

## **Committee Discussion Calendar 2018-2019**

**August:** None

**September:** Finance, Elections, Recruiting

**October:** FAC

**November:** Finance, SAC

**December:** FAC

**January:** CRC, SAC

**February:** Finance

**March:** Grants, SAC

**April:** Elections, Recruiting, FAC

**May:** Finance, Fundraising, CRC

**June:** Website

## **Committee Goals 2018-2019**

### **Community Relations Committee**

**Chair:** Stacy Tempas & Claire McDonnell

**Liaison:** Lisa Hosfelt

**Month(s):** January & May (end of year report, planning for next year)

#### **Goals:**

1. Plan and sponsor events promoting school unity, community education, communication and volunteerism
2. Focus on collaboration with all levels of stakeholders to create better lines of communication and encourage volunteerism
3. Succession Planning and changes to Chairperson(s) will be announced annually at focus month Board Meeting (December).
4. New Chairperson(s) must have been an active member of committee for at least 6 months in order to be eligible for position. New Chairs shadow for at least 3 months and can request the assistance of prior Chairs as they transition into the role.

### **Election Committee**

**Chair:** BiBi Paul

**Liaison:** Brad Schoenfeld

**Month(s):** September & April

#### **Goals:**

1. Fall election of SAC - measure: successful completion of election within time frame and budget
2. Spring election of Board - measure: successful completion of election within time frame and budget
3. Develop succession planning for committee leadership - measure: completion and presentation of plan in April to the Board

4. Update the Election Policy by March 2018

### Finance Committee

**Chair:** None

**Liaison:** Samantha Howorko

**Month(s):** November (Audit), February (Quarterly Review), May (Budget Approval)

**Goals:**

1. Evaluate alternative compensation policies and structures. (December - re-evaluate)
2. Monthly review of financial statements and KPIs.
3. Quarterly review of financial KPIs with Board
4. Develop succession plan for committee leadership. Report succession plan to Board during the committee's assigned focus month.
5. Expand financial transparency to community through increased communication.
6. Turn in complete committee reports on time (as agreed upon mutually) every month.
7. Compare charter school best practices for reserve policy
8. Compare charter school best practices for administrator/teacher salary (delegate to Compensation Committee)
9. Recruit additional members September

### Fundraising Committee

**Chair:** Denise Vitt

**Liaison:** Samantha Howorko

**Month(s):** May (end of year report, planning for next year)

**Goals:**

1. Fundraising Amount Goals - Total: \$280K:
  - a. Fall Fundraiser: \$20K (Stargate's profit)
  - b. Annual Campaign: \$90K
  - c. Misc: \$20K (Dining Out nights, Spirit Wear sale, Box Tops, Milk Caps, King Soopers, AmazonSmile, School Supplies)
  - d. Gala: \$150K
2. Workload delegation
3. Succession planning
4. Donation Receipts

### Fundraising Allocation Committee (FAC)

**Chair:** Erin Barclay & Rebecca Jazmines

**Liaison:** Samantha Howorko & Teresa Thompson-Walsh

**Month(s):** October, December, April

**Goals:**

1. Review all fund requests submitted to the FAC and evaluate based on the rubric
2. Allocate funds as available
3. Offer alternatives as applicable

### Grant Committee

**Chair:** Tara Rickerson

**Liaison:** Teresa Thompson-Walsh

**Month(s):** March

**Goals:**

1. Create Grant Calendar to track application deadlines
2. Submit at least 10 grant applications
  - a. Some areas of focus will be:
    - i. Vertical Garden
    - ii. Adroit
    - iii. Technology
3. Community outreach with teachers - work with them to submit teacher-specific grant applications, encourage and support grant opportunities brought by teachers
4. Organize Grant Committee documents to help current and future members find information and complete work

### Recruiting Committee

**Chair:** Jan Weingardt

**Liaison:** Brad Schoenfeld

**Month(s):** September & April

**Goals:**

1. Develop plan for recruitment of Stakeholders and community members to participate in elections for the Stargate Governance Board and School Accountability Committee
2. Develop plan of recruiting members to Recruiting Committee, including at least one staff member
3. Support effort to fill vacant seats of the Board and SAC during non-election periods as needed
4. Assist potential volunteers to the correct non-elected committees based on their interest, experience, field of study - measure: attend at least one meeting of each school committee per school year

### School Accountability Committee (SAC)

**Chair:** Rob Cernich

**Liaison:** Lisa Hosfelt

**Month(s):** November (UIP), December (survey questions presented), March (survey results and KPI Dashboard update)

**Goals:**

1. Continue to update the playbook by adding detail to the instructions as we execute processes and responsibilities
2. Refine the recommendations review process and update the status quarterly
3. Streamline the Board evaluation process to provide more effective results

### Website Committee

**Chair:** Lisa Griffin

**Liaison:** Elizabeth Williams

**Month(s):** June

**Goals:**

1. Maintain website infrastructure to facilitate transparency and keep community informed.
2. Develop succession planning for committee leadership. Report succession plan to Board during the committee's assigned focus month.
3. Work to ensure that website infrastructure achieves compliance with federal/state standards regarding compliance with American Disabilities Act.
4. Optimize websites and technology tools to support successful recruiting/on-boarding of prospective families and staff to the Stargate community.