

Gateway Academy School Board Meeting Minutes
Thursday, January 20, 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	
Call to Order	Brittany Jensen	Official call to order on 01/20/2022 at 07:00:00 pm Board members present: Brittany Jensen, Jena Behm, Matt Ogburn, Paul Dain (remotely via google meets) Todd Peterson arrived late (7:02:36), Gena Nelson joined via google meets late (07:07:08) Administration present: Chris Kupfer, Aimee Dibrienza, Jonada Munk, Jennifer Cannon
Public Comment	Public Attendees	Staff and Public present: Bobbi Smith, Kati Meyers, Deb Valo, Emily Liechty, Rebekkah Hughes, David Cowley, Erin Waldman Brittany asked if there was any public comment. There was none.
Consent Calendar	Brittany Jensen	Matt moved to approve the minutes from the December 8 meeting and the January 20 consent calendar. Jenna Behm seconded. Voting went as follows: Jenna- Yes, Matt- Yes, Paul- Yes (Todd and Gena not yet present.) Motion passed.
Exhibit A review	Brittany Jensen	Exhibit A is our Operation Charter. Our review came from the key elements of our charter. She states “key elements of the charter school, set forth in the application, are programs and processes that make our school unique. They are included in the state charter schoolboard annual reviews as assurances and are included in the school accountability framework.” Relevant to tonight’s presentation The Board reviewed two points contained therein: D) students, from kinder to fifth, primarily use a Montessori curriculum with integrated technology and supplemental curriculum focused on individual child development. E) students in kindergarten through fifth grade receive weekly instruction in technology and fine arts. Students in middle school have opportunities to take advanced courses in technology and fine arts.
Board Training: Board recruiting	Brittany Jensen	All Board members confirmed they have watched the training slated for today. Some of things that the board members found relevant from the training that they could implement going forward were: Matt: The role of the board as strategy as opposed to management. Todd: it would be great to do an assessment of where we are, a self-analysis, in relation to the board composition moving forward. Making sure there is someone on the board who has a finance background, etc., the idea of “what is the appropriate duration for membership of the board. How you can begin to circulate new board members so that they have the best opportunity to contribute to growth.” Brittany clarified that both Todd and Brittany’s terms expired last year, but according to the bylaws, it is not illegal because they just keep their terms until they are replaced. Gena: We don’t have very many committees. In the training it was recommended getting people that can flow into our board. We need to look into building our committees and do so with people who can or want to be a part of the school board. Gena verified that her term ends this school year. Brittany: the board should be transparent. We don’t have anything officially in our protocol on how the board responds, but our practice is generally the board chair replies and will refer to the director; to the grievance process: if a discussion is necessary, it would be put on the agenda; legal issues: we would consult with an attorney. So, to clarify, it would go through The Chair and be directed to the right channel. Paul: Brittany touched on the first thing he wanted to know, resultant of the training, regarding whether The Board had a designated responder. Also, similar to Todd, along the lines of evaluation of the Board: there has been self-evaluation, but Paul would like some level of feedback from Brittany would be helpful. It would be easy to say, “I am doing great” and then walk away, but a feedback loop would be appreciated because I often wonder how I am doing. Brittany: It talked about having a director evaluation. We need to put it on the calendar to have a work meeting, so that when our new



		director assumes their role, we will have that tool in place. That way, the board will know what they are evaluating them on, and they will know what is expected of them by the Board.
Operational Report	Chris Kupfer	Revised enrolment numbers (found in board packet)
Discussion : SY22-23 Schedule	Erin Waldman/David Cowley	Reviewed covid numbers (found in board packet) Reviewed the omicron quarantine policy by the governor (found in board packet) Reviewed the gateway policy: board discusses the contradiction of the testing policy currently, submitted by the governor the spike day is supposed to be January 29. Letter home to families asking to support us by encouraging mask wearing. Todd states that the health care system is overloaded and maybe we should address that as a supporting factor for wearing the mask. Erin Waldman: If we continue to go from one hr of art per week to two hours of art per week, How do you balance academic needs as dictated by the states with arts programs the states? Can we continue to make arts a priority without sacrificing the academics? The purpose of the presentation is to raise awareness to questions about how we move forward as a school: Are we moving forward with a focus more on the arts, are we moving as a Montessori school? and, how do we address the limited amount of time educators have with students to make up for the educational deficit that our students are all experiencing resultant of COVID? Erin's concern is that there is not enough face to face time with students to teach the curriculum that the students are tested on, sufficiently enough that the students will test well if more time is being taken from the classroom teachers and allocated to specials. David: The specials curriculum is built with the intent of supporting teachers and students. They are presenting the same material as the classroom teachers, from a different point of perspective, so that students have more ways for that information to click. When they build the classes lessons, they look at what the teachers are working on and ask "how they can present it in a different way and how they can reinforce the concepts already learned/taught.
Finance Report	Ada Munk	Reviewed December's data. The overall total expenses are trending where they need to be expense wise. Audit committee will meet in February to discuss policy going forward in terms of changes to auditing standards, effectiveness of internal controls: Are schools doing the checks and balances that they need to be doing?
FY2021 Single Audit	Audit Committee/Ada Munk	No findings from the auditor. This was a clean audit. This is the compliance of our covid funding spending and the national school lunch spending and whether this complies with the grant, the lesser dollars etc. The child nutrition program and education stabilization dollars.
990 form review	Ada Munk	This is the annual tax return with the auditor. It is not ready from the Auditor. We will slate this for next month's agenda. This item on the agenda was Tabled.
2022-2023 School Fees Hearing	Aimee DiBrienza	There was one change made to the fee schedule: The cost of the Brian Head ski trip was increased to 55 dollars. This was done because Brian Head increased the cost of the trip for this school year, so we want to make sure the cost for next year is covered in the fee schedule if they increase the cost of the trip again. Everything else on the fee schedule proposed for next school year remains the same. This will be on the February agenda as a hearing, and then will be put on the agenda for approval in March.
Action Items:		
Bank Account Change Proposal	Ada Munk/MACU Rep	The initial reason for the proposal is to strengthen our internal control, so that for our ACH/online transactions, we have dual control. Wells Fargo has been inconsistent in their responsibilities regarding the dual control. If the switch to Mountain America is approved, we will see a 274 dollar savings in addition to having more security/dual control. See the proposal in the board materials. Motion to approve switching from Wells Fargo to Mountain American Credit Union was made by Jenna. Todd seconds. Voting went as follows Jenna-Yes, Matt-Yes, Todd-Yes, Paul-Yes, Gena-Yes. Motion passes.
School Website Improvement	Aimee/Ada Munk	The board has already approved the acquisition and use of the "School Info App." Really good progress is being made to develop that interface right now. We foresee the app up and running in February. We learned, after the initial proposal to The Board, is that company developing the phone app also does website. We have difficulties with our current school website. It is not parent friendly, nor does it allow for individual staff to update things as needed. Instead, all of those must go to David, who then has to go through a "17 step process" to make those changes. Then, there are coding problems where things will load correctly on one device, but not another. The "School Info App" company gave a presentation showing how the app and the website can interface. Aimee recommends we contract with them to provide webservices. They will waive the setup fee because we have already contracted with them for the app. That fee is normally in the thousands. When we were originally pricing website development, companies were quoting the cost of \$10,000+. The School Info App company charges \$1,500 annually. There will be full training for all management users and any number of changes we need made, will also be included in that cost. The user interface is easy to navigate and doesn't require coding knowledge. This would be contracted for 5 years. The motion was made to adopt the School Info App as our website developer and provider by Todd. Jenna seconds. Voting went as follows: Jenna-Yes, Matt-Yes, Todd-Yes, Paul-Yes, Gena-Yes. Motion passes.

Members-hip policy	Chris Kupfer	<p>There is a new board rule which requires we have a policy that states what our membership/enrollment process is including if we were to go to a lottery status for enrollment.</p> <p>It does follow and comply with our bylaws. We checked with Utah code as well as the required charter code for how to do the lottery process. Our bylaws do include our lottery process. We have been operating on a waiting list with a first come first serve basis. The state charter policy says that we should be operating under a lottery process. We have not had enough students to need to operate on a lottery process until now. The lottery process would be based on a class-by-class basis. So if we had 13 students waiting for a 4/5 grade level, they would not be able to enroll until a space in that level became available. The state charter policy also allows for preference to be given to family members of already actively enrolled students, board members, alumni, founders, and students from other state accredited charter schools. We have always had this "procedure," but it has never been "policy." This is to formalize our procedure and make it policy. Because we are in the process of registration currently, it is critical that we do this now.</p> <p>Todd requests a document be created that explains how the lottery policy functions, which includes how students are enrolled once the initial lottery is done. EX: the initial lottery is drawn, available spaces are filled, any remaining students are then placed on a waiting list in in order and within grade level. This would essentially create a wait list for each grade level. (That would include the Gateway Discovery program.)</p> <p>The Board requests to change the name from "Membership Policy" to "Admission Policy."</p> <p>Matt moves to approve the "Admission Policy" as we have worked on it this evening. Jenna seconds. Voting went as follows: Jenna-Yes, Matt-Yes, Todd-Yes, Paul-Yes, Gena-Yes. Motion passes.</p>
Site-specific license approval	Ada Munk	<p>We request a site-specific license for Skyllar Danise. She has a bachelor's degree in Political Science and is currently working on her licensure through SEDC's APPEL rout (This is an alternative pathway to educator licensure.) While she is achieving that, we need to be compliant. We are asking for a 3 yr. site-specific license, which will allow for her the time that she needs to complete this training. She is also working on LETRS training and teaching in the 2-3 elementary level. Her background check is complete as well. Todd moves that we approve a 3 yr. site-specific license for Skyllar Danise. Matt seconds. Voting went as follows: Jenna-Yes, Matt-Yes, Todd-Yes, Paul-Yes, Gena-Yes. Motion passes.</p>
Discussion:		<p style="font-size: 48px; opacity: 0.5;">DRAFT</p>
Executive director hiring committee update	Brittany Jensen	<p>First round of interviews has been completed. Narrowed down to three. We will invite them to our campus to have an observational interview. We will send documents about our school so that they are familiar with us. They will be given the opportunity to observe classes in each level, will observe elementary lunch, and then will go to lunch off campus, with the committee, where they will have the opportunity to discuss what they have observed and be able to ask questions. They will come back to watch middle school lunch/recess and tour the Discovery classrooms. We will then have two student discussion/focus groups (one younger and one older: to see how they interact with the students.) After that, they will have a final interview with the committee which includes going over the budget and "what would you do" scenario questions. They will be invited to stay through carpool to see our families. We will also offer them a tour of the community by neutral third party to see if this is a fit for them. This is slated for Jan. 27th, Jan. 31st and the Feb. 3rd.</p> <p>Two will be recommended to the board, the board will be introduced, and then the final decision will be made by the board. We are hoping to have this done by the end of next month. There will be a closed session at that time.</p>
Executive Session: to discuss the character, professional competence, or physical or mental health of an individual		<p>Motion to move into an executive session is made by Todd. Matt seconded. 9:26 Todd-Yes, Matt-Yes, Jenna-Yes, Gena-Yes, Matt-Yes, Paul-Yes.</p> <p>Closed session began at 9:27. Came back into open session at 9:32. Todd moved to adjourn. Matt seconded. Voting was as follows: Gena-YES, Paul-YES, Todd-YES, Matt-YES, Jenna-YES. Meeting adjourned 9:32.</p>



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.