

Gateway Academy School Board Meeting Agenda

Thursday, July 10th, 2025, 01:00 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
Call to Order	Brittany Jensen	The board meeting was called to order by Brittany Jensen at 2:01 p.m., with board members Brittany Jensen, Michael Bahr, Amy Bates, Roger Carter, Paul Dail, Diana Girtain, and Jessica Walker in attendance. Staff members present included Dave Armour, Amy Gibson, Ada Munk, and Erin Waldman.	1 min
Public Comment	Public Attendees	No public comment	5 min
Consent Calendar	Brittany Jensen	Diana moved to approved the June 27 minutes, Jessica seconded, all were in favor, and the motion passed.	3 min
Director's Report	David Amour	<p>Director's Report</p> <p>Dave reported on current enrollment, which he said has been static since last month. Expecting 553 onsite students. Waiting on OpenEd (distance program) to confirm total number of students.</p> <p>Other highlights included upcoming events related to the start of school in August, and Amy Gibson said Gateway will be at the July Jamboree and would be putting out a final call for volunteers.</p> <p>Dave said the school is fully staffed, and he mentioned facilities projects, including concrete repairs and back lawn installation by the playground for outdoor classroom area.</p> <p>Expansion Committee still moving forward as planned, and the actions of the Strategic Planning committee would be discussed later in the meeting.</p>	15 min
Board Elections	Brittany Jensen	<p>Brittany has announced she will be stepping down from the board officially at the next meeting. She said she wants to stay active at the school but that it is time to leave the board and let others come on.</p> <p>Roger commented that he believed the school's survival over the past several years has been largely based on the leadership Brittany provided.</p> <p>As the board considers new leadership, Dave spoke on what he has valued from Brittany's example: someone who loves the school, teachers, and mission and is willing to partner with admin.</p> <p>Brittany said she had spoken with various members of the board, and she recommended Michael as the next chair. Michael said he believed the board is steady in its current iteration and was open to the task.</p> <p>The board discussed other leadership roles and potential fits and concluded the discussion with Diana considering vice chair, Paul considering continuing as secretary, and Roger continuing as treasurer. This will be an action item at the August meeting.</p>	10 min

Finance Report	Jonada Munk	<p><u>Finance Report</u></p> <p>Since this meeting was held early in the month, Ada said that there wasn't much to discuss that wasn't already reported in final budget. Report is provided for compliance with board rule requirements.</p> <p>Noted that this is time of year for finalizing programs and accounts, closing the year, and getting ready for audit prep. Audit field work is scheduled for end of August. Draws for state and federal programs were submitted early, and only two programs will be affected by federal government funding holds for year that just closed (totalling approximately \$55K). Going into next year, it will only be approximately \$18K.</p> <p>Ada mentioned a last-minute need for next year that was not included in new budget: \$27,900 for new copy machines. Board Treasurer or Chair can sign off on the expense as "emergency purpose" or "high need," but it will need to be part of a budget amendment. Most board members and staff concurred this would be good to move on with the start of the school year.</p> <p>There was a discussion of the Boys & Girls Club afterschool program, which is one of the programs that is being affected by current federal administration actions. Both Ada and Amy said there are still negotiations in the works with BGC. The general consensus is that the program in some iteration is an important aspect of the school, and there was discussion about possible funding options.</p> <p>Roger asked about the progress of expenditures for the safety and security grants, to which Ada responded that the older grant is about halfway spent, with the remaining portion primarily earmarked for the roofing project. The newer grant is approximately 90% spent.</p>	15 min
Strategic Plan Report	Dave Armour	<p><u>Strategic Plan</u></p> <p>Dave presented the Strategic Plan Draft Panels SY26 and discussed the measurable outcomes row for each of the five domains, to include completed actions, items the school is currently working on, and future plans. A few highlights include:</p> <p>Inclusive Culture & Climate</p> <ul style="list-style-type: none"> Safe school violations remained less than 1% of all student behavior incidents Roaring Raptors was successfully implemented There will be a climate survey at the end of next year for staff and students. Continue to work of PBIS (Positive Behavioral Interventions and Supports) Plan and discipline plan Working on hanging assets/banners/principles of Montessori Change to mentor days to incorporate more structure Mr. Duty will continue to work in mentor class, Zones of Regulation, Peace Curriculum (every K-5 teacher has a copy) <p>Student-Focused, Individualized Learning, Academic Growth</p> <ul style="list-style-type: none"> RISE scores & parent participation in parent-teacher conferences have been previously reported to Board. First Montessori training cohort started in April Creation of "scoreboard/dashboard" that is academic focused. 	

		<p>High Impact Opportunities</p> <ul style="list-style-type: none"> • Participation/attendance in classroom festivals previously reported to Board • Will be tracking student participation in performing arts • Job shadowing program continues to be a success • Several field trip opportunities • Field house will be completed SY27 • Grass being installed in outdoor classroom area. <p>Community Engagement & Outreach</p> <ul style="list-style-type: none"> • Worked with SUU and Americorps and will work on tracking growth this year • Job shadowing with at least 15 businesses. • Considerable work of PTO • Continue relationship with UAPCS and area school district • Prioritize afterschool program • Build all-abilities park, tentative SY27 <p>Institutional Sustainability and Safety</p> <ul style="list-style-type: none"> • Policy change implemented this year re: teacher evaluation • Succession plans being developed • Parents participated in committees • Distance Ed planning is being coordinated with admin • Working toward early learning center, tentative SY27 <p>Michael commented how strategic planning is ongoing but very pleased with current status.</p> <p>Dave said the committee is pleased with all the accomplishments, and Roger suggested another version of panels that includes just completed outcomes. It becomes a record of the administration and director goals. And the board is also accountable.</p> <p>There was discussion about how Gateway successfully serves both struggling students and high-achieving students and the importance of telling both sides of that story.</p>	
Action Items:			
Minimum Class Size Policy	Amy Gibson	<p><u>MCS Policy</u> - Amy presented the policy, which was later amended to the "Maximum Class Size Policy." She said the policy was new but was an update to Utah State Code. The code establishes minimum class sizes, and Gateway was able to personalize maximum class sizes, currently at an average of 27 students. Dave noted that this doesn't mean the school is going to try to put that many students into each class but rather that it is the maximum average students in the grade levels.</p> <p>There was a discussion about potentially amending the maximums to keep in alignment with the school's desire to maintain small class sizes; however, given current enrollment numbers, this is something that would have to be revisited in the spring before new enrollment for the 2026-27 school year opens.</p> <p>Amy added that with the expansion plans in mind, it seems wise to have the higher numbers, which would allow for enough students to open up new classrooms as expansion moves forward as opposed to being dependent on a wait list.</p>	

		Michael moved to approve the Maximum Class Size Policy, Amy seconded, all were in favor, and the motion passed.	
SY26 Employee Handbook	David Armour	<p>Employee Handbook</p> <p>Dave presented the employee handbook and said it is generally the same as last year with the exception of the new Paid Time Off Policy previously approved by the board at the May 29 meeting.</p> <p>Paul moved to approve the SY26 Employee Handbook, Jessica seconded, all were in favor, and the motion passed.</p> <p>Paul moved to adjourn, and Jessica seconded. Votes went as follows: Paul-yes, Michael-yes, Jessica-yes, Diana-yes, Amy-yes, Roger-yes</p> <p>Meeting adjourned at 4:10 p.m.</p>	
Discussion: Executive Session: In accordance with UCA 52-4-205 (for one or more of the following purposes): <i>to discuss the character, professional competence, or physical or mental health of an individual.</i>			
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 (Two Parent Majority or 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.