APPROVED

Stargate School

Minutes

Governance Meeting

Date and Time
Wednesday August 9, 2023 at 6:00 PM

Location
Stargate Secondary Classrooms 155-157

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

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 Aug 9, 2023 at 6:06 PM.

B. Roll Call

C. Reading of Stargate Mission

D.

Recognitions and Appreciations

- Shaun recognized Doug Ryan's outstanding work changing out hoses, regulators and propane tanks to keep our grilling on track while we served lunch to the staff on their first day back.
- Ray recognized Wayne, Robin, Stacy, and Jen for putting on a wonderful new school year kickoff for staff.
- Meryl recognized the staff and teachers for all their work preparing for students.
- Lisa recognized Doug Ryan and his team for all their work over the summer to get the classrooms and buildings ready. Wayne and Robin for all their preparation for the staff kickoff.
- Samantha echoed the rest of the board, thanking Robin and Wayne for the work they put in to make it a great start to the year and to the teachers who came in with positive energy.
- Lindsey recognized Dr. Greene and Mr. Granger for a successful staff kickoff event. Thank you also to all of our staff for participating with an open mind and for their thoughtful contributions to the discussion.
- Danielle recognized the gentle grace of those who have found kinks in the transition of using Board OnTrack. Also recognized the staff for their excitement and optimism for the beginning of the year and Robin and Wayne for the preparation and work that went into planning this incredible first week.

E. Board News and Events

The board attended the first day back for all staff on Monday, August 7th. We participated in team building activities and served lunch to the staff.

II. Approve Consent Agenda Items

A. Approve Consent Agenda

L. Hosfelt made a motion to remove the agenda from the consent agenda.
S. Schafer seconded the motion.
Remove agenda from consent agenda due to community handbook (6a) and staff handbook (6b) not being complete and pushed to next month's meeting.
The board **VOTED** unanimously to approve the motion.
L. Hosfelt made a motion to approve the meeting minutes from July 19, 2023.
S. Schafer seconded the motion.
The board **VOTED** unanimously to approve the motion.
L. Hosfelt made a motion to approve the agenda for August 9, 2023.
S. Howorko seconded the motion.
The board **VOTED** unanimously to approve the motion.

B.

Minutes

L. Hosfelt made a motion to approve the minutes from Governance Meeting on 07-19-23.
S. Howorko seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. School Operations

A. Executive Director Operations and Finance Report

Facilities Updates:

- Prepared a video to instruct parents on new traffic patterns and drop off/pick up schedules.
- Did owners lap and almost completed. Overage is $3k for weather delay and impact.
- Getting a quote to put ballers in the new lot when it isn't being used.
- Getting a quote to add crushed rock as only large crushed rock was put down
- Temporary signage in use, waiting for systems to be more finalized before investing in official signs
- No turn on red: Response from the city was that they will be out to observe and will decide if it can be removed.
- Marquee on elementary building was installed on August 8th
- Posts for score boards are to be installed next week, full installation to be done in September
- Sound system - will discuss where we will land with this since it was in the budget from last year

Operations Updates:

- Marketing theme: Concept of being FOR these things: Students, Team, Community, Me
- Team building was centered on this on first day of school.
    - For Students: Teachers had time to write postcards. Were sent to each student
    - For Team: Escape Room
    - For Community: 30+ blankets made for Project Linus
    - For Me: Being you, staff made tie dye t-shirts with the same shirts, but tie dying made them their own
- This concept can be seen throughout the parking lots and will be celebrated all year long.

B. Executive Director Academics Report

- Will send out video message to introduce community to the beginning of the school year.
- *For* is what school leaders will use within own buildings. The concept will connect to the Reimagine report to build on culture.
- Interviewed for a middle school principal - narrowed it down to 2 strong internal candidates. A letter of intent will be shared and staff will be notified tomorrow.
- The school theme and Reimagine report were the main themes of the Staff Kickoff training and discussion. The second day of instruction focused on the third-party Special Populations audit conducted last year.
- Dr. Rundquist will focus on differentiation in instruction this year with staff. Professional learning on differentiation has been identified as something teachers are seeking.
- Admin team worked with Shaun Schafer to develop a plan for appropriate use and monitoring of artificial intelligence resources, noting that Turn It In only catches some and is not a sufficient source.
- Sub theme for this year is *pivot*. A focus will be to communicate the *why* behind intent and decisions.
- Discussed that Team Leads are no longer in place at elementary level. Robin will discuss with Karen Wolfer.

IV. Public Comment

A. Public Comment Response

- Student discussed personnel issue regarding meeting last month
- Lisa issued an apology to student regarding personnel issue at last month's meeting.

V. Committee Reports

A. Elections

Report

Discussed approving up for $2k for the need for the annual contract renewal with Simply Voting to facilitate the fall and spring elections.

Discussed the emails regarding records retention:

- Include records retention to the Elections Charter responsibilities for consistency with records and record archiving
- Add language that liaison is responsible for collecting report and submitting to agenda and packet for records keeping

- Meryl will formulate a response to the emails that compiles additional ideas as well as those discussed above.

M. Faulkner made a motion to approve up to $2,000 for the annual contract renewal with Simply Voting to facilitate the fall and spring elections.
S. Howorko seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Finance

C. Fundraising Allocation

D. Recruiting

Discussion regarding the upcoming election beginning August 23rd. 2 parent and 2 staff seats are open this election.

E. School Accountability

VI. Action Items

A. Staff Handbook

Moved to next month item as handbook has not yet been completed.

B. Community Handbook

Moved to next month item as handbook has not yet been completed.

C. Communication Pathways

S. Howorko made a motion to approve communication pathways as discussed.
L. Hosfelt seconded the motion.

- Changes included a name change for *special populations*
- Discussed the pathway if there was an issue with the principal and principal was on the pathway. Discussed making a new subset if this was to be the case.
- Discussed who the intended audience is for each page. Possibly need to create a parent/student specific title to avoid confusion.
- Need to complete the ADD LINE section and then update to website

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

D. Committee Handbook

L. Hosfelt made a motion to approve the Committee Handbook as discussed.
S. Howorko seconded the motion.

- Committee members and chairs will not have a Stargate email to prevent violation of Student Privacy Law.
- No one except Board members and staff will be given emails due to potential CORA requests.
- Doing so could result in trouble due to negligence
- Suggestion for committee member to make an email specifically for that committee (such as using google) but does not open up Stargate's domain and allows for better protection
- Removed the need for each committee to create a succession plan

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

E. Training Plan

R. AuYeung made a motion to approve the training plan as discussed.
S. Schafer seconded the motion.

- Modules reduced from 30 to 11.
- Ray will work on changing the Training Policy.
- CDE is now pointing to the League of Charter Schools to utilize the free training modules
- Advised to remove Colorado Department of ED trainings and Colorado Secretary of State Training Modules for Non-Profit Boards as they are not utilized any longer
- Trainings to be received from ED's:
    - Robin - Section 504 and UIP & Special Pops training
    - Wayne - Board overview

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

F. Fundraising Allocation to Principals

S. Howorko made a motion to allocate $10,000 to elementary and secondary principals for discretionary use.
M. Faulkner seconded the motion.
Each principal is given $10k at the beginning of every year from fundraising for discretionary use (CHECK SECOND)
The board **VOTED** unanimously to approve the motion.

G. Revised Policy 1.21 Board Vacancy and Independent Director Appointments 1st Reading

L. Hosfelt made a motion to approve the first reading of Board Policy 1.21 Board Vacancy and Independent Director Appointments.
S. Schafer seconded the motion.
Remove definition of staff member to include all classifications of employees as defined in the Staff Handbook.

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

H. Revised Policy 1.13 School Logo Use Second Reading

S. Howorko made a motion to approve the Revised Policy 1.13 School Logo Use Second Reading.
L. Hosfelt seconded the motion.
if the club is sponsored by the school, it follows under this policy.
Have to control the brand, all needs to go through Wayne in writing.
The board **VOTED** unanimously to approve the motion.

VII. Discussion Items

A. Strategic Plan Update

- Reviewed the 2022-2023 goals:
  - Goal: Implement new staff evaluation system and identify/understand administration's and teachers' ability to reflect and measure growth of the evaluation process.
    - Attained by: Regular Staff Surveys
  - Goal: Utilize third party sources to improve staff satisfaction and retention. Also, analyze the current professional development structure and content to develop a plan for improvement.
    - Attained by: SAC Survey Results; Administrative goals
  - Goal: SPED/GT audit will be performed every three years and recommendations will be implemented.
    - Occurring this Fall
    - Results evaluated by administration and shared with board; necessary changes implemented by Spring
  - Goal: Implement hiring plan for Director of Operations and facilitate successful transition of responsibilities.
    - Attained by: Hiring Wayne Granger as Executive Director of both Operations and Finance
  - Goal: Implement hiring plan for Director of Finance and facilitate successful transition of responsibilities.
    - Attained by: Hiring Wayne Granger

B. Reimagine Follow Up, Communication

- Communication to community regarding Reimagine write up was shared to Board, need to make changes as needed.
- Discussed when to send:
  - Last week of August once mass beginning of the year emails settle and revisit email when we have Strategic Plan in October to show the work it is driving

    - Send once we meet for Strategic Planning and can tie the work done at Strategic Plan to the goals and overview done by Reimagine
- Decided to send at the end of August and will send updated email once we meet for Strategic Planning and will share ideas, goals and future planning. Felt it important to get it out to the community sooner as that is what we said we would do once we had results to share.

C. Evaluation Rubrics and Process

- Looked at Board OnTrack's questions, DPS leader tools, and ultimately went back to CDE quality standards.
- First going to go through and revise the standards to reflect the ED's jobs at Stargate
- Danielle and Meryl would like to send this to get the approval from CDE once complete
- Will add a Board relationship piece
- A full draft form will be shared with Wayne and Robin to get their ideas on ways they've been evaluated in the past and get their feedback.
- Brought in the Smart Goal, 5 pointed star, KPI and discussed how those are all related and connected.
- Ideal to have it to approved at September board meeting

D. Bylaw Revisions Process and Timeline

- Will address proposed changes to the Bylaws at the State of the School. Based on terms set forth in the Bylaws, these changes are best made in connection with the spring election.
- Will consult with the League of Charter Schools and legal counsel to address the Bylaws to get rid of confusing language, remove gaps and to not be so specific that we are constantly needing to make changes.
- Goal is to write policies that we are able to change but have bylaws be a long standing document that doesn't get changed often.
- Want to involve the community to see what their opinions are regarding changes to the Bylaws, will send out survey
- Get to the bare minimum in the Bylaws to remove holes and ambiguity. Want them to be timeless and leave the rest to be written in policies.

E. Informal Community Meetings

- Discussed doing Breakfast with the Board, connecting it to Coffee Chat to build relationships with the Board.
- Discussed offering office hours at Starbucks in late September
- Board members attend community events

- Lindsey and Lisa will do office hours at the end of September
- Will bring feedback back to the group and plan out further dates

VIII. Future Planning

A. Next Board Meeting Agenda and Board Packet

B. Next Admin Sync Meeting

Lindsey and Lisa will meet with Robin and Wayne on August 28th at 8:30am

C. Upcoming Events

Back to School - August 9th
Eagle Fest - August 19th

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 8:29 PM.

Respectfully Submitted,
K. Brisseau

Documents used during the meeting

- 2023-24 Communication Pathways.pdf