



Stargate School

Governance Board Business Meeting (Virtual)

Published on October 9, 2024 at 7:59 AM MDT

Date and Time

Thursday October 10, 2024 at 7:00 PM MDT

Location

Join Zoom Meeting

<https://zoom.us/j/83148823532?pwd=qLJr9OMQdsLBsjht95dyr3CcdC5G4M.1>

Agenda

Purpose

Presenter

I. Opening Items

A. Call the Meeting to Order

Lindsey Paquette

B. Roll Call

Lisa Hosfelt

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.

II. Approve Consent Agenda Items

A. Approve Consent Agenda

Vote

Lisa Hosfelt

Purpose Presenter

- 1) Agenda for October 10, 2024 Governance Board Meeting
- 2) Minutes for Governance Board Executive Session held September 18, 2024
- 3) Minutes for Governance Board Meeting held September 18, 2024

- B.** Minutes for Governance Board Executive Session held September 18, 2024 Approve
Minutes

- C.** Minutes for Governance Board Meeting held September 18, 2024 Approve
Minutes

III. Board Administrative Items

- A.** Oath of Office Lindsey Paquette
 Karla Lindgren, new Independent Director
- B.** District Conflict of Interest Form

IV. School Operations

- A.** UIP Presentation FYI Robin Greene
[2023-2024 UIP](#)
- B.** Overview of Proposed Bond Budget FYI Lynne Whitney

V. 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 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.

	Purpose	Presenter
A. Public Comment	FYI	
B. Public Comment Response	FYI	
VI. Action Items		
A. Board Handbook and Agreement Board Handbook Policy 1.15 Board Communication & Complaint	Vote	Lisa Hosfelt
B. Unified Improvement Plan 2023-2024 UIP	Vote	Lindsey Paquette
VII. Discussion Items		
A. Operational Review Review any submitted consultant proposals	Discuss	
VIII. Future Planning		
A. CAGT Conference Discuss which Board members would like to attend on 10/21 or 10/22 Registration Info Detailed Schedule	Discuss	Lindsey Paquette
B. Board Meeting Schedule 1) Discuss new scheduling conflicts and adjust meeting schedule if needed 2) Schedule placeholder working sessions between business meetings	Discuss	Lindsey Paquette
IX. Closing Items		
A. Adjourn Meeting	Vote	

Coversheet

Minutes for Governance Board Executive Session held September 18, 2024

Section: II. Approve Consent Agenda Items
Item: B. Minutes for Governance Board Executive Session held September 18, 2024
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Executive Session (Executive Director Goals) on September 18, 2024

APPROVED



Stargate School

Minutes

Executive Session (Executive Director Goals)

Date and Time

Wednesday September 18, 2024 at 5:00 PM

Location

Secondary Conference Room

Directors Present

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

Directors Absent

None

Guests Present

R. Greene

I. Opening Items**A. Record Attendance****B. Call the Meeting to Order**

L. Paquette called a meeting of the board of directors of Stargate School to order on Wednesday Sep 18, 2024 at 5:10 PM.

Call to order per C.R.S. 24-6-402(4)(f) regarding 2024-2025 Executive Director evaluations

II. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:58 PM.

Respectfully Submitted,
L. Hosfelt

Coversheet

Minutes for Governance Board Meeting held September 18, 2024

Section: II. Approve Consent Agenda Items
Item: C. Minutes for Governance Board Meeting held September 18, 2024
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Governance Board Meeting on September 18, 2024

APPROVED



Stargate School

Minutes

Governance Board Meeting

Date and Time

Wednesday September 18, 2024 at 6:00 PM

Directors Present

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

Directors Absent

None

Guests Present

7 attended in person, 4 attended online, M. Anderson, R. Greene

I. Opening Items

A. Call the Meeting to Order

L. Paquette called a meeting of the board of directors of Stargate School to order on Wednesday Sep 18, 2024 at 6:06 PM.

B. Roll Call

C. Reading of Stargate Mission

D. Recognitions and Appreciations

Meryl - Staff who are present outside before and after school keeping the students safe.

Lumakar - Those who held Coffee Chat and parents who attended.
Architects working on the bond proposals.

Lisa G - Terri Smith for being the parent driving force behind the high school boys' soccer team.

Jennifer Gelston for providing significant parent support for high school girls' volleyball team.

Liz Friendenson for supporting the drama program and After Prom for several years.

Bibi - Doug Ryan for taking a call on his day off to provide help at Eagle Fest. Alberto Sanchez for adjusting seats of trikes at Eagle Fest. Danielle Fox for all her work on recruiting.

Lisa - Danielle Fox for her extensive efforts in attracting multiple candidates for the SAC election. Samantha Howorko for spending several hours on a recent CORA request

Lindsey - Samantha for working to fulfill a CORA request. The middle school counselor for setting up the Colorado career fair expo opportunity for middle schoolers

Samantha - Therese Morin for hosting a panel of veteran parents to talk to new parents

E. Board News and Events

Lisa - Eagle fest, cross country meets, high school volleyball game, Coffee Chat, Election Committee meetings

Lumakar - Eagle Fest

Bibi - Eagle Fest, Coffee Chat

Lisa - middle school volleyball games

II. Approve Consent Agenda Items

A. Approve Consent Agenda

L. Paquette made a motion to approve the consent agenda for September 18, 2024.

L. Challa seconded the motion.

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

B. Minutes for Governance Board Meeting held August 21, 2024

L. Paquette made a motion to approve the minutes from Governance Board Meeting on 08-21-24.

L. Challa seconded the motion.

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

C. Minutes from Governance Board Meeting held September 4, 2024

L. Paquette made a motion to approve the minutes from Special Session (Virtual): Independent Candidate Interview on 09-04-24.

L. Challa seconded the motion.

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

III. School Operations

A. Executive Director of Academics Report

[Report](#)

B. Staff Report - Student Recruitment 24-25

Tentative admissions timeline will be finalized after district finalizes choice dates.

Admissions are now open.

Information nights are facilitated by principals. This year MS and HS will be separate. Also added back prospective parent tours (parents only). Also added admissions information night about completing application.

Marketing flyer sent to PreK, 4th, 5th and 8th grade families in district. Flyers will also be available at preschools and community centers.

Received 774 applications without flyers two years ago. Received 940 applications with PreK flyer added last year. Anticipating additional applications this year.

Looking into attending Rocky Mountain early childhood conference to boost awareness of our kindergarten program. Will consider presenting, sponsoring, and hosting a vendor booth.

Will offer additional testing dates this year - hoping to test 400 younger kids, around 120 older kids.

Interpretation and translation services will be available.

IV. Public Comment

A. Public Comment

Parents running for SAC introduced themselves: Lucas Banta, Aye Thu, and Therese Morin

B. Public Comment Response

V. Committee Reports

A. Written Committee Reports

B. Recruiting Committee Report

[Report](#)

C. Elections Committee Report

[Report](#)

D. SAC Report

Overall not much change in [KPIs](#) since last quarter.

With change in survey methodology and thresholds based on old system, some metrics have experienced significant changes. SAC will adjust thresholds.

VI. Action Items

A. Revised Policy 1.16 Public Records Request Second Reading

L. Hosfelt made a motion to approve the second reading of Policy 1.16 Public Records Request.

L. Paquette seconded the motion.

[Policy](#)

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

B. 2024-2025 Executive Director Goals

M. Faulkner made a motion to approve the Executive Director evaluation tool and goals for 2024-2025 school year.

L. Challa seconded the motion.

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

L. Hosfelt made a motion to appoint Lindsey Paquette and Lumakar Challa to lead Executive Director evaluations process for the 2024-2025 school year.

M. Faulkner seconded the motion.

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

C. 2024-2025 Board Handbook

L. Paquette made a motion to schedule work session to discuss Board Handbook and Policy 1.15 Board Communication and Complaint to finalize and streamline both documents.

B. Paul seconded the motion.

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

Roll Call

L. Griffin Aye

L. Hosfelt Aye

L. Paquette Aye

S. Howorko No

B. Paul Aye

M. Faulkner Aye

L. Challa Aye

D. Independent Director Part A: Determine whether to appoint one Independent Director

S. Howorko made a motion to appoint one independent Director.

M. Faulkner seconded the motion.

Reviewed data regarding the issue of having an even number of Board members.

Discussed issue of staggering terms and recognized need to allow for less turnover.

Discussed mix of parents vs independent and implications, considering potential Bylaws changes.

Board is acting within Bylaws and policy in appointing an Independent Director

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

Roll Call

M. Faulkner Aye

L. Hosfelt Aye

B. Paul Aye

L. Challa Aye

L. Griffin No

L. Paquette Aye

E. Independent Director Part B: Vote to appoint/not appoint Independent Director Candidate

S. Howorko made a motion to appoint Karla Lindgren as Independent Director.

M. Faulkner seconded the motion.

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

Roll Call

L. Griffin No

L. Challa Aye

B. Paul Aye

S. Howorko Aye

L. Paquette Aye

Roll Call

L. Hosfelt Aye

M. Faulkner Aye

VII. Discussion Items

A. Plan for Stakeholder Presentation 10-23-24

Plan to incorporate student showcase, 30-year celebration, and mission.

B. Strategic Plan

Assigned roles for leading objectives determined at Strategic Planning session.

Updates on progress will be added to the tracking spreadsheet.

C. Operational Review

Two Board members and Dr. Greene met with a consulting group. After reviewing our needs, timeline, and budget, they decided they would not be able to complete our request.

Two Board members are meeting with another consultant to solicit a proposal.

Dr. Greene has another referral and will contact them to set up a meeting.

Additional contacts may be available from the League of Charter Schools.

D. Mission

This year we will focus on alignment with existing mission, including incorporating mission focus on in-class activities and evaluations.

Samantha, Meryl and Dr Greene will work on communication regarding status of mission, specifically the removal of the word "identified." Further changes will not be made at this time due to the lack of a clear majority. Discussed timing of communication.

VIII. Future Planning

A. Next Board Meeting Agenda and Board Packet

L. Paquette made a motion to add a business meeting to the Board calendar for October 10, 2024.

L. Hosfelt seconded the motion.

meeting to approve UIP

swear in Independent Director

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

B. Next Admin Sync Meeting

C. Upcoming Events

Stakeholder Presentation Oct 23rd

IX. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:11 PM.

Respectfully Submitted,
L. Hosfelt

Coversheet

Oath of Office

Section: III. Board Administrative Items
Item: A. Oath of Office
Purpose:
Submitted by:
Related Material: Copy of OATH OF OFFICE.docx.pdf



OATH OF OFFICE
COUNTY OF ADAMS
STATE OF COLORADO

I, _____ (printed board member name) do swear that I will support the Constitution of the United States, the Constitution of the State of Colorado, and the laws of the State of Colorado, and will faithfully perform the duties of the office of Board Member of Stargate School upon which I am about to enter to the best of my ability.

Signature

Board Member subscribed and sworn to before me this _____ day of _____, 2024.

Signature

Witnessing Official Printed Name _____

Coversheet

District Conflict of Interest Form

Section: III. Board Administrative Items
Item: B. District Conflict of Interest Form
Purpose:
Submitted by:
Related Material: Charter School Conflict of Interest Disclosure Form.pdf

Charter School Board Member Conflict of Interest Disclosure Form

The purpose of this document is to provide disclosure regarding known or anticipated conflicts of interests. Charter school boards operate according to their School bylaws and applicable law, as well as contractual obligations with Adams 12 Five Star School District (“District”). This form is a public document that will be made available by school officials upon request. The form may be shared in person or electronically for review by other board members, school staff, parents or any other interested party. The form will also be provided to the District.

School Name: _____

Board Member Full Name: _____

Board Member Term Start Date: _____ Term End Date: _____

Please complete this form by hand. Circle your selected response to each prompt.

Affirmations

Age.

Yes / No I affirm that I am at least 18 years of age by the date of my appointment to the Charter School board.

Bylaws and Contract.

Yes / No I affirm that I have read the Charter School’s Bylaws and the School’s contract with the school district.

Illegal Personal Behavior.

Have you ever been convicted or pled “no contest” to one or more of the following:

Yes / No A misdemeanor related to honesty or trustworthiness, or

Yes / No A felony

Charter School Board Member Conflict of Interest Disclosure Form

If you answered yes to either, please provide details of the offense, the date, the disposition and related information here:

Illegal Financial Behavior.

Yes / No Have you ever entered into an settlement agreement, consent decree, adjournment in the contemplation of dismissal, assurance of discontinuance or other, similar agreement with the Securities Exchange Commission, Internal Revenue Service, the United States Attorney General or the attorney general of any state, or any other law enforcement or regulatory body concerning the discharge of your duties as a board member of a for-profit or non-profit entity or as an executive of such entity. If the answer was yes, please provide details of the agreement here.

Conflicts of Interests

Business Conflicts - General Business.

Do you, your spouse, or anyone in your immediate family (described in C.R.S. 7-128-501(5) as a spouse, descendant, ancestor, sibling, spouse or descendant of a sibling, or a designated beneficiary) meet either of the following conditions?

Yes / No Is currently doing or plans to do business with the Charter School, whether as an individual or as a board director, officer, employee or agent of any entity.

Yes / No Is partner to any entity in which one of the above described individuals has an interest in doing business or plans to do business with the Charter School.

Charter School Board Member Conflict of Interest Disclosure Form

If the answer was yes to either, please provide details of the agreement here.

Yes / No Are you, your spouse or other immediate family members currently conducting, or do you anticipate conducting any business with the Charter School or a contractor who is conducting business with the Charter School?

If the answer was yes, please provide details of the agreement here.

Business Conflicts - School Management Organizations.

Yes / No Are you, your spouse or other immediate family members currently or do you anticipate in the future being employed, offered employment or an ownership stake, whether direct or indirect, or any contractual or management interest in an education service provider (“ESP”), an educational management organization (“EMO”) or a charter management organization (“CMO”)?

Yes / No / Not Applicable If the Charter School currently works with an ESP, EMO or CMO, do you, your spouse or other immediate family members know beyond a casual or professional acquaintance any employees, officers, owners, directors or agents of the provider?

Yes / No / Not Applicable If the Charter School currently works with an ESP, EMO or CMO, do you, your spouse, or any other immediate family member currently conduct, or do you anticipate conducting any business with the provider?

Charter School Board Member Conflict of Interest Disclosure Form

If you answered yes to any question(s) regarding ESP's, EMO's or CMO's, explain.

Relationships and Personal Conflicts.

Yes / No Are you aware of any potential ethical or legal conflicts of interest that currently exist, or are likely to exist, for you as a board director for the Charter School due to your relationship with another school (charter or otherwise) or with any non-profit or for profit entity?

Yes / No Do you have a close personal relationship with or within the School? Being a parent of a student at the Charter School, serving on another Charter School's board or being employed by or the spouse of an employee at the Charter School, does not typically prevent your service on the board of directors. However, such relationships may periodically require you to recuse yourself from conversations and decisions, and thus should be disclosed.

If you answered yes to either question, please explain.

I certify to the best of my knowledge and ability that the information I am providing to the School and the District regarding my application to serve as a member of the Charter School's board of directors is true and correct.

Printed name

School Name

Signature

Date Signed

Coversheet

Operational Review

Section: VII. Discussion Items
Item: A. Operational Review
Purpose: Discuss
Submitted by:
Related Material: STARGATE ORG. Structure Assessment Proposal 2024.pdf
EOS Proposal for Stargate School.pdf
Proposal for Stargate School 2024.docx



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STARGATE SCHOOL

ORGANIZATION STRUCTURE ASSESSMENT PROPOSAL

October 8, 2024

Prepared for: STARGATE

Dr. Robin Greene, Executive Director
STARGATE Board of Directors

STARGATE Charter School is located in Thornton, Colorado. It is a charter school authorized by Adams 12 FIVE STAR Schools. Currently, there is an Executive Director and governed with a Board of Directors. STARGATE's mission *is to 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.*

Commencement Date: TBD

Oct/Nov(start date) to December

STARGATE is currently seeking an organization structure assessment of STARGATE's Leadership and operations to assess, review and recommend to the STARGATE Board of Directors and Executive Director.

Duration of Work: 60 days

NoLimitsCareer&Consulting,LLC(NLCC) will provide an organization structure assessment aimed to enhance STARGATE'S *leadership effectiveness, improve operational efficiency, and ultimately deliver better value to our staff, students and community.* Our team is committed to providing expert guidance and support throughout this process, ensuring that we achieve tangible results and long-term success.

HR-PEOPLE SERVICES AND SUPPORT

Our HR-People Services are designed to provide STARGATE customized services to complete the organization structure assessment. We will complete a comprehensive assessment of STARGATE's organization Executive and Operational structures. We will examine the pros and cons of single and dual Executive Director roles and review the current organizational structure to provide recommendations for changes and/or improvements to enhance leadership effectiveness and operational efficiencies.

We propose upon starting this assessment (TBD) to be completed with recommendations by December 20, 2024, with in the proposed budget.

Phase 1: Executive Structure Review

- Review the current structure Executive and Operations - review and analyze all current and required documentation
- Interview key staff(Executive Leadership and Operations) to evaluate current scope of workload, internal barriers, SWOT(strengths, weaknesses, opportunities and threats/trends) and workflow
- Review of current reporting relationship to proposed future recommended relationships
- Review and provide recommendations on areas of operational efficiency
- Provide report on recommendations on the overall findings and recommendations from the Organizational Structure Assessment (report and/or in person)
- The process will include - *Data Collection and Initial Analysis, In-Depth Analysis and Reporting and Finalization and Findings and Recommendations*

Phase 2: Assist and Support Organizational Structure Assessment Recommendation - *TBD(separate scope of work)*

- Communication Planning
- Recruitment and Retention Strategy Development
- People Strategy plan aligned to recommendations for 25-26 School year

Our Organization Structure Assessment will include but not limited to:

- Interviews with leadership, key employees and potential external partners(Zoom)
- Surveys and questionnaires
- Document review and analysis of relevant organization documents, policies and procedures
- Industry benchmarking and best practices

NOTE: Onsite focus group sessions and onsite observations of workflow will require more hours than budgeted

- *Optional:* Host focus groups with specific employee groups and departments(optional- more hours required)
- On-site observations of key processes and workflows

EXPECTED OUTCOMES AND VALUE

1. Comprehensive Written Findings- Recommendations report
2. Executive Summary with key insights, priorities and recommended actions
3. Presentation(TBD) of Findings and Recommendations to Executive Director and Board of Directors
4. The Organizational structure assessment represents a crucial investment in STARGATE’s future
5. The Organization Structure Assessment will:
 - Enhance leadership effectiveness
 - Improve operational efficiency
 - Deliver better value to our staff, students and community

SERVICES

Based on outlined budget

	Services
Organization Structure Assessment Total Investment	20 hours – Start date to be determined to be completed by 12/20/24 Total investment = \$3000

JOINT ACCOUNTABILITIES

STARGATE will seek legal counsel on employment law matters that require legal counsel and approval. STARGATE will provide NLCC with access to organizational documents, staff as needed for development, implementation, and completion of projects, in addition to access to documentation necessary for project completion. NLCC will sign all required nondisclosure and confidentiality agreements. NLCC will provide and be responsible for its own administrative support, and NLCC **does not** provide **payroll, benefits, or employment law services**; however, **we can serve as an advisor to selection and management of these HR vendors when necessary**. NLCC will communicate promptly and often on any updates, changes and issues in the scope of this HR-People services initiative and will apprise STARGATE of any findings that could impact the success of HR-People services initiative, at STARGATE. *NLCC is covered by comprehensive errors and omissions insurance.*

NOLIMITSCAREER & CONSULTING, LLC

trina@NolimitsCareer.com

407-460-7944

TERMS AND CONDITIONS

Upon approval of the agreed HR Services proposal, a contract will be provided to STARGATE, and this proposal will commence upon approval plan and agreed billing terms.

If you have any specific questions or modification to this proposal, please do not hesitate to contact me. I look forward to the HR partnership and offering *MyHRonDemand* services to STARGATE.



Trina Maull

CEO & Principal

NoLimitsCareer & Consulting, LLC

____ I am approving of the proposed services for **STARGATE Organization Structure Assessment**

Proposal

For: Stargate School

From: Michael Tilden, Professional EOS Implementer®

Description: Implementation of EOS® (Entrepreneurial Operating System™) for Stargate School.

Objective: Fully implement the EOS Business Operating System for the Stargate School leadership team. Provide instruction, facilitation, and guidance in learning and mastering the complete, holistic EOS system, including all concepts and EOS Tools until such time the leadership team is able to facilitate independently.

Engagement: Typically, 24 months.

Process: The EOS journey comprises a series of off-site, all-day sessions with the leadership team, beginning with 3 sessions within the 1st 60 days (each 30 days apart), then quarterly sessions every 90 days, and a 2-day Annual Planning session at year-end. **See EOS Process on final page*

Each session day agenda is described (in order) as follows:

Day 1 – Focus Day Agenda (6-8 hrs)

- **Hitting the Ceiling** – Context for EOS. Discuss the reasons organizations get stuck. Create leadership team clarity and getting everyone on the “same page” and “rowing in same direction.”
- **Accountability Chart** –Determining the “right structure” for the organization and who is accountable for what.
- **Rocks** – Establish specific organization and individual priorities for the next 60 days.
- **Meeting Pulse** – Teach a meeting cadence and structure that will increase communication efficiency, improve prioritized issues solving and increase team health.
- **Scorecard** –Identify new and/or evaluate current key metrics for the organization to measure on a weekly basis.

Day 2 – Vision Building Day 1 Agenda (6-8 hrs) [30 days after Focus Day]

- **Review** - Focus Day tools from Day 1
- **Issues List** - Establish/build Issues List for future issues solving sessions.
- **Core Values** – Discovering the school’s Core Values.
- **Core Focus™** - Discovering the school’s Core Focus™
- **10-Year Target™** - Determine 10-Year Target

Day 3 – Vision Building Day 2 Agenda (6-8 hrs) [\[30 days after VB Day 1\]](#)

- **Final review** - Focus Day tools (mastery)
- **Marketing Strategy** – Determine Target Market, 3- Uniques™, Proven Process™, Guarantee
- **3-Year Picture** – Create 3-Year Picture. What does it look like?
- **1-Year Plan** – Create top priorities for year.
- **Rocks** – Leadership team sets 90-day priorities for organization and individually
- **Issues List** – Finalize Issues List for future issue solving

Quarterly Sessions Agenda (6-8 hrs) [\[90 days after VB Day 2 or any previous quarterly\]](#)

- **Review** - Prior quarter
- **Review** - All previous “Vision/Traction” items to ensure entire leadership team is still on same page.
- **EOS Tools** – Teach 1 EOS leadership team tool as applicable.
- **Rocks** – Leadership team sets new organization and individual 90-day priorities
- **IDS** – Laser focused issues solving session. Prioritizing and solving issues at the root.

Annual Planning Session Agenda [2-day] (6-8 hrs/each day) [\[at year-end\]](#)

- **Day 1**
 - Review prior year/prior quarter
 - Team Health
 - Organizational Check-up™
 - SWOT Analysis and Issues List
 - Review all previous “Vision/Traction” items to ensure entire leadership team is still on same page.
 - Update 3-Year Picture
- **Day 2**
 - Review new 3-Year Picture
 - Set new 1-Year Plan
 - Set new organization and individual 90-day priorities
 - IDS – Extended issues solving session. Prioritizing and solving issues at the root.

Investment: The fee per session day is \$5,000 and is guaranteed. If you receive value, please pay at the end of each session. If you have not received value, you don't pay. There are no deposits, or retainers. You pay as you go after each session. Stop any time.

The session fee includes the following:

- Leadership team manuals for each participant
- All EOS tools, documents, and training materials
- EOS videos, and other learning aids
- Daily access, in between sessions, to Michael Tilden for assistance, questions, or guidance.

*NOTE: All leadership team members must attend the 90-Minute Meeting (no cost) which will give them an overview and understanding of EOS **PRIOR** to scheduling the initial Focus Day.*

THE EOS MODEL®



THE EOS PROCESS®



John Brendza, Education & Non-Profit Leadership Consultants Ltd.

Stargate Board Proposal

Key activities or materials proposed...

Get to know Stargate (SS) - 1-1.5 hours

- General review of SS's history, core values, mission and vision.
- Examine current governance, academic and operational structures.
- Review current key board policies and documents (Articles of Incorporation, Authorization Contract, Bylaws, Organizational Charts, Leadership/Board Job Descriptions)
- Review current financial oversight processes and budget.
- Review current strategic plan and key performance indicators.
- Assess current School Performance Frameworks (SPF) from authorizer.

Conduct board/leadership interviews (questions tbd) - 2 hours

- Board President (and/or other key board members)
- Executive Director
- Develop 1-4 questionnaire (pertaining to the current leadership structure/practices) for all board and school leadership team members to complete
- Develop key themes identified from interviews/question responses.

Conduct a situational analysis - 2-3 hours

- Board work session – conduct a SWOT (strengths, weaknesses, opportunities and threats) regarding the current leadership structure and what board and staff members perceptions/thoughts are moving forward. This activity would include all board members, the executive director and key leadership members. Separate sessions would be held for board and ED vs. staff/faculty.
- Review most recent school surveys completed by parents and staff. Consider if conducting additional surveys to assess staff/faculty and parents' perceptions.
- Identify key themes, root causes and applicable steps moving forward.

Research and comparisons of like size charter schools - 2-3 hours

- Identify similar size charter schools to compare/evaluate current leadership organizational structures and considerations for SS moving forward.
- Examine and identify best practices in public school organizational structure. This would include charter schools and traditional school districts (particularly those with similar enrollment numbers).

- Identify key public school labor market indicators and projections if applicable.

Development of final report and recommendations – 2-3 hours

- Executive leadership structure and the board supervision model.
- Leadership organizational structure, job descriptions and best practice recommendations for board and executive director leadership.
- Recommendations for implementation and next steps.

Relevant consultant experience...

- Recognized educational leader who helps school districts and institutions to understand the complexity of public education systems and how to make them work within the means of their individual programs.
- Served for 8 years as the School Support Liaison for the Colorado Charter School Institute. Responsibilities included: leadership development for school boards and leadership teams; governance review and training for charter school boards; strategic planning for charter school boards; trouble-shooting charter schools with governance and/or leadership challenges, in the institute's 40+ authorized schools.
- Senior consultant with the Colorado Charter School Institute since 2016. Responsibilities included: leadership development for school boards and leadership teams; governance review and training for charter school boards; strategic planning for charter school boards; trouble-shooting charter schools with governance and/or leadership challenges, in district authorized charter schools throughout Colorado.
- Independent, public school leadership consultant who has worked with numerous schools/districts for leadership development, systemic change and alternative compensation structure development.
- Headmaster of Stone Creek Charter School 2009-2016.
- Superintendent of Eagle County Schools 2003-2007. Additionally served as assistant superintendent, principal and teacher for Eagle County Schools.

Expected number of hours...

- 12-14 max @ \$150/hour

Expected start date...

- October-November 2024

