

Gateway Academy School Board Meeting Agenda
Thursday, August 28, 2025, 06:00 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 6:03 p.m., with board members Brittany Jensen, Michael Bahr, Amy Bates, Paul Dail, Diana Girtain, and Jessica Walker in attendance. Staff members in attendance and presenting at the meeting included Dave Armour, Amy Gibson, and Ada Munk.	1 min
Public Comment	Public Attendees	No public comment	5 min
Consent Calendar	Brittany Jensen	Michael made a motion to approve the July 10 minutes, Paul seconded, all were in favor, and the motion passed. In new board business, Brittany brought up the question of the new board member, and it was determined that the board will reach out to new potential board member to attend the next meeting.	3 min
Exhibit A Review (schedule overview)	David Armour	Dave focused on the mission statement, specifically the “safe, respectful, supportive environment,” and said the school is working on focusing on Montessori principles across all grade levels and getting everyone on the same page whereby everyone’s sense of safety is met. Dave will create a schedule for future Exhibit A reviews and send to the board. Assignments each month will coincide with the board member conducting a board walkthrough of the school.	5 min
Director’s Report	David Amour	Director’s Report Dave reported on current enrollment, which jumped by approximately 2,000 students with the addition of OpenEd distance education students. There were also rapid decreases of several of these students as Utah Fits All scholarships were awarded later than expected; however, OpenEd will continue to work to fill those vacancies. There was discussion regarding when and how the student count takes place as far as WPU funding. Additionally, the question arose as to potential staffing needs with the additional students. Dave said OpenEd restructured their program so that additional staffing may not be required, but this early in the year, there are some things that remain to be seen. Dave also reported on the “State of the School,” saying it was a really good start of the year. This year’s theme is “Raising the Bar,” and staff has been encouraged to meet this theme both individually and as a group. He also cited the “I can” banners in the gym representing Gateway pillars and which are also located in many classrooms.	15 min

		<p>Back to School Day had a two-percent increase in participation from last year, up to 87%. There was discussion about potentially starting a little later in order to go a little later in the day to accommodate working parents; however, it was noted that parents were informed this year that they could have made arrangements to meet at other times if the presented schedule didn't work for them.</p> <p>There was also discussion of the board possibly increasing the number of online board meetings as long as sufficient public notice was given and an administrator would be present at the school if someone expressed that they wanted to attend via a physical location.</p> <p>Amy Gibson provided the Expansion Committee report and discussed the issue of an easement to the property north of GPA, adding that the committee is working with Enoch City and developer to create a proposed connecting road. The metal building has been ordered and should be delivered in October.</p> <p>During the Director's Report, Ada also pointed out that there are two large pending projects still to be done, the lighting upgrade and the roof.</p>	
Audit Committee Report	Paul Dail	<p>Paul gave an overview of the SPED fiscal monitoring audit that took place last spring covering FY22-24. Policies and procedures, time and effort forms, payroll, general ledgers, and licensing were all audited, and all reports came back without any findings. The monitor said that Gateway is a "model Charter in Utah."</p> <p>Ada said these are the types of audits that "put schools in the news" for lack of compliance, adding that she had never done an audit like this for SPED and was expecting to have at least some findings but was very relieved that no issues were reported.</p>	10 min
Finance Report Annual Program Report FY25	Jonada Munk	<p>Ada gave the Finance Report, which closed SY25. She said the year ended under budget. She added that the department's recent focus has been working on systems, better HR practices, archiving records, and digitizing processes.</p> <p>All reimbursements and grant draws have been processed. Some revenue streams were uncertain at the July meeting, but the hold on those streams has been released and all funding reimbursements the school requested have been received. As far as the afterschool program is concerned, 21st Century Grant has been reimbursed, and the math mentors and AmeriCorps instructors are still at the school.</p> <p>The architect for the expansion project has been paid in full, as well as a portion of engineering costs and metal building.</p> <p>Ada said she is also training a new BA for a startup charter in St. George as part of a grant through UAPCS.</p> <p>FY25 Annual Program Report</p> <p>Ada also presented the annual program report, which represents all of the revenues the school receives and expenses in each program. The goal is to follow the plans and board rules and regulations that guide the spending on the programs and to end the year as close as possible to no carryovers. She said that the SPED program especially is supplemented by general dollars "within reason," which has been discussed with the board before</p>	10 min

		<p>and which Michael said he believes is a school and board priority.</p> <p>Safe Schools Grant Report Link</p> <p>Per Roger Carter's request at the July board meeting, Ada created a report for the Safe Schools Grant expenditures; however, this report was not discussed at this meeting.</p>	
Open and Public Meeting Act Training	Brittany Jensen	<p>Training Link</p> <p>Brittany reminded the board of annual training requirements for training on the Open and Public Meeting Act and said that once board members have completed the training, they should email Paul to let him know before the next meeting.</p>	5 min
Action Items:			
Expansion Financing Options	Ada/Dave	<p>Ada discussed issues with financing, mentioning two banks that didn't want to be in a second-lien position. Committee returned to the first-lien position company, Rural Community Assistant Corporation, but that company has experience capital constraint issues, and with federal staffing cuts and continuing issues at the first-lien company, GPA would be set back probably eight months.</p> <p>Board previously approved budget and financing option for the construction under the premise of 1,299 enrollment, hoping to get a loan for about \$3 million and finance the remainder using our reserves. With the additional OpenEd students, this means an additional influx of reserve funding.</p> <p>Other options the committee took were discussed. Ada said the hope was to fully finance the project slowly throughout the year using cash. Once the school decides to pay with cash, it closes the door on a loan.</p> <p>Brittany mentioned that it had previously been discussed that we would likely be able to pay off the loan amount anyway within a year or two because of the anticipated new enrollment, and if there are issues, we can change the plans and slow down completion of the project.</p> <p>Michael expressed gratitude to the committee for doing their due diligence in seeking other options and keeping the board apprised. Amy also expressed appreciation for the transparency.</p> <p>No action was taken on this item because the general consensus among board members was that they had previously empowered the administration to move forward within a budget for the project using at least a portion of the reserves, and because the probable net income for the year is expected to be considerably higher than originally projected when the budgeted amount was approved.</p>	
Bullying, Cyberbullying, Harassment, Hazing, and Retaliation Policy	Dave Armour	<p>Dave presented the policy with two minor additions as recommended by the state. Paul suggested a change for clarity regarding disciplinary actions and then made a motion to approve the Bully, Cyberbullying, Harassment, Hazing, and Retaliation Policy with that change. Amy seconded the motion, all were in favor, and the motion passed.</p>	
BCI Background Check Policy	Amy Gibson	<p>Amy Gibson presented the Background Check Policy, which also contained two new sections. Paul brought up the issue of a seeming contradiction in one of the new sections and suggested it be stricken. Michael made a</p>	

		<p>motion to approve the Background Check Policy with that change, Jessica seconded, all were in favor, and the motion passed.</p> <p>Before going into Executive Session, several staff members and board members wished Brittany well, as she will be stepping down from her position as board chair. Her contributions over the past seven years have been greatly appreciated and integral to the success of the school.</p> <p>Paul then made a motion to go into executive session for the reasons listed on the agenda, Jessica seconded the motion. Role call vote went as follows: Amy-yes, Diana-yes, Jessica-yes, Paul-yes, Michael-yes</p> <p>Ada, Amy Gibson, and Dave were invited to the closed session.</p>	
<p>Discussion: Executive Session: In accordance with UCA 52-4-205 (for one or more of the following purposes): <i>to discuss the possible transfer of school property</i></p>			
<p>Action from closed session, if any:</p>		<p>The board returned from open session at 7:59 p.m. Paul made the motion to approve donating a portion of GPA's land to the west for a north-south road, contingent on Enoch City Council or developers assuming responsibility for development of the road. Jessica seconded the motion, all were in favor, and the motion passed.</p> <p>Paul made a motion to adjourn, Diana seconded. Roll call vote went as follows: Diana-yes, Jessica-yes, Paul-yes, Michael- yes. Meeting adjourned at 8:01 p.m.</p>	

Rules of Procedure:

- 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.