

**Gateway Academy School Board Meeting Agenda**  
**Thursday, May 29th, 2025, 06:00 PM-08:00 PM**  
**Location: Gateway Preparatory Academy Library**  
**Join Zoom Meeting**  
<https://uetn-org.zoom.us/j/9231128979>  
**Meeting ID: 923 112 8979**

**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   |
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| Call to Order  | Brittany Jensen  | Brittany called the meeting to order at 6:00 p.m. Board members present were Brittany Jensen, Amy Bates, Roger Carter, Paul Dail, Diana Girtain, and Wyatt Ihler. Michael Bahr was attending remotely for the first part of the meeting until joining in person. Staff in attendance and presenting at the meeting were Dave Armour, Amy Gibson, and Ada Munk.  | 1 min  |
| Public Comment   | Public Attendees | No public comment   | 5 min  |
| Consent Calendar   | Brittany Jensen  | Paul moved to approve the consent calendar. Diana seconded, all were in favor, and the motion passed.   | 3 min  |
| Exhibit A Review   | Wyatt Ihler      | <a href="#">Exhibit A</a><br><br>Wyatt discussed the entirety of Section 5: Purpose of the charter school. He said that sometimes the Board loses sight of the fact that the things mentioned in Section 5 are happening every day in the school and discussed how individual points are being demonstrated at GPA.<br><br>As it was Wyatt's last meeting, he also talked about his experiences and how much he had appreciated serving on the Board over the years and said he believed the greatest strength of Gateway is the culture.<br><br>Several board members and staff expressed their appreciation to Wyatt for his service. | 10 min |
| Strategic Planning Session Scheduling<br>June Board Meeting Scheduling | Brittany Jensen  | Dave will send out an email for the Strategic Planning Committee to establish a meeting before the Board Planning session in July.<br><br>The June board meeting was set for June 27 at noon.   | 10 min |
| Director's Report  | David Armour     | <a href="#">Director's Report</a><br><br>Dave reported on current enrollment, which dropped by a couple students but is still up approximately 50 students from this time last year.<br><br>Other highlights included a recap of Spring concerts and festivals, which saw 99% of students complete a final project and approximately 72% of family/guardian attendance at festivals themselves. He also gave a general "year in review."  | 15 min |

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|   |                          | <p>He cited goals and accomplishments such as academic achievement, the progress on the new building, expanding online students, and school culture improvements.</p> <p>Board members discussed increasing their attendance at future teacher appreciation events.</p> <p>Dave also gave the preliminary academic report, minus the state averages and the ELA and writing scores, which are being re-normed by the state. There was also a discussion of testing opt-out rates and the effects of online students for GPA's academic reporting.</p> <p>Dave gave a summary of the Positive Behavior Report and discussed efforts over the past year and plans for next school year. He said there has been a significant reduction in the number of students being sent to the refocus room over the past five or six years, which he attributed to a variety of factors.</p> <p>Amy Bates asked about some of the plans for next year and if the school was also tracking attendance in the wellness room.</p> <p>Dave also addressed federal funding, saying that a small percent of the school's budget comes from the federal government; however, two potential impacts of funding cuts include the AmeriCorps aides and the Boys &amp; Girls Club afterschool program. He said that final determinations have yet to be made.</p> |        |
| School Land Trust Plan Implementation Current Year              | David Armour/Jonada Munk | <p><a href="#">Plan Report</a></p> <p>Dave presented the School Land Trust Plan Report and said GPA is on track to spend the full balance in the areas originally proposed. Ada said that one difference this year is that the plan requires administrators to be very specific about the exact item expenditures (i.e., headsets, etc...), which Gateway has done; however, the majority of the school's funds were used for staffing purposes.</p>  | 10 min |
| Finance Report  | Jonada Munk              | <p><a href="#">Finance Report</a></p> <p>Ada presented the Finance Report which goes through March. She said there was not much to review. The SPED audit has been concluded. The school has also been selected for a School Land Trust review of expenses and how the school communicates plan details to stakeholders.</p> <p>Overall, the school is trending under budget.</p>   | 15 min |
| FY24-25 Final Budget Hearing<br>FY25-26 Original Budget Hearing | Jonada Munk/Dave Armour  | <p><a href="#">Director Benefits and Salaries Report</a></p> <p><a href="#">Budget Hearing Document</a></p> <p>Ada presented the Budget Hearing Document. There was a brief discussion of some of the 2025 Final Budget items, and it was stated and generally agreed by the Board that none of the final budget items should come as a surprise to the Board, as they reflected changes that were discussed at meetings</p>  | 20 min |

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|   |                 | <p>throughout the year.</p> <p>Ada said that where there is significant derivation between the 2025 Final and 2026 Original budgets, she has included notation in blue as opposed to a summary page.</p> <p>Roger inquired as to the budget approval process and public comment, and Ada clarified dates that the tentative budget would have to be presented to the Board and the amount of time between then and final approval of the budget.</p>   |        |
| <b>Action Items:</b>  |                 |  |        |
| Board Officer Elections   | Brittany Jensen | Postponed until June   | 2 min  |
| Board Member Swearing   | Brittany Jensen | <p>Diana spoke on behalf of the committee that interviewed new Board candidates. She said the committee met with lots of people and really liked Jessica Walker. She has extensive Montessori background, and the committee appreciated her strengths and comments about Gateway.</p> <p>Diana moved to approve Jessica as the new Board member. Paul seconded the motion, all were in favor, and the motion passed.</p> <p>Jessica was sworn in and spoke a little about herself, including the fact that Gateway is why she moved to Utah 10 years ago.</p>  | 2 min  |
| <p>School Milk Price Approval -.35 cents</p> <p>Adult Breakfast Price Approval - \$2.50 breakfast</p> | David Armour    | <p>Dave proposed the price increases on two items and said that Cindy Wade goes through every year to make sure prices are justified, and these are the items that need to be adjusted.</p> <p>Ada said Cindy conducts a "paid lunch equity calculation," which she learned more about at the recent lunch program audit, and ensures prices of these two items cover the cost. This keeps us in compliance with state school lunch regulations.</p> <p>Michael moved to approve the new prices for school milk and adult breakfast. Amy seconded, all were in favor, and the motion passed.</p> <p>Roger asked if there was still a lunch balance deficit at the end of the year, to which Dave replied that the school had enough donations, including from the PTO, to cover anyone who still owed money.</p> <p>Brittany stated that part of the 2025 Utah Legislature included a move that anyone who qualifies for reduced lunch will automatically be covered for free lunch.</p> | 5 min  |
| Paid Time Off Policy  | David Armour    | Dave presented the new PTO policy. Some section adjustments are mandated by the state, including the FMLA and Parental Leave section; however, Gateway also made changes to the eligibility and benefits section, removing the distinction between sick days and leave days while still maintaining a payout for a percentage of unused days at the  | 15 min |

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|   |              | <p>end of each year.</p> <p>There was a discussion of semantics in the Parental Leave section, with the decision to make sure the school director is administering the program and requests.</p> <p>Before making a motion to approve the PTO policy, Wyett said he felt the changes were good, as it encourages staff to use their paid leave days. Diana seconded the motion to approve the policy, all were in favor, and the motion passed.</p>   |        |
| SHINE Policy  | David Armour | <p><a href="#">SHiNE Policy</a></p> <p>Dave said the state wants schools to give extra stipends to those areas deemed by the school as “high needs teaching assignments.” The funding for these stipends is provided by the state, and the school has the authority to re-evaluate each year and make the determination on these high-needs assignments. For the upcoming school year, administration determined the three areas were Special Education (grades K-8) and Secondary (6-8) mathematics and science.</p> <p>Paul moved to approve the SHiNE Policy. Diana seconded the motion, all were in favor, and the motion passed.</p> | 10 min |
| Third Party Provider's Asset Policy   | Amy Gibson   | This item was tabled.   | 10 min |
| <b>Discussion:</b> Executive Session: In accordance with <a href="#">UCA 52-4-205</a> (for one or more of the following purposes): <i>to discuss the character, professional competence, or physical or mental health of an individual.</i> |              | Diana moved to go into closed session to discuss the character, professional competence, or physical or mental health of an individual. Paul seconded the motion. Roll call vote went as follows: Diana-yes, Amy-yes, Paul-yes, Jessica-yes, Michael-yes, Wyett-yes, Roger-yes. Motion passed   |        |
| <b>Action from closed session, if any:</b><br>Administration Offer Letters  |              | <p>Open meeting resumed at 9:50 p.m. Roger motioned to approve administration offer letters. Amy seconded. All were in favor, and the motion passed.</p> <p>Michael made a motion to adjourn. Diana seconded Roll call vote went as follows: Diana-yes, Amy-yes, Paul-yes, Jessica-yes, Michael-yes, Wyett-yes, Roger-yes. Motion passed. Meeting adjourned at 9:50 p.m..</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 (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](mailto: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.