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Gateway Academy School Board Meeting Agenda
Thursday, July 16, 2026, 2:00-5:00 PM
Location: Gateway Prep Academy Library
Join Zoom Meeting
https://gpacharter-org.zoom.us/j/87548930995?pwd=MmxsoaUpDLzltkoGFw18GhQpuSjcek.1
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	Michael Bahr	The board meeting was called to order at 2:13 p.m. by Michael Bahr. Board members in attendance included Amy Arnold, Roger Carter, Paul Dail, Diana Girtain, and Jessica Walker. Staff in attendance and presenting included Dave Armour, Amy Gibson, and Ada Munk. Royce Van Tassell of UAPCS joined the meeting at 3:05 p.m.	1 min
Public Comment	Public Attendees	No public comment	5 min
Consent Calendar	Michael Bahr	Amy A. moved to approve the June 25 minutes, Jessica seconded, all were in favor, and the motion passed.	3 min
Board Elections & Oath of Office	Michael Bahr	Michael spoke on behalf of the board member selection committee and said they interviewed several highly qualified candidates and were pleased to have two of the candidates at the meeting. The two potential new board members, Abigail Larson and Lisa Montague, introduced themselves and spoke of their backgrounds and experiences with Gateway. Diana G. made a motion to approve the two new board members, Amy A. seconded, and the roll call vote went as follows: Amy A. - yes, Jessica - yes, Diana G. - yes, Roger - yes, Paul - yes. New board members read the Oath of Office and were officially sworn in, after which other board members and staff introduced themselves. Michael and other board members and staff expressed their appreciation to outgoing members Roger Carter and Paul Dail. Michael discussed board elections, saying that there are still some details that need to be ironed out as far as the board secretary duties and responsibilities. He emphasized the importance of compliance but said he felt there were certain functions that had previously been carried out by Paul Dail that could possibly be performed by a staff member. He said more details would be finalized and presented at the next board meeting. There was a brief discussion of the responsibilities of the four board roles as currently understood. Jessica volunteered for the position of treasurer, Amy A. seconded, all were in favor, and the assignment was approved.	

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		Amy A. volunteered for position of secretary, Jessica seconded, all were in favor, and the assignment was approved. With Michael's board term ending in January, he proposed that he could stay on as chair and Diana G. as vice chair, but ultimately it was decided that they would swap roles to facilitate Michael's transition off the board, with Michael as vice chair and Diana G. as chair. All were in favor, and the new assignments were approved.	
Director's Report	David Armour	Dave gave his Director's Report. He said there has not been any enrollment change since the June meeting, but numbers may shift in August. He said on-site enrollment is full, and most levels have waitlists. He discussed upcoming events, primarily related to teachers and students returning to school, and said that July Jamboree was once again a productive event for the school. Staffing is almost full, and as far as the facilities projects, the new roof is almost done, as are the new lights in the building, as well as the parking lot, fencing, and sod.	10 min
OPMA Training	David Armour	Dave directed the board members to the OPMA training link and requested everyone complete the training and send him the certificate by August 1st.	10 min
Expansion Report	Amy Gibson	Amy G. presented the expansion report, which contains the updated numbers for the budget, and said the new building is moving along rapidly. She said besides expansion, the last couple reports focused on operational sustainability, but this report is addressing getting parents "involved and invested." The school is striving to make parents its biggest advocates, not just "clients." One possible approach that was mentioned is be partnering with PTO to incorporate an administration element/availability into their meetings. Michael said the school is already uniquely positioned to accomplish this goal, given our success in some areas/activities, such as participation at festivals and parent-teacher conferences. He cited the report's stated long-term vision that "Gateway families should be more than enrolled families."	
Strategic Planning Report	David Armour	Dave went over the updated Strategic Plan Draft Panels document, which includes the five pillars we have been previously been working on, with measurable outcomes identified by color coding for "done," "currently working on," or "future work." Some of the highlights of his report included the following: Pillar 1: Inclusive Culture & Climate - Dave said there had been zero HR grievances. The PBIS elements are all in place and elements are visible in the school; we just need to formalize them into an official plan. Pillar 2: Student-focused, Individualized Learning, Academic Growth - As previously reported, RISE scores this past year were the highest we've seen, exceeding the goal in every subject. High attendance at parent-teacher conferences has also been previously reported to the board. There will be another Montessori training cohort in the Spring 2026. Mentoring in the middle	

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		school was successfully restructured last year for more effective instructional support as opposed to just a study hall. Once a quarter, teachers did deep dives into data. There was a discussion of the effectiveness of the Montessori training and how we might get more of our teachers exposure to Montessori conferences. Pillar 3: High Impact Opportunities - Dave cited the great participation rates both in academic festivals and arts performances. He said there had been a staff transition with the person who handles the job shadowing program, so it wasn't done this year, but the school will be bringing it back for 2026-27. The field house is scheduled to be completed this school year, and new green space has been created and/or planned for the space lost by other projects. Pillar 4: Community Engagement & Outreach - GPA is continuing to work with SUU and Americorps. There is still discussion of our own distance ed program—not trying to compete with OpenEd but to have another option and increase our quarterly connect events. There was discussion of some of the possibilities for the new space and future expansion plans, but the general consensus is that the school should continue to focus on growing what we do well for the time being. There was also a suggestion of adding the parent engagement goal from the Expansion Report onto the Strategic Plan Panels. Pillar 5: Institutional Sustainability & Safety - Succession plans are in the works. Plans for the early learning center are coming along; we are waiting on the contract. The school will be buying a new bus and evaluating the routes. Also, the ICSD did get approved for their waiver for the possible four-day week, so we are keeping that on the radar. Roger made a request to put the information from the panels into a formalized report that could be shared on the website and with our school community.	
Action Items:			
SY26-27 Employee Handbook	David Armour	Dave presented the Employee Handbook, saying that the only significant change was the addition of the PTO policy, which had been previously approved by the board. Amy A. made a motion to approve the Employee Handbook, Jessica seconded, all were in favor, and the motion passed.	10 min
Playground Equipment Approval ($27,000) Gym Door Locking Capability ($20,000)	Ada Munk/Dave Armour	Ada said the school needs to replace the playground "spinner," and that the interior doors to the gym do not have locking capabilities, which is a safety concern. Diana G. made a motion to approve the playground equipment and the gym door locks, Paul seconded, all were in favor, and the motion passed.	2 min
Learning Loft Agreement	Amy Gibson	This item was tabled.	10 min
After School Programming	Dave Armour/Amy Gibson	This issue was raised at the June board meeting, and administration offered a proposal for moving forward with our own afterschool program. They missed the window for grants for this upcoming school year, so the funding will come from the school's budget, but as soon as we get the new program administrator hired, they will start working on grants for 2027-28. Amy A. moved to approve both the	5 min

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		program model and the budget, Jessica seconded, all were in favor, and the motion passed.	
Budget Amendment for After School Program	Dave Armour/Amy Gibson	This was passed in a single motion along with the program model.	5 min
Board Member Code Of Conduct Policy Oath of Office	Dave Armour	Dave said that the state recently officially recognized charters as public schools and said the board code of conduct process should be the same as other LEAs, so administration added verbiage to keep our policy aligned. Jessica made a motion to approve the Board Member Code of Conduct, Paul seconded, all were in favor, and the motion passed. Similarly, the Oath of Office has minor changes aligning with the state. Jessica made a motion to approve the Oath of Office, Diana seconded, all were in favor, and the motion passed.	2 min
Approval of Parent Contact Information Sharing	Amy Gibson	Royce Van Tassell with UAPCS gave a presentation/proposal regarding one of the association's goals to understand why parents make the education choices they make, specifically in relation to charter schools. They are conducting some research with Y2 Analytics along these lines and are seeking parent email addresses for an anonymous survey that the parents can opt into taking. He was very clear that they are not asking for any information about the students out of concern for FERPA. He said the goal of the survey is two-fold: To get the research and share it with schools, both those that are succeeding and those that are struggling, in order to help them understand the general picture, as well as have a pool of family advocates who are willing to contact legislators when necessary to support the charter school movement. There was discussion about how the survey would be conducted, as well as whether Gateway would have access to the data specific to our school. Michael pointed out that Gateway has a data policy and that we can defer to the data manager to follow the policy. Because of this existing policy, no action was taken.	2 Mins
Conflict of Interest Policy & Disclosures	Dave Armour/Amy Gibson	No action was taken. Board members filled out the conflict of interest form.	2 Mins
Provisional License	Dave Armour	This item was tabled. Previous to closing the meeting, Jessica asked about the process of getting on the agenda for strategic planning committee meetings and whether class sizes should be an item on the panels. The maximum class size policy was approved last July, but there was a brief discussion of how class sizes were determined, with the general consensus being that we want to keep an eye on ICSD and strive to have smaller maximum class sizes. Paul made a motion to adjourn, Amy A. seconded, and roll call vote went as follows: Amy A. - yes, Jessica - yes, Diana G. - yes, Lisa - yes, Abigail - yes. Meeting was adjourned at 4:52 p.m.	
Discussion: Executive Session: In accordance with UCA 52-4-205 (for one or more of the			

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following purposes):			

Rules of Procedures:

- All meetings of the Governing Board are open to the public unless properly closed in accordance with Utah law.
- Meeting agendas and draft minutes of the prior meeting will be provided to Board members at least 24 hours in advance. Agendas will be posted on the Utah Public Notice Website, the school website, and made available at the school's main office. Agendas will include the meeting date, time, and location. If School Land Trust matters are on the agenda, the agenda will be posted at least one week in advance.
- The Board may conduct meetings electronically in accordance with Utah Code §52-4-207. Notice of electronic meetings will include instructions for public access. Meetings may be held without an anchor location if all members attend electronically and no written request for an anchor location is received at least 12 hours prior to the meeting.
- Minutes will be kept for all meetings and 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 required reporting and other activities or responsibilities assumed by the Board. This timeline assists with agenda planning to ensure Board responsibilities are completed in a timely manner.
- The Governing Board consists of the Board members of Gateway Preparatory Academy and the School Director. The Board maintains a two-parent majority (5 of 7 members).
- The Board Chair conducts meetings, assigns tasks, and requests reports on those assignments. In the absence of the Chair, the Vice-Chair conducts the meeting.
- A quorum is required to conduct official business. A quorum consists of a majority of Board members.
- Board members complete a Conflict-of-Interest disclosure annually and follow the school's Conflict of Interest Policy.
- Meetings shall be conducted and action taken according to simplified parliamentary procedure as required in Utah Code 53G-7-1203(10). Board actions are taken by motion and vote, with motions and votes recorded in the minutes.
- Public Comment Procedures:
    - Comments are limited to 3 minutes per individual.
    - Personnel matters may not be addressed during public comment.
    - Public comment materials should be shared with the Board at least 24 hours in advance when possible.
    - The preferred communication method with the Board is email: board@gpacharter.org.

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- Board action cannot be taken on topics raised during public comment unless the item appears as an action item on the meeting agenda.

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