

GUADALUPE CHARTER SCHOOL
Board Meeting Minutes: October 30, 2026

Zoom:	Paul Berthelson
Present:	Jordan Hinckley, Cindy Hinckley, Vanessa Rader, Serge Ibarra
Absent:	
Staff:	Richard Pater, Marnie Bertoch, Jennifer Medrano, John Kirsling, Rubya Alailefaleula, Colleen Baum
Absent Staff:	
Visitors:	Diana Martinez (Parent)

Welcome – 8:30am

Board Chair, Jordan Hinckley welcomed everyone and called for a motion to approve the June 26, 2026

Meeting Minutes:

Vote to Approve of September 25th, 2026 Meeting Minutes:

Motion: Cindy Hinckley; Second: Vanessa Rader

Approved unanimously.

Finance Report – Jennifer Medrano, Charter School Accountant

Jennifer Medrano reviewed the 2026 Monthly Financials from September:

- The grant reimbursement timing is still behind but we will receive the Federal funds in January.
- We are being paid for last year's enrollment number but that will go up by 40 students for this year. From 248 students to 288 students.
- Our capacity is 305 students.
- Our expenses are a little lower than the budget.
- Restricted cash is at \$31,000.

The 2026-27 Updated Initial Budget was reviewed in September's Meeting:

Vote to Approve 2026-27 Updated Initial Budget:

Motion: Vanessa Rader; Second: Serge Ibarra

Approved unanimously.

- There will be another updated budget to vote on for next month's meeting because we have received a \$200,000 grant for the Out of School Time Program.
- We will also be voting on the Audit next month.
- This year we will be giving a Holiday bonus for staff (just one bonus instead of two in prior years). This will be given in November and staff are informed that the bonus comes from the board.

Charter School Report – Marnie Bertoch, Charter School Principal

Scorecard Review:

- Our Charter School Program has officially been moved out of CSI (the Comprehensive Support and Improvement program). Our scores have grown and we are feeling confident that we are on the right path with student growth and staff development.
- Last month we had 94% attendance, one classroom had 97%.

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Policy & Procedure Updates & Approval

- The following Policies & Procedures were sent to the board via email for review one week prior to this meeting.

Jordan Hinckley asked for a motion to approve the updated TSSA (Teacher & Student Success Act) Framework:

Motion: Serge Ibarra; Second: Cindy Hinckley

Approved unanimously.

Jordan Hinckley asked for a motion to approve the updated Attendance Policy:

Motion: Cindy Hinckley; Second: Vanessa

Approved unanimously.

Jordan Hinckley asked for a motion to approve the updated Reading Retention Policy:

Motion: Vanessa Rader; Second: Serge Ibarra

Approved unanimously.

Jordan Hinckley asked for a motion to approve the updated Technology Policy:

Motion: Serge Ibarra; Second: Cindy Hinckley

Approved unanimously.

Jordan Hinckley asked for a motion to approve the updated Photography & Recording Policy:

Motion: Cindy Hinckley; Second: Vanessa Rader

Approved unanimously.

Jordan Hinckley asked for a motion to approve the updated Anti-Bullying, Anti-Hazing, and Abusive Conduct Policy:

Motion: Serge Ibarra; Second: Vanessa Rader

Approved unanimously.

- Principal Bertoch reviewed the 2026-27 School Goals

Jordan Hinckley asked for a motion to approve the 2026-27 School Goals:

Motion: Vanessa Rader; Second: Cindy Hinckley

Approved unanimously

Early Learning Center Updates – Rubya Alailefaleula, ELC Director

- Continuing to support our teachers in professional development.
- Mock observations will be starting in November and December.
- Scores will be reviewed next month as there were some changes made and it is taking more time.
- Right now we have 124 students in Preschool.

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Out of School Time Updates – Richard Pater, Executive Director

- Our OST Director has been dismissed and we are interviewing new candidates.
- We are receiving a \$200,000 grant for OST and so we will be adding Preschool students into Afterschool.
- Marnie Bertoch, Charter School Principal and Jamie Jensen, 3rd Grade Teacher will be administering the Afterschool program until a replacement is hired.

Utah Open & Public Meeting Act Training – Richard Pater, Executive Director

- All board members were asked to watch the online video located at <https://www.utahcharters.org/training-videos>
- Richard Pater reviewed some of the key points of the Financial Document Training:
 - Each month, the board is given financials documents reviewing the prior month's income statement.
 - We list the total amount of revenue for the Charter and OST programs.
 - This is what we budget and project and we show you comparisons from prior months or years.
 - We have a Comments page that explains the differences in numbers in a little more detail.
 - We encourage the board members to ask any and all questions regarding these finances so that we are good stewards of the funds given to us.

CLOSED SESSION

Jordan Hinckley called for a motion to move into a Closed Session to discuss concerns about a member of the school faculty. The closed session was held in the same board room.

Jordan Hinckley called for a vote to move into a Closed Session:

Motion: Serge Ibarra; Second: Vanessa Rader

Approved unanimously.

Closed Session ended at 10:25am

OPEN SESSION

- Resumed at 10:26am. No action from the Closed Session was taken.

Jordan Hinckley called for a motion to adjourn the board meeting:

Motion: Serge Ibarra; Second: Cindy Hinckley

Approved unanimously.

Meeting adjourned at 10:27am.

Submitted by Colleen Baum.

Next Meeting:

- Friday, November 20, 2026 at 8:30am at Guadalupe Center, 1385 N 1200 W in Salt Lake City.