



Stargate School will 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.

Committee Handbook

Chairperson and Members

Each Committee shall have at least one designated Chairperson. That person will be responsible for:

- Coordinating meetings
- Communicating with the Board
- Delegating responsibilities to members as necessary

The Chairperson shall be responsible for keeping a current list of committee members, and communication shall be sent to all committee members. The Chairperson is responsible for getting the distribution list updated regularly when changes are necessary and gathering new member's email addresses to add to the distribution.

Note: Best practice is to check with the Committee at least annually to ensure everybody on the distribution list would like to remain a member of the Committee.

Each Committee shall also have at least one designated Secretary, which should be different than the Chairperson. That person will be responsible for:

- Taking minutes at meetings
- Sending the minutes and/or Board report to the Board each month
 - Reports or minutes should be submitted to the Board one week before the Board meeting whenever possible
 - Each Committee can make individual arrangements with their Board Liaison for deviations from this timeline if necessary
- Sending the minutes and/or Board report to the committee members within two weeks after the Committee's meeting

If a Committee is unable to appoint a Secretary from their list of members, the Board may provide a Secretary.

Meetings

The Chairperson is responsible for coordinating meeting times and places with the committee members, and if applicable members of the school (if needing to use the school's facilities).

Meetings shall be:

- At consistent times, set at the beginning of the school year or at the beginning of the committee's active time (e.g. the first Thursday of every month at 6pm or every other Wednesday at 9am)
- At a consistent place (e.g. Starbucks, the school)



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- If school facilities are required, coordination with school members shall be made in advance and a facility use form will need to be completed
- Placed on the Governance calendar and if applicable the Community calendar

Supplemental meetings may be required and can be added to the calendar as necessary, but regular meetings should be set for the whole year in advance.

If there is a supplemental meeting or variance to the regular meeting schedule, the Board Liaison and Committee should be notified at least 48 hours in advance.

Planning

A tentative planning schedule should be made at the end of the school year for the next school year. For Committees that have events (such as CRC and Fundraising), firm events can be posted to the calendar and tentative events should be posted as soon as the dates are confirmed.

For Committees that do not plan events, they should still plan a calendar at the end of the school year, to outline what may be required for the following year. This is also a good time to start to discuss tentative goals for the next school year. The goals will be finalized with the Board at the beginning of each school year.

Communication

Each Chairperson shall be assigned a stargateschool.org email address. All committee communication shall be done using this email address.

Each Committee also has a committee email address, which may vary for each Committee. Some committees may have those emails go to the Chairperson and some may have it go to the whole committee member list, which can be arranged with the Website Committee at any time.

Board Liaisons are on the committee distribution list, regardless if it's just the chairperson or if it's the whole committee the emails go to, the Board Liaison should be copied on all responses that come in to the committee email.

Communication with the Committee shall include all committee members. No communication shall exclude members, especially when a vote is required. If the Committee chooses to delegate a smaller group to make decisions, the rest of the Committee does not need to be included in those conversations as long as the rest of the Committee is aware that this



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delegated group has been selected, all members have been invited to participate, and this subgroup is reflected in the minutes.

Social Media

When a Chairperson or Committee Member is posting on social media as a member of the Committee, they shall remember that they are representing the school and the Committee and use good judgment and follow these guidelines:

- Request the post to be placed on the Official Stargate Facebook Page and verify it is posted there before posting to any other sites
- Don't post sensitive, private, or confidential information
- Respect members of the community and don't post photos or make negative comments about members of the community that could be perceived as harassing, threatening, retaliatory, or discriminatory
- You may be legally responsible for the content you post, so respect brands, trademarks, and copyrights
- Follow terms and conditions for social networking sites
- Comply with the Code of Conduct in this Committee Handbook
- Ensure your posts do not create a real or perceived conflict of interest
- Consult your Board Liaison for questions regarding these guidelines

Board Meetings

At least once each year, the Committee Chairperson will be required to present at a regular business board meeting. The timeline for this presentation will be agreed upon in advance and discussed with the Board Liaison along with the committee's goals.

When the Chairperson is scheduled to attend the board meeting, the Board Liaison will be responsible for notifying the Chairperson at least two weeks in advance of the meeting. If the Chairperson is unable to attend, and does not have a delegate to fill in, the Chairperson will be responsible for giving at least one week's notice, so the agenda can be revised to move the committee presentation to another month.

While the Chairperson is not required to attend every business board meeting, it is encouraged for at least one member of the Committee to attend whenever possible to help keep the communication lines open between the Board and the Committee.

[explain the code of conduct and specify who needs to sign it]

Website

The Committee Chairperson is responsible for knowing whether or not their webpage(s) on the Community and/or Charter websites need to be updated. When updates are required, the Chairperson should communicate with the Website Committee to get their pages updated.



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Succession Planning

Each Committee shall have a succession plan in writing and provided to the Board.

If the Chairperson is considering leaving the Committee or stepping down from the role as Chairperson, they should provide notice to the Committee early enough that a successor can be identified by January of the current school year. This will allow enough time for the successor to be trained on the Chairperson responsibilities.

In the event a successor cannot be identified, the Board Liaison will act as the Chairperson until a successor is established. This is not an ideal situation as the Board Liaison has important Board responsibilities that may not be able to be fulfilled if they're filling in for Committee Chairs, so each Chairperson shall make their best effort to identify a successor before leaving the role.

Committee Charters

Each Chairperson is responsible for reviewing their Charter annually and determining if changes need to be made. If changes are required, the Chairperson shall ask their Board Liaison to add it to the agenda at the next business board meeting. If no changes are required, no action needs to be taken.

Orientation

When a new Chairperson is selected for a Committee, they are responsible for completing orientation, which can be found at: <http://charter.stargateschool.org/forms-and-files>, under Governance Board Policies > 1.10 Board Orientation.

Code of Conduct

Each member of the Committee has no individual authority; it is only as a collective group that there is authority.

Code of Conduct: Members will act in a professional manner that upholds the mission and vision of Stargate School at all times.

- *Confidentiality:* Members shall remember that all matters discussed in closed sessions of meetings, many materials reviewed by members, and a great deal of information obtained as a member are confidential and may not be disclosed to the public. In particular, Committee members shall not disclose teacher or student information



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discovered as a result of service on the Committee. Members shall handle this material with the greatest of caution and sensitivity.

- *Active Participation:* Members are expected to exercise the duties and responsibilities of their positions with integrity, collegiality, and care through attendance at meetings, being prepared to discuss issues on the agenda, cooperating and respecting the opinions of fellow members, putting the interests of the School above personal interests, representing the School in a positive and supportive manner at all times, showing respect and courteous conduct in all meetings, refraining from intruding on administrative issues that are the responsibility of the Executive Administrator(s) or the appointed school administrator(s) and observing the established lines of communication.
- *Conflict of Interest:* A member's duty is to act in good faith with regard to the best interests of the School, not in the member's personal interest. It is the responsibility of each member to report promptly any actual or potential conflicts that may exist between the member and the School in accordance with the School Bylaws.
- *Retaliation:* Negative or adverse action will not be taken against any member, community member, or staff member for making a good-faith report of a possible violation of applicable laws, even if the report is mistaken, or against the Committee. Retaliation in any form will not be tolerated.

I understand that failure to abide by this Code of Conduct may result in my removal as a Committee Member, pursuant to the requirements and processes provided in the organization's governing documents.

By signing below, I state that I have read the Committee Handbook and agree to the terms within.

Signature

Date

Name

Committee