

Gateway Academy School Board Meeting Minutes
Tuesday July 21st, 2020 2:00 PM – 7:00 PM
Location: Park Place, Cedar City, UT

Mission Statement: *Our mission is to provide children an individualized education emphasizing practical life skills and demonstrations of student learning in a safe, respectful, and supportive environment*

Agenda Items	Presenter	Materials/Notes
Call to Order	Brittany Jensen	Brittany Jensen opened the meeting at 12:07 pm. Board members in attendance are Brittany Jensen, Paul Dail, Gena Nelson, Tiffany Scheuerman, Sondra Jones, Jenna Behm and Todd Peterson attended via Zoom. Staff and public present are Andy Burt, Jonada Munk, Aimee DiBrienza and Terie Simcox.
Public Comment	Public Attendees	Andy Burt is appreciative of all the extra work that Aimee DiBrenza is doing. There has been so much go into planning because of Coved-19 and she has done a wonderful job in getting done what needs to get done while he has been working on other things.
Set/Approve Agenda	Brittany Jensen	Brittany Jensen asked for a motion to approve the Agenda with Exhibit A being added to the training portion of the meeting. Gena Nelson motioned to approve the Agenda with Exhibit A being added to the training portion of the meeting. Paul Dail seconded the motion. The vote went as follows, Paul Dail, yes. Gena Nelson, yes. Tiffany Scheuerman, yes. Jenna Behm, yes. Sondra Jones, Yes. Todd Petersen had not joined the meeting at this time. Motion passed.
Review / Approve May & June 2020 board meeting minutes	Brittany Jensen	<p>Brittany Jensen asked for a motion to approve the May 2020 Board Meeting minutes with a comment added from Tom Jett about board elections added. Gena Nelson motioned to approve the May 2020 board meeting minutes with a comment added from Tom Jett about board elections added. Paul Day seconded the motion. Vote went as follows: Paul Dail, yes. Gena Nelson, yes. Tiffany Scheuerman, yes. Jenna Behm, yes. Sondra Jones, No. Todd Petersen, had not joined the meeting at this time. Motion passed.</p> <p>Brittany Jensen asked for a motion to approve the June 2020 Board Meeting Minutes. Pail Dail motioned to approve the June 2020 Board Meeting Minutes. Gena Nelson seconded the motion. The vote went as follows, Paul Dail, yes. Gena Nelson, yes. Tiffany Scheuerman, yes. Jenna Behm, yes. Sondra Jones, Yes. Todd Petersen had not joined the meeting at this time. Motion passed.</p>
Reports:		
Exhibit A Review		The Exhibit A Review is included in the training portion of the meeting.
<i>Board Training Report: Governance training recap</i>	Brittany Jensen	Brittany Jensen asked for a roll call for those that did the Governance Training. Sondra Jones, no. Tiffany Scheuerman, no. Gena Nelson, yes. Paul Dail, yes. Brittany Jensen, yes. Jenna Behm, yes. Todd Petersen, no. Brittany Jensen was pleased to know that a lot of the things in the training we are already doing. One thing learned is that the mission statement needs to be on the website. Mr. Burt will have Mr. Hightower add it as soon as possible.
Audit Committee Report	Jenna Behm	The Audit Committee met and talked about selecting an external auditing firm and a maintenance review of internal controls. They set a quarterly review on policy and specific transactions. They scheduled quarterly reviews to take place with the audit committee. They are hoping to meet one week before the board meeting on the quarterly reviews. There is monthly review on the bank reconciliations to go over purchase card purchases. They went over audit committee requirements and the school's policy on audit committee roles and responsibilities. They talked about having a drive for the board to have access to financial documentation. Brittany Jensen asked the committee to follow up on the hotline and see that it is followed up on.
Financial Document Training & Monthly Report	Jonada Munk	The Board received the Monthly Financial report and the Financial Document Training. We will cover the boards responsibilities accounting and transactions. The board will go over the money that the school receives as well as the policies. The Finance and Accounting Report begins with a Summary of the previous months accounting. The report goes over Net Income (local state and federal income), Expenses (salaries, benefits, purchases, supplies and



		equipment). These areas show the losses as well. The report ends with a Balance Sheet which includes Assets, with operating and restricted cash balances. It also includes accounts receivable, prepaid, and other assets, Liabilities and Restricted net assets. Due to technical difficulties, a portion of this training and report was not on the recording.
Handbook	Andy Burt	The board reviewed the changes in the Handbook. This is nothing that must have action taken but the board should review it and communicate any questions that they may have on it. This portion of the meeting was not recorded due to technical difficulties
Emergency Response Plan	Andy Burt	There is a copy of the schools Emergency Response Plan in the board packets for each board member to review. There weren't any changes to the plan.
Action Items:		
Early Literacy Program Plan	Andy Burt	<p>Brittany Jensen asked for a motion to table the Early Literacy Program Plan. Jenna motioned to table the Early Literacy Program Plan. Paul seconded the motion. The vote went as follows, Paul Dail, yes. Gena Nelson, yes. Tiffany Scheurman, yes. Jenna Behm, yes. Sondra Jones, Yes. Todd Peterson, yes. Motion passed. There was a technical issue with the recorder during this vote and it was not recorded.</p> <p>After the item was tabled and the board reconvened after the Executive Session, Brittany Jensen asked for a motion to un-table the Early Literacy Program Plan. Sondra Jones motioned to un-table the Early Literacy Program Plan. Paul seconded the motion. The vote went as follows, Paul Dail, yes. Gena Nelson, yes. Tiffany Scheurman, yes. Jenna Behm, yes. Sondra Jones, Yes. Todd Peterson, yes. Motion passed.</p> <p>The Early Literacy Program Plan was presented to the board with the changes that were recommended from the state. Brittany Jensen asked for a motion to approve the early Literacy Program Plan. Gena Nelson motioned to approve the Early Literacy Program Plan. Paul seconded the motion. The vote went as follows, Paul Dail, yes. Gena Nelson, yes. Tiffany Scheurman, yes. Jenna Behm, yes. Sondra Jones, Yes. Todd Peterson, yes. Motion passed.</p>
Executive Session: <i>discussion of the character, professional competence, or physical or mental health of an individual;</i>		Brittany Jensen asked for a motion to adjourn the meeting and enter an Executive Session discussion of the character, professional competence, or physical or mental health of an individual. Jenna Behm motioned to enter Executive Session. Paul Dail seconded the motion. The vote went as follows, Paul Dail, yes. Gena Nelson, yes. Tiffany Scheurman, yes. Jenna Behm, yes. Sondra Jones, Yes. Todd Peterson, yes. Motion passed.
Business Administrator Contract	Brittany Jensen	Brittany Jensen asked for a motion to approve the Business Administrator contract. Gena Nelson motioned to approve the Business Administrator Contract. Paul Dail seconded the motion. The vote went as follows, Paul Dail, yes. Gena Nelson, yes. Tiffany Scheurman, yes. Jenna Behm, yes. Sondra Jones, Yes. Todd Peterson, yes. Motion passed.
Annual Conflict of Interest form	Brittany Jensen	The board members were asked to sign a Conflict of Interest form for the 2020-21 school year. The board members that turned in their Annual Conflict of Interest form tonight are Tiffany Scheurman, Jenna Behm, Gena Nelson, Paul Dail, Brittany Jensen. Todd Petersen and Sondra Jones will turn theirs in later.
School Reopening Plan	Andy Burt	The board needs to approve the School Reopening Plan with the mask changes added to it. In the Governor's latest press conference, he has said that all students will need to be wearing face coverings while at school. There will be some exemptions to the rule. The exemptions would be a medical exemption or 6 ft social distancing. Our school has an online program, Gateway Discovery, that will give our students options if parents or students don't want to abide by the guidelines or if there is a reason that they cannot. The teachers, staff and principal would like to see as many students in the classroom as possible but also want to keep students and staff safe. There will be times throughout the day that students will be able to take a break from face coverings. They will have breaks outside, a break while eating and breaks when their class can socially distance. We have hired a teacher that will oversee assisting teachers in the classroom with students that will not be on campus due to illness or if there is a reason for extended absences from school. There will be processes at the school that will be followed such as face coverings, temperature checks, sanitizing, etc. The face coverings not only protect the students but the faculty and staff as well. The administration will be available to discuss options and answer any questions that parents and students will have. This is a plan that can be brought before the board next month. We must have a plan



		approved by August 1st, but we can revisit this at the August board meeting prior to school starting if there have been any more updates or changes to the guidelines from the Governor's office. Brittany Jenson asked for a motion to approve the School Reopening Plan. Paul Dail motioned to approve the School Reopening plan. Gena Nelson seconded the motion. The vote went as follows, Paul Dail, yes. Gena Nelson, yes. Tiffany Scheuerman, yes. Jenna Behm, yes. Todd Peterson, yes. Sondra Jones abstained from the vote. Motion passed.
Work Session:		
Exhibit A Review		There was a review of the Operating Charter of Exhibit A which is available to view on the schools website at http://gpacharter.org/wp-content/uploads/2020/05/Gateway-Exhibit-A-FINAL.pdf
<p>"Our Goals":</p> <ul style="list-style-type: none"> • Financial Sustainability (enrollment) • Academic Achievement • Organizational sustainability (Succession) 		In strategic planning and focusing on the goals of the school, the board should have a plan or goals for 3-5 years ahead. Financial Sustainability, Academic Achievement and Organizational Sustainability are three of the ways to achieve the goals. How do we getting families to 'choose' our school? How are we looking to increase enrollment? We are providing an individualized education for our students and better training for our teachers and staff. The mission statement is 'To provide individual education with an emphasis on practical life skills and demonstrations of life skills in a safe supportive environment.' We have a practical life element, life skills and performances for students that stand out. As we think about growth and enrollment, reputation, and programs, what can we do more that helps us out to broaden the student's world view. One board member suggested focusing more on the arts, drama, orchestra, and theatre. The board would like to integrate some of these programs into other lessons. Having a dance or creative movement might be a good improvement. Another suggestion was an outdoor area for physical and mental exercise.
Succession Plan		This item was talked about in our strategic planning portion of the work session.
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Enrollment		This item was talked about in our strategic planning and long term goals in the work session.
Long Term: arts, outdoor education, hybrid model, physical growth, PR (what does it look like)		There was a discussion on long term goals and ideas. Some of the ideas talked about were the arts, drama, and an outdoor activity area for students. Putting more of what we offer at the school for students and families out for the public to see. WE would like to focus on leadership and expand on our identity.