

**Gateway Academy School Board Meeting DRAFT Minutes**  
**Thursday, March 23rd, 2023, 07:00 PM – 9:00 PM**  
**Location: Gateway Academy, Cedar City, UT**

**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	Notes:	Time
Call to Order	Brittany Jensen	Brittany Jensen called the meeting to order at 7:02 pm. Board members in attendance were Brittany Jensen, Roger Carter, Matt Ogburn, and Paul Dail. The staff present: are Jenna Ayers, Ada Munk, and Amy Gibson.	1 min
Public Comment	Public Attendees	There was no public comment.	5 min
Consent Calendar	Brittany Jensen	Board reviewed minutes from the previous meeting. Roger made a motion to approve the consent calendar from February 23rd. Matt seconded the motion, and all were in favor. Motion passed.	3 min
Exhibit A review	Jenna Ayers	Jenna reviewed <a href="#">Exhibit A</a> section 6(c).  Jenna discussed the mentor program and what it looks like in the middle school. She commented that it is even better than she originally thought or expected. Brittany added that she loved that students and mentors are matched for three years.	5 min
Board meeting schedule (week & time discussion)	Brittany Jensen	Brittany addressed moving the board meeting to the 4th week of the month, as well as possibly earlier in the day. Paul and Matt have schedule conflicts with earlier meeting times. Brittany will bring it up again at the next meeting, but for now, the meeting schedule will remain as-is until June.	5 min
Director's Report	Jenna Ayers	Jenna reviewed her director's report, including the following: <ul style="list-style-type: none"> <li>recognizes the huge success of the play.</li> <li>meet with all teachers starting next week and leading up to spring break and extend offer letters simultaneously.</li> <li>highlights upcoming dates.</li> <li>invites the board to our distance education community night on May 4th.</li> <li>discusses her first few weeks and what she has been doing.</li> <li>attended first strategic planning meeting.</li> <li>worked on clearing up the calendar, contract days, times, and expectations.</li> <li>Cognia Accreditation.</li> </ul> <p>The highlight of her week was Pi day. She honored Andy Burt by visiting classrooms with Mr. Armour dressed as Albert Einstein. Jenna Behm was officially appointed our sped director starting July 1.</p> <p>Facility projects</p> <ul style="list-style-type: none"> <li>timeline on finishing playground</li> <li>timeline on stairwell tread (finishing spring break)</li> <li>six units of HVAC coming 4/11/23 (back ordered)</li> <li>Bus parking pending electrical (weather)</li> </ul>	15 min

		<p>Board walkthrough templates given for feedback and revisions. Paul and Matt will do a board walkthrough and turn it in to Jenna.</p> <p>Discussed CGI and their proposal for creating videos for the Cedar City website. Board discussion about the proposal. Further discussion during our next admin meeting. Proposal for ICSD potentially working together for transportation.</p> <p>Paul asked about PTC attendance, as well as classroom observations and plans for future teacher evaluation process.</p>	
<p>Finance Report</p> <p>Program Balances report included</p>	Ada Munk	<p>Ada reviewed the scoreboard, highlighting our surplus for the year, which she said looks healthy and has no concerns. Ada pointed out that MyTech high with the new RFP was adjusted. The trend in increased interest earnings and legal fees were all notable line items, in addition to lunch program increases and new Chromebooks.</p> <p>Ada also included a restricted funding program report and reminded the board that the school is guided in the way we can spend according to the state, along with specific monitoring that happens. She discussed what happens when there is a carryover. Lunch program, title one, at risk have been monitored this year.</p>	10 min
Fraud Risk Assessment Report	Roger Carter	<p>Roger reviewed the Fraud Risk Assessment that is conducted annually. Only items GPA didn't score points were item 3 and item 8. Ada is working toward a CGFM, and item 8 applies to schools higher than 10,000 enrollment. This is the template that applies to everyone. Regarding Basic Separation of Duties, Roger discussed "mitigating control." GPA scored 355, considered low risk.</p>	15 min
<b>Action Items:</b>			
School Calendar Approval SY23-24	Jenna Ayers	<p>Discussed a few minor changes to the schedule for next year, including PTC week and how we have given teachers prep days off in return for the days they have worked. School will also be starting a day earlier and ending a day earlier than ICSD, and Christmas break also differs from the district. Paul made a motion to approve the calendar. Matt seconded the motion; everyone was in favor, and the motion passed.</p>	10 min
Purchase Card approvals for Dave Terry & Jenna Ayers	Jonada Munk	<p>Matt made a motion to approve P cards for Dave Terry and Jenna Ayers. Paul seconded the motion; everyone was in favor, and the motion passed</p>	2 min
School Fee Policy Review	Amy Gibson	<p>School Fee Policy was reviewed. Paul made a motion to approve the school fees policy. Matt seconded the motion; everyone was in favor, and the motion passed.</p>	10 min
2023-24 School Fee Schedule Approval	Amy Gibson	<p>Roger motioned to approve the 2023-2024 Fee Schedule. Paul seconded the motion; everyone was in favor, and the motion passed.</p>	5 min
2023-24 School Land Trust Plan Approval	Jenna Ayers	<p>Jenna reviewed the Land Trust Plan. Paul added that, as a parent, he has seen a huge math push. Board discussed the plan. Roger made a motion to approve the plan. Matt seconded the motion; everyone was in favor, and the motion passed.</p>	10 min



2023-24 Teacher Salary Schedule	Jonada Munk/Jenna Ayers	<p>Jenna explained there are a few pages to review and gave the board time to review them. She said the point was to create a clear plan for everyone to be accountable and would establish consistency within the school. Our hourly pay schedule will stay the same as last year. Ada reviewed the certified staff pay schedule and how it has been reflected in the ESA and Masters program designations. Board discussed the schedule. General consensus was that it is important to be competitive with the district. Paul made a motion to approve the 2023-24 salary schedule. Matt seconded the motion; everyone was in favor, and the motion passed.</p> <p>Discussion continued around retirement and health insurance.</p>	15 min
Alternative Language Services Policy	Amy Gibson	<p>Matt motioned to approve the Alternative Language Policy with the amendments. However, the amendments were later stricken after consultation with state code. Motion renewed. Paul seconded the motion; everyone was in favor, and the motion passed.</p>	10 min
<p><b>Executive Session:</b> In accordance with UCA 52-4-205 for one or more of the following purposes: (a) discussion of the character, professional competence, or physical or mental health of an individual; (b) strategy sessions to discuss collective bargaining; (c) strategy sessions to discuss pending or reasonably imminent litigation; (d) strategy sessions to discuss the purchase, exchange, or lease of real property, including any form of a water right or water shares</p>		<p>Paul made a motion to go into closed session in accordance with state code. Matt seconded the motion; voting went as follows: Roger-yes, Matt-yes, Paul-yes. Moved into closed session at 9:28.</p> <p>Open session began again at 9:59. There was no discussion or action taken. Paul moved to adjourn. Matt seconded. Everyone was in favor and the meeting adjourned at 9:59.</p>	
<b>Action Item from Executive Session</b>			
Action if needed relating to closed session			



#### 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 the 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 (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](mailto: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.