

DCSD Charter School Annual Site Visit

School Name - STEM School Highlands Ranch

Date of Visit - 10/3/23

Visiting Team - Gordon Mosher, Kristin Schmidt - DCSD Choice Programming

The purpose of site visits is to serve as a tool to inform continuous improvement for charter schools and to provide data points in determining a charter school's standing relative to the authorizer's compliance and performance requirements. Authorizers conduct site visits on an annual basis, though some review topics and criteria may not apply under certain conditions on a given year.

The site visit will include areas of safety evaluation, observation of culture, review of the school's educational program, board governance, and other items. Following the site visit, the DCSD Choice Programming Office will share the outcomes of the site visit, as well as any next steps related to non-compliance/low scores, as needed, that the District will take.

Areas of this document:

[Section 1 - Required Submissions](#)

[Section 2 - Board Governance](#)

[Section 3 - District Review of Health, Safety, and Operational Requirements](#)

*Thank you for all that you do for students in Douglas County. We appreciate your collaboration.
DCSD Choice Programming*

Section 1 - Required Submissions

Site visit submissions - Please have the following documents linked in this document or added to this [SHARED FOLDER](#) to review during the Annual Site Visit.

Item	Verified	Notes
Completion of ELD , SPED , and GT plans/ checklist (Google Form)		Completed GM - Are they linked in the folder?
QPR and district Threat Assessment training(every 3 years)- Please submit the names and dates taken for School administrators and mental health professionals in the notes column.		<u>TA List of Staff and Dates-</u> Lynann Kovalesky, 10/20/20 (refresher scheduled) Jistine Harrison, 7/29/19 Amie McElroy, 2/2021 Maura Ridder, 10/13/21 Ryan Alsup, 10/13/21 Jessica Manzaneres, Samson Barrios, 11/18-19/21 Kat Brown, 8/4/23 Jill Dean, 8/4/23 Coleen Birchfield, 8/23/2022 Madison Grebe, 8/2023 Lisa Clay, 8/3/22 Lilly Williams, 8/4/23 Libby Riviera, 5/2/23

		<p><u>QPR - List of Staff and Dates</u></p> <p>Jistine Harrison, 3/23/22 Lynann Kovalesky, 2/23 Jistine Harrison, 3/23/22 Amie McElroy, Maura Ridder, 8/16/22 Ryan Alsup, Jessica Manzaneres, Samson Barrios, Kat Brown, 9/15/23 Jill Dean, 9/12/23 Coleen Birchfield, 8/22 Madison Grebe, 9/29/23 Lisa Clay, 8/15/22 Lilly Williams, 9/18/23 Libby Riviera, 1/10/23 Kaeli Sandoff, 9/23/23</p>
<p>Satisfaction Survey results. The school shall conduct regular staff, parent, and student satisfaction surveys and shall share de-identified, aggregated results with the School Community and the District's Choice Programming Office.- How this was shared to your community.</p>		<p>Parent Survey 22/23 Staff Survey 22/23 Student Survey 22/23</p> <p>Shared via the newsletter and direct IC message. Students and staff were emailed.</p> <p>GM - Were there any themes that you noticed? Staff- need for more time (balance workload) Staff retention is important, and parents and staff want more retention</p> <p>GM - Anything that the Board or your staff are</p>

		<p>implementing in response to parent/staff/student feedback?</p> <p>There will be a calendar shift next year based on feedback from staff - hopefully will help with professional learning and planning</p> <p>Board asked the school to increase digital security through new technology (Securely)</p> <p>Board visibility is an initiative - there will now be a streaming option for public and parents</p>
<p>Transparency: The school shall make charter Board adopted policies, meeting agendas, and minutes, Charter School's School Accountability Committee meeting agenda and minutes.</p> <p>Information about charter board members,</p> <p>Financial information</p> <p>School's process for resolving public complaints</p>		<p>Yes on website and easily found</p> <p>Yes on website and easily found</p> <p>Yes on website and easily found</p>

<p>Websites will be reviewed to ensure the following are conspicuously posted and maintained:</p> <p>The School's Communications Pathway or Complaint Process</p> <p>School's Articles of Incorporation and Bylaws</p> <p>Information about Charter Board members and their job descriptions, including their roles and responsibilities to the school and public</p> <p>Notice of Charter Board Meetings, including date, time and location for the meetings</p> <p>Minutes of Charter Board Meetings</p> <p>Student/Parent/Family Handbooks</p> <p>School's current and applicable Strategic Plan</p>		<p>Yes on website easy to find</p> <p>Yes on website easy to find</p> <p>Yes on website easy to find</p> <p>Yes posted on website easy to find</p> <p>Yes posted on website easy to find</p> <p>Yes on website easy to find</p> <p>Yes on website easy to find</p>
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Section 2 - Board Governance

Item	Verified	Notes
Bylaws in place that outline board role and legal obligation	Yes	Easily found on website
Articles of incorporation in place that indicate current nonprofit status	No	Colorado Business Search - In Good Standing could not locate on website even with word search
Board handbook in place that outlines board member expectations	No	Board on Track - could not locate board handbook on website even with a word search
Financial transparency compliance	Yes	Easily found on website
Financial reporting compliance	Yes	Easily found on website
Board complies with open meetings requirements	Yes	Easily found on website
Board holds meetings (at least quarterly)	Yes	Monthly, easily found on Website,
Regular revision and approval of key policies (employment, enrollment, etc.)	Yes	Monthly, Significant Review, Governance Committee in minutes on website
Approval of annual audit	No	November Could not locate on website in 3 months of meeting minutes
Approval of annual budget	Yes	April, May, Dec in minutes on website
Board meets authorizer deadlines and requirements	Yes	Anvilar and Charter Tools

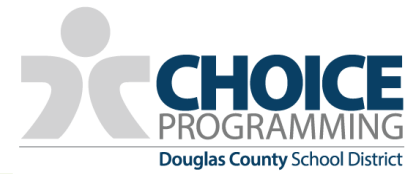
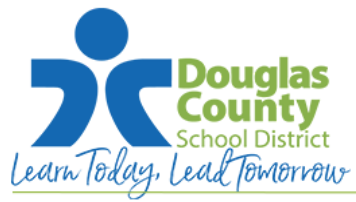
The charter school has adopted and implemented conflict of interest policies that prevent real or apparent conflicts of interest.	Yes	Easily found on website
The charter school administration provides monthly financial reports to its governing board for review and approval.	Yes	Monthly and Quarterly in meeting minutes found on website
All board members must file an oath with the local County Clerk's Office by August 3, 2023, and within 80 days of becoming a board director thereafter.	Yes	Completed in June, 2023 and will complete each June. Posted on website

Section 3 - District Review of Health, Safety, and Operational Requirements

Item	Verified	Notes
Safety: There is a sign-in and sign-out process for visitors, including volunteers and outside staff	X	Raptor
Safety: There is documentation that all volunteers have been properly screened and cleared to work with students	X	Known parents Raptor, ID'ing volunteers
Safety: There is a procedure in place to ensure that all	X	Ust have DCSD badge

non-screened visitors are supervised by authorized staff at all times during student hours		
Safety: There is a sign-in procedure for students arriving late to school and sign-out procedure for early dismissal students	X	Hall Pass - Raptor
Safety: There is a procedure for verifying the identification of adults authorized to pick-up students from school	X	Parent sign out
Safety: Evacuation routes are posted in all rooms	X	
Safety: Emergency contact numbers for the health department, fire department, police department, etc. can be immediately accessed within the building. There is a procedure for accessing emergency assistance from outside the building in cases of evacuation	X	Emergency Binders
Safety: All appropriate drills have been scheduled and conducted according to the approved schedule	X	
Safety: Employees are easily identifiable by first responders	X	Badges
Safety: School knows and can explain their reunification plan and site for reunification, and this has been shared with staff.	X	1400 students
Safety: Building keys are accessible and easily identifiable by law enforcement and District security.	X	2 safes
Safety: School has identified an Incident Command Team	X	

Safety: There is a District (Large) radio on site, and there is a clear understanding of what to do with the radio in response to an emergency situation.	X	2
Nutrition Services: The school provides food services that complies with state and federal regulations in order to meet all student food service needs	X	DCSD
Transportation: If the school provides transportation, the school ensures that any transportation services provided comply with state and federal regulations for all transportation needs	X	None
Transportation: The school has an adequate plan for how transportation will be provided to include field trips, before and after school, and extracurricular activities (e.g. through the district, private transportation service, school-purchased buses, etc.	X	Charter busses Families transport for extracurricular
Health Services: Current emergency contact information for a student is on file, and it includes medical information, medical provider preferences, and authorized adult contact persons	X	IN IC. IN SUB FOLDERS
Health Services: There is documentation that the staff member(s) assigned to administer medications and/or nursing procedures have been trained and delegated by a licensed professional school nurse	X	RN and health assistant (Office staff also got trained)
Health Services: There is documentation that all students with health concerns, allergies, etc. have been identified, confidentiality has been maintained, and all staff who have	X	IC health care plans



a need to know have been informed		
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