

# STEM SCHOOL

## HIGHLANDS RANCH

### STEM School Highlands Ranch

#### Board of Directors Meeting

##### Monthly Meeting

Published on August 29, 2025 at 5:44 PM MDT

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#### Date and Time

Tuesday September 2, 2025 at 5:30 PM MDT

#### Location

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

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

Passcode:771384

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#### Agenda

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

	Purpose	Presenter	Time
Never Stop Innovating! We envision a world of exponential possibilities where every child develops the innate knowledge, skills, creativity and character to thrive, lead and succeed in an ever-changing future.			
<b>II. Approve Meeting Minutes</b>			<b>5:35 PM</b>
<b>A.</b> Board Meeting August 5th	Approve Minutes	Carla Gustafson	2 m
<b>III. STEM School Highlands Ranch Updates</b>			<b>5:37 PM</b>
<b>A.</b> Student Government Spotlight	FYI	LynAnn Kovalesky	10 m
<b>B.</b> Approve updated 2025/26 Calendar Confirm graduation day is May 18, 2026	Vote	LynAnn Kovalesky	5 m
<b>C.</b> Approve Preliminary 2026/27 Academic Calendar	Vote	LynAnn Kovalesky	5 m
<b>D.</b> STEM School HR Update Executive Director LynAnn Kovalesky provides enrollment update	FYI	LynAnn Kovalesky	10 m
<b>IV. KOSON Schools</b>			<b>6:07 PM</b>
<b>A.</b> CIO Update  • Budget status update and next steps for balancing the budget • Strategic Planning Update	Discuss	Matt Cartier	45 m
<b>B.</b> Policy Update Present proposed updates to Enrollment Policy and Q&A	Discuss	Carla Gustafson	15 m
<b>C.</b> CIO Annual Goals Present CIO Annual Performance Goals and Support/Evaluation Strategy and Timeline and Q&A			15 m
<b>V. Public Comment</b>			<b>7:22 PM</b>

	Purpose	Presenter	Time
<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 <a href="mailto:communications@stemk12.org">communications@stemk12.org</a></p>			
<b>A.</b>	Public Comment Sign up link		10 m
	<a href="https://forms.gle/AM9H5q4sfTKYmYSp6">https://forms.gle/AM9H5q4sfTKYmYSp6</a>		
<b>VI.</b>	<b>Consent Agenda</b>		<b>7:32 PM</b>
<b>A.</b>	Vote for Consent Agenda Items	Vote	Carla Gustafson
	• Koson Core Values update		5 m
<b>VII.</b>	<b>Board Committee Updates</b>		<b>7:37 PM</b>
<b>A.</b>	Academic Excellence Committee Updates	Discuss	Ishmeet Kalra
	Highlight proposed updates to one pager		10 m
<b>B.</b>	CIO Support & Evaluation Committee Updates	Discuss	Erin Quigley
	• Highlight proposed updates to one pager		10 m
<b>C.</b>	Finance Committee Update	Discuss	Darrell Lomelino
	Highlight proposed updates to one pager		10 m
<b>D.</b>	Governance Committee Update	Discuss	Carla Gustafson
	Highlight proposed updates to one pager		10 m
<b>E.</b>	Growth Task Force Update	Discuss	Kevin Leung
	Highlight proposed updates to one pager		10 m
<b>VIII.</b>	<b>Lighthouse Building Corp</b>		<b>8:27 PM</b>

	Purpose	Presenter	Time
<b>A.</b> Roles/Responsibilities and support/relationship to Koson Board	Discuss	Carla Gustafson	10 m
<b>IX. Board of Director's Updates</b>			<b>8:37 PM</b>
<b>A.</b> Preview of Next Meeting	FYI	Carla Gustafson	5 m
<ul style="list-style-type: none"><li>• Reminder to complete Training actions in Board on Track dashboard</li><li>• Academic Excellence - School Performance Framework/Unified Improvement Plan for discussion</li><li>• CIO Support &amp; Evaluation - Approve annual CIO Goals</li><li>• Governance - Approve Committee One Pagers, Approve Enrollment Policy, BOT Assessment Survey Results for Discussion</li></ul>			
<b>X. Closing Items</b>			<b>8:42 PM</b>
<b>A.</b> Adjourn Meeting Adjournment	Vote	Carla 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 updated 2025/26 Calendar

<b>Section:</b>	III. STEM School Highlands Ranch Updates
<b>Item:</b>	B. Approve updated 2025/26 Calendar
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	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

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

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

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

	School Closed/Holidays
	First/Last Day of School
	Summer Office Hours/Tours

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

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

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

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

	Planning/Professional Development
	Graduation Day - School Closed
	Elementary Only- No School

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

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

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

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

	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 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
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## 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

<b>Section:</b>	III. STEM School Highlands Ranch Updates
<b>Item:</b>	C. Approve Preliminary 2026/27 Academic Calendar
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	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

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

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

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

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

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

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

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

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

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

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

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


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

**\*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

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

# ED Presentation

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August 5th, 2025

*LynAnn Kovalsky, Executive Director*

# STEM School Update

# 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 <b>534 +5%</b>	474 <b>498 +5%</b>	413 <b>440 +6.5%</b>	1,396 <b>1472 +5.5%</b>	1,378 (05/25) <b>1,485</b>

Elementary School		
	24-25	25-26
K	74	88
1	65	81
2	77	69
3	95	82
4	81	109
5	117	105
<b>+5%</b>	509	<b>534</b>

Middle School		
	24-25	25-26
6	134	168
7	162	168
8	178	162
<b>+5%</b>	474	<b>498</b>

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

# Enrollment Trends

Open Enrollment

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

Powered by BoardOnTrack

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
	<b>181</b>

# 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

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

# CIO Update



Board Meeting | September 2, 2025

# Contents

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1. Budget Adjustments
2. 10 Year Master Improvement Plan
3. Fundraising

# 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

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- 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

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- Mostly Complete - Clubs, Sports, and Student Groups completed budgets
- Forming Meetings - Parent Teacher Committee, Parent Ambassadors, and Athletic Boosters
- Accelerator Fund Launch - Sept 10th (Email and Website)
- STEM Blast Off - Sept 17th
- Boosterthon - Student Fundraiser - Fundraising Week - Oct 27th
- Year End Giving – November / December - Digital Campaign
- December / January - Corporate Sponsorships
- April - Mini Event which we can build upon for next year after groups and processes are more established.

# Coversheet

## Policy Update

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



# POLICY UPDATE - ENROLLMENT

## 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 Finals site 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 Finals site enrollment management

# POLICY UPDATE - ENROLLMENT

## 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

*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.



## *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.

*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

## Vote for Consent Agenda Items

<b>Section:</b>	VI. Consent Agenda
<b>Item:</b>	A. Vote for Consent Agenda Items
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	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, ample 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

<b>Section:</b>	VIII. Lighthouse Building Corp
<b>Item:</b>	A. Roles/Responsibilities and support/relationship to Koson Board
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	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.**



# 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 its real estate assets. This can provide legal protection and make financial management more transparent.

**CECFA** - Colorado Educational and Cultural Facilities Authority

# 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.

# KOSON/STEM VS LIGHTHOUSE

## 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