



Stargate School

Governance Board Meeting

Published on August 20, 2024 at 1:34 PM MDT

Amended on August 21, 2024 at 6:17 PM MDT

Date and Time

Wednesday August 21, 2024 at 6:00 PM MDT

Agenda

	Purpose	Presenter
I. Opening Items		
A. Call the Meeting to Order		Lindsey Paquette
B. Roll Call		Lindsey Paquette
C. Reading of Stargate Mission		
Stargate School will provide a differentiated program designed specifically to meet the needs of identified intellectually gifted learners in order to challenge each student's academic abilities, support their unique emotional needs, promote individual character development and encourage a life-long love of learning.		
D. Recognitions and Appreciations	Discuss	All Board Members
E. Board News and Events	Discuss	All Board Members
II. Approve Consent Agenda Items		
A. Approve Consent Agenda	Vote	Lindsey Paquette

Purpose Presenter

- 2) Minutes for Governance Board Meeting held July 10, 2024
- 3) Rescind Policy 0.0 Bylaws (addressed in Articles of Incorporation)
- 4) Rescind Policy 1.2 Committee Charters (addressed in Bylaws)
- 5) Rescind Policy 1.3 Board Handbook (addressed in Bylaws)
- 6) Rescind Policy 1.9 Communication Pathways (merged into Policy 1.15)
- 7) Rescind Policy 3.1 Executive Limitations (addressed in ED contract)
- 8) Rescind Policy 3.2 Community Handbook (addressed in Bylaws)
- 9) Rescind Policy 3.3 Staff Handbook (addressed in Bylaws)
- 10) Rescind Policy 3.5 Employee Use of Computers, Internet, Email (included in Staff Handbook)
- 11) [Revised Policy 1.6 Election Second Reading](#) (**unless further changes are suggested - please advise by 8/17**)

B. Minutes for Governance Board Meeting held July 10, 2024 Approve Minutes

C. Approve Agenda for August 21, 2024 Governance Board Meeting

III. School Operations

A. Financial Report FYI Lynne Whitney

[Board KPI Report 8.21.24](#)
[Quarterly Financials June 2024](#)
[Consolidated Detail June 2024](#)
[Consolidated Detail July 2024](#)

B. Executive Director of Academics Report FYI Robin Greene

[EDA Report August 2024](#)

IV. Public Comment

Public Comments Reminder: The board meeting is structured to allow the Governance Board to conduct its business in a timely manner. Comments may not be immediately addressed but may be considered as future agenda items. Anyone wishing to speak must sign-in before the public comment portion of the meeting. Comments are limited to 3 minutes each, and total time allotted for all public comments will not

	Purpose	Presenter
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exceed 45 minutes. Those wishing to speak that do not get the opportunity to do so can submit their comments to governance@stargateschool.org or may attend the next board meeting to do so. Please note that time may not be donated to others and comments are expected to maintain professional courtesy, civility, and respect.

A.	Public Comment	FYI	
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B.	Public Comment Response	FYI	
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V. Committee Reports

A.	Written Committee Reports	FYI	
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Finance Minutes

Fundraising Allocation

B.	Election Committee Report	FYI	
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SAC election plan (Nominations 8/26-9/9; Election 9/16-9/30)

C.	Recruiting Committee Report	FYI	Danielle Fox
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[Recruiting Board Report August 2024](#)

D.	SAC Report	FYI	Lumakar Challa
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KPI moved to Sept

UIP Plan

Support for Strategic Planning

VI. Action Items

A.	Financial Policies and Procedures Handbook - Procurement Section	Vote	Samantha Howorko
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[Procurement Policy 08.21.24](#)

In the absence of an Executive Director of Operations and Finance, it has been revised to appropriately align and define purchasing authority with current school needs and practice.

B.	Approve funds for purchase of IT hardware Replacement Chromebooks and PCs	Vote	Samantha Howorko
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C.	Fundraising Allocation to Principals	Vote	Samantha Howorko
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D.	Fundraising Allocation for After Prom	Vote	Samantha Howorko
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	Purpose	Presenter
E. Committee Handbook Committee Handbook No changes from 2023-2024	Vote	
F. Recruiting Committee Charter Recruiting Committee Charter 2024 added language addressing timing for consideration of Independent Director candidates	Vote	Bibi Paul
G. Approve Election Committee Chair	Vote	Lisa Griffin
H. Approve \$2000 for Fall and Spring Election	Vote	Lisa Griffin
I. Revised Policy 1.16 Public Records Request First Reading Policy 1.16 Public Records Request 2024	Vote	Samantha Howorko
J. 2024-2025 Board Handbook Board Handbook 2024-2025	Vote	Samantha Howorko
K. Operational Analysis Proposals Org Review Scope of Work and CLCS Response	Vote	Lindsey Paquette
VII. Discussion Items		
A. ED Evaluation Tool Stargate Executive Director Evaluation Tool - see minor edits on page one TEMPLATE Executive Director Evaluation Sheet - Notice one additional tab on this template. This is for expectation 3.OF .	Discuss	Meryl Faulkner
B. Data Management Policy draft	Discuss	Samantha Howorko
C. Strategic Planning Session	Discuss	Lindsey Paquette
D. Mission and Vision 2024-08 Mission & Vision Review of Data Collected	FYI	Lindsey Paquette
E. Reimagine Updates Reimagine Update	FYI	

VIII. Future Planning

	Purpose	Presenter
A. Next Board Meeting Agenda and Board Packet	Discuss	Lindsey Paquette
B. Next Admin Sync Meeting	Discuss	Lindsey Paquette
C. Upcoming Events	Discuss	
IX. Closing Items		
A. Adjourn Meeting	Vote	Lindsey Paquette

Coversheet

Minutes for Governance Board Meeting held July 10, 2024

Section: II. Approve Consent Agenda Items
Item: B. Minutes for Governance Board Meeting held July 10, 2024
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Governance Meeting on July 10, 2024

DRAFT



Stargate School

Minutes

Governance Meeting

Date and Time

Wednesday July 10, 2024 at 6:00 PM

Location

Stargate Secondary Library

Directors Present

B. Paul, L. Challa, L. Griffin, L. Hosfelt, L. Paquette, M. Faulkner, S. Howorko

Directors Absent

None

Guests Present

Community Members (6 in person, 3 online), M. Anderson, R. Greene

I. Opening Items

A. Call the Meeting to Order

L. Hosfelt called a meeting of the board of directors of Stargate School to order on Wednesday Jul 10, 2024 at 6:05 PM.

B. Roll Call

C. Reading of Stargate Mission

D.

Recognitions and Appreciations

L Griffin: Liz VanHoosen Allen for the incredible work she's doing with the new kindergarten families to make them feel welcome as valued members of this community. Her work has included organizing summer meet-ups, administering a kindy group page, answering many questions and t being a great ambassador of the Stargate brand. Similar shout out to all of the grade-level ambassadors helping us put our best foot forward with new and returning families.

Individuals who assisted with onboarding – Robin Greene, Lynne Allen, Stacy Tempas, Meryl Faulkner, Lindsey Paquette, Lumakar Challa and Bibi Paul.

L Challa: Community members for participating in the election and trusting elected Board members.

Mr. Ryan for all his dedication and hard work during the break to meet all internal deadlines for building readiness, including painting, moving furniture, floors, and more.

Board members, Executive Directors, and everyone involved in the smooth transition of board members.

L Paquette: Dr. Greene and rest of staff for stepping up and filling in where gaps occurred.

Summer staff (facilities, HR, marketing, Maggie) for their work during the summer.

M Faulkner: Anne DiFino, our Eagles Landing Director, for all her work managing the summer program.

B Paul: Members of the Board for the warm welcome.

S Howorko: Coach Bennett and Manyu Gaddam for volunteering to help the high school boys' basketball team during a time of transition.

Danielle Fox for jumping right into other things to keep work going.

L Hosfelt: Emily Stucky for her exceptional job coaching the girls' high school basketball team, and for all her work juggling many responsibilities in her role as Office Manager. She will be missed!

Coaches and staff members who have facilitated many summer activities, keeping kids active and engaged during the summer.

E. Board News and Events

II. Approve Consent Agenda Items

A. Approve Consent Agenda

B. Minutes from Governance Board Meeting June 12, 2024

L. Hosfelt made a motion to approve the minutes from Governance Meeting on 06-12-24.

L. Paquette seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

L. Paquette Aye

L. Griffin Abstain

M. Faulkner Aye

L. Challa Abstain

B. Paul Abstain

S. Howorko Aye

L. Hosfelt Aye

L. Challa Abstain

C. Minutes for Governance Board Meeting held June 18, 2024

L. Hosfelt made a motion to approve the minutes from Governance Board Meeting on 06-18-24.

L. Paquette seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

M. Faulkner Aye

B. Paul Abstain

L. Challa Abstain

L. Challa Abstain

L. Paquette Aye

S. Howorko Aye

L. Hosfelt Aye

L. Griffin Abstain

III. Board Administrative Items

A. Oath of Office

New Board members completed the Oath of Office

B. District Conflict of Interest Form

C. Board Officer Elections

L. Paquette made a motion to Appoint Samantha Howorko as Treasurer.

M. Faulkner seconded the motion.

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

B. Paul made a motion to Appoint Lisa Hosfelt as Secretary.

S. Howorko seconded the motion.

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

L. Challa made a motion to to appoint Lindsey Paquette as President.

S. Howorko seconded the motion.

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

L. Griffin made a motion to to appoint Lumakar Challa as Vice President.

L. Paquette seconded the motion.

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

IV. School Operations

A. Human Resources Report

- 22 positions have been filled, including movement from internal candidates
- Open enrollment for benefits has been finalized
- New Title IX team: Jenn Roach (lead), Robin Greene (decision maker), Maggie Anderson (investigator). Training is in progress
- Changes have been made to allow greater capacity for Eagles Landing, including having secondary kids in the secondary building

B. Executive Director Academics Report

[report](#)

V. Public Comment

A. Public Comment

A parent presented concerns about track and field being off campus - accessibility and scheduling problem. Proposed idea for track and field be a part of bond considerations.

B. Public Comment Response

VI. Committee Reports

A. Written Committee Reports

[Finance Committee](#)

[Recruiting](#)

The Board discussed an open application period for Independent Director to coincide with fall and spring elections - updates will be made to the Recruiting Committee Charter

[SAC](#)

VII. Action Items

A. Staff Handbook

M. Faulkner made a motion to Approve the Staff Handbook for the 2024-2025 school year as discussed.

S. Howorko seconded the motion.

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

B. Community Handbook

L. Paquette made a motion to approve the Community Handbook for the 2024-2025 school year as discussed.

L. Griffin seconded the motion.

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

C. Board Handbook and Agreement

Board delayed approval to allow further conversation on portions of the Handbook.

D. Communication Pathways

S. Howorko made a motion to approve Communication Pathways as discussed.

B. Paul seconded the motion.

[Communication Pathways](#)

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

E. 2024-2025 Board Calendar

L. Paquette made a motion to approve the 2024-2025 Board Calendar.

L. Challa seconded the motion.

[2024-2025 Board Calendar](#)

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

F. Bond Advisory Committee Appointments

S. Howorko made a motion to approve the Revised Bond Advisory Committee Charter as discussed.

L. Paquette seconded the motion.

Rather than require that members of the committee be appointed, the [charter](#) was amended to not require appointments.

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

G. Revised Policy 1.6 Election First Reading

L. Hosfelt made a motion to approved Revised Policy 1.6 Election First Reading.

S. Howorko seconded the motion.

[Draft Revised Policy 1.6 Election](#)

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

H. Revised Policy 1.15 Board Communication and Complaint Second Reading

L. Hosfelt made a motion to approved Revised Policy 1.15 Board Communication and Complaint Second Reading as discussed.

L. Paquette seconded the motion.

[Policy 1.15 Board Communication and Complaint](#)

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

I. Executive Director Contract

S. Howorko made a motion to approve 2024-2025 Executive Director employment contract as discussed.

M. Faulkner seconded the motion.

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

VIII. Discussion Items

A. Reimagine Updates

Goal progress updated in June. Will be reviewed in connection with Strategic Planning.

B. Strategic Planning Session

Discussed ideas for Strategic Planning session, whom to include, other logistics.

C. Operational Analysis

Discussed need for analysis of current administrative organizational structure and desire for outside perspective from a charter school expert who may be able to ascertain the needs for leadership and other positions. Conversations with a contact at the League of Charter Schools to assist in the process have begun. Robin has reached out to other charter schools to compare org charts.

D. Committee Liaisons and Other Assignments

Designated committee liaisons and other assignments.

E. 2024 Policy Review

Proposed a simplification of policies by eliminating policies that duplicate instructions from other documents, such as the Articles of Incorporation and Bylaws. The following will be presented next month for removal:

0.0 Bylaws

Bylaws required by Articles of Incorporation. No need for a separate policy.

1.2 Committee Charters

This is largely a restatement of the Bylaws. The policy states that charters are reviewed annually - the charter itself can prescribe the annual review.

1.3 Board Handbook

Bylaws 5.2.1(i) requires Governance Board Handbook. No need for a separate policy.

1.9 Communication Pathways

This policy states that we'll have pathways and include them on the website. This can be merged with 1.15 Board Communication and Complaint (added language).

3.1 Executive Limitations

More appropriately addressed in ED contract

3.2 Community Handbook

Required for Board review in Bylaws 5.2.1(i)

3.3 Staff Handbook

Required for Board review in Bylaws 5.2.1(i)

3.5 Employee Use of Computers, Internet, Email

Entire policy included in Staff Handbook

F. District Deliverables

A spreadsheet detailing deliverables required by the District Contract was presented for review. Admin is on track with requirements.

G. Bylaws Follow Up

Discussed thoughts about timing and increasing voter turnout.

IX. Closing Items

A. Adjourn Meeting

L. Paquette made a motion to to adjourn at 10:09.

S. Howorko seconded the motion.

The board **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 10:09 PM.

Respectfully Submitted,
L. Hosfelt