APPROVED

Stargate School

Minutes

Governance Meeting

Date and Time
Wednesday July 19, 2023 at 5:00 PM

Location
Secondary Building Commons

Directors Present
K. Brisseau, L. Hosfelt, L. Paquette, M. Faulkner, R. AuYeung, S. Howorko, S. Schafer

Directors Absent
None

Guests Present
R. Greene, W. Granger (remote)

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 Jul 19, 2023 at 5:10 PM.

B. Roll Call

C. Reading of Stargate Mission

D.

Recognitions and Appreciations

1. Shaun recognized Dara Knox for her service on the Recruiting Committee.
2. Danielle recognized the admin team and board members who invested many hours in recreating and editing documents to prepare us for the upcoming school year.
3. Lisa recognized the administration for working together to facilitate a smooth transition of leadership and Danielle for her many hours of work getting us started with BoardOnTrack.
4. Samantha recognized Robin and Wayne for all they have done and Jenn Roach for jumping right in and having staff lunches for those there in the summer
5. Ray recognized Lynne for her last board meeting. We can't thank her enough for everything she's done for this school and community.
6. Meryl recognized Dr. Cynthia Rundquist for her work this summer on the acceleration and admission policies.

E. Board News and Events

II. Approve Consent Agenda Items

A. Approve Consent Agenda

K. Brisseau made a motion to approve the agenda from the Consent Agenda for items for July 19, 2023.
R. AuYeung seconded the motion.
Agenda for July 19, 2023 Governance Board Meeting
Minutes for Governance Board Meeting
Executive Session Meeting Minutes
The board **VOTED** to approve the motion.

Roll Call

L. Hosfelt	Aye
K. Brisseau	Aye
L. Paquette	Aye
M. Faulkner	Aye
S. Howorko	Aye
S. Schafer	Abstain
R. AuYeung	Aye

III. Board Administrative Items

A. Designate Two Administrators of Oath of Office

L. Hosfelt made a motion to approve Resolution Regarding the Appointment of Board of Director Members as Official Designee to Administer Oath of Office.
S. Howorko seconded the motion.
Resolution authorizes President and Secretary to administer the Oath of Office

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

Roll Call

R. AuYeung	Aye
M. Faulkner	Aye
S. Howorko	Aye
K. Brisseau	Aye
L. Hosfelt	Aye
L. Paquette	Aye
S. Schafer	Aye

B. Oath of Office

Each board member read aloud

C. Board Officer Elections: Secretary

L. Hosfelt made a motion to appoint Danielle Fox for role of secretary for the 2023-2024 school year.
S. Howorko seconded the motion.
Discussed the work that Danielle has done with Board OnTrack and the importance of keeping her in this position as we learn this new program
The board **VOTED** unanimously to approve the motion.

Roll Call

R. AuYeung	Aye
S. Howorko	Aye
L. Hosfelt	Aye
M. Faulkner	Aye
S. Schafer	Aye
K. Brisseau	Abstain
L. Paquette	Aye

D. Board Officer Elections: Treasurer

K. Brisseau made a motion to appoint Samantha Howorko the role of treasurer for the 2023-2024 school year.
L. Hosfelt seconded the motion.
Ray and Samantha shared interest. Both discussed their reasons for wanting to fill this position. It was shared that keeping consistency and continuity for this year with the new administration is important.
The board **VOTED** to approve the motion.

Roll Call

S. Schafer	Aye
R. AuYeung	Aye
L. Paquette	Aye
L. Hosfelt	Aye
M. Faulkner	Aye

Roll Call

K. Brisseau Aye
S. Howorko Abstain

E. Board Officer Elections: President

S. Howorko made a motion to appoint Lisa Hosfelt for the role of president for the 2023-2024 school year.
L. Paquette seconded the motion.
Lisa and Shaun shared interest. Shaun explained his interest to address the strategic goals more in depth during admin sync meetings as well as addressing the change in future demographics and focusing on the strategic vision of the school. Lisa discussed the need for continuity and the current change in Executive Director, addressed the upcoming Charter Renewal with the District but acknowledged that it is a Board decision. Discussed the go forward plan to ensure longevity in succession of positions. Discussed extenuating circumstances that could alter the potential continuity of the board, while protecting the board's voice and promoting unity rather than divisiveness.

After vote, board members discussed the implications of abstaining from voting for themselves.
The motion did not carry.

Roll Call

K. Brisseau Aye
S. Schafer Abstain
R. AuYeung No
L. Hosfelt Abstain
L. Paquette Aye
M. Faulkner No
S. Howorko Aye

R. AuYeung made a motion to appoint Shaun Shafer for the role of president for the 2023-2024 school year.
M. Faulkner seconded the motion.
Discussed that if each member decided not to abstain, that would give us a finalized vote.
The motion did not carry.

Roll Call

S. Howorko No
K. Brisseau No
L. Hosfelt Abstain
L. Paquette No
M. Faulkner Aye
R. AuYeung Aye
S. Schafer Abstain

S. Howorko made a motion to appoint Lisa Hosfelt for the role of President for the 2023-2024 school year.

L. Paquette seconded the motion.
Discussed that if each member decided not to abstain, that would give us a finalized vote and add that we confirmed historically that board members have voted for themselves.
The board **VOTED** to approve the motion.

Roll Call

S. Howorko	Aye
M. Faulkner	No
L. Paquette	Aye
S. Schafer	No
K. Brisseau	Aye
L. Hosfelt	Aye
R. AuYeung	No

F. Board Officer Elections: Vice President

S. Schafer made a motion to appoint Lindsey Paquette for the role of Vice President for the 2023-2024 school year.
R. AuYeung seconded the motion.
Lindsey spoke that she would be willing to fulfill the position if there was no interest.
Discussed what the position entailed. Shaun stated he would help Lindsey in the transition of what the presentations entailed.
The board **VOTED** unanimously to approve the motion.

Roll Call

L. Paquette	Abstain
K. Brisseau	Aye
L. Hosfelt	Aye
S. Schafer	Aye
M. Faulkner	Aye
S. Howorko	Aye
R. AuYeung	Aye

IV. School Operations

A. ED Operations and Finance Report

Finance Manager, Lynne Whitney, presented the Finance and Operations Report on behalf of Wayne Granger, Executive Director of Operations and Finance who was out of town and joined remotely

1. Using *days cash on hand* for the measure on KPI's is a better measure than what was being considered previously. This measure better matches what is being looked at instead of an arbitrary number.
2. ESSER funds have been finalized with no further considerations.
3. Almost $900k receivable from the District, which will offset the cost of the parking lot and leave days cash on hand where it is at the moment.

4. Update to the parking lot: Concrete was poured, asphalt will be poured next week to be fully completed in August. Budget is on track, expected to be in the $900k, will save on some of the contingency, get back the 2 escalations of weather and asphalt.

B. ED Academics Report

Executive Director of Academics, Robin Greene, shared her update

1. Currently working on conducting empathy interviews with stakeholders, administration, and associates within the district to build relationships and offer support going into the new year.
2. Met with the Core Team (who supported Reimagine) to get diverse perspectives to see how the leaders can be of support.
3. Worked with Dr. Faulkner and Dr. Rundquist on different policies, will continue diving into that work.
4. Reviewed the recommendations from Reimagine and began identifying how to get there
5. Discussed the systems in place that are working and what are plans for growth

V. Public Comment

A. Public Comment Response

None

VI. Committee Reports

A. Elections

Written Report Only

B. Fundraising Allocation

Written Report Only

C. Recruiting

Discussed Dara's departure.
Written Report Only

D. School Accountability

Written Report Only

VII. Action Items

A. Staff Handbook

L. Hosfelt made a motion to approve the Staff Handbook for the 2023-2024 school year as discussed and appoint Samantha and Danielle to continue to work with staff for updates.
S. Howorko seconded the motion.
Community Handbook

1. Discussed changes in PTO. School Finance Act states Charter Schools are not subject to Colorado Wage Law
2. Gives PTO days - 10 days for full time employees, 6 PTO days for half time employees. No days will be designated as sick day use, all will be considered PTO.
3. Resolved to approve the Staff Handbook *as discussed* and appoint 2 board members to finalize this as the questions are worked through and answered
4. Suggested to remove the 12-month employees days off to avoid any potential confusion or need to revise handbooks based on negotiations when hiring for such position.

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

Roll Call

K. Brisseau	Aye
M. Faulkner	Aye
L. Paquette	Aye
R. AuYeung	Aye
L. Hosfelt	Aye
S. Schafer	Aye
S. Howorko	Aye

B. Community Handbook

L. Hosfelt made a motion to approve Community Handbook for 2023-2024 school year as discussed and appoint Samantha and Danielle to continue to work with staff for updates.
K. Brisseau seconded the motion.
Community Handbook

1. Discussed the new QR code system for checking students in and out
2. Discussed changing the response times from 3 days to 2 days for teachers and 5 days to 2 days for administrators

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

Roll Call

S. Howorko	Aye
K. Brisseau	Aye
R. AuYeung	Aye
M. Faulkner	Aye
L. Paquette	Aye

Roll Call

L. Hosfelt	Aye
S. Schafer	Aye

C. Acceleration Policy

S. Howorko made a motion to approve the Stargate Acceleration Policy as discussed.
M. Faulkner seconded the motion.
Acceleration Policy
The board **VOTED** unanimously to approve the motion.

Roll Call

M. Faulkner	Aye
K. Brisseau	Aye
L. Paquette	Aye
L. Hosfelt	Aye
S. Schafer	Aye
R. AuYeung	Aye
S. Howorko	Aye

D. Admissions Policy

L. Hosfelt made a motion to approve the Admissions Policy, revised July 2023, as discussed.
S. Howorko seconded the motion.
Admissions Policy

1. Robin explained the rationale of adding the priority of outgoing 8th grade Hulstrom students before in-district 9th grade students.

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

Roll Call

K. Brisseau	Aye
S. Schafer	Aye
R. AuYeung	Aye
L. Hosfelt	Aye
L. Paquette	Aye
M. Faulkner	Aye
S. Howorko	Aye

E. Governance Handbook

L. Hosfelt made a motion to approve the Governance Handbook for 2023-2024, as discussed.
S. Howorko seconded the motion.
Governance Handbook

1. Merged Governance Handbook and Governance Agreement

2. Changed some officer duties to more accurately reflect positions
3. Discussed removing the section regarding board members being prohibited from being employed by the school for 2 years following termination or resignation from the board.
4. Discussed defining what core/close family is to protect the board from nepotism

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

Roll Call

L. Hosfelt	Aye
S. Schafer	Aye
S. Howorko	Aye
L. Paquette	Aye
K. Brisseau	Aye
R. AuYeung	Aye
M. Faulkner	Aye

F. 2023-2024 Board Calendar

K. Brisseau made a motion to approve the 2023-2024 Board Calendar.
S. Schafer seconded the motion.
2023-2024 Board Calendar

1. Discussed conflicts of dates in November and February, made changes to best fit for Executive Director evaluations, holidays and school breaks

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

Roll Call

L. Hosfelt	Aye
M. Faulkner	Aye
L. Paquette	Aye
S. Schafer	Aye
S. Howorko	Aye
R. AuYeung	Aye
K. Brisseau	Aye

G. Communication Pathways

L. Hosfelt made a motion to appoint Samantha and Danielle to continue working with staff to complete Communication Pathways.
S. Howorko seconded the motion.
Communication Pathways

1. Still not completed. Will appoint 2 board members to work with staff and then approve at August meeting

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

Roll Call

L. Hosfelt Aye
R. AuYeung Aye
M. Faulkner Aye
S. Howorko Aye
L. Paquette Aye
S. Schafer Aye
K. Brisseau Aye

H. Revised Policy 1.13 School Logo Use

S. Howorko made a motion to approve the first reading of the School Logo Use Policy, as presented.
L. Hosfelt seconded the motion.
Revised Policy 1.13 School Logo Use

1. Updated to give Wayne authority to approve any and all logos used

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

Roll Call

S. Schafer Aye
S. Howorko Aye
L. Paquette Aye
K. Brisseau Aye
L. Hosfelt Aye
M. Faulkner Aye
R. AuYeung Aye

I. Policy 1.21 Board Vacancy and Independent Director Appointments Second Reading

L. Hosfelt made a motion to approve policy 1.21 Board Vacancy and Independent Director Appointments Second Reading, as discussed.
S. Schafer seconded the motion.
Policy 1.21 Board Vacancy and Independent Director Appointments Second Reading

1. Discussed the process and appointment of Independent Board Members
2. Removed section that allowed future boards the flexibility to determine their specific needs at that time. Rewrite included a specific nomination process outlined within the policy.

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

Roll Call

L. Hosfelt Aye
L. Paquette Aye
S. Howorko Aye

Roll Call

M. Faulkner Aye
K. Brisseau Aye
R. AuYeung Aye
S. Schafer Aye

J. District Conflict of Interest Form

Each member completed the form

VIII. Discussion Items

A. Strategic Plan Update

Differentiated Learning Environment & Responsible Leadership

1. Referenced Acceleration and Admission policies previously discussed in the meeting.

B. Strategic Plan Session

1. Main focus will be breaking down Reimagine recommendations & looking at what is still needed to be addressed from last year
2. Will not do SWOT analysis
3. Wayne will do DISC personality profile

C. Reimagine Follow Up

Will continue to work with Reimagine recommendations, focus on what the Board is responsible for and plan accordingly.

D. School Finance Act Compliance Requirements

Needs to be filed before August 3, 2023

E. Committee Liaisons and Other Assignments

Discussed which members would be responsible for board committees, delegated responsibilities for projects and specialists.

F. 1.6 Election Policy

No changes made

G. Board OnTrack

1. Introduced the process for viewing the board meeting, agenda, meeting minutes and documents
2. Need members to complete action items and get profiles completed

3. Showed how to access the resources available

IX. Future Planning

A. Next Board Meeting Agenda and Board Packet

B. Next Admin Sync Meeting

Samantha and Danielle are working on finalizing documents with admin team and will schedule admin sync as needed.

C. Upcoming Events

1. August 7th “All Staff” event
2. Will send out Doodle for available dates for end of year dinner

X. 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 8:29 PM.

Respectfully Submitted,
K. Brisseau

Documents used during the meeting

- 7.19.23 Governance Board Meeting Agenda.pdf
- Executive Session Meeting Minutes 6.14.23.pdf
- Copy of Meeting minutes 6.14.23.pdf
- Copy of Resolution for Appointment of Oath Designees.docx - Google Docs.pdf
- OATH OF OFFICE.docx - Google Docs.pdf
- Finance and Operations Board Report July 19, 2023.docx
- Quarterly Financial Statements June 2023.xlsx
- Consolidated Detail (2).xls