

STEM SCHOOL

HIGHLANDS RANCH

STEM School Highlands Ranch

Board of Directors Meeting

Monthly Meeting

Published on April 3, 2026 at 4:36 PM MDT

Date and Time

Tuesday April 7, 2026 at 5:30 PM MDT

Location

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

Join from PC, Mac, iPad, or Android: <https://zoom.us/j/95825391000?pwd=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	Kevin Leung	1 m
D.	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>			
II. Approve Meeting Minutes			5:35 PM
A. Board Meeting March 3	Approve Minutes	Carla Gustafson	2 m
III. Public Comment			5:37 PM
<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"> • The Board does not respond to or debate public comments during the meeting. We are listening and your input has been noted for review. • Speakers must complete the Public Comment Form and submit it electronically no later than 12 p.m. the day of each Board meeting. If written testimony or a handout is submitted, presenters are asked to supply one (1) copy via email to communications@stemk12.org 			
A. Public Comment Sign up link			10 m
			https://forms.gle/AM9H5q4sfTKYmYSp6
IV. STEM School Highlands Ranch Updates			5:47 PM
A. National Honor Society Spotlight	FYI	LynAnn Kovalesky	15 m
B. Executive Director Update	FYI	LynAnn Kovalesky	15 m
Executive Director LynAnn Kovalesky provides a general update			
V. KOSON Schools			6:17 PM
A. Preliminary 26/27 Budget	Discuss	Sean Milner	30 m

	Purpose	Presenter	Time
	Present preliminary 26/27 Budget and Q&A		
B.	Financial Auditor	Vote	Darrell Lomelino
	Present recommended auditor for Board discussion and approval		15 m
C.	CEO Update	Discuss	Matt Cartier
	<ul style="list-style-type: none"> • Strategic Planning Update • Playground Project Contract 		10 m
D.	Approve HS Relocation Application	Vote	Carla Gustafson
	Motion for Board to approve Charter Application to Littleton Public Schools for High School Relocation to Mineral Campus.		5 m
E.	Homeschool Enrichment Program	Discuss	Matt Cartier
	Present and discuss plan to proceed with negotiations/contract with Education ReEnvisioned BOCES for a local homeschool enrichment program with a new nonprofit entity.		20 m
F.	Homeschool Enrichment Handbook	Discuss	Carla Gustafson
	Present Homeschool Enrichment Handbook and Q&A		10 m
G.	New Cell Phone Policy	Vote	Carla Gustafson
	Student Communication Devices policy for Board approval		5 m
H.	Board Bylaws Update	Vote	Carla Gustafson
	Present proposed Bylaws update for Board approval. Two options will be presented for discussion and approval.		20 m
VI.	Consent Agenda		8:12 PM
A.	Vote for Consent Agenda Items	Vote	Carla Gustafson
	1. DCSD Purchased Services Agreement for 26/27		5 m
	2. Confirm Governance Policies:		
	<ul style="list-style-type: none"> • Use of DCSD Policies • Policy Adoption Process • Board Training 		

	Purpose	Presenter	Time
• Board Conflict of Interest			
VII. Board Committee Updates			8:17 PM
A. Academic Excellence Committee Updates	Discuss	Ishmeet Kalra	5 m
B. CEO Support & Evaluation Committee Updates	Discuss	Erin Quigley	5 m
C. Finance Committee Update	Discuss	Darrell Lomelino	5 m
D. Governance Committee Update Board Recruiting and Election, Student Organization Policy	Discuss	Carla Gustafson	5 m
E. Growth Task Force Update	Discuss	Kevin Leung	5 m
VIII. Board of Director's Updates			8:42 PM
A. Preview of Next Meeting	FYI	Carla Gustafson	5 m
<ul style="list-style-type: none"> • Special meeting to approve proceeding with BOCES entity for Homeschool Enrichment Program AND approve Playground Project Contract • Finance - Approval of Preliminary Budget for next year • Governance - Present Enrollment Policy updates and Student Organization Policy updates, Parent/Student Handbook Updates, Parent Election Results • CEO End of Year Evaluation - Executive Session 			
IX. Closing Items			8:47 PM
A. Adjourn Meeting Adjournment	Vote	Carla Gustafson	

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

Coversheet

Board Meeting March 3

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

APPROVED

STEM SCHOOL

HIGHLANDS RANCH

STEM School Highlands Ranch

Minutes

Board of Directors Meeting

Monthly Meeting

Date and Time

Tuesday March 3, 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, 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, L. Kovalesky, Laurie Veldhuizen (remote), M. Cartier, 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 Mar 3, 2026 at 5:30 PM.

C. Pledge of Allegiance

D. Reciting of the Mission Statement

II. Approve Meeting Minutes

A. Board Meeting Feb 3

R. Lukez made a motion to approve the minutes from Board of Directors Meeting on 02-03-26.

A. Campbell seconded the motion.

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

III. Public Comment

A. Public Comment Sign up link

No public comment

IV. STEM School Highlands Ranch Updates

A. Executive Director Update

ED Update by LynAnn Kovalesky

- Amie McElroy will be leaving STEM at the end of the year to take a position in Northern Colorado.
- Wish Week this week
- Love of Reading week
- Parent Teacher Conferences next week
- Spring break 3/16-3/20
- Master schedule and hiring season
- AI committee relaunch and safety upgrades ongoing

Enrollment Update by Laurie Veldhuizen

DL in person @ 6:03pm

B. Student Government Spotlight

V. KOSON Schools

A. CIO Update

BOCES and DCSD homeschool application in process
Mineral location tours happening regularly and continuing discussions around zoning and upgrades
South Metro Chamber of Commerce Board meeting
STEM innovation exchange business breakfast in March
Night to Ignite in April

B. Homeschool Enrichment Program

I. Kalra made a motion to approve resolution to authorize application to DCSD for Homeschool Enrichment Program.

A. Campbell seconded the motion.

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

C. Homeschool Enrichment Enrollment Policy

R. Lukez made a motion to approve STEM Homeschool Enrichment Enrollment policy.

D. Lomelino seconded the motion.

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

D. New Cell Phone Policy

Cell Phone Policy

- Different Elementary, Middle, and High School accommodations
- Discussion about challenges to enforcement
- Double check language for accuracy

E. Board Bylaws Update

Update on proposed bylaws changes

Discussion about resignation vs. removal, suggested language

F. Proposed 26/27 Meeting Schedule

Change from 1st Tuesday to 3rd Wednesday of the month starting for next school year.

A. Campbell made a motion to approve new Board meeting schedule with discussed changes.

E. Quigley seconded the motion.

Discussion around working session dates 8/5 moved to 8/12; 1/6 moved to 2/3

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

G.

CIO End of Year Evaluation

Overview of CIO evaluation on Annual Strategic Goals and Core Competencies and process

Discussion around timeline

VI. Consent Agenda

A. Vote for Consent Agenda Items

None

VII. Board Committee Updates

A. Academic Excellence Committee Updates

Discussion on Math pilot in secondary; Curriculum SOP; Tier 1 clubs

B. CIO Support & Evaluation Committee Updates

C. Finance Committee Update

Details in report; looking for new auditor; continuing with internal audits

D. Governance Committee Update

Student organization policy still on list to be reviewed; board recruiting/upcoming election; updates to public comment/agenda

E. Growth Task Force Update

Summer camp updates on website

VIII. Board of Director's Updates

A. Preview of Next Meeting

Finance updates; new proposed auditor; budget updates; vote on bylaws and cell phone policy; continued discussion on enrollment policy and student organization policy

IX. Closing Items

A. Adjourn Meeting

I. Kalra made a motion to Adjourn.

A. Campbell 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 8:36 PM.

Respectfully Submitted,
I. Kalra

Documents used during the meeting

- March Board Presentation 25_26.pdf
 - CIO Board Presentation 20260303.pptx.pdf
 - Policy_Homeschool Enrichment Enrollment_2025.pdf
 - Policy_Student Communication Devices_2026.pdf
 - Bylaws Update Presentation.pdf
 - Koson_STEM Bylaws_2026.pdf
 - 26_27 Meeting Schedule Presentation.pdf
 - Koson CIO Goals & S&E Processes_2025-2026 (2).pdf
 - Koson_CIO_Goals_2025-2026.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

Executive Director Update

Section: IV. STEM School Highlands Ranch Updates
Item: B. Executive Director Update
Purpose: FYI
Submitted by:
Related Material: April Board Presentation 25_26.pdf

STEM SCHOOL

HIGHLANDS RANCH

ED PRESENTATION

April 7, 2026

LynAnn Kovalesky, Executive Director

STEM SCHOOL

HIGHLANDS RANCH

STEM SCHOOL UPDATE

SCHOOL UPDATES

- CMAS Testing
 - ES (April 7-10th)
 - Secondary (13-17th)
- Early Release (April 10th)
- Prom/After Prom (April 10th)
- PSAT (April 16th)
- STEM Showcase-Ingnite (April 23rd)
- No School PD Day (April 24th)
- Hiring Season- adding, losing, and keeping!

2025 - 26 ENROLLMENT: April 2026

Elementary	Middle	High	Total*	Potential**
520 519(-1)	482 480 (-2)	425 426 (+1)	1,427 1,425 (-2)	1,425

Elementary School		
	03/26	04/26
Kinder	84	83
First	80	80
Second	67	67
Third	80	80
Fourth	102	102
Fifth	107	107

Middle School		
	03/26	04/26
Sixth	166	165
Seventh	161	161
Eighth	155	154

High School		
	03/26	04/26
Ninth	126	126
Tenth	113	113
Eleventh	92	93
Twelfth	92	92
13/14	2	2

Pending Enrollments	
Choice	-
Admin Transfers	-

*4/6 Enrolled;
 **Projecting adding new student after 10/1 through Admin Transfers/Choice Enrollment.

2026 - 27 OPEN ENROLLMENT PROJECTIONS

Grade	Grad Year	Summer Melt/Attrition /Projections	Grade Total	Over Enroll Goal	Availability
K	2039	77	92	102	21
1	2038	87	92	102	11
2	2037	98	92	102	-1
3	2036	84	104	115	26
4	2035	93	104	115	18
5	2034	110	104	115	-1
6	2033	162	175	190	19
7	2032	192	175	190	-12
8	2031	167	175	190	14
9	2030	129	125	150	14
10	2029	116	125	150	28
11	2028	103	125	150	41
12	2027	81	125	150	64
13/14		0	0	0	-1
TOTAL		1500	1613	1821	242

2026 - 27 ENROLLMENT: Intent to Return

Grades Rolled

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

	Grade													Total
	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	
Intent to return ss														
[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
Total	1	87	80	67	80	107	103	160	161	143	127	110	93	1319

Coversheet

Preliminary 26/27 Budget

Section: V. KOSON Schools
Item: A. Preliminary 26/27 Budget
Purpose: Discuss
Submitted by:
Related Material: Adopted Budget FY 26-27.pdf

FY 2026 - 2027

Adopted Budget

Material Changes

Material Expenditure Changes

\$484,202 increase to Salaries & Benefits

\$78,500 decrease to Purchased Contract Services
Legal/Master Facility Plan/Outsourcing

\$78,500 decrease to Other Purchased Services
Finalsite/Skyward

\$131,000 increase to Property
IT Equipment

Material Revenue Changes

\$214,370 decrease to Local School Revenue
Decrease investment Revenue
Fundraising - Foundation

\$620,189 Increase to PPR
State PPR increase



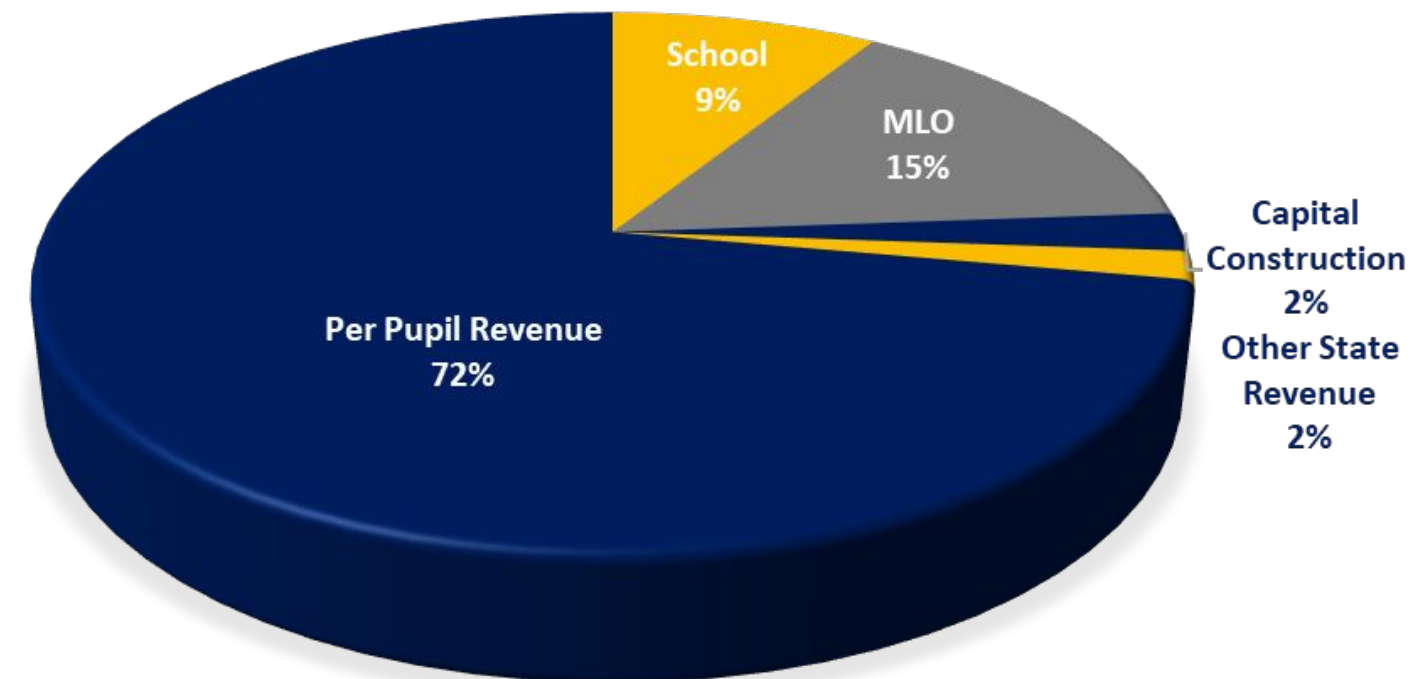
Financial
Transparency

Revenue Analysis

Revenue Analysis

	Budgeted FY 26	Proposed FY 27	% Change
LOCAL			
School	\$ 2,339,955	\$ 2,098,860	-10.30%
MLO	\$ 3,479,225	\$ 3,505,950	0.77%
TOTAL LOCAL REVENUE	\$ 5,819,180	\$ 5,604,810	-3.68%
STATE CATEGORICAL			
Capital Construction	\$ 541,680	\$ 541,680	0.00%
Other State Revenue	\$ 424,791	\$ 399,791	-5.89%
TOTAL STATE CATEGORICAL	\$ 966,471	\$ 941,471	-2.59%
STATE PPR			
Per Pupil Revenue	\$ 16,351,516	\$ 16,971,705	3.8%
TOTAL PPR REVENUE	\$ 16,351,516	\$ 16,971,705	3.8%
TOTAL REVENUES	\$ 23,137,167	\$ 23,517,986	1.65%

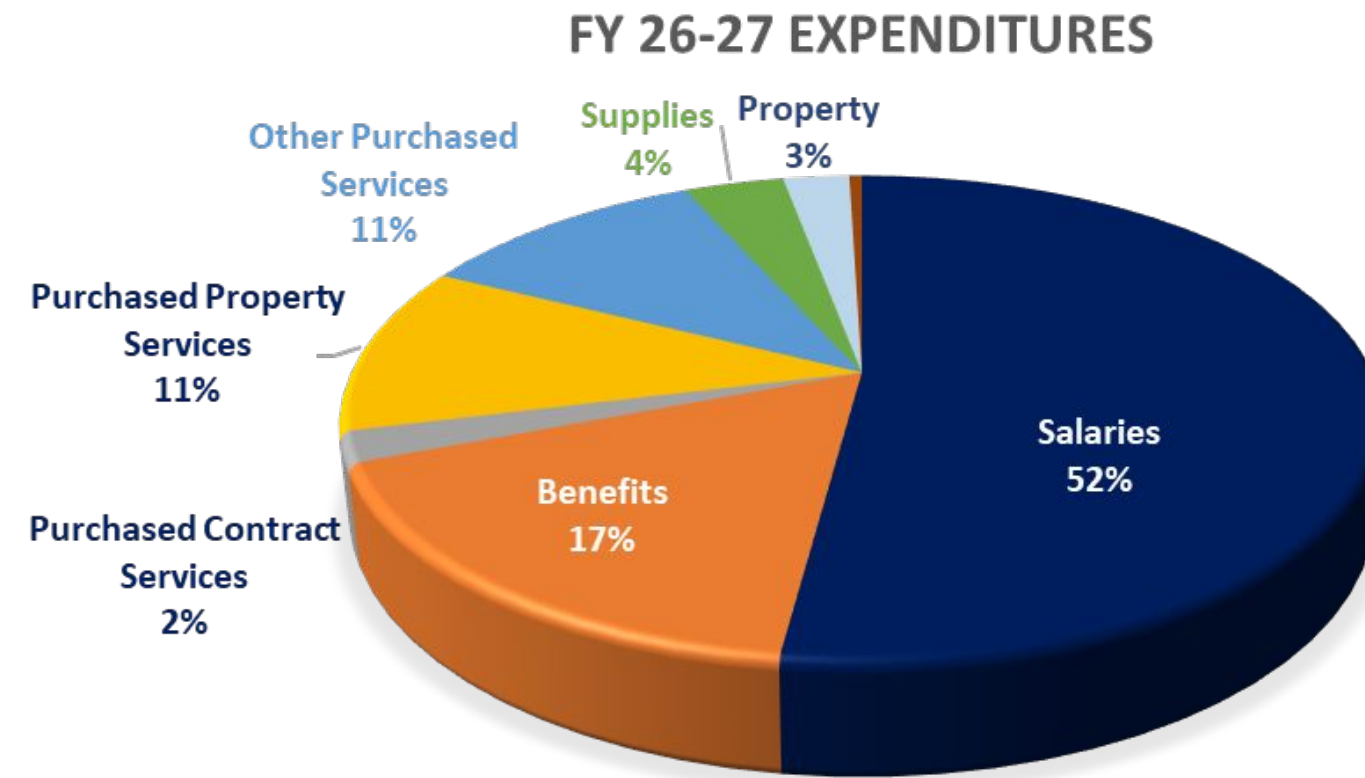
FY 26-27 REVENUE



Expenditure Analysis

Expenditure Analysis

	Budgeted FY 26	Proposed FY 27	% Change
Salaries & Benefits			
Salaries	\$ 11,900,792	\$ 12,244,938	2.89%
Benefits	\$ 3,856,219	\$ 3,996,275	3.63%
Total Salaries & Benefits	\$ 15,757,011	\$ 16,241,213	3.07%
Other			
Purchased Contract Services	\$ 560,150	\$ 481,650	-14.01%
Purchased Property Services	\$ 2,684,000	\$ 2,644,500	-1.47%
Other Purchased Services	\$ 2,687,794	\$ 2,568,200	-4.45%
Supplies	\$ 813,400	\$ 874,100	7.46%
Property	\$ 450,000	\$ 581,000	29.11%
Other	\$ 150,000	\$ 110,000	-26.67%
Total All Other	\$ 7,345,344	\$ 7,259,450	-1.17%
Total Expenditures	\$ 23,102,355	\$ 23,500,663	1.72%



Revenue/Expenditure Analysis



A LOOK at the BUDGET

Revenue/Expenditure Analysis

	Budgeted FY 26	Proposed FY 27	% Change
REVENUE			
LOCAL	\$ 5,819,180	\$ 5,604,810	-3.68%
STATE CATEGORICAL	\$ 966,471	\$ 941,471	-2.59%
PPR	\$ 16,351,516	\$ 16,971,705	3.8%
TOTAL REVENUE	\$ 23,137,167	\$ 23,517,986	1.65%
EXPENDITURES			
SALARIES & BENEFITS	\$ 15,757,011	\$ 16,241,213	3.1%
OTHER	\$ 7,345,344	\$ 7,259,450	-1.2%
TOTAL EXPENDITURES	\$ 23,102,355	\$ 23,500,663	1.7%
SURPLUS/DEFECIT	\$ 34,812	\$ 17,323	

JOINT
BUDGET
COMMITTEE



OVERVIEW OF JOINT BUDGET
COMMITTEE ACTIONS TO DATE AND
FOR FY 2019-20 AND FY 2020-21

THE BOARD OF DIRECTORS, STEAM SCHOOL DISTRICTS

CHAIRMAN: CAROLYN KRAMER, BOULDER DISTRICT
MAY 11, 2020

JOINT BUDGET COMMITTEE MEETING
300 E. LOVELL AVENUE, 3RD FLOOR - DENVER, COLORADO 80202
TELEPHONE: (303) 440-1000 | FAX: (303) 440-1072
<http://www.steam-schools.com>

State Budget

Current Status

- Governor proposed 2.9% PPR increase (Nov)
- No bill introduced yet at the state level
- State deficit increased to \$1.5B
- No confirmed impact to education funding
- District planning based on Governors proposal



Potential Upside for STEM

- ELL, At-Risk & SpEd funding to follow student
- High % at STEM = potential increased funding

What This Means for STEM

- Short-term uncertainty due to state deficit
- Baseline budget assumes Governor's proposal
- Potential for additional upside through targeted funding streams



Thank You!
Questions?

Coversheet

CEO Update

Section: V. KOSON Schools
Item: C. CEO Update
Purpose: Discuss
Submitted by:
Related Material: CEO Board Presentation 20260407.pdf

CEO UPDATE



Board Meeting | April 7 , 2026

CONTENTS

- 1. Homeschool Update**
- 2. HS Relocation Update**
- 3. Playground Update**
- 4. STEM Student Showcase / Night to Ignite Update**

Coversheet

Homeschool Enrichment Handbook

Section: V. KOSON Schools
Item: F. Homeschool Enrichment Handbook
Purpose: Discuss
Submitted by:
Related Material: STEM Homeschool Enrichment Handbook.pdf

STEM HOMESCHOOL ENRICHMENT

Program Handbook

Innovation Starts Early. Discovery Begins Here.

Authorized by Douglas County School District. Reference STEM School Highlands Ranch Student/Parent Handbook for general Expectations, Policies, and Procedures.

Welcome to the STEM Homeschool Enrichment Program!

We're thrilled to partner with homeschool families to provide students in Kindergarten through 8th grade with opportunities to explore **Science, Engineering, Computer Science, and Robotics** through hands-on, problem-based learning.

Our enrichment program brings the excitement of STEM to life—encouraging students to ask questions, experiment, build, and problem-solve in a collaborative, supportive environment. Each class is designed to spark creativity, develop critical thinking, and inspire lifelong curiosity.

Program Philosophy & Goals

The Homeschool Enrichment Program is built on the belief that children learn best through exploration, discovery, and creativity.

We focus on three guiding principles:

1. **Hands-On Learning** – Students actively build, test, and create to deepen understanding.
2. **Real-World Connections** – Lessons tie directly to the world around us, preparing students for future innovation.
3. **Growth Over Grades** – We celebrate curiosity and effort through feedback and reflection instead of traditional grading.

Our goal is to inspire students to see themselves as scientists, engineers, coders, and creators who can make a real difference in their world.

Program Overview

The Homeschool Enrichment Program offers weekly sessions in:

- **Science & Engineering:** Experiments, natural phenomena, and creative design using the engineering design process.
- **Computer Science & Robotics:** Coding and robotics projects using tools such as Scratch, micro:bit, LEGO® SPIKE™, and VEX.

We integrate STEM Challenges and problem-solving that connect science, technology, engineering, and math in authentic ways.

All learning happens during class time, with optional take-home resources for families who wish to extend learning at home. Our units combine in class and out of class- field experience where students bring their learning to life.

Homeschool Intent Notification & Enrollment Policy

All families participating in the STEM School Highlands Ranch Homeschool Enrichment Program must comply with the Colorado Department of Education's homeschool requirements.

Homeschool Intent Notification

Families are required to submit an annual **Notice of Intent to Homeschool** to a Colorado school district prior to participation in this program.

This notification must include:

- The student's name, age, and grade level
- The number of instructional hours planned for the academic year
- The name, address, and signature of the parent or guardian supervising the education

It is the responsibility of the parent or guardian to ensure that this **Notice of Intent** is filed according to district deadlines and state law (C.R.S. 22-33-104.5). The STEM Homeschool Enrichment Program does not replace or fulfill this legal requirement.

Failure to provide an updated Intent to Homeschool form to your local district may result in ineligibility to participate in the enrichment program.

Single Program Enrollment Acknowledgment

Per Colorado state policy, a homeschooled student may only be enrolled in one publicly funded homeschool enrichment program at a time.

By enrolling in the STEM Homeschool Enrichment Program, families acknowledge that:

- Their child will not be concurrently enrolled in another public school or publicly funded homeschool enrichment program.
- This program is designed to supplement, not replace, the family's homeschool instruction.
- Students remain classified as homeschool students under state law, and parents retain primary responsibility for their child's education.

Parent Acknowledgment:

All families must sign an annual acknowledgement confirming that they have submitted their Notice of Intent to their resident district and that their student is enrolled exclusively in the STEM Homeschool Enrichment Program.

[STEM Homeschool Enrichment Enrollment Policy](#)

Special Education and Support Services

The STEM Homeschool Enrichment Program is a part-time enrichment opportunity designed to supplement a family's homeschool instruction. As such, students participating in this program are considered homeschool students under Colorado law (C.R.S. 22-33-104.5).

Because this is a homeschool enrichment program and not a full-time public school enrollment, STEM Homeschool Enrichment is not obligated to provide special education services, accommodations, or modifications under the Individuals with Disabilities Education Act (IDEA). 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.

Families of students with special needs are welcome to participate in enrichment activities; however:

- The program cannot develop or implement Individualized Education Programs (IEPs) or 504 Plans.
- Specialized services (e.g., occupational therapy, speech-language support, counseling, or academic intervention) are not available through this program.
- Parents remain the primary educators and are responsible for arranging any needed evaluations, therapies, or supports through their local school district or private providers.

STEM Homeschool Enrichment will make reasonable efforts to create an inclusive environment and to ensure student safety and participation to the extent possible within the program's structure and resources.

By enrolling in the STEM Homeschool Enrichment Program, families acknowledge that:

- The school is not required to provide or fund special education services.
- Enrollment does not grant eligibility for public school special education resources.
- Parents maintain full responsibility for their child's individualized educational needs.

Identification, Assessment, and Support for Homeschool Enrichment Students

Child Find Process

Under federal and state law, all public schools are required to engage in Child Find — a process designed to identify and evaluate children who may have disabilities that impact learning.

- STEM Homeschool Enrichment will work with participants' home District's Child Find program to ensure compliance.
- If a parent, teacher, or staff member suspects that a homeschool student may have a disability, the family will be provided with information about the Child Find process and how to request an evaluation through the district.
- Evaluations are conducted by the district's Child Find team, not by the STEM Homeschool Enrichment Program.

Assessment and Academic Data

Because homeschool students are not enrolled full-time, the enrichment program does not conduct or administer formal academic assessments (e.g., CMAS or district benchmark testing).

- Parents remain responsible for tracking student academic progress in accordance with Colorado homeschool law (C.R.S. 22-33-104.5).
- Teachers may conduct informal assessments or observations within enrichment activities to guide instruction and provide feedback.

Supports and Classroom Accommodations

While the STEM Homeschool Enrichment Program is not required to provide special education services, staff will make reasonable efforts to support student participation and inclusion in classroom activities.

- Teachers may adjust materials, pacing, or instructional strategies as appropriate within the general education setting.
- These supports are informal and do not constitute an Individualized Education Program (IEP) or 504 Plan.

Parental Responsibility

Parents maintain primary responsibility for:

- Initiating contact with their resident district for Child Find evaluations.
- Providing necessary documentation regarding identified needs (if applicable).
- Coordinating any private or district-provided therapies, tutoring, or specialized instruction.

By enrolling in the STEM Homeschool Enrichment Program, families acknowledge that STEM Homeschool Enrichment fulfills its legal obligation to identify and refer potentially eligible students through the Child Find process, but is not required to provide direct special education or related services within the enrichment setting.

Industry Connection

Our curriculum reflects what today’s industries are seeking—creativity, collaboration, and problem-solving. By engaging in science, engineering, and computer science early, students develop the skills that fuel innovation in careers like technology, sustainability, and design. We incorporate industry experts and mentors into our curriculum so that students are solving real world problems.

Program Schedule

Tuesday

Grades K-4		
9:00-11:30	Kindergarten	Science & Engineering
	1st & 2nd grade	Computer Science & Robotics
	3rd & 4th grade	Science & Engineering
11:30-12:30	Lunch/Recess	
12:30-3:00	Kindergarten	Computer Science & Robotics
	1st & 2nd grade	Science & Engineering
	3rd & 4th grade	Computer Science & Robotics

Thursday

Grades 5-8		
9:00-11:30	5th & 6th grade	Science & Engineering
	7th & 8th grade	Computer Science & Robotics
11:30-12:30	Lunch/Recess	
12:00-3:00	5th & 6th grade	Computer Science & Robotics
	7th & 8th grade	Science & Engineering

Location: STEM School Highlands Ranch

Address: 8920 Barrons Blvd | Highlands Ranch, CO 80129

Enrollment Information

Enrollment in the Homeschool Enrichment Program is open to homeschool families on a space-available basis.

Priority is given to returning families, siblings, and families within Douglas County.

To express interest, please complete the Homeschool Enrichment Interest Form on our website. You will be contacted with registration and session details when enrollment opens.

Attendance & Absences

Because activities are hands-on and collaborative, attendance is vital.

If your student will be absent:

- Please notify the program coordinator by email or phone prior to class.
- Students who miss a session may request optional materials to complete at home.

If inclement weather occurs, the program will follow the weather policy of STEM School Highlands Ranch closure or delay announcements.

Dress Code

Students should wear comfortable, weather-appropriate clothing suitable for hands-on activities, outdoor play, and robotics work.

Guidelines:

- Closed-toe shoes are recommended.
- Clothing should be neat, functional, and free of inappropriate images or language.
- Long hair must be tied back for lab or robotics activities.

Lunch & Snacks

Students should bring a nut-free snack and water bottle each day. Students should also bring lunch. Please avoid sharing food due to allergy risks.

Parent Partnership

We value our homeschool families as essential partners in learning. Parents receive:

- Optional home extension activities
- Quarterly newsletters with student highlights
- Invitations to Student Showcase Events

Families are encouraged to:

- Support curiosity and exploration at home.
- Communicate questions or feedback with staff.
- Celebrate their student's growth and creativity.

Student Expectations

Students are expected to:

- Participate actively and try new things.
- Show respect toward peers, staff, and materials.
- Follow safety procedures during experiments and robotics work.
- Work collaboratively, communicate kindly, and problem-solve constructively.

Our classrooms thrive on **respect, teamwork, and curiosity**.

Student Behavior Expectations

The STEM Homeschool Enrichment Program emphasizes positive, restorative approaches to behavior.

Behavior Standards:

- Show respect for self, peers, staff, and property.
- Use kind, inclusive, and encouraging language.
- Follow directions and class procedures.
- Handle tools and materials responsibly.
- Practice digital citizenship and use technology appropriately.

Behavior Interventions:

1. Verbal reminder and redirection.
2. Reflection break to reset and re-engage.
3. Parent notification if behavior continues.
4. Follow-up meeting if behavior persists, with an emphasis on reflection and problem-solving.

Our goal is always restorative—helping students learn from choices and return positively to the group.

Safety Procedures

Safety is our highest priority.

- Students will receive instruction on tool and equipment safety.
- Staff are trained in emergency procedures and first aid.

Emergency Procedures

The program follows the Standard Response Protocol (SRP) used by Douglas County School District:

- **Secure:** Threat or hazard outside the school.
- **Lockdown:** Threat inside the school—students remain quiet and out of sight.
- **Evacuate:** Students move to a designated safe location.
- **Shelter:** Students take protective action (e.g., during severe weather).

Parents will be notified through school communication channels in the event of an emergency or relocation as outlined by the [I Love You Guys Foundation](#).

Assessment & Feedback

Students do not receive grades. Instead, teachers provide:

- Formative feedback during activities.
- End-of-session reflections on growth, collaboration, and creativity.
- Portfolio opportunities where students can showcase projects.

The focus is on growth, engagement, and curiosity, not letter grades.

Student Showcase

Each session concludes with a Student Showcase Event where learners demonstrate their projects and share discoveries with families. This celebration highlights student innovation, teamwork, and perseverance.

Inspire. Innovate. Imagine.

Thank you for being part of the STEM Homeschool Enrichment Program, where curiosity leads the way, creativity drives discovery, and learning is an adventure!

Contact Information

STEM Homeschool Enrichment Program
8920 Barrons Blvd Highlands Ranch, CO 80129
Website: stemHSE.org
Email: info@stemHSE.org
(720) 719-9385

Coversheet

New Cell Phone Policy

Section: V. KOSON Schools
Item: G. New Cell Phone Policy
Purpose: Vote
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: H. Board Bylaws Update
Purpose: Vote
Submitted by:
Related Material: Bylaws Update Presentation.pdf
Koson_STEM Bylaws_2026.pdf
Alternate - Koson_STEM Bylaws_2026.pdf

BYLAWS - PROPOSED UPDATES

- **Board Composition Discussion**
 - **Currently 9 members (6 Community and 3 Parents)**
 - **Only 2 Members are non-Parents (terms end in May)**
 - **Bylaws allow Community Members to be parents**
 - **Strategic Plan Goal to increase non-Parent members**
 - **Important for Transition to Network Board**
 - **Strengthen relationships with Industry/Community**
 - **Community Member Recruiting**
 - **Bring desired skills/industry**
 - **Architect, Aerospace Engineer, HR**
 - **All 3 Candidates are parents**

BYLAWS - PROPOSED UPDATES

Proposed Nominations 4/3/25	
June 2026 - May 2029	
	Class B
	Class B
	Class A
June 2026 - May 2027	
	Class B-New
June 2026 - May 2028	
	Class B-New

Proposed Nominations 4/3/25	
June 2026 - May 2029	
	Class B
	Class B
	Class A

- **Bylaws Approval Options**
 - **Approve Proposed Bylaws - 11 Members**
 - Accept all Community Members will be parents for now
 - Continued recruiting to increase Community Engagement
 - New Seats: 1 - 1 year term, 1 - 2 year term
 - **Approve Alternate Bylaws - Keep at 9 Members**
 - Accept all Community Members will be parents for now
 - Recruit to increase Community Engagement
 - Update Bylaws to Increase Members to 11 next spring

BYLAWS - PROPOSED UPDATES

- Increase # of board members from 9 to 11
 - Add 2 Class B (Community Members)
 - **Discussion - Do we want to delay this change?**
- 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
- Removal of Members:
 - 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



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 nine Directors. There shall be three Class A Directors and six 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 Class B directors shall be appointed 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



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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

Vote for Consent Agenda Items

Section: VI. Consent Agenda
Item: A. Vote for Consent Agenda Items
Purpose: Vote
Submitted by:
Related Material: Final Charter Purchased Service Agreement 2026_27.docx.pdf
Policy_Use Of DCSD Policies_2024.pdf
Policy_Policy Adoption Process_2022.pdf
Policy_Board Training_2023.pdf
Policy_Conflict of Interest_2023.pdf



DCSD Charter School Purchased Services Agreement 2026-2027

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Charter School Required Services

District Support Staff

Charter District support staff includes, but is not limited to staffing and expenses for the following:

Choice Programming Department

Charter contract renewals and waivers, charter school UIP review, Open Enrollment support, Infinite Campus and Workday support, teacher induction, DAC/SAC support, annual charter reviews, communication and support to charter school administration and governing boards, coordination with charter schools on district security procedures, coordination with other district departments, general assistance in the areas of legal questions, statutory compliance, board issues, parent concerns, student issues, and discipline problems.

Human Resources

Workday basic functionality - employee record warehouse, Employee Self Service (ESS). The Colorado Department of Education (CDE) reporting, periodic questions and data review and submission. All required employee data must be entered into WorkDay.

Business Services

Business and financial support, Data Pipeline reporting to CDE, quarterly financial reporting to the Board of Education, audit/Annual Financial Report presentation, billing, wire transfers, Infinite Campus/My School Bucks issue resolution, meetings, miscellaneous questions, and problem resolution.

Student Data and Information Services

Help desk, legal/subpoenas, enrollment roll, foreign students, archival/retention of records, student counts, state reporting, attendance, records requests, exception reports, provide templates for calculation of minutes for reporting, course codes and building new calendars in IC.

Legal

Outside legal costs related to a Charter are billed in full to the Charter using the outside counsel services.

Internal Technology Services (Help desk)

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Help desk tickets relating to Google Apps, Infinite Campus, My School Bucks, network connectivity, identity management, reporting, integrations, and provisioning for Gmail. Rolling of student information for Infinite Campus, Identity Management, and security tools.

Emergency Management Services

Services include Emergency Response and Crisis Management (ERCM) planning, access to online documentation and support, on-site training of staff, site and building safety assessments, access to district-level training and tabletop exercises, and emergency drill data reporting and compliance documentation.

Standard Response Protocol (SRP) includes training of staff, printed materials for classrooms and common areas, and online training courses.

Consultation and guidance on various safety and security matters including; sex offenders, threat assessments, suicide assessments, child abuse and mandatory reporting procedures, employee investigations, child/parent custody, and trespassing issues.

Emergency notifications to building Administration or designee from Security Dispatch Center through school messenger for incidents that may impact the normal operation of schools or potential safety concerns.

Technology – Maintain FCC licensing on radios used by Charters. Provide programming of supported school radios. Maintain and support School Emergency Radio. Provide general support and review on security technology when requested.

24-Hour Dispatch - This a constant coverage where schools have access to notifications and information 24-hours a day. Provide assistance through radio communication and telephone for emergency and non-emergency situations. Assist in Law Enforcement requests pertaining to students or staff during and after hours. Utilize security technology, where applicable, to assist/verify in a situation.

Patrol – Patrol the area and provide visits to ensure safety and security of students, visitors and staff and to ensure the security of buildings and property. Responds to calls for security assistance.

If the Emergency Management Services team is called to respond to a specific emergency situation and additional costs are incurred for items such as transportation, the individual charter school will be billed for those specific resources as necessary.

Student Information System (Infinite Campus)

All schools must use Infinite Campus for the student database. This cost is related to annual fees related to the software licensing and maintenance contract. District time spent for application support staff cost and technical support staff cost (including account management) and infrastructure is included in total direct staffing.

Does not include purchase, maintenance and/or repair of internal data network systems and computer workstations, or any application software, other than those directly related to the use of Infinite Campus.

CONDITIONS:

- Computer workstations must meet minimum DCSD hardware and software specifications annually for computers accessing district applications
- District staff must have physical access to technology equipment as required for upgrades, maintenance and repair
- Charter school staff must attend required training offered by the district, both initially and ongoing, for Infinite Campus and account management
- Infinite Campus system utilization must comply with all established district practices, policies and procedures
- Charter schools acknowledge that they cannot copy, modify or distribute the Infinite Campus system in any manner
- Charter schools acknowledge that Infinite Campus and other designated support systems is the official vehicle for all state/federal reporting activities, including the annual student count

Project Education

All schools must use Project Education for the development and implementation of all student individual plans.

Student Data Privacy Act Roles and Responsibilities

[House bill 16-1423](#) mandates local school districts and charter schools implement the following items:

Each Charter school is responsible for

- Adopting a student data privacy policy
- Creating a webpage for transparency that has the following
 - List of student PII collected by the charter
 - List of CDE student PII

- List of Apps that are used by the school
- List of vendors that collect student PII
 - With contract and Data privacy addendum
- Conduct Mandatory training regarding student privacy

Douglas County School District will share resources with our Charter schools.

On the district Student Data Privacy [Site](#) are resources:

- List of district apps
- App vetting process
- Data privacy addendum
- List of student PII collected by the district
- Link to the CDE student PII collected
- Link to vendors that collect PII and their contracts

We will also share the mandatory training modules.

Learning Services

Assessment

State and district required assessments are administered per charter contract.

The required assessments* include:

	Grade(s)	State Statute (CRS)	Notes
English Language Arts	Grades 3 - 8	§22-7-1006.3(1)(a)	Colorado Measures of Academic Success (CMAS)
Math	Grades 3 - 8	§22-7-1006.3(1)(a)	CMAS
Science	Grades 5, 8 and 11	§22-7-1006.3(1)(a)	CMAS
Social Studies	Grades 4 and 7	§22-7-1006.3(1)(a)	CMAS
9th grade Assessment Aligned with State Academic Standards	9th grade	§22-7-1006.3(2)(a)	PSAT 8/9
10th grade Assessment Aligned with State Academic Standards	10th grade	§22-7-1006.3(2)(a.5)	PSAT 10
Curriculum-based	11th grade	§22-7-1006.3(2)(b)	Colorado SAT

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College Entrance Exam			
English Language Proficiency WIDA Assessments *WIDA Assessments are Federal assessments, and are not part of the parent refusal process		§22-24-105	WIDA Screener Grades 1-12 (identification assessment) WIDA-ACCESS (annual assessment)
Colorado Alternate Assessment (CoAlt)**	Grades 3 - 11	§22-7-1006.3(3)(c)	Alternate assessment for students with significant cognitive disabilities
Universal Screening Assessment (Gifted Identification)	Grade 2, 5 or 6	§22-20-204(2)	Cognitive Abilities Test (CogAT)
Early Literacy (READ Act)	Kindergarten - 3rd grade	§22-7-1205(1)(a) and §22-7-1209(1)(b)	i-Ready® (or other State approved interim READ Act assessment)
School Readiness	Kindergarten	§22-7-1004(2)(a) and §22-7-1014(2)(a)	TS GOLD - Assessment may be waived

* [CDE Reference for federal and state required assessments](#)

** This includes alternate state assessments, DLM and CoAlt, for students determined eligible for the alternate assessment according to the [CDE alternate assessment participation guidelines](#).

State Testing

The District provides required accommodations training for state assessments and training to administer and process state assessments. Training opportunities are also provided to use the district-approved assessment management system for analyses of state assessment results. The basic cost for assessment services includes accommodation, administration, and processing trainings. Additionally, access to use the district-approved assessment management system and training opportunities to use this tool are included in the base cost. The District does not provide stipends for Charter staff for implementing required testing.

In preparation for state testing, each charter school should review the latest online testing hardware and software requirements from CDE. Schools need to have an

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adequate number of devices that meet these requirements in order to give the online test(s) during the 3-week testing window. (Note: Student owned devices cannot be used for state testing.)

Schools have the option to request a Memorandum of Agreement (MOA) to allow them to use paper-based testing for all state mandated assessments. This MOA will outline the expectations from the school in managing paper based assessments. Cost associated with this will be TBD at the time the MOA is created.

Early Literacy (READ Act) Assessment and Data Submissions

All district schools are expected to comply with the requirements of the READ Act, including state data collections and submissions. The READ Act compliance cost is part of the Charter School Staff cost; however Charter schools are responsible for the actual cost of the READ Act assessment.

The District purchases licenses for i-Ready® for both reading and math. (The i-Ready® reading assessment is an approved READ Act assessment.) Charter schools may choose to purchase licenses for i-Ready® at the district rate of \$6.60 per student per subject (\$13.20 per student for both reading and math) or they may elect to purchase licenses for another approved READ act assessment directly from the vendor. Each charter school that chooses to purchase another READ approved assessment would be responsible for submitting data for state reporting in the correct format by the submission deadline. (Refer to the [Optional District Supported Assessments List Below](#). This list was recently updated based upon the READ Act Assessment Review. is also currently under assessment revisions. The ELAT assessments for 2024-2025 are listed below.

- Acadience Reading (previously published under DIBELS Next) published by Acadience
- Amplify mCLASS with DIBELS 8th Edition, 2018; mClass Lectura 2022
- Curriculum Associates, LLC i-Ready Assessment for Reading, 13.0, 2022
- Indicators of Progress for Early Reading (ISIP ER) (English and Spanish) published by Istation
- Star Early Learning published by Renaissance Learning, Inc.

All Charter schools must submit data for the following state collections and reports for the READ Act:

- [READ Data Collection for Per Pupil Funding](#)
- [READ Budget Submission](#)
- [READ K-3 Literacy Program Reporting](#)
- [READ K-3 Evidence-Based Teacher and Administrator Training Requirements](#)

School Readiness Assessment

Licenses are purchased for Teaching Strategies GOLD, an approved assessment for school readiness. Charter schools with documented waivers from School Readiness

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Assessment (C.R.S. 22-7-1014(2)(a)) for administering this assessment will not be charged for these licenses. (See 22-23 2026 - 2027 [Purchase Services Agreement Pricing Table](#))

English Language Proficiency Assessments

Assessments of Multilingual Learners are federally mandated and include the WIDA Screener (grades K-12)(used to determine student eligibility for English language development programming as defined by federal and state statute), and WIDA-ACCESS 2.0 (the required annual English proficiency assessment for NEP and LEP students).

Gifted & Talented Universal Screening

The District uses the Cognitive Abilities Test (CogAT) as a universal screening tool in second grade and in the transition year to middle school (5th or 6th grade). The results of this assessment are used to help determine appropriate programming and services for all students in those grades. No per-pupil charge is assessed to the Charters for the CogAT assessment, processing, or scoring when conducted using the district's process and protocols during the district-established CogAT Universal Screening window. Charters may also choose to utilize the CogAT outside of the universal screening years as outlined in the Optional Services Section of this agreement.

Unified Improvement Plan

The Learning Services Department and School Leadership Department, in collaboration with the Office of Choice Programming, communicates with all charter schools regarding the Unified Improvement Planning (UIP) process and any yearly changes to the process that are mandated by the state. The Office of Choice Programming, School Leadership team and Learning Services Department provide support and consultation at a universal level to all charter schools inclusive of information and guidance with the Colorado Department of Education's Online UIP System, district-approved assessment management system and SchoolView. The District facilitates review and approval of charter unified improvement plans by the Office of Choice Programming and School Leadership support staff. District staff also facilitate approval of the plans by the Board of Education if required in the case of any charter schools with a plan type of Priority Improvement or Turnaround.

In the case of charter schools with a plan type of Priority Improvement or Turnaround, more intensive targeted support is provided, including one-on-one meetings and UIP/data training with charter school staff; targeted communications with CDE staff regarding plan requirements and recommended revisions; and coordination of CDE resources. The Douglas County School District submits all UIPs regardless of plan type to CDE via their online system and for schools on Priority Improvement or Turnaround

conducts continuous reviews and progress checks regarding their UIP implementation.

Treasurer Fees

The County charges the District a fee for collection of property taxes. Since the District passes the charter schools 100% of PPR, these fees will be charged to the Charter school on a per student basis.

Election Fees

In the event the District seeks additional funding through a Mill Levy Override or Bond the District pays fees for the inclusion of the measure in County elections. Since we pass on 100% of the Mill Levy Override received on a PPR basis, the charter schools will be charged their part of these fees on a PPR basis.

Foot Youth Service Center

The center serves the 23rd Judicial District to provide secure detention for youth 10-17. Cherry Creek school district provides licensed staff for youth in the facility. The cost of the facility is billed to school districts in the 18th Judicial district including Douglas County School District. A portion of these fees are charged to the Charter school on a per student basis.

Canvas Accounts

Canvas LMS is a powerhouse of course organization, resource management, staff guidance, and personalized learning. Canvas modules help facilitators organize and sequence content, learning activities, assessments and streamline the delivery of professional learning. The per user license fee includes 24/7 support, access to training materials, custom professional development creation, mandatory training courses, and other DCSD professional learning opportunities. DCSD professional learning leverages Canvas to deliver:

- Mandatory Training
- Ability to register and take District PD opportunities like Threat Assessment, SPED, CPI, SEW, ELD courses and many more
- Flexible site based and managed pd delivery system (optional)

Google Suite

Google Suite products included in Education Plus level access for students and staff (Docs, Sheets, Slides, Forms, Classroom, Sites, Groups and others). The Google Apps for Education Suite is a fantastic group of collaborative tools. The Apps Suite includes: Google Docs, Presentations, Spreadsheets, Forms, Sites, Calendar and Mail. The use of these tools enables students to work collaboratively on many types of products, communicate easily with their classmates and teachers and creatively demonstrate their knowledge and learning. It is also a highly efficient tool that can help your school to go green. With safety and security features designed especially for k-12 students, it provides students with the powerful tools they need while allowing school administrators control over access.

Currently, Google charges the District on a total number of students basis, and there is not an ability to separate Charter School enrollment from the District's total enrollment.

CONDITIONS:

- Computer workstations must meet minimum district hardware and software specifications annually for computers accessing district applications
- District staff must have physical access to technology equipment as required for upgrades, maintenance and repair
- Charter school staff must be trained and supported by the district, both initially and ongoing, for Gmail and account management
- Gmail system utilization must comply with all established district practices, policies and procedures
- Charter schools acknowledge that they cannot copy, modify or distribute the Gmail system in any manner

Student Support Services

English Language Development

This is a compliance model with limited services. Charter schools are 100% responsible for all legal and settlement costs for any English Language Development (ELD) litigation or claims. For more information please refer to the [English Language Development Compliance plan update](#)

Charter schools will:

- Communicate with parents/families in the parents'/family's preferred language, and provide interpretation and translation services for families in need of such

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service regardless of the student's English proficiency regardless of the student's eligibility for ELD programming. This includes classroom, school-wide, and individualized verbal and written communication. (see the [US Department of Education Fact Sheet](#)).

- Ensure charter school ELD teachers participate in all required ELD training (typically named “essentials” or Think Tanks). Additionally, charter schools have access to ELD training regarding the following: ELD programming and services, related services, assessments, identification of potential MLs, eligibility for ML services, and access to language learning in the general education setting.
- Ensure every NEP, LEP, and Year 1/Year 2 Monitor student receives direct and consistent ELD instruction by a certified and endorsed ELD teacher. Under no circumstances will any identified ML be placed on “consult”; all NEPs, LEPs, Y1, and Y2 Monitor students shall be served directly and consistently by licensed and appropriately endorsed staff. At no time will classified staff provide direct ELD services. This applies to any student enrolled in DCSD schools and programs per the CDE ELD programming requirements.
- Ensure adequate ELD staffing allocations to directly and consistently serve every NEP, LEP, and Year 1/Year 2 Monitor student. Recommended staffing ratio is 1 certified and CLD endorsed ELD teacher for every 30 students. If recommended staffing ratio is not in place, charter school leadership will provide a justification of the ELD program, including successful student outcomes according to CDE's English proficiency trajectory, in the school compliance plan.
- Have access to the Language and Cultural Engagement leadership, and/or LCE Coordinator, and/or ELD Team Lead, and/or ELD Charter Lead for consultation regarding compliance with federal and state laws and district procedural guidelines.
- Have access to Title Funded testing and instructional materials unique to English Language Development programming services through the District Library Media Center.
- Utilize the DCSD Multilingual Learner Plan platform.

Gifted Education

This is a compliance model, with access to certain gifted education services necessary to identify, plan for, and serve gifted learners. Charter schools are responsible for all legal costs for any litigation involving gifted education, and they are responsible for settlement costs incurred as a result of such litigation. For more information please refer to the [Gifted Education Compliance plan](#).

Charter schools will:

- Have access to the gifted education coordinator, and/or team lead, and/or Charter Lead for consultation regarding compliance with federal and state laws and district procedural guidelines.
- Have access to formal and informal training on gifted services, related services,

assessments, and identification/eligibility supporting the identified gifted learners' access to the unique curriculum of the charter school.

- Have access to professional materials unique to gifted education programming services through the DCSD Gifted Education Charter Leads.

Charter Schools will be responsible for:

- Hiring a Gifted Education Facilitator responsible for facilitating the implementation of the DCSD Gifted Education Comprehensive Program Plan
- Ensuring the Gifted Education Facilitator participates in all professional development and training required for the role

Special Education Services

This is a compliance model, with access to certain special education itinerant teams necessary to support students at charter schools. Charter schools are responsible for all legal costs for any special education litigation, and they are responsible for settlement costs incurred as a result of special education litigation. For more information please refer to the [Special Education Compliance plan](#).

Teams are able to provide the following services:

- **Direct Services:** The specialized service professional provides face-to-face interaction between the student/child and provider. This may be delivered individually, in a small or large group or with another team member (such as co-treating). Direct services will be provided, when appropriate, for students that attend a campus within the boundaries of the Douglas County School District.
- **Consult Services:** Consultation is often considered the deliberation and exchange of recommendations among professionals for the purpose of generating ideas, nuancing programs, crisis management, and discussing professional resources and opinions.
- **Coaching:** coaching is a short term (up to 4 weeks) partnership between the charter school staff and an expert that is focused on improving teacher/student outcomes, giving feedback regarding student learning, designing and implementing student based interventions and collecting data. Sometimes this can be done virtually.

All teams have an evaluation component to their work. When evaluation of a student is necessary, the teams will collaborate with the charter school team to complete.

Teams that provide direct and consultative services are:

- Vision
- Deaf/Hard of Hearing

Teams that provide consultative services and limited coaching

- SWAAAC

- Behavior Team
- Autism Team
- SWAP (School to Work Alliance Program)

Charter schools will be responsible for:

- Obtain/purchase their own assessment materials used for special education evaluation. If a district owned assessment kit is checked out from the district District Library Media Center , the charter school will be charged a \$15 fee for each consumable testing protocol used.
- Ensure charter school special education staff participate in all required special education training (typically named “essentials”).

Charter schools will:

- Have access to professional development courses. Special service providers (SLP, mental health, etc.) are invited to attend regular discipline-specific meetings.
- Have access to their designated special education director, special education coordinator for consultation regarding compliance with federal and state laws and district procedural guidelines.
- Have access to second level vision and hearing screening follow-up services for students.
- When it has been determined with consultation from the SWAAAC, Vision or Audiology team that equipment or software is necessary:
 - Trial: Equipment may be checked out for up to 2 months for trial use by a charter school, subject to availability. Data will be collected to determine efficacy of the accommodation/equipment/software to determine if it is required for the student to access their general education curriculum. If it is determined that the equipment or software is required, the charter school must purchase the equipment/software.
- Hire school-based staff and purchase equipment required to comply with student IEPs.
- When hiring a school social worker they will have a minimum of a masters degree and hold the CDE special service provider license.
- When hiring a school psychologist they will have a minimum of a specialist degree and hold the CDE special service provider license.
- When taking on a school social worker or school psychologist intern they will be supervised by a school social worker or school psychologist that meets the minimum education requirements and holds the CDE special service provider

license.

- Charter school must work with the intern's university to ensure the requirements for the internship are met.

Section 504

This is a compliance-only model, providing access to essential Section 504 resources to support compliance. Charter schools are fully responsible for legal costs related to Section 504/OCR litigation or claims. Concerns expressed to District staff regarding Section 504 at a charter school will be forwarded to the school principal/director and/or charter board by the District's Director of Choice Programming. For details, refer to the *504 Services Compliance Plan*.

District Services Provided:

- **Training Services:** Access to District 504 training free of charge
- **Technical Support:** Assistance with Project Education related to Section 504.
- **Consultation Services:** Professional guidance for recommendations, adjustments, and compliance resources.

Access services and find current contact information [HERE](#) (*must be logged into your DCSD Google account*)

Charter schools will be responsible for:

- Designating a school 504 coordinator
- Ensuring their school 504 coordinator participates in 504 Essential Level Training
- Having their school 504 coordinator train their school staff about their responsibilities under Section 504.
- Maintaining each student's official 504 record in Project Education [504 Services Compliance plan](#).

Health Services

Each charter school will hire a bachelor's prepared registered nurse who holds a CDE special service provider license. This registered nurse must be available for consultation during all school hours and for before or after school activities. When the charter school nurse is not present at the charter school, the charter school must have designated staff available on-site, who have been trained in general health conditions and medication administration. These designated staff will deliver health related care to students under the direction of the charter school nurse. [Health Services Compliance](#)

[plan](#) must be completed yearly.

The DCSD Coordinator of Nursing Services may meet with the charter school nurse upon request to help orient him or her to the National Association of School Nurses practices, including knowledge of the nurse delegatory clause of the Colorado Nurse Practice Act and knowledge of district policies regarding health care services. Charter school nurses are invited to attend school district sponsored monthly informational nurse meetings and school district sponsored bi-annual training sessions that are provided to all school health persons and are given full access to all DCSD Nursing Services forms, processes, procedures through the School Nurse Google Site.

Mental Health

Charter schools will:

- Have Support from the district crisis team in the event of a charter school student or staff member traumatic event. The charter school will follow crisis team processes for communication and support for the school community during and following the crisis event.
- Have access to on-site preparedness training from the district crisis team in advance of any potential traumatic event. Have access to preparedness training, PREPaRE Workshop 2, on the process for a school level response to a death of a student or staff member or other traumatic event directly impacting students, staff or the school community. The charge from NASP is \$55 per participant for online materials. The charter schools need to pay the \$55 dollar fee per participant for access to the online materials.
- Ensure charter school principals, assistant principals, and deans (minimum 1 per school (Two is recommended) and all charter school mental health (counselors, social workers, and psychologists) providers attend required district threat assessment training, offered free of charge. Staff need to first take the Initial Threat Assessment Training and then the Refresher Threat Assessment Training every 3 years.
- Ensure at least one administrator and one mental health professional at each charter school has completed “Informed Supervision for Schools” training through CO Department of Public Health and Environment (All administrators and mental health is recommended)
- Ensure that all charter school mental health providers (counselors, social workers, and psychologists) attend required QPR or ASIST, and the DCSD suicide procedures training, offered free of charge. QPR needs to be taken every 2 years, ASIST needs to be taken every 3 years, and the DCSD Suicide

Procedures training needs to be taken every 3 years.

- Ensure the charter school mental health provider delivers the district “keeping students safe” part 2 training to the entire charter school staff at the beginning of each school year.
- Ensure all charter school staff complete online mandatory training that includes child abuse and neglect reporting training, Handle With Care Training and the Keeping Students Safe training.
- Have access to consultation regarding psychological safety assessments from the District Psychological Safety Coordinator.

Crisis Team Support

- In the event of a student or staff member death (or other traumatic event) the crisis team will respond to the school. A crisis lead responder will work directly with the school leader(s) and mental health provider(s) to implement established procedures for communication (student, staff and community), providing support to students and staff, monitoring safety, connecting students or staff with resources outside of school if necessary, sharing resources with parents, and debriefing. The crisis lead responder will work with the school leader(s) and the District Communication Department on communication going out to the community. Preparedness training and utilizing established procedures minimize the potential for an incident to become chaotic or the potential for making a serious error in communication. It is important that students and staff members directly impacted by a traumatic event receive the support and counseling they need, and that the school community can reintegrate back into normal routine.

Homeless Student Services

Charter schools will have access to the district [Homeless Education Liaison](#) for homeless student services pursuant to the McKinney-Vento Homeless Assistance Act free of charge.

Grant Administration

The District recognizes that Charter Schools are utilizing revenue sources associated with federal and state agency grants. The District is required to be Fiscal Agent on such grants meaning the District is responsible for oversight, approval, review and distribution of funds.

These administrative tasks result in the utilization of District resources. In recognition of this, the District is mandating the following.

Grant Submission

Prior to consideration of response to a request for proposal or grant application, the District Grant Office must be consulted to determine the viability of the grant. Any new grant in which the District is listed as the Fiscal Agent or Authorized

Representative, or requires the Superintendent or Board of Education signature, or reporting of the District financial statement, shall be reviewed by the District Grant office before submission. This includes review of related budgets, applications and any other attachments. The Charter School shall request reimbursement of the maximum allowable indirect/administrative costs as dictated by the grant.

Grants that allow Indirect/Administration

The District shall retain up to 100% of the allowable indirect/administration reimbursement. If the grant allows for indirect costs, but the Charter School failed to include the request in their application/budget, the Charter School shall pay the District for administration out of their general funds. The District may withhold these funds directly through the monthly wire transfer.

Grants that *do not* allow for Indirect/Administration

The District reserves the right to decline grant submission for any grant that does not allow for reimbursement of indirect/administrative costs. If the District decides to submit the grant, the District reserves the right to charge 1- 3% indirect/administration costs to the Charter School. This fee shall be paid out of the Charter School general funds. The District may withhold these funds directly through the monthly wire transfer.

New Charter Start-up or Expansion Grants

This is a three year grant for new charter schools. This grant is subject to the guidelines outlined in the grant submission section above.

Year 0 (planning year) – No administration fees will be charged by the District.

Year 1 and 2 (implementation years) – Administration fee of up to 3% will be charged by the District (from Charter General funds).

Charter School Optional Services

Learning Services

District-Supported Assessments:

The Learning Services Department provides management and support for assessments that DCSD schools are using, including approved READ Act assessment and NWEA MAP testing. Charter schools have the option to purchase the services of any district-supported assessments.

- The cost of assessment is based on pricing structure (i.e. cost per student) established in the vendor contract
- For training and other professional development related to the assessment,

charter schools must contact the vendor(s) directly

- *NWEA MAP testing - If Charter School elects to join the district NWEA account, the total pricing is based on the cost per student license per assessment accessed (please see table below). Charter schools that choose to purchase licenses will reimburse the DCSD Assessment Office the cost of those licenses through Charter school monthly transfers. (You will be asked to estimate the total number licenses requested in Feb. of the prior year)*

Curriculum, Instruction and Assessment

Alternative Licensure Program:

A limited number of spots are available to Charter Schools to hire candidates seeking an Alternative Licensure pathway through DCSD Alternative Licensure Program. Once hired, schools would enter into a Memorandum of Understanding agreeing to the expectations and requirements outlined within the CDE Approved DCSD Alternative Licensure handbook.

Art Show:

Participation in the District Art Show. The charter school art teacher is required to set up and take down all art exhibits for their charter school.

Spelling Bee:

Participation in the district Spelling Bee.

Middle School Honor Band and Orchestra:

Participation in middle school honor band and orchestra.

Professional Development:

All DCSD professional development opportunities are available to Charter schools. Some courses may incur an additional cost for materials or supplies, etc. If a training/class is delivered only for charter school staff, the cost of instructor pay may be incurred. If there is an associated cost with any particular session, that will be notated within Canvas.

Canvas LMS:

Charter schools must use Canvas LMS to access district offerings, including Mandatory Training.

District Library Media Center

Full Media Services:

Full Media Services - This package includes library system and database technical support, access and use of media resources (books, audiobooks, DVDs, culture kits, science models, novel sets, professional resources, technology equipment, and robotics), and use of the production room and innovation lab. Additional services:

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curriculum-driven collection alignment support, assistance with weeding, training related to library best practice, digital resource IP access, and TeachingBooks.net, as well as general library management support and mentoring. **Must purchase Destiny software from the vendor.**

Additional media services:

- If **Media Delivery** is needed, please purchase the Mail Services option under Business Services - One delivery per week.
- **Follett K-12 Education Technology, Products, Materials, and Services- Destiny Library Manager, Resource Manager, etc.**
 - **Contact the vendor directly. After you have purchased software from Follett please email your paid invoice to lkozel@dcsdk12.org to get your access turned on.**
 - **Contact vendor directly for renewal fees** for updates and maintenance for Destiny Library Manager, Resource Manager, and Software.
- **Destiny license for Special Education Test check out. (Only needed for Charters that don't purchase their own Destiny License.)**
- [SORA/Overdrive](#) access- Will be provided as a bonus to the schools that purchase Destiny. The schools that do not purchase Destiny will be unable to access SORA.
- **Start-up collection and cataloging services** - TBD based on collection requirements. Contact the IDC with questions and support.
- **Original Cataloging** is now outsourced as DCSD no longer has a cataloger on staff.
 - \$4.00 per book
 - \$8.00 per kit
 - Purchasing books through Follett's Titlewave System provides cataloging, processing, and free MARC records for shelf-ready books free of charge. Please contact DLMC to set up an account.
 - If full library services are purchased copy cataloging training is provided for library staff at your school.
- [TeachingBooks.Net](#) - An engaging collection of resources that brings books to life. TeachingBooks strives to enrich everyone's experience reading children's and young adult books.
- [Movie Licensing USA](#) - USA Movie Licensing Site-based fee is calculated based upon enrollment;
 - Required to show movies anytime it is not connected to curriculum and instruction (after school daycare, recess, parties, inclement weather, etc.).
 - contact Swank Movie Licensing for a quote at (877) 321-1300
- [Typing Pal](#) -
 - A personalized approach to learning keyboard skills using a web browser; short lessons
 - Elementary only

Student Support Services and Prevention Teams

Gifted Education Identification and Programming

The Exceptional Children's Education Act (ECEA) requires all schools in Colorado to identify, plan for, and serve gifted learners. School teams must collect and use a body of evidence of qualitative and quantitative data for identification and planning including cognitive, achievement, observation, and performance indicators. The optional assessment and evaluation services for gifted education include the following tools, protocols, and processes. Cost of assessment is based on pricing structure (i.e. cost per student).

Gifted Identification

- CogAT (used in grades outside Universal Screening Years or outside of DCSD assessment window)
- Scales for Identifying Gifted Students (SIGS)
- Protocols for gifted identification in Creative Thinking, Leadership, or the arts
- IOWA Assessments

Programming

- Iowa Acceleration Scale (used to determine full grade acceleration, content acceleration, and course placement)

Early Access to Kindergarten and First Grade

- Should a charter school choose to enroll a student granted early access to school (kindergarten or first grade) through the DCSD Early Access Process, the charter school shall refund the DCSD Gifted Education Department the full cost of assessment and evaluation.

Prevention and Behavior Supports

Charter schools may access the district [Health, Wellness and Prevention](#) for specific prevention and wellness programming. This team offers direct services delivery, specific events and consultation that support the Social Emotional Wellness and Prevention needs of the whole child subject to schedule and availability. Charter schools will be charged actual cost per service(s) or event(s).

Interpretation & Translation Services and Supports

Charter School staff must communicate with parents in their preferred language per federal and state law. The following service meets compliance regarding communication with families who prefer a language other than English.

All Translation & Interpretation -

- Office of Choice Programming will house a partial FTE for a staff member to coordinate interpretation and translation requests. This includes telephonic interpretation, translation of documents, and in-person/virtual interpretation requests.
- Charter Schools will follow the request and communication processes. Refer to the [charter translation and interpretation guidance here](#)
- **100% of the fees incurred** by Argo Interpretation and Language Nexus will be charged to the specific school(s) that requested the interpretation or translation.
- Charter Schools are responsible for all fees for school specific litigation and/or OCR complaints.

DCSD's Language and Cultural Engagement Team will:

- Provide initial and ongoing training and ongoing support for:
 - Telephonic interpretation, translation, and interpretation requests.
 - Charter Schools may be aligned with their interpretation and translation vendors
 - Request processing
- Provide access to interpretation and Maintain vendor agreements through Strategic Sourcing for vendor contracts and agreements
 - If the vendor(s) change due to RFP, equivalent vendors will be supplemented per this agreement.

Business Services

My School Bucks:

Online credit card payment method that allows parents to pay fees posted in Infinite Campus. The bank used by the charter school must be able to accept ACH transactions. The charge to the charter school is a 3.3% processing fee, charged by Heartland (parent of My School Bucks). Contact My School Bucks for support and Business service staff are available for training and additional support as needed.

Mail Services:

Intra-district Mail Service: Pickup and delivery of intra-district mail. (1 day a week)

eDCSD online Education Program

This option allows our charter schools to purchase student seats in order to take a course through our district's online school in grades 1 thru 12. This option allows a charter student to take courses not offered by the charter within the school day, such as advanced math or world language classes. Up to 2 courses per student can be offered at no cost to the student or charter as long as eDCSD has space available in the requested courses. Space availability will be determined by the principal at eDCSD. Students must secure approval from the staff at the Charter school prior to enrollment and must meet application due dates posted on eDCSD website.

Homebound Services

Homebound programming is available to students who are unable to attend school due to a qualifying medical or psychological condition. Homebound programming is a temporary placement. Requests for homebound programming need to be initiated through the student's school of attendance. Families will need to provide medical documentation and allow applicable parties to speak with medical professionals to devise an appropriate plan. Plans are developed based on student's individual needs/circumstances in the least restrictive environment as possible by all applicable stakeholders. [Homebound Programming Guidance](#)

Process for Determining Eligibility

- Determination eligibility for academic support through homebound education programming is a collaborative process involving the student, parent, school nurse consultant, instructional staff and school counselor (mental health provider, if applicable) from the student's neighborhood school, and the homebound coordinator. When an application is received from a student who is served pursuant to an IEP or a Section 504 plan, a meeting of persons knowledgeable about the student's needs will be convened to make a team determination regarding the application.
- Completion of the application is NOT a guarantee of enrollment

Cost estimate per student

- Elementary Education, K-6th grade: \$700 total curriculum costs (regardless of the number of courses provided) plus \$50 per hour for staffing/instruction costs.
- K-8 intervention option \$150 per course.
- Secondary Education, 7-12th grade: \$150 per semester course \$50 per hour for staffing/instruction costs.

All Levels: Added programming costs vary for additional services and intervention programs.

Human Resources Services

Staffing Services:

Posting - Adding an open position to the DCSD website with a referral to apply at the school. Also, other external websites can be provided for consideration. Basic posting, plus additional options will be presented at cost. The District has worked to pursue many external posting contracts to provide expanded sourcing options.

Substitute Software - Using software to smoothly fill teacher substitute needs in an automated fashion, utilizing either your own select listing, or the District substitute pool. Red Rover.

- Schools using Red Rover can not exceed the currently posted DCSD pay rate

Information Technology Services

WAN & Data Center Services (monthly recurring cost/one time cost for router and Annual router maintenance fee)

1Gb fiber-optic Wide-Area Network (WAN) circuit, including Internet & Web filtering from the charter school to the primary district data center. This is a flat rate service, no additional rebate payable. By choosing this option charter schools will be held liable for all their recurring costs through the life of DCSD's Centurylink Geomax contract.

Services:

- 1 gig connection to data center
- 15 gig shared connection to internet
- Next Gen Firewall protection managed by DCSD staff (CIPA compliant)
- Content filter managed by DCSD staff (CIPA compliant)
- Ability of opting into content caching services for state testing

Optional Network Connectivity:

The charter may choose to connect to DCSD application services through their own Internet services. DCSD will provide a secure Virtual Private Network (VPN) to applications subscribed through this service agreement.

Warehouse Supply Purchases

Charter schools have the option of purchasing office and school supplies from the District Warehouse at the current cost plus 5% ordering/handling fee calculated on the total invoice. Charter schools must pick up all warehouse purchases at the Warehouse: 701 Prairie Hawk Dr. Castle Rock CO 80109 at door K on the south side directly in front of you as you pull into the lot. Please ring the doorbell at door K for service. Products ordered are for school use only and not for resale or distribution.

Orders must be placed by Thursday at 1pm for pick up on the following Monday (or Tuesday in case of a district holiday) between 8am and 2pm. Orders will be loaded into the Charter school vehicle. Large orders may be on a pallet and can be placed in a truck or van as desired.

A catalog of items will be distributed prior to the new school year. The costs of items in our warehouse are calculated on average ordering costs, please note the pricing available on the catalog will be an estimate and will adjust slightly from what is listed. You may call to get current pricing of items as needed. Order fulfillment is subject to product availability and the warehouse reserves the right to adjust orders to ensure

minimum supplies are available to others.

Security

Shared School Resource Officer Program

The program provides daily contact in person or through available forms of electronic communication, Provide education and counseling to students on law enforcement matters, act as liaison between Chief and School District coordinating matters of mutual law enforcement concern. Create an open uninhibited environment of discussion geared to understanding and respect for each other. Investigate law enforcement and public safety issues while on campus. Service is coordinated and purchased through DCSD Security. Pricing is dependent on the agency providing service, see pricing page for more details.

Dedicated School Resource Officer Program

Provides a permanently assigned police officer to the school (may be shared with another school and costs split) to handle various safety issues, provide educational instruction to students, serve as a role model and mentor to students, respond to criminal related matters, and provide enhanced protection for school. **Each school must contract directly with the law enforcement agency for these services. They are not provided through the DCSD Security Department.**

2025-2026 Purchased Services Agreement Pricing

*these costs are estimates, actual and final costs will be communicated and charged to the charter within 90 days of the end of the school year (by September 30)

Required Service	Cost based on Estimated Budget
District Support Staff	\$57.06per FPC
Emergency Management	\$10.75 per FPC
Student Information System (IC)	\$17.19 per FPC
Project Education	\$7.01 per FPC
Assessment Services: All State & District Required Assessments Include UIP	\$19.52 per FPC
School Readiness Assessment (TS GOLD)	\$12.45 per kindergarten student

Treasurer fees	\$19.16 per FPC
Election fees	\$0.00 per FPC
Footnote Detention fee	\$5.82 per FPC
Workday	Contingent Worker Fee \$38.36 Per FTE
Canvas	\$5.24 per FTE Staff
Google Suite Education Plus	\$4.15 per student
Special Education	\$699 per FPC
Gifted Education Support	\$10.45 per FPC
English Language Development (ELD) Support (per ELD Student)	\$188.56 per ELD Student
Crisis Team support	\$1.11 per FPC
Health Oversight	\$4.78 per FPC

***Charter Schools with documented waivers for School Readiness Assessment will not be charged**

<u>Optional Services</u>	<u>Cost based on Estimated Budget</u>
<u>Learning Services</u>	
NWEA MAP Testing [†]	\$2.00 per test administration fee
<ul style="list-style-type: none"> • Reading, Math and Language 	\$12.50 per test
<ul style="list-style-type: none"> • Science 	\$2.75 per test
i-Ready - (Complies with the READ Act) (request & Paid through vendor)	\$6.60 per FPC (for each subject) \$13.20 per FPC (for both subjects)
School Readiness Assessment (TS GOLD)	Actual Cost per kindergarten student (currently \$12.45)
<u>Student Support Services</u>	
CogAT (Gifted Education) requested outside Universal Screening	Actual Cost
*Early Access to Kindergarten or First Grade Process	\$250
Health, Wellness and Prevention offerings	Actual cost

[†] Rates subject to change based on NWEA pricing

***If a charter school chooses to enroll a student through the DCSD Early Access process, the school shall refund the DCSD Gifted Education Department the cost for testing and evaluation**

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(\$250)

<u>Business Services</u>	
My School Bucks	Paid to Vendor
<u>Mail Services</u>	
Intra-district Mail	\$2.00 per FPC

<u>Curriculum / Instruction</u>	
Alternative Licensure (2-year program)	\$3000 per teacher candidate
Art Show	Based on participation: 1-20 \$100 21-50 \$200 51-100 \$300 100+ \$500
Spelling Bee	\$60.00 per participant
Middle School Honor Band and Orchestra: *New for 25/26	1-5 \$75, 6-10 \$125, 11 or more \$200

<u>eDCSD Online</u>	no cost for up to 2 classes if space available, and upon review by eDCSD principal
<u>Homebound Services</u>	Actual cost per student

<u>Human Resources Services</u>		
<u>Staffing</u>	Posting - basic	\$50 per posting
<u>Substitute Software</u>	\$600 one time setup fee	\$1,200 per year

<u>Information Technology Services</u>	
Lumen Geo Max	\$698.24 monthly recurring cost
Network Router	\$8000 one time cost for router
Annual router maintenance fee	\$500 Annual router maintenance fee

<u>Media Services</u>	
<u>Full Media Services</u> - This package includes library system and database technical support, access and use of media	\$11.31 per FPC, plus see description for Destiny software price (Paid to

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resources (books, audio books, DVD's, culture kits, science models, novels sets, professional resources, technology equipment, and robotics), and use of the production room and innovation lab. Additional services: curriculum-driven collection alignment support, assistance with weeding, training related to library best practice, and digital resource IP access, TeachingBooks.net, as well as general library management support and mentoring.	Vendor)
<u>Destiny license for Special Education Test check out.</u> (Only needed for Charters that don't purchase their own Destiny License.) If Media Delivery is needed, please purchase the Mail Services option under Business Services - One delivery per week.	
<u>Start-up collection</u> TBD based on collection and cataloging requirements. Contact the DLMC with questions and support.	Varies - based on starting collection choices and number of items requiring original cataloging.
<u>Cataloging Services</u> <ul style="list-style-type: none"> Library staff may take a course offered by DCSD library programming for permission to add a copy to the Destiny online catalog if the book is already in the system. There is a charge for original cataloging if the book is not in the system. Original cataloging is done by a professional cataloger. 	\$4.00 per book for original cataloging.
<u>Movie Licensing USA</u> <ul style="list-style-type: none"> Required to show movies anytime it is not connected to curriculum and instruction.(After school daycare, recess, parties, etc.) 	Site-based fee is calculated based on enrollment.
<u>Typing Pal</u> <ul style="list-style-type: none"> A personalized approach to learning keyboard skills using a web browser; short lessons Elementary only 	Decreases with increased district/charter enrollment
<u>TeachingBooks.net</u> <ul style="list-style-type: none"> An engaging collection of resources that brings books to life. TeachingBooks strives to enrich everyone's experience reading children's and young adult books. 	No Cost
Security	
Shared School Resource Officer Program pricing dependent on the agency providing service.	Town of Castle Rock \$48,082 per Year

	Town of Parker \$44,834 per year DCSO \$46,013 per year
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* The use of these services shall be billed by invoice to the charter school for payment to the District. The price of the above invoiced services includes cost of invoicing.

Other Services Available

DCSD CTE/CE/JROTC Course Pricing Information

Due to the unique programming and associated costs of Douglas County School District CTE/CE/JROTC, this document has been created to outline the costs for students attending courses offered at the Legacy Campus and across the District in the various neighborhood High Schools.

The costs associated with students attending any DCSD CTE/CE/JROTC courses are based on DCSD-Adopted Per Pupil Revenue (PPR). The amount for DCSD PPR changes on an annual basis, and therefore the costs associated with DCSD CTE/CE/JROTC courses will change as well.

Single Block classes will be charged at 12.5% (1/8) of PPR, while Double Block classes are charged at 25% (1/4) of PPR corresponding with the amount of time spent in the specific program.

NOTE: There is an additional tuition cost for Dual Enrollment class credit vs Concurrent Enrollment classes. These additional costs (if applicable) are identified in the specific course descriptions and will be charged as a part of the fee process for the school.

	Single Block Class (Yearly Fee)	Double Block Class (Yearly Fee)
DCSD Neighborhood School	\$0	\$0
Cloverleaf Enrichment School	\$0	\$0
DCSD Charter School	\$1402.13 TBD	\$2804.25 TBD
Homeschool (not Cloverleaf)	\$1402.13 TBD	\$2804.25 TBD
Out of District/Private	\$1402.13 TBD	\$2804.25 TBD

***Above numbers are draft figures*

Before and After School Services

Option 1: Before and After School Enterprise (BASE) Full Oversight

- BASE Department responsible for all oversight and implementation of before school, after school, school break / vacation.
- BASE Department and Site Manager work in partnership with school administration to ensure programs meet the needs of the children and families.
- BASE Department oversees budget and finances.
- Costs for oversight are absorbed as part of the program's operational budget.

*Please reach out to Alicia Elmore- akelmore@dcsdk12.org

Nutrition Services

Use of District Nutrition Services:

Charter schools have the option of contracting with Douglas County School District Nutrition Services to provide fresh meals to their students. Conditions of the contract are based on total enrollment size of the school as well as existing kitchen facilities. DCSD Nutrition Services prepares all meals on site at their schools and will not contract with schools if adequate facilities are not provided. Charter schools must provide equipment listed on the "Minimum Required Kitchen Equipment List" based on estimated enrollment. This list can be provided by Nutrition Services at any time. All equipment must be purchased by the Charter School. A contract with DCSD Nutrition Services must be signed at least two months prior to the first day of service. Nutrition Services encourages Charter Schools to reach out early in the planning process as some building modifications or construction may be needed for the equipment required. The contract will detail the responsibilities of both parties. To see a sample contract please

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reach out to DCSD Nutrition Services at 303-387-0320. Nutrition Services will be operating the National School Lunch Program and Free Meals for all Students beginning the 2023/2024 School Year. This will necessitate additional equipment at Charter schools to handle the increased participation.

Transportation Services

All personnel who will be operating vehicles owned or leased by a Charter School must undergo training and certification by the district. This process includes a thorough assessment of driving records, student management, and vehicle handling. Personnel who will be driving vehicles with a Gross Vehicle Weight (GVW) exceeding 26,001 pounds and transporting more than 16 individuals must obtain a Commercial Driver's License (CDL) and comply with all state and federal regulations, including drug testing and a federal Department of Transportation (DOT) physical examination.

The Charter School will be responsible for monitoring and maintaining all Motor Vehicle Records (MVRs) to ensure that individuals are qualified to transport students. Certification must be renewed annually, and the school district reserves the right to prohibit any individual from driving students if they do not meet the Colorado Department of Education (CDE) requirements or fail to comply with MVR standards.

The Charter School is also responsible for maintaining all Driver Qualification Files. Additionally, both federal and state regulations govern the provision of transportation services. A key regulation to be aware of is that any small vehicles or school buses owned and operated by a Charter School—or contracted for student transport—must adhere to the safety and operational standards outlined in State Board Rules 1 CCR 301-25, 301-26, and 301-29. Before purchasing any vehicle, the District must certify that the vehicle complies with CDE regulations for student transportation. Once purchased, the vehicle must be inspected annually by a District CDE inspector to ensure compliance. All vehicle repairs and maintenance must meet CDE requirements and will be maintained by the school.

When a Charter School decides to provide student transportation, a Memorandum of Understanding (MOU) must be signed between the district and the Charter School. This MOU will outline specific driver training requirements and vehicle maintenance protocols.

Charter Schools offering student transportation services are required to ensure that their transportation supervisor attends training provided by the Colorado Department of Education (CDE) within 90 days of being hired or assigned to the role. The Charter School is responsible for coordinating with CDE and maintaining documentation confirming the supervisor's completion of this training. Should the Charter School require CDL drivers, all supervisors must complete reasonable suspicion training, which may be conducted by the DCSD compliance team.

Facility Rentals

Charter Schools may reserve DCSD facilities including stadiums, gyms and fields. Charter schools will be charged the lowest rate (Nonprofit Douglas County Youth) for all rentals. This lowest rate is a cost recovery rate estimated to offset the wear and tear of properties, utilities, etc. Charter schools will be required to follow all rental agreement terms (linked [here](#)). There are two rental application windows, November 1 and May 1 of each year, see website for more information [here](#). A background verification form for all adults providing supervision during the event are required (form available [here](#)). *Any facility damage will be corrected by the charter school or submitted to the charter school insurance carrier for repair.*

If a Charter school is interested in renting one of the stadiums (Halftime Help, DC Stadium, or Echo Park Stadium) please contact the appropriate rental department for assistance. Please note that not all DCSD Facilities will offer live stream capabilities for graduation. Check with DCSD Activities and Athletics to verify services for graduation livestream at any venue.

- Halftime Help Stadium rental is managed with Highlands Ranch Metro District (720-240-5931) and
- DC Stadium and Echo Park Stadium are managed through the DCSD Rental Office.

For any questions please call the facility rental office at 720-433-1112 or 720-433-1117

Links:

Halftime help:

<https://www.highlandsranch.org/explore/parks/reservation-and-fees-164>

DCSD Facility Rental:

<https://www.dcsdk12.org/cms/One.aspx?portalId=220484&pageId=5759691>

"By my signature below, I acknowledge on behalf of _____ Charter school that this Purchased Service Agreement and all its terms, conditions, and requirements shall serve as an addendum to the Charter Contract between the school and the District, and that any and all disputes arising out of the implementation of this Purchase Service Agreement shall be subject to the dispute resolution procedures set forth in said Charter Contract."

Signed, Charter Board President

Signed, School Leadership

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Use of DCSD Policies Policy

STEM SCHOOL HIGHLANDS RANCH POLICY
Use of Douglas County School District Policies

I. PURPOSE

In its Charter, STEM School's Vision/Mission provides as follows:

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.

Under its Charter with Douglas County School District, Douglas County School District designates District policies as one of four categories for charter schools: Not Applicable, Automatic Waivers, Non-Automatic Waivers, and Non-Waivable. Policies designated as Not Applicable do not apply to STEM. With regards to Not Applicable or Waived policies, STEM is permitted to operate independently from other schools in the District and is free to develop, adopt, and implement its own operational policies, rules, and regulations, subject to the limitations of applicable laws, the Charter, and District approval (if required).

II. POLICY

As part of the Charter renewal process, STEM will submit its Waiver request to the District for Automatic and Non-Automatic Waivers and provide a replacement plan, process, or STEM policy. The District authorized charter contract will document the approved Automatic and Non-Automatic Waivers.

During the time period between Charter renewals, STEM will regularly review the District Automatic and Non-Automatic Waiver list, as well as any new or revised DCSD policies, to determine if a waiver request or new/updated STEM policy is needed. STEM reserves the right to request updated Waivers in accordance with the process outlined in its Charter, if needed.

The STEM Board will approve all Waiver requests prior to submission to the District for authorization.

For any Not Applicable or Waived policies, the STEM Board will continue to develop, revise and adopt its own policies that further the STEM Vision/Mission..

In any case where STEM has not waived an applicable DCSD policy or has not adopted or approved a specific plan, process, or STEM policy for a Waived or Not Applicable policy, STEM employees and agents, after asking for clarification from a supervisor to ensure there is not a specific plan, process or STEM policy in place, may rely on an existing Douglas County School District policy which addresses the particular matter or issue.

Use of DCSD Policies Policy

Approved by the STEM School Board on 06/02/2024.
(dd/mm/yyyy)

STEM School Highlands Ranch

By: *Michelle Horne* (signature on file)
(Signature, Board secretary)

Michelle Horne
(Printed name, Board secretary)

Adopted: March 2013
Revised: February 2024

Policy Adoption Process Policy

STEM SCHOOL HIGHLANDS RANCH POLICY Policy Adoption Process

I. PURPOSE

Under the STEM School Charter and state law, the STEM Board is authorized and required to adopt policy to guide its own operation, including those areas where the Board can effectively carry out its own responsibilities. These governing policies may be referred to as “Board policies.” Board policies are used to provide guidance, clarity, and definition of purpose and intents, and to ensure that the STEM School organization as a whole adheres to the mission and vision of the organization.

The Board is also responsible for the adoption of policy for the safe and effective operation of the School. Policies relating to the general administration of STEM School may be referred to as “School policies.” Because of the special training of STEM staff and their general responsibility for the daily operation of the School and teaching of students, School policies should be developed collaboratively between the Board and STEM staff.

Board policies generally focus on “what” while School policies generally focus on “how.” Board policies should enable STEM staff to accomplish the mission of the School while School policies, which must correspond to the Charter and to the Board policies, should provide effective tools for the administration of the School.

II. POLICY

As part of the policy adoption process, the views of all stakeholders shall be considered. When considering the adoption of a new policy, the Board shall adhere to the following procedures, except where the Board unanimously determines such process is not required by exigent circumstances:

New Policies

New policies shall be developed and adopted as follows:

First, a STEM Board member may propose a new policy when the Board or such member concludes that a new policy is necessary to adequately define and support the STEM mission and vision. Recommendation for policies from communities shall generally be provided through a committee chair or representative.

For the development and drafting of policy, in particular School policies, the Board or a proposing Board member shall confer with the Executive Director or designee regarding the content of a proposed policy. However, the form and content of any proposed policy shall be the prerogative and responsibility of the proposing Board member.

Policy Adoption Process Policy

Each proposed policy shall then be published or provided to the full Board and STEM staff for review. STEM staff comments shall generally be provided through the Executive Director or designee.

Thereafter, a proposed policy may be presented for a first reading and discussion at a STEM Board meeting. The actual reading of a policy shall be at the discretion of the Board.

Following such reading, the proposed policy shall be published for a reasonable period on STEM's website to allow for comment by other STEM stakeholders. STEM shall ensure that adequate processes exist for receipt and consideration of stakeholder comments.

At a subsequent Board meeting, the proposed policy may be presented for a second reading, discussion, and final vote.

Amendment or Revision of Existing Policies

Any proposed revision or repeal of an existing policy shall be presented by a Board member at a Board meeting for a first reading, discussion, and final vote, which may be completed during the same Board meeting, unless a Board majority requests further consideration of such proposed amendment or revision.

Approved by the STEM School Board on 11/10/2022.
(dd/mm/yyyy)

STEM School Highlands Ranch

By: Michelle Horne (signature on file)
(Signature, Board secretary)

Michelle Horne
(Printed name, Board secretary)

Adopted: March 2013
Revised: April 2013
Revised: December 2021
Revised: October 2022

Board Training Policy

STEM SCHOOL HIGHLANDS RANCH POLICY
Board Training

I. PURPOSE

The purpose of this policy is to define the STEM Board annual training plan.

II. POLICY

The STEM Board members will conduct annual training to address board governance, communication, board conduct, board policy, and board/administration relationships.

Approved by the STEM School Board on 10/01/2023.
(dd/mm/yyyy)

STEM School Highlands Ranch

By: Michelle Horne (signature on file)
(Signature, Board secretary)

Michelle Horne
(Printed name, Board secretary)

Adopted: January 2023

Board Conflict of Interest Policy

STEM SCHOOL HIGHLANDS RANCH POLICY Board Conflict of Interest

I. PURPOSE

The purpose of the conflict of interest policy is to protect the interest of the Corporation when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Corporation or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit or governmental organizations.

II. POLICY

Definitions.

(a) Interested Person: Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

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

(c) Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

(d) A financial interest is not necessarily a conflict of interest. Under Procedures (b), a person who has a financial interest may have a conflict of interest only if the appropriate board or committee decides that a conflict of interest exists.

Procedures.

(a) Duty to Disclose: In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

(b) Determining Whether a Conflict of Interest Exists: After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he shall leave the board of directors or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

(c) Procedures for Addressing the Conflict of Interest: (i) An interested person may make a presentation at the board or committee meeting, but after the presentation, he shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the

Board Conflict of Interest Policy

possible conflict of interest. (ii) The chairman of the board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement. (iii) After exercising due diligence, the board or committee shall determine whether the Corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest. (iv) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Corporation's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

(d) Violations of the Conflicts of Interest Policy: (i) If the board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. (ii) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Records of Proceedings.

The minutes of the board of directors and all committees with board delegated powers shall contain:

- (a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board's or committee's decision as to whether a conflict of interest in fact existed.
- (b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Compensation.

- (a) A voting member of the board of directors who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that member's compensation.
- (b) A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that member's compensation.
- (c) No voting member of the board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Board Conflict of Interest Policy

Annual Statements.

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- (a) Has received a copy of the conflicts of interest policy,
- (b) Has read and understands the policy,
- (c) Has agreed to comply with the policy, and
- (d) Understands the Corporation is educational and/or charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Periodic Reviews.

To ensure the Corporation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- (a) Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- (b) Whether partnerships, joint ventures, and arrangements with management organizations conform to the Corporation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Use of Outside Experts.

When conducting the periodic reviews as provided for in this policy, the Corporation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Approved by the STEM School Board on 10/01/2023.
(dd/mm/yyyy)

STEM School Highlands Ranch

By: Michelle Horne (*signature on file*)
(Signature, Board secretary)

Michelle Horne
(Printed name, Board secretary)

Adopted: 2018

Revised: January 2023

Board Conflict of Interest Policy

DCSD Charter Board Conflict of Interest Form

STEM School Highlands Ranch Charter School Board

Due September 1 of each year

Note: The purpose of this document is to provide disclosure of any potential conflicts of interest by charter school board members. The Charter School Board operates according to its own Bylaws and applicable law in regard to conflicts of interest. However, this form is a public document and will be available at the School for inspection by other board members, the staff, or the community. In addition, a copy of the form will be uploaded into the School's online file cabinet maintained by the district.

Background

1. Board member name:

2. I affirm that I am at least 18 years of age by the date of appointment to the School Board.

• Yes, I affirm.

3. Indicate whether you have ever been convicted or pled "no contest" of one or more of the following: a. a misdemeanor related to honesty or trustworthiness, or b. a felony.

• No • Yes If the answer to this question is yes, please provide details of the offense, the date, disposition, etc., in an attachment.

4. Indicate if you have ever entered into a settlement agreement, consent decree, adjournment in contemplation of dismissal, assurance of discontinuance or other, similar agreement with the Securities Exchange Commission, Internal Revenue Service, the U.S. attorney general or the attorney general of any state, a U.S. or District attorney or any other law enforcement or regulatory body concerning the discharge of your duties as a board member of a for-profit or non-for profit entity or as an executive of such entity. If the answer to this question is yes, please provide details of the agreement.

• No • Yes

Conflicts

1. Indicate whether you, your spouse, or anyone in your immediate family meets either of the following conditions:

a. is doing or plans to do business with the School (whether as an individual or as a director, officer, employee or agent of any entity).

b. any entity in which one of the above-identified individuals has an interest in doing business or plans to do business with the School. If so, indicate and describe the precise nature of your relationship and the nature of the business that such person or entity is transacting or will be transacting with the School in an attachment.

Note: in accordance with C.R.S. §7-128-501 (5), an immediate family member is a spouse, descendant, ancestor, sibling, spouse or descendant of a sibling, or a designated beneficiary

• Not applicable • Yes

Board Conflict of Interest Policy

2. Indicate if you, your spouse or other immediate family members anticipate conducting, or are conducting, any business with a contractor who is conducting business with the School. If so, please indicate the precise nature of the relationship with the contractor and the business that is being or will be conducted.

• Not applicable • Yes

3. Indicate any potential ethical or legal conflicts of interest that might exist for you as a member of the School Board or another School or non-profit board.

Note: being a parent of a School student, serving on another charter School’s board or being employed by the School may present potential conflicts for certain issues.

• None • Yes:

Please specify Disclosures for Schools Contracting with an Educational Service Provider

Indicate whether you, your spouse, or any immediate family member has a personal or professional relationship with any employees, officers, owners, directors or agents of that provider. If the answer is in the affirmative, describe any such relationship.

• Not applicable • Yes

Conflicts for Schools Contracting with an Educational Service Provider

1. Indicate whether you, your spouse or other immediate family members have, anticipate in the future, or have been offered a direct or indirect ownership, employment, contractual or management interest in the provider. For any interest indicated, please provide a detailed description.

• Not applicable • Yes

2. Indicate if you, your spouse or other immediate family member anticipate conducting, or are conducting, any business with the provider. If so, indicate the precise nature of the business that is being or will be conducted.

• Not applicable • Yes

I affirm that I have read the charter school’s Bylaws and conflict of interest policies.

I, _____, certify to the best of my knowledge and ability that the information I am providing to Douglas County School District in regard to my service as a member of the board of directors of the Charter School is true and correct in every respect.

Signature

Date