

# STEM SCHOOL

HIGHLANDS RANCH

STEM School Highlands Ranch

## Board of Directors Meeting

Monthly Meeting

Published on February 28, 2026 at 11:11 AM MST

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### Date and Time

Tuesday March 3, 2026 at 5:30 PM MST

### Location

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

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

Passcode:771384

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### Agenda

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

	Purpose	Presenter	Time
<p>Never Stop Innovating! We envision a world of exponential possibilities where every child develops the innate knowledge, skills, creativity and character to thrive, lead and succeed in an ever-changing future.</p>			
<b>II. Approve Meeting Minutes</b>			<b>5:35 PM</b>
<b>A.</b> Board Meeting Feb 3	Approve Minutes	Carla Gustafson	2 m
<b>III. Public Comment</b>			<b>5:37 PM</b>
<p>The STEM Board of Directors values community input via public comment. Members of our STEM community are invited to speak in person during this portion of the agenda. Registered speakers are allotted up to three (3) minutes to address the Board.</p> <ul style="list-style-type: none"> <li>• The Board does not respond to or debate public comments during the meeting. We are listening and your input has been noted for review.</li> <li>• 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></li> </ul>			
<b>A.</b> Public Comment Sign up link			10 m
<p><a href="https://forms.gle/AM9H5q4sfTKYmYSp6">https://forms.gle/AM9H5q4sfTKYmYSp6</a></p>			
<b>IV. STEM School Highlands Ranch Updates</b>			<b>5:47 PM</b>
<b>A.</b> Executive Director Update	FYI	LynAnn Kovalesky	15 m
Executive Director LynAnn Kovalesky provides a general update			
<b>B.</b> Student Government Spotlight	FYI	LynAnn Kovalesky	15 m
<b>V. KOSON Schools</b>			<b>6:17 PM</b>
<b>A.</b> CIO Update	Discuss	Matt Cartier	20 m

	Purpose	Presenter	Time
• Strategic Planning Update			
<b>B.</b> Homeschool Enrichment Program	Vote	Matt Cartier	10 m
Resolution to authorize application to DCSD for Homeschool Enrichment Program			
<b>C.</b> Homeschool Enrichment Enrollment Policy	Vote	Carla Gustafson	10 m
• New - Homeschool Enrichment Enrollment Policy, for Board approval			
<b>D.</b> New Cell Phone Policy	Discuss	Carla Gustafson	30 m
Present new Student Communication Devices policy for Board discussion			
<b>E.</b> Board Bylaws Update	Discuss	Carla Gustafson	20 m
Present proposed Bylaws update for Board discussion.			
<b>F.</b> Proposed 26/27 Meeting Schedule	Vote	Carla Gustafson	5 m
Present proposed Board Meeting schedule for 26/27 school year for Board approval			
<b>G.</b> CIO End of Year Evaluation	Discuss	Erin Quigley	20 m
Erin Quigley will present a reminder on the process and next steps.			
<b>VI. Consent Agenda</b>			<b>8:12 PM</b>
<b>A.</b> Vote for Consent Agenda Items	Vote	Carla Gustafson	5 m
None			
<b>VII. Board Committee Updates</b>			<b>8:17 PM</b>
<b>A.</b> Academic Excellence Committee Updates	Discuss	Ishmeet Kalra	5 m
<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
Student Organization Policy update, Board Recruiting and Election, Public Comment			
<b>E.</b> Growth Task Force Update	Discuss	Kevin Leung	5 m

	Purpose	Presenter	Time
<b>VIII. Board of Director's Updates</b>			<b>8:42 PM</b>
<b>A. Preview of Next Meeting</b>	FYI	Carla Gustafson	5 m
<ul style="list-style-type: none"> <li>• Finance - Present Preliminary Budget for next year and proposed auditor</li> <li>• Governance - Bylaws update vote, Cell Phone policy vote, Present Enrollment Policy updates and Student Organization Policy updates</li> <li>• CIO End of Year Evaluation - Executive Session Discussions</li> </ul>			
<b>IX. Closing Items</b>			<b>8:47 PM</b>
<b>A. Adjourn Meeting</b>	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 Feb 3

**Section:** II. Approve Meeting Minutes  
**Item:** A. Board Meeting Feb 3  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board of Directors Meeting on February 3, 2026

APPROVED

# STEM SCHOOL

## HIGHLANDS RANCH

### STEM School Highlands Ranch

## Minutes

### Board of Directors Meeting

Monthly Meeting

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#### Date and Time

Tuesday February 3, 2026 at 5:30 PM

#### Location

8920 Barrons Blvd

P-TECH Mechatronics Room

Highlands Ranch, CO 80129

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

Passcode:771384

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#### Directors Present

A. Campbell, C. Gustafson, C. Wroblewski, E. Quigley, G. Wing (remote), I. Kalra, K. Leung, R. Lukez

#### Directors Absent

D. Lomelino

#### Guests Present

A. Cardinal, Amie McElroy, Brad Miller (remote), L. Kovalesky, Laurie Veldhuizen, M. Cartier, Michelle Gasser (remote), Ryan Alsup (remote), S. Milner

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#### 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 Feb 3, 2026 at 5:30 PM.

### C. Pledge of Allegiance

### D. Reciting of the Mission Statement

## II. Approve Meeting Minutes

### A. Board Meeting Jan 6

E. Quigley made a motion to approve the minutes from Board of Directors Meeting on 01-06-26.

R. Lukez seconded the motion.

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

### B. Board Meeting Jan 13

E. Quigley made a motion to approve the minutes from Board Meeting - Working Session on 01-13-26.

C. Wroblewski seconded the motion.

KL abstained

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

#### Roll Call

C. Gustafson Aye

R. Lukez Aye

C. Wroblewski Aye

G. Wing Aye

E. Quigley Aye

I. Kalra Aye

A. Campbell Aye

D. Lomelino Absent

K. Leung Abstain

## III. STEM School Highlands Ranch Updates

### A. Executive Director Update

School Updates by LynAnn Kovalesky

- TLCC
- Training for admin and instructional needs
- SEL training for staff

- Share the LOVE campaign
- STEM showcase
- Spartmart online store opens this week

#### Enrollment Update by Laurie Veldhuizen

- Stable for current year
- Round 2 open enrollment ongoing
- Intent to return form sent out to families

### B. Student Advisory Committee

Student Survey Result Highlights by Student Advisory

## IV. KOSON Schools

### A. CIO Update

CIO Strategic Plan Update

- IT Audit
- Organizational Clarity
- Varkey Prize
- Homeschool

### B. Home School Enrichment Program

Discussion around different pathways to initiate homeschool program

E. Quigley made a motion to Approve submission of application to Education ReEnvisioned BOCES for a local homeschool enrichment program with a new nonprofit entity.

C. Wroblewski seconded the motion.

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

#### Roll Call

R. Lukez	Aye
C. Gustafson	Aye
K. Leung	No
G. Wing	Aye
D. Lomelino	Absent
E. Quigley	Aye
I. Kalra	No
C. Wroblewski	Aye
A. Campbell	No

### C. Mid Year Financial Update

Mid year financial update by Sean Milner

#### **D. Policy Updates**

Home School Enrichment Enrollment Policy - feedback requested by Governance committee

- If going with BOCES, can't enroll mid-year - so will be a whole year policy
- Might need two different policies if want flexibility for mid semester enrollment (might be different entities; tuition based vs. BOCES)

#### **E. CIO Mid Year Review Report**

C. Wroblewski made a motion to Approve the CIO mid-year review report.

A. Campbell seconded the motion.

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

#### **F. Renewal CIO Employment Agreement**

CEO Employment Agreement

- Change title to CEO
- Multi-year 3 year agreement
  - Added TABOR clause
  - Raise is set by Board each year
- At will agreement with termination clauses
- Final legal and HR review

R. Lukez made a motion to Approve CEO Employment Agreement starting on June 1, 2026 as written.

G. Wing seconded the motion.

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

#### **G. Parent Election Plan**

Class A Parent Member Election preparation for End of April/Beginning of May election

#### **H. Confirm Board on Track Renewal**

I. Kalra made a motion to Confirm Board on Track Annual Agreement.

R. Lukez seconded the motion.

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

#### **V. Public Comment**

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

Students provided public comment about their concerns about TPUSA student-led club

## VI. Consent Agenda

### A. Vote for Consent Agenda Items

I. Kalra made a motion to Approve consent agenda item.

E. Quigley seconded the motion.

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

## VII. Board Committee Updates

### A. Academic Excellence Committee Updates

Internal SOP for curriculum and aligning policies

### B. CIO Support & Evaluation Committee Updates

### C. Finance Committee Update

### D. Governance Committee Update

Draft Bylaws for discussion next meeting and vote in April

Recommend combining Student Organization policy and Community Use of School Facilities policy

Discussion around process for policy review requests

### E. Growth Task Force Update

No updates

## VIII. Board of Director's Updates

### A. Preview of Next Meeting

Bylaws and additional updates on policies mentioned above

2026-2027 meeting schedule will move possibly to 3rd Wednesdays

## IX. Closing Items

### A. Adjourn Meeting

E. Quigley made a motion to Adjourn.

K. Leung seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:06 PM.

Respectfully Submitted,  
I. Kalra

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### Documents used during the meeting

- February Board Presentation 25\_26.pdf
- Student Survey Data Report 2025-2026.pdf
- CIO Board Presentation 20260203.pptx.pdf
- 2nd Quarter Finance Presentation.pptx.pdf
- Draft - Policy\_Home School Enrichment Enrollment\_2025.pdf
- S\_E\_Presentation\_on\_Mid-Year\_Check-In.pdf
- Presentation - CEO Renewal Agreement for Approval.pdf
- MC\_2026-29\_Agreement\_for Board approval.pdf
- Parent Election Plan.pdf
- Policy\_Community Use of Facilities\_2025.pdf

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

# STEM SCHOOL

## HIGHLANDS RANCH

# ED PRESENTATION

**March 3, 2026**

*LynAnn Kovalesky, Executive Director*

# STEM SCHOOL

## HIGHLANDS RANCH

# STEM SCHOOL UPDATE

# SCHOOL UPDATES

- Wish Week
- Love of Reading Week
- Parent Teacher Conferences next week.
  - ES all week
  - Secondary Tuesday: A-K, Thursday: M-Z
- Half Day 3/13
- Spring Break 3/16-3/20
- Master Schedules and Hiring Season has begun
- AI Committee Relaunch
- Safety Upgrades have started

# 2025 - 26 ENROLLMENT: March 2026

Elementary	Middle	High	Total*	Potential**
524 520 (-4)	486 482 (-4)	427 425 (-2)	1,437 1,427 (-10)	1,427

Elementary School		
	02/26	03/26
Kinder	84	84
First	82	80
Second	67	67
Third	81	80
Fourth	103	102
Fifth	107	107

Middle School		
	02/26	03/26
Sixth	167	166
Seventh	161	161
Eighth	158	155

High School		
	02/26	03/26
Ninth	127	126
Tenth	114	113
Eleventh	92	92
Twelfth	92	92
13/14	2	2

Pending Enrollments	
Choice	-
Admin Transfers	-

\*3/2 Enrolled;

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

# 2026 - 27 ENROLLMENT: Intent to Return

STEM School Highlands Ranch - Board of Directors Meeting - Agenda - Tuesday, March 3, 2026 at 5:30 PM

## Grades Rolled

	ELEMENTARY		MIDDLE		HIGH		TOTAL	
<b>Returning</b>	329	78%	329	78%	341	72%	999	76%
<b>Uncertain</b>	2	.5%	9	1%	5	1%	16	1%
<b>No</b>	4	.5%	2	1%	14	3%	20	1%
<b>No Response</b>	87	21%	84	20%	113	24%	284	22%
<b>Total</b>	<b>422</b>		<b>424</b>		<b>473</b>		<b>1,319</b>	

Intent to return ss	Grade													Total
	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	
[blank]	0	16	24	13	14	20	18	30	36	40	25	25	23	284
No, we do not plan to return next school year	0	2	0	1	1	0	0	0	2	11	1	2	0	20
We are uncertain and still considering our options	0	0	1	0	0	1	2	5	2	3	2	0	0	16
Yes, we plan to return to STEM next school year	1	69	55	53	65	86	83	125	121	89	99	83	70	999
<b>Total</b>	<b>1</b>	<b>87</b>	<b>80</b>	<b>67</b>	<b>80</b>	<b>107</b>	<b>103</b>	<b>160</b>	<b>161</b>	<b>143</b>	<b>127</b>	<b>110</b>	<b>93</b>	<b>1319</b>

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

Grade	Projected (26-27)	Projected (26-27) w/ Applicants	Summer Melt/Attrition	Grade Total	Over Enroll Goal	Availability
K	79	81	77	92	102	21
1	90	93	88	92	102	9
2	100	103	98	92	102	-1
3	89	89	84	104	115	26
4	92	94	90	104	115	21
5	117	125	119	104	115	-10
6	163	166	158	175	190	24
7	195	195	185	175	190	-5
8	173	175	166	175	190	15
9	136	136	129	125	150	14
10	121	121	115	125	125	4
11	109	109	104	125	125	16
12	86	86	81	125	125	39
13/14	1	1	0	0	0	-1
<b>TOTAL</b>	<b>1551</b>	<b>1574</b>	<b>1495</b>	<b>1613</b>	<b>1746</b>	<b>172</b>

# Coversheet

## CIO Update

**Section:** V. KOSON Schools  
**Item:** A. CIO Update  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** CIO Board Presentation 20260303.pptx.pdf

# CIO UPDATE



Board Meeting | March 3, 2026

# CONTENTS

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- 1. Homeschool Update**
- 2. HS Relocation Update**
- 3. STEM Innovation Exchange - Business Breakfast**
- 4. STEM Student Showcase Update**
- 5. Night to Ignite Update**

# Coversheet

## Homeschool Enrichment Enrollment Policy

**Section:** V. KOSON Schools  
**Item:** C. Homeschool Enrichment Enrollment Policy  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Policy\_Homeschool Enrichment Enrollment\_2025.pdf

## *Homeschool Enrichment Enrollment Policy*

### STEM SCHOOL HIGHLANDS RANCH POLICY Homeschool Enrichment Enrollment

#### I. PURPOSE

The purpose of this policy is to define the enrollment process and requirements for the STEM School Highlands Ranch Homeschool Enrichment Program. The Homeschool 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 Homeschool 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 Homeschool 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 Homeschool 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 Homeschool 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 Homeschool Enrichment Open Enrollment Application, provided all eligibility requirements are met and all required documentation is submitted. The Homeschool Enrichment Open Enrollment Application opens annually on the third Thursday in January. In the inaugural enrollment year only, The school will publish enrollment timelines and application access information through official school communication channels.

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

## *Homeschool Enrichment Enrollment Policy*

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 Homeschool Enrichment Program will still meet its applicable obligations under Child Find and non-discrimination laws, including applicable requirements under Section 504 of the Rehabilitation Act.

### C. Enrollment Acceptance and Family Responsibilities

Once offered enrollment in the Homeschool 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.

### D. Tuition Free Participation

Participation in the Homeschool 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.

### E. Tuition and Fees

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.

### F. Standard Program Enrollment Start Dates

Participation in the Homeschool Enrichment Program begins on the first instructional day of the fall semester in August or on the first instructional day of the spring semester in January.

### G. Enrollment After Standard Start Dates

Enrollment requests after the first instructional day of a semester require prior approval from the Chief Innovation Officer, the Homeschool Director, or a designated

### *Homeschool Enrichment Enrollment Policy*

representative. Approval is based on available space, staffing capacity, instructional continuity, and program considerations. Enrollment approved after 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.

#### 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 Homeschool 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 Homeschool Enrichment Program does not guarantee enrollment in the STEM School Highlands Ranch full time K-12 charter school. Students participating in the Homeschool 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.

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

STEM School Highlands Ranch

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

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

Adopted: March 2026

# Coversheet

## New Cell Phone Policy

**Section:** V. KOSON Schools  
**Item:** D. New Cell Phone Policy  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Policy\_Student Communication Devices\_2026.pdf

## *Student Communication Devices Policy*

### STEM SCHOOL HIGHLANDS RANCH POLICY Student Communication Devices

#### I. PURPOSE

The purpose of this policy is to establish guidelines for use of student communication device possession and use during the school day. **Student communication devices are defined as a cell phone, smart watch, or personal device that is capable of making or receiving calls or text messages or accessing the internet.** Computer laptops or tablets are not part of this policy; refer to the Student Parent Handbook for computer guidelines.

#### II. POLICY

##### A. Elementary School Student Guidelines and Expectations

- All communication devices must be silenced (no vibration or sound) and stored in the designated areas(s) (e.g., backpacks, lockers, hanging phone pocket charts, phone box organizers) during the entirety of the school day.
- Devices may not be used or seen in classrooms, common areas, hallways or restrooms.
- Cell phone or smart watch use in elementary school is only allowed with express permission by a staff member for educational purposes.

##### B. Middle School Student Guidelines and Expectations

- All communication devices must be turned off and stored in the designated area(s) (e.g., backpacks, lockers, hanging phone pocket charts, phone box organizers) during the entirety of the school day.
- Devices may not be used or seen in classrooms, common areas, hallways or restrooms.
- Cell phone or smart watch use in middle school is only allowed with express permission by a staff member for educational purposes.

##### C. High School Student Guidelines and Expectations

- STEM High School students with communication devices must keep them silenced (no vibration or sound) and stored during instructional periods for the entirety of the school day. The use of cell phones and smart watches during the school day is a privilege and its use is at the discretion of administration.
- The respectful, non-disruptive use of smart watches is permitted.
- The respectful, non-disruptive use of cell phones is permitted during passing periods and in the school cafeteria during lunch period.
- Cell phones and all functions within the cell phone or communication device (i.e. cameras and all other applications) are prohibited in the following areas unless expressly permitted by a staff member for educational purposes: All classrooms, restrooms, all physical education areas, counseling offices, and all school office areas.

## *Student Communication Devices Policy*

- Upon entrance to each class or any prohibited area, cell phones must be silenced (no vibration or sound) and stored in the designated area(s) (e.g., backpacks, lockers, hanging phone pocket charts, phone box organizers).

### D. Exceptions

- Supervising staff gives permission to a student(s) to use a device for instructional purposes and/or to address an urgent situation that cannot be addressed through school communication options.
- The terms of a student's 504 plan, Individual Education Plan (IEP), a documented health need (e.g., diabetes tracker), and/or any other state or federal law require the use of a CD(s).

### E. Violations and Disciplinary Actions

Students using cell phones or smart watches in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to, using the device in violation of our academic honesty policy, violating school conduct rules, harassing or bullying staff or students, photographing or video recording, or using their device for unlawful purposes will be subject to more severe disciplinary action, up to and including suspension and/or expulsion and may, if applicable, be reported to the DCSD Sheriff's Department.

The administration reserves the right to adjust these consequences on a case-by-case basis if needed. For example, extreme behaviors that break the law or engage in bullying or harassment of other students may result in suspension.

Violation of the rules as stated above will result in the confiscation of the device (cell phone or smart watch) according to the following ladder of disciplinary action:

#### First offense:

1. The student's device will be confiscated by a faculty member who will have a restorative conversation with the student. The conversation will include a review of the expectations.
2. The faculty member will hold the device until the end of class.

#### Second offense:

1. The student's device will be confiscated and held in the main office cell phone lock box until the end of the day.
2. The student's parents will be contacted and informed.

#### Third offense:

1. The student's device will be confiscated and held in the main office until the student's parents are able to come to pick it up.
2. The student will receive a school based discipline and/or detention as determined by the appropriate school level administrator.

*Student Communication Devices Policy*

- 3. The student will be prohibited from bringing their device to school OR required to check their device in/out for two weeks.
- 4. Behavior will be documented in DCSD Infinite Campus.

Fourth and Final offense:

- 1. The student's device will be confiscated and held in the main office until the student's parents are able to come to pick it up.
- 2. The student will receive a school based discipline and/or two days of detention as determined by the appropriate school level administrator.
- 3. The student will be prohibited from bringing their device to school OR required to check their device in/out for the remainder of the semester.
- 4. Behavior will be documented in DCSD Infinite Campus.

F. Loss or Damage

Please note that neither the School nor any of its employees are responsible for the loss or damage to any student's phone or electronic device, whether that device is in the student's possession or confiscated by the staff. It is the responsibility of the student to adhere to these expectations and to secure their belongings at all times. Classes and or instruction will not be stopped to deal with or search for lost phones/devices.

G. Special Situations

During a search, students will turn off their cell phone and place it on the desk or table in front of them. They will not have access to their phone until returned by an administrator or parent/guardian.

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

STEM School Highlands Ranch

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

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

Adopted: April 2026

# Coversheet

## Board Bylaws Update

**Section:** V. KOSON Schools  
**Item:** E. Board Bylaws Update  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Bylaws Update Presentation.pdf  
Koson\_STEM Bylaws\_2026.pdf

# BYLAWS - PROPOSED UPDATES

- Increase # of board members from 9 to 11
  - Add 2 Class B (Community Members)
- Updates to actual practice:
  - Class A (parent) - vote in with election, not at annual meeting
  - Class B (community) - all board members approve, not just Class B
- Added deemed resignation - “failure to attend 3 successive meetings or other obligations”
  - For Class B - Confirmed by two-thirds Board vote (7 of 10)
  - For Class A - Two-thirds Board vote (7 of 10), must be confirmed by parent community vote

# BYLAWS - PROPOSED UPDATES

- Special meetings - Called by Chair or majority of Board members, previously by Chair or 2 members
- Chair election - changed to two-thirds vote to approve chair which aligns with two-thirds required to remove chair (8/11)
- Any other office removed by majority board vote (no change)
- Chair duties - removed wording that stated they had “general and active control of the its affairs and business” which is more appropriate for a corporation
- Chair duties - changed from “supervision of the business, officers, agents, and employees” to “general oversight of the Corporation’s affairs and business”.
- Treasurer duties - Revised to remove roles that are performed by CFO

# BYLAWS - PROPOSED UPDATES

- Clarified all office roles to be at appropriate detail level for bylaws - we can address specifics in Board Manual instead
- Class B vacancy - Removed ability for Board Chair to appoint new director if Board doesn't approve by majority vote. Board majority vote required to appoint someone to fill vacancy
- Class A vacancy - filled through special election, held within 3 regular meetings. Previously all vacancies were filled by Board but this was a conflict with Colo statute.
- Increased board size - new Class A openings can be filled by Board, until next election for Class A

# BYLAWS - PROPOSED UPDATES

- Update Indemnity Clauses
- Removed Conflict of Interest policy content that is redundant to our Conflict of Interest policy
- Advisory committee - Board can appoint advisory members (no change) but removed extra details that seemed too specific for bylaws
- Quorum - majority of directors in office immediately before a meeting begins - no change to current bylaws
- Committees - Board can designate executive committee and other committees - no change to current bylaws



## BYLAWS OF KOSON SCHOOLS

d/b/a

### SCIENCE TECHNOLOGY ENGINEERING

### AND MATH (STEM) SCHOOL HIGHLANDS RANCH

#### ARTICLE I

##### Offices

**Section 1.1. Principal office.** The principal office of Koson Schools d/b/a STEM School Highlands Ranch (the “Corporation”) shall be located at the main campus of the school which is currently 8920 Barrons Blvd, Highlands Ranch, CO 80129. The Corporation may change its principal office from time to time without revising these Bylaws. The Corporation may have such other offices within Colorado as the Board of Directors may designate or as the business of the Corporation may require from time to time.

**Section 1.2. Registered Office.** The registered office required by the Colorado Revised Nonprofit Corporation Act, C.R.S. §7-21-101 through 7-137-301 (the “Act”) to be maintained in Colorado may be, but need not be, identical with the principal office and the address of the registered office may be changed from time to time by the Board of Directors.

#### ARTICLE II

##### Members

**Section 2.1. Members.** Each parent or legal guardian of a child enrolled at STEM School shall be a voting member of the Corporation. Such membership will terminate when the child is no longer enrolled at the school.

**Section 2.2 Member Meetings.** The timing and conduct of regular and special meetings of the members shall be determined from time to time by resolution of the Board of Directors. A regular annual meeting of the Board of Directors shall be held at least annually for the purpose of seating newly elected Directors and for the transaction of such other business as may come before the Board.

#### ARTICLE III

##### Board of Directors

**Section 3.1. General Powers.** The business and affairs of the Corporation shall be managed by its Board of Directors (individually, “Directors,” and collectively the “Board of Directors”



or the “Board”), except as otherwise provided in the Colorado Revised Nonprofit Corporation Act, C.R.S. §7-21-101 through 7-137-301 (the “Act”), The Colorado Charter Schools Act, the articles of incorporation or these bylaws.

### **Section 3.2. Board Composition.**

(a) The Corporation shall have eleven Directors. There shall be three Class A Directors and eight Class B Directors.

(b) Class A Directors shall consist of parents (or guardians) of students enrolled in STEM School. Class A Directors shall hold office for a term of three years (extending from June 1 of the year of appointment to May 31 three years later). One Class A director shall be elected each year by a majority vote of the voting members. Nominations for Class A Director positions may be made by any voting member. The Board shall establish procedures for nominations and elections consistent with these bylaws.

(c) Class B Directors shall be appointed by majority vote of the Board of Directors. Class B Directors shall hold office for a term of three years (extending from June 1 of the year of appointment to May 31 three years later). Two or three Class B directors shall be appointed each year, depending on the Class B terms expiring each year.

### **Section 3.3. Resignation; Removal; Vacancies.**

(a) **Resignation.** Any Director may resign at any time by giving written notice to the Chair or to the Secretary. A Director’s resignation shall take effect at the time specified in such notice, and unless otherwise specified in the notice, the acceptance of such resignation shall not be necessary to make it effective.

(b) **Removal.** Class A Directors are considered disqualified from continuing their term if they are no longer a parent/guardian of an enrolled student. Directors may be removed by the voting members with or without cause in accordance with Section 7-128-108 of the Act. For a Class A Director to be removed, a two-thirds vote of the other Directors then in office is required to authorize a special election by the voting members to remove the Class A Director. The special election could be utilized to both confirm removal and fill the vacancy per Section 3.3(c). Class B Directors may be removed with or without cause by a two-thirds vote of the other Directors then in office if it is determined to be in the best interests of the Corporation.

(c) **Vacancies.** Subject to Section 3.3.(b), as it relates to removal of a Director, in the event any vacancy shall occur on the Board of Directors because of death, resignation, disqualification, or other cause.

Any Class B vacancy occurring in the Board of Directors shall be filled by the Board of Directors by majority vote of the remaining Directors.



Any Class A vacancy occurring in the Board of Directors shall be filled through a special election of the voting members. The special election shall be held within 3 regular meetings.

A Director appointed to fill a vacancy shall hold the office for the unexpired term of such Director's predecessor in office and shall be of the same Director class (Class A or Class B) as their predecessor.

Any Directorship to be filled by reason of an increase in the number of Directors shall be filled by the affirmative vote of a majority of the Directors then in office. A vacancy that will occur at a specific later date may be filled before the vacancy occurs, but the new Director may not take office until the vacancy occurs.

**Section 3.4. Regular Meetings.** The Board of Directors shall provide by resolution the time and place of the holding of regular meetings.

**Section 3.5. Special Meetings.** Special meetings of the Board of Directors may be called by the Chair or a majority of Board members. The person or persons authorized to call special meetings of the Board of Directors may fix any place as the place for holding any special meeting of the Board of Directors called by them.

**Section 3.6. Notice to Directors.** The Corporation shall provide notice of all meetings in compliance with the Colorado Open Meetings Law, C.R.S. § 24-6-401 *et seq.* Public notice of the annual meeting shall be posted on the School's website no less than 24 hours prior to the holding of the meeting. Moreover, notice to Directors of any meeting shall be given by electronic communication, email, or other electronic means reasonably calculated to receive each director. A Director waives notice of a meeting by attending or participating in the meeting unless, at the beginning of the meeting, they object to the holding of the meeting or the transaction of business at the meeting.

**Section 3.7. Quorum.** A majority of the Directors in office immediately before a meeting begins shall constitute a quorum for the transaction of business at any meeting of the Board of Directors. If less than a quorum are present at a meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice for a period not to exceed 60 days at any one adjournment.

**Section 3.8. Manner of Acting.** The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless a greater number is required by law or the articles of incorporation.

**Section 3.9. Compensation.** By resolution of the Board of Directors, any director may be paid their expenses, if any, of attendance at meetings. No such payment shall preclude any director from serving the Corporation in any other capacity and receiving compensation therefor.



**Section 3.10. Presumption of Assent.** A Director present at a meeting where action is taken is presumed to have assented unless they: (i) object at the beginning of the meeting to holding the meeting or transacting business; (ii) request their dissent be entered in the minutes during the meeting; or (iii) deliver written notice of dissent to the presiding officer before adjournment or to the secretary immediately after adjournment. A Director who votes in favor of an action may not dissent to that action.

**Section 3.11. Committees.** The Board of Directors, by majority vote, may designate from among its members an executive committee and other committees with such powers and duties as the Board determines.

**Section 3.12. Advisory Committees.** The Board of Directors, by majority vote, may appoint advisory committees consisting of Directors or non-Directors. Advisory committee members are not deemed to be Directors, officers, or employees of the Corporation and shall not participate in operating management. The Board shall determine advisory committee meeting schedules, compensation (if any), scope of advice, and appointments. Advisory committee members serve at the pleasure of the Board.

**Section 3.13. Remote Participation and Virtual Meetings.**

(a) Directors may participate in any meeting of the Board of Directors or any committee thereof through any means of communication by which all persons participating in the meeting can simultaneously hear one another or otherwise communicate with one another in real time. Participation by such means shall constitute presence in person at the meeting.

(b) The Board of Directors may hold meetings entirely by remote communication, without any directors being physically present at the same location, if all participants can hear or otherwise communicate with one another throughout the meeting.

(c) Any action required or permitted to be taken at a meeting of the Board of Directors or any committee thereof may be taken without a meeting if written consent to the action is given by all Directors or committee members entitled to vote on the action. Such written consent may be provided and delivered by electronic transmission and shall have the same force and effect as a unanimous vote at a meeting.

**Section 3.14. Standard of Care.**

(a) A Director shall perform their duties in good faith, in the Corporation's best interests, and with the care of an ordinarily prudent person in a similar position.

(b) A Director may rely on information, opinions, reports, or statements prepared by: (i) officers or employees the Director reasonably believes to be reliable and competent; (ii) legal counsel, accountants, or other professionals within their area of expertise; or (iii) Board or advisory committees on which the Director does not serve. Such reliance is not in good faith if



the Director has knowledge making such reliance unwarranted.

(c) No Director shall permit their position to create a conflict between their personal business activities and the Corporation's interests.

## ARTICLE IV

### **Officers**

**Section 4.1. General.** The officers of the Corporation shall be a chair, one or more vice chairs (if the Corporation desires to have a vice chair(s)), a secretary, and a treasurer. The Board of Directors may appoint such other officers, assistant officers, and agents, who shall be chosen in such manner and hold their offices for such terms and have such authority and duties as from time to time may be determined by the Board of Directors. One person may not simultaneously hold the office of Chair and secretary.

### **Section 4.2. Officer Election and Term of Office.**

(a) **Chair.** The Board of Directors shall elect a chair from among the entire Board by a vote of no less than two-thirds of the Directors (the "Chair"). The term of such Chair shall be for a period of two years or until such time as their respective successor is duly elected and qualified. The Chair shall preside over all meetings of the Board of Directors.

(b) **Other Officers.** The officers of the Corporation shall be appointed annually by the Board of Directors. Each officer shall hold office until their successor is duly elected and qualified, or until their death, resignation, or removal.

### **Section 4.3. Removal.**

(a) The Chair may be removed from the office of Chair (but not from the Board) by a two-thirds vote of the other Directors at any time, with or without cause.

(b) Any other officer may be removed by a majority vote of the Board of Directors at any time, with or without cause.

(c) Removal from an officer position shall not affect the Director status of any individual who also serves as a Director. Such removal, however, shall be without prejudice to the contract rights, if any, of the person so removed. Election or appointment of an officer shall not itself create contract rights.

**Section 4.4. Vacancies.** A vacancy in any office, however occurring, may be filled by the Board of Directors for the unexpired portion of the term.



#### Section 4.5. Duties of Officers.

- (a) **Chair.** Subject to the Board's direction and supervision, the Chair shall:
  - (i) Have general oversight of the Corporation's affairs and business;
  - (ii) Preside at all Board meetings;
  - (iii) Ensure Board resolutions are carried into effect;
  - (iv) Have custody of the Treasurer's bond, if any; and
  - (v) Perform other duties assigned by the Board.
- (b) **Vice Chair(s).** The Vice Chair(s) shall:
  - (i) Assist the Chair as needed; and
  - (ii) Perform duties assigned by the Chair or Board.

In the absence of the Chair, the Vice Chair (or if multiple Vice Chairs, in the order designated by the Board, or if no designation, as designated by the Chair, or if no designation, the most senior Vice Chair by first election) shall have the powers and duties of the Chair.

- (c) **Secretary.** The Secretary shall:
  - (i) Keep minutes of all Board and committee meetings;
  - (ii) Ensure all required notices are properly given;
  - (iii) Maintain custody of corporate records;
  - (iv) Maintain a record of all Directors' names and addresses; and
  - (v) Perform other duties assigned by the Chair or Board.

The Board may designate another person to keep minutes of specific meetings. Assistant Secretaries, if any, shall have the same duties subject to the Secretary's supervision.

- (d) **Treasurer.** The Treasurer shall be the principal financial and accounting officer of the Corporation and shall:
  - (i) Oversee the custody and management of all funds, securities, and financial property of the Corporation;



- (ii) Ensure proper financial controls, accounting systems, and internal audit procedures are maintained;
- (iii) Oversee the preparation and filing of all required tax returns;
- (iv) Provide financial reports to the Chair and Board, as requested; and
- (v) Perform other duties assigned by the Board or Chair.

Assistant Treasurers, if any, shall have the same powers and duties subject to the Treasurer's supervision.

## ARTICLE V

### **Indemnification of Certain Persons**

**Section 5.1. Indemnification.** The Corporation shall indemnify any person who is or was a Director, officer, employee, fiduciary, or agent of the Corporation, or who is or was serving at the Corporation's request as a Director, officer, partner, trustee, employee, or agent of another entity (a "Proper Person"), against expenses (including attorney fees), judgments, penalties, fines, and settlement amounts reasonably incurred in any threatened, pending, or completed civil, criminal, administrative, or investigative proceeding, if the Proper Person:

- (a) Acted in good faith;
- (b) Reasonably believed their conduct was in the Corporation's best interest (or at least not opposed to it); and
- (c) In criminal proceedings, had no reasonable cause to believe their conduct was unlawful.

However, no indemnification shall be provided to a Director who was adjudged liable to the Corporation in a derivative proceeding or who improperly received personal benefits. In derivative proceedings, indemnification is limited to reasonable expenses. .

**Section 5.2. Mandatory Indemnification.** The Corporation shall indemnify any Proper Person who is wholly successful in defending any proceeding against expenses (including attorney fees) reasonably incurred.

**Section 5.3. Determination of Indemnification.** Except for mandatory indemnification under Section 5.2 or court-ordered indemnification, indemnification requires a determination that the Proper Person met the standards in Section 5.1, made by:

- (a) A majority vote of disinterested Directors constituting a quorum;



- (b) If such quorum cannot be obtained, a committee of two or more disinterested Directors designated by the Board;
- (c) Independent legal counsel selected by the Board or committee; or
- (d) A court of competent jurisdiction.

**Section 5.4. Advance of Expenses.** The Corporation may advance expenses to a Proper Person upon receipt of:

- (a) Written affirmation that they believe they met the conduct standards in Section 5.1;
- (b) A written undertaking to repay advances if ultimately determined they did not meet such standards; and
- (c) A determination by the decision-making group that indemnification is not precluded based on then-known facts.

**Section 5.5. Effect of Termination.** Settlement, conviction, or nolo contendere plea does not create a presumption that the Proper Person failed to meet the conduct standards. Consent judgments are not deemed adjudications of liability.

**Section 5.6. Court-Ordered Indemnification.** Any Proper Person may seek court-ordered indemnification if fairly and reasonably entitled to it under all circumstances.

**Section 5.7. Limitation.** No indemnification shall be provided if contrary to Colorado law.

## ARTICLE VI

### **Provision of Insurance**

The Board of Directors may purchase and maintain insurance on behalf of any person who is or was a Director, officer, employee, fiduciary, or agent of the Corporation, or who served at the Corporation's request in such capacity for another entity, against any liability incurred in such capacity, whether or not the Corporation would have the power to indemnify such person under Article V or applicable law.

## ARTICLE VII

### **Conflict of Interest Policy**

**Section 7.1. Purpose.** This policy protects the Corporation's interests when contemplating transactions that might benefit an officer, Director, or committee member, or result in an excess



benefit transaction. This policy supplements applicable state and federal conflict of interest laws.

**Section 7.2. Definitions.**

(a) Interested Person: Any Director, principal officer, or member of a committee with Board-delegated powers who has a direct or indirect financial interest.

(b) Financial Interest: A person has a financial interest if they have, directly or indirectly through business, investment, or family: (i) an ownership or investment interest in any entity transacting with the Corporation; (ii) a compensation arrangement with the Corporation or any entity transacting with the Corporation; or (iii) a potential ownership, investment, or compensation arrangement with any entity with which the Corporation is negotiating.

(c) Compensation includes direct and indirect remuneration and non-insubstantial gifts or favors.

(d) A financial interest is not necessarily a conflict of interest. The Board or committee determines whether a conflict exists.

**Section 7.3. Procedures.**

(a) Duty to Disclose: Any interested person must disclose their financial interest and all material facts to the Board or committee considering the transaction.

(b) Determination: After disclosure and discussion, the interested person shall leave the meeting while the remaining Directors or committee members determine whether a conflict exists and vote on the transaction.

(c) Due Diligence: The Board or committee shall determine whether the Corporation can obtain a more advantageous arrangement without a conflict of interest. If not, the disinterested Directors shall determine by majority vote whether the transaction is in the Corporation's best interest and is fair and reasonable

(d) Violations: If the Board or committee believes a member failed to disclose a conflict, it shall inform the member and provide an opportunity to explain. If a failure to disclose is confirmed, appropriate disciplinary and/or corrective action shall be taken.

**Section 7.4. Documentation.** Minutes shall record: (a) persons with disclosed or discovered financial interests, the nature of such interests, and whether a conflict was found to exist; and (b) persons present for discussions and votes, content of discussions, and votes taken.

**Section 7.5. Compensation Restrictions.** A Board or committee member who receives



compensation, directly or indirectly, from the Corporation may not vote on their own compensation.

**Section 7.6. Annual Statements.** Each Director, principal officer, and committee member with Board-delegated powers shall annually sign a statement affirming they have received, read, understand, and agree to comply with this policy, and understand the Corporation must engage primarily in tax-exempt activities.

**Section 7.7. Periodic Reviews.** The Corporation shall periodically review whether: (a) compensation arrangements are reasonable and result from arm's length bargaining; and (b) partnerships, joint ventures, and management arrangements conform to written policies, are properly recorded, and do not result in impermissible private benefit or excess benefit transactions.

**Section 7.8. Outside Experts.** The Corporation may use outside advisors for periodic reviews, but their use does not relieve the Board of its oversight responsibility.

## **ARTICLE VIII**

### **Miscellaneous**

**Section 8.1. Waiver of Notice.** Whenever notice is required by law, by the articles of incorporation or by these bylaws, a waiver thereof in writing signed by the director or other person entitled to said notice, whether before, at or after the time stated therein, shall be equivalent to such notice.

**Section 8.2. Fiscal year.** The fiscal year of the Corporation shall be July 1 through June 30.

**Section 8.3. Amendments.** The Board of Directors shall have power to make, amend and repeal the bylaws of the Corporation. At any regular or special meeting of the Board of Directors, upon approval of no less than 70% of the Directors in office, the Board of Directors may amend the Bylaws of the Corporation. The bylaws shall be reviewed by the Board for any useful or necessary amendments annually at the regular meeting of the Board.

**Section 8.4. Conflicts.** In the event of any irreconcilable conflict between these bylaws and either the Corporation's articles of incorporation or applicable law, the latter shall control.

**Section 8.5. Definitions.** Except as otherwise specifically provided in these bylaws, all terms used in these bylaws shall have the same definitions as in the Colorado Revised Nonprofit Corporation Act.

**THE END**

Revision Status:



Adopted: September 30, 2008

Amended: August 27, 2012

Amended: June 9, 2015

Amended: September 6, 2016

Amended: August 10, 2018

Amended: April 7, 2026

# Coversheet

## Proposed 26/27 Meeting Schedule

**Section:** V. KOSON Schools  
**Item:** F. Proposed 26/27 Meeting Schedule  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 26\_27 Meeting Schedule Presentation.pdf

# 2026/27 Board Meetings

- Regular Meetings
  - Change from 1st Tuesday to 3rd Wednesday of the month
    - Adjust March to avoid break: March 24
    - June is 1st Wed for director and officer approvals
  - August - June, no regular meeting planned in July
  - Avoids conflict with DCSD and LPS Board meetings
  - 8/19, 9/16, 10/21, 11/18, 12/16, 1/20, 2/17, 3/24, 4/21, 5/19, 6/2
- Working Sessions
  - Early August, January, and all day training in June
  - 8/5, 1/6, 6/11
- Meeting Location - P-Tech, 8920 Barrons Blvd
  - Could update to Mineral in the future

# Coversheet

## CIO End of Year Evaluation

**Section:** V. KOSON Schools  
**Item:** G. CIO End of Year Evaluation  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Koson CIO Goals & S&E Processes\_2025-2026 (2).pdf  
Koson\_CIO\_Goals\_2025-2026.pdf

2025-2026

# KOSON CIO SUPPORT + EVALUATION

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**CIO Goals 2025-2026**

# PROCESS REVIEW

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# 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

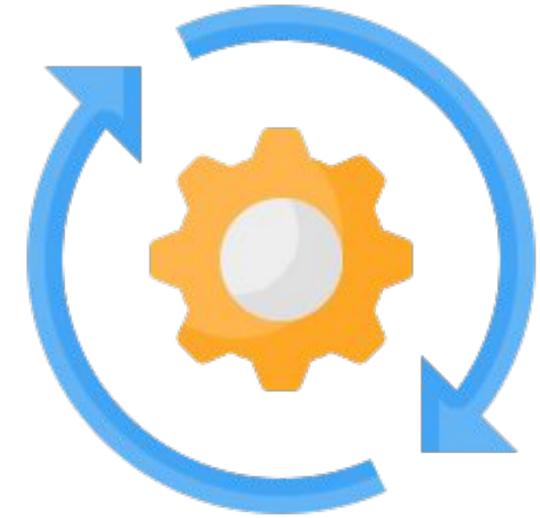
- CIO assesses progress towards goals and shares the reflection with the board
- [Executive Session] Board synthesizes commendations and recommendations for a mid-year report
- Board votes on mid-year report

## 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



**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

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# OVERVIEW OF CIO GOALS

**1. STRENGTHEN  
SYSTEMS & PROCESSES**

**2. ELEVATE  
LEADERSHIP CAPACITY**

**3. DEEPEN  
COMMUNITY  
ENGAGEMENT**

**4. DEVELOP  
NETWORK ASSETS**

# 1. STRENGTHEN SYSTEMS & PROCESSES

## DESCRIPTION

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

## WHY IT MATTERS:

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

## SUCCESS METRICS:

- Annual initiative roadmap in ClickUp (timelines, owners, outcomes; reduced overlaps)
- Sequencing plan for  $\geq 5$  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

## 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

## DESCRIPTION

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

## WHY IT MATTERS:

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

## SUCCESS METRICS:

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

# 4. DEVELOP NETWORK ASSETS

## DESCRIPTION

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

## WHY IT MATTERS:

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

## SUCCESS METRICS:

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

# CLOSING

**THIS YEAR IS ABOUT...**

**STRENGTHENING SYSTEMS**



**GROWING LEADERS**



**ENGAGING COMMUNITY**



**BUILDING THOSE ASSETS**



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

# MID-YEAR CHECK-IN

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# 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

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- 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

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

## Why This Matters...

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*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

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

# EOY Evaluation

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# 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

- 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

← *We are here*

- CIO's direct reports complete the Board on Track CIO survey
- CIO completes the Board on Track End-of-Year Self Assessment
- 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



# Purpose of the End of Year Evaluation

- Measure progress toward defined strategic priorities
- Assess the effectiveness of leadership, systems development, and organizational growth
- Identify strengths to celebrate and areas for continued growth
- Inform support and goal-setting for the coming year

# Sections of the Evaluation

## 1. Annual Strategic Goals

- Strengthen Systems & Processes
- Elevate Leadership Capacity
- Deepen Community Engagement
- Develop Network Assets

## 2. Core Competencies

- Manages Financial Performance
- Develops and Leads Koson Administration Leaders and Staff
- Partners with the Board
- Engages the Community
- Leads Charter Growth
- Overall Leadership and Performance

# Steps of the Process

<b>Mar 3</b>	★ <b>Board Meeting:</b> Erin gives overview of EOY Eval Process
Mar 4	Erin emails CIO the self evaluation, Carla emails CIO's direct reports the survey.
Mar 13	Direct reports' survey due (submitted via Board on Track)
Mar 20	CIO's self evaluation due (submitted via Board on Track)
Mar 26	Erin emails board materials and link to CIO's evaluation in Board on Track
<b>Apr 2</b>	Board members' CIO evaluation due (submitted via Board on Track)
Apr 3	Erin and Carla prep for the board's executive session.
<b>April 7</b>	★ <b>Board Meeting Exec Session:</b> Board debriefs CIO's evaluation & makes commendations and recommendations
April 9	Erin and Carla plan S&E committee meeting with CIO
April 16	<b>S&amp;E Committee Meeting:</b> Erin, Carla, CIO debrief board's recommendations.
Apr 17	Erin finalizes the EOY evaluation report and adds it to the Board Book
<b>May 5</b>	★ <b>Board Meeting:</b> Board reviews & discusses the EOY evaluation report.
<b>June 2</b>	★ <b>Board Meeting:</b> Board votes on the EOY evaluation report.

2025-2026

# Koson CIO Goals

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CIO Goals 2025-2026

# Process Review

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# 3 Key Moments



## 1. Beginning-of-Year Goal Setting

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

## 2. Mid-Year Check-In

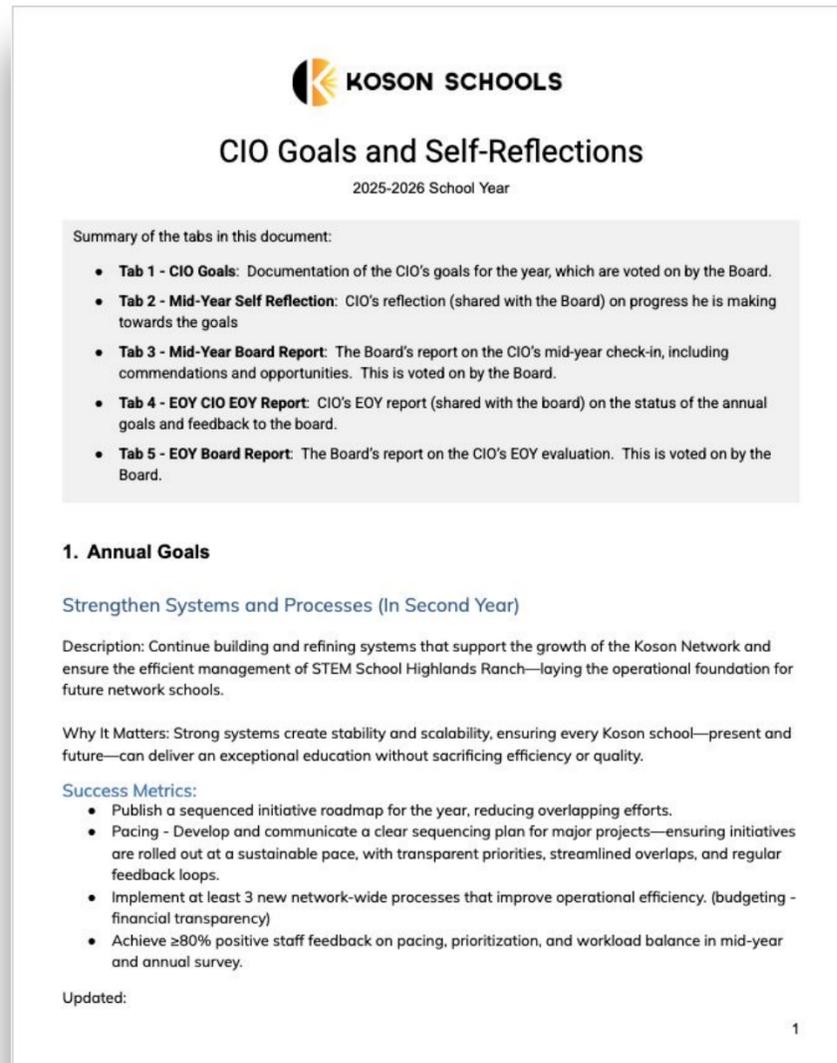
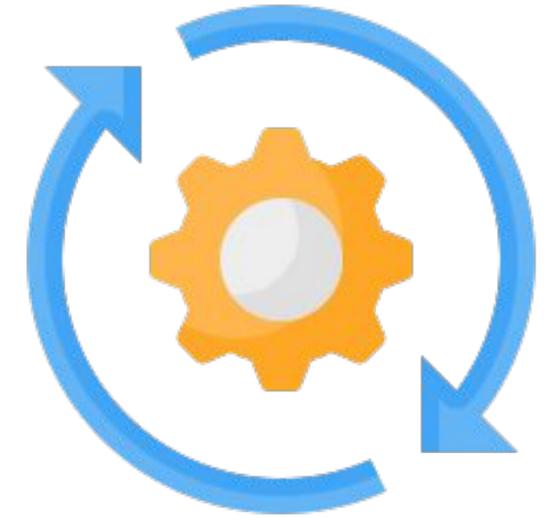
- CIO assesses progress towards goals and shares the reflection with the board
- [Executive Session] Board synthesizes commendations and recommendations for a mid-year report
- Board votes on mid-year report

## 3. End-of-Year Evaluation

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

# Key Document

## CIO Goals & Reflections\_2025-2026



**Tab 1 - CIO Goals**

**Tab 2 - Mid-Year Self Reflection**

**Tab 3 - Mid-Year Board Report**

**Tab 4 - EOY CIO EOY Report**

**Tab 5 - EOY Board Report**

CIO Goals 2025-2026

# BOY Goal-Setting

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# Overview of CIO Goals

**1. Strengthen  
Systems & Processes**

**2. Elevate  
Leadership Capacity**

**3. Deepen  
Community Engagement**

**4. Develop  
Network Assets**

# 1. Strengthen Systems & Processes

## Description

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

## Why It Matters:

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

## Success Metrics:

- Annual initiative roadmap in ClickUp (timelines, owners, outcomes; reduced overlaps)
- Sequencing plan for  $\geq 5$  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

### 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

## Description

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

## Why It Matters:

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

## Success Metrics:

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

# 4. Develop Network Assets

## Description

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

## Why It Matters:

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

## Success Metrics:

- PBL articulation distinguishing Koson from other models
- Example + rubric for a high-quality PBL unit
- Identify best PBL units (all grades)
- Business plans for preschool, summer camps, homeschool programs (with projections)
- $\geq 3$  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

