standard (Excellence)

   A commitment to continuous growth, where skills are refined, applied, and adapted to achieve the highest standards and empower everyone to reach their fullest potential.

8. Laugh Together (Fun)
   Having fun makes the team work! Creating an environment where joy is encouraged. Strengthens our teams, fosters a positive culture, and fuels creativity - making everyone feel valued, energized, and motivated to contribute.

STEM SCHOOL
HIGHLANDS RANCH

CORE VALUES

Coversheet

Roles/Responsibilities and support/relationship to Koson Board

Section: VIII. Lighthouse Building Corp
Item: A. Roles/Responsibilities and support/relationship to Koson Board
Purpose: Discuss
Submitted by:
Related Material: Presentation to Koson Board - Lighthouse Bldg Corp 09-2025.pdf

LIGHTHOUSE BUILDING CORPORATION

Colorado Charter Schools often establish Building Corporations
- Purpose - Finance, acquire, and manage their facilities
- Building Corporations are non-profit entities with oversight from a separate Board (non-public)
- Charter schools do not have same access to resources as School Districts
  - School districts own their buildings and property
  - School districts can provide space to charter schools
- Building Corporations allow charters to own or lease a building/land instead of relying on district to provide space

Building Corp manages the real estate and then leases it to the school.

1

LIGHTHOUSE BUILDING CORPORATION

- Colorado law limits how a charter school can secure financing, borrow money, and diversify funding sources
  - Building Corps can secure financing by issuing tax-exempt bonds through entities like CECFA. These bonds offer more favorable interest rates than other types of loans
  - Building Corps can enter into multi-year payment agreements
  - Building Corps allows charter schools to tap into a range of funding sources - private investments, grants from foundations, and tax credits for investors
- Establishing a separate entity to own a facility creates a clear separation between school's educational operations and it real estate assets. This can provide legal protection and make financial management more transparent.

CEFCA - Colorado Educational and Cultural Facilities Authority

LIGHTHOUSE BUILDING CORPORATION

2

LIGHTHOUSE BUILDING CORPORATION

Charter schools must meet ownership requirements to be eligible for state funding.

- CDE (Colorado Dept of Education) guidance - For a charter school to be considered the owner of a facility for state purposes, 4 conditions must be met:
  - Building corporation was formed for sole purpose of holding title to the property and holds title to the property.
  - Charter school directly controls at least a majority of appointments to the governing board of the building corporation.
  - The corporate purposes of the building corporation are restricted so that the building corporation cannot interfere with the charter school's full use and enjoyment of the facility.
  - Upon dissolution of the building corporation, its assets revert to the charter school or its authorizer.

LIGHTHOUSE BUILDING CORPORATION

3

KOSON/STEM VS LIGHTHOUSE

LIGHTHOUSE BUILDING CORPORATION

Koson/STEM
- Approves budget and capital expenditures
- Authorizes real estate transactions - purchase/sale
- Utilizes real estate for school

Growth Task Force
- Advise and review growth/expansion initiatives
- Provide recommendations to Koson/STEM Board

Building Corp
- Manages financing and expenditures
- Manages purchase/sale of real estate
- Holds title to real estate

4