

# STEM SCHOOL

HIGHLANDS RANCH

STEM School Highlands Ranch

## Board of Directors Meeting

### Monthly Meeting

Published on May 29, 2026 at 3:52 PM MDT

Amended on May 29, 2026 at 5:00 PM MDT

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#### Date and Time

Tuesday June 2, 2026 at 5:30 PM MDT

#### Location

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

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

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Passcode: 771384

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#### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:30 PM</b>
<b>A.</b>	Record Attendance		2 m
<b>B.</b>	Call the Meeting to Order		1 m
<b>C.</b>	Pledge of Allegiance	Cory Wroblewski	1 m

	Purpose	Presenter	Time
<b>D.</b>	Reciting of the Mission Statement	Adelita Campbell	1 m
	Never Stop Innovating! We envision a world of exponential possibilities where every child develops the innate knowledge, skills, creativity and character to thrive, lead and succeed in an ever-changing future.		
<b>E.</b>	New Board Members - Oath of Office	Carla Gustafson	10 m
	Oath of Office for Ganesh Kuppuswamy, Erin Quigley, Ronalea Alleman, Richard Asberry, Collin West		
<b>II.</b>	<b>Approve Meeting Minutes</b>		<b>5:45 PM</b>
<b>A.</b>	Board Meeting May 5th	Approve Minutes Carla Gustafson	2 m
<b>III.</b>	<b>Public Comment</b>		<b>5:47 PM</b>
	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.		
	<ul style="list-style-type: none"> <li>• The Board does not respond to or debate public comments during the meeting. We are listening and your input has been noted for review.</li> <li>• Speakers must complete the Public Comment Form and submit it electronically no later than 12 p.m. the day of each Board meeting. If written testimony or a handout is submitted, presenters are asked to supply one (1) copy via email to <a href="mailto:communications@stemk12.org">communications@stemk12.org</a></li> </ul>		
<b>A.</b>	Public Comment Sign up link		10 m
	<a href="https://www.stemk12.org/fs/form-manager/view/d0951f5c-6a8f-424d-a7cf-3b453a0fc0bb">https://www.stemk12.org/fs/form-manager/view/d0951f5c-6a8f-424d-a7cf-3b453a0fc0bb</a>		
<b>IV.</b>	<b>STEM School Highlands Ranch Updates</b>		<b>5:57 PM</b>

	Purpose	Presenter	Time
<b>A.</b> Executive Director Update	Discuss	LynAnn Kovalesky	30 m
Executive Director LynAnn Kovalesky provides a general update, including status of parent, staff, and student culture survey results.			
<b>B.</b> Student/Parent Handbook and Fees Update	Vote	Carla Gustafson	30 m
Present proposed Handbook and Fees update for 26/27 school year, for board approval			
<b>V. KOSON Schools</b>			<b>6:57 PM</b>
<b>A.</b> CEO Update	Discuss	Matt Cartier	15 m
<ul style="list-style-type: none"> <li>• Strategic Planning Update</li> <li>• High School Relocation Update</li> </ul>			
<b>B.</b> Mineral High School Project	Vote	Matt Cartier	10 m
Resolution to confirm next steps for approval process			
<b>C.</b> Office Space Lease Extension	Vote	Matt Cartier	10 m
Resolution to approve extension of Mineral Building office space lease			
<b>D.</b> Supplemental 25/26 Budget	Vote	Sean Milner	15 m
Present Supplemental 25/26 Budget for Board Approval			
<b>E.</b> Enrollment Policy Updates	Vote	Carla Gustafson	10 m
Present Enrollment Policy Updates for Board approval			
<b>F.</b> CEO End of Year Review	Vote	Erin Quigley	20 m
Present CEO End of Year Review Summary Report for Board approval			
<b>G.</b> Board Officers for 2026/2027	Vote	Carla Gustafson	20 m
Nominations and voting for 2026/2027 Board Officers			
<ul style="list-style-type: none"> <li>• Chair (2 year term)</li> <li>• Vice-Chair</li> <li>• Treasurer</li> <li>• Secretary</li> </ul>			

	Purpose	Presenter	Time
<b>VI. Consent Agenda</b>			<b>8:37 PM</b>
<b>A.</b> Vote for Consent Agenda Items	Vote	Carla Gustafson	5 m
1. Approve acceptance of \$25,000 Grant for Network Growth of Koson Schools from Colorado Schools Fund			
2. Approve Lighthouse Building Corporation Bylaws, updated 5/20/26			
<b>VII. Board Committee Updates</b>			<b>8:42 PM</b>
<b>A.</b> Academic Excellence Committee Update	Discuss	Ishmeet Kalra	5 m
<b>B.</b> CIO Support & Evaluation Committee Update	Discuss	Erin Quigley	5 m
<b>C.</b> Finance Committee Update	Discuss	Darrell Lomelino	5 m
<b>D.</b> Governance Committee Update	Discuss	Carla Gustafson	5 m
<b>E.</b> Growth Task Force Update	Discuss	Kevin Leung	5 m
<b>VIII. Board of Director's Updates</b>			<b>9:07 PM</b>
<b>A.</b> Preview of Next Meeting	FYI	Carla Gustafson	5 m
Board Training - All day session June 12th			
Next fall - Working Session August 12th and Regular Meeting August 19th			
<b>IX. Closing Items</b>			<b>9:12 PM</b>
<b>A.</b> Adjourn Meeting	Vote	Carla Gustafson	
Adjournment			

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# Coversheet

## Board Meeting May 5th

**Section:** II. Approve Meeting Minutes  
**Item:** A. Board Meeting May 5th  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board of Directors Meeting on May 5, 2026

APPROVED

# STEM SCHOOL

## HIGHLANDS RANCH

### STEM School Highlands Ranch

## Minutes

### Board of Directors Meeting

Monthly Meeting

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#### Date and Time

Tuesday May 5, 2026 at 5:30 PM

#### Location

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

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

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Passcode: 771384

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#### Directors Present

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

#### Directors Absent

*None*

#### Guests Present

A. Cardinal, Ganesh Kuppuswamy, L. Kovalesky, Laurie Veldhuizen (remote), M. Cartier, M. Pritchard (remote), Richard Asberry, Ronalea Alleman (remote), S. Milner

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#### I. Opening Items

**A. Record Attendance**

**B. Call the Meeting to Order**

C. Gustafson called a meeting of the board of directors of STEM School Highlands Ranch to order on Tuesday May 5, 2026 at 5:33 PM.

DL joined 5:43pm

**C. Pledge of Allegiance**

**D. Reciting of the Mission Statement**

**E. Outgoing Board Member Appreciation**

Outgoing members: Kevin Leung and Rudy Lukez

- Thank you for all the time, effort and impact!

**II. Approve Meeting Minutes**

**A. Board Meeting April 7th**

A. Campbell made a motion to approve the minutes from Board of Directors Meeting on 04-07-26.

G. Wing seconded the motion.

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

**B. Special Board Meeting April 22nd**

E. Quigley made a motion to approve the minutes from Board Meeting - Special Meeting on 04-22-26.

R. Lukez 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. Student Government Spotlight**

Moved to next meeting to share updates

**B. Student Advisory Committee Presentation**

Moved to next meeting to share survey data

### C. Executive Director Update

School updates from LynAnn Kovalesky:

- STEM Showcase/Night to Ignite
- Shrek was a hit!
- Grad walk - first marching band performance
- Teacher/Staff Appreciation Week
- Remembrance and Resiliency Walk on May 7th
- Senior activities and graduation
- Playground ground breaking ceremony
- Lots of end of year activities
- Staffing Updates: Retirements, recruitment, and retention

Enrollment update from Laurie Veldhuizen

### D. Parent Student Handbook and Fees Update

Discussion around proposed changes for late work and grade appeal policies; AI and instructional technology policies; cell phone policies; weather policies; student fees

### E. Middle School Math Curriculum

I. Kalra made a motion to Motion to approve enVision Mathematics as new middle school math curriculum.

R. Lukez seconded the motion.

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

## V. KOSON Schools

### A. CEO Update

Updates from Matt

- STEM showcase/Night to Ignite debrief
- Homeschool Update
- HS relocation Update
- Playground finally underway
- Organizational structure
- Summer Plans

### B. Preliminary 26/27 Budget

Budget update from Sean Milner

E. Quigley made a motion to Approve Resolution of Appropriation for fiscal year 2026-2027.

R. Lukez seconded the motion.

corrected the dates on original to reflect 2026-2027 dates

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

**C. Homeschool Enrichment Handbook**

R. Lukez made a motion to Approve STEM Homeschool Enrichment (DCSD) Handbook.

K. Leung seconded the motion.

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

**D. Enrollment Policy Updates**

Minor changes to update policy based on internal process

**E. Board Member Parent Election**

I. Kalra made a motion to Motion to accept election results, for new Class A board member, effective June 1, 2026 with term ending May 31, 2029.

G. Wing seconded the motion.

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

**F. New Community Members**

I. Kalra made a motion to Approve the following Class B board members, effective June 1, 2026: • Erin Quigley, term ending May 31, 2029 • Ronalea Alleman, term ending May 31, 2029 • Richard Asberry, term ending May 31, 2027 • Collin West, term ending May 31, 2028.

A. Campbell seconded the motion.

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

**VI. Board Committee Updates**

**A. Academic Excellence Committee Update**

Starting to work on policies now that processes have been established

**B. CIO Support & Evaluation Committee Update**

CEO review will be discussed in executive session

**C. Finance Committee Update**

Updated policies will be sent to governance

Ziegler conference in the summer

**D.**

### Governance Committee Update

Right for student organization - draft waiting admin review and recommendation  
Will send out survey for committee process; exit survey for outgoing board members;  
onboarding new member

### E. Growth Task Force Update

Homeschool enrichment program progressing well  
HS relocation and relationship building going well

## VII. Executive Session

### A. Executive Session Discussions

I. Kalra made a motion to enter into executive session pursuant to CRS 24-6-402(4)(f)(I) for Personnel matters except if the employee who is the subject of the session has requested an open meeting, or if the personnel matter involves more than one employee, all of the employees have requested an open meeting. With respect to hearings held pursuant to the "Teacher Employment, Compensation, and Dismissal Act of 1990", article 63 of title 22, C.R.S., the provisions of section 22-63-302 (7)(a), C.R.S., shall govern in lieu of the provisions of this subsection (4). Discussion of CIO end of year evaluation.

R. Lukez seconded the motion.

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

#### Roll Call

C. Gustafson Aye  
G. Wing Aye  
D. Lomelino Aye  
E. Quigley Aye  
A. Campbell Aye  
C. Wroblewski Aye  
I. Kalra Aye  
R. Lukez Aye  
K. Leung Aye

Enter executive session 8:14 pm

End executive session 10:20 pm

DL, KL, CW left at 10:20pm

## VIII. Board of Director's Updates

### A. Preview of Next Meeting

Parent Handbook approval

Enrollment Policy updates  
Board Training  
Board Officers

## IX. Closing Items

### A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:24 PM.

Respectfully Submitted,  
I. Kalra

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### Documents used during the meeting

- May Board Presentation 25\_26.pdf
- Presentation\_Parent Student Handbook Updates May 2026.pdf
- Parent Student Handbook, Spring 2026 Proposed Updates.pdf
- DRAFT - 2026-27 STEM Student Fees.pdf
- CEO Board Presentation 20260505.pptx.pdf
- Adopted Budget FY 26-27.pdf
- 26-27\_20BODResolution.docx.pdf
- STEM\_Homeschool\_Enrichment\_Handbook.pdf
- Presentation - Enrollment Policy Updates 05-2026.pdf
- Policy\_Enrollment\_2026\_redline changes.pdf

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# Coversheet

## Executive Director Update

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

# STEM SCHOOL

## HIGHLANDS RANCH

# ED PRESENTATION

**June 2nd, 2026**

*LynAnn Kovalesky, Executive Director*

# STEM SCHOOL

## HIGHLANDS RANCH

# STEM SCHOOL UPDATE

# End of Year Report

- Successful end of year for all students and staff
- ES- Rainy day celebrations in ES gym
- MS- 6/7th graders activity rotations throughout day
- HS- Move up to HS party at the park
- Graduation- COLD and WET, but a proud celebration for all
- End of year staff breakfast

# Summer at STEM

- 19 enrichment camps and 6 athletic camps
- Cleaning and painting
- Security, speaker, and IT upgrades
- Classroom and office space adjustments and upgrades
  - GT to get a “classroom!”
- ES Summer BASE at STEM School closed
- Secondary office will be open on Wednesdays
- School closed

# School Feedback Updates

- Enhanced communication and transparency
- Strengthened intervention and academic support systems
- Increased visibility into student progress
- Improved operational consistency and safety procedures
- Expanded student wellness and engagement initiatives
- Continued growth of extracurricular opportunities
- Strengthened staffing structures and leadership capacity
- Increased family engagement and partnership opportunities

# **STAFFING UPDATES-**

**We have our teachers!**

**Needs: SPED staff, AD/Dean, office staff, aides, and in-house substitute teachers**

# STAFF RETENTION

	YTD 5/4	EOY 7/15
Admin	91.71%	85.71%
Teachers (Overall)	95.60%	90.10%
Teachers ES	92.59%	81.48%
Teachers HS	100.00%	92.85%
Teachers MS	92.85%	92.85%
Teachers Sub	60.00%	60.00%
Student Support	100.00%	90.90%

	YTD 5/4/26	EOY 7/15
IT	100.00%	100.00%
IA / EA Overall	83.33%	58.33%
EA Secondary	66.67%	66.67%
IA Elementary	88.88%	77.77%
Office	78.94%	68.42%
Enrichment	100.00%	100.00%
Maintenance	100.00%	100.00%

>85% >70% <69%

	YTD 5/4	EOY 7/15
Overall	89%	83%

# 2025 - 26 ENROLLMENT: MAY 2026

Elementary	Middle	High	Total*	Potential**
519 519 (0)	480 479 (-1)	426 426 (0)	1,425 1,424 (-1)	1,424

Elementary School		
	04/26	05/26
Kinder	83	83
First	80	80
Second	67	67
Third	80	80
Fourth	102	102
Fifth	107	107

Middle School		
	04/26	05/26
Sixth	165	165
Seventh	161	161
Eighth	154	153

High School		
	04/26	05/26
Ninth	126	126
Tenth	113	113
Eleventh	93	93
Twelfth	92	92
13/14	2	2

Pending Enrollments	
Choice	-
Admin Transfers	-

\*4/29 Enrolled;

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

# 2026 - 27 OPEN ENROLLMENT PROJECTIONS

Grade	Grad Year	Projected (26-27)	Projected (26-27) w/ Applicants	Summer Melt/Attrition /Projections	Grade Total	Over Enroll Goal	Availability
K	2039	77	77	74	92	102	25
1	2038	92	94	89	92	102	8
2	2037	102	102	97	92	102	0
3	2036	92	93	89	104	115	22
4	2035	96	98	93	104	115	17
5	2034	125	128	122	130	143	15
6	2033	175	176	167	185	190	14
7	2032	201	202	192	185	190	-12
8	2031	172	174	166	185	190	16
9	2030	124	125	118	150	150	25
10	2029	123	123	117	150	150	27
11	2028	109	109	104	150	150	41
12	2027	86	86	81	150	150	64
13/14		1	1	0	0	0	-1
<b>TOTAL</b>		<b>1573</b>	<b>1588</b>	<b>1508</b>	<b>1769</b>	<b>1849</b>	261

# Coversheet

## Student/Parent Handbook and Fees Update

**Section:** IV. STEM School Highlands Ranch Updates  
**Item:** B. Student/Parent Handbook and Fees Update  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Presentation\_Student Parent Handbook Updates June 2026.pdf  
Handbook and Fees, Spring 2026 Proposed Updates-June.pdf

Governance Committee Report

# Parent Student Handbook Review - Spring 2026

June 2026

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# Strategic Plan Alignment

## 1B - Knowledge Management

Document key operational systems and procedures for areas such as human resources, curriculum & Instruction, and program model.

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

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



- Admin team prepares updates to handbook for next school year
- Shares updates with Gov committee



- Gov committee presents draft updates to Board
- Admin/Gov committee finalize updates



- Gov committee presents final updates to Board
- Board vote to approve Handbook for next school year

## Annual Review of Proposed Updates for Board approval of Policy Sections



# Proposed Changes

- Change CIO to CEO
- Health and Wellness
- Immunizations
- Secondary grading - late work and grade appeal policy
- Add Artificial Intelligence guidance
- Expand STEM-provided computers to include 8th grade
- Revise Cell Phone section to incorporate newly approved STEM policy
- New changes - Athletics - eligibility
- Weather Policy - Lightning Delay
- Update student fees



# Proposed Changes

- Expand Health and Medication section to cover all Health and Wellness and align with DCSD policy and CDPHE guidelines
  - Added content on Illness Procedures, How Sick is too Sick, Communicable Diseases, and Medications
  - For How Sick is Too Sick - link to CDPHE guidelines
  - For Medications - link to DCSD policy and forms
- Revise Immunization section to align with CDPHE guidelines and state law.



# Proposed Changes

- **NEW Changes** - Secondary - Update Late Work policy
  - **Previously** - no point deductions for late work, as long as it was submitted before end of unit “lock date”
  - New content describes grading philosophy, rationale, and guidelines/policy
- Retake policy - established by each department
- Late Work Window
  - Work submitted on time receives full credit.
  - Work submitted within three school days after the due date will receive a 10% deduction.
  - After three days, late work may only be accepted with teacher approval and may require intervention.
  - All assignments will have a clearly defined end-of-unit cutoff, after which work will no longer be accepted.



# Proposed Changes

- **NEW Changes** - Secondary - Update Late Work policy
- Accountability, Consistency, and Student Support
  - If a student has two or more missing assignments, parent communication will occur.
  - If a pattern continues, a meeting or intervention plan will be implemented
  - late work will require additional steps, to reinforce responsibility
- Policy will be implemented across all departments to ensure clarity and fairness
- Middle school students will receive additional support...focus will remain on building responsibility while ensuring students have opportunities to demonstrate learning



# Proposed Changes

- **NEW Section - Academic Credit for External Research and Internship Experiences**
- There's established policy for independent study classes
- STEM would like to allow for partial credit in a class for:
  - University research
  - Internship experience or industry experience
    - (separate from formal Internship program)
  - Other authentic learning environments outside of the traditional classroom setting
- Students may earn academic points (no greater than 5 final grade points) in a class



# Proposed Changes

- **NEW Section- Academic Credit for External Research and Internship Experiences**
- Eligibility and Approval
  - Must be directly connected to the academic standards for the STEM course
  - Must be approved in advance by teacher and Admin
  - Experience must be deemed appropriate and educationally relevant by the school
- Other requirements - Required planning meeting, Individualized Learning Plan, Student meets defined expectations
- Teacher and school admin retain final authority regarding award of points and final grades



# Proposed Changes

- Artificial Intelligence Guidelines
  - Add new section to provide general guidelines
  - **New change** - Added “Students are expected to seek clarification from their teacher if they are unsure when or how AI tools may be used for an assignment or activity.”
- **New Changes** - Grade Appeal Process (Grades 6-12)
  - Defines when grade appeals may be considered
  - Defines when grade appeal will not be considered
  - Defined grade appeal process



# Proposed Changes

- Revise Cell Phone section to incorporate newly approved STEM policy
  - New content
- New changes - Athletics
  - Added reference to CHSAA eligibility requirements
  - Any STEM CHSAA activity may adopt stricter standards for academic eligibility
  - Clarified process for eligibility review
  - Added team coach and Athletic Director to who can declare a student as eligible, previously only Admin
  - No change to required grades for eligibility



# Proposed Changes

- Weather Policy - Add content referring to DCSD policy for lightning delays/dismissal.
  - **New content** - aligns with current practice, including that HS students are permitted to leave during lightning delay at their own discretion.
  - **New change** - Allows students to be released to older HS siblings
    - Students will not be released to other minors during a lightning delay, unless permission is indicated in Infinite Campus.



# Proposed Changes

- Instructional Technology
  - Expand STEM-provided computers to include 8th grade
- Student Fees - **Final Proposed Fees**
  - No change to K, 1-5 (\$15 tech fee), 9-12
  - Identify value for tech fees
  - 6th - changed from \$275 to \$400
    - New \$125 for personal chromebook (\$25 for cover)
    - \$25 tech fee
    - Future - \$100 per year to buy chromebook (7th & 8th)
  - 7th - changed from \$275 to \$285 - refurb laptop
    - Increased tech fee from \$25 to \$35
  - 8th grade - matches 7th grade at \$285 - refurb laptop
  - Tech fee - only covers one repair (was previously two)

## Parent Student Handbook, Spring 2026 Proposed Updates

### Replace CIO references with CEO

#### Health and Wellness

At STEM School Highlands Ranch we prioritize student health and wellness through the following health policies. The School follows all applicable DCSD policies to help maintain a safe and supportive community. anaphylaxis, and medication.

#### ILLNESS PROCEDURES

Students will be sent home if there is an indication of illness or they are too ill to carry out daily activities. To ensure the health and wellness of our community we ask that parents and staff monitor symptoms of illness at home prior to arriving at school.

#### HOW SICK IS TOO SICK?

Determination for sending students home is made by using Guidelines for Determining Student Attendance, developed by Douglas County School District Health Services using guidelines from the Colorado Department of Health and Environment. Students must stay home or will be sent home with the following symptoms:

- Unexplained skin eruptions/rashes
- Nausea/vomiting/diarrhea
- Severe abdominal pain
- Fever of 100.0 or higher
- Decreased activity - droopy, tired appearance
- Irritable behavior
- Sore throat/swollen glands
- Runny nose/cough
- Loss of sense of taste or smell

If a student presents with sick symptoms, parents will be notified to pick up their child within 30 minutes. Students who are sent home cannot return until symptoms improve and/or they are fever free for 24 hours without the use of fever reducing medication. Families with questions regarding illness procedures can reach out directly to the school nurse or review CDPHE guidelines [here](#).

## Parent Student Handbook, Spring 2026 Proposed Updates

### COMMUNICABLE DISEASES

Parents must notify the school nurse if their child contracts a communicable disease that could impact others at STEM. STEM strictly follows all current CDC guidelines for illnesses such as measles, chicken pox, strep, respiratory viruses and influenza. STEM will automatically adopt any updates or changes made to CDC protocols.

### MEDICATIONS

Medications can be administered to students during school hours in compliance with Douglas County School District Policy. Medication policies per grade level & medication forms can be found [here](#). Medications given to students by the school nurse/health staff require a completed Medication Authorization Form. All medication must be in the original container with a pharmacy - generated label.

## Immunizations

Colorado Law C.R.S. 25-4-902, and any applicable DCSD policies, requires students to be vaccinated against certain diseases unless an exemption is on file at the school. Vaccines required to attend school (K-12) can be found [here](#). Per CDPHE the following documentation is required before the student's first day of school:

1. An immunization record showing that the student has received school-required vaccines and is up to date according to their age; or
2. An in-process plan signed by the student's health care provider showing that the student is in the process of catching up on missing vaccine(s) following the minimum intervals between doses described in the catch up schedule; or
3. A certificate of Medical or Nonmedical Exemption for any missing doses of school required vaccine(s).

A student who does not have the required immunization documents on file can be denied attendance in accordance with the law.

## Secondary Grading

### Philosophy

Grades at STEM School Highlands Ranch will reflect student learning and mastery of standards. Responsibility and work habits will be reinforced through consistent systems and expectations rather than heavily weighted grading penalties.

## Parent Student Handbook, Spring 2026 Proposed Updates

### Rationale for the Guidelines

This policy balances two priorities: ensuring grades accurately represent learning while maintaining clear expectations for responsibility. It prevents grade distortion caused by excessive penalties or zeros, provides consistent expectations for students and families, and reinforces accountability through structured systems rather than punitive grading practices.

To promote consistency, the following guidelines will be used across all classrooms:

### Assignment Point Values

- Each assignment will be assigned a point value determined by the teacher.
- Teachers have the autonomy to decide how many points an assignment is worth, based on its complexity and purpose.

### Assignment Categories

All assignments must be organized into **two required categories** that are used consistently across all classes:

- **Learning Opportunities**  
*Includes:* homework, classwork, daily practice, and other formative activities  
*Purpose:* Designed to support skill-building and reinforce understanding
- **Demonstrations of Knowledge**  
*Includes:* PBL deliverables, presentations, quizzes, tests, and summative assessments  
*Purpose:* Intended to measure student mastery of skills and content

**(Note:** These two categories are unweighted, meaning both contribute to the final grade proportionally based on the points assigned.)

### Final Grade Reporting

A single overall grade will be reported for each course. Grades will **not** be reported by individual standard.

### Retake Policy

- The retake policy will remain established by each department.
- Departments may revisit and revise their retake procedures as needed, but policies should remain consistent across the department and aligned with the principles of standards-based learning.

## Parent Student Handbook, Spring 2026 Proposed Updates

- The goal of any retake policy should be to support student mastery through reflection and revision.

### Late Work Expectations

Students are expected to complete and submit work by the assigned due date. Work submitted after the due date will be considered late.

### Late Work Window

- Work submitted on time receives full credit.
- Work submitted within three school days after the due date will receive a 10% deduction.
- After three days, late work may only be accepted with teacher approval and may require intervention.
- All assignments will have a clearly defined end-of-unit cutoff, after which work will no longer be accepted.

### Grading Approach

Academic grades will reflect mastery of content and standards. Late penalties will be limited and consistent and will not significantly distort a student's ability to demonstrate learning.

### Accountability Systems

To reinforce responsibility, late work may require additional steps rather than simply a grade deduction. These may include completing work during lunch, access, or study hall, meeting with the teacher before submission, or completing a reflection on why the work was late and how to improve.

### Response to Missing Work Patterns

- If a student has two or more missing assignments, parent communication will occur.
- If a pattern continues, a meeting or intervention plan will be implemented to support the student.

### Student Responsibility

Students are expected to check assignments regularly, use Canvas and classroom communication tools, seek help when needed, and complete work on time. Expectations around "good faith effort" should be clearly defined and consistently reinforced.

### Consistency Across the School

This policy will be implemented across all departments to ensure clarity and fairness.

## Parent Student Handbook, Spring 2026 Proposed Updates

Teachers will follow the same general structure for late work, deadlines, and grading practices.

### Middle School Consideration

Middle school students will receive additional support, recognizing that executive functioning skills are still developing. The focus will remain on building responsibility while ensuring students have opportunities to demonstrate learning.

~~Grading is an essential part of the teaching and learning process, providing feedback to students on their understanding, progress, and performance. It serves as both a measure of achievement and a tool for reflection helping students identify strengths and areas for improvement. All students will receive grades in the follow categories: Learning Opportunities and Demonstrations of Knowledge ¶¶~~

- ~~• Learning opportunities – homework, classwork, practice ¶¶~~
- ~~• Demonstrations of Knowledge – PBL, presentations, assessments ¶¶~~
- ~~• 6-12 will report converted final grades using A-F ¶¶~~

~~Grades will be reported as one final grade instead of reporting by standard. ¶¶ We will also implement a Floor 50 for a good faith effort. This means that if a student turns something in, the student should get 50% if they gave a “good faith effort” based on the level 1 of proficiency scale. The teacher can deny submissions that don’t meet the criteria of a floor 50 and require that students improve their assignment. Teachers will give a 0 to students who do not demonstrate a good faith effort on an assignment and can require the student to resubmit. ¶¶~~

### ~~Example: ¶¶~~

- ~~• “The submission, while present, does not demonstrate any discernible understanding of the assessed standard.” ¶¶~~
- ~~• “The student’s work reveals a fundamental lack of comprehension regarding the assignment’s objectives.” ¶¶~~
- ~~• The retake policy will be communicated in the class syllabus for each department. ¶¶~~
  - ~~• No point deductions for late work. However, teachers will put a 0 in the gradebook immediately for students who did not submit on the due date. Teachers will communicate with parents and students when the unit will be ending and when assignments will be locked. Students will have until that lock~~

## Parent Student Handbook, Spring 2026 Proposed Updates

~~date to resubmit or submit the assignment. Once an assignment is locked, the student will not be able to submit the assignment unless otherwise directed by the teacher.~~

### • Grade scale

- A: 90%-100%
- B: 80%-89.9%
- C: 70%-79.9%
- D: 60%-69.9%
- F: 0%-59.9%

## Academic Credit for External Research and Internship Experiences

STEM School Highlands Ranch recognizes that meaningful learning can occur through approved university research opportunities, internship experiences, industry experiences, and other authentic learning environments outside of the traditional classroom setting.

Students may earn academic points (no greater than a total of 5 final grade points) for approved external experiences when the following Eligibility and Approval conditions are met, a required planning meeting takes place, an Individualized Learning Plan is prepared, and the student meets defined expectations. The supervising teacher and school administration retain final authority regarding the awarding of points and final class grades based on the student's successful completion of the approved plan and demonstration of mastery of course standards.

### Eligibility and Approval Conditions:

- The external research project, internship, or industry experience must be directly connected to the academic standards and learning objectives of the STEM course for which credit is being requested.
- All opportunities must be approved in advance by the course teacher and appropriate school administration.
- The university, research institution, business, or industry partner must be deemed appropriate and educationally relevant by the school.

### ~~Required Planning Meeting~~

## Parent Student Handbook, Spring 2026 Proposed Updates

~~Prior to beginning the experience, a meeting must occur involving:~~

- ~~● The student~~
- ~~● Parent/guardian (when applicable)~~
- ~~● Course teacher~~
- ~~● School administrator and/or counselor~~
- ~~● External mentor/supervisor (when appropriate)~~

~~During this meeting, an individualized learning plan will be developed for each course connected to the experience.~~

~~Individualized Learning Plan~~

~~The learning plan must clearly define:~~

- ~~● The academic standards and course objectives being addressed~~
- ~~● Expected student outcomes and deliverables~~
- ~~● Methods for demonstrating learning and mastery~~
- ~~● Timeline and participation expectations~~
- ~~● How points, grades, and/or credit will be awarded~~
- ~~● Communication and progress monitoring expectations~~

~~Student Responsibilities~~

~~Students participating in approved external learning opportunities are expected to:~~

- ~~● Maintain regular communication with the supervising teacher~~
- ~~● Demonstrate professionalism and academic integrity~~
- ~~● Complete all agreed upon assignments, reflections, presentations, or assessments~~
- ~~● Meet all timelines established in the individualized learning plan~~

~~Final Determination of Credit~~

## Parent Student Handbook, Spring 2026 Proposed Updates

~~The supervising teacher and school administration retain final authority regarding the awarding of points and final class grades based on the student's successful completion of the approved plan and demonstration of mastery of course standards.~~

### Artificial Intelligence Guidelines

At STEM School Highlands Ranch, we embrace innovation and recognize the potential of AI as a powerful tool for creating, problem solving, and learning. We believe that AI, when used ethically and effectively, can help to foster critical thinking and academic achievement in an AI driven world. In order to be competitive in the workforce, students must be proficient in AI usage. We believe it is our responsibility to equip students with rules and expectations for responsible, ethical usage of AI. This policy outlines the ethical and responsible use of AI tools within our school community, ensuring that technology enhances, rather than diminishes, the learning experience

- I. Students at STEM School Highlands Ranch are expected to use AI tools ethically and responsibly by adhering to the following:
  - Understand AI as a Tool: View AI as a powerful assistant for learning, research, and problem-solving, not as a substitute for your own thinking, effort, and understanding.
  - Maintain Academic Integrity:
    - Original Work: All assignments, projects, and assessments students submit must show their original understanding and effort. AI should help students learn, not do the work for them.
    - Cite Everything: When using AI to help generate ideas, drafts, code, or any content for school work, students must properly acknowledge and cite the AI tool according to their teacher's instructions. (Think of AI as a research tool – one wouldn't copy from a book without citing it, and the same goes for AI.)
    - No Plagiarism: Submitting content generated by AI as if it were entirely original, without proper acknowledgment, is considered plagiarism. This will lead to disciplinary action as outlined in the student code of conduct.
    - Understand What Is Submitted: Students are responsible for the accuracy and validity of any information or content they include in their work, even if an AI tool helped generate it. Always review, verify, and understand the AI's output.
  - Use AI as a Learning Tool, Not a Replacement for Thinking:

## Parent Student Handbook, Spring 2026 Proposed Updates

- Aid, Not Authority: Use AI for brainstorming ideas, getting different perspectives, drafting initial content, or explaining complex concepts. Do not rely on it to replace your critical thinking or problem-solving skills.
  - Verify Information: Always critically evaluate information or answers provided by AI. AI can sometimes generate incorrect, biased, or nonsensical information ("hallucinations"). Double-check facts using reliable sources.
- Data Privacy: Do not input personal, sensitive, or confidential information (e.g., your name, address, student ID, or private school data) into public AI tools unless specifically instructed and approved by a teacher for a secure, school-vetted application.
- Responsible Content Creation: Do not use AI to create or disseminate harmful, inappropriate, biased, or misleading content.
- Seek Guidance: **Students are expected to seek clarification from their teacher if they are unsure when or how AI tools may be used for an assignment or activity.**
- ~~If students are unsure about the appropriate use of an AI tool for an assignment, always ask the teacher for clarification before using it.~~

II. Parents play a vital role in supporting the ethical and responsible use of AI. We ask parents to:

- Review and Discuss: Familiarize yourselves with this policy and discuss its principles with their students.
- Reinforce Expectations: Support the school's expectations regarding academic integrity and responsible AI use at home.
- Monitor Home Usage: Be aware of the AI tools your student is using at home and encourage ethical practices.
- Communicate Concerns: If you have questions or concerns about AI usage at school or home, please communicate with school staff.

III. Our educators will:

- Provide Instruction: Teach students about AI literacy, including how AI works, its capabilities, limitations, and ethical implications.
  - (The Social Institute - Lesson Library)
- Model Responsible Use: Demonstrate and model ethical and responsible AI usage in their teaching practices.
- Set Clear Expectations: Provide clear guidelines for AI use on specific assignments and projects, including citation requirements.

## Parent Student Handbook, Spring 2026 Proposed Updates

- Integrate Critically: Select and integrate AI tools that enhance learning outcomes and align with pedagogical goals.
- Set clear parameters for the use of AI tools on assignments.

STEM School Highlands Ranch is committed to:

- Professional Development: Providing ongoing professional learning for educators on AI best practices, ethical considerations, and effective integration strategies.
  - (The Social Institute - Professional Development Courses for educators)
- Tool Vetting: Carefully vetting AI tools and platforms to ensure they meet our standards for privacy, security, and educational efficacy.
  - DCSD uses Khanmigo (by Khan Academy): This is consistently cited as a top-tier, school-vetted AI tool. Developed by the trusted educational non-profit Khan Academy, Khanmigo acts as a personalized tutor and teaching assistant. It guides students to find answers themselves rather than just giving them, aligning with active learning principles. It's integrated with Khan Academy's vast content library and is designed with student data privacy in mind, having a 4-star Common Sense Media rating.
- Policy Review: Regularly reviewing and updating this policy to adapt to the rapidly evolving landscape of AI technology.

### Consequences of Misuse

All possible misuse of AI tools will be investigated and verified by a reliable tool. Violations of this AI Usage Policy, particularly those related to academic integrity, will be subject to disciplinary action. Consequences may include, but are not limited to: redoing assignments, forfeiture of grade on assignments, suspension, or other disciplinary measures as deemed appropriate by school administration.

- 1st Offense: Forfeiture of grade on assignments and a teacher conference.
- 2nd Offense: Forfeiture of grade on assignments and a parent/teacher conference.
- 3rd Offense: Forfeiture of grade on assignments and an administrator conference.
- All additional offenses will be handled by administration.

### Policy Review and Updates

As AI technology continues to evolve rapidly, this policy will be reviewed annually by school administration and faculty to ensure its continued relevance and effectiveness.

## Parent Student Handbook, Spring 2026 Proposed Updates

Updates will be communicated through the parent and student handbook and other official school channels.

### **Secondary Grading—Grade Appeal Process (Grades 6-12)**

Administration, faculty, and staff at STEM School Highlands Ranch are committed to ensuring that grades accurately reflect a student’s demonstrated learning and performance. Grade appeals are intended to address errors or inconsistencies in grading practices, not to renegotiate academic outcomes.

Students receive grades based on two categories of coursework:

- Learning Opportunities, which include homework, classwork, and practice
- Demonstrations of Knowledge, which include assessments, projects, and presentations

Final grades are reported as a single percentage and converted to a letter grade as follows:

- A: 90–100%
- B: 80–89.9%
- C: 70–79.9%
- D: 60–69.9%
- F: 0–59.9%

The following grading practices are applied across courses:

- The late work policy will be followed. Missing work will be recorded as a zero until submitted. Work accepted after the three day window will be at the teacher’s discretion
- Retake and reassessment opportunities are determined by the course or department and are outlined in the course syllabus

Grade appeals may be considered only under the following circumstances:

- A calculation or recording error has occurred
- Established grading policies were not followed (including late work or the retake policy)
- A rubric or grading criteria was misapplied
- A documented accommodation was not implemented

Grade appeals will not be considered for the following reasons:

## Parent Student Handbook, Spring 2026 Proposed Updates

- Requests based on effort, eligibility, or proximity to the next grade
- Missing work that was not submitted prior to the due date
- Requests for extra credit or additional assignments
- Disagreement with a teacher's professional judgment when policies have been followed
- Violations of academic integrity

If a student wishes to appeal a grade, the following process must be followed:

- The student must first contact the classroom teacher to review the concern. This must occur within five (5) school days of the grade being posted
- If the concern is not resolved, a written appeal with supporting evidence must be submitted to administration within ten (10) school days of the grade being posted
- Administration will review all relevant materials and determine the outcome. Decisions are final unless a procedural error is identified

All communication throughout the appeal process must remain respectful and focused on evidence and established school policies.

### ATHLETICS

At STEM, our focus is on academics, just as "student" is the first word in "student athlete." STEM participates in the Colorado High School Activities Association (CHSSA) and adheres to all CHSAA academic eligibility requirements.

Any STEM CHSAA activity may adopt stricter standards for academic eligibility with the permission of the Athletic Director and STEM Administration. These standards will be communicated to the team prior to the start of their competitive season.

Yet, athletics and activities are privileges that students are encouraged to participate in. In order for each student athlete to be eligible to participate in his or her chosen sport/activity, he or she must maintain a grade of at least "C (2)" in all core classes (Science, Computer Science, Engineering, Mathematics, English, Social Studies) and cannot be failing any class that student is enrolled in. Weekly grade checks will be completed based on the process included below, and any academically ineligible students will not be allowed to participate until the next grade check occurs AND the grades are all "C (2)" or higher. One "D (1)" grade will constitute suspension of practice and game privileges until the grade is brought up. A combination of "F (1)" grades and "D (1)" grades may result in the suspension/ dismissal from the team until the grades are brought up or for the remainder of the season.

## Parent Student Handbook, Spring 2026 Proposed Updates

Eligibility will be checked weekly during the season. The Athletic Director, or a representative, will contact teachers to inquire about any students on the team who do not have at least a grade of "C (2)" in a class. The student will remain ineligible until he/she can prove to the coach and/or Athletic Director that he/she is passing the class. This can be provided by each respective teacher in the form of an email or handwritten note, and must be received by the coach prior to the student's reinstated eligibility. "Word of mouth," and notes or emails from parents or the students themselves are not acceptable forms of proof. Student academic eligibility will be established or regained prior to participation in interscholastic competition, and on-going eligibility will be checked weekly during the season. The Athletic Director or representative will conduct these reviews. Should a student be found ineligible, the student, parent and their coach will be notified via email and the student will also receive an appeal form. Should their recorded grade not accurately reflect their class performance, the student may return the form to the Athletic Director or representative with the signature and grade correction from their teacher. An ineligible student will remain ineligible for the interscholastic activities until the next scheduled eligibility review.

In the event that a student cannot participate in an activity due to academic ineligibility, there will be no refund of fees for that activity.

A team's Coach, the Athletic Director, or School Administrator shall have the authority to declare a student ineligible based on inappropriate behavior, detention, excessive absences, suspension, or expulsion.

## Instructional Technology

School Issued Computers

STEM purchases computers to be used by 1st-8th graders.

## Student Communication Devices (Cell Phones and Smart Watches) ~~Cell Phone Expectations~~

STEM School Highlands Ranch recognizes that communication devices, including cell phones and smart watches, are a part of daily life. The purpose of this policy is to establish clear expectations for the possession and use of these devices during the school day to ensure a focused and respectful learning environment.

Student communication devices are defined as cell phones, smart watches, or personal devices capable of making or receiving calls, sending messages, or accessing the

## Parent Student Handbook, Spring 2026 Proposed Updates

internet. School-issued laptops and tablets are not included in this policy.

### Student Communication Devices Policy

#### Guidelines

##### Elementary School (K–5):

- All communication devices must be silenced (no sound or vibration) and stored in the student's backpack or designated classroom area for the entirety of the school day.
- Devices may not be used or visible in classrooms, hallways, common areas, or restrooms.
- Devices may only be used with express permission from a staff member for educational purposes.

##### Middle School (6–8):

- All communication devices must be turned off and stored in a designated location (e.g., backpack, locker, or classroom storage system) for the entirety of the school day.
- Devices may not be used or visible in classrooms, hallways, common areas, or restrooms.
- Devices may only be used with express permission from a staff member for educational purposes.

##### High School (9–12):

- Communication devices must be silenced (no sound or vibration) and stored during instructional periods.
- The respectful, non-disruptive use of cell phones is permitted during passing periods and in the cafeteria during lunch.
- Smart watches may be used in a respectful, non-disruptive manner.
- Upon entering any classroom or restricted area, devices must be silenced and stored in the designated location.
- The use of communication devices during the school day is a privilege and is subject to the discretion of school administration.

## Parent Student Handbook, Spring 2026 Proposed Updates

### Prohibited Areas and Use

Cell phones, smart watches, and all associated functions are prohibited in the following areas unless expressly permitted by a staff member for educational purposes:

- Classrooms
- Restrooms
- Physical Education areas
- Counseling offices
- School office areas

### Exceptions

Exceptions may be made under the following circumstances:

- Staff permission for instructional purposes
- Documented needs (IEP, 504, medical conditions)
- Urgent situations

### Misuse of Devices

Students using devices in a disruptive or harmful manner may face disciplinary action up to suspension or expulsion and possible referral to law enforcement.

### Violation of Policy

First Offense:

1. Device confiscated; restorative conversation
2. Returned at the end of the day (MS)- Returned at end of class (HS Only)

Second Offense:

1. Device held in main office
2. Parent notified

Third Offense:

1. Parent must retrieve device

## Parent Student Handbook, Spring 2026 Proposed Updates

2. Detention assigned
3. Device restriction/check-in
4. Documented in Infinite Campus

Fourth Offense:

1. Parent retrieval required
2. Increased discipline
3. Device restriction for semester
4. Documented in Infinite Campus

### Loss or Damage

The school is not responsible for lost or damaged devices.

### Administrative Discretion

Administration may adjust consequences as appropriate..

## Weather Policy

At STEM School Highlands Ranch, the safety of our students, staff, and families is a top priority. In the event of inclement weather, the Executive Director has the authority to implement a virtual learning day, delayed start, or full school closure as needed.

The Executive Director may choose to follow the closing procedures of the Douglas County Highlands Ranch Feeder Area or make decisions independently to best support the STEM community.

During severe weather, including lightning, the school may implement a lightning delay or temporary shelter-in-place procedure.

- Outdoor activities and student dismissal may be delayed when lightning is detected within an unsafe distance of the school campus.
- High school students are permitted to leave at their own discretion
- Students grade K-8 and staff will remain indoors until conditions are determined to be safe.

## Parent Student Handbook, Spring 2026 Proposed Updates

- Parents/guardians may pick up students during a lightning delay at their own discretion. Students will only be released to approved adults listed in Infinite Campus.
- Students will not be released to other minors during a lightning delay, unless permission is indicated in Infinite Campus.
- Families will receive communication updates through email, text, phone, and/or school communication platforms when delays occur.

STEM administration will work closely with district safety, transportation, and emergency guidance to make decisions that prioritize student and staff safety.

## Student Fees

### Student Fees for 2026-2027 School Year

Table 1. Annual Required Fees Schedule (Per Student)		
Fee Category	Annual Student Fee (paid before Aug. 12, 2026)	Annual Student Fee (paid after Aug. 12, 2026)
Kindergarten (no Technology Usage Fee)	\$250	\$275
Grades 1-5 *(\$15 Chromebook Technology Usage Fee incl.)	\$265	\$290
Grades 6 Chromebook and cover purchase plan \$125/ 1st year includes \$25 for computer cover *( \$25 Chromebook Technology Usage Fee incl.) Purchase plan for 2nd 7 3rd year are \$100/yr	<del>\$275</del> \$400	<del>\$300</del> \$425
Grades 7-8 (refurbished laptop) *(\$35 Laptop Technology Usage Fee is included)	\$285	\$310
<del>Grade 8 (no Technology Usage Fee)</del>	\$250	\$275

## Parent Student Handbook, Spring 2026 Proposed Updates

Grades 9-12 (no Technology Usage Fee)	\$300	\$325
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*The **purpose** of the fee is to recover part of the cost of instructional materials, supplies, and consumables.*

<b>Not included in fees.</b>	AP test fees, AP books, field trips, yearbook, computer device, bus fees, optional locker rental, student parking fees, BASE, Enrichment fees, CHSAA fees, and other individual costs.
<b>Payments</b>	<ul style="list-style-type: none"> <li>• See the pay schedule above.</li> <li>• STEM purchases instructional materials over the summer for our August start date.</li> <li>• Payment plans are available. Please contact STEM’s business office.</li> </ul>
<b>Fee waivers</b>	STEM waives Student Fees for students who qualify for free or reduced lunch programs. For qualified families, as determined by US government guidelines, the application process is totally anonymous, and DCSD processes the applications. Simply click the correct tab on STEM’s website launch page. All required fees automatically zero out in Infinite Campus, so no STEM staff member determines if a student participates in an assisted lunch program.
<b>Refund policy</b>	<ul style="list-style-type: none"> <li>• Transfers prior to July 15, 20265 – 100% refund</li> <li>• Transfers from July 16, 20265 to August 31, 20275 – 90% refund</li> <li>• Transfers post August 31, 20265 – No Refund</li> </ul>
<b>Graduation fee</b>	Graduating seniors have a required \$75 fee to cover the graduation venue expenses- waived for students who qualify for free or reduced federal lunch programs.
<b>Additional Fees</b>	Students may be assessed fines or other penalties in accordance with applicable laws for lost, damaged, or defaced books, materials, or equipment.

## Parent Student Handbook, Spring 2026 Proposed Updates

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### \*Technology Usage Fee

To ensure continued access to digital learning tools while managing the cost of device maintenance, we are implementing a Technology Usage Fee for all students issued school-owned devices. The policy outlines coverage terms, repair fees, and parent responsibilities regarding Chromebook and Windows laptop usage.

- 1st-5th grades are issued **school only** Chromebooks
- 6th graders issued **brand new personal Chromebook**
- 7th and 8th graders are issued previously owned refurbished laptops.

#### Coverage Includes:

- Accidental damage (e.g., cracked screen, keyboard issues not caused by misuse)

#### Coverage Excludes:

- Negligence or abuse (e.g., liquid damage, intentional damage, inappropriate storage)
- Lost or damaged chargers
- Loss of device or theft (without a filed police report)
- Replacement of missing asset tags

The fee covers the **first instance** of accidental damage to the device during the school year. After **that incident**, standard repair costs will apply.

#### Repair Costs (Effective 2025-2026)

Item	Repair Cost
Keyboard (Windows)	\$75
Keyboard (Chromebook)	\$95
Screen (All Devices)	\$95
Charger (Damaged or Lost)	\$35
Asset Tag Replacement	\$5
Single Key Replacement	\$25
Total Replacement Cost	\$250

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# Coversheet

## CEO Update

**Section:** V. KOSON Schools  
**Item:** A. CEO Update  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** CEO Board Presentation 20260602.pptx.pdf

# CEO UPDATE



Board Meeting | June 2, 2026

# CONTENTS

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- 1. Homeschool Update**
- 2. HS Relocation Update**
- 3. Playground Update**

# Coversheet

## Supplemental 25/26 Budget

**Section:** V. KOSON Schools  
**Item:** D. Supplemental 25/26 Budget  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Supplemental Budget FY 26.pdf  
25-26 BODResolution Supplemental.pdf

FY 2025 - 2026

# Supplemental Budget

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# Supplemental

	Audited Actual 2024-2025	Supplemental 2025-2026 May	Supplemental 2025-2026 June
<b>Balance on Hand July 1:</b>	\$ 14,675,529	\$ 12,261,064	\$ 12,261,064
<b>Enrollment:</b>	<b>1397</b>	<b>1454.5</b>	<b>1454.5</b>
<b>Revenue:</b>			
Per Pupil Revenue	\$ 15,171,353	\$ 16,222,434	\$ 16,222,434
Mill Levy Override	\$ 3,219,029	\$ 3,466,393	\$ 3,466,393
Earnings on Investments	\$ 682,945	\$ 590,000	\$ 592,000
Student Fees & Activities	\$ 1,209,508	\$ 725,000	\$ 810,001
Other Local Revenue		\$ 375,000	\$ 385,000
Contributions/Donations	\$ 138,835	\$ 175,000	\$ 175,000
Categorical Revenue	\$ 1,246,466	\$ 525,315	\$ 525,315
Other State Revenue	\$ -	\$ 561,279	\$ 561,279
Other Sources	\$ 432,832	\$ 358,319	\$ 348,319
<b>Total Revenue</b>	<b>\$ 22,100,968</b>	<b>\$ 22,998,740</b>	<b>\$ 23,085,741</b>
<b>Total Sources</b>	<b>\$ 36,776,497</b>	<b>\$ 35,259,804</b>	<b>\$ 35,346,805</b>
<b>Expenses</b>			
Salaries	\$ 10,426,273	\$ 11,820,000	\$ 11,750,000
Benefits	\$ 3,222,958	\$ 3,936,543	\$ 3,900,543
Purchased Prof. & Tech. Services	\$ 2,728,419	\$ 640,000	\$ 693,150
Purchased Property Services	\$ 2,583,297	\$ 2,629,500	\$ 2,610,500
Other Purchased Services	\$ 651,632	\$ 2,475,000	\$ 2,548,465
Supplies	\$ 1,012,114	\$ 900,000	\$ 1,000,000
Property	\$ 3,696,216	\$ 500,000	\$ 450,000
Other Expenses	\$ 194,524	\$ 90,000	\$ 95,000
<b>Total Expenditures</b>	<b>\$ 24,515,433</b>	<b>\$ 22,991,043</b>	<b>\$ 23,047,658</b>
<b>Net Income</b>	<b>\$ (2,414,465)</b>	<b>\$ 7,697</b>	<b>\$ 38,083</b>

Thank You!  
Questions?

**RESOLUTION**

**BOARD OF DIRECTORS OF KOSON SCHOOLS**

**June 2, 2026**

**A RESOLUTION OF APPROPRIATION**

WHEREAS, the Board of Directors and administrative staff of Koson Schools dba STEM School Highlands Ranch of Douglas County and the State of Colorado has duly revised and adopted official budget for the fiscal year beginning July 1, 2025, and ending June 30, 2026, as required by law; and

WHEREAS, the administration has recommended that \$23,085,741 be appropriated to the Charter School General Fund as specified in the “Supplemental Budget” for the fiscal year beginning July 1, 2025 and ending June 30, 2026. The adopted budget includes salary allocations for stipends and other one-time payments for employees as determined during the fiscal year;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF Koson Schools dba STEM School Highlands Ranch: The amounts in the following schedule be appropriated to the fund specified in the “Supplemental Budget” for the fiscal year beginning July 1, 2025 and ending June 30, 2026.

Charter School General Fund	\$23,085,741
<b>Total Appropriation</b>	<b>\$23,085,741</b>

By \_\_\_\_\_

President, Carla Gustafson

By \_\_\_\_\_

Secretary, Ishmeet Kalra

# Coversheet

## Enrollment Policy Updates

**Section:** V. KOSON Schools  
**Item:** E. Enrollment Policy Updates  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Presentation - Enrollment Policy Updates 05-2026.pdf  
Policy\_Enrollment\_2026.pdf

# POLICY UPDATE - ENROLLMENT

## RECOMMENDED CHANGES:

- Previously updated to state that we're using STEM's system and not DCSD for open enrollment. Additional minor changes to remove remaining mention of DCSD processes/system.
- No change - Priorities for First Round Open Application.
  - First Priority: Siblings of current STEM students
  - Second Priority: Founding Families and children and grandchildren of current STEM staff
  - Third Priority: Student applicants who are DCSD Residents
  - Fourth Priority: Student applicants who are not DCSD residents.

# POLICY UPDATE - ENROLLMENT

## RECOMMENDED CHANGES:

- Add priorities to Second Round Open Enrollment.
  - DCSD and current process has no defined priorities for 2nd Round Open Enrollment. Only applicants that were not accepted in 1st Round are on prioritized list for 2nd Round and new applicants added to annual prioritized list.
  - Propose adding priorities to reorder the annual prioritized list:
    - First Priority: Siblings of current STEM students and sibling applicants of a student who has accepted an enrollment offer and completed the enrollment process for the same school year.
    - Second Priority: Founding Families, children and grandchildren of current STEM staff, and children and grandchildren of staff who have formally accepted an offer of employment for the applicable school.

# POLICY UPDATE - ENROLLMENT

## RECOMMENDED CHANGES:

- **Revise First Round Open Enrollment Application period**
  - Start earlier than DCSD and end earlier than DCSD
  - DCSD dates for 2025 were Nov 3rd to Dec 1st, with acceptance deadline of Dec 17th and enrollment forms submission by January 10th
  - Proposed timeline is 3rd Thurs in October to 2nd Wed in November
  - Proposed acceptance deadline is 1st Monday in December
- **Round 2 - Enrollment Acceptance Deadline Change**
  - Was “must accept offer within 48 hrs and return enrollment forms and documents within five working days”
  - Propose “must return all enrollment forms and documents within five working days”

# POLICY UPDATE - ENROLLMENT

## RECOMMENDED CHANGES:

- Clarified Sections II. D Admissions and Enrollment II.E - Enrollment Acceptance and Family Responsibilities
  - Reiterated Open Enrollment Round 1 vs Round 2
  - Moved Enrollment Acceptance to 2nd section

Propose vote during June 2nd meeting

## *Enrollment Policy*

### STEM SCHOOL HIGHLANDS RANCH POLICY Enrollment

#### I. PURPOSE

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

#### II. POLICY

##### A. Open and Choice Enrollment

STEM conducts annual open enrollment and choice enrollment processes. Parents/guardians must submit an application to enroll their student(s) in STEM. The First Round Open Enrollment Application period begins on the third Thursday in October and closes at 11:59 PM on the second Wednesday in November, and the Second Round Open Enrollment Application period begins on the third Thursday in January and remains open through August 1, or the preceding business day if August 1 falls on a non-working day.

##### B. Prioritizing Applicants

When the number of eligible applicants during the open enrollment period exceeds the spaces available in a particular program, grade or school, as determined by the Executive Director or designee, applications will be prioritized by grade level on the annual prioritized list by the priorities listed below.

- First Priority: Siblings of current STEM students
- Second Priority: Founding Families and children and grandchildren of current STEM staff
- Third Priority: Student applicants who are DCSD Residents
- Fourth Priority: Student applicants who are not DCSD residents.

Enrollment priority does not guarantee enrollment if there is no availability at the applicant's grade level. Due to enrollment priorities, STEM does not release information regarding a particular applicant's position on the list. Applicants with priority as siblings, Founding Families, and staff members must indicate an Enrollment Priority Request on the enrollment application in order to provide proof they meet these enrollment priority criteria.

## *Enrollment Policy*

Applicants not accepted during enrollment by STEM during the First Round Open Enrollment Application period will automatically be placed on the annual prioritized list.

During the Second Round Open Enrollment Application period, the following priorities will be used to reorder the annual prioritized list in accordance with this policy:

- First Priority: Siblings of current STEM students and sibling applicants of a student who has accepted an enrollment offer and completed the enrollment process for the same school year.
- Second Priority: Founding Families, children and grandchildren of current STEM staff, and children and grandchildren of staff who have formally accepted an offer of employment for the applicable school year.

All other applicants will be considered in the order received, subject to space availability.

For purposes of this section, completing the enrollment process means the family has accepted the offer and satisfied all required enrollment requirements established by DCSD and STEM.

STEM's annual prioritized list will be purged upon the close of the Second Round Open Enrollment period of each year, in accordance with DCSD policies. Applicants not offered enrollment must reapply the following year, as the list does not carry over from year to year.

### C. STEM Interest List

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

### D. Admissions and Enrollment

#### Open Enrollment Round 1

Once issued an offer of enrollment during the First Round Open Enrollment Application period on the second Friday in November, parents/guardians must accept the offer by the First Round Open Enrollment Application Acceptance and Enrollment period deadline of the first Monday in December. If a deadline falls on a non-work day, it will be adjusted to the next business day.

#### Open Enrollment Round 2

Once issued an offer of enrollment during the Second Round Open Enrollment Application period, parents/guardians must complete the Enrollment Phase, by returning all enrollment forms and documents within five working days of when the enrollment offer was issued.

## *Enrollment Policy*

### E. Enrollment Acceptance and Family Responsibilities

Failure to complete and return all required registration and enrollment forms by the deadline may result in the enrollment offer becoming void and the opening will be offered to the applicant next on the annual prioritized list, if applicable. Under DCSD policy, by accepting an offer of enrollment at STEM, you have established STEM as your student's assigned school through 12th grade.

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

### F. Enrollment for Students Receiving Special Education Services

Requests from the parents/guardians of students receiving special education services for choice enrollment to STEM shall be considered in accordance with applicable state and federal laws. Consideration of whether or not a student receiving special education services is able to enroll in a school of choice shall be implemented in a two-step process. The first step of the process is the Admissions Phase and the second step is the Enrollment Phase. In order for a student receiving special education services to enroll and attend a school of choice, the student must be admitted after completion of the Admissions Phase of the process and then must be approved for enrollment during the Enrollment Phase of the process.

During a school's Admissions Phase of the process, including any lottery or similar process, school shall not in any way inquire into the disability status of a student. If a student receiving special education services is admitted through the Admissions Phase of the process, the student must still be approved for enrollment into the school of choice. During the Enrollment phase of the process, the student's current Individualized Education Program (IEP) shall be reviewed to determine if the student's IEP can be appropriately implemented at the requested school or program so the student can be provided a Free Appropriate Public Education (FAPE). If there is a determination that the student's IEP cannot be implemented at the requested school, student enrollment may be denied and the student may be assigned to another school where the student's IEP can be implemented as developed by the IEP team. Decisions to assign the student to another school shall be made with due consideration for the impact on the child's total education program and must include parent/guardian participation.

### G. Vacancies

Should a vacancy become available prior to the end of the Second Round Open Enrollment

*Enrollment Policy*

Application period, the vacancy will be filled as specified above. Should a vacancy become available between the end of the Second Round Open Enrollment Application period and October 1st, the vacancy may be filled through the Choice Enrollment process. Should a vacancy become available after October 1st, it will be the decision of the Executive Director or designee to fill that vacancy or leave it open until the following school year.

H. Choice Enrollment

Following the close of the Second Round Open Enrollment Application period, STEM may offer choice enrollment to new DCSD and non-DCSD students throughout the school year based on availability. New DCSD students are those who have moved into DCSD after the Second Round Open Enrollment Application period has closed and/or have not yet enrolled in a DCSD school. For eligible students, STEM offers a STEM School Highlands Ranch New Student Choice Application process available on the STEMK12.org website. Once issued an offer of enrollment during the Choice Enrollment Application period, parents/guardians must complete the Enrollment Phase, by returning all enrollment forms and documents within five working days of when the enrollment offer was issued.

I. Transfers

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

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

STEM School Highlands Ranch

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

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

- Adopted: 2019
- Revised: January 2023
- Revised: August 2023
- Revised: October 2023
- Revised: October 2024
- Revised: April 2025
- Revised: June 2026

# Coversheet

## CEO End of Year Review

**Section:** V. KOSON Schools  
**Item:** F. CEO End of Year Review  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 2025-2026\_EOY Public Board Report to CEO.pdf  
Deck\_Koson CEO Goals & S&E Processes\_2025-2026.pdf

# Koson Schools 2025-2026 EOY Public Board Report to CEO

Jun 1, 2026

## Summary Report

As the 2025–26 school year comes to a close, the Koson Board of Directors would like to recognize the continued leadership, growth, and strategic progress demonstrated by Chief Executive Officer Matt Cartier. This year's evaluation process included Matt's self-reflection, feedback from the Shared Services team, board ratings and comments, and discussion during executive session.

The following summary reflects areas of strength and shared focus as Koson continues advancing its long-term vision.

## Strengths and Accomplishments

### 1. Vision, Strategy & Innovation

This year continued to demonstrate strong strategic leadership and forward-thinking innovation across the organization. Major initiatives—including the homeschool program, high school relocation planning, problem-based learning development, and long-term network planning—reflect a continued commitment to growth, creativity, and organizational sustainability.

### 2. Systems Progress & Infrastructure Development

The board recognizes meaningful progress in strengthening operational systems and organizational infrastructure. Continued advancement of platforms and processes related to enrollment, HR, communication, financial systems, and operational management are helping create a stronger foundation for future network growth.

### 3. External Relationships & Growth Orientation

The organization continued building important relationships with district leaders, community partners, business organizations, and external stakeholders. These efforts are strengthening Koson's visibility, partnerships, and long-term strategic positioning.

## Shared Areas of Focus for the Year Ahead

### 1. Vision → Execution

As Koson continues to grow, a key focus moving forward will be strengthening the transition from strategic vision into consistent execution. The board supports continued work around:

- Operational sequencing and communication
- Strong ownership and accountability structures
- Measurable outcomes and progress monitoring

- Reduced duplicated effort and rework
- Ensuring organizational priorities are consistently translated into day-to-day implementation

Measuring Success:

Mid-Year:

- Clear communication of priorities, ownership, and success metrics
- Strong alignment between planning and implementation
- Consistent use of measurable indicators and dashboards

End-of-Year:

- Staff clarity around priorities and direction
- Execution consistency
- Reduced fragmentation and duplicated effort across initiatives

## 2. Leadership Accountability & Capacity

As the organization grows, continued investment in leadership development, accountability, and role clarity will remain essential. The board supports continued efforts to:

- Clarify leadership expectations and responsibilities
- Strengthen accountability and follow-through systems
- Develop principals, executive directors, and instructional leaders
- Build sustainable leadership structures that distribute ownership effectively

Measuring Success:

Mid-Year:

- Leadership expectations and accountability systems are clearly established
- Leaders receive regular coaching, feedback, and support
- Role ownership is consistently understood across teams

End-of-Year:

- Leadership responsibilities are sustainably distributed
- Staff report consistency in leadership follow-through and communication

## 3. Prioritization & Capacity Management

The board recognizes the significant number of strategic initiatives currently underway and the importance of balancing ambition with sustainable execution. The organization will continue focusing on:

- Thoughtful sequencing and prioritization of initiatives
- Aligning capacity and resources to the highest-priority work
- Establishing strong evaluation and decision-making structures
- Supporting organizational sustainability and staff capacity
- Strengthening focused fundraising and community engagement efforts

Measuring Success:

Mid-Year:

- Organizational priorities and trade-offs are clearly communicated
- Leadership demonstrates stronger alignment between initiatives and capacity
- Fundraising and engagement efforts have clear goals and ownership

End-of-Year:

- Improved pacing, workload balance, and organizational focus
- Strong execution quality across major initiatives
- Consistent evaluation of initiative effectiveness and sustainability

## **Board Commitments**

As a board, we recognize the importance of shared leadership, strategic clarity, and constructive partnership. In that spirit, we commit to:

- Supporting thoughtful prioritization and strategic pacing
- Strengthening board engagement, advocacy, and external relationship-building
- Supporting leadership development and accountability structures
- Maintaining open communication and alignment around shared priorities

We are grateful for the continued progress Koson has made this year and for Matt's leadership during a period of significant growth and complexity. We look forward to continuing this work together with shared purpose, sustainable pacing, and continued commitment to innovation and excellence.

– Koson Board of Directors

2025-2026

# KOSON CEO SUPPORT + EVALUATION

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**CEO Goals 2025-2026**

# PROCESS REVIEW

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# 3 KEY MOMENTS

## 1. BEGINNING-OF-YEAR GOAL SETTING

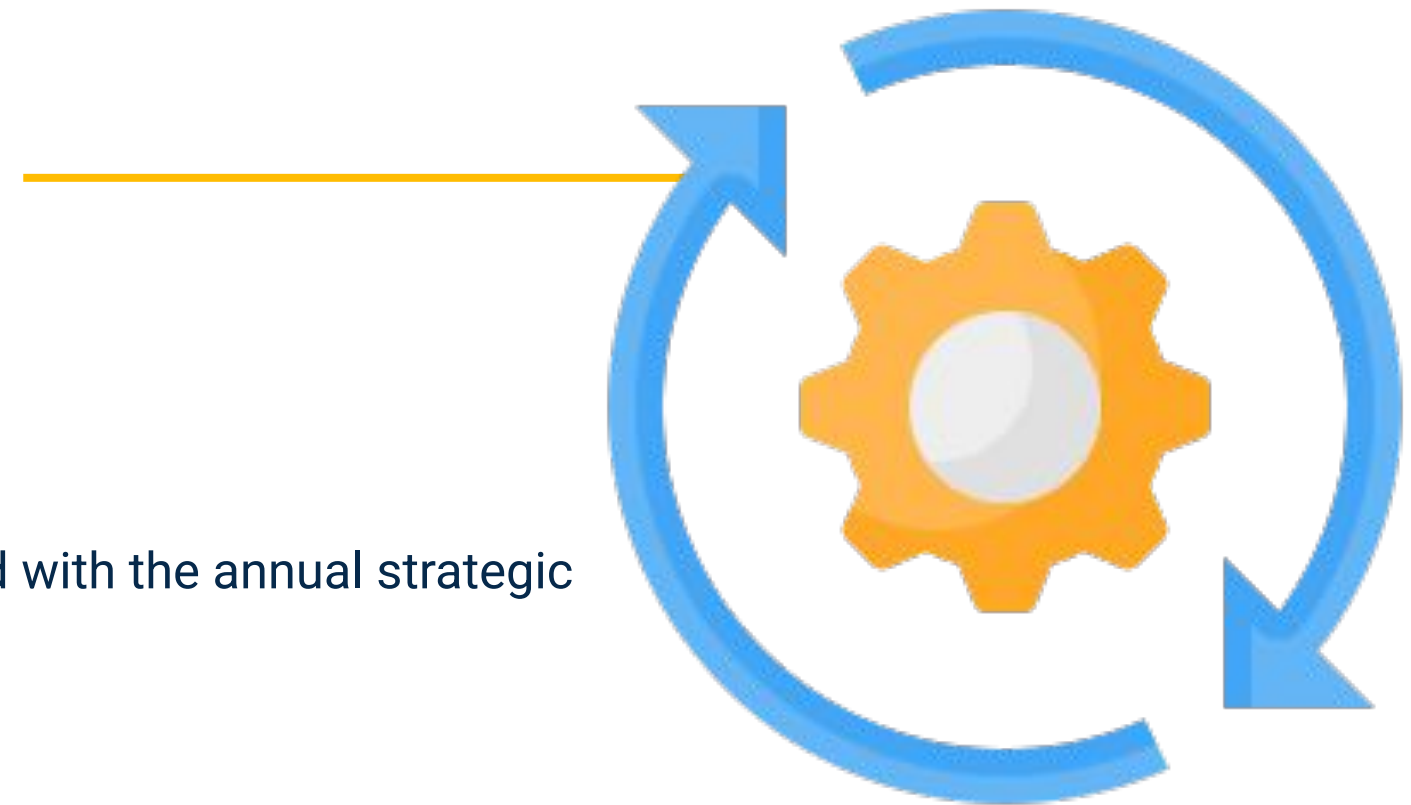
- CEO & Support and Evaluation Committee set annual goals/evidence aligned with the annual strategic plan
- Board reviews goals
- Board votes to approve goals

## 2. MID-YEAR CHECK-IN

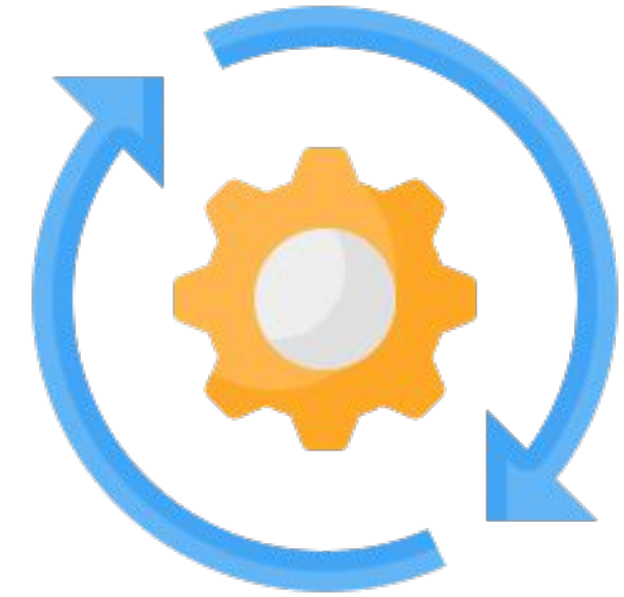
- CEO assesses progress towards goals and shares the reflection with the board
- [Executive Session] Board synthesizes commendations and recommendations for a mid-year report
- Board votes on mid-year report

## 3. END-OF-YEAR EVALUATION


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



# KEY DOCUMENT



## Links to the Following



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

Section	Description	Date Completed
<a href="#">CIO's Annual Goals 2025-2026</a>	Documentation of the CIO's goals for the year, which are voted on by the Board.	Aug - CIO completes Sept - Present to board Oct - Board votes on goals
<a href="#">CIO's Mid-Year Self-Reflection</a>	CIO's reflection (shared with the Board) on progress he is making towards the goals	Nov - CIO completes
<a href="#">Mid-Year Board Report</a>	The Board's report on the CIO's mid-year check-in, including commendations and opportunities. This is voted on by the Board	Dec - Board drafts report Dec - Draft report shared with CIO Jan - Present report to board Feb - Board votes on report
<a href="#">EOY CIO Report to Board</a>	CIO's EOY report (shared with the board) on the status of the annual goals and feedback to the board.	Mar - CIO completes
<a href="#">EOY Board Report on CIO</a>	The Board's report on the CIO's EOY evaluation. This is voted on by the Board	Apr - Board drafts report Apr - Draft report shared with CIO May - Present report to board Jun - Board votes on report

1

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

**CEO Goals 2025-2026**

# BOY GOAL-SETTING

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# OVERVIEW OF CEO GOALS

**1. STRENGTHEN  
SYSTEMS & PROCESSES**

**2. ELEVATE  
LEADERSHIP CAPACITY**

**3. DEEPEN  
COMMUNITY  
ENGAGEMENT**

**4. DEVELOP  
NETWORK ASSETS**

# 1. STRENGTHEN SYSTEMS & PROCESSES

## DESCRIPTION

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

## WHY IT MATTERS:

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

## SUCCESS METRICS:

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

# 2. ELEVATE LEADERSHIP CAPACITY

## DESCRIPTION

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

## WHY IT MATTERS:

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

## SUCCESS METRICS:

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

# 3. DEEPEN COMMUNITY ENGAGEMENT

## DESCRIPTION

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

## WHY IT MATTERS:

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

## SUCCESS METRICS:

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

# 4. DEVELOP NETWORK ASSETS

## DESCRIPTION

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

## WHY IT MATTERS:

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

## SUCCESS METRICS:

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

# CLOSING

**THIS YEAR IS ABOUT...**

**STRENGTHENING SYSTEMS**



**GROWING LEADERS**



**ENGAGING COMMUNITY**



**BUILDING THOSE ASSETS**



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

# MID-YEAR CHECK-IN

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# Purpose & Context

## Purpose

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

## Context

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

# 3 KEY MOMENTS

## 1. BEGINNING-OF-YEAR GOAL SETTING

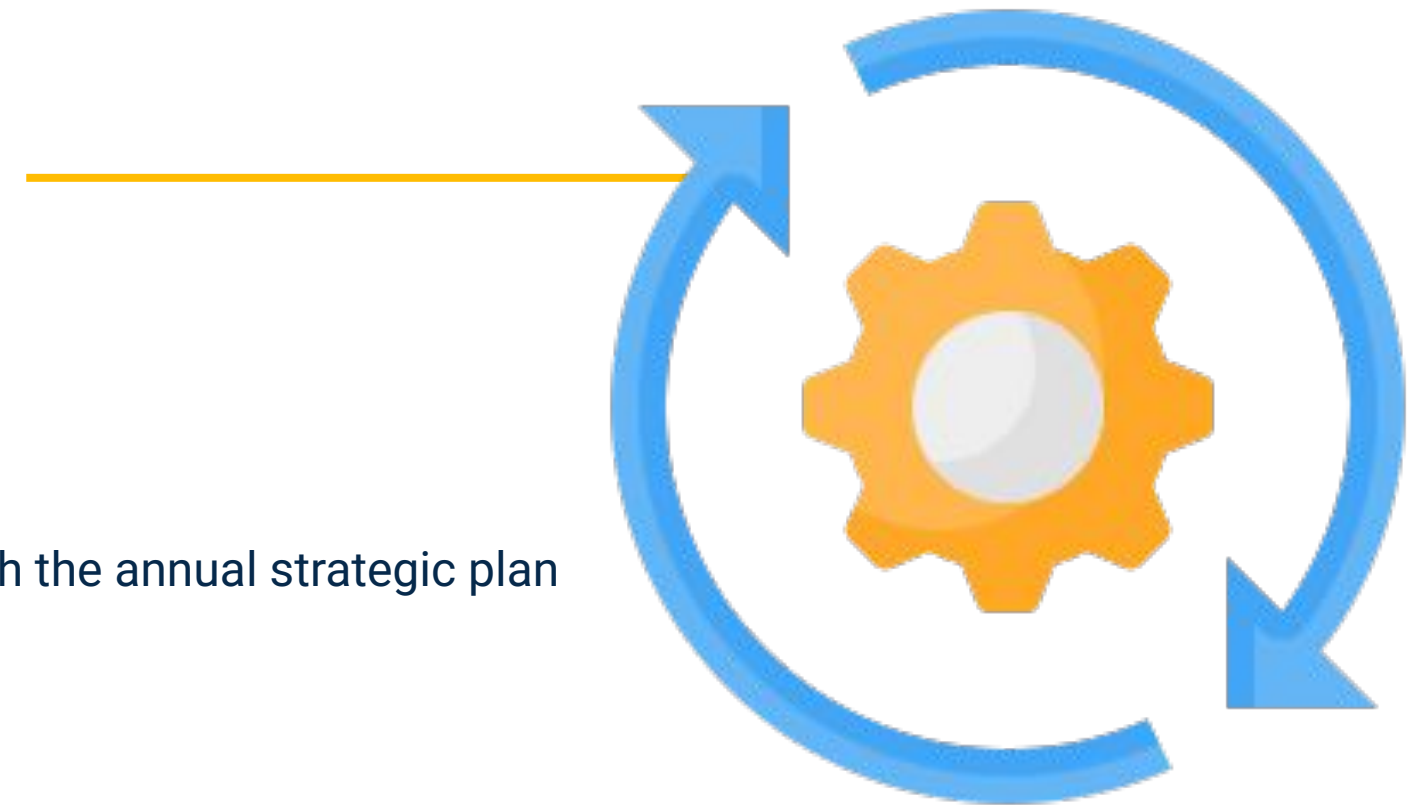
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- Board votes to approve goals

## 2. MID-YEAR CHECK-IN + CONTRACT DECISIONS ← *We are here*

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# Key Dates in the Process

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

# Mid-Year Commendations

## **Strategic Creativity & Adaptability**

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

## **Positive Community Impact**

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

## **Visible Results & Strong Work Ethic**

*Delivered tangible progress across initiatives with sustained effort.*

## **Commitment to Distributed Leadership**

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

## **Building Effective Shared Services**

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

# Strategic Focus, January - June '26

## NEAR-TERM PRIORITIES

### Homeschool Program

*Stabilize and strengthen as a core offering*

### Academic Excellence

*Define indicators and implement a monitoring dashboard*

### High School Move & Identity

*Clarify positioning, messaging, and scheduling implications*

### Fundraising

*Advance efforts aligned to sustainability and growth*

## INTENTIONALLY DEFERRED

### Preschool

*Paused pending resolution of key unknowns*

# Leadership Capacity & Risk Awareness

## Capacity Observations

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

## Risk Migration

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

## Why This Matters...

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

# Board Role & Ongoing Support

## PROACTIVE BOARD ENGAGEMENT

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

## SUPPORT FOR THE CEO

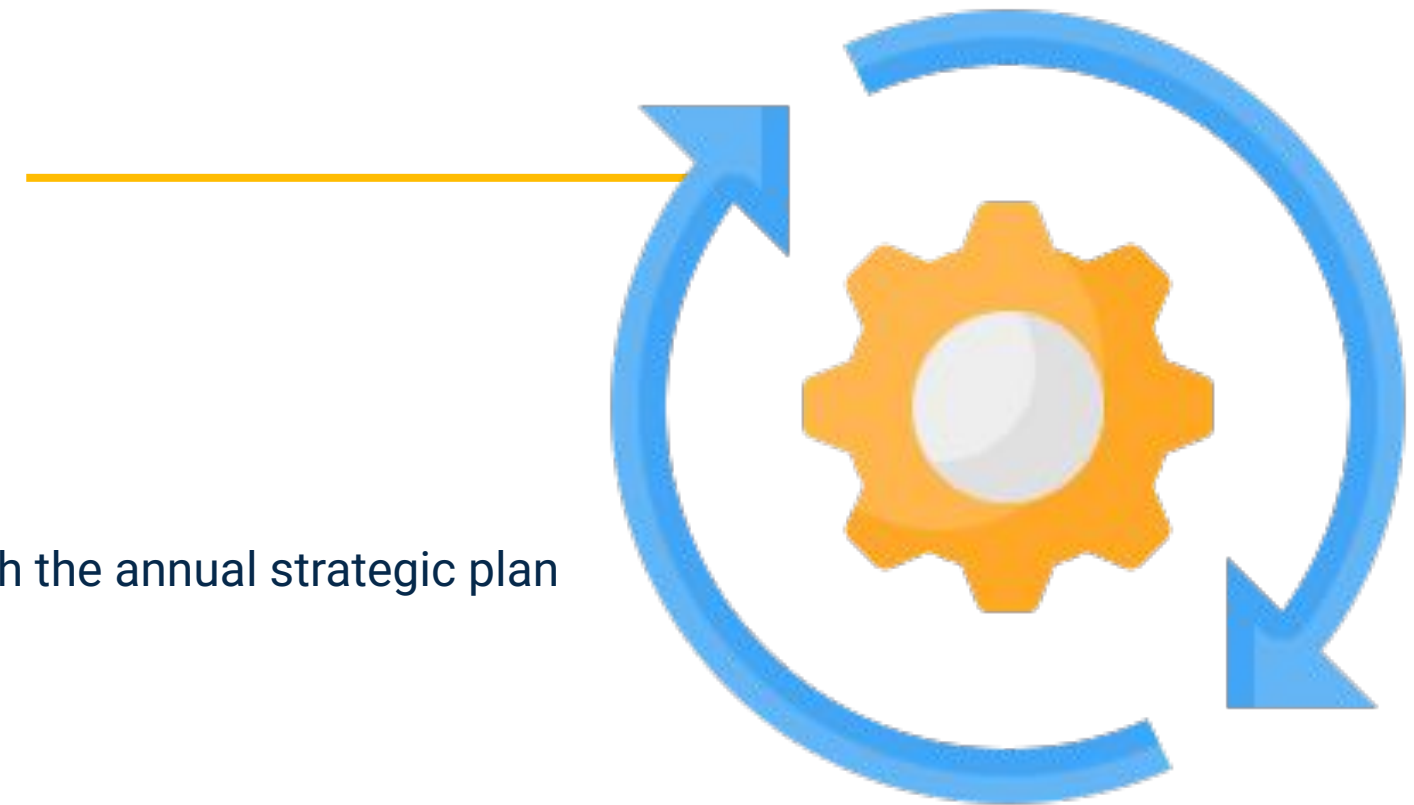
- Continued thought partnership with the CEO Committee
- Periodic strategic check-ins to support change management
- Shared commitment to clarity, alignment, and sustainable growth

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

# EOY Evaluation

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# 3 KEY MOMENTS



## 1. BEGINNING-OF-YEAR GOAL SETTING

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

## 2. MID-YEAR CHECK-IN + CONTRACT DECISIONS

- CEO assesses progress towards goals and shares the reflection with the board
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# Steps of the Process

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

# Purpose of the End of Year Evaluation

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

# Sections of the Evaluation

## 1. Annual Strategic Goals

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

## 2. Core Competencies

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

# EOY Commendations

## Vision, Strategy & Innovation

- Advanced major growth initiatives aligned to long-term network sustainability
- Continued development of homeschool, high school, and network planning efforts

## Systems & Infrastructure Development

- Strengthened operational systems supporting enrollment, HR, finance, communication, and organizational management
- Continued building the foundation necessary for future network growth

## External Relationships & Growth Orientation

- Expanded relationships with community partners, business organizations, and external stakeholders
- Increased visibility and strategic positioning for Koson

## Commitment to Growth & Continuous Improvement

- Demonstrated willingness to evolve systems, structures, and leadership practices in support of organizational growth

# Opportunities, 2026-27

## Priorities

### **Vision → Execution**

*Improve translation of strategic priorities into consistent implementation*

### **Leadership Capacity**

*Strengthen accountability, role clarity, and leadership development*

### **Prioritization & Capacity Management**

*Align initiatives with organizational capacity and resources*

### **Fundraising & Community Engagement**

*Increase focus, ownership, and sustainability of engagement efforts*

## Key Success Indicators

- Measurable progress indicators and dashboards
- Clear ownership and accountability structures
- Organizational focus and pacing

# Execution, Leadership & Organizational Capacity

## Observations

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- Strong vision and strategic thinking
- Continued investment in leadership development
- Several concurrent initiatives
- Growing organizational complexity

## Focus Areas

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- Translate vision into consistent execution
- Clarify leadership expectations and accountability
- Clarify priorities with available capacity
- Establish stronger ownership and decision-making structures

## Why This Matters...

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*As Koson grows from a single-school organization into a more complex network, success will increasingly depend on the organization's ability to align strategy, leadership capacity, and execution. Sustainable growth requires clear priorities, distributed ownership, and successful implementation.*

# Board Partnership & Commitments

- Shared commitment to sustainable growth
- Ongoing support for organizational clarity and focus
- Collaborative approach to navigating increasing complexity
- Continued partnership in advancing Koson's long-term vision

# Where this work is going...

- Today: Vote on the board report
- June 12th Summer Board Retreat to
  - Re-anchor on the roles and responsibilities of the board
  - Hear the CEO's strategic priorities for 2026-2027
- Aug/Sept Board Meetings: CEO finalizes 26-27 goals for board vote

# Coversheet

## Vote for Consent Agenda Items

**Section:** VI. Consent Agenda  
**Item:** A. Vote for Consent Agenda Items  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Lighthouse Bylaws\_Update\_20260520.pdf



**BYLAWS  
OF  
LIGHTHOUSE BUILDING CORPORATION  
a Colorado nonprofit corporation**

**ARTICLE I  
OFFICES**

**Section 1. Principal Office** - The principal office of the Corporation shall be at:

8773 S. Ridgeline Blvd.  
Highlands Ranch, CO 80129

The Corporation may also have offices at such other places as the Board of Directors may, from time to time, appoint or as the business of the Corporation requires; provided, however, that the registered office must be registered with the Secretary of State of the State of Colorado and the agent so registered must be located at the same address, or otherwise as provided by the Board of Directors.

**Section 2. Registered Office** - The registered office of the corporation required by the laws of the State of Colorado 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**

The Corporation does not have Members. While a person who associates or participates with, contributes to, or benefits from the Corporation may be referred to as a "Member", no rights, voting or otherwise will inure to such person.

**ARTICLE III  
PURPOSES**

The objects and purposes for which this Corporation is organized are:

(A) The Corporation is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, if the Board of Directors elects to obtain such qualification, the receipt of contributions and the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law). No part of the net earnings of the Corporation shall inure to the benefit of or be distributable to any director or officer of the



Corporation or any other individual (except that reasonable compensation may be paid for services rendered to or for the benefit of the Corporation affecting one or more of its purposes), and no director or officer of the Corporation or any other individual shall be entitled to share in any distribution of any of the corporate assets on dissolution of the Corporation or otherwise.

(B) The Corporation is organized to hold title to property or own property or interests therein to be leased or otherwise provided to and in support of Koson Schools, a Colorado nonprofit corporation (the “Charter School”).

(C) Subject to the restrictions herein set forth, the Corporation is organized to receive and maintain a fund or funds of real or personal property, or both, and, to use and apply the whole or any part of the income therefrom and the principal thereof exclusively for charitable, religious, scientific, literary, or educational purposes, either directly or by contribution to organizations that qualify as exempt organizations under Section 501 ( c )(3) of the Internal Revenue Code of 1986, as amended, as both now exist or may hereafter be amended.

(D) Subject to the restrictions herein set forth, the Corporation shall receive property, both real and personal, by gift, devise, or bequest, and to otherwise acquire both real and personal property as may be deemed proper.

(E) The Corporation shall have and exercise any and all of those powers specified in the Colorado Revised Nonprofit Corporation Act and any future Amendments or successor laws, thereto.

(F) The Corporation may do everything necessary, suitable, or convenient for the accomplishment of any corporate purposes, either alone or in connection with other organizations, entities or individuals, and either as principal or agent, subject to such limitations as are or may be prescribed by law.

(G) The Corporation shall never be operated for the primary purpose of carrying on a trade or business for profit and shall at all times operate in a manner in compliance with organizations exempt from taxation under section 501(c)3 of the Internal Revenue Code.

(H) The Corporation may borrow money or secure the repayment of monies borrowed for any purpose of the Corporation.

(I) Subject to the restrictions herein set forth, the Corporation may acquire by purchase, gift, grant, donation, devise, bequest, or otherwise, or act as trustee, and to own, hold, use, lease, mortgage, pledge, sell, convey, or otherwise dispose of property real or personal, tangible or intangible, in Colorado or elsewhere.

(J) The Corporation may employ personnel for the conduct of the Corporation affairs and purposes in Colorado and elsewhere.

(K) The Corporation may do each and every thing that is necessary, suitable or proper for the accomplishment for any of the purposes herein enumerated, or which shall at any time appear conducive or expedient for the protection or benefit of this Corporation.

(L) The Corporation shall not engage in any act of self-dealing as defined in Section 4941 (d) of the Internal Revenue Code of 1986, as amended, and the Regulations promulgated thereunder, as both now exist or may hereafter be amended.



(M) The Corporation shall distribute its income for each taxable year at such time and in such manner as not to become subject to tax on undistributed income imposed by Section 4942 of the Internal Revenue Code of 1986, as amended, and the Regulations promulgated thereunder, as both now exist or may hereafter be amended.

(N) The Corporation shall not retain any excess business holdings as defined in Section 4943(c) of the Internal Revenue Code of 1986, as amended, and the Regulations promulgated thereunder, as both now exist or may hereafter be amended.

(O) The Corporation shall not make any investments which jeopardize its charitable purpose in such manner as to subject it to tax under Section 4944 of the Internal Revenue Code of 1986, as amended, and the Regulations promulgated thereunder, as both now exist or may hereafter be amended.

(P) The Corporation shall not make any taxable expenditures as defined in Section 4945(d) of the Internal Revenue Code of 1986, as amended, and the Regulations promulgated thereunder, as both now exist or may hereafter be amended.

## **ARTICLE IV**

### **BOARD OF DIRECTORS**

**Section 1. General Powers.** The property, affairs and business of the Corporation shall be managed by a Board of no less than three (3) Directors until such time as a greater number is provided for and duly elected. In addition to the powers expressly conferred upon it by these Bylaws, the Board may exercise all such other powers as are not required by statute, by the Board, by the Articles of Incorporation or by these Bylaws to be exercised by others. The Board of Directors of the Charter School may appoint or remove any Directors of the Board of the Corporation, notwithstanding any provision of these Bylaws to the contrary.

**Section 2. Organization.** At the annual meeting of the Board of Directors the Directors shall select one to act as President and one to act as Secretary of the Board.

**Section 3. Number, Tenure and Qualifications.** The members of the Board of Directors of the Corporation shall be natural persons at least eighteen years of age or older. The number of Directors of the Corporation shall be not less than three (3) nor more than seven (7). Directors shall be elected at each annual meeting by a majority of the Directors present. Each Director shall hold office until the next annual meeting or until his successor has been elected and qualified. The number of Directors may be increased or decreased, from time to time; but no decrease shall have the effect of shortening the term of any incumbent Director. The Directors need not be residents of Colorado. In the event an election of Directors shall not be held on the date fixed for the annual meeting, such Directors may be elected at a special meeting to be called by the Directors then in office or by any two Directors, upon notice of such meeting in the manner provided for calling a special meeting.

**Section 4. Resignations.** Any Director of the Corporation may resign at any time by giving written notice to the Board of Directors or to the President or to the Secretary of the Corporation. Such resignation shall take effect on the date of the receipt of such notice or at any later time specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

**Section 5. Deemed Resignation.** A Director is deemed to have resigned for failure to attend three meetings or other obligations and that failure is confirmed by a majority of the Board. The failure is effective as a



resignation at the time of such vote.

Section 6. Removal. Any Director may be removed with or without cause at any time by the affirmative vote of the majority of remaining Directors cast at a special meeting of such Directors called for that purpose, and the vacancy on the Board caused by such removal may be filled by the remaining Directors at such meeting, though less than a quorum of the Board of Directors is present.

Section 7. Vacancies. Subject to Section 6, 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, the Board of Directors may at any special or regular meeting thereof, by vote of a majority of the Directors present at such meeting, though less than a quorum is present, elect a Director to fill such vacancy for the unexpired portion of the term. The Director or Directors so elected shall hold office until the next annual election of Directors and until his or their successor or successors shall be duly elected and qualified. Any Directorship to be filled by reason of an increase in the number of Directors shall be filled by election at an annual meeting or at a special meeting of Directors called for that purpose.

Section 8. Place of Meetings. The Board of Directors may hold its meetings, have one or more offices, and keep books and records of the Corporation at such place or places within or without the State of Colorado, as the Board may, from time to time, determine.

Section 9. Regular Meetings. A regular meeting of the Board of Directors shall be held each year without other notice than this Bylaw and shall constitute its annual meeting. The Board of Directors may provide, by resolution, the time and place for the holding of additional regular meetings without other notice than such resolution.

Section 10. Special Meetings. Special meetings of the Board of Directors may be held whenever called by the President or by two of the Directors at such time and place, either within or outside the state of Colorado, as the person or persons calling the meeting shall designate, provided that no meeting shall be called outside the state of Colorado unless a majority of the Board of Directors has so authorized such meeting place. Notice of such meeting shall be given personally, or mailed to each Director, addressed to him at his residence or his usual place of business at least three (3) days before the day on which the meeting is to be held. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail so addressed, with postage thereon prepaid. Every such notice shall state the time and place, but need not state the purpose of the meeting. A Director may waive notice by signing a waiver of notice. Any meeting of the Board of Directors shall be a legal meeting, without any notice thereof given, if all of the Directors shall be present thereat or shall waive notice, provided, however, that attendance by a Director for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened shall not waive notice nor constitute presence at the meeting so as to make the meeting a legal meeting.

Section 11. Quorum and Manner of Acting. Except as otherwise provided by statute or by these Bylaws, a majority of the Directors in office at the time of any regular or special meeting of the Board of Directors shall constitute a quorum for the transaction of business at such meeting and the act of a majority of the Directors present at the meeting at which a quorum is present shall be the act of the Board of Directors. In the absence of a quorum, a majority of the Directors present may, without notice other than announcement at the meeting, adjourn the meeting from time to time until a quorum can be had. The Directors present at a duly organized meeting of the Board may continue to transact business until adjournment, notwithstanding the withdrawal of



enough Directors to leave less than a quorum.

Section 12. Proxies. No proxies are allowed.

Section 13. Committees. The Board of Directors, by resolution adopted by majority vote of the full Board of Directors, may designate two or more Directors to constitute an executive committee or other committee as designated in such resolution. No such committee shall have the power or authority to elect, appoint or remove any Director; amend, restate, alter, or repeal the Articles of Incorporation; amend, restate, alter, or repeal these or any other Bylaws of the Corporation; approve a sale, lease, exchange, or other disposition of all or substantially all of the property of the Corporation, with or without goodwill, other than in the usual and regular course of business subject to approval by the full Board of Directors; or to take any other action prohibited by law.

Section 14. Informal Action by Directors. Any action required by law to be taken at a meeting of the Board of Directors, or any committee thereof, or any other action which may be taken at a meeting of Directors, or any committee thereof, may be taken without a meeting if every member of the Board of Directors, or any committee thereof, in writing either: (a) votes for such action or (b) votes against such action or abstains from voting and waives the right to demand that a meeting be held. Action is taken only if the affirmative votes for such action equals or exceeds the minimum number of votes that would be necessary to take action equals or exceeds the minimum number of votes that would be necessary to take such action at a meeting at which all of the Directors then in office were present and voted. The action shall only be effective if there are writings which describe the action, signed by all Directors, received by the Secretary of the Corporation and filed with the minutes. Any such writings may be received by electronically transmitted facsimile or other form of wire or wireless communication providing the Corporation with a complete copy of the document including a copy of the signature. Actions taken shall be effective when the last writing necessary to affect the action is received by the Secretary of the Corporation unless the writings set forth a different date. Any Director who has signed a writing may revoke it by a signed and dated writing which states that the prior vote is revoked; however, such writing must be received by the Corporation before the last writing necessary to affect the action is received. All such actions shall have the same effect as action taken at a meeting.

Section 15. Compensation and Expenses. By resolution of the Board of Directors, the Directors may be paid their expenses, if any, of attendance at each meeting of the Board of Directors. No such payment shall preclude any Director from serving the Corporation in any other capacity and receiving compensation therefrom.

Section 16. Presumption of Assent. A Director of the Corporation who is present at a meeting of the Board of Directors at which action on any corporate matter is taken shall be presumed to have assented to the action unless his dissent shall be entered in the minutes of the meeting or unless he shall file his written dissent of such action with the person acting as the Secretary of the meeting before the adjournment thereof or shall forward such dissent by registered mail to the Secretary of the Corporation immediately after the adjournment of the meeting. Such right to dissent shall not apply to a Director who voted in favor of such action.

Section 17. Adjournment. Any meeting of Directors may not adjourn until a majority of the Board of Directors present at such meeting is satisfied that its business is complete.

Section 18. Powers and Duties. The Board of Directors shall have and exercise all such general powers as are usually exercised by the Board of Directors and stated in Section 1, above; and particularly to have all of the



powers conferred by the Articles of Incorporation, reference to which is hereby made, to elect, appoint or employ Officers, agents and other representatives; to determine their duties and salaries; to require security in such instances as the Board may determine; to determine who shall sign notes, checks, drafts, contracts, deeds, reports and other documents; to delegate the powers of the Board from time to time to an executive committee, or other standing or special committees.

Section 19. Telephone Conferences. The Directors may participate in a meeting of the Board of Directors by means of conference telephone or similar communications equipment by which all persons participating in the meeting can hear each other at the same time. Such participation shall constitute presence in person at the meeting.

Section 20. Standard of Conduct for Directors and Officers. (a) Each Director and Officer shall perform their duties as Director or Officer, including, without limitation, their duties as a member of any committee of the Board, in good faith, in a manner the Director or Officer reasonably believes to be in the best interests of the Corporation, and with the care an ordinarily prudent person in a like position would exercise under similar circumstances. In the performance of their duties, a Director or Officer shall be entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, in each case prepared or presented by the persons designated in subsection (b) below. However, a Director or Officer shall not be considered to be acting in good faith if the Director or Officer has knowledge concerning the matter in question that would cause such reliance to be unwarranted. A Director or Officer shall not be liable to the Corporation for any action the Director or Officer takes or omits to take as a Director or Officer if, in connection with such action or omission, the Director or Officer performs their duties in compliance with this Section 20. A Director or Officer, regardless of title, shall not be deemed to be a trustee with respect to the Corporation or with respect to any property held or administered by the Corporation including, without limitation, property that may be subject to restrictions imposed by the donor or transferor of such property.

(b) The designated persons on whom a Director or Officer are entitled to rely on are: (i) one or more Officers or employees of the Corporation or Charter School with whom the Director or Officer reasonably believes to be reliable and competent in the matters presented; (ii) legal counsel, a certified public accountant, or other person as to matters which the Director or Officer reasonably believes to be within a such person's profession or expert competence; or (iii) a committee of the Board of Directors on which the Director or Officer does not serve if the Director reasonably believes the committee merits confidence.

## **ARTICLE V** **OFFICERS**

Section 1. Number. The Board of Directors may appoint officers of the Corporation including a President, a Secretary, a Treasurer, and such other Officers as may be appointed in accordance with the provisions of Section 3 of this Article V. One person may hold the offices and perform the duties of any number of said offices.

Section 2. Election, Term of Office and Qualifications. The Officers of the Corporation may be elected at the annual meeting of the Board of Directors. If the election of Officers shall not be held at such meeting, such election shall be held as soon thereafter as may be convenient. Each Officer, except such Officers as may be appointed in accordance with the provisions of Section 3 of this Article V, shall continue in office until his successor shall have been duly elected and qualified in his stead, or until he shall have resigned and his resignation shall have become effective or until he shall have been removed in the manner hereinafter provided.



The appointment of an Officer shall not, in itself, create a contractual right.

Section 3. Subordinate Officers, Committees and Agents. The Board of Directors may appoint such other Officers, committees and agents as it may deem necessary, including Vice Presidents, one or more Assistant Treasurers and one or more Assistant Secretaries, each of whom shall hold office for such period, have such authority and perform such duties as the Board of Directors may from time to time determine. The Board of Directors may delegate to any Officer or committee the power to appoint, and to prescribe the authority and duties of any such subordinate Officers, committees, or agents.

Section 4. Removal. Any Officer or agent may be removed either with or without cause, by the Board of Directors at any regular or special meeting thereof, or by any committee or superior Officer upon whom such power of removal may be conferred by the Board of Directors. An Officer, who is removed from office, may deliver a statement to that effect to the Secretary of State. Such removal from office does not affect the contractual rights, if any, of the Corporation or of the person removed from office. Any Director who is no longer on the Board shall be deemed removed from his or her role as an Officer, if any.

Section 5. Resignation. Any Officer may resign at any time by giving written notice to the Board of Directors, to the President or to the Secretary of the Corporation. Such resignations shall take effect on the date of receipt of such notice or at any later time specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. An Officer who resigns may deliver a statement to that effect to the Secretary of State. Such resignation does not affect the contractual rights, if any, of the Corporation or of the person who resigned.

Section 6. Vacancies. A vacancy in office because of death, resignation, removal, disqualification or any other cause may be filled for the unexpired portion of the term in the manner prescribed in the Bylaws for regular appointments or election to such office.

Section 7. Salaries and Expenses. The salaries, if any, of the Officers shall be fixed from time to time by the majority vote of the Board of Directors, and no Officer shall be prevented from receiving such salary by reason of the fact that he is also a Director of the Corporation. The Corporation shall reimburse any Officer for all reasonable expenses incurred by such individuals in connection with services rendered to or for the Corporation.

Section 8. Powers and Duties. The Officers of the Corporation shall have such powers and duties as may from time to time be conferred upon them by the Board of Directors.

## **ARTICLE VI** **INDEMNIFICATION**

Section 1. Definitions. For purposes of this Article:

(a) The terms "Director or Officer" shall include a person who, while serving as a Director or Officer of the Corporation, is or was serving at the request of the Corporation as a Director, Officer, partner, member, manager, trustee, employee, fiduciary or agent of another foreign or domestic corporation, nonprofit corporation or other person or employee benefit plan. A Director or Officer shall be considered to be serving an employee



benefit plan at the request of the corporation if the Director's or Officer's duties to the corporation also impose duties on or otherwise involve services to the plan or to participants in or beneficiaries of the plan. The term "Director or Officer" shall also include the estate or personal representative of a Director or Officer, unless the context otherwise requires.

(b) The term "proceeding" shall mean any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, whether formal or informal, any appeal in such an action, suit, or proceeding, and any inquiry or investigation that could lead to such an action, suit, or proceeding.

(c) The term "party" includes an individual who is, was, or is threatened to be made a named defendant or respondent in a proceeding.

( d) The term "liability" shall mean any obligation to pay a judgment, settlement, penalty, fine (including an excise tax assessed with respect to an employee benefit plan), or reasonable expense incurred with respect to a proceeding.

(e) When used with respect to a Director, the phrase "official capacity" shall mean the office of a Director in the Corporation, and, when used with respect to a person other than a Director, shall mean the office in the Corporation held by the Officer or the employment, fiduciary or agency relationship undertaken by the employee or agent on behalf of the corporation, but in neither case shall include service for any foreign or domestic corporation or for any other person, employee benefit plan, or other enterprise.

Section 2. General Provisions. The Corporation may indemnify any person who is or was a party or is threatened to be made a party to any proceeding by reason of the fact that such person is or was a Director or Officer of the Corporation, against expenses (including attorneys' fees), liability, judgments, fines, and amounts paid in settlement actually and reasonably incurred by such person in connection with such proceeding if such person (a) acted in good faith, (b) reasonably believed, in the case of conduct in an official capacity with the Corporation, that the conduct was in the best interests of the Corporation and, in all other cases, that the conduct was at least not opposed to the best interests of the Corporation, and ( c) with respect to any criminal proceeding, had no reasonable cause to believe that the conduct was unlawful. However, no person shall be entitled to indemnification under this Section 2 either: (A) in connection with a proceeding brought by or in the right of the Corporation in which the Director or Officer was adjudged liable to the Corporation; or (B) in connection with any other proceeding charging improper personal benefit to the Director or Officer, whether or not involving action in that person's official capacity, in which the Officer or Director is ultimately adjudged liable on the basis that the Director or Officer improperly received personal benefit. Indemnification under this Section 2 in connection with a proceeding brought by or of the Corporation shall be limited to reasonable expenses incurred in connection with the proceeding. The termination of any action, suit, or proceeding by judgment, order, settlement, or conviction or upon a plea of nolo contendere or its equivalent shall not of itself be determinative that the person did not meet the standard of conduct set forth in this Section 2.

Section 3. Successful Defense on the Merits: Expenses. To the extent that a Director or Officer of the Corporation has been wholly successful on the merits in defense of any proceeding to which he was a party, such person shall be indemnified against reasonable expenses (including attorneys' fees) actually and reasonably incurred in connection with such proceeding.



Section 4. Determination of Right to Indemnification. Any indemnification under Section 2 of this Article (unless ordered by a court) shall be made by the Corporation only as authorized in each specific case upon a determination that indemnification of the Director or Officer is permissible under the circumstances because such person met the applicable standard of conduct set forth in Section 2. Such determination shall be made: (a) by the Board of Directors by a majority vote of a quorum of disinterested Directors who at the time of the vote are not, were not, and are not threatened to be made parties to the proceeding; or (b) if such a quorum cannot be obtained, by the vote of a majority of the members of a committee of the Board of Directors designated by the board, which committee shall consist of two or more Directors who are not parties to the proceeding (Directors who are parties to the proceeding may participate in the designation of Directors to serve on such committee); or (c) if such a quorum of the Board of Directors cannot be obtained or such a committee cannot be established, or even if such a quorum is obtained or such a committee is so designated, but such quorum or committee so directs, then by independent legal counsel selected by the Board of Directors in accordance with the preceding procedures. Authorization of indemnification and evaluation as to the reasonableness of expenses shall be made in the same manner as the determination that indemnification is permissible, except that, if the determination that indemnification is permissible is made by independent legal counsel, authorization of indemnification and evaluation of legal expenses shall be made by the body that selected such counsel.

Section 5. Advance Payment of Expenses: Undertaking to Repay. The Corporation may pay for or reimburse the reasonable expenses (including attorneys' fees) incurred by a Director or Officer who is a party to proceeding in advance of the final disposition of the proceeding if: (a) the Director or Officer furnishes the Corporation a written affirmation of the Director's or Officer's good faith belief that the person has met the standard of conduct set forth in Section 2 of this Article; (b) the Director or Officer furnishes the Corporation with a written promise or commitment, executed personally or on the Director's or Officer's behalf, to repay the advance if it is determined that the person did not meet the standard of conduct set forth in Section 2, which undertaking shall be an unlimited general obligation of the Director or Officer but which need not be secured and which may be accepted without reference to financial ability to make repayment; and (c) a determination is made by the body authorizing indemnification that the facts then known to such body would not preclude indemnification.

Section 6. Other Employees and Agents. The Corporation shall indemnify such other employees and agents of the Corporation to the same extent and in the same manner as is provided above in Section 2 of this Article with respect to Directors and Officers, by adopting a resolution by a majority of the members of the Board of Directors specifically identifying by name or by position the employees or agents entitled to indemnification.

Section 7. Insurance. The Board of Directors may exercise the Corporation's power to purchase and maintain insurance (including without limitation insurance for legal expenses and costs incurred in connection with defending any claim, proceeding, or lawsuit) on behalf of any person who is or was a Director, Officer, employee, fiduciary of another domestic or foreign corporation, nonprofit corporation or other person or an employee benefit plan of the Corporation against any liability asserted against the person or incurred by the person in any such capacity or arising out of the person's status as such, whether or not the Corporation would have the power to indemnify that person against such liability under the provisions of this Article.

Section 8. Nonexclusivity of Article. The indemnification provided by this Article shall not be deemed exclusive of any other rights and procedures to which one indemnified may be entitled under the Articles of Incorporation, any Bylaw, agreement, resolution of disinterested Directors, or otherwise, both as to action in such person's official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a Director or Officer, and shall inure to the benefit of such person's heirs, executors, and administrators.



## **ARTICLE VII**

### **CONTRACTS, CHECKS, DRAFTS, BANK ACCOUNTS, ETC.**

Section 1. Contracts, Etc. How Executed. The Board of Directors, except as in these Bylaws otherwise provided, may authorize any Officer or Officers or agent or agents of the Corporation to enter into any contract or execute and deliver any instrument in the name and on behalf of the Corporation. Such authority may be general or confined to specific instances, and unless so authorized by the Board of Directors, no Officer, agent or employee shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable financially for any purpose or to any amount.

Section 2. Loans. No loans shall be contracted on behalf of the Corporation and no negotiable papers shall be issued in its name, unless authorized by the Board of Directors. When so authorized, any Officer for the Corporation may effect loans and advances at any time for the Corporation or individual, and for such loans and advances, may make, execute and deliver promissory notes or other evidences of indebtedness of the Corporation; and when authorized as security for the payment of any and all loans, advances, indebtedness and liabilities of the Corporation may mortgage, pledge, hypothecate or transfer any real or personal property at any time held by the Corporation and to that end execute instruments of mortgage or pledge or otherwise transfer said property. Such authority may be general or confined to specific instances.

Section 3. Checks, Drafts, Etc. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation shall be signed by such Officer or Officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board Directors.

Section 4. Deposits. All funds of the Corporation not otherwise employed shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board of Directors may select.

Section 5. Gifts. The Board of Directors may accept on behalf of the Corporation any contribution, gift, bequest or devise for the general purposes or for any special purpose of the Corporation.

Section 6. Investment Managers. The Board of Directors shall have the authority to designate any bank, trust company, brokerage firm, or investment advisor to manage the assets and investments of the Corporation.

## **ARTICLE VIII**

### **BOOKS AND RECORDS**

Section 1. Corporate Records. The Corporation shall keep as permanent records minutes of all meetings of its Board of Directors, a record of all actions taken by the Board of Directors without a meeting and of actions taken by a committee in place of the Board of Directors, and a record of all waivers of notices of meetings of the Board of Directors and any committee. The Corporation shall also maintain the following records: (a) appropriate accounting records; (b) its Articles of Incorporation and Bylaws; (c) a list of the names and business or home addresses of its current Directors and Officers; (d) a copy of its most recent annual corporate report delivered to the Secretary of State; and ( e) all financial statements prepared for periods during the last three



years.

Section 2. Inspection and Copying of Corporate Records for Tax Exempt Organization. In the event that the Board of Directors elects to apply for tax exempt status under Section 501 of the Internal Revenue Code, the pursuant to Internal Revenue Code Section 6104, a copy of the Corporation's Application for Tax Exemption under Section 501 and any informational returns filed with the Internal Revenue Service (i.e., Form 990) must be kept at the Corporation's principal office and be available for inspection to the public during regular business hours. The Corporation must either allow interested persons to photocopy such documents or photocopy such documents for interested persons. The Corporation may charge up to the maximum amount allowed by the Internal Revenue Service for such photocopying and postage.

## **ARTICLE IX** **CONFLICTS OF INTEREST**

Section 1. Purpose. The purpose of the conflict of interest policy is to protect this Corporation's interest 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 and charitable organizations and to insure that none of the income or profit of the Corporation will inure to the benefit of private parties.

### Section 2. Definitions.

(a) Interested Person. Any Director, Officer, or 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.

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

A financial interest is not necessarily a conflict of interest. Under Article X, Section 3, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

It shall not be considered a conflict of interest for a person who is employed or on the Board of Directors of the Charter School to also be involved in the Board of Directors of the Corporation, unless the transaction involves a personal financial interest.



### Section 3. 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/she shall leave the governing board 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 governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

ii. The president of the governing 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 governing 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 governing 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.

### Section 4. Violations of the Conflicts of Interest Policy.

(a) If the governing 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.

(b) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing 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.

Section 5. Records of Proceedings. The minutes of the governing board 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 governing 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.

#### Section 6. Compensation.

(a) A voting member of the governing board 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 governing 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.

Section 7. 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 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.

Section 8. Periodic Reviews. To ensure the Corporation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its election to apply for 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.

Section 9. Use of Outside Experts. When conducting the periodic reviews, 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.

## **ARTICLE X** **MISCELLANEOUS**

Section 1. Fiscal Year. The fiscal year of the Corporation shall be determined by appropriate action of the Board



of Directors.

Section 2. Corporate Seal. The Board of Directors may provide a Corporate Seal which shall be circular in form and shall have inscribed thereon the name of the Corporation, the state of incorporation, and the words, "Corporate Seal".

Section 3. Waiver of Notice. Whenever any notice is required to be given under the provisions of the Colorado Revised Nonprofit Corporation Act or under the provisions of the Articles of Incorporation or the Bylaws of the Corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

Section 4. Gender. The masculine gender is used in these Bylaws as a matter of convenience only and shall be interpreted to include the feminine gender as the circumstances indicate.

Section 5. 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 6. Definitions. Except as otherwise specifically provided in these Bylaws, all terms used in these Bylaws shall have the same definition as in the Colorado Revised Nonprofit Corporation Act, as amended.

Section 7. Receipt of Notice by the Corporation. Notices and other documents or writings shall be deemed to have been received by the Corporation when they are actually received: (a) at the registered office of the Corporation in Colorado; (b) at the principal office of the Corporation addressed to the attention of the Secretary of the Corporation; (c) by the Secretary of the Corporation wherever the Secretary may be found; or (d) by any other person authorized from time to time by the Board of Directors or the President to receive such writings wherever such person is found.

Section 8. Emergency Powers and Bylaws. An "emergency" exists for the purposes of this section if a quorum of the Directors cannot be readily obtained because of some catastrophic event. In the event of an emergency, the Board of Directors may: (a) modify lines of succession to accommodate the incapacity of any Director, Officer, employee or agent; and (b) relocate the principal office, designate an alternative principal office, or authorize Officers to do so. During an emergency, notice of a meeting of the Board of Directors only needs to be given to those Directors whom it is practicable to reach and may be given in any practicable manner including by publication or radio. One or more Officers of the Corporation present at a meeting of the Board of Directors may be deemed Directors for the meeting, in order of rank and within the same rank in order of seniority, as necessary to achieve a quorum. Corporate actions taken in good faith during an emergency bind the Corporation and may not be the basis for imposing liability on any Director, Officer, employee or agent of the Corporation on the ground that action was not authorized.

## **ARTICLE XI** **AMENDMENTS**

The power to alter, change, amend or repeal these Bylaws or adopt new Bylaws is vested in the Board of Directors, and also must be approved by the Board of Directors of the Charter School.



**ARTICLE XII**  
**DISSOLUTION OF CORPORATION**

No Individual, whether a Director, officer, employee, or agent of the Corporation, or otherwise, shall have any right, title or interest in the assets of the Corporation. Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Corporation, dispose of all of the assets of the Corporation exclusively for the purposes of the Corporation to Koson Schools, a Colorado nonprofit corporation or if Koson Schools is no longer in existence or is not a tax exempt entity, then to another entity organized and operated exclusively for charitable or educational purposes and qualified for tax exemption from Federal income tax under Section 501(c)3 of the Internal Revenue Code..

**CERTIFICATE OF BYLAWS**

I HEREBY CERTIFY that the foregoing are the Bylaws which were adopted by the Board of Directors on the 20th day of May 2026.

By: \_\_\_\_\_  
Carla Gustafson, Lighthouse Building Corporation Board President

By: \_\_\_\_\_  
Darrell Lomelino, Lighthouse Building Corporation Board Secretary