

APPROVED



## STEM School Highlands Ranch

### Minutes

#### Annual Board Training

Working Session

---

#### **Date and Time**

Friday June 9, 2023 at 8:00 AM

#### **Location**

8920 Barrons Blvd.  
P-Tech Mechatronics Room  
Highland Ranch, CO 80129

---

#### **Directors Present**

C. Gustafson, E. Quigley, I. Kalra, K. Reyna, L. Davison, M. Horne, R. Lukez, R. Theret

#### **Directors Absent**

*None*

#### **Ex Officio Members Present**

K. Johnson

#### **Non Voting Members Present**

K. Johnson

#### **Guests Present**

Greg Shick, Matt Cartier

---

#### **I. Opening Items**

**A. Welcome and Director's Oath**

**B. Record Attendance**

**C. Call the Meeting to Order**

K. Reyna called a meeting to order on Friday Jun 9, 2023 at 8:27 AM.

**II. Board Training**

**A. Bylaws, Conflict of Interest, Oath - 8:30**

Carla discussed: (8:30am-8:54am)

-Agenda

-Policy (BOD training)

Governance (KOSON and STEM)

Communication

Conduct (Conflict of Interest)

Relationships

-Overview/Bylaws

Charter renewal

Board Oversight

Compliance with all applicable entities

School policy (when diff from DCSD)

Mission/Vision

School leader (ONE employee)

Members:

3 Class A, Parents, 3yr term voted by parents

6 Class B, Community Members, 3yr term appointed by BOD

New this year:

Director Oath

Completed with Notary before start of training

**B. Governance, Roles and Responsibilities - 9:00**

Gina Fafard (Board on Track) 9:07am-10:59am

What is a charter school board?

Relationships with authorizer (DCSD)

Primary roles of BOD

Annual Development Cycle (assess, align, accelerate, recalibrate)

Applying concepts? BOD assessment

Leadership transition?

Clear expectation

Sessions for CIO regarding BOD

Action plans

Succession

Support

Governance vs Management?

BOD governs/CIO manages

What vs How

Roles of CIO

Shared roles

CIO support and evaluation (committee)

Goal setting, feedback, adjustments, celebrate successes

What does success look like?

Ish: book series

All: celebrating successes

**C. Break and Lunch - 11:00**

Rudy needed to leave at 11:08am

**D. Legal Overview - 11:30**

Barry Arrington, Legal, 11:33am-12:45pm

History and introductions

Open Meetings Law overview

Quorum is 5/9 (notice mandatory), but open meetings applies for 3/9 (open but not noted)

Executive sessions rules

CORA

Texts, emails, etc (even personal accounts)

Linda needed to leave at 12:01pm.

Ish had to leave at 12:45pm.

**E. Nondiscrimination Training for Charter School Boards - 12:00**

Watch at home (ran out of time in meeting) and verify with BOD president.

**III. Closing Items**

**A. Closeout and Next Steps - 12:30**

To do:

Complete Board Assessment

Finalize policy updates

Contract renewal

**B. Adjourn Meeting**

C. Gustafson made a motion to to adjourn training/meeting at 1:00pm.

R. Theret seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:00 PM.

Respectfully Submitted,

M. Horne