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Gateway Academy School Board Meeting Agenda
Thursday, August 27, 2026, 6:00-8:00 PM
Location: ELECTRONIC MEETING
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	Diana Girtain	Diana called the meeting to order at 6:03pm. Diana G, Amy A, Diana S., Abigail L, Jessica W, Michael B, Lisa M. Staff Amy G, Dave, Ada	1 min
Public Comment	Public Attendees	No public comment	5 min
Consent Calendar	Diana Girtain	Minutes from the July 16 meeting Michael makes a motion Jessica seconded. The minutes are approved. All those in favor, all yes, and motion passes	3 min
Exhibit A Review (schedule overview)	David Armour	Dave Armour reviewed the school's charter, mission statement, and strategic plan, noting that the strategic plan is aligned with the school's mission. He explained the Board's schedule for reviewing sections of the charter, with individual Board members assigned a section to review each month. The review process will also include opportunities to tour the school. Michael will complete the first assigned review in September. Dave will provide the review schedule at the September Board meeting.	5 min
Director's Report	David Armour	Dave Armour reviewed upcoming school dates and encouraged Board members to attend Picture Day to have photographs taken for the school website. He provided an update on the opening weeks of school, including approximately 95% attendance at Back-to-School Day, and provided an update on the Boys & Girls Club program. Dave noted that he may be unavailable for the October Board meeting. He will send a poll to Board members regarding the possibility of rescheduling the meeting. Dave provided a staffing update and reported that the school is currently in the process of hiring for a full-time IT position. The Board discussed exploring a potential four-day school week. Dave reviewed information previously gathered on the topic, including staff and parent surveys, relevant articles, and other available data. The Board discussed gathering additional information and forming a committee to assist with the process. The committee will include Diana S., Lisa M., Erin, Dave, Jessica, and Amy A. Parent participation will also be solicited through the PTO.	10 min

		The four-day school week will be placed on the September Board meeting agenda to allow for further discussion and public participation. Additional feedback will be collected, including opportunities for families to complete a survey using Chromebooks and a QR code at the October Back-to-School Night.	
Finance Report Annual Program Report FY26	Ada Munk	Ada Munk reviewed the June 30 financial report and provided an update on the annual audit process. Audit fieldwork began this week and includes both financial and state compliance reviews. Areas under review include financial reporting, procurement, Open and Public Meetings Act (OPMA) compliance, and other required compliance items. Ada reported a healthy year-end financial position, with an ending balance of approximately $2.5 million. Ada also reviewed the FY26 Annual Program Report, including restricted funding streams and the status of funds that may be carried forward or require expenditure. She noted that the school lunch fund may require supplemental funding. **Michael Bahr left the meeting.**	10 min
OPMA Training	David Armour	Dave Armour reminded Board members of the Open and Public Meetings Act (OPMA) training requirements. Board members were asked to review the provided OPMA materials, complete the required training as soon as possible, and submit their training certificates to Dave. Dave emphasized that all Board members are responsible for complying with OPMA requirements.	10 min
Expansion Report	Amy Gibson	Amy Gibson provided an update on the current construction project, including updated project costs.	
Action Items:			
Bullying, Cyberbullying, Harassment, Hazing, and Retaliation Policy	David Armour	Dave Armour reviewed the proposed changes to the Bullying, Cyberbullying, Harassment, Hazing, and Retaliation Policy. The Board reviewed the revised policy. Jessica made a motion to approve the Bullying, Cyberbullying, Harassment, Hazing, and Retaliation Policy as presented. Amy seconded the motion. All were in favor, and the motion passed. Michael Bahr was not present for the vote.	10 min
Audit Committee Selection	Ada Munk	Ada Munk reviewed the current Audit Committee membership and provided a brief overview of the committee's responsibilities. The committee meets approximately three to four times per year, conducts quarterly reviews, and reports its findings to the Board. The Audit Committee will consist of Jessica, Abigail, and Michael.	5 min

		Lisa moved to approve Jessica, Abigail, and Michael as members of the Audit Committee. Amy A. seconded the motion. All were in favor, and the motion passed.	
Attendance Policy	Amy Gibson	The Board reviewed the Attendance Policy. Jessica made a motion to approve the Attendance Policy as presented. Abigail seconded the motion. All were in favor, and the motion passed.	10 min
Learning Loft Agreement	Amy Gibson	Amy Gibson presented the Learning Loft Agreement for Board review. The dates in the agreement will be updated. Lisa made a motion to approve the Learning Loft Agreement with the updated dates. Diana Salazar seconded the motion. All were in favor, and the motion passed.	10 min
Fiscal Policy Update (Donations & Gifts Policy & Dual Authorization Requirement) Fiscal Procedures	Ada Munk	**Michael Bahr returned at 7:10pm** Ada Munk reviewed the proposed updates to the fiscal policies, including the Donations & Gifts Policy and Dual Authorization Requirement. Jessica Walker will be added to the school's bank account. Michael made a motion to approve the proposed fiscal policy updates. Jessica Walker seconded the motion. All were in favor, and the motion passed. Ada reviewed the proposed updates to the Fiscal Procedures. Michael made a motion to approve the proposed Fiscal Procedures. Lisa M. seconded the motion. All were in favor, and the motion passed.	10 min
Distance Education Policy	Amy Gibson	Amy Gibson presented the updated Distance Education Policy for Board review. Lisa made a motion to approve the updated Distance Education Policy. Diana Salazar seconded the motion. All were in favor, and the motion passed.	5 min
Site Specific	David Armour	Dave Armour presented site-specific license requests for Bobbi Smith in Special Education and Katie Dodds as an Instructional Coach. Michael made a motion to approve a site-specific license for Bobbi Smith in Special Education. Jessica seconded the motion. All were in favor, and the motion passed. Amy A. made a motion to approve a site-specific license for Katie Dodds as an Instructional Coach. Michael Bahr seconded the motion. All were in favor, and the motion passed. **Adjournment** Diana made a motion to adjourn the meeting. Jessica seconded the motion. Abigail, Arnold, Salazar, Walker, Montegue, Narh, and Bahr voted in favor. The motion passed. The meeting adjourned at 7:48 p.m.	5 min

Discussion: Executive Session: In accordance with UCA 52-4-205 (for one or more of the 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.
- Board action cannot be taken on topics raised during public comment unless the item appears as an action item on the meeting agenda.