

Gateway Academy School Board Meeting DRAFT Minutes
Thursday, March 28, 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	Minutes
Call to Order	Brittany Jensen	Brittany called the meeting to order at 6:00 p.m. Amy Bates, Brittany Jensen, Tiffany Scheuerman, Paul Dail, Wyatt Ihler, and Michael Bahr were board members present. Staff members in attendance were Dave Armour, Jenna Behm, Ada Munk, Erin Waldman, and Amy Gibson.
Public Comment	Public Attendees	Amy Gibson made a public comment regarding the 8th-grade job shadow and asked for any volunteers.
Consent Calendar Other Board Business (Board Summer Retreat, New Board Member, Land Trust Council signatures)	Brittany Jensen	Paul made a motion to approve the March Minutes. Micahel seconded; all were in favor. The motion passed. Tiffany will be leaving at the end of the term. The board has decided to move forward with a previously interviewed candidate. Brittany will contact the candidate and bring them to the next meeting. June online meeting July's meeting will be our annual retreat. It will be put on the calendar. Land Trust Counsel signatures need to be collected. Members need to complete the form from Ada.
Exhibit A Review/Amendment	Dave Armour	Dave reviews the possible changes to the charter. The board is able to view (only) our edits so they can see our thought processes. Dave will present a copy at the next board meeting, during which time the board can make any necessary changes.
Financial report Annual program report	Ada Munk	Ada reviews the financial report, noting balance summary section is removed. Currently we are trending 3% under budget. She also highlighted: <ul style="list-style-type: none"> • cover page changes • Omnia contract • Adobe Suite features She also discussed the financial study for West Ed.Special Education services and processes. Discussion on a creating an end of-the-year parent survey on why they choose us. The information gathered can be used for multiple purposes. Ada continued and reviewed special education and the funding streams and expenditures. Discussion on overspending on those Special Education programs and board agreed they are ok with limited overspending.
Director's Report	David Armour	Dave reviewed his director's report. He highlighted:

		<ul style="list-style-type: none"> • Enrollment • Upcoming dates • Kindergarten registration (71 students) • PTC Attendance • New Camera System • End of year Festival <p>He also discussed the new AD position and will have it posted within the week. He followed up with a brief summary of where the expansion committee is and mentioned the strategic plan will be finalized by this upcoming year.</p>
Scoreboard Training/Financial Metrics	Ada Munk	tabled until the next board meeting
990 Review	Ada Munk	The board has had a chance to review and ask any questions.
Fraud Risk Assessment	Ada/Dave	Ada reviewed the Fraud Risk Assessment which we do annually and submit to the State Auditors Office.
Audit Committee Review Report	Tiffany Scheuerman	Tiffany reviewed the quarterly audit report and commented that her and Ada have edited it so it is more up-to-date.. Tiffany and Ada had edited the form so that it is more current. This is done quarterly. Michael will come with Tiffany next time.
Action Items:		
2024-25 School Fees Schedule Approval	Amy Gibson	Wyett makes a motion to approve the schedule. Tiffany seconded the motion and all were in favor. Motion passed.
Montessori Training Proposal	Erin Waldman	We will postpone the training until next spring when more teachers are finished with LTERS and APPEL.
Medical and Emergency Information Policy	Amy Gibson	Paul makes a motion to approve with the addition of adding strep throat to the front page. Tiffany seconded the motion, all were in favor, and motion passed.
Site Specific License Approval	Amy Gibson	Michael makes a motion to approve a site specific endorsement for David Cowley and a site specific license for Emilee Clements. Amy Seconded the motion, all were in favor, and motion passed.
504 Policy	Jenna Behm	<p>Jenna presented the Data Management Policy and the 504 plan addition.</p> <p>Data management policy will be the name. Michael makes a motion to approve the policy with the new 504 changes. Wyett seconded the favor, all in favor, and motion passed.</p> <p>Tiffany makes a motion to adjourn. Role call vote went as follows: Amy-yes, Wyett, yes, Michael-yes, Paul-yes. Meeting adjourned at 7:32pm.</p>
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.		

Action from closed session, if any		
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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.