

Gateway Academy School Board Minutes
Wednesday February 23rd, 2022 7:00 PM – 9:00 PM
Location: Gateway Preparatory Academy, Cedar City, UT (Library)

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	Call to order 7:06 PM. Board members present: Todd Petersen, Paul Dail, Matt Ogburn, Brittany Jensen, Tiffany Scheuerman, and Gena Nelson Administrative Staff Present: Jonada Munk, Aimee DiBrienza, Chris Kupfer, Jennifer Cannon, Staff/Public joining by Zoom: Emily Liechty, Kortney Swap, Deb Valo, and Brigitte Childress.
Public Comment	Public Attendees	There was no public comment.
Consent Calendar	Brittany Jensen	Matt moved to approve the consent calendar and the February 7, 2022, minutes. Gena Seconded. Voting went as follows: Gena – Yes, Tiffany – Yes, Matt – Yes, Paul – Yes, Todd – Yes. Motion passes.
Exhibit A review	Brittany Jensen	Reviewed the five purposes listed in our charter. a. Continue to improve student learning through competency-based instruction methods and an emphasize on personal responsibility, an interdisciplinary curriculum, and performance-based demonstrations of skill mastery by students. b. Encourage the use of different and innovative teaching methods through implementation of competency-based education, personal attention, and practical assessments for student evaluation. c. Create new professional opportunities for educators through quarterly collaborative in-service, additional scheduled pedagogical training, shared knowledge program, and a planned ongoing curriculum reform process. d. Increase choice of learning opportunities for students by alleviating the lack of pre-existing private or charter choices in the Iron County area. e. Provide opportunities for greater parental involvement in management decisions at the school level through majority parental membership on the Board and increased opportunities for parents to have meaningful involvement at the school. It is important to keep focus on what [The Board's] purpose is and what [The Board's] charter is, so that everything [The Board] does, goes back to those and stays in line with them. UAPCS is holding weekly Wednesday seminars (they are recorded) on Policies. Brittany feels like it is a good idea to have a policy audit to ensure all the necessary requirements are being met there.
Board Training: Director evaluation	Brittany Jensen	Training this month was on the January state school board member meeting about executive evaluation, compensation, and transition. Gena thought it was interesting how they compared how much influence an administrator had on the success of education. That it is not just the teacher that

process committee		<p>has impact on education. Brittany agreed that it shared statistics highlighting how when they had the same set of teachers, but a different leader, how much more student outcome was affected by the leaders. She also feels that this is relevant because the board needs to be working on their executive evaluation. She requests the formation of a committee to work on setting up the evaluation process. Regarding the compensation part of the training, after the board had made an offer to John Stern, there had to be an adjustment made to the original offer. In order to maintain transparency, careful record was kept of that. Brittany checked the bylaws regarding Board action. According to the Bylaws, it is allowed for the board to make action outside of a board meeting, if the board members waive the right to the meeting and vote and it is written. So, the board, needing to make that adjustment, still operated within the set parameters. Ada adds that the initial action of The Board was to HIRE John, and then to be transparent about the offer. The offer does impact next year's budget so that will be discussed in both May and June, so there will be more transparent action regarding that action. Talking about the transition, Brittany relayed that our hiring committee was right in line with that as well. She pointed out how important it is for the new leader to know the mission and model of the school, how we can effectively train our new director and set them up for success. The Board's role is to identify, select, hire, and sustain our leader.</p> <p>The other thing that stood out to Brittany was the board calendar and how it is time now for the board to take that role on a little bit better, given that Andy used to outline a lot of that. There is a meeting with Ada to build that calendar outline with all the policies, and things that need to be reviewed. She is also getting a compiled list of goals from Aimee because it is important to have a clear goal of what we are working on, to define the direction we are moving and make sure they are S.M.A.R.T. goals.</p>
Operational Report	Chris Kupfer	<p>Enrollment</p> <ul style="list-style-type: none"> ● 482-onsite, 61-Discovery students, 146-Distance Ed students ● Total students = 688 down 2 from the last meeting ● Waiting list = 35 students Preliminary 2022-23 ● 90 - Newly Registered or in Lottery students ● 338 - Confirmed returning ● Bulk of students confirm during SEOP Week General <p>COVID-19 - Current Concerns - 2 students and 1 staff member in Isolation</p> <ul style="list-style-type: none"> ● Tested Numbers cannot be accurately reported because we are now doing Take Home Testing ● Governor announced that beginning March 31, response activities will shift from a public health to a medical community focus. Covid will be treated like Influenza including monitoring hospitalizations and positive case trends. ● The last student age 4-14 that was hospitalized was on January 23rd. ● Scheduling Committee Update – Academics ● STEAM Night (February 24) ● Love of Reading Week (Feb. 28-March 4) ● RISE Benchmarks - currently underway ● Rise Testing - Mid April <p>Paul wants to know if we are advocating for students to test (RISE benchmarks) when parents want to opt out. Chris refers to the state board of education training this morning about what we try to educate parents with. Paul wants specifics on scheduling committee: where are some of the chips falling, regarding to the art class. Aimee relayed that the scheduling committee opted to keep the one art class, as opposed to the two, that we have this year and are looking at the curriculum to make necessary changes to accommodate. they also added a class for the more sever students in art and music.</p>
Finance Report	Ada Munk	<p>Overall expenses are trending under budget. 59.89 % of budgeted expenditures vs 66.67 of fiscal year expiration. Because overall we are trending under budget, we will be revising actual budget line items with our May budget hearing and approve a final June budget. The business office has been working on filing the end of year tax forms, finalizing the new director onboarding process, working on reviewing program accounting work, establishing more detailed finance procedures, transitioning to our banking provider and other regular ongoing tasks. We are also working regularly with our accounting software provider to implement new software improvements for increased efficiency as well as transition to a new web-based system. The time frame given is about a year! The after-school program director has started the process of applying for the next 5-year cycle of our 21st century grant! The business office and the assistant director are working on finalizing the RFP process for distance learning.</p>

		No action items.
Finance Procedures Review	Ada Munk	Tabled for next month's agenda
Audit Committee Work Report	Jenna Behm	Jenna not present. Gena relays that they are meeting next week. Ada then states that there is a meeting on March 1 to create a 3-month audit schedule, to audit journal entries of accounting and things that are not part of the monthly reviews that we do.
990 form review	Ada Munk	This is reviewed on an annual basis the numbers that are on the 990 have already been audited, reviewed, and approved by The Board. They have just been plugged into the form for the IRS. This particular 990 form review is for the year ending June 30, 2021, for the closed audit year.
Curriculum Review Report	Aimee Dibrienza	The curriculum is reviewed on a three- year cycle, looking at one major area to see if it is fitting the needs of the school/students and if it wasn't, to determine new curriculum we could adopt. This year the team review the "Cosmic Curriculum." Montessori for science, social studies, and social emotional learning. After reviewing all of the "Cosmic Curriculum" we have on campus for efficacy engagement, easy for teachers, and standards based, what we are using is working well in many places. Expanding some areas into other grade levels. The science spin which was being used by the 2/3 grade level was expanded down to the k/1 level. There were no changes to the social studies curriculum. On the social and emotional learning, we evaluated how things were going with the pace and resilience curriculum and determined to reinvest in the "Why Try" Curriculum, because our students are lacking resilience. This program was the most purposeful and targeted program that we have had targeting resilience. We also felt like we needed to develop some retraining on the peace curriculum that we have had since the inception of the school, for the K-3 rd teams.
2022-2023 School Fees Hearing	Aimee DiBrienza	We added one change. At the bottom of the first page, added play admission ticket which is to cover the cost of the rental of a venue location, the costumes, and the props. This will be voted on for approval in the March meeting.
FY21 School Land Trust Final Report	Ada Munk	We are required to file a final report. The land trust council is the board for our charter. We didn't have a carry-over, we spent all of the money according to the grant that Mr. Burt wrote. As a recap, his goal was to help increase RISE assessments by 2% in the academic area of English, Math, Science, and Fine Arts. There was a lack of data from fall to spring because of the late benchmark opening. So, we only have our current numbers. We are not being held accountable to this goal state-wide. The other action items written into this plan were to continue to provide professional development on assessment practices, to improve instruction and student learning, and to increase technology access. We DID do this. We continued to provide support to teachers on our intervention team, to provide training on assessment practices, and purchased chrome books and tablets that were listed in the land trust final report, and we did continue to replace and repair existing devices. The last parts were in relation to 1) How any additional funds acquired was spent. (Because we always have technology needs, that funding was spent in that area.) 2) We are publicizing the plan and we are labeling the items that we are buying with the land trust with a sticker stating, "land trust." The summary of this final report will be sent out to parents, by Joni, and is available on our school website.
Action Items:		
2022-23 School Calendar	Chris Kupfer	This proposed school calendar is identical to Iron County's through December. There are a few notable things: there are 5 contracted workdays prior to school beginning, in October we put a teacher pd day on the 21 st . Teachers would have that day to prep for their PTC's and still have their 3 day weekend. We were not able to create a two full weeks off holiday break. Iron county has teachers returning on Jan. 3 rd and students returning on Jan. 4 th . Our calendar has both teachers and students returning on the 4 th of January. In March, the two calendars are different. Iron county's students will not be in school the 15 th , 16 th , and 17 th . Our students will be in school those days but will be getting out early for PTC. We opted to have students end on Thursday the 25 th of May. The district is scheduled to have students attend on Friday the 26 th .

		Paul moves to approve the 2022-23 School Calendar. Matt seconds. Voting went as follows: Gena – Yes, Tiffany – Yes, Matt – Yes, Paul – Yes, Todd – Yes. Motion passes.
Positive Behavior Plan	Aimee Dibrienza	Required by new legislation that we have this policy and that it is posted, according to 53g-10-407. The hope with this is if we teach positive behavior and coping strategies, the students will make positive decisions toward their mental health. Tier 1 are things we do to everyone. Tiers 2 and 3 are intervention based and tier 4 is based on what the student “reallllly” needs. Dave Armour is listed as the Positive Behavior Specialist. Gena moves to approve the “Positive Behavior Plan.” Tiffany seconds. Voting went as follows: Gena – Yes, Tiffany – Yes, Matt – Yes, Paul – Yes, Todd – Yes. Motion passes.
Suicide Prevention Plan	Aimee Dibrienza	Required by new legislation that we have this plan and that it is posted as well as update our best practices. Provides suicide prevention training for staff timelines, strategies and programs for students. Elementary student body receives this in peace curriculum and when Dave visits the classes, specific to their struggles. Our Middle school student body will utilize the resilience program ex the Why Try curriculum but are not tied to just that. There is room to branch out; Mentorship; Guidance Counselor Workshops that occur on a monthly basis for the entire middle school environment; Zones of regulation training. Matt moves to approve the “Suicide Prevention Plan,” Todd seconds. Voting went as follows: Gena – Yes, Tiffany – Yes, Matt – Yes, Paul – Yes, Todd – Yes. Motion passes.
Discussion:		
Executive Session: <i>to discuss the character, professional competence, or physical or mental health of an individual</i>		Paul makes the motion to move into an Executive Session to discuss the character, professional competence, or physical or mental health of an individual. Tiffany second. Voting went as follows: Gena – Yes, Tiffany – Yes, Matt – Yes, Paul – Yes, Todd – Yes. Motion passes. Public session ends at 9:04 PM.

Rules of Procedures:

- All meetings are open to the public and the public is welcome to attend.
- The agenda of each upcoming meeting with draft minutes of the prior meeting will be made available to all council members at least 24 hours in advance, will be posted on the school website and made available in the main office. The agenda will include the date, time and location of the meeting. If School Land Trust is on the agenda, the agenda will be posted 1 week in advance.
- Minutes will be kept of all meetings, prepared in draft format for approval at the next scheduled meeting.
- The board will prepare a timeline for the school year that includes due dates for all required reporting and other activities/tasks that the council agrees to assume or participate in. The timeline will assist in preparation of agendas to be sure the council accomplishes their work in a timely manner.
- The council consists of the governing board of Gateway Preparatory Academy (5/7 parents) as well as the school director.
- The chair conducts the meetings, makes assignments and requests reports on assignments. In the absence of the chair the vice-chair shall conduct meetings.
- The board must have a quorum to vote. A quorum is equal to a majority of board members.
- The board completes a Conflict-of-Interest form annually and the board will follow the conflict of interest policy.
- Meetings shall be conducted, and action taken according to very simplified rules of parliamentary procedure as required in 53G-7-1203(10). Council actions will be taken by motions and voting with votes and motions recorded in the minutes.

Public Comment Procedures:

- Comments are limited to 3 min per individual,
- Personnel matters cannot be addressed during public comment,
- All public comment materials should be shared with the board of directors at least 24 hours in advance,
- The preferred communication method with the board is email: board@gpacharter.org, and
- No board action can be taken on topics addressed during public comment and that are not listed as an action item on the meeting agenda.