



## Governance Board Newsletter

### May 2024

---

Congratulations to our graduating **seniors!** They celebrated their last day of school on May 9th and will celebrate at their graduation ceremony May 21st. Please see the [school's Facebook page](#) where graduating seniors are showcased.

Our **spring election** is currently underway until May 20th. Please look for an email from SimplyVoting to cast your ballot. Candidate profiles and the recording from our Candidate Forum are featured on our [election page](#).

**Proposed amendments to our school's Bylaws** are currently on the ballot. The Board engaged a charter school attorney - who has 20 years of experience working with Colorado charter schools on founding documents and policies - to ensure that changes align with legal and best practice. The proposed amendments have been shared with the community beginning in February, and an open work session was held to discuss these changes in March. These proposed amendments were also shared at the State of the School. Ultimately, the Board is accountable to the community for the work that has been done, and we want to promote understanding. Please review this [document](#) for further explanation on some changes. Other documents related to the proposed amendments can be found on our [governance site](#).

We recently conducted a survey about potential changes to our **mission and vision** statements. Please review the [report](#) on this process and survey results. As the survey results did not present a definitive option, we will be resuming discussions on potential adjustments with staff in August.

The Board has received three applications for the **Independent Director positions**. Two candidates, Samantha Howorko and Bibi Paul, were interviewed at the May 8th meeting, and an additional candidate, Michele Chambers, will be interviewed at the June meeting. The Board will decide on appointments at that meeting. Their application information is available [here](#).

We invite everyone who has volunteered for the school in any capacity this year to please join us for **Volunteer Appreciation** on Tuesday, May 21st at 8:30am in the Secondary Commons!

Please join us for our next **business meeting on June 12th at 7:00 pm** in the Secondary Future Center. We will receive updates from our Executive Directors; interview and appoint Independent Director candidates; review policies; conduct second readings of the Admissions Policy and Instructional Materials Policy; and discuss our organizational chart and Communication Pathways. Our business meeting will be preceded by an open work session with legal counsel at 6:00 to discuss communication and policies.

Good luck to all students and teachers during these busy final weeks!

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

---

## Recognitions:

- The elementary lunchroom ladies who have worked tirelessly this year to ensure every student receives lunch, even when situations aren't ideal
- Danielle Fox, Stacy Tempas and Lynne Whitney for their work on helping to make Doug Appreciation Day a success
- All the teachers for the work they're doing to wrap up this year
- Lindsey Sims, Danielle Fox, Emily Nye, and all the parent volunteers who facilitated Teacher/Staff Appreciation Week
- Ms. Whitney for her work on our sound finances
- The After Prom committee, Liz Friedenson and Jennifer Gelston for their continuous work to ensure it is always a success; and Danielle Fox who volunteered for this event, despite not having children in high school
- All those who attended the new parent orientation
- Dr. Greene and Mr. Granger for their Community U presentations
- Ms. Delevoryas for planning and hosting the elementary talent shows
- All students who are determining their post high school steps
- Our incredible administrative staff who celebrated Administrative Professionals Day on April 24th
- Mrs. Beatty and our parent volunteers for setting up and hosting the annual Art Show
- Mr. VP and Mr. Halter for their work with the elementary running club and Lions Club Relays
- Students and staff that put on the Mean Girls musical
- Dr. Rundquist for transparency in curriculum selection process
- All candidates running for the Board
- Therese Morin for moderating the Candidate Forum
- Community recognitions:
  - Mrs. Mallick for her support and extended time after school in running Coding Club and for being Yearbook Advisor, helping the Yearbook Club after school.
  - 3rd grade teachers for their work in pulling off another incredible overnight field trip to the Denver Museum of Nature and Science. Their work in ensuring this field trip happens every year is paramount to the traditions we have at Stargate, and the students look forward to it all year long. The attention they put into making sure every detail is thought of is top notch.

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

## In this Newsletter:

Operations Report  
Academics Report  
Committee Report

Policy Updates  
Board Approvals  
Board Discussions  
Board 101  
Upcoming Board Events  
Helpful Links

## Operations Report

- Please see the following reports attached to the May agenda:
  - [Executive Director of Operations report](#)
  - [Budget model](#)
  - [Financial KPI report](#)
- Highlights from the financial report include a staff bonus totalling around \$450k and a 5.5% increase for all staff.

## Academics Report

- Please see the [Executive Director of Academics report](#) attached to the May agenda.

## Committee Reports

Thanks to the Election Committee for all their work preparing for and managing the spring election. Election results will be announced once the election has closed and results are certified by the committee.

The Recruiting Committee provided an update on processes completed for the spring election cycle, along with efforts to seek out Independent Director candidates.

The School Accountability Committee provided the [March 31, 2024 KPIs](#), available on the [data dashboard](#).

## Policy Updates

The Board conducted a first reading of proposed changes to [Policy 1.19 Instructional Materials](#) and the Admissions Policy.

## Board Approvals

- Second reading of proposed amendments to the Articles of Incorporation
- Second reading of proposed amendments to the Amended and Restated Bylaws
  - These approved amendments are for sections needing Board approval only

- 2024-2025 Budget
- 2022 Stargate Foundation 990
- 2022 Stargate School 990
- Math curriculum
  - The Ad Hoc Instructional Materials Math Search Committee recommended the adoption of Into Math for K-8 math instruction
  - The curriculum was approved, and the Board will approve funding for a two- to five-year contract once additional details are received.
- History/Geography textbook
  - The Ad Hoc Instructional Materials Social Studies Search Committee recommended the adoption of History Alive! World Connections
- [Resolution on Board Terms](#) to address potential changes to start/end dates if proposed amendments to the Bylaws pass

## Board Discussions

- [Proposed Bylaws Amendments Clarification](#)
- Mission and Vision revisions
  - Reviewed [survey results](#)
  - Further discussions will be held with staff in August
- Reimagine progress toward goals
- Results of the annual Board self-evaluation
- Update on charter contract negotiations
- Volunteerism and engagement
- Changes to the Board Complaint Form
- [Legislative Update](#)
- Training updates

## Board 101

*From Colorado League of Charter Schools Board Training Module 5: Financial Oversight*

### **SCHOOL FINANCIAL HEALTH**

An important initial step in providing financial oversight is understanding what a financially healthy organization looks like. These characteristics are true in schools, as well as other non-profit organizations and for-profit companies:

- The school is able to cover its current liabilities with current cash and receivables.
- The school shows an annual trend of increasing end-of-year unrestricted net assets.
- The school stays within its budget each year.

- The school meets all requirements for public schools, including maintaining an adequate TABOR reserve for emergencies.
- The school has appropriate student to teacher ratios, as well as instructional versus support expenses o Recommended is 12-15% of PPR on facilities (but no more than 20% for new schools), 50-70% of PPR overall on salaries and benefits (8-15% for admin and 45-60% for instructional staff)
- The school is able to meet its cash needs throughout the year.
- Projected revenues are based on feasible enrollment projections.

## **BUDGET DEVELOPMENT**

A school typically begins budgeting in the winter prior to the coming school year. The budget development process should be driven primarily by the school's administration with input and review by the Finance Committee and Board. The Board should set an annual timeline for the budgeting process, and is ultimately responsible for ensuring that the budget is reasonable and that it reflects the school's mission and priorities. The Board is also responsible for approving the budget annually. The Board should refer to the charter contract to understand the authorizer's requirements for budget submission. This includes when an annual budget must be approved by the board and submitted to the authorizer, and requirements around submission of revised budgets.

## **Upcoming Board Events**

### **Work Session:**

June 12th, 6:00 pm in the Secondary Future Center

### **Business Meeting:**

June 12th, 7:00 pm in the Secondary Future Center

### **Executive Session (for Executive Director Evaluations):**

June 18th, 6:00 pm

### **Volunteer Appreciation Celebration:**

May 21st, 8:30 am in the Secondary Commons

### **Governance Board and Bylaw Amendments Voting:**

May 6th - May 20th

## **Helpful Links**

[Board Dashboard \(includes minutes, agendas, and recent newsletters\)](#)

[Important Board Documents \(includes Reimagine report and State of the School Presentation\)](#)

[Meeting Calendar](#)

[Community Compact](#)

[Communication Pathways](#)

[Current Strategic Plan and Data Dashboard](#)

[School Calendar \(for meeting link\)](#)

[Stargate School Social Media Page](#)