

Gateway Academy School Board Meeting Minutes
Thursday, February 22nd, 2024, 6:00 PM – 8:00 PM
Location: Gateway Preparatory Academy, Cedar City, UT (Library)
<https://uetn-org.zoom.us/j/83450015149>
Meeting ID: 834 5001 5149

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

Agenda Items	Presenter	Materials/Notes	Time
Call to Order	Brittany Jensen	Brittany called the meeting to order at 6:08 p.m. Board members present were Amy Bates, Brittany Jensen, Michael Bahr, Roger Carter, Tiffany Scheuerman (virtual), and Paul Dail (virtual). Wyett Ihler was absent. Staff present were Dave Armour, Ada Munk, Erin Waldman, and Amy Gibson.	1 min
Public Comment	Public Attendees	Erin made a public comment about music offerings within our elementary.	5 min
Consent Calendar	Brittany Jensen	Michael made a motion to approve the consent calendar for January 25th, 2024. Amy seconded the motion. All were in favor, and the motion passed.	3 min
Exhibit A Review/Amendment	Dave Armour	With the approval of our large expansion application in January, we can make the necessary amendments to our charter. Dave discussed a few examples of other possible edits. The board will review Exhibit A and will email any changes to Dave. Utah State Charter School Board needs the final updated draft by May.	10 min
Financial Report	Ada Munk	Ada reviewed the finance report and highlighted the following: <ul style="list-style-type: none"> ● annual and single audit submission ● EOY tax filing ● outstanding items ● safe schools grant ● BTS funding ● Americorp 	20 min
Director's Report	David Armour	Dave's Director's Report included: <ul style="list-style-type: none"> ● enrollment ● virtual make-up day ● kindergarten registration and open house ● Assistant Director positions 	10 min

		<ul style="list-style-type: none"> • staffing • facility projects 	
Finance Training	Ada Munk	<p>Ada sent an additional link to the board prior to the training.</p> <p>She discussed the differences in funding within:</p> <ul style="list-style-type: none"> • local • state • federal <p>She talked about the School Board and audit committee's role within a school. Ada also touched on some legislative updates.</p> <p>Note: Amy Bates completed the state-required training videos for new board members from the state audit department.</p>	5 min
2024-25 School Fees Hearing	Amy Gibson	The board reviewed the school fees schedule for SY25.	5 min
Safety Report (Board walkthrough reminder)	Dave Armour	<p>Dave reviewed the Safety Report, including a few minor changes:</p> <ul style="list-style-type: none"> • names changed to positions • added QPR training to the beginning of year training 	10 min
Action Items:			
School Fees Policy Review	Amy Gibson	<p>Amy reviewed the School Fees Policy with minor state-mandated changes. Roger made a motion to approve the policy. Michael seconded the motion. All were in favor, and the motion passed.</p>	10 min
Audit Committee Selection	Brittany Jensen	<p>Michael asked a few clarifying questions and then volunteered to be elected.</p> <p>Roger made a motion to assign Michael to the Audit Committee. Amy seconded the motion. All were in favor, and the motion passed.</p>	5 min
Add a Bank Signer	Brittany Jensen	<p>Michael made a motion to add Amy Gibson as a signer on the school bank account and to remove Erin Waldman. Amy Bates seconded the motion. All were in favor, and the motion passed.</p>	3 min

Montessori Training Proposal	Erin Waldman	<p>Erin presented on Rings of Fire Montessori certification. Training would start in April and would have PD for middle school as well. The board will read through her presentation and come back next month ready to take action.</p> <p>The action is tabled until the March meeting.</p>	15 min
Admin/Support Staff Salary Schedule proposal	David Armour	<p>Roger led the discussion on administrative pay structure and the importance of having a well-planned and written salary schedule. The board and admin had a discussion. One main intent behind it is to help the board have a standard process for determining pay for the two roles it hires, namely the Executive Director and Business Administrator. The proposal includes help setting a salary schedule for other admin and support roles, with the intent to help the executive director have a structure to work within. The board expressed that their desire is to make sure we are competitive in pay and that we reward effort, that high-quality performance translates to higher pay. They recognize that we expect more of employees at our charter school than a district may and that we want salaries to reflect that. It is important to employee satisfaction and retention which in turn are key to our charter school's success in fulfilling its mission.</p> <p>Michael made a motion to approve the salary schedule research proposal for administrative and support roles. Amy seconded the motion. All were in favor and the motion passed.</p> <p>Amy makes a motion to adjourn. Roll call voting went as follows: Roger-yes, Michael-yes, Amy- yes, Tiffany-yes, and Paul-yes.</p> <p>The meeting adjourned at 9:05 p.m.</p>	15 min
Discussion:			

Executive Session: In accordance with UCA 52-4-205 (for one or more of the following purposes): to discuss the character, professional competence, or physical or mental health of an individual.		There was no executive session.	
Action from closed session, if any			

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 (4/7 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.