



Stargate School

Governance Meeting

Published on November 28, 2023 at 4:16 PM MST

Amended on November 29, 2023 at 2:11 PM MST

Date and Time

Wednesday November 29, 2023 at 6:00 PM MST

Location

Stargate Secondary Library

Agenda

	Purpose	Presenter
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I. Opening Items

A. Call the Meeting to Order		Lisa Hosfelt
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B. Roll Call		Danielle Fox
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C. Reading of Stargate Mission		
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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.

D. Recognitions and Appreciations	Discuss	
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E. Board News and Events	Discuss	
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Purpose Presenter

II. Approve Consent Agenda Items

- A.** Approve Consent Agenda Vote Danielle Fox
 - 1) Agenda for November 29, 2023 Governance Board Meeting
 - 2) Minutes for Governance Board Meeting held October 25, 2023

- B.** Minutes Approve Minutes Danielle Fox
 - Approve minutes for Governance Meeting on October 25, 2023

III. School Operations

- A.** Audit Presentation - Jim Hinkle Discuss
 - [Audit](#)
- B.** Executive Director Operations and Finance Report FYI Wayne Granger
 - [Report](#)
- C.** Executive Director Academics Report FYI Robin Greene
 - [Report](#)
- D.** Academics Staff Report: Karen Wolfer, Elementary Principal FYI Karen Wolfer
 - [Report](#)
- E.** Academics Staff Report: Cynthia Rundquist, Director of Curriculum and Instruction - Gifted Emphasis FYI Cynthia Rundquist
 - [Report](#)

IV. Public Comment

Public Comments Reminder: The board meeting is structured to allow the Governance Board to conduct its business in a timely manner. Comments may not be immediately addressed but may be considered as future agenda items. Anyone wishing to speak must sign-in before the public comment portion of the meeting. Comments are limited to 3 minutes each, and total time allotted for all public comments will not exceed 45 minutes. Those wishing to speak that do not get the opportunity to do so can submit their comments to governance@stargateschool.org or may attend the next board meeting to do so. Please

Purpose Presenter

note that time may not be donated to others and comments are expected to maintain professional courtesy, civility, and respect.

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|----|-------------------------|-----|------------------|
| A. | Public Comment | FYI | |
| B. | Public Comment Response | FYI | Samantha Howorko |

V. Committee Reports

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|----|--|-----|------------------|
| A. | Recruiting Committee Update
Report | FYI | Danielle Fox |
| B. | School Accountability
KPI Report
Proposed Parent Survey Questions
Proposed Staff Survey Questions | FYI | Lindsey Paquette |

VI. Action Items

- | | | | |
|----|--|------|------------------|
| A. | Financial Audit Approval
Audit | Vote | Samantha Howorko |
| B. | Financial Policies and Procedures
Financial Policies and Procedures | Vote | Samantha Howorko |
| C. | Finance Committee Charter
Finance Committee Charter | Vote | Samantha Howorko |
| D. | Fundraising Allocation Committee Charter
Fundraising Allocation Committee Charter | Vote | Samantha Howorko |
| E. | Elections Committee Charter
Elections Committee Charter | Vote | Meryl Faulkner |
| F. | Reserve Strategy Revisions
Reserve Policy | Vote | Samantha Howorko |
| G. | FAC Requests | Vote | Samantha Howorko |

VII. Discussion Items

	Purpose	Presenter
A. Strategic Plan Development Mission and Vision update	Discuss	Lindsey Paquette
B. Reimagine Updates	Discuss	Lisa Hosfelt
C. Bylaw Revisions Update	Discuss	Lisa Hosfelt
D. Training Update Training Status	Discuss	Ray AuYeung
VIII. Future Planning		
A. Next Board Meeting Agenda and Board Packet	Discuss	Lisa Hosfelt
B. Next Admin Sync Meeting	Discuss	Samantha Howorko
C. Upcoming Events Mission/Vision Work Sessions	Discuss	
IX. Closing Items		
A. Adjourn Meeting	Vote	Lisa Hosfelt

Coversheet

Minutes

Section: II. Approve Consent Agenda Items
Item: B. Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Governance Meeting on October 25, 2023

APPROVED



Stargate School

Minutes

Governance Meeting

Date and Time

Wednesday October 25, 2023 at 7:00 PM

Location

Stargate Secondary Library

Directors Present

D. Fox, L. Hosfelt, L. Paquette, M. Faulkner, R. AuYeung, S. Howorko, S. Schafer

Directors Absent

None

Guests Present

Jenn Roach, Lynne Whitney, R. Greene, W. Granger

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 Oct 25, 2023 at 7:09 PM.

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

Recognitions and Appreciations

- Ray recognized Lindsey for putting together the Stakeholder Presentation and leading the charge on our strategic planning this year.
- Danielle recognized Maggie for being helpful in taking minutes for the Board and for taking on many tasks that aren't hers, Lindsey Sims all the work and organization to put on another successful Multicultural fair, Lindsey Paquette for all the work she's done to prepare and conduct the Strategic Planning session and for the many hours in preparing for the Stakeholder Presentation and to Ms. Amy Pierre-Johnson for taking the open staff seat for the School Accountability Committee.
- Lisa recognized Ms. Mallick for her work on the presentation for the elementary prospective parent nights. Ms. Krill, Mr. Ryan, Ms. Nerz, Mr. Williams, Ms. Walsh, Mr. Granger, Dr. Greene, and the senior class leadership for their planning and assistance with senior parking spots. Lindsey Paquette for her work on the Strategic Planning session and the Stakeholder Presentation. Danielle Fox for handwriting over one hundred personal thank you notes for staff.
- Samantha recognized Mari, a parent and translator who spent time with those who came for the Ministry of Japan collaboration and Kate Sivarajah for planning the collaboration with the Ministry of Japan.
- Meryl recognized the teachers who did conferences in a different format this year
- Shaun recognized all the work that the theater students did in preparing for the play, Clue.
- Lindsey recognized Thersea and Robin for their work on the UIP, Lumakar for willingness to serve as the SAC chair for his first year,

E. Board News and Events

- Lindsey: Zoo field trip, Camp Timberline field trip, Colorado Gifted And Talented Conference
- Shaun: 3 cross country meets
- Meryl: Conferences, Colorado Gifted And Talented Conference
- Samantha: Recognition Dinner for Lynne and Shaun Huang
- Lisa: Colorado Gifted And Talented Conference, senior parking spot painting day, varsity girls volleyball games
- Danielle: Colorado Gifted And Talented Conference, Multi-Cultural Fest
- Ray: Multi-Cultural Fest

II. Approve Consent Agenda Items

A. Approve Consent Agenda

D. Fox made a motion to approve the Consent Agenda for items for October 25, 2023.

R. AuYeung seconded the motion.

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

Roll Call

S. Howorko Aye
R. AuYeung Aye
S. Schafer Aye
L. Paquette Aye
L. Hosfelt Abstain
M. Faulkner Aye
D. Fox Aye

B. Approve Minutes for Governance Board Meeting held September 13, 2023

D. Fox made a motion to approve the minutes for Governance Board Meeting held September 13, 2023 Governance Meeting on 09-13-23.

R. AuYeung seconded the motion.

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

C. Approve Minutes for Governance Board Meeting held October 11, 2023

D. Fox made a motion to approve the minutes for Governance Board Meeting held October 11, 2023 Governance Meeting on 10-11-23.

R. AuYeung seconded the motion.

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

D. Approve Minutes for Governance Board Executive Session held October 11, 2023

D. Fox made a motion to approve the minutes for Governance Board Executive Session held October 11, 2023 Governance Executive Session Meeting on 10-11-23.

R. AuYeung seconded the motion.

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

III. School Operations

A. Executive Director Operations and Finance Report

Mr. Wayne Granger presented the Executive Director of Operations and Finance [Report](#):

- Lunch: Elementary lunch is time consuming. Plan is to hire a second person to help. Parent volunteers have been a huge help! Getting closer to consistency!
- Had a meeting with My Kids Lunch regarding vegetarian options - limited options but working to find a solution.
- Enrollment: October count should come in at 1575-1577 for enrollment which is less than what is budgeted. The difference will come from other areas in the budget, not a concern that we will need to make any cuts.
- Received a first draft of a template of the new website.
- Adams County Video Project: Theme will likely be tied to kids who have been here k-12, *the path of an eagle*.

Lynne Whitney presented on the quarterly financials for September:

- Discussed the 2 numbers being represented in the financial update for Days Cash on Hand and which one was to be used for the KPI.
 - Lynne suggested that the KPI number for Days Cash on Hand (152 days) should come from Unrestricted Cash, which includes fundraising, athletics and student accounts.
- Teachers are no longer using their own devices to work on which led to a large increase in technology funds as teachers are now using provided devices.
- Year to Date lunch program expenditure: Have not been reimbursed from the state.
 - Cost is roughly \$12,000/week with the cost \$4.30/meal.
 - Cost is backfilled to be close to what we are spending. The state program is a \$250mil program which is not close to what's going to be need to cover it.
 - Currently playing it by ear and continuing to provide what we need to our students.
 - Financial impact long term is still to be determined. Reimbursement is to cover food served only, not those who have to be hired to serve those meals, which will come out of school budget.

B. Executive Director Academics Report

Dr. Robin Greene presented the Executive Director of Academics [Report](#):

- Recognized Kelly Stewart for all her work on admissions and Dr. Cynthia Rundquist for re-establishing what a professional learning committee looks like.
- There were over 70 adults that attended the prospective parent night.
- 28 kindergarten and first grade student applicant were tested using the KBIT assessment on October 25th.
 - KBIT assessment is a brief intelligence test to measure general intellectual ability
- The COGAT test will be administered on October 28th.
 - COGAT assessment is a general abilities test, focusing on reasoning ability. It is different from an IQ test. Done for students 5 years and older.
- Different tests are administered because KBIT can be done on 4 year olds to assess cognitive abilities and is more culturally friendly.

C. Operations Staff Report

Jenn Roach, Human Resources Manager, presented the operations report:

- Keeping focus on Reimagine Report, dedicated the month of November as the "Month of Thanks".

- Begin and end the month with the admin team cooking and serving a meal to the staff
- Smoothies, coffee and donuts
- 15 minute massage chair
- Treat cart with a label expressing our gratitude for the staff, telling them how much we appreciate them and that we know that we cannot do what we do without them

Beyond the month of November,

- Birthday cake and fruit tradition that everyone loved, will be done once a month
- Birthday bulletins
- Birthday boxes available to decorate doors and celebrate each other
- Writing monthly cards - expectation is for admin to write at least 3 a month

IV. Public Comment

A. Public Comment Response

- Parent: 10th year attending board meetings, noted it's been a long time since they've been in a joyful and happy environment where the community feels better. Not necessarily that they were bad before but recently they've felt better.
- Teacher: Thanked those involved for the fulfillment of the soccer score board, stating it meant so much to the kids who have been working so hard. Also mentioned the senior parking spot painting day had a significant impact on team building. The kids were excited, encouraged each other, offered to help anyone who needed it.
- Amy Pierre-Johnson: Introduced herself for the nominated staff seat for the School Accountability Committee.
 - Has been a school counselor for 23 years in k-8
 - 16-17 years have been working with gifted kids
 - Began at Stargate as a special ed para and transitioned to a counselor
 - Interested in SAC to look at what we do and evaluate how to continue to improve on that, explaining even when we're doing a good job, there's always room for improvement

V. Committee Reports

A. Recruiting

[Report](#)

Discussed Amy Pierre-Johnson's nomination, is the only staff member who has expressed interest in fulfilling the last open seat, will be a 1-year seat that she can reapply for at the beginning of next year.

Will vote later in the meeting to appoint her for the School Accountability Committee.

VI. Action Items

A. Staff Handbook

[Dispute Resolution Policy](#) - Change 3 board members present to 2 board members to keep consistent

- Improvement Plan not mentioned in the Dispute Resolution, as previously discussed within the Staff Handbook.
 - Problem seeking to address - If an employee is on an improvement plan, they need to know they're on an improvement plan. How do we know that they know they're on a plan, should they seek counsel from the Board?
 - Problem resolution section needs to contain the process.
 - Wayne will add wording to add to Staff Handbook so that employees will know they're on an improvement plan.

S. Howorko made a motion to approve the Staff Handbook, as discussed.

D. Fox seconded the motion.

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

B. Committee Charters

[Recruiting Committee Charter](#)

Made minor changes to create continuity within the *term* section, removed *g* as it is out of the scope of the recruiting committee and cleaned up the confidential section.

D. Fox made a motion to approve the Recruiting Charter.

L. Hosfelt seconded the motion.

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

C. Bylaw and Policy Evaluation Consultant

Discussed hiring a third party consultant to do an overview of the bylaws and policies to identify gaps and determine how to make bylaws longer lasting.

- Beneficial to bring in a set of fresh eyes. Consultant, Carleen, has extensive involvement with charter schools.
- Can get deliverables out by March.
- Proposal can be found [here](#).

L. Hosfelt made a motion to approve Carleen Clark to offer bylaw and policy evaluation services.

S. Howorko seconded the motion.

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

D. 2023-2024 Board Calendar

- Changes need to be made to [Board Calendar](#) to ensure there is adequate time between BOY, MOY and EOY evaluations.

L. Hosfelt made a motion to approve the Governance Board 2023-2024 calendar, as discussed.

L. Paquette seconded the motion.

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

E. Social Lab Research

[Proposal](#) for Parent and Staff Satisfaction Survey is \$4,000

- Includes reviewing the existing survey together, will advise if changes are needed.
- Build approved survey questions into Qualtrics
- Distribute surveys to parents and employees
- Write up a parent satisfaction report
- Write up an employee satisfaction report

Benefits are that there are no personal bias with using an outside the organization as results are confidential which is designed to encourage honest and transparent feedback.

L. Paquette made a motion to approve \$4,000 to engage Social Research Lab on surveys for the 2023-2024 school year.

S. Schafer seconded the motion.

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

F. Appointment of 1 year open staff seat for SAC

Amy Pierre-Johnson has been nominated for the open staff position for the 1-year SAC position. SAC has already voted her appointment.

Per Election Policy 1.6, *"Should a vacancy occur on the elected committee or an insufficient number of candidates exist, **the vacancy shall be filled within sixty days by a majority vote of the combined elected members of the Committee and the Board, unless the vacancy occurs within 120 days of the next election. The newly selected member shall hold the position until the first SAC meeting following the fall election, at which point the seat shall be filled via the election process.**"*

D. Fox made a motion to approve Amy Pierre-Johnson for the 1 year staff position for the School Accountability Committee.

L. Hosfelt seconded the motion.

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

VII. Discussion Items

A. Reimagine Follow Up

Lindsey and Lisa will work on the tracking documents throughout the year.

B. Strategic Plan Development

- To what level do stakeholders need to be involved in the input of this development? Community voices (Community, Staff, Students) could deliver deficiencies and share their opinions of what they think? Do comprehensively with Mission and Vision.
- Will create a task force for the mission and vision and strategic planning task force (Stargate Next)
 - Lindsey will lead this, board members will attend as able, will be called under working sessions
 - Discussed soliciting the Social Research Lab to be the secretary for this meeting and then code the results and provide report of discussion/ideas
 - Include both a morning and afternoon session
 - Rough time line - communications to go out early November for idea survey and volunteers for working sessions to be held the first week of December with 2 working sessions. Check with Social Research Lab to help in the analysis of those.
 - January plan is to identify the major themes

C. Mission and Vision Evaluation Process

Discussed above

D. Projection of Board Meetings

- Viewed past meeting attendance via virtual presentation since meetings began being presented.
- Some felt it was necessary to continue to project meetings as well as all presentations
- Difficult to project when it's left to the Board to control the logistics
- Wayne will look at different options to broadcast all gatherings (presentations and meetings)

E. Recap on CAGT

- Screeners (COGAT) vs Full Scale IQ scores
 - Many psychologists actually prefer an actual score to a percentile rank (more intuitive to understand but compresses what is actually going on) EX: 99%ile to 95%ile are VASTLY different with different neurodivergent needs
- Whole grade acceleration

- Social Emotional relation to high achievement - discussed the rate of depression, anxiety being so much higher in students of high achieving programs.
- Myths of certainty and control - how do you talk to these analytical kids who want an answer right now when things are so difficult to understand.
- Gifted education review focusing on culturally responsiveness of population.
- GT fair - taking a passion project with design thinking and presenting to a full district.

VIII. Future Planning

A. Next Board Meeting Agenda and Board Packet

B. Next Admin Sync Meeting

November 27th at 8:30 - Lisa & Meryl

C. Upcoming Events

Coffee Chat - November 9th at 8:30am

Discussed who would attend the Colorado League of Charter School Conference in February

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 9:49 PM.

Respectfully Submitted,

D. Fox

Coversheet

FAC Requests

Section: VI. Action Items
Item: G. FAC Requests
Purpose: Vote
Submitted by:
Related Material: Robotics Request August 2023.pdf



Robotics Team Request August 2023

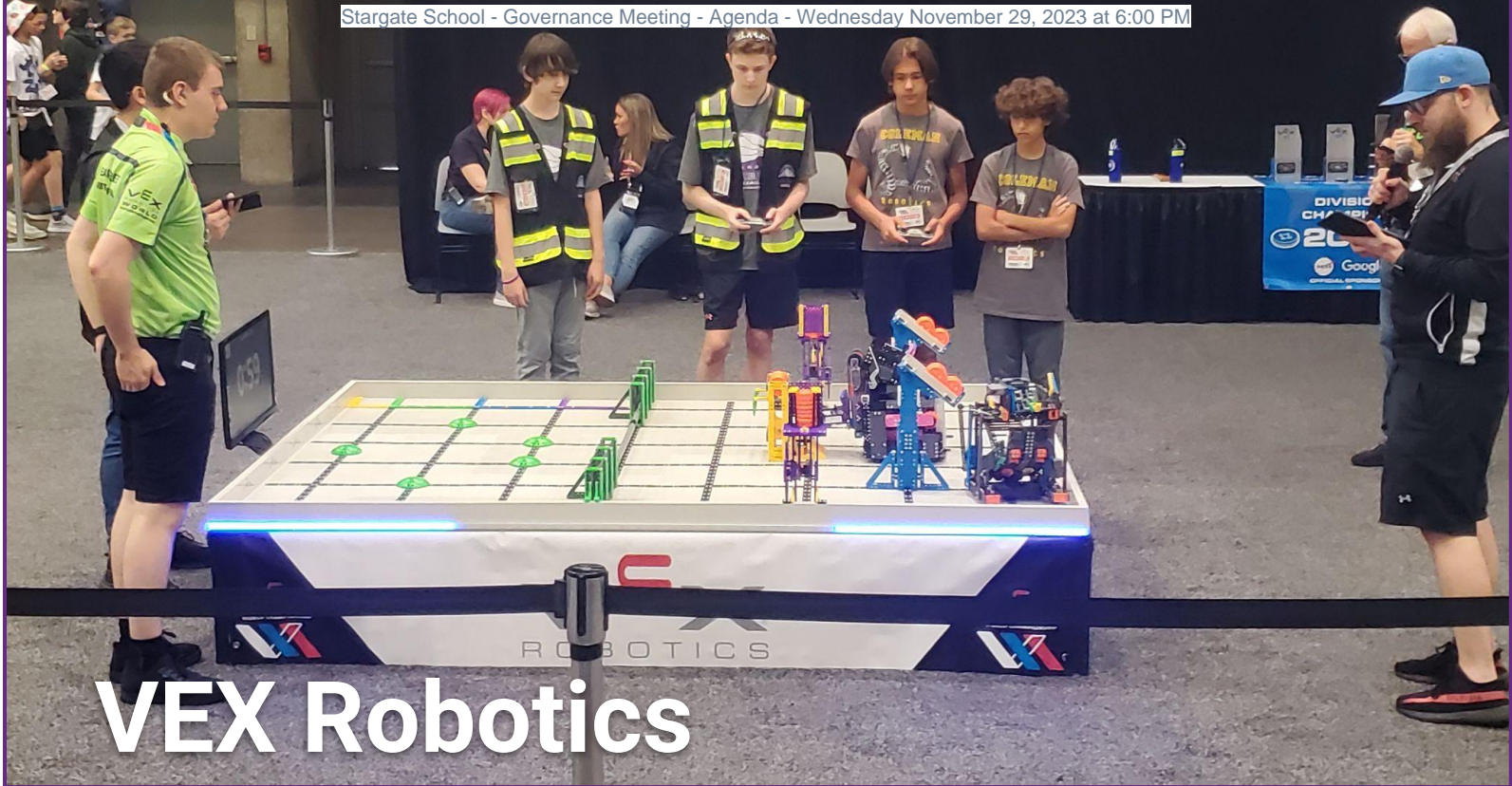


Robotics Team 32092, from **Stargate School** in Thornton Colorado, was founded in 2021 and had 42 middle school and high school students compete in VEX Robotics tournaments that first year. A year later student participation more than doubled, with 85 students competing.

The Robotics program is an excellent fit for our gifted students and their learning needs. Nearly **one of every six Stargate middle school and high school students took Robotics in 2022-2023**. More than half of those students joined the competition team and took their learning to a higher level! Most of those that didn't compete were in an introductory course and will be joining the competition team this year.

The projected numbers for this year's program are even higher. **This year we have seven sections of Robotics**, some of which are a year long. Some sections are full and cannot accommodate any more students.



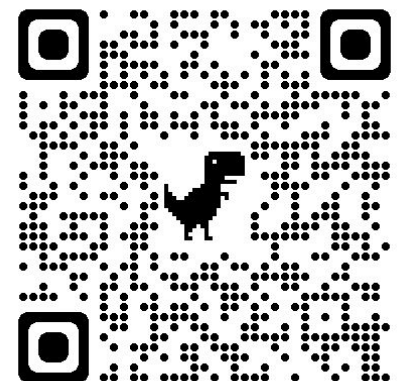


VEX Robotics

In the VEX Robotics Competition, presented by the [Robotics Education & Competition Foundation](#), teams of students are tasked with **designing and building a robot** to play against other teams in a game-based engineering challenge.

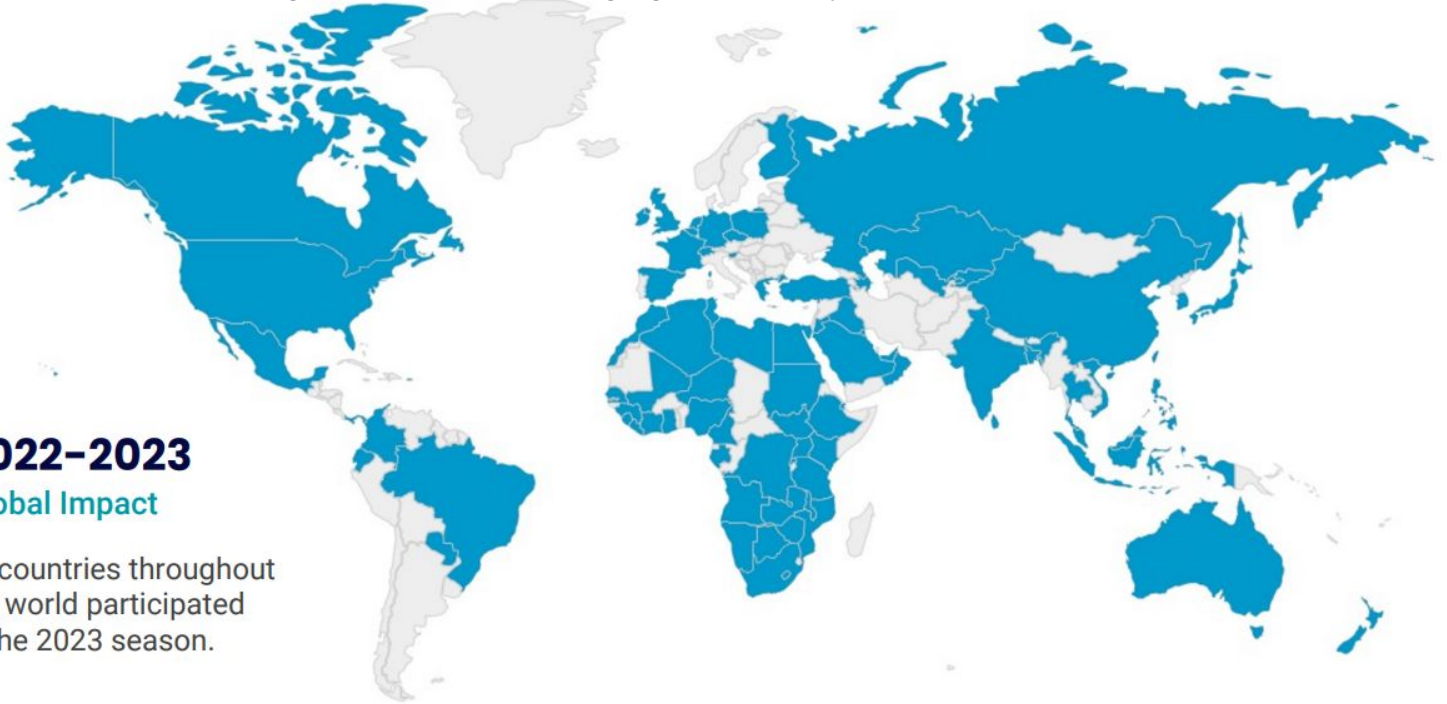
Classroom STEM concepts are put to the test as **students learn lifelong skills in teamwork, leadership, communications, and more**. Tournaments are held year-round at the regional, state, and national levels and culminate at the VEX Robotics World Championship each April! [<https://www.vexrobotics.com/cortex/competition>]

At Stargate, teams of four or five students collaborate to tackle the engineering challenges of the game. Every year the game changes in order to provide new learning opportunities as they go through the **Engineering Design Process**. Check out the VRC or VIQRC links to learn more about this year's competition.



[VRC Competition Overview](#)
(Stargate High School students)

[VIQRC Competition Overview](#)
(Stargate Middle School students)



2022-2023

Global Impact

92 countries throughout the world participated in the 2023 season.

2022-2023 Season Statistics for RECF VEX Tournaments (VIQRC, VRC, etc.)



40,000 teams



3,000 events



92 countries

Our goal? Earn a return trip to the **World Championship** and bring back another award!

VEX 2023
ROBOTICS WORLD CHAMPIONSHIP

PRESENTED BY
NORTHROP GRUMMAN FOUNDATION

RECF FOUNDATION

30,000+
STUDENT COMPETITORS

50,000+
ATTENDEES

50
STATES

50+
COUNTRIES

[stat and image source: <https://roboticseducation.org/documents/2023/07/morning-session-event-partner-summit.pdf>]

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VEX ROBOTICS WORLD CHAMPIONSHIP

Team Accomplishments

Team 32092 has established itself as **one of the premier robotics teams in Colorado** at the Middle School level in just two years and our high school students hope to do the same this year.

Here's what we've done in our first two years as a team:

- Grew from 10 teams in our first year to 20 teams in our second year.
- Competed in 25 tournaments, including local, state, and world championship levels.
- Qualified eight teams to the World Championship tournament in Dallas, Texas.
- Earned 45 awards, including one Innovate and two Judges Awards at the World Championship.
- Hosted two tournaments for dozens of other local teams from across Colorado to participate in.





Robotics Request

Stargate's Robotics program has grown rapidly and needs additional support to accommodate this growth!

The High School class is currently made up of students with varying levels of robotics experience, ranging from three years to zero years experience with robotics. Many students join the High School Robotics class hoping to receive direct instruction but the course isn't designed that way. **By purchasing a set of entry level EXP robotics equipment, Stargate can offer an introductory level course appropriate for High School students**, something we already do for our Middle School.

When we started our program we opted for Education robot kits instead of competition kits as a cost savings measure. **Stargate students have proven again and again that they are ready to grow beyond what the Education kits offer and need the more advanced Competition kits.** Competition kits include sensors and other equipment that isn't included in Classroom kits.

Furthermore, top tier teams have equipment that that help them achieve their success. For example, high achieving high school teams have pneumatics equipment. No Stargate teams have this equipment and unfortunately it shows at tournaments. Talent and hard work can only take Stargate teams so far. **If Stargate teams are to achieve at the highest levels they are capable of, they need a level playing field which includes access to this equipment.**

Additionally, as VEX rolls out new equipment our students don't have access to that equipment. **Older equipment is no longer supported by VEX Robotics.** For example, every year VEX creates a "Hero Bot" model for use in that year's engineering challenge. Hero Bots models are now being produced only with Generation 2 Robot kits as older Gen 1 robot kits lack some of the required parts. Fortunately, if we were to purchase Gen 2 kits for our Advanced Robotics students we can repurpose our older Gen 1 kits for use by our Middle School Intro to Robotics students. There is a similar issue with the high school classes needing a Competition kit rather than an Education kit to build the Hero Bot for their game.

We have worked with Stargate's Grant Committee and submitted several grants (e.g. Toshiba, CenturyLink, Sony, etc.) but have not been awarded many grants. The only ones we did receive were two small donations, from a local non-profit Elaras Robotics and from Harbor Freight.

Robotics students pay a \$100 class fee. If on the competition team they pay an additional \$100 fee. Teams that earn trips to the State and World Championship tournaments incur far greater expenses.



Robotics Request

Here is what we are asking from Fundraising to help support these amazing students:

Item Name and Link	Number	Unit Cost	Quantity	Cost *
High School Intro to Robotics				
VEX EXP Large Classroom Bundle	280-8292	\$11,997.00	1	\$11,997.00
VEX Classroom Cart	254-8345	\$399.00	3	\$1,197.00
High School Advanced Robotics				
VEX Portable Competition Field Perimeter	276-8242	\$799.99	1	\$799.99
VRC Anti-Static Full Field Tile Kit	276-7175	\$249.00	1	\$249.00
Smart Field Controller	276-7577	\$149.99	1	\$149.99
VEX V5 Competition Super Kit	276-7040	\$1,899.00	14	\$26,586.00
V5 Pneumatics Kit	276-8750	\$299.00	14	\$4,186.00
Pneumatics Tubing (5')	275-0447	\$5.49	14	\$76.86
Rotation Sensor	276-6050	\$39.99	14	\$559.86
Inertial Sensor	276-4855	\$49.99	14	\$699.86
Distance Sensor	276-4852	\$45.99	14	\$643.86
Optical Sensor	276-7043	\$45.99	14	\$643.86
V5 GPS Sensor	276-7405	\$199.99	14	\$2,799.86
Middle School Advanced Robotics				
VEX IQ Competition Kit (2nd generation)	228-7980	\$649.00	18	\$11,682.00
IQ Smart Motor	228-2560	\$22.99	18	\$413.82
IQ Robot Brain (2nd Generation)	228-6480	\$149.99	2	\$299.98
IQ Controller (2nd Generation)	228-6470	\$79.99	2	\$159.98
VIQRC Full Volume Full Game & Field Element Kit	228-8360	\$134.99	1	\$134.99
VIQC Field Kit (Full 6'x8' Field)	228-7396	\$320.00	1	\$320.00
IQ Pneumatics Kit	228-8795	\$119.99	18	\$2,159.82
Storage				
Plastic Stack & Hang Bin. 8-1/4"W x 14-3/4"D x 7"H. Blue - Pkg Qty 12	WB269684BL	\$74.90	1	\$74.90
Plastic Stack & Hang Bin (24) 5-1/2"x10-7/8x5" & (24) 4-1/8"x5-3/8"x3". Blue	WB269682BLP	\$79.95	1	\$79.95
Total (NOT including shipping or tax)				\$65,914.58



Contact

Thank you for your consideration. Our team can't do it without support like yours!

Coach Eric Howe
Technology Teacher
Stargate School
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STARGATE
ROBO EAGLES

Coversheet

Reimagine Updates

Section: VII. Discussion Items
Item: B. Reimagine Updates
Purpose: Discuss
Submitted by:
Related Material: Recommendations tracking.pdf

Stargate School Climate and Culture Improvement Plan

Summary Action Plan for Recommendations from Reimagine Consulting Group

Prioritized Recommendations: Mission, Vision and Core Values				
Recommendation	Responsible Party	Action Plan	Timeline	Progress Update
Collaboratively revisit the vision, mission statement, and core values to ensure all stakeholders understand these values statements and how their work supports them. -Recommit to organizational values -Focus on student-centered decisions -Clarify the uniqueness of Stargate and recreate the Stargate Way -Align day-to-day work to values and Strategic Plan -Create buy-in	Board Mission/Vision Taskforce	Investigate, propose, and vote on Mission/Vision (tie into Bylaws changes)	1 year	Mission Task Force will meet in December to begin discussion
	Board Executive Directors	Create buy in for Mission & Vision and Strategic Plan	3 years	
	Executive Directors	Align day-to-day work for all stakeholders with Mission & Vision and Strategic Plan	5 years	

Prioritized Recommendations: Clarify Stargate Stakeholder Roles				
Recommendation	Responsible Party	Action Plan	Timeline	Progress Update
Clarify roles for each stakeholder by creating portraits/competencies (eg. Portrait of an Educator, Portrait of a Leader, Portrait a Board Member, etc.) that align with the Stargate mission statement.	Board	Clearly communicate the Board role to Stakeholders; Define the Board/Admin Responsibility Matrices; Define the desired "Stargate Family Member" role in school	1 year	
	Executive Directors	Define the Board/Admin Responsibility Matrices; Develop 1-paragraph Position Descriptions for all positions	1 year	
	Board Executive Directors	Adjust the above based on revised Mission & Vision	3 years	
Create a robust performance management system which includes an employee development plan.	Executive Directors	Complete full review cycle for teacher and administrator evaluations	1 year	Randa is in second year of implementation.
	Executive Directors	Complete full review cycle for classified staff using TBD system	3 years	
Provide training for all board members.	Board	Complete full training cycle using new board training system	1 year	The board training policy will be updated to reflect the new training modules recommended by CDE.
Diversify the board's makeup by adding more nonparent members.	Board	Investigate, propose, and vote on any changes in conjunction with by-law change	1 year	

Prioritized Recommendations: Create Shared Decision-Making Model				
Recommendation	Responsible Party	Action Plan	Timeline	Progress Update

Stargate leaders must prioritize transparency and collaboration by shifting toward a shared decision-making model	Executive Directors	Continue to refine Decision Making Matrix for both Admin/Staff and within Departments	1 year	Decision Matrix has been presented to staff. Team leads are collecting feedback from teams.
Stargate may want to build on the current teaming structures in order to maximize opportunities for stakeholders to have a voice at the decision-making table through a distributive leadership model.	Executive Director of Academics	Identify Teacher Leads	1 year	
	Executive Director of	Design Vertical Teaming structure	1 year	
	Executive Director of	Implement Vertical Teaming structure	2 years	

Prioritized Recommendations: Facilitate Team Culture Building

<i>Recommendation</i>	<i>Responsible Party</i>	<i>Action Plan</i>	<i>Timeline</i>	<i>Progress Update</i>
In moving towards a more positive climate and culture at Stargate, it is imperative to facilitate ongoing, intentional team building to rebuild trust, respect, and human connection.	Executive Directors	Execute effective Staff Kickoff, including team-building, implemented Communicate team-based priorities ("What are You For?") Establish system for sharing positive feedback of peers ("Stargate Shout-Outs") Include team-building in each PD Day	1 year	The feedback on the staff kickoff teambuilding activities was very positive. Shoutouts and staff newsletters are regularly shared.
	CRC	Set 2024-2025 Events Calendar	1 year	
Whether goals are school-related or task-specific, Stargate can foster the sense of collaboration and teaming by creating time and space for staff to work as a team.	Executive Directors	Include collaborative department time at each PD Day	1 year	

Activating New Mindsets: Trust

<i>Recommendation</i>	<i>Responsible Party</i>	<i>Action Plan</i>	<i>Timeline</i>	<i>Progress Update</i>
Listen to stakeholder feedback and ensure that staff and other	Board	Monitor Staff Survey results	1 year, ongoing	A third party will be hosting the survey this
Ensure that the Stargate's HR department provides staff a confidential	Executive Directors	Complete with new HR Staff	1 year	
The Board models trust, transparency, and empowerment of the staff and team by stepping back from involvement in the school operations and trusting the school administrators and staff to do their jobs.	Board	Monitor Staff and Parent Survey results and Board Evaluations; Get feedback from Executive Directors	1 year, ongoing	
Develop clear roles and responsibilities to allow members of the community to know what is expected of them.		See Portrait of a Stargate Family Member & Community Compact		

Activating New Mindsets: Collaboration

<i>Recommendation</i>	<i>Responsible Party</i>	<i>Action Plan</i>	<i>Timeline</i>	<i>Progress Update</i>
Ensure that the new school leadership positions being hired (and	Board	Complete through Hiring Process	1 year	
Activate and strengthen advisory committees and give them the power to drive decisions to help staff feel more engaged and invested in the school	Executive Directors	Involve staff committees to support decision-making Utilize RACI Decision Matrix	1 year	Decision Matrix has been presented to staff. Team leads are collecting feedback from teams.
School board can engage stakeholders in interactive planning sessions when decisions must be made (ensure that those closest to the challenge are involved in outlining solutions)	Board	Leverage community surveys for identifying potential changes to by-laws and Mission/Vision	1 year	

Engage in interactive community stakeholder conversations and sessions to engage regularly with broader stakeholders (share information, but solicit feedback as well)	Board	Hold Board Office Hours/Coffee Chats to engage with community	1 year	Coffee Chats happening monthly. Board has provided opportunities for community engagement in Sept, Oct and Dec.
Build on the strength identified through the Climate and Culture		See above		
Leverage opportunities within the school calendar to increase points of collaboration (Wednesday early dismissals can be a great opportunity for more collaborative planning & decision making)	Executive Directors	Integrate collaborative planning for departments within each PD Day	1 year	
Clear decision-making protocols should be created and implemented		See above		
As noted in the initial recommendations, collaboration can be		See above		
Create authentic opportunities to celebrate and reward staff	Executive Directors	Implement system to celebrate and reward staff (Teacher Shout Outs)	1 year	November Month of Thanks
	Board	Implement system to celebrate and reward staff (Teacher 5, 10, 20 year Recognitions; Teacher Appreciation System (Internal & External))		Board member wrote thank you notes to each staff member.

Activating New Mindsets: Transparency

<i>Recommendation</i>	<i>Responsible Party</i>	<i>Action Plan</i>	<i>Timeline</i>	<i>Progress Update</i>
Continue to practice radical transparency by sharing a plan to implement the recommendations based on the findings with all stakeholders. -Empower stakeholders to be part of the decision-making process as much as possible to create buy-in and assure everyone is on the same page -Create clarity around how/when decisions are shared vs. kept confidential (and implement this decision-making model with fidelity) -Increase clarity and transparency of "swim lanes"	Board	Conduct Stakeholder Meeting and State of the School Meeting to communicate goals, decisions, and progress to community Utilize Community Surveys and Taskforces to inform decision-making Develop Board Shared vs. Kept Confidential Matrix 1-Year Job Descriptions	1 year	Stakeholder meeting held in October, presentation shared on website. Stakeholders are invited to take part in the mission and vision discussion.
	Executive Directors	Share and utilize RACI Decision Matrix with Staff Make public 1-paragraph Job Descriptions for current and new positions	1 year	Decision Matrix has been presented to staff. Team leads are collecting feedback from teams.
Review established communication pathways with community and hold all stakeholders accountable for following it	Board	Re-vamp and re-implement Board Complaint Form	1 year	
Communicate expectations to stakeholders frequently and give		See Performance Mgmt Systems for Staff	1 year	
The Board of Directors and Executive Directors should provide key weekly updates to keep stakeholders abreast of policies, initiatives, etc. and always share a "why" about changes. To avoid the rumor mill, share learnings, successes and failures of goals/initiatives	Executive Directors	Continue communications to community via StarNews	1 year	Regular communications sent
	Board	Continue communications to community via Board Updates	1 year	Regular communications sent

Emerging Questions

How will Stargate prioritize this work moving forward? What kind of accountability structures can be put in place?

- What concrete steps can Stargate take to make time and space for this work?
- How might Stargate map out a plan for 2023-24 that is realistic and strategic to help move toward enacting these shifts?
- How can Stargate leaders leverage outside support/coaching to continue prioritizing this work?
- What are the existing structures (committees, leaders, etc.) in place at Stargate that we can leverage to further this work?
- How might Stargate move towards an enhanced sense of clarity about its systems, processes, roles, procedures, and goals?

- In what ways can Stargate leaders and stakeholders move toward enacting and embodying these mindsets (trust, collaboration, and transparency)?
- How might Stargate ensure that leaders (school and board level) embody the competencies and mindsets necessary to lead toward change?
- In what ways does a change in leadership present opportunities and challenges for the work of enhancing culture and climate?
- Do any of the proposed shifts and changes feel unrealistic for Stargate? How might any challenging recommendations be “tweaked” in order to become something feasible and realistic for Stargate?
- What might various stakeholders in the Stargate community need to do in order to build a deeper sense of buy-in among stakeholders?