

# STEM SCHOOL

## HIGHLANDS RANCH

### STEM School Highlands Ranch

#### Board of Directors Meeting

#### Monthly Meeting

Published on January 30, 2026 at 3:59 PM MST

---

#### Date and Time

Tuesday February 3, 2026 at 5:30 PM MST

#### 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](https://zoom.us/j/95825391000?pwd=msnclVBra97QrHttP6dmqMTMcpbaV9.1)

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		Adelita Campbell	1 m
D.   Reciting of the Mission Statement		Erin Quigley	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.</b>	<b>Approve Meeting Minutes</b>			<b>5:35 PM</b>
A.	Board Meeting Jan 6	Approve Minutes	Carla Gustafson	2 m
B.	Board Meeting Jan 13	Approve Minutes	Carla Gustafson	2 m
<b>III. STEM School Highlands Ranch Updates</b>				
A.	Executive Director Update	FYI	LynAnn Kovalesky	15 m
	Executive Director LynAnn Kovalesky provides a general update			
B.	Student Advisory Committee	Discuss	LynAnn Kovalesky	20 m
	Student Advisory Committee provides presentation on results of Fall Student Survey. Presentation and Q&A			
<b>IV. KOSON Schools</b>				
A.	CIO Update	Discuss	Matt Cartier	20 m
	• Strategic Planning Update			
B.	Home School Enrichment Program	Vote	Matt Cartier	20 m
	Matt Cartier will present the Home School Enrichment Program plan, for Board approval.			
C.	Mid Year Financial Update	Discuss	Sean Milner	30 m
	Quarter 2 Financial Report Presentation by Sean Milner, CFO, with Q&A			
D.	Policy Updates	Discuss	Carla Gustafson	15 m

		Purpose	Presenter	Time
<ul style="list-style-type: none"> <li>• New - Home School Enrichment Enrollment Policy, for discussion</li> </ul>				
<b>E.</b>	CIO Mid Year Review Report	Vote	Erin Quigley	10 m
Erin Quigley presents CIO Mid Year Review report for Board approval				
<b>F.</b>	Renewal CIO Employment Agreement	Vote	Carla Gustafson	10 m
Carla Gustafson presents renewal Employment Agreement for Matt Cartier, changing role to Chief Executive Officer, for Board approval				
<b>G.</b>	Parent Election Plan	Discuss	Carla Gustafson	15 m
Present Schedule for Parent Seat Election				
<b>H.</b>	Confirm Board on Track Renewal	Vote	Carla Gustafson	10 m
Motion to continue membership with Board on Track for Board system software, Governance coaching, and Annual training support.				
<b>V.</b>	<b>Public Comment</b>			<b>8:24 PM</b>
<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>8:34 PM</b>
<b>A.</b>	Vote for Consent Agenda Items	Vote	Carla Gustafson	5 m
<ul style="list-style-type: none"> <li>• Confirm Facility Policy <ul style="list-style-type: none"> <li>◦ Community Use of Facilities</li> </ul> </li> </ul>				
<b>VII.</b>	<b>Board Committee Updates</b>			<b>8:39 PM</b>
<b>A.</b>	Academic Excellence Committee Updates	Discuss	Ishmeet Kalra	5 m

		Purpose	Presenter	Time
<b>B.</b>	CIO Support & Evaluation Committee Updates	Discuss	Erin Quigley	5 m
<b>C.</b>	Finance Committee Update	Discuss	Darrell Lomelino	5 m
<b>D.</b>	Governance Committee Update	Discuss	Carla Gustafson	5 m
<b>E.</b>	Growth Task Force Update	Discuss	Kevin Leung	5 m
<b>VIII.</b>	<b>Board of Director's Updates</b>			<b>9:04 PM</b>
<b>A.</b>	Preview of Next Meeting	FYI	Carla Gustafson	5 m
	<ul style="list-style-type: none"> <li>• Governance - Present Bylaws Update</li> <li>• Governance - Home School Enrichment Enrollment Policy, Enrollment Policy Updates, Student Organization Policy Updates</li> <li>• Proposed 26/27 Meeting Schedule</li> </ul>			
<b>IX.</b>	<b>Closing Items</b>			<b>9:09 PM</b>
<b>A.</b>	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 Jan 6

**Section:** II. Approve Meeting Minutes  
**Item:** A. Board Meeting Jan 6  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board of Directors Meeting on January 6, 2026

APPROVED

# STEM SCHOOL

## HIGHLANDS RANCH

STEM School Highlands Ranch

### Minutes

Board of Directors Meeting

Monthly Meeting

---

#### Date and Time

Tuesday January 6, 2026 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 (remote), C. Gustafson, C. Wroblewski (remote), D. Lomelino (remote), E. Quigley, G. Wing, I. Kalra, K. Leung, R. Lukez

#### Directors Absent

None

#### Guests Present

A. Cardinal, Chris Damour, L. Kovalesky (remote), Laurie Veldhuizen, M. Cartier, Maura Ridder, Michelle Gasser (remote), Ryan Alsup, 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 Jan 6, 2026 at 5:30 PM.

### C. Pledge of Allegiance

### D. Reciting of the Mission Statement

## II. Approve Meeting Minutes

### A. Board Meeting December 2nd

R. Lukez made a motion to approve the minutes from Board of Directors Meeting on 12-02-25.

K. Leung seconded the motion.

EQ and GW abstained

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

### Roll Call

R. Lukez Aye

C. Wroblewski Aye

K. Leung Aye

C. Gustafson Aye

E. Quigley Abstain

D. Lomelino Aye

A. Campbell Aye

I. Kalra Aye

G. Wing Abstain

## III. STEM School Highlands Ranch Updates

### A. Executive Director Update

New 1st grade teacher - Ashley Scott

New SRO - Deputy Monti

Staff Alumni event - close to 70 people, great community building with former colleagues/students

Shared Staff Survey Results - lower rates of response because of timing; questions have changed; will dig into trend data for last 3 years and aggregate comments. Areas of strength and growth will be discussed further.

Shared SAC Survey Results - majority positive responses for academics/curriculum, student/parent experience, and communication with staff. Areas of strength and growth will be added to priorities going forward.

Enrollment update current year and next year

**B. Student Advisory Committee**

Moved to next month - students were not able to be here tonight

**IV. KOSON Schools**

**A. 2024/25 Financial Audit Report**

Mr. Hinkle presented summary of audit process and report - will be updated on Financial Transparency page on STEM website

**B. CIO Update**

Playground update - Chris Damour

- January 2025 kickoff with
- March 2025 county/metro district meeting
- April 2025 civil engineer assessment
- June 2025 initial plans submitted to county
- Sent plans to Fire Department- had some concerns, made adjustments and resubmitted, but needs additional edits
- This week will resubmit revised plan, but no firm timeline

Homeschool and HS Relocation updates - Matt Cartier

Student led showcase on 4/23

Community Night to Ignite 4/25

**C. Policy Updates**

Draft Enrollment Policy for STEM School Highlands Ranch to align to updated process - discussion around prioritizing applicants

Draft Enrollment policy for Homeschool - separate

Comments/Questions to be forwarded to governance policy

**D. CIO Mid Year Review Report**

Update on CEO Employment Agreement and Support and Evaluation committee

**E.**

## **Draft Renewal CIO Employment Agreement**

Highlight proposed changes for Board discussion for CEO Employment Agreement  
Change title from CIO to CEO  
Multi year agreement with a TABOR clause  
Compensation structure for multi-year  
At will vs. termination clause

## **V. Public Comment**

### **A. Public Comment Sign up link**

Ms. Susan Graham: parent and teacher at STEM provided comment on cell phone policy and effects on community

## **VI. Consent Agenda**

### **A. Vote for Consent Agenda Items**

K. Leung made a motion to approve consent agenda.  
G. Wing seconded the motion.  
The board **VOTED** unanimously to approve the motion.

## **VII. Board Committee Updates**

### **A. Academic Excellence Committee Updates**

PSAT/SAT data will be ongoing discussion  
RACI chart  
Curriculum approval process and policy discussions ongoing  
Will bring to board when ready

### **B. CIO Support & Evaluation Committee Updates**

### **C. Finance Committee Update**

Skyward demo and approval process for expenses  
New auditor for next year  
Discussion about board meetings moving

### **D. Governance Committee Update**

Policy updates and discussions  
Proposed Bylaws updates will be part of working session discussions next week.

### **E. Growth Task Force Update**

Growth Task Force One Pager - open to suggestions for next year

Future Preschool opportunity - ongoing discussion

## **VIII. Executive Session**

### **A. Convene Executive Session - CIO Contract Renewal Negotiations**

R. Lukez made a motion to move to executive session in accordance with CRS 24-6-402(4)(e)(I) for determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiations regarding CIO employment agreement renewal terms.

G. Wing seconded the motion.

8:35 pm

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

#### **Roll Call**

G. Wing Aye

K. Leung Aye

R. Lukez Aye

D. Lomelino Aye

C. Gustafson Aye

I. Kalra Aye

E. Quigley Aye

A. Campbell Aye

C. Wroblewski Aye

Executive Session from 8:45 pm to 9:25 pm.

AC did not join executive session

KL left at 8:57pm

IK left at 9:20pm

DL left at 9:21 pm

CW left at 9:25 pm.

## **IX. Closing Items**

### **A. Adjourn Meeting**

G. Wing made a motion to adjourn at 9:25 pm.

E. Quigley seconded the motion.

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

#### **Roll Call**

A. Campbell Absent

G. Wing Aye

R. Lukez Aye

D. Lomelino Absent

K. Leung Absent

E. Quigley Aye

C. Gustafson Aye

**Roll Call**

C. Wroblewski Absent

I. Kalra Absent

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:25 PM.

Respectfully Submitted,

C. Gustafson

---

**Documents used during the meeting**

- January Board Presentation 25\_26.pdf
- CIO Board Presentation 20260106.pdf
- Policy\_Enrollment\_2026\_Draft.pdf
- NEW - Policy\_Home School Enrichment Enrollment\_2026\_Draft.pdf
- S\_E\_Presentation\_on\_Mid-Year\_Check-In.pdf
- Presentation - Draft CEO Renewal Agreement.pdf
- Academic\_Excellence One Pager\_2025-2026.pdf
- Growth Task Force One Pager 2025-26.pdf
- Policy\_IT-Student Data Privacy\_2022.pdf
- Policy\_Electronic Device Monitoring\_2022.pdf
- Staff HandBook V7.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

### Board Meeting Jan 13

**Section:**

II. Approve Meeting Minutes

**Item:**

B. Board Meeting Jan 13

**Purpose:**

Approve Minutes

**Submitted by:****Related Material:**

Minutes for Board Meeting - Working Session on January 13, 2026

APPROVED

# STEM SCHOOL

## HIGHLANDS RANCH

STEM School Highlands Ranch

### Minutes

Board Meeting - Working Session

Mid-Year Working Session

---

#### Date and Time

Tuesday January 13, 2026 at 5:30 PM

#### Location

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

---

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

<https://zoom.us/j/98871876272?pwd=LMOajeHPCaJlxfauGWIL3gQeE4bINe.1>

Passcode:504737

---

#### Directors Present

A. Campbell, C. Gustafson, C. Wroblewski, D. Lomelino, E. Quigley, G. Wing (remote), I. Kalra (remote)

#### Directors Absent

K. Leung, R. Lukez

#### Guests Present

L. Kovalesky, M. Cartier

---

#### 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 Jan 13, 2026 at 5:33 PM.

DL arrived at 5:36pm

RL arrived at 5:42pm

LynAnn Kovaleky joined at 7:03pm

## **II. Board Annual Goals**

### **A. Goals from Board on Track Assessment Report**

Discuss progress of board goals for 2025/2026

- Discussion around fundraising policy and spending priorities/policy to increase transparency
  - Leverage ERP to create sub-accounts
  - STEM foundation vs. general fund vs. athletic boosters

## **B. Bylaws Discussion**

- Discussion about board member recruitment
  - Expand from 9 to 11, add 2 class B (community members)
  - Assess skills needed to address gaps on overall board
  - Networking
  - Open house; meet and greets
- Proposed updates: Class B confirmed by 2/3 board vote; Articles of incorporation update; Class A confirmed by parent community board and 2/3 board vote; add resignation as failure to attend 3 successive meetings or other obligations
- Discussion of additional proposed updates
- Governance committee will take Board feedback and questions and try to resolve outstanding items and bring back to Board at a later time

## **III. STEM Strategic Priorities**

### **A. Priorities and Goals for Keson Network Growth**

Discussion around Strategic Plan progress, updates, opportunities and resources necessary for strategic initiatives

Announcement about tours in person and virtual at the Mineral building

## **IV. 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 9:00 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

### Executive Director Update

**Section:** III. STEM School Highlands Ranch Updates  
**Item:** A. Executive Director Update  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** February Board Presentation 25\_26.pdf



# ED PRESENTATION

---

February 3, 2026

*LynAnn Kovalesky, Executive Director*

# **STEM SCHOOL UPDATE**

# SCHOOL UPDATES

- 1/30 Staff TLCC Survey and Breakfast
- 2/10-11 Team Optix Site Visit and Training for admin and instructional leads
- 2/13 SEL Training for staff at Sky View
- Building principals are working with teachers on STEM Showcase
- Share the LOVE campaign
- Spartmart Online Store opens this week

# 2025 - 26 ENROLLMENT: February 2026

Elementary	Middle	High	Total*	Potential**
526 524 (-2)	486 486 (0)	431 427 (-4)	1,441 1,437	1,437

Elementary School		
	01/26	02/26
Kinder	84	84
First	81	82
Second	68	67
Third	81	81
Fourth	104	103
Fifth	107	107

Middle School		
	01/26	02/26
Sixth	166	167
Seventh	161	161
Eighth	159	158

Pending Enrollments	
Choice	-
Admin Transfers	-

	01/26	02/26
Ninth	128	127
Tenth	114	114
Eleventh	94	92
Twelfth	92	92
13/14	2	2

\*1/27 Enrolled;

\*\*Projecting adding new student after 10/1 through Admin Transfers/Choice Enrollment.

# 2026 - 27 OPEN ENROLLMENT Pipeline: ROUND 1 & 2

Elementary	Middle	High	Total*	Actual R1 Enrollment
E: 139 A: 57	E: 84 A: 42	E: 29 A: 10	E: 252 A: 109	25-26: 205 (432 A; 48% Conversion) 26-27: 252 (393 A; 64% Conversion)

Elementary School			Middle School			High School		
	R1 E	R2 A		R1 E	R2 A		R1 E	R2 A
K	<b>69</b>	18						
1st	<b>9</b>	9						
2nd	<b>15</b>	5						
3rd	<b>18</b>	9						
4th	<b>11</b>	7						
5th	<b>17 (6)</b>	9						

**Important Info**

New: Offers	2nd/4th Wed.
Current: Intent to Return	
2/2-17/26	

\*1/17 Completed Enrollments; 1/27 R2 Applications

A - Applications

E - Accepted offers that completed enrollment

5th Grade Waitlist R1: 6; R2 9

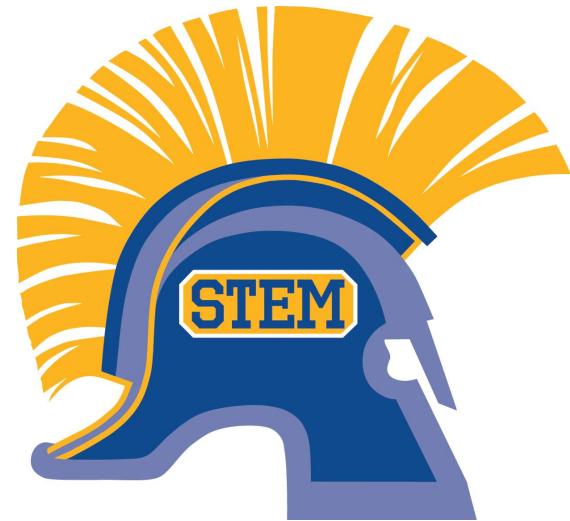
## Coversheet

### Student Advisory Committee

**Section:** III. STEM School Highlands Ranch Updates  
**Item:** B. Student Advisory Committee  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Student Survey Data Report 2025-2026.pdf

# **STUDENT SURVEY DATA REPORT 2025 - 2026**

**STUDENT ADVISORY**



# Last Years Presentation:

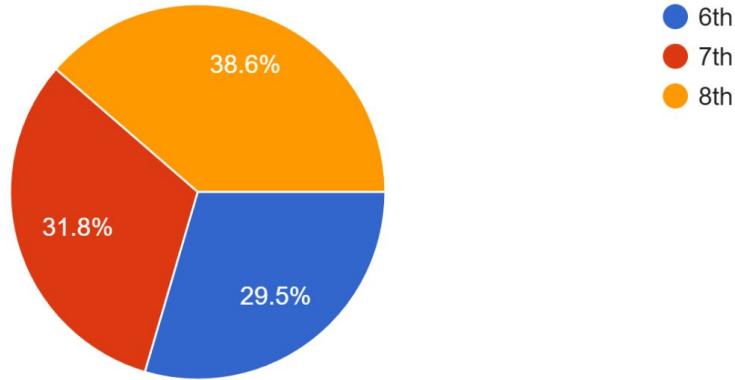
Link to 2024-2025 Presentation:

<https://docs.google.com/presentation/d/1lRjiEsaHLHinHqDX1ERxxL3eISZDisc5Gkrrw354wjo/edit?usp=sharing>

# MS Results:

What grade are you in?

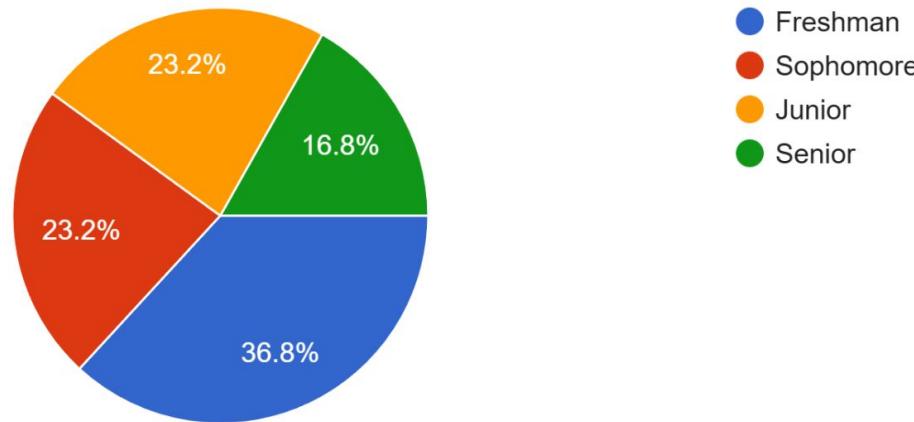
132 responses



# HS Results:

What grade are you in?

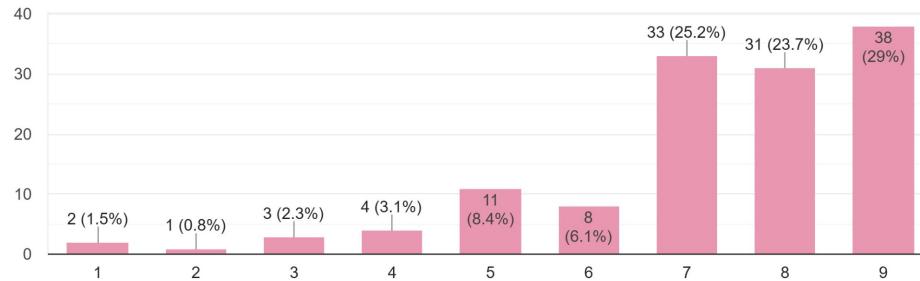
95 responses



# MS Results:

I feel safe at school:

131 responses

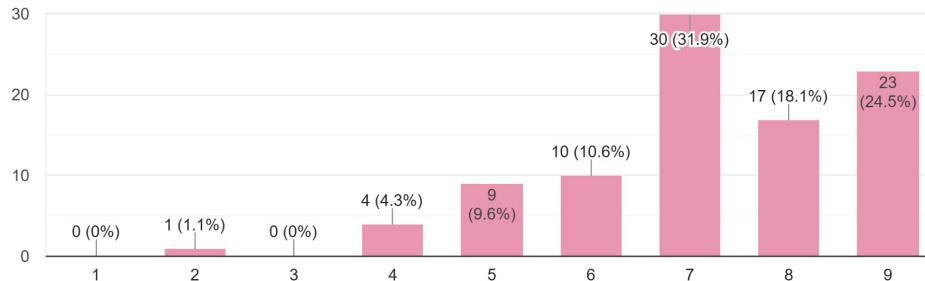


77.8% of students say they feel safe at school. As compared with last year where 71.0% of students answered this way.

# HS Results:

I feel safe at school:

94 responses

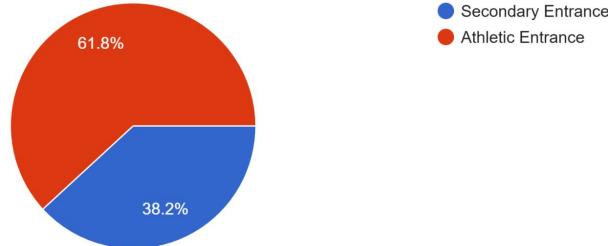


74.5% of students say that they feel safe at school. As compared to 85.8% last year.

# MS Results:

What entrance do you enter from?

131 responses

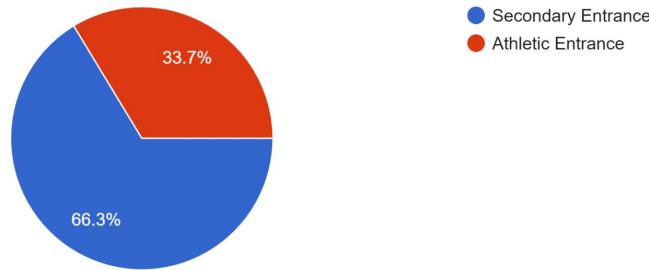


61.6% of MS students enter through the athletic entrance so they are not affected as much by the X-ray upgrade to Evolv.

# HS Results:

What entrance do you enter from?

95 responses

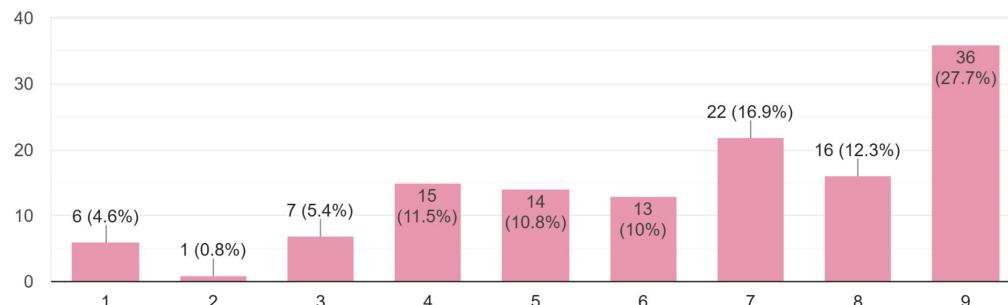


66.3% of HS students enter through the secondary entrance so they would be more affected by the X-ray machine.

# MS Results:

Evolv contributes to my overall sense of safety at STEM

130 responses

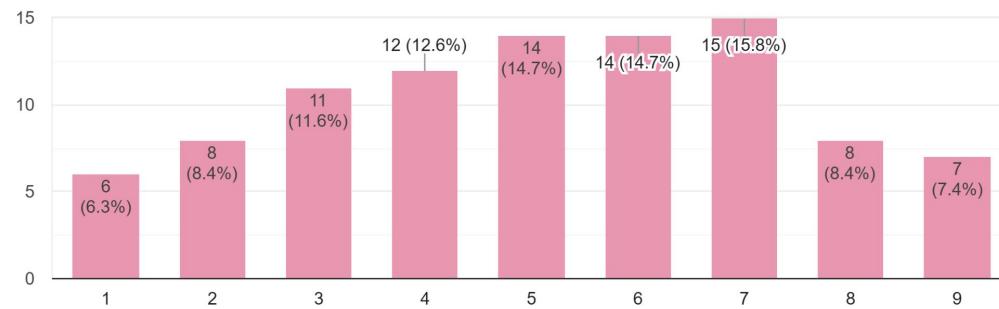


56.9% of students say that Evolv has positively contributed to their overall sense of safety. As compared with 54% from last year.

# HS Results:

Evolv contributes to my overall sense of safety at STEM

95 responses

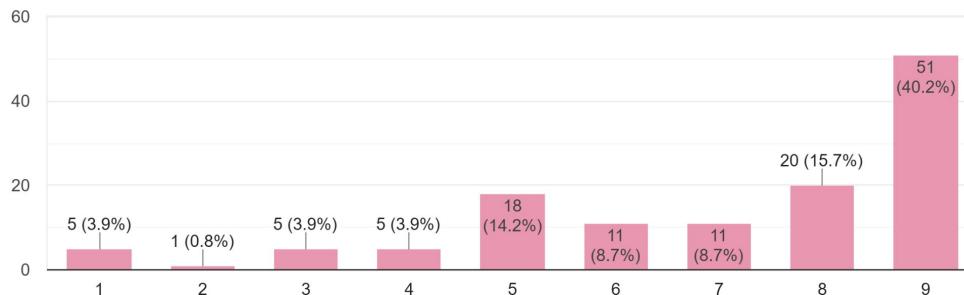


31.5% of students feel that Evolv has positively impacted their sense of safety, while 42.1% are neutral, and 26.3% say it has negatively impacted them. As compared with 38.8% positive from last year.

# MS Results:

The X-ray machine at the secondary entrance has made using Evolv easier.

127 responses

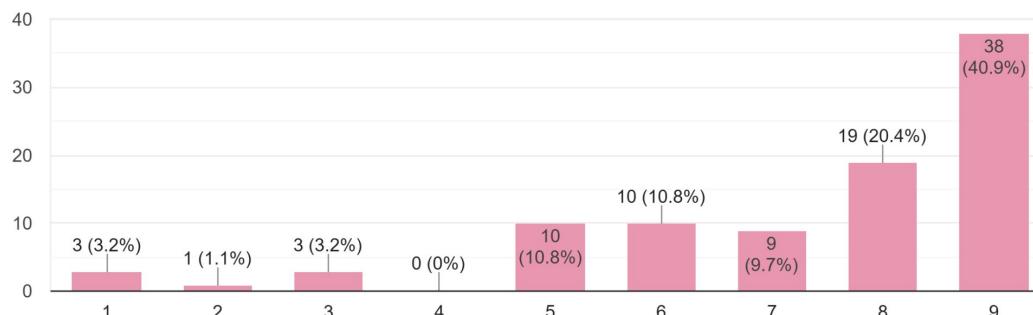


64.5% of students say that the X-ray machine has made entering the school easier. This is a new question so no data to compare.

# HS Results:

The X-ray machine at the secondary entrance has made using Evolv easier.

93 responses

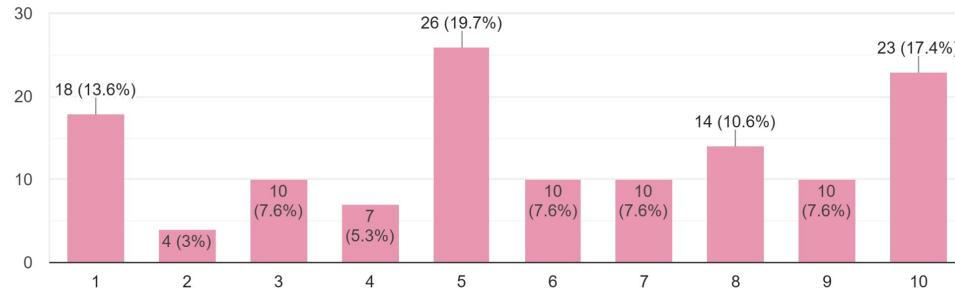


70.9% of students say the X-ray machine has made entering the school easier. This is a new question, so no data to compare to.

# MS Results:

How has the later school start time affected you?

132 responses



35.6% of students feel as though the new school schedule has positively affected them. 34.8% of students were neutral and 24.2% of students felt negatively about it.







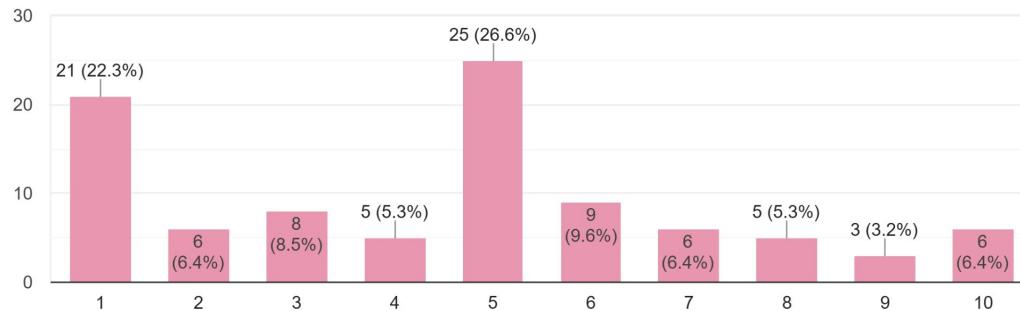




# HS Results:

How has the later school start time affected you?

94 responses

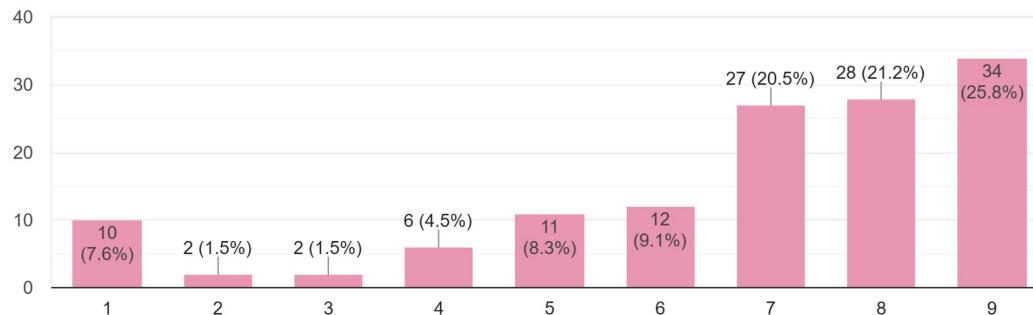


38.4% of students say that the new school start time has negatively impacted them, 42.8% are neutral, and 15.3% say it has positively impacted them.

# MS Results:

I understand the Secury system and why STEM has implemented it. \*This question is asking if you understand why STEM has implemented the Secury system, not if you like it or not\*

132 responses

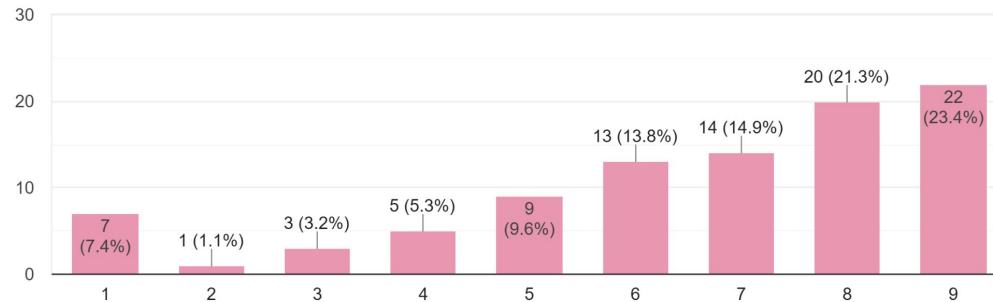


67.4% of students said that they understood why securely has been implemented. As compared with 28.8% from last year.

# HS Results:

I understand the Securly system and why STEM has implemented it. \*This question is asking if you understand why STEM has implemented the Securly system, not if you like it or not\*

94 responses

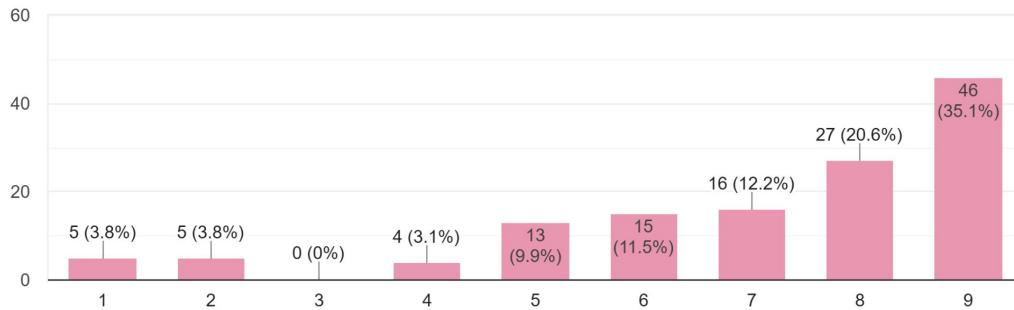


59.5% of students say they understand Securly and why STEM has implemented it, as compared with 34.4% from last year.

# MS Results:

I understand the importance of phone pockets and why STEM has implemented this policy. \*This question is asking if you understand why STEM has implemented the phone pockets, not if you like it or not\*

131 responses

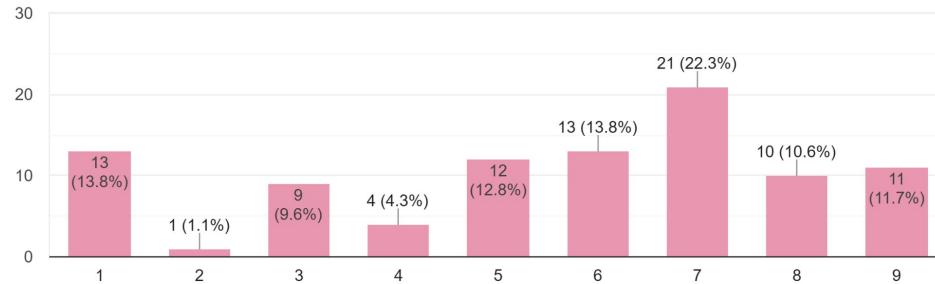


67.9% of students said that they understood the importance of the phone pockets. Which is a slight improvement from last year.

# HS Results:

I understand the importance of phone pockets and why STEM has implemented this policy. \*This question is asking if you understand why STEM has implemented the phone pockets, not if you like it or not\*

94 responses

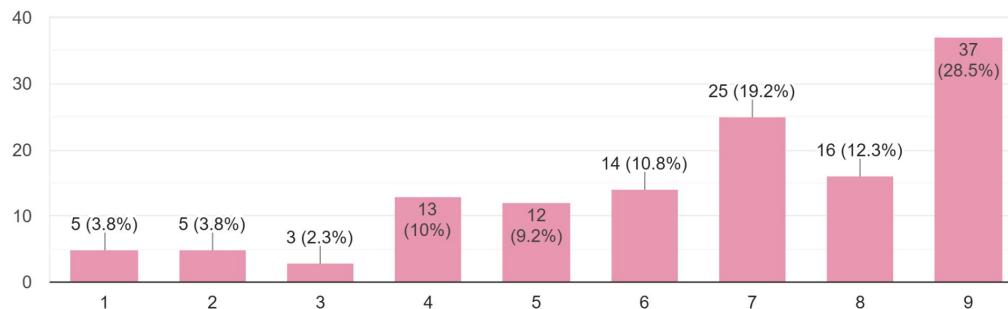


44.6% of students say that they understand the importance of phone pockets.

# MS Results:

The ID policy is consistently enforced by STEM staff.

130 responses

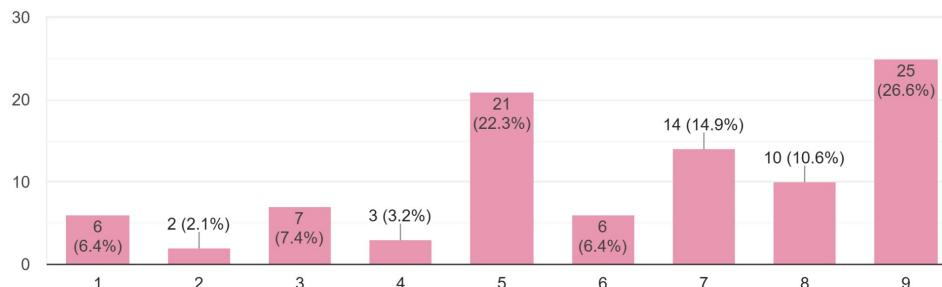


60% of students say that the ID policy is enforced by staff.

# HS Results:

The ID policy is consistently enforced by STEM staff.

94 responses

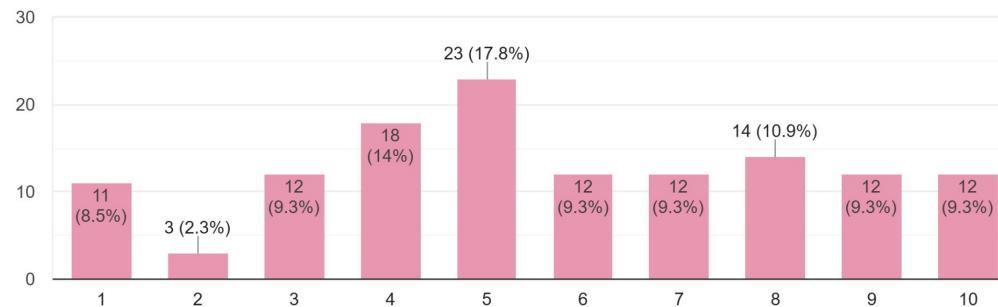


52.1% of students say that the ID policy is enforced.

# MS Results:

How would you rate your experience with Boosterthon?

129 responses

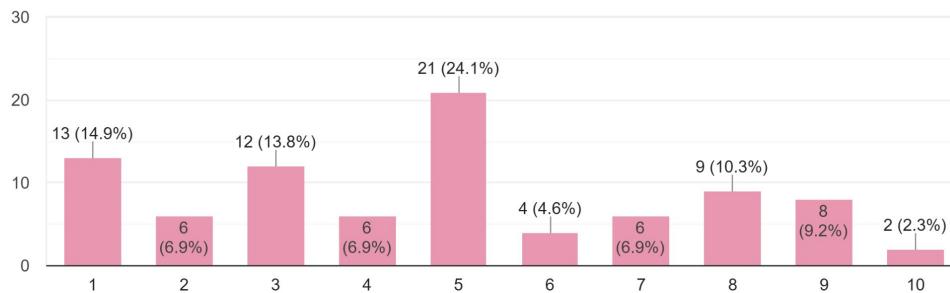


29.4% of students said they had a positive experience with boosterthon, 36.4% were neutral, and 20.1% were negative.

# HS Results:

How would you rate your experience with Boosterthon?

87 responses

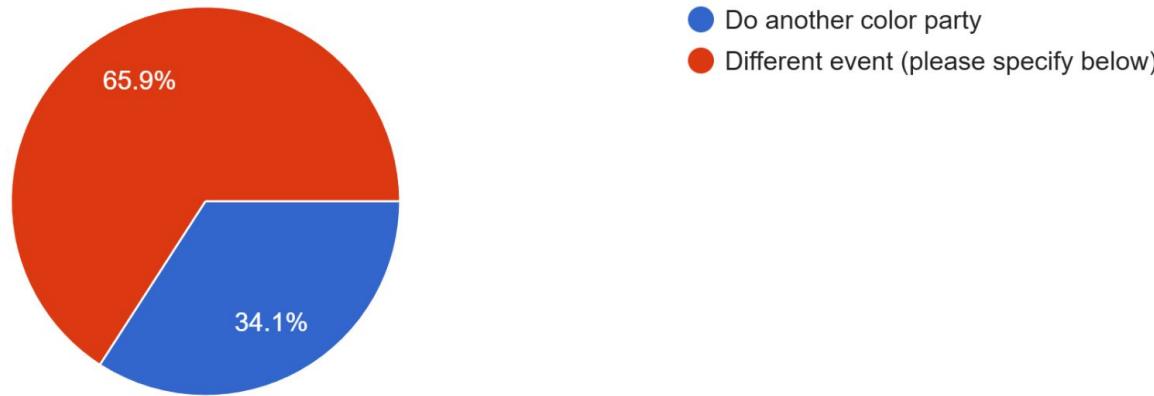


39.0% of students had a negative experience with boosterthon, meanwhile 35.6% were neutral, and 21.8% of students had a positive experience.

# MS Results:

Next year, should STEM host a color party associated with Boosterthon or should they host a different type of event? (Ex: Silent Disco)

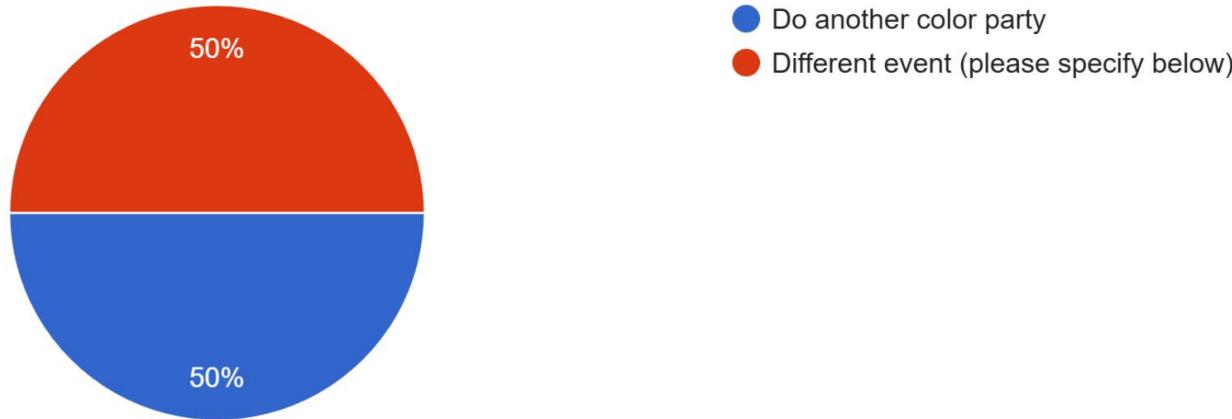
126 responses



# HS Results:

Next year, should STEM host a color party associated with Boosterthon or should they host a different type of event? (Ex: Silent Disco)

76 responses



# Action Items:

- Increase description of STEM practices and rules:
  - Why does STEM implement the phone/ID/securly/etc. Policies?
- Possible changes to Boosterthon for next year, plus student suggested allocation of funds
- Explain the schedule changes to students, plus consider changes

# Thank you!

Any questions?

## Coversheet

### CIO Update

**Section:** IV. KOSON Schools  
**Item:** A. CIO Update  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** CIO Board Presentation 20260203.pptx.pdf

# CIO UPDATE



**KOSON SCHOOLS**

**Board Meeting | September 2, 2025**

# CONTENTS

---

1. Strategic Plan Update

2. Homeschool

# STRATEGIC PLAN UPDATE

- IT Audit Update
- Organizational Clarity
- Varkey Prize
- Homeschool

# IT Audit

---

- VoskoTech
- Team Logic IT

# Organizational Clarity

---

- Theme
- Process
- Next Steps

# Varkey Prize



The screenshot shows the homepage of the Global Schools Prize website. At the top, there are three logos: 'GLOBAL TEACHER PRIZE VARKEY FOUNDATION' (with a golden brain icon), 'GLOBAL STUDENT PRIZE' (with a golden torch icon), and 'GLOBAL SCHOOLS PRIZE' (with a golden globe icon). Below the logos is a navigation bar with links: Global Teacher Prize, Global Student Prize, Global Schools Prize (which is highlighted in orange), National Teacher Prizes, Invest in a Teacher, Communities, and News. The main visual is a photograph of several hands holding a colorful world map, symbolizing global education. Below the image, the text 'The Global Schools Prize' is displayed in a large, bold, orange font. A descriptive paragraph follows: 'A landmark new education award: The US \$1 million Global Schools Prize seeks to recognise and celebrate exceptional schools from independent institutions that are re-imagining what's possible in education.'

# Homeschool

---

What has been completed?

What constraints will we face?

What are the options?

What are the next steps?

## Coversheet

### Mid Year Financial Update

**Section:** IV. KOSON Schools  
**Item:** C. Mid Year Financial Update  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 2nd Quarter Finance Presentation.pptx.pdf

FY 2025 - 2026

# 2<sup>nd</sup> Quarter Finance Review



# TABLE OF CONTENTS

---

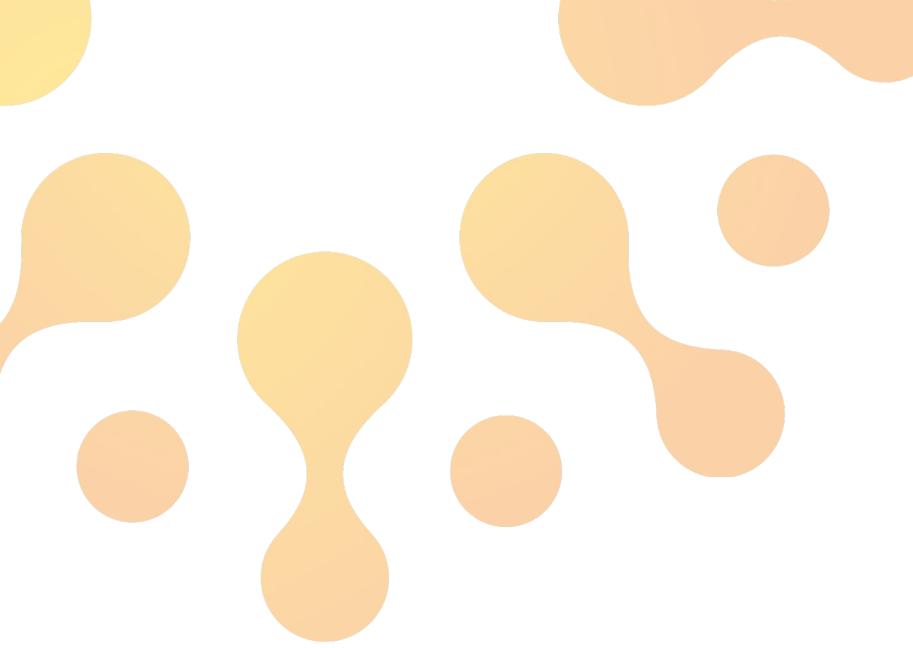
1. Introduction
2. Revenue & Expenditure Analysis
3. 2<sup>nd</sup> Quarter Report
4. Current State of Finances
5. Thank You/Questions

# Introduction

## FY 26 Financials

- Q2 Financials – Un-Audited
  - Revenues
    - \$12,049,725
  - Expenditures
    - \$12,073,692





# Revenue Analysis

**FY 2025 - 2026 2nd Quarter**

Budgeted	Actual	% to Date
----------	--------	-----------

**Local**

School	\$ 2,339,955	\$ 1,450,685	62%
MLO	\$ 3,479,225	\$ 1,792,344	52%
<b>Total Local Revenue</b>	<b>\$ 5,819,180</b>	<b>\$ 3,243,029</b>	<b>56%</b>

**State Categorical**

Capital Construction	\$ 541,680	\$ 263,881	49%
Other State	\$ 424,791	\$ 266,904	63%
<b>Total State Categorical Revenue</b>	<b>\$ 966,471</b>	<b>\$ 530,785</b>	<b>55%</b>

**State PPR**

Per Pupil Revenue	\$ 16,351,516	\$ 8,275,911	51%
<b>Total State PPR</b>	<b>\$ 16,351,516</b>	<b>\$ 8,275,911</b>	<b>51%</b>
<b>Total Revenue</b>	<b>\$ 23,137,167</b>	<b>\$ 12,049,725</b>	<b>52%</b>



# Expenditure Analysis

FY 2025 - 2026 2nd Quarter			
	Budgeted	Actual	% to Date
<b>Salaries &amp; Benefits</b>			
Salaries	\$ 11,900,792	\$ 6,062,052	51%
Benefits	\$ 3,856,219	\$ 1,694,359	44%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 15,757,011</b>	<b>\$ 7,756,411</b>	<b>49%</b>
<b>Other</b>			
Purchased Contract Services	\$ 560,150	\$ 317,851	57%
Purchased Property Services	\$ 2,684,000	\$ 1,610,840	60%
Other Purchased Services	\$ 2,687,794	\$ 1,317,718	49%
Supplies	\$ 813,400	\$ 591,234	73%
Property	\$ 450,000	\$ 331,893	74%
Other	\$ 150,000	\$ 147,745	98%
<b>Total All Other</b>	<b>\$ 7,345,344</b>	<b>\$ 4,317,281</b>	<b>59%</b>
<b>Total Expenditures</b>	<b>\$ 23,102,355</b>	<b>\$ 12,073,692</b>	<b>52%</b>

# Revenue/Expenditure Analysis

FY 2025 - 2026 2nd Quarter			
	Budgeted	Actual	% to Date

## Revenue

Local	\$ 5,819,180	\$ 3,243,029	56%
State Categorical	\$ 966,471	\$ 530,785	55%
State PPR	\$ 16,351,516	\$ 8,275,911	51%
<b>Total Revenue</b>	<b>\$ 23,137,167</b>	<b>\$ 12,049,725</b>	<b>52%</b>

## Expenditures

Salaries & Benefits	\$ 15,757,011	\$ 7,756,411	49%
Other	\$ 7,345,344	\$ 4,317,281	59%
<b>Total Expenditures</b>	<b>\$ 23,102,355</b>	<b>\$ 12,073,692</b>	<b>52%</b>

**Surplus/Deficit** \$ 34,812 \$ (23,967)

# Current State of Finances

Where is our Money?	
Bank Accounts	\$ 595,030.53
Colotrust (Investments)	\$ 11,418,621.00
	<hr/>
	\$ 12,013,651.53

Monthly District Transfers go directly into our Colotrust account to take advantage of strong interest rates. We transfer funds from Colotrust to our bank accounts to fund Payroll and AP checks as needed

# Audit

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
<b>Revenues</b>				
<i>Local Sources</i>				
Per Pupil Revenue	\$ 14,675,129	\$ 13,966,003	\$ 15,171,353	\$ 1,205,350
District Mill Levy	3,218,529	3,218,529	3,219,029	500
Student Fees and Activities	1,075,000	1,075,000	1,209,508	134,508
Contributions and Donations	56,000	56,000	138,835	82,835
Other Local Revenue	739,885	739,885	-	(739,885)
Investment Income	680,000	680,000	682,945	2,945
<b>Total Local Sources</b>	<b>20,444,543</b>	<b>19,735,417</b>	<b>20,421,670</b>	<b>686,253</b>
<i>State Sources</i>				
Categorical Revenue	542,331	542,331	1,246,466	704,135
Other State Sources	450,000	450,000	-	(450,000)
<b>Total State Sources</b>	<b>992,331</b>	<b>992,331</b>	<b>1,246,466</b>	<b>254,135</b>
<b>Total Revenues</b>	<b>21,436,874</b>	<b>20,727,748</b>	<b>21,668,136</b>	<b>940,388</b>
<b>Expenditures</b>				
Salaries	11,050,000	11,050,000	10,426,273	623,727
Employee Benefits	3,600,000	3,600,000	3,222,958	377,042
Purchased Services	5,873,747	5,873,747	5,963,348	(89,601)
Supplies	850,000	850,000	1,012,114	(162,114)
Property	3,921,642	3,921,642	3,696,216	225,426
Other	140,000	140,000	194,524	(54,524)
<b>Total Expenditures</b>	<b>25,435,389</b>	<b>25,435,389</b>	<b>24,515,433</b>	<b>919,956</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>(3,998,515)</b>	<b>(4,707,641)</b>	<b>(2,847,297)</b>	<b>1,860,344</b>
<b>Other Financing Sources (Uses)</b>				
Transfers	-	-	432,832	432,832
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>432,832</b>	<b>432,832</b>
<b>Net Change in Fund Balance</b>	<b>(3,998,515)</b>	<b>(4,707,641)</b>	<b>(2,414,465)</b>	<b>2,293,176</b>
<b>Fund Balance, Beginning of year</b>	<b>14,675,529</b>	<b>14,675,529</b>	<b>14,675,529</b>	<b>-</b>
<b>Fund Balance, End of year</b>	<b>\$ 10,677,014</b>	<b>\$ 9,967,888</b>	<b>\$ 12,261,064</b>	<b>\$ 2,293,176</b>

# Audit W/O Expansion & Legal

FY 2024 - 2025 Audit			
	Actual	W/O Expansion	
	Audited	& Legal	
Revenue	\$ 22,100,968	\$ 22,100,968	
Expenditures	\$ 24,515,433	\$ 20,418,772	
	\$ (2,414,465)	\$ 1,682,196	

# Thank You!

# Questions?

## Coversheet

### Policy Updates

**Section:**

IV. KOSON Schools

**Item:**

D. Policy Updates

**Purpose:**

Discuss

**Submitted by:****Related Material:**

Draft - Policy\_Home School Enrichment Enrollment\_2025.pdf

## *Home School Enrichment Enrollment Policy*

### STEM SCHOOL HIGHLANDS RANCH POLICY Home School Enrichment Enrollment

#### I. PURPOSE

The purpose of this policy is to define the enrollment process and requirements for the STEM School Highlands Ranch Home School Enrichment Program. The Home School Enrichment Program is a supplemental, part time educational program designed to serve students in kindergarten through grade 8 who are educated through a home based education program in accordance with state law. Participation in the Home School Enrichment Program does not constitute full time enrollment at STEM School Highlands Ranch and does not establish STEM School Highlands Ranch as a student's assigned school.

#### II. POLICY

##### A. Program Eligibility

The Home School Enrichment Program serves students in Kindergarten through grade 8 who are educated through a home based education program that complies with all applicable state home education requirements. Families must provide documentation demonstrating compliance with state home education laws, which may include a Notice of Intent or other legally recognized documentation. Participation in the Home School Enrichment Program is supplemental only and does not establish STEM School Highlands Ranch as the student's assigned school.

##### B. Open Enrollment

Enrollment in the Home School Enrichment Program is subject to program capacity as determined annually by school administration. Enrollment is offered on a first come first served basis upon the opening of the Home School Enrichment Open Enrollment Application, provided all eligibility requirements are met and all required documentation is submitted. The Home School Enrichment Open Enrollment Application opens annually on the third Thursday in January. In the inaugural enrollment year only, for the 2026 to 2027 school year, the application will open on the first Thursday in March. The school will publish enrollment timelines and application access information through official school communication channels.

Because the Home School Enrichment Program does not establish STEM School Highlands Ranch as a student's assigned school, enrollment for this program is administered separately from Douglas County School District open and choice enrollment processes. Enrollment decisions for the Home School Enrichment Program are made in accordance with applicable nondiscrimination laws and policies and enrollment decisions are not based on race, creed, color, sex, disability, national

## *Home School Enrichment Enrollment Policy*

origin, sexual orientation, gender expression, gender identity, religion, or any other legally protected class status.

In Colorado, responsibilities for providing Special Education and Related Services under IDEA remain the sole responsibility of the parents providing Homeschooling and are not the responsibility of the part-time Homeschool Enrichment Program. The Home School Enrichment Program will still meet its applicable obligations under Child Find and non-discrimination laws, including without limitation Section 504 of the Rehabilitation Act.

### C. Enrollment Start Dates

Enrollment in the Home School Enrichment Program may begin on the first instructional day of the fall semester in August or on the first instructional day of the spring semester in January.

### D. Enrollment Outside Standard Start Dates

Enrollment requests outside the first instructional day of a semester require prior approval from the Chief Innovation Officer, the Home School Director, or a designated representative. Approval is based on available space, staffing capacity, instructional continuity, and program considerations. Enrollment approved outside standard semester start dates will incur tuition and fees as set annually by the Koson Board of Directors in accordance with C.R.S. 12-32-118.

### E. Enrollment Acceptance and Family Responsibilities

Once offered enrollment in the Home School Enrichment Program, parents or guardians must accept the offer and complete all required enrollment steps within timelines established by the program. Failure to accept an enrollment offer or return required enrollment documentation by the stated deadline may result in the offer becoming void and the available seat being offered to another student. Parents or guardians are responsible for providing accurate and current contact information and for responding to program communications in a timely manner. While the school will make reasonable attempts to contact families, the school is not responsible for an inability to reach a family due to inaccurate or outdated contact information.

### F. Tuition Free Participation

Participation in the Home School Enrichment Program is tuition free only when the student is enrolled in the program on or before October 1 of the applicable school year, the student is not enrolled in another program that receives per pupil revenue, and the student meets any other requirements set by the Colorado Department of Education for receiving part-time per pupil revenue. Families seeking tuition free participation must provide documentation verifying the student is not enrolled in another per pupil revenue receiving program.

### G. Tuition and Fees

## *Home School Enrichment Enrollment Policy*

Tuition and fees apply when a student does not meet the conditions for tuition free participation described in this policy. Tuition and fees also apply to any enrollment approved outside standard semester start dates. Tuition and fees are established annually by the Koson Board of Directors and published by the school.

### H. Continued Participation

Families must maintain compliance with all applicable state home education requirements and adhere to program expectations, attendance requirements for enrolled enrichment courses, and all applicable school policies. Families are responsible for notifying the school of any change in enrollment status that may affect eligibility for tuition free participation.

### I. Withdrawal

Families may withdraw from the Home School Enrichment Program at any time by providing written notice in accordance with school procedures. Tuition and fee obligations, including refunds when applicable, follow the published tuition and fee schedule for the applicable school year.

### J. Relationship to STEM School Highlands Ranch Enrollment

Participation in the Home School Enrichment Program does not guarantee enrollment in the STEM School Highlands Ranch full time ~~K-12 charter school~~~~brick and mortar program~~. Students participating in the Home School Enrichment Program who apply for full time enrollment at STEM School Highlands Ranch are subject to the school's standard open enrollment and prioritization policies in effect at the time of application.

### K. ~~Policy Review~~

~~This policy is reviewed periodically and may be revised by the STEM School Highlands Ranch Board of Directors.~~

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

STEM School Highlands Ranch

By: \_\_\_\_\_  
(Signature, Board secretary)

\_\_\_\_\_  
(Printed name, Board secretary)

*Home School Enrichment Enrollment Policy*

Adopted: date

## Coversheet

### CIO Mid Year Review Report

**Section:** IV. KOSON Schools  
**Item:** E. CIO Mid Year Review Report  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** S\_E\_Presentation\_on\_Mid-Year\_Check-In.pdf

2025-2026

# KOSON CIO SUPPORT + EVALUATION

**CIO Goals 2025-2026**

# **PROCESS REVIEW**

# 3 KEY MOMENTS

## 1. BEGINNING-OF-YEAR GOAL SETTING

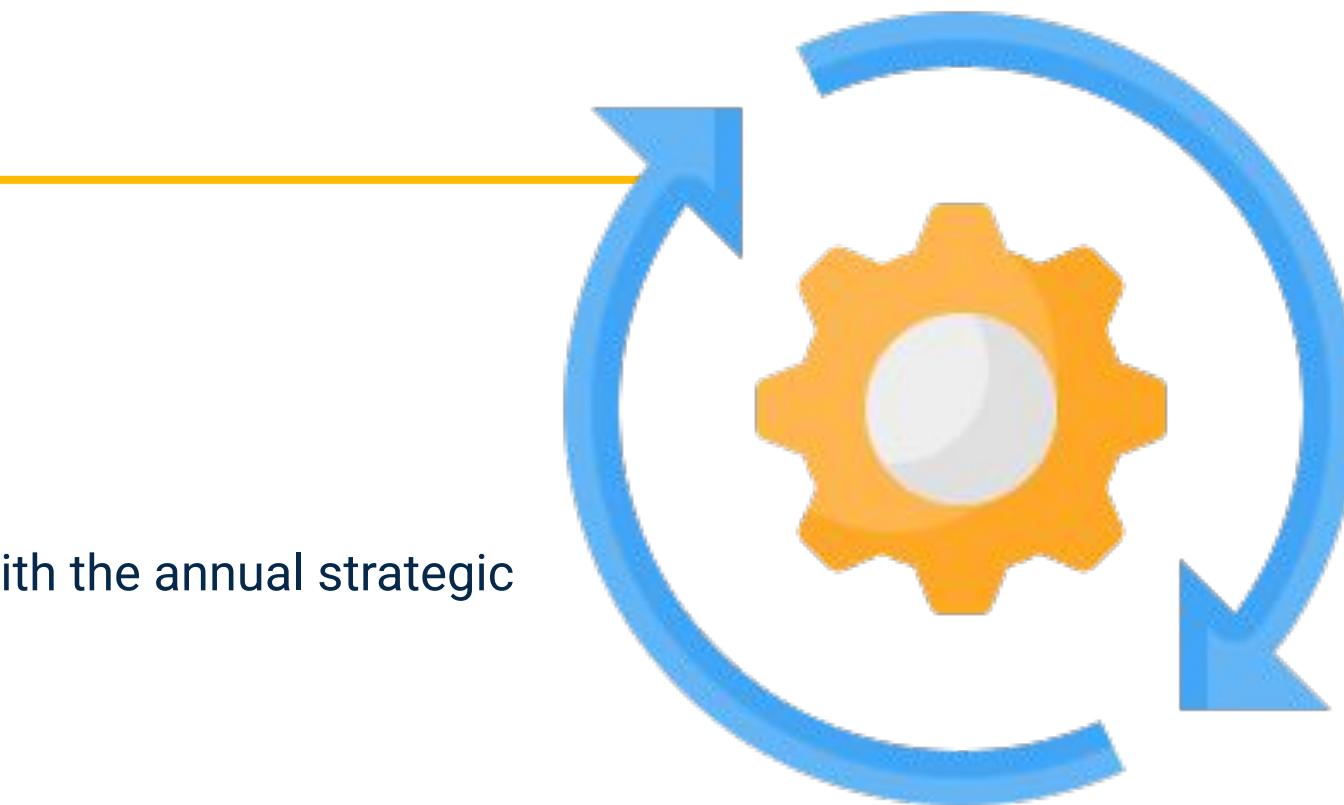
- CIO & Support and Evaluation Committee set annual goals/evidence aligned with the annual strategic plan
- Board reviews goals
- Board votes to approve goals

## 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

## Links to the Following

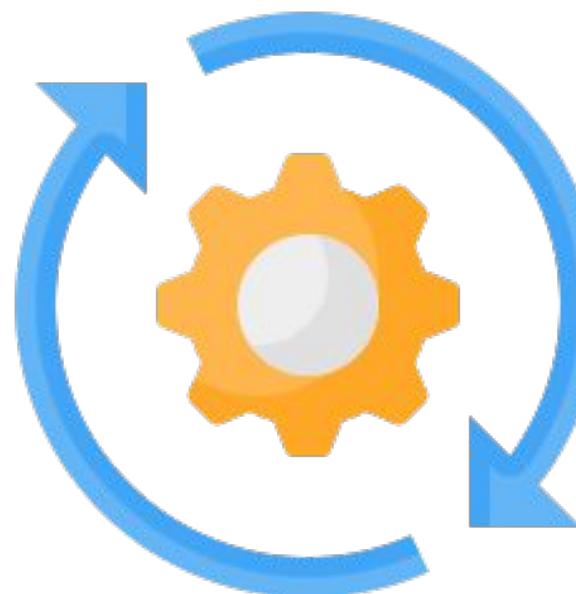
 **KOSON SCHOOLS**

Links to CIO Goals, Self-Reflections, and Board Feedback  
2025-2026 School Year

Section	Description	Date Completed
<a href="#">CIO's Annual Goals_2025-2026</a>	Documentation of the CIO's goals for the year, which are voted on by the Board.	Aug - CIO completes Sept - Present to board Oct - Board votes on goals
<a href="#">CIO's Mid-Year Self-Reflection</a>	CIO's reflection (shared with the Board) on progress he is making towards the goals	Nov - CIO completes
<a href="#">Mid-Year Board Report</a>	The Board's report on the CIO's mid-year check-in, including commendations and opportunities. This is voted on by the Board	Dec - Board drafts report Dec - Draft report shared with CIO Jan - Present report to board Feb - Board votes on report
<a href="#">EOY CIO Report to Board</a>	CIO's EOY report (shared with the board) on the status of the annual goals and feedback to the board.	Mar - CIO completes
<a href="#">EOY Board Report on CIO</a>	The Board's report on the CIO's EOY evaluation. This is voted on by the Board	Apr - Board drafts report Apr - Draft report shared with CIO May - Present report to board Jun - Board votes on report

1

- **CIO GOALS**
- **MID-YEAR SELF REFLECTION**
- **MID-YEAR BOARD REPORT**
- **EOY CIO EOY REPORT**
- **EOY BOARD REPORT**



**CIO Goals 2025-2026**

# **BOY GOAL-SETTING**

# OVERVIEW OF CIO GOALS

**1. STRENGTHEN  
SYSTEMS & PROCESSES**

**2. ELEVATE  
LEADERSHIP CAPACITY**

**3. DEEPEN  
COMMUNITY  
ENGAGEMENT**

**4. DEVELOP  
NETWORK ASSETS**

# 1. STRENGTHEN SYSTEMS & PROCESSES

BOY Goal-Setting

## 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  $\geq 5$  major initiatives (pacing, priorities, checkpoints)
- 2–3 new network-wide processes per department improving efficiency
- $\geq 80\%$  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 ( $\geq 2$  measurable goals each)
- $\geq 90\%$  adherence to monthly check-ins and accountability updates
- $\geq 2$  cross-campus leadership sessions with  $\geq 80\%$  satisfaction

# 3. DEEPEN COMMUNITY ENGAGEMENT

BOY Goal-Setting

## 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

BOY Goal-Setting

## 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

THIS YEAR IS ABOUT...

**STRENGTHENING SYSTEMS**



**GROWING LEADERS**



**ENGAGING COMMUNITY**



**BUILDING THOSE ASSETS**



**KOSON CIO CIO SUPPORT & EVALUATION:  
2025-2026**

# **MID-YEAR CHECK-IN**

# Purpose & Context

## Purpose

- Share key themes from the mid-year CIO check-in
- Surface priority focus areas for January–June
- Highlight opportunities to strengthen leadership capacity and governance support

## Context

- Reflects CIO self-reflection, Board executive session synthesis, and follow-up dialogue
- Focused on strategy, capacity, and long-term sustainability

# 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 + CONTRACT DECISIONS ← *We are here*

- 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 Dates in the Process

---

Nov 3	<b>Board Mtng:</b> Erin presents the mid-year process
Nov 13	<b>S&amp;E Comm. Mtng:</b> Meet to discuss CIO Contract
Nov 17	Matt sends his Mid-Year Reflection to the board.
Nov 17 - Dec. 2	Board members review Matt's mid-year reflection before the board meeting.
Dec. 3	<b>Board Exec. Session:</b> Discuss Matt's reflection and share commendations, advice, and next steps.
Dec. 11	<b>S&amp;E Comm. Mtng:</b> Share with Matt the summary of the board meeting. If needed, continue CIO contract talk
Jan. 6, 2026	<b>Board Mtng:</b> Erin presents the mid-year report. <b>Board Exec. Session:</b> Contract negotiations for CIO Contract Renewal
Feb. 3, 2026	<b>Board Mtng:</b> <ul style="list-style-type: none"><li>● <b>Vote 1: Approve Mid-Year CIO Report</b></li><li>● <b>Vote 2: Approve CIO Contract</b></li></ul>

---

# Mid-Year Commendations

## Strategic Creativity & Adaptability

*Demonstrated innovative thinking, including advancing the high school expansion strategy.*

## Positive Community Impact

*Strengthened school culture with increased parent engagement and involvement.*

## Visible Results & Strong Work Ethic

*Delivered tangible progress across initiatives with sustained effort.*

## Commitment to Distributed Leadership

*Continued focus on developing leadership capacity across the organization.*

## Building Effective Shared Services

*Successfully identified, hired, and empowered talent to strengthen shared services.*

# Strategic Focus, January - June '26

## NEAR-TERM PRIORITIES

### Homeschool Program

*Stabilize and strengthen as a core offering*

### Academic Excellence

*Define indicators and implement a monitoring dashboard*

### High School Move & Identity

*Clarify positioning, messaging, and scheduling implications*

### Fundraising

*Advance efforts aligned to sustainability and growth*

## INTENTIONALLY DEFERRED

### Preschool

*Paused pending resolution of key unknowns*

# Leadership Capacity & Risk Awareness

## Capacity Observations

- Strong elementary leadership foundation
- Opportunity to strengthen problem-based learning at secondary level
- Opportunity to improve STEM-industry alignment
- Growth mindset present; consistency of execution remains a focus

## Risk Mitigation

- Clearer role expectations and accountability structures
- Ongoing alignment as strategic plans move into implementation

## Why This Matters...

*Leadership clarity is essential to sustaining STEM HR as a premier problem-based learning school and enabling future program growth*

# Board Role & Ongoing Support

## PROACTIVE BOARD ENGAGEMENT

- Board advocacy and networking are strategic assets
- Earlier engagement strengthens authorizer and district relationships
- Board-to-board connections support responsiveness and trust

## SUPPORT FOR THE CIO

- Continued thought partnership with the CIO Committee
- Periodic strategic check-ins to support change management
- Shared commitment to clarity, alignment, and sustainable growth

## Coversheet

### Renewal CIO Employment Agreement

**Section:**

IV. KOSON Schools

**Item:**

F. Renewal CIO Employment Agreement

**Purpose:**

Vote

**Submitted by:****Related Material:**

Presentation - CEO Renewal Agreement for Approval.pdf  
MC\_2026-29\_Agreement\_for Board approval.pdf

# CEO Employment Agreement

## Summary of Changes

- Change title from CIO to CEO- Chief Executive Officer
- Multi-year agreement - 3 year
  - Add TABOR clause - annual funding appropriation by Board
  - Raise is set by Board each year
- At will agreement with termination clauses
  - Unilateral termination
  - Termination for cause
  - Severance clause for unilateral termination by Board
- Final legal and HR review



## EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT (the “Agreement” and/or “Employment Agreement”) is effective as of July 1, 2026, between Matt Cartier who agrees to serve as the Chief Executive Officer (“CEO” and/or the “Employee”), and Koson Schools, a Colorado nonprofit corporation, incorporated pursuant to the Colorado Revised Nonprofit Corporation Act, C.R.S. § 7-121-101 *et seq.*, and also a charter school network pursuant to the Charter Schools Act, C.R.S. § 22-30.5-101 *et seq.* (“Koson” or the “Network” ). The Chief Executive Officer (“CEO”) shall report directly to the Koson Board of Directors.

### RECITALS

Koson desires to continue to employ Employee pursuant to the terms of this Employment Agreement to serve as CEO of the Network.

Employee desires to continue to be employed by Koson as its CEO pursuant to the terms of this Employment Agreement.

### TERMS AND CONDITIONS

In consideration of the foregoing and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

- 1. Employment At-Will.** Koson employs Employee as its Chief Executive Officer, and Employee accepts such employment, upon the terms and conditions hereinafter set forth. Notwithstanding any provision in this Employment Agreement to the contrary, Employee is employed at-will, meaning that both Employee and Koson can end the employment relationship at any time for any reason without it being considered a breach of this Agreement, so long as the terms of Section 8 are followed. Any statements, representations, procedures, or policies that may be promulgated by Koson to the contrary shall not be construed to alter the “at-will” nature of the employment relationship or this Agreement, unless expressed in a signed, written agreement by an authorized individual. Because the employment relationship is at-will, the Employee shall have no expectation of continued employment.
- 2. Duties.** Employee will serve as Koson’s Chief Executive Officer, undertaking the duties set forth in the CEO job description, duties prescribed and subject to modification by the Koson Board of Directors, and all other duties incident to the chief executive of a charter



school network such as Koson (collectively referred to herein as the “Duties”). Employee will perform the Duties in accordance with (i) the applicable standards and ethics for the educational profession and specifically for the Network; (ii) the applicable federal, state, and municipal law, and any rule, regulation, policy, or requirement of the Koson Board of Directors and/or any administrative agency, certification organization or accreditation organization with jurisdiction as to, or pertaining to, the Network, including the Network’s authorizer, the Douglas County School District and any additional authorizers, and the Colorado Department of Education; and (iii) the written policies, rules, procedures, handbooks and hiring/firing standards established or adopted by the Network, including without limitations required and satisfactory completion of fingerprint and criminal background checks.

3. **Employment Term.** Unless earlier terminated by either party, Koson shall continue to employ the CEO on a full-time basis for a 3-year term, with each fiscal year starting July 1 and ending June 30, with the employment term beginning July 1, 2026 and ending June 30, 2029. Except as otherwise provided herein, this Agreement shall be binding upon the parties for the period from July 1, 2026 through June 30, 2029, subject to early termination in accordance with the provisions of Section 8, below. Unless earlier terminated by either party, this Agreement terminates automatically as of June 30, 2029. Prior to that date, the parties may determine in each party’s discretion, whether to renew this Agreement, and, if so, on what terms. As described herein, certain terms may survive the termination of this Agreement, such as those in paragraphs 9, 10, 11, 12, and 13. If this Employment Agreement is terminated early, Employee shall be paid a final paycheck for any amounts earned prior to the effective date of termination.
4. **Compensation.** For services rendered by Employee pursuant to this Agreement, Koson shall pay Employee a base salary equivalent to \$232,337 per year (“Base Salary”) during the first fiscal year of the Employment Term (July 1, 2026 to June 30, 2027), less all applicable deductions required or permitted by law. For every subsequent fiscal year that the Employee is employed, the Employee’s salary shall be set by the Koson Board. Payments required by this Agreement will be made semi-monthly on Koson’s regular pay cycle, starting on July 1, 2026 and ending June 30, 2029, unless earlier terminated. This Agreement is for a salaried FLSA “exempt” position, meaning the employee does not qualify for overtime compensation. All compensation provided to Employee by Koson shall be subject to applicable tax, benefit, and other withholdings as allowed or in accordance with federal, state, local laws and regulations, and Koson policies.



**5. Benefits**. In addition to the compensation set forth in paragraph 4, Koson shall provide the CEO with \$625.00 per month towards the Employee's health insurance coverage offered by the School. Koson shall also contribute 100% of the monthly premium for the Employee's vision and dental insurance and 100% of the monthly premium for the Employee's Life/AD&D insurance, short-term disability, and long-term disability. Employee is responsible for any and all dependent health, vision, or dental insurance coverage as well as any Life/AD&D insurance coverage for his dependents. Employee must participate in PERA; therefore, Koson shall withhold the required amounts for PERA, currently that consists of a Colorado tax at 11% for Employee. These benefits may be increased (or decreased) by a change in the law, change in Koson benefits plan coverage for all Koson employees, or in future agreements for future years.

**6. Paid Time Off**. Given the Employee has completed at least one year of employment, Employee shall be granted twenty days of PTO plus one additional day for each service year, on the first day of each fiscal year. Any unused PTO days as of the end of each fiscal year will be compensated for in July. Granted but unused PTO will be paid out upon separation of employment. Employee shall also receive the following paid holidays from Koson: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Juneteenth, July 4th, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, and Christmas Day. In the event one of the aforementioned holidays falls on a weekend, Koson's human resources department will notify Employee of the alternate workday on which the holiday will be celebrated for pay and leave purposes.

## **7. Other Paid Leave**

7.1 **Sick Leave**. Employee shall be entitled to a total of six (6) days of paid sick leave during a fiscal year, beginning July 1 and ending on June 30. Sick leave may not be accumulated from one year to the next, but it will be replenished to six days on the first day of each fiscal year. It is important to note that while sick leave days are replenished at the beginning of each new fiscal year, they are not eligible for payout should they remain unused. Upon separation, Koson will not pay Employee for granted but unused sick leave. Sick leave may be used for a qualifying reason in accordance with Koson policies and the Colorado Healthy Families and Workplaces Act.

7.2 **Bereavement Leave**. Employee shall be entitled to paid bereavement leave in accordance with the Koson policies and the Colorado Healthy Families and Workplace Act. In the event of the death of an immediate family member, the Employee shall be eligible for up to three (3) paid days of bereavement leave. For



purposes of this Agreement, "immediate family" is defined as: a spouse or domestic partner, child (including stepchild), parent (including parent-in-law), sibling, grandparent, or any other relative residing in the Employee's household. Additional unpaid time off may be granted at the discretion of the Koson Board. Employee may elect to use accrued PTO for additional bereavement leave if needed. Requests for bereavement leave shall be made as soon as practicable to the Koson Board Chair and Human Resources, and Koson may require reasonable documentation (such as an obituary or death notice) upon return to work. Bereavement leave must be used within a reasonable period of time following the death, as approved by Human Resources. Unused bereavement leave does not carry over from year to year.

**8. Termination.** During the term of this Agreement, Koson Board and Employee may mutually agree, in writing, to terminate this Agreement on such terms as they may find acceptable. In addition, either party may elect to terminate this Agreement at any time for any reason without cause. If Employee elects to terminate this Agreement, including without limitation if the Employee elects to retire, resign, or otherwise no longer serve as the CEO of Koson, then Employee must give 30 days' advance written notice to the Board. Once the Employee notifies the Board then such notice of termination cannot be rescinded without mutual agreement of the Board. Any death or disability that renders the Employee incapable of fulfilling the duties of CEO shall be treated as an immediate termination by the Employee. If Employee terminates this Agreement then Employee's final paycheck shall be the pro-rata amount of compensation earned to the date of termination and no other compensation shall be owed. If the Koson Board elects to terminate this Agreement it may do so at any time without cause in which case it is agreed that a severance payment shall be paid to the Employee, either in the amount of the remaining salary owed for the remainder of the then fiscal year or an amount equal to three months of the Employee's then current Base Salary, whichever is more, and no other compensation shall be owed except for the compensation earned prior to the effective date of termination.

**8.1 Termination for Cause.** The Board may terminate this Agreement for Cause upon written notice to the CEO. For purposes of this Agreement, "Cause" shall mean: (a) repeated or persistent failure to perform the duties and responsibilities of the position as determined by the Board in good faith following a performance review process; (b) conviction of, or plea of guilty or no contest to, any felony or crime involving moral turpitude or any crime that would be disqualifying under C.R.S. 22-30.5-110.7; (c) material breach of any provision of this Agreement or violation of Board policies that either cannot be reasonably cured or that remains uncured for 30 days after written



notice; (d) breach of fiduciary duty to the School; (e) dishonesty, misconduct, unprofessional behavior, neglect of duty, improper disclosure of confidential information, or conduct that brings material discredit to Koson or damages its reputation; (f) fraud, embezzlement, or misappropriation of Koson funds or property; or (g) insubordination or refusal to carry out lawful directives of the Board.

In the event the Board believes that it has cause for termination as defined herein, Employee shall have the right to notice of written charges and a hearing before the Board within 14 days of the notice, unless an extension of time is mutually agreed upon. The manner and procedure for the hearing will be determined by the Board. If Employee chooses to be accompanied by legal counsel at the hearing, said legal expenses shall be paid by Employee. In the event of a legally sufficient termination for cause hereunder, as determined by the Board in its sole discretion after the hearing, the employee's termination will be effective immediately upon that date. The Employee shall not be entitled to any salary or other benefits except for compensation earned prior to the effective date of Employee's termination for-cause and Koson shall be relieved from further obligations hereunder.

Nothing in this Agreement shall be construed as preventing the Board, in its sole discretion, from placing the CEO on paid administrative leave at any time for any reason without a hearing and for any period of time.

**8.2. Return of Property.** Employee agrees that upon the termination of the employment relationship, Employee will return to Koson all property of Koson in Employee's possession and/or control, including, but not limited to, keys, technology, identification cards, financial information, educational materials, email accounts, written information and plans, correspondence, designs, budgets, projections, documents, lists, computer disks or storage drives (and any other computer generated files and data) and copies thereof, equipment, books, records, reports, notes, contracts, or other School property. Any digital or electronic copies returned must also be destroyed, erased or otherwise made irretrievable by Employee. Employee is also responsible for replacing, at cost, any technology, equipment, access cards, keys or other assets of Koson that are not returned upon termination or at the end of the fiscal year. Employee agrees that Koson may withhold the commensurate value for any unreturned or damaged Koson property from the Employee's final paycheck, to the extent allowable by the FLSA or other applicable laws.



**9. Ownership of Work Product.** Koson shall own all right, title, and interest in and to all results and the work product of Employee's services to the Network (the "Work Product") (all of which shall be deemed proprietary), free of any reserved rights by Employee, whether or not specifically enumerated in this Agreement. Employee hereby assigns all rights, title and interest in and to such Work Product, including any copyrights in such Work Product, to the Network. Employee will, at any time during employment or after termination, on request of Koson, execute specific assignments in favor of Koson or its nominee of any Work Product and copyrights in such Work Product, as well as execute all papers and perform all lawful acts the Network considers necessary, helpful, or advisable for the preparation, prosecution, issuance, procurement, maintenance, protection from infringement, and enforcement of intellectual property rights in such Work Product and for the transfer of any interest Employee may have in the intellectual property rights in such Work Product to the Network or its nominee. Such assistance both during employment and after termination shall be provided without further remuneration to Employee. At the written request of Employee, Koson may grant Employee a limited, non-exclusive, non-transferable, and non-commercial license to use the Work Product developed by Employee, solely for the purpose of educational instruction and enrichment in future employment settings. Any such license, if granted, will not authorize reproduction for commercial purposes or distribution beyond educational use, and Koson retains all intellectual property rights in the Work Product.

**10. Other Provisions.** The following provisions shall apply:

#### 10.1. Annual Evaluation

- a) **Written Annual Evaluation.** Each year the Koson Board of Directors shall evaluate and assess, in writing, the performance of the CEO during the term of this Agreement. This evaluation and assessment shall be related to the duties of the CEO as outlined in the Job Description, any further position description for the CEO as adopted by the Board of Directors, and the goals and objectives for the CEO as developed annually by the CEO and the Board of Directors. The purpose of the evaluation process is to provide good faith feedback to the CEO, and any failure by the Board to annually evaluate the CEO shall not be considered a material breach of this Agreement.
- b) **Evaluation Format.** The Chair of the Board (or assigned Board Committee) shall meet and discuss the evaluation format with the CEO in an attempt to reach an agreement and adopt a mutually-agreeable evaluation format. In any event, the Board of Directors shall adopt an evaluation format for use pursuant to this section.



- c) **Meeting Regarding Written Evaluation.** At least once per year, in a month mutually agreed upon by the parties, the Koson Board of Directors, or representatives thereof, and the CEO shall meet for the purpose of mutual evaluation of the CEO. In the event that the Board of Directors determines that the performance of the CEO is unsatisfactory in any aspect, it shall describe, in writing in reasonable detail, specific instances of unsatisfactory performance. The evaluation shall include recommendations as to areas of improvement in all instances where the Board of Directors deems performance to be unsatisfactory. A copy of the written evaluation shall be delivered to the CEO. The CEO shall have the right to make a written reaction or response to the evaluation.
- d) **Personnel File.** Both the Board of Director's evaluation and the CEO's written response, if any, shall become a part of the CEO's personnel file. In any event, within thirty (30) days of the delivery of the written evaluation to the CEO, representatives of the Board of Directors shall meet with the CEO to discuss the evaluation.
- e) **Notice of Complaints.** The Board of Directors agrees to provide the CEO with full information concerning any and all complaints the Board of Directors receives that are made about the CEO or about Network operations. This provision shall not inhibit the Board's ability to follow the Network's grievance policy or applicable law with respect to any grievances or complaints about the CEO.

**10.2. Professional Meetings.** The CEO shall be encouraged to attend appropriate professional meetings and conferences. The expenses of said attendance shall be incurred by the Network, subject to the Board's annual budget appropriation for such expenses.

**10.3. Professional Development.** Koson shall reimburse the costs for Employee to continue his professional development by participating in the following types of activities that are designed to improve Employee's ability to perform professional responsibilities for Koson: programs and other activities conducted or sponsored by local, state, and national school administrators and school board associations, especially those that focus on charter schools; seminars and courses offered by public or private educational institutions; and informational meetings with other persons of particular skills or backgrounds. All such activities may be coordinated with the Board. The expenses incurred under this subparagraph 10.3 are subject to the Board's annual budget appropriation for such expenses, and specific budget items must be contained therein.

**10.4. Limits on Outside Activities.** The CEO shall devote full time and due diligence to the affairs and activities of the Network. The parties agree that it is almost certain that the



duties of the Network will occupy all, or almost all, of the CEO's working hours. However, the parties further agree that, so long as other activities do not impede the CEO's ability to perform his duties to the Network and does not create a conflict of interest or the appearance of a conflict of interest, he may serve as a consultant to other schools or educational agencies, lecture or engage in writing and speaking activities, and engage in other professional activities. The CEO shall review these activities periodically with the Chair of the Board of Directors (or assigned Board Committee).

**10.5. Indemnification and Provision of Counsel.** In the event that an action is brought or a claim is made against the CEO arising out of or in connection with the CEO's employment, and the CEO was acting within the scope of employment or official duties, the Network shall defend and indemnify the CEO for any costs not provided by liability insurance. However, such indemnification and provision for defense counsel shall not apply to acts or alleged acts of willful and/or wanton neglect of duty; of intentional acts or alleged intentional acts to injure or harm persons or property including, but not limited to, criminal charges; or to claims or alleged claims, including civil actions, arising out of or connected with activities beyond and/or outside the scope of the CEO's employment duties. To the extent this provision conflicts with Colorado law, Koson's bylaws, or other policy on indemnification, the law, bylaws, or other policy shall control.

**10.6. Expenses.** The Network will pay or reimburse the CEO, upon submission of the appropriate receipts, for all approved, necessary and reasonable expenses, including those expense allowances as provided in this Agreement. It is intended that this will include both in-house and external entertainment of Koson parents, directors, alumni, faculty, staff, etc. The Network will ask that its public accountant review the appropriateness and reasonableness of those expenses from time to time and at minimum annually during the course of its annual audit. The CEO shall provide the necessary records to the Network's public accountant to ensure this provision is complied with. The expenses incurred by the CEO are subject to the Board's annual budget appropriation for such expenses.

**11. Non-Appropriation and TABOR Compliance.** Pursuant to the School's obligations to comply with Article X, Section 20 of the Colorado Constitution, also known as "TABOR," notwithstanding any provisions or terms of this Agreement to the contrary including, without limitation, any provisions regarding salary, benefits, salary or benefits increases, severance payments under Section 8, or any other terms related to Network expenditures in a fiscal year, the obligation of the Network, as a Colorado public charter school, to fund any financial commitments due under this Agreement in any fiscal year is contingent upon



annual appropriation for payment by the Network's Board of Directors. Nothing herein is intended to be or shall be construed as a multi-year fiscal obligation of the Network and any provisions or terms of this Agreement determined by a court of competent jurisdiction to be in violation of TABOR are hereby deemed to be void. The Network is not pledging to hold in reserve any financial commitments contemplated by this Agreement. If the Network's Board of Directors, in its sole discretion, passes a resolution or a budget that does not appropriate funds or to modify the amount of funds appropriated or takes other action not to appropriate funds or to modify the amount of funds appropriated for payments, in whole or in part, under this Agreement for a fiscal year, the Network may then provide Employee with notice thereof and any such financial obligation due under this Agreement shall terminate or be modified, in whole or in part, at the beginning of any fiscal year in accordance with the Board's action, and shall not result in default, damages, penalties, acceleration, costs, or fees, or any amounts of any kind being due to the Employee other than payments properly due and owing for any prior fiscal year in which funds were appropriated for payment under this Agreement.

## **12. General Provisions.**

- a) Waiver.** The waiver of any provision of this Agreement will not be effective unless in writing and executed by the party against whom enforcement of the waiver is sought.
- b) Entire Agreement.** This Agreement constitutes the entire integrated agreement among the parties pertaining to the subject matter hereof, and supersedes all prior and contemporaneous agreements, representations and understandings of the parties. This Agreement may not be amended except by written instrument executed by the parties hereto.
- c) Attorneys' Fees.** If any dispute arises out of the subject matter of this Agreement, the prevailing party in such dispute shall be entitled to recover from the losing party its costs and expenses (including reasonable attorneys' fees) incurred in litigating or otherwise resolving such dispute.
- d) Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Colorado, without regard to its conflict of laws principles.
- e) Severability.** If any provision of this Agreement is held to be unenforceable by a court of competent jurisdiction, the remainder of this Agreement shall be severable and not affected thereby.
- f) Counterparts.** This Agreement may be executed in one or more counterparts each of which shall be deemed an original, but all of which shall constitute one and the same instrument.



g) **Assignment.** The rights and obligations of Koson and Employee hereunder shall inure to the benefit of and shall be binding on their respective successors and assigns. Employee may not assign his rights or obligations hereunder without the prior written consent of Koson, which may be withheld in its sole and absolute discretion. Koson may assign its rights under this Agreement upon written notice to Employee.

h) **Modification.** This Agreement may only be modified by a mutually approved and signed written agreement between the parties to modify the terms or conditions of the Agreement.

**13. Claims.** To the extent allowable under applicable law, Employee shall be barred from bringing any claims arising from this Agreement, the inducement therefore, or the termination thereof, unless Employee provides to Koson written notice of Employee's claim within six (6) months after the claim arises.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the dates set forth below:

---

MATT CARTIER

---

Date

---

By: CARLA GUSTAFSON  
Chair of the Board of Directors for Koson Schools

---

Date

## Coversheet

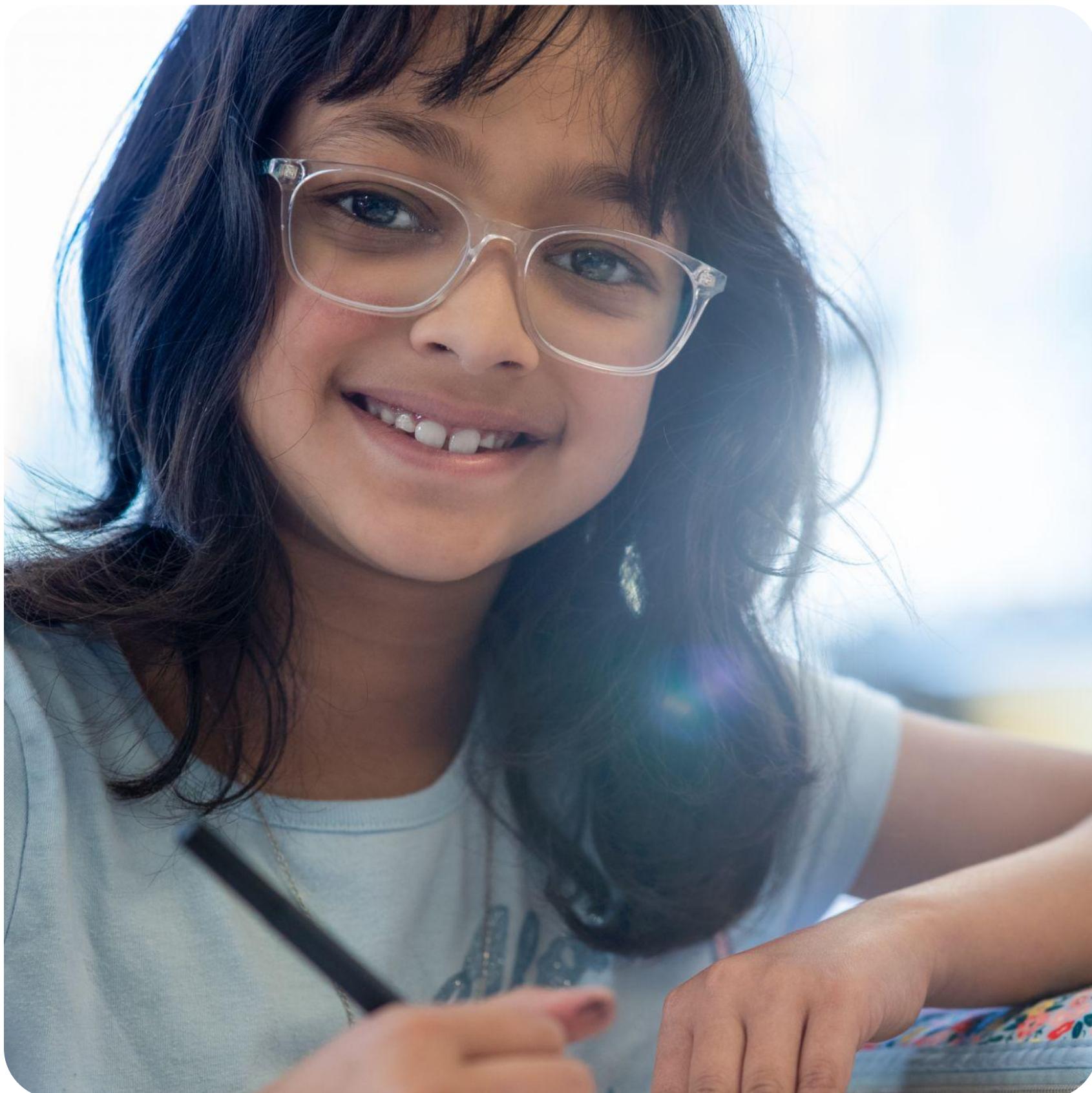
### Parent Election Plan

**Section:** IV. KOSON Schools  
**Item:** G. Parent Election Plan  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Parent Election Plan.pdf

Governance Committee Report

# Parent Election Plan Class A Parent Member

February 2026



# Strategic Plan Alignment

## 2C - The STEM Experience: Optimize the STEM Experience for Parents

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

## 3B - Preparing for Growth: Network Model & Governance

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

February/March

Share Info with Parent Community, SAC Meeting, PTO Meeting

April/May

4/1-4/17 - Candidate Submissions  
By 4/21 - Candidate Voter Book published  
4/22-5/3 - Election  
5/5-5/8 - Results announced

June

- June Board Mtg - Ratify results of parent election
- New parent member starts 3 yr term

## Coversheet

### Vote for Consent Agenda Items

**Section:**

VI. Consent Agenda

**Item:**

A. Vote for Consent Agenda Items

**Purpose:**

Vote

**Submitted by:**

**Related Material:**

Policy\_Community Use of Facilities\_2025.pdf

## Community Use of School Facilities Policy

# STEM SCHOOL HIGHLANDS RANCH POLICY

## Community Use of Facilities

### I. PURPOSE

The purpose of this policy is to define application procedure, requirements, fees, and user responsibility when community or non-school entities use STEM School Highlands Ranch (STEM) facilities.

#### Note:

- ***Community and non-school entities are considered external groups that desire to use the STEM facilities.***
- ***STEM clubs, groups, organizations and enrichment programs authorized by STEM Leadership are considered school entities.***

### II. POLICY

#### Administrative Procedures and Regulations

A. Application for Use of School Facilities. An application must be submitted to the Director of Facilities a minimum of two weeks prior to the event. Rental groups that are organized on a school-year basis need apply only once during each school year. The Director of Facilities will serve as the applicant's point of contact and will work with the requestor throughout the process.

1. Facility Use Agreement Form (Agreement for Non-School Use of School Facilities).
  - All facility use applications will be submitted to and approved by school administration and Director of Facilities. If space is available on the date requested, the Director of Facilities will forward a copy of the request and approval to the Communications & Event Coordinator
  - The Communications & Event Coordinator verifies the date and location availability and brings it to the School Administration Team for review and final approval or denial.
  - Approval or denial will be communicated back to the Director of Facilities, who will then communicate it back to the requestor.
  - After approval, a copy of the completed Agreement for Non-School Use of School Facilities will be returned to the applicant by the Director of Facilities.
  - The Communications & Event Coordinator will schedule the space and submit any necessary requests into the Support Ticketing System.
2. Cancellation. At least 72 hours notice must be given by the user to the Director of Facilities prior to cancellation. If this notice is not given, STEM may assess fees reflecting all costs incurred. STEM reserves the right to cancel building use activities should the space be needed for school or school-related activities. This privilege will be used only when necessary due to unavoidable circumstances. Suitable, alternative

## *Community Use of School Facilities Policy*

space will be provided if possible. When school is canceled or released early for emergencies or weather conditions, scheduled community activities may not be held.

### 3. Denial of Request.

- Due to school use and needs of certain facilities, the request may not be approved.
- Buildings/facilities may be unavailable at certain times during weekends, holidays, summer vacations, or when they are scheduled for maintenance or custodial programs.
- A group's failure to comply with articulated procedures for building use or the misuse or abuse of buildings, facilities, equipment or grounds may be cause for immediate and future denial and/or immediate ejection.
- Violation of federal, state or municipal laws or STEM policies or procedures may be grounds for a future denial of request, as well as the immediate revocation of use and surrender of the premises.
- Individuals, groups or organizations that advance any doctrine or theory that is subversive to the Constitution or laws of the United States or the state of Colorado, or that advocate social or political change by use of violence, will be denied use of facilities. This is a content-based restriction applicable to all parties, regardless of viewpoint.

## B. General Requirements

1. Any use of school facilities or property shall not create a nuisance or hazard to other persons.
2. When any school facility is occupied by a community or non-school entity, a staff member, authorized volunteer, or hired security must be present unless otherwise approved by the Director of Facilities.
3. School facilities and parking lots may not be used for flea markets or private family use (e.g., wedding receptions, reunions, parties, recreation).
4. Organizations using school facilities shall neither negotiate with nor pay any employee directly for services rendered unless otherwise approved by Administration.
5. Persons using school facilities must confine themselves to the room(s) and corridor(s) assigned for use during the approved time. Areas must be vacated completely at the agreed-upon ending time; otherwise, overtime charges will be assessed at a minimum of one hour or actual time, whichever is greater. Additional time may be approved by an Administrator.
6. Keys to school facilities shall not be issued to any community user, unless authorized by the Director of Facilities.
7. Groups using school facilities must not establish any type of concessions for the purpose of dispensing foods, candies, popcorn, soft drinks or sundries in school buildings or on school grounds unless approved by the Director of Facilities. Kitchen facilities will be unavailable for use.

### *Community Use of School Facilities Policy*

8. The use and possession of alcoholic beverages or illegal drugs by any person or group on the property is strictly prohibited.
9. Smoking and tobacco use in all buildings and premises is prohibited at all times.
10. Neither gambling nor unlicensed games of chance (e.g., bingo, lotteries, raffles) shall be permitted in school facilities. Only generally accepted amusement games may be conducted at student-oriented or similar activities.
11. No supplies or equipment will be stored in school buildings or on school property without permission from the Director of Facilities
12. Temporary signage is permissible only on contracted use days, beginning one hour prior to use, and must be removed no later than one hour after contracted use time.
13. Individuals and groups using school facilities shall not be allowed to have access to and shall not have access to school internet or access lines without prior approval from the Director of Facilities and IT department
14. No animals shall be permitted in school facilities without approval of the Director of Facilities, unless it is a qualified service animal in accordance with the requirements of the ADA.

### C. Costs and Fee Structure for Facility Use

1. No rental Fee:
  - a. STEM may waive charges for any organization it deems. Common organizations that would not pay fees are colleges, universities, law enforcement, elections, school sponsored activities/clubs, etc.
  - b. Free category users may be charged a damage deposit and for any Staff overtime (minimum one hour) when applicable.
2. The following groups may use school buildings/facilities for direct cost:
  - a. Non-profit recreational and educational groups and organizations serving primarily Douglas County youth.
  - b. "Direct cost" is an incurred cost and includes utility costs, supplies, and custodial services. A staff member may be assigned and the cost passed on to the rental group if the Director of Facilities believes that it is appropriate. The hourly custodial fee shall be as set by the Director of Facilities.
3. Non-profit Community Rate:
  - a. Colleges and universities conducting courses available to Douglas County residents that have not been requested by STEM;
  - b. Recreational, educational, religious, charitable, athletic and governmental groups and organizations that hold legal not-for-profit tax status that do not primarily serve Douglas County youth.

## *Community Use of School Facilities Policy*

4. Commercial Rate:
  - a. All youth and adult activities that are sponsored by individual(s), groups, and organizations that do not hold not-for-profit tax status through the state of Colorado or Internal Revenue Service.
  - b. Any organization or individual(s), including employees or groups, that uses school facilities for the purpose of generating revenue by charging for admission or requesting donations from spectators and/or participants, or selling merchandise and/or services.

## D. Fee Regulations

1. Rental fees and damage deposits must be paid **PRIOR** to the event date specified on the application. All checks or money orders shall be made payable to the "STEM School Highlands Ranch." Additional charges assumed by the user are due within five business days after receipt of invoice.
2. Rental charges, as per rate schedule set by STEM, will be based on the length of time the facility is used, inclusive of that period preceding the opening or beginning of the activity that is used for rehearsals, decoration, or preparation, as well as that period following the closing of the activity necessary for the removal of property, dismissal of personnel, and return to normal school use.
3. Use of facilities will fall within normal custodial hours, or overtime charges will be assessed.
4. Charges for use of school equipment may be assessed.

## E. Grounds and Parking Lots

1. Placement of buildings, structures, or equipment by outside organizations will not be allowed on the property, unless approved by the Director of Facilities.
2. Vehicles and horses shall be restricted to established roadways and parking lots.
3. Approved applications are required for use of all athletic fields.
4. Any expense incurred by STEM for use of facilities in this category will be charged to the user.
5. No work or modifications shall be done by outside groups to any grounds or athletic fields without the written consent of the Director of Facilities.

## *Community Use of School Facilities Policy*

### **F. Special Facilities**

1. Kitchen facilities are not available for use
2. The following facilities are not available for use as described in this procedure unless they are under the direct supervision of a staff member or STEM representative and use is authorized by the Director of Facilities:
  - a. Secondary Gym
  - b. Engineering Labs
  - c. Arts or Music Areas
  - d. Science Labs

### **G. STEM Owned Equipment for Community Use**

1. Furniture and equipment shall not be loaned or rented to any person or organization for use off of school premises.
2. Such equipment may be used in buildings only, with the permission of the Director of Facilities and only by qualified staff.
3. No equipment or furniture shall be altered or moved by users unless approved by the Director of Facilities in the facility use agreement. Specifically included in this category are basketball backboards and bleachers.

### **H. Use of Buildings and Facilities by Religious Organizations**

1. Community-based religious organizations may rent school property for church services, Sunday school or other functions of church service or religious instruction (i.e., seminars, revivals) under conditions and for periods of time as follows, and shall pay community rates.
2. Use of school facilities as a meeting place is permissible only after school hours, and shall be subject to all approval and regulatory conditions applicable to other organizations.

### **I. User Responsibility and School Indemnity**

1. The signer of the Agreement for Non-School Use of School Facilities will be considered the legal agent of the organization using the building/facility and, as such, will be responsible for compliance with all conditions for building use. The applicant signing the Agreement and the organization represented will indemnify and hold harmless STEM and any person whose property may be within that building, for loss or damage to such property caused by any persons attending said meeting, and for any damage or injury arising out of, or in any manner attributable to the holding of said meeting or the use of such building or facility by reason of holding said meeting.
2. The applicant shall be responsible for the conduct and control of all participants and spectators and shall see that all applicable federal, state, and municipal laws and regulations, and policies and regulations are followed. All community user groups must

### *Community Use of School Facilities Policy*

identify an on-site adult responsible for supervising the event, and as contact for STEM. Users must have a copy of the approved Use Agreement in their possession at the time of the event.

3. The applicant must agree to be financially responsible to STEM for any and all damage that occurs to the buildings and property during the period of use. Excessive wear to property caused by non-school users will be charged to the user. If, in the opinion of the Director of Facilities, a proposed activity will cause excessive wear, or require extensive custodial time, they may also require security coverage, or deny the request.
4. Each user/applicant will be required to provide a certificate of comprehensive general liability insurance in the amount of no less than \$1,000,000 per occurrence. The certificate of insurance must have an endorsement naming STEM as an additional insured as its interests may appear. STEM reserves the right to require different types of insurance dependent on user activities.

Approved by the STEM School Board on 05/08/2025.  
(dd/mm/yyyy)

STEM School Highlands Ranch

By: Ishmeet Kalra (signature on file)  
(Signature, Board secretary)

Ishmeet Kalra  
(Printed name, Board secretary)

Adopted: 2012

Revised: February 2024

Revised: August 2025