

DRAFT



# 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

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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 meeting for supporting her. CRC for all the work that they have done, especially Stacy and Lindsey Simms.

Lumakar Challa- those that put on the back to school lunch. Danielle who had people signing up for volunteers at back to school nights. Dr. Greene for her welcome video.

Lisa Griffin - Tien Tong and Younling (??) who stepped up a few years ago to learn the election process and to ensure the gold standards of elections are upheld.

Meryl Faulkner - everyone who is new to Stargate, welcome to them and thank you for the extra effort. Seamless transition with new teachers.

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 - Staff Kickoff, popsicle team for elementary back to school nights, went to kindergartener meet up.

Lumakar - Staff Kickoff, elementary back to school night handling out popsicles

Bibi - Staff Kickoff, Elementary back to School night handing out popsicles, CRC meeting

## **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** to approve the motion.

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

S. Howorko seconded the motion.

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

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

This should be part of the consent agenda..

### **III. School Operations**

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

June financials are completed and the end of the year looked great. KPIs and financials to be attached. Will begin showing Board legal fees quarterly for us.

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

Report attached.

### **IV. Public Comment**

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

Parent spoke about school management structure, adhoc 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. One we need to formally appoint her per the election policy and we need to approve funding for the simply voting.

#### **C. Recruiting Committee Report**

Attached 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 Motion to approve procurement section of the Financial Policies and Procedures Handbook as presented.

B. Paul seconded the motion.

The board **VOTED** 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 Motion to allocate \$10,000 to each Elementary, Middle and High School principals from fundraising.

L. Paquette seconded the motion.

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

### D. Fundraising Allocation for After Prom

### E. Committee Handbook

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

### F. Recruiting Committee Charter

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

L. Paquette seconded the motion.

Discussion around Independent Director timelines, the recruiting committee will come up with a process.

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

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

S. Howorko made a motion to Motion to add a special meeting on September 4th at 6pm to interview an independent candidate.

L. Paquette seconded the motion.

The board **VOTED** 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 proposal from the League to provide operational analysis. Some questions around if these are the right people, look at other options, and potentially consider an adhoc committee, to be discussed again in October.

## **VII. Discussion Items**

### **A. ED Evaluation Tool**

Discussed the changes that we made last year to the ED evaluations, not suggesting any content updates for this year, but updating the feedback cycle, two new Board members to work on the evaluations, and added items from Operations and Finance evaluation to EDOA. 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 have Richard attend another Board meeting to discuss. Questions to go to Samantha about the policy, Lisa and Samantha to work with Richard on the questions, and review with legal. Potentially a September, maybe an October 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**

Just an FYI

## **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**

8:30am on 9/9, with Bibi.

### **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

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Item G. Lisa Griffin made a motion to appoint Tien Tong as the Election Committee Chair. Meryl Faulkner seconded, motion passed unanimously

Item H. Lisa Griffin made a motion to allocate up to \$2,000 for SimplyVoting.

Meryl left at 9:07pm