



Governance Board Newsletter

August 2023

Welcome back! We hope you and your students are off to a good start with the new school year.

The board met for our regular business meeting last week. If you would like more information regarding our decisions beyond what is included in this newsletter, please reach out via governance@stargateschool.org.

The Recruiting and Election Committees are preparing for the upcoming **School Accountability Committee (SAC) election**. Members of SAC are responsible for working with administration on the school's Unified Improvement Plan (UIP), tracking progress on goals and improvement plans, and conducting the annual parent survey. This year's election will include two open parent seats and two open staff seats; all positions have a two-year term beginning in October of this year. The nomination form will be available next week with an application deadline of September 6th. A Candidate Forum will be held on September 14th at 6:00 pm prior to the opening of the election period (September 15th through 29th). Please refer to the [SAC page](#) for more information about the committee or reach out to accountability@stargateschool.org. If you are interested in assisting with the Election and Recruiting Committees in this process, please contact recruiting@stargateschool.org or electioncommittee@stargateschool.org.

The board would like to provide opportunities for community members to meet board members and ask questions in informal settings. These opportunities may be offered at various times throughout the year to accommodate different schedules. At least one board member will be present at each **Coffee Chat** with the Executive Director of Academics. We will also be holding **informal office hours** at the school or an off-site location. You are invited to join Lindsey Paquette and Lisa Hosfelt for our first office hour session on September 22nd at 2:00 pm at the Starbucks south of the school.

Please join us for our **next business meeting**, September 13th at 6:00 pm in the secondary library. We will receive reports from our Executive Directors; discuss plans for the upcoming SAC election with the Recruiting and Election Committees; receive a report from the SAC on the quarterly KPIs and Unified Improvement Plan; review Financial Policies and Procedures and other policies; review a new evaluation process for our Executive Directors; discuss a potential third-party evaluation of our bylaws; and make plans for our Strategic Planning Session and Stakeholder Presentation, both of which will include a review of the Reimagine recommendations.

We hope to see you at [Eagle Fest](#) this Saturday from 12:00-4:00 pm. Thank you to all those who have been involved in planning this event and who have signed up to volunteer! If you haven't already, please consider [signing up](#) for a one-hour time slot to help with one of the activities.

Lisa Hosfelt
Stargate Board President
On behalf of the Stargate Governance Board

Recognitions:

- Mr. Granger and Dr. Greene for all the planning and preparation that went into the Staff Kickoff and other back to school activities for the staff.
- Mr. Ryan for his work prepping the grills for the Staff Kickoff lunch, along with the work that he and his team did over the summer on building maintenance and rearranging of offices.
- Stargate staff for all of their work to prepare for the start of school.
- Individuals who have demonstrated grace during the Board's transition to BoardOnTrack.

Please [email us](#) if there is someone you would like us to publicly acknowledge.

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Operations Report

- Mr. Granger prepared a video to instruct parents on new traffic patterns and drop off/pick up schedules.
- The new elementary loop and overflow parking lot were completed on time. The new marquee was installed on the south side of the elementary building. New scoreboards for the outdoor fields will be installed in September.
- A new marketing theme for this school year - What Are You For? - was introduced and was the focus of training and discussions with staff. The Staff Kickoff featured four activities for staff related to this theme:
 - For the students - teachers wrote postcards to be mailed to their homeroom students
 - For the team - staff and board members participated in Escape Rooms
 - For the community - 30 blankets were completed for Project Linus
 - For me - staff tie-dyed t-shirts featuring the theme

Academics Report

- Dr. Greene prepared a video message for the community to kick off the school year.
- The school theme and Reimagine report were the main themes of the Staff Kickoff training and discussion. The second day of instruction focused on the third-party Special Populations audit conducted during the 2022-2023 school year.
- Dr. Rundquist will be focusing on differentiation in instruction this year with staff.
- Interviews were conducted for an additional secondary assistant principal and an offer has been extended
- Administration worked with board member, Shaun Schafer, to develop a plan for appropriate use and monitoring of artificial intelligence resources.

Committee Report

The board approved up to \$2,000 for the annual contract renewal with Simply Voting to facilitate the fall and spring elections.

The Recruiting Committee will prepare the nomination forms and communication for the upcoming SAC election.

Policy Updates

The Board approved the following:

- The second reading of [Revised Policy 1.13 School Logo Use](#), which authorizes the Executive Director of Operations and Finance to approve any and all use of the school's logo, branding, marks and images.
- The first reading of [Revised Policy 1.21 Board Vacancy and Independent Director Appointments](#). The definition of eligible staff for the Independent Director position was removed and will be addressed in potential Bylaw changes.

Board Approvals

- Communication Pathways
 - The updated document will be posted to the website.
- Committee Handbook
 - This handbook guides committee members on structure and operation of committees and outlines the Code of Conduct for members.
- Training Plan
 - The CDE recommends 11 modules produced by The League of Charter Schools for board training. The board's orientation policy (1.10) will be updated to reflect this change.

- The board will receive training from Mr. Granger and Dr. Greene at the Strategic Planning session and will plan an additional training to be conducted in the coming months.
- Fundraising Allocation
 - Annual allocation of \$10,000 to each principal for discretionary use.

Board Discussions

- Received an update on the Exemplary Staff and Financial Stability goals from the Strategic Plan.
- Discussed communication to the community regarding the Reimagine recommendation report. This communication and report will be sent later this month.
- Reviewed new metrics and standards for Executive Director evaluations. The new evaluation format and matrices will be presented for approval in September.
- The board has been discussing potential changes to the Bylaws for several months. Based on terms set forth in the Bylaws, these changes are best made in connection with the spring election. Before amendments are considered, the board plans to seek out third-party assistance to evaluate current terms, definitions, and other parameters to ensure compliance with legal guidelines and best practices. The board also plans to engage the community by soliciting feedback before amendments are proposed.
- The board will be offering opportunities to engage with board members in informal settings. See the Upcoming Board Events section below for dates and locations.

Board 101

Responsibilities and duties of the Governance Board, as set forth in the school’s Bylaws:

Section 5.1 Board Responsibilities

The primary responsibilities of the Governance Board of Directors, also known as “the Board,” are to:

1. Determine the character of the school and uphold the School’s mission;
2. Create a strategic vision and plan;
3. Establish overall policy and policy by which the school is administered and/or managed;
4. Assure financial stability through fiscal and financial oversight and be accountable for the financial health of the school;
5. Promote fund-raising efforts for the school;
6. Ensure that the School has appropriate resources to effectively implement the strategic plan and execute the day-to-day school operations.

The Board may act through its Officers described in these Bylaws.

Section 5.1.1 Specific Duties of the Board

The Board shall have the following specific duties:

1. Understand and adhere to the rules of Open Meetings and other State and Federal law that apply to non-profit Governance Boards;

2. Ensure that Directors attend annual School sponsored Director Training for Board Members, which shall include, but not be limited to financial responsibilities, behavior protocols, relationship with the Executive Director(s), boundaries, communication, and confidentiality;
 3. Appoint and/or remove the Executive Director(s) and conduct an annual performance review of the Executive Director(s);
 4. Direct the Executive Director(s) to establish and review the educational programs of the school;
 5. Establish the budget of the school, which shall be submitted to it upon recommendation of the Finance Committee;
 6. Authorize any changes in fees within the school as indicated in the budget;
 7. Approve contracts;
 8. Charter governance committees and serve as liaisons to committees;
 9. Annually review and approve the following School policies: Admissions Policy; Employee Policies as expressed in the Employee Handbook; Student and Parent / Guardian Policies as expressed in the Community Handbook; Governance Board Handbook; all committee charters and all other policies deemed relevant by the Board;
 10. Regularly communicate to the Members about key governance topics, including but not limited to: the Strategic Plan, the Budget, Policies, and Meeting Minutes;
 11. Survey the Members (Parents and Staff) at least annually to assess satisfaction and identify areas for improvement;
 12. Ensure compliance with all District, State, and Federal policies and requirements;
 13. Conduct annual Board self-evaluation; and
 14. Approve certificates/diplomas upon recommendation of the faculty.
- The Board may delegate specific duties as deemed appropriate by the Board.

Upcoming Board Events

Business Meetings:

September 13th, 6:00 pm

October 11th, 7:00 pm

Stakeholder Presentation:

October 11th, 6:00 pm in Secondary Commons

Informal Meetings:

Coffee Chat (1 or more board members present): September 1st, 8:30 am in Secondary Library

Board Office Hours: September 22nd, 2:00 pm at the Starbucks south of the school

Opening Reception for Stakeholder Presentation: October 11th, 5:30 pm in Secondary Commons

SAC Election:

Nomination Period: August 23rd - September 6th

Candidate Forum: September 14th, 6:00 pm in the Secondary Library

Election Period: September 15th - September 29th

Helpful Links

[Minutes](#)

[Agendas](#)

[Meeting Calendar](#)

[Community Compact](#)

[Past Board Communication](#)
[Communication Pathways](#)
[Strategic Plan and Data Dashboard](#)
[School Calendar \(for meeting link\)](#)
[Stargate School Social Media Page](#)