

## Board Committee One Pager

**Committee Name:** Governance

**Year:** 2024-25

**Purpose:** The purpose of the Governance Committee is to hold the Board accountable for implementation of Bylaws and ensure that the Board is performing effectively.

**Scope of Work:** The governance committee has primary responsibility for orientation, training, and evaluation of the board in accordance with the bylaws and policies. The committee is responsible for reviewing and proposing updates to the bylaws, policy documents, and any documents that define board member roles and responsibilities. Recruiting and board officer succession planning is governance committee responsibility.

**Appointments and Composition:** Committee chair and board members are determined as a result of annual Board training and/or summer working sessions and membership confirmed at a Board meeting at the start of each school year, typically August. Committee staff members are assigned/selected by CIO as needed to support committee work. Committee composition typically includes two Board members, CIO, and assigned staff.

**Roles and Responsibilities Members (chair, members, etc):** Chair - Carla Gustafson (Board member), Ish Kalra (Board member), Matt Cartier (CIO), LynAnn Kovalesky (Executive Director)

### Yearly Goals:

1. Create Committee one page purpose document.
2. Review Student/Parent Handbook and support Board to have handbook approved in June 2025 for next school year.
3. Review Staff Handbook and support Board to have handbook approved in March 2025 for next school year hiring/contract renewal.
4. Identify Board Policies that require updates and timeline for review/approval.
  - a. Support updates to the Board calendar to include regular review/confirmation of all Policies.
  - b. Review approved Waivers and determine if new Board Policies are required, and work to prepare and submit to Board for approval.
  - c. May prepare
5. Review and provide recommended updates for Board Bylaws to Board for approval by March 2025.
6. Coordinate annual Board training to be held in June 2025.
7. Coordinate Board/CEO Assessment after Board training each year.
8. Work to recruit new community board members, and support annual parent member election.
9. Prepare Board member job description and officer job descriptions
10. Assess current state of STEM Board organizational structure. Conduct research, perform external benchmarking, and facilitate internal interviews to determine the best board structure for replication and network.
11. Prepare Roadmap of 3-5 year plan for board of directors in relation to growth and expansion.

### Annual Calendar:

1. Bylaws - Discuss during Board training, prepare recommended updates for Board approval in March 2025.

2. Board training - held in June
3. Coordinate Annual Board/CEO Assessment after Board training (BOT), present results in August/September
4. Staff Handbook - Approved at March meeting
5. Student/Parent Handbook - Approved at May/June meeting
6. Review/update Board policies with confirmation at meetings throughout the school year.

**Scheduled Recurring Meetings:** Initial Meeting - 8/19/24, then 9/19/24, monthly meetings on 3rd Thursday of the month.