

APPROVED



# Stargate School

## Minutes

### Governance Meeting

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**Date and Time**

Wednesday July 10, 2024 at 6:00 PM

**Location**

Stargate Secondary Library

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**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

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**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 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. Griffin Abstain

L. Challa Abstain

L. Hosfelt Aye

L. Challa Abstain

S. Howorko Aye

B. Paul Abstain

M. Faulkner Aye

L. Paquette Aye

#### **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**

S. Howorko Aye

L. Griffin Abstain

L. Challa Abstain

B. Paul Abstain

M. Faulkner Aye

L. Paquette Aye

L. Challa Abstain

L. Hosfelt Aye

### **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 appoint Lindsey Paquette as President.

S. Howorko seconded the motion.

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

L. Griffin made a motion 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 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