

APPROVED



## Stargate School

### Minutes

#### Governance Board Meeting

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**Date and Time**

Wednesday August 21, 2024 at 6:00 PM

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**Directors Present**

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

**Directors Absent**

L. Hosfelt

**Directors who left before the meeting adjourned**

M. Faulkner

**Guests Present**

2 remote participants (remote), 3 in-person participants, M. Anderson, R. Greene

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**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 Aug 21, 2024 at 6:05 PM.

**B. Roll Call****C. Reading of Stargate Mission**

#### **D. Recognitions and Appreciations**

Bibi Paul - Her husband and son for attending the board meeting last month to show their support. CRC for all the work they are doing to get ready for Eagle Fest. Lindsey Sims from CRC, Danielle Fox from Recruiting, and Stacy Tempas for their work at the Elementary Back to School Night.

Lumakar Challa- Those that put on the back to school staff lunch. Danielle Fox for recruiting volunteers at Back to School Night. Dr. Greene for her welcome video.

Lisa Griffin - Tien Tong and Yaning Liu for their work managing elections at Stargate. They work behind the scenes and below the radar of most members of our community to make sure our elections are highly secure and seamlessly executed. Also all of the other unsung volunteer heroes of Stargate who contribute every day in large and small ways to make our community a great place to be.

Meryl Faulkner - All new teachers and staff for their extra work in transitioning into their roles. We are so happy you're here!

Samantha Howorko - Rob and Dave for their work on the bus pilot.

Lindsey - Thanks to teachers and administrators for successful start to school year. Lisa Hosfelt for her leadership over the last few years, lots of hardworking and dedication to Stargate.

#### **E. Board News and Events**

Lindsey - Staff Kickoff

Meryl - Staff Kickoff

Lisa G. - Staff Kickoff, Elementary Back to School Night, kindergarten parent meet up

Lumakar - Staff Kickoff, Elementary Back to School Night

Bibi - Staff Kickoff, Elementary Back to School Night, CRC meeting

Samantha - Staff Kickoff

## **II. Approve Consent Agenda Items**

### **A. Approve Consent Agenda**

L. Paquette made a motion to remove the agenda item from the consent agenda.

S. Howorko seconded the motion.

Have items to add.

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

L. Paquette made a motion to approve the consent agenda.

S. Howorko seconded the motion.

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

L. Paquette made a motion to approve agenda as amended, add item G. approving election committee chair and H. election committee budget.

M. Faulkner seconded the motion.

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

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

Included in consent agenda

L. Paquette made a motion to approve the minutes from Governance Meeting on 07-10-24.

S. Howorko seconded the motion.

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

### **III. School Operations**

#### **A. Financial Report**

[June financials](#) are complete and the end of the year looked great. Board legal fees will be reported on a quarterly basis.

[Consolidated detail June 2024](#)

[Consolidated detail July 2024](#)

[KPIs](#)

#### **B. Executive Director of Academics Report**

[Report](#)

### **IV. Public Comment**

#### **A. Public Comment**

Parent spoke about school management structure, ad hoc committee to review administrative structure of the school. Request that this is a committee, with results by December.

Independent director candidate introduced herself.

Parent spoke about Stargate email and the optics for volunteers / committee members to have Stargate emails.

#### **B.**

## Public Comment Response

We have a discussion item for league engagement on our organizational analysis, will discuss how this would work at that time.

## V. Committee Reports

### A. Written Committee Reports

### B. Election Committee Report

Election committee needs more volunteers. Need to formally appoint Chair per the election policy, and we need to approve funding for the simply voting.

### C. Recruiting Committee Report

[report](#)

### D. SAC Report

Draft or update on UIP at September meeting.

## VI. Action Items

### A. Financial Policies and Procedures Handbook - Procurement Section

S. Howorko made a motion to approve procurement section of the Financial Policies and Procedures Handbook as presented.

B. Paul seconded the motion.

[Procurement Policy](#)

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

### B. Approve funds for purchase of IT hardware

No vote needed.

### C. Fundraising Allocation to Principals

S. Howorko made a motion to allocate \$10,000 each to Elementary, Middle and High School Principals from fundraising.

L. Paquette seconded the motion.

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

### D. Fundraising Allocation for After Prom

S. Howorko made a motion to allocate up to \$15,000 from fundraising funds to After Prom.

L. Paquette seconded the motion.

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

**E. Committee Handbook**

Defer to September so we can discuss data management policy first.

**F. Recruiting Committee Charter**

B. Paul made a motion to approve the Recruiting Committee Charter as presented.

L. Paquette seconded the motion.

[Recruiting Committee Charter](#)

Discussion around Independent Director timelines, the Recruiting Committee will come up with a process.

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

**G. Revised Policy 1.16 Public Records Request First Reading**

S. Howorko made a motion to approve the first reading of Revised Policy 1.16 Public Records Request.

L. Paquette seconded the motion.

[DRAFT Revised Policy 1.16](#)

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

**H. 2024-2025 Board Handbook**

Revised version was not fully provided to the Board, so will move vote to September.

**I. Operational Analysis Proposals**

Discussion on the proposals from the League to provide operational analysis. Will look at other options and potentially consider an ad hoc committee, to be discussed again in October.

**J. Election Committee Chair**

L. Griffin made a motion to appoint Tien Tong as Election Committee Chair.

M. Faulkner seconded the motion.

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

**K. Election Committee Allocation**

L. Griffin made a motion to allocate up to \$2,000 for SimplyVoting.

M. Faulkner seconded the motion.

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

**VII. Discussion Items**

**A.**

### **ED Evaluation Tool**

Discussed the changes that we made last year to the ED evaluations. No suggested content updates for this year, but updating the feedback cycle, with two new Board members to work on the evaluations. Added items from Operations and Finance evaluation to EDOA. At the beginning and end of year, all Board members are to be present, but two board members will be appointed to manage throughout the year.

### **B. Data Management Policy**

Will ask Richard to attend another Board meeting to discuss. Lisa and Samantha to work with Richard on the questions and review with legal. Potentially a September or October agenda item.

### **C. Strategic Planning Session**

Discussed agenda for Strategic Planning and opened up to any feedback on items for the agenda. Potentially move training to another time.

### **D. Mission and Vision**

Build into the strategic planning session.

### **E. Reimagine Updates**

[FYI](#)

M. Faulkner left at 9:07 PM.

## **VIII. Future Planning**

### **A. Next Board Meeting Agenda and Board Packet**

L. Paquette made a motion to Motion to add a special meeting on September 4th at 6pm to interview an Independent Director Candidate.

S. Howorko seconded the motion.

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

### **B. Next Admin Sync Meeting**

8:30 on 9/9, Bibi and Lindsey attending

### **C. Upcoming Events**

Coffee chats, Strategic Plan

## **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 9:32 PM.

Respectfully Submitted,  
L. Paquette