

# STEM SCHOOL

## HIGHLANDS RANCH

### STEM School Highlands Ranch

#### Annual Board Training

##### Working Session

Published on June 8, 2026 at 5:55 PM MDT

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#### Date and Time

Friday June 12, 2026 at 8:00 AM MDT

#### Location

1101 W. Mineral Ave  
Littleton, CO 80120

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#### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>8:00 AM</b>
A. Welcome and Coffee		Carla Gustafson	30 m
B. Record Attendance			1 m
C. Call the Meeting to Order			1 m
D. Member Introductions and Icebreaker	Discuss	Carla Gustafson	28 m
<b>II. Board Training</b>			<b>9:00 AM</b>
A. Governance Training	Discuss	Carla Gustafson	60 m
Board Structure for Success by Brianna Stuczynski, Board on Track			

	Purpose	Presenter	Time
Steps for Successful Strategic Governance			
<b>B.</b> Break	FYI	Carla Gustafson	15 m
<b>C.</b> Legal and Policy Training	Discuss	Carla Gustafson	60 m
Training by Tim Farmer, Miller Farmer Carlson, STEM legal counsel			
<b>III.</b>	<b>Committee Overview</b>		<b>11:15 AM</b>
<b>A.</b> Committee Descriptions	Discuss	Carla Gustafson	30 m
Review Committee Scope and general goals			
<b>B.</b> Lunch	FYI	Carla Gustafson	30 m
<b>IV.</b>	<b>Strategic Discussions and Planning</b>		<b>12:15 PM</b>
<b>A.</b> Strategic Topics and Discussion	Discuss	Matt Cartier	285 m
Koson Strategic Plan Discussions			
Network Growth			
Priorities and Goals for 2026/27			
<b>V.</b>	<b>Closing Items</b>		<b>5:00 PM</b>
<b>A.</b> Adjourn Meeting	Vote	Carla Gustafson	
Adjournment			

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

# Coversheet

## Committee Descriptions

**Section:** III. Committee Overview  
**Item:** A. Committee Descriptions  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 2026 Training - Board Committee Work.pdf

Committees are essential to effective operation of an organization

# BOARD COMMITTEE WORK

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Committee Role and Purpose

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# COMMITTEE ROLE AND PURPOSE

## Committee Guiding Principal

Committees are responsible for governing the network, not managing the school. Their role is to establish expectations, monitor outcomes, and recommend improvements—not to become involved in the operational details of any individual campus except when specifically directed by the Board.



# COMMITTEE ROLE AND PURPOSE

## Network Governance

- Develop and recommend network-wide policies
- Monitor organizational performance
- Review compliance and risk measures
- Recommend governance improvements
- Support Board-approved strategic priorities
- Report findings to the full Board

## NOT School Operations

- Oversee the network, not individual schools
- STEM is the primary implementation example
- School reviews only when Board directed
- Governance first; operations by exception

# COMMITTEE ROLE AND PURPOSE

## Committee Basics

- Chaired by Board Member (2 Board members total)
  - Limited to max 2 Board Members per open meeting laws
- Includes CEO as Ex Officio plus Exec Assistant (often includes ED, CFO)
- Can include other Admin/staff or non-staff members
- Each Committee utilizes shared Google folder for collaboration/work
- Committees perform the work of the Board and report to the Board
  - Committees operate within board-adopted plans (e.g. mission/vision, strategic plan, and annual goals) and board approved budget
  - Any initiative or activity outside board guideline/policy/plan requires Board approval

# COMMITTEE ROLE AND PURPOSE

## Committees Provide the Structure to Achieve Board Goals

- Substantial work between meetings
- Allow experts and staff to get into the details
- Provide more research/discussion time for issues that can't be done at the full board meetings
- Take on long-range projects in collaboration with school leadership
- Support the school leadership in high-stakes decision making
- Provides a venue for each board member to be involved in the organization's growth and success
- **Prepares well-informed recommendations to the Board**
  - Board approval requires full Board vote



# COMMITTEE WORK TIMELINE

## Annual/Monthly Timeline

- Confirm committee members and chairs at start of school year
- Review/update and propose committee one pagers that set purpose, scope and annual goals for Board approval by September Board meeting
- Meet monthly (typically zoom during the day)
- Committee Chair - Uploads committee reports (meeting minutes) to Board book for each monthly Board meeting
- Committee Chair provides brief update/highlights at Board meeting
- Committee Chair provides inputs/updates to Annual Board Calendar
  - Provide recommendations for Board discussion at monthly board meeting
  - Presented for Board approval (vote) at next monthly board meeting

# COMMITTEE PURPOSE AND SCOPE

## Governance Committee

- **Purpose - Hold Board accountable for implementation of Bylaws and ensure Board is performing effectively**
- Responsible for reviewing and proposing updates to Bylaws and policy documents, including handbooks
- Responsible for orientation/training/recruiting of Board members
- Responsible for annual assessments of board and committee effectiveness
- Members - CEO, EA, 2 Board Members, and ED and other staff as needed

# COMMITTEE PURPOSE AND SCOPE

## Finance Committee

- **Purpose - Ensure financial stability of the organization**
- Create/propose/monitor annual budget
  - As part of budget, develop and propose annual fundraising goals
- Financial planning/monitoring including loans and coordinate external audit
- Monitor/approve expenses that exceed financial control policy limits and seek Board approval as needed/required by policy
- Provide oversight of general fundraising philosophy
- Review gifts/sponsorships that may require full Board consideration/action
- Review/monitor the organization's liability insurance coverage
- Review and propose financial & fundraising policies to Gov Committee
- Members - CEO, CFO, EA, Board Treasurer plus 1 other Board Member, and other staff as needed



# COMMITTEE PURPOSE AND SCOPE

## Academic Excellence Committee

- Purpose - Define academic excellence goals and measure academic results against goals in charter, accountability plan, and CEO goals
- Create/propose/monitor academic achievement and growth goals, including student performance, attendance, absenteeism, discipline data, and graduation rates.
- Monitor school accountability goals set by SAC for student achievement
- ~~Monitor family, student, and staff satisfaction/retention per SAC, Student Advisory, and Staff committee survey results~~
- Review and propose academic or curriculum program changes
- Review and propose academic policies to Gov Committee
- Members - CEO, EA, Dir of Curriculum & Instruction, 2 Board Members, and ED and other staff as needed



# COMMITTEE PURPOSE AND SCOPE

## Community Engagement Committee (Proposed)

- **Purpose - Foster and support internal and external strategic relationships**
- Monitor and recommend best practices for internal community engagement, including fundraising events
- Monitor family, student, and staff satisfaction/retention per SAC, Student Advisory, and Staff committee survey results
- Support and cultivate partnerships and collaboration with external and industry partners and donors
- Monitor and support annual goals and strategy for fundraising
- Support culture of asking, thanking, and reporting with all fundraising and networking activities
- Lead Board to Board outreach
- Review and propose community engagement policies to Gov Committee
- Members - CEO, EA, Dir of Community and Engagement, 2 Board Members, and ED and other staff as needed. Encourage adding community members



# COMMITTEE PURPOSE AND SCOPE

## Strategic Plan / Growth Committee (Proposed)

- **Purpose - Provide guidance and oversight of organization growth planning, initiatives, and efforts, including replication and expansion**
- Review and propose growth opportunities for new schools or expansion
- Provide recommendations regarding annual fundraiser goals and strategy
- Review and propose growth/expansion policies to Gov Committee
- Members - CEO, CFO, EA, 2 Board Members, and ED and other staff as needed. Encourage to add community members.



# COMMITTEE PURPOSE AND SCOPE

## Facility and Security Committee (Proposed)

- **Purpose - Provide oversight, review, and monitoring of facility upgrades and security systems**
- Monitor and provide oversight for facility upgrades projects
- Monitor, review and propose security best practices and systems
- Review and propose facility and security policies to Gov Committee
- Members - CEO, EA, CFO, Dir of Facilities, 2 Board Members, and ED and other staff as needed. Encourage to add community members.



# COMMITTEE PURPOSE AND SCOPE

## CEO Support and Evaluation Committee

- **Purpose - Support, evaluate, and partner with the CEO so they are able to effectively implement Koson/STEM strategic priorities**
- Develop/propose annual timeline, tool, and criteria to evaluate CEO
- Monitor and communicate status on CEO progress toward annual goals
- Develop/propose CEO support strategy
- Prepare/revise/propose CEO contract including compensation recommendation
- Review and propose updates to CEO job description
- Review and propose related policies to Gov Committee
- Members - CEO, 2 Board Members, with support from HR Director as needed



# COMMITTEE PURPOSE AND SCOPE

## Legal Task Force - not a standing committee

- **Purpose - Provide guidance and oversight regarding legal concerns or issues**
- Discuss legal issues with legal counsel and/or CEO as needed
- Provide guidance and expertise to CEO and support CEO with updates to full Board
- Provide recommendation when Exec Session is warranted
- Provide background/recommendations when actions require Board approval
- Review and propose related policies to Gov Committee
- Members - CEO, Board Chair, Board member with legal expertise, Koson legal counsel

# RESOURCES AND NEXT STEPS

## Resources

- Previous year one-pagers in 2025/26 Shared Folder
  - [Committee One pagers](#)
  - Google Doc versions in committee folders
- New folder for 2026/27 Annual Calendar - Carla/Erin/Matt will update over summer

## Next Steps

- Need to complete 25/26 Committee Look Back Survey (Finance, Advancement, CEO Support, Growth Task Force) - feedback presented in August
- Working session August 12th - confirm Board committee members and chairs
- Present updated one pagers in Sep Board meeting for approval

**ANY  
QUESTIONS?**

