

HUMAN PROGRAM CHARTER SCHOOL

Board of Directors — Regular Meeting Minutes

DRAFT — Pending Board Approval

Date:	April 13, 2026	Time:	4:00 - 5:00PM MST
Location:	Zoom: https://us06web.zoom.us/j/81483121760		
Minutes Taken By:	Jennifer bassignani	Called to Order:	4:03 PM MST

SECTION 1 — CALL TO ORDER & OPENING MATTERS

1.1 Call to Order | Presenter: Board Chair

Meeting called to order at: 4:03 PM MST by: Katie Mccullough

1.2 Roll Call & Verification of Quorum | Presenter: Board Secretary

Quorum established: Yes No Members present: _____ of _____ seated members

Board Member Name	Present	Absent / Excused	Arrived Late / Left Early
Katie Mccullough	X		
Lisa Riegel	X		
Jennifer Bassignani	X		
Also Present (Staff/Guests):	Isaac Squires - Head of School		

1.3 Approval of Agenda | Presenter: Board Chair

Motion: X Approve as presented Approve as amended Moved by: Lisa Seconded by: Jennifer

Vote: Yes X No ___ Abstain ___ x Result: X Passed Failed

1.4 Conflict of Interest Disclosures (C.R.S. §24-18-109) | Presenter: All Board Members

No conflicts declared X Conflict(s) declared — see notes below

Notes: Lisa, Katie, Jennifer are contracted with HPI and may have a financial conflict as a board member of HPF

SECTION 2 — CONSENT AGENDA

2.1 Approval of Minutes — Previous Regular Meeting | Presenter: Board Secretary

Items on consent agenda: X Approval of Minutes — Previous Regular Meeting

Items removed for separate discussion: None See below: _____

Consent agenda motion: Moved by: Lisa Seconded by: Katie

Vote: Yes X No ___ Abstain ___ Result: X Passed Failed

SECTION 3 — PUBLIC COMMENT

3.1 Public Comment (Non-Agenda Items) — 2 min. per speaker, 20 min. max | Presenter: Board Chair

Speaker Name	Time	Summary of Comments

X No public comment received

SECTION 4 — REPORTS & UPDATES

4.1 Executive Director / Head of School Report | Presenter: Executive Director

Topics: Colorado Charter & MDOL Application status, community outreach, Webinar Listening Session Schedule/Attendance, enrollment/letters of intent, staffing/recruitment, fundraising, progress on School Design updates

Key Points Reported:

Working on application of accreditation for the Private school this should help with the HPF application
Approx 70 students with letters of intent for HPF; approx. \$1500 month spent for outreach for HPF
Charter Application - all sections should be complete by end of week; Program and Goals/Student Performance are large sections that still need to be completed;

Board Questions / Discussion:

Katie would like to see higher numbers re: LOI's

Items Requiring Follow-Up: _____ N/A _____

SECTION 5 — ACTION ITEMS

5.1 Approval of Discipline Policy | Presenter: Board Chair

Discussion Summary:

Motion: Lisa Seconded by: Jennifer

Vote: Yes 3 No 0 Abstain 0 Result: X Passed Failed Tabled Postponed

5.2 Approval of Family Handbook | Presenter: Board Chair

Discussion Summary:

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Motion: Jennifer Seconded by: Lisa

Vote: Yes 3 No 0 Abstain 0 Result: X Passed Failed Tabled Postponed

5.3 Approval of Student Handbook | Presenter: Board Chair

Discussion Summary:

Motion: Lisa Seconded by: Jennifer

Vote: Yes 3 No 0 Abstain 0 Result: X Passed Failed Tabled Postponed

5.4 Approval of Enrollment Policy | Presenter: Board Chair

Discussion Summary:

Motion: Jennifer Seconded by: Lisa

Vote: Yes 3 No 0 Abstain 0 Result: X Passed Failed Tabled Postponed

5.5 Approval of Board Agreement | Presenter: Board Secretary

Discussion Summary:

Add language regarding board attendance expectation - 75% of meetings
Add language when a board member misses a meeting they will watch the previous meeting prior to the next board meeting and comment/act if needed
Add a Code of Conduct section
Approved with revisions as stated above

Motion: Lisa Seconded by: Katie

Vote: Yes 3 No 0 Abstain 0 Result: X Passed Failed Tabled Postponed

5.6 Approval of Grievance Policy| Presenter: Board Secretary

Discussion Summary:

Review that dates in Grievance Policy align with what are in the Handbook - Katie will ensure handbook aligns with this policy

Motion: Lisa Seconded by: Katie

Vote: Yes 3 No 0 Abstain 0 Result: X Passed Failed Tabled Postponed

5.7 Approval of Board Policy Checklist | Presenter: Board Secretary

Discussion Summary:

Tool to ensure the board knows policies that are required and nice to have. A good way to track what is in place and when we need to update. Living, breathing document.
Link documents in this Checklist

Motion: Lisa Seconded by: Katie

Vote: Yes 3 No 0 Abstain ___ Result: X Passed Failed Tabled Postponed

5.8 Approval of Board Governance Packet | Presenter: Board Secretary

Discussion Summary:

Again, a tool designed to help the board govern themselves and implement best practices. Living, breathing document.
Katie would like to include this document with our Charter Application

Motion: Lisa Seconded by: Katie

Vote: Yes 3 No 0 Abstain ___ Result: X Passed Failed Tabled Postponed

SECTION 6 — CLOSING

7.1 Board Member Announcements, Reflections, and Calendar Items

Announcements:

Katie will attend webinar - High Risk Student and Parent Issues 4.14.26
Worksession - 4.15.26 @ 3PM MT

7.2 Next Regular Board Meeting

Date: 5.4.26 Time: 2:30 PM MT Location: Zoom: <https://us06web.zoom.us/j/81483121760>

7.3 Adjournment | Presenter: Board Chair

Meeting adjourned at: 5:29 PM MST Motion to adjourn: Moved by: Jennifer Seconded by: Lisa

VOTE SUMMARY — ALL MOTIONS THIS MEETING

Motion / Resolution	Moved By / Seconded By	Yes	No	Abstain	Result
Consent Agenda	Lisa/Katie	3	0	0	passed
Discipline Policy	Lisa/Jennifer	3	0	0	passed
Family Handbook	Jennifer/Lisa	3	0	0	passed

Student Handbook	Lisa/Jennifer	3	0	0	passed
Enrollment Policy	Jennifer/Lisa	3	0	0	passed
Board Agreement	Lisa/Katie	3	0	0	passed
Grievance Policy	Lisa/Katie	3	0	0	passed
Board Policy Checklist	Lisa/Katie	3	0	0	passed
Board Governance Packet	Lisa/Katie	3	0	0	passed

ACTION ITEMS SUMMARY

Action Item Description	Responsible Party	Due Date	Status
Add Code of Conduct language to board agreement	jennifer	4.15.2026	completed
Add board attendance language to board agreement	jennifer	4.15.26	completed

CERTIFICATION & APPROVAL

Minutes Prepared By (Board Secretary): <i>jennifer bassignani</i> 4/13/2026 <hr/> <i>Signature & Date</i>	Approved By (Board Chair): <hr/> <i>Signature & Date</i>
These minutes were approved at the Board Meeting held on: _____	

Colorado Compliance Reference: C.R.S. §22-30.5 | C.R.S. §24-6-402 | C.R.S. §22-11 | C.R.S. §22-20 | C.R.S. §24-18 | CCHE/CDE Charter School Authorizer Standards | NACSA Governance Standards | CASB Recommended Governance Practices