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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
<b>Organization Structure Assessment</b> <b>Total Investment</b>	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.*

## 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**