

DATE: August 21, 6:00 pm

LOCATION: 2501 Centerville Road, Wilmington DE

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Come to Order and Attendance: **6:04 pm**

Present: Kenyatta Austin, Joyce Henderson, Tina Horgan, Heidi Shanus, Catherine Dolan – Interim Head of School

Guest: Pamela Draper – Business Manager

Absent: Sherlock Hack

- **Public Comment-** None
- **Approval of Minutes-** Ms. Shanus moved to approve the minutes from the July 26th GLS Board Meeting. Ms. Austin seconded the motion to approve the minutes. All directors voted to approve the July 26th Board meeting minutes.

**Standing Reports**

- **Interim Head of School-** Ms. Dolan presented the Professional Development schedule for August 20-24th. Teachers will have training in the following areas: Technology, Responsive Classroom, Bullying and Suicide Prevention, Team building, Special Education, RTI (Response to Intervention), DPAS II, Arts Integration, and other various topics. Ms. Dolan also discussed and shared the Principal job description outlining the need for an Interim Principal until the Principal returns from leave. Ms. Henderson made a motion to create an Interim Principal position and Ms. Horgan seconded it. Directors approved the creation of an Interim Principal position.
- **Ad Hoc Committee for Use of One-Time Funds-** Ms. Shanus reported on the review of grants awarded in SY2016-17. She noted that the review was not conclusive and will require additional research. The ad-hoc committee will work to finalize the review and work with Ms. Draper to provide follow-up report(s) to the funders. Ms. Draper recommended having standardized paperwork/processes regarding the grants. Ms. Dolan recommended using remaining grant funds to support teachers who have multisensory equipment needs. The discussion concluded with Ms. Shanus recommending staff training on new multi-sensory equipment purchased.
- **Community Outreach-** Ms. Austin discussed planning an upcoming meeting the week of September 6<sup>th</sup> to discuss new ideas to build community engagement. One idea that was brought up was to have a Special Teacher parking space near to the entrance of the building to recognize a staff member and build morale. Ms. Dolan mentioned the need to try and get more parents involved in GFF and to invite the parents to attend upcoming meetings. Ms. Dolan mentioned that there will be a Meet and Greet for parents, students and teachers in the gym on Monday, August 27<sup>th</sup> at 5:30pm. To increase spirit within the school, Spiritwear will be available to purchase on-line. Students may wear the gear for gym class and for dress down days. The spiritwear is great way to advertise the school.
- **CBOC-** Ms. Draper reviewed the meeting that occurred at 4:30pm prior to the full board meeting. The current Gateway enrollment is 191 students which equates to 22.77 units. Ms. Draper pointed out that there are 25 students from last year that have not been identified in IEP Plus, which will result into an increase in units. She predicts that the final enrollment will be around 195-200 students for the 2018-2019 school year. Ms. Draper reviewed the budget and financial report prepared

by Dorcell Spence, financial consultant. Ms. Henderson inquired whether all board members had completed the financial training for directors. Ms. Shanus stated that she is in process of completing the training.

## Discussions

- **DASL Teacher Evaluation Update-** Ms. Dolan reviewed Dr. Ryan's Project/Partnership Report. DASL worked with teachers on DPAS II Component V goals. The teachers used student MAP tests for data. Ms. Dowell from Providence Creek Academy is assisting teachers with entering Component V data on Data Services. Completion of summatives are outstanding. DASL assisted with completing most of the teacher observations. Dr. Ryan also noted in his report that 20 hours of training with the Principal was not completed due to time constraints. The Interim Principal will be trained to cover teacher observations and mentoring for the beginning of the 2018-2019 school year. Teachers received all test scores from Mr. Edwards and Ms. Dowell will complete the summative evaluations once the data is entered. Non-teaching staff members did not get observed for the school year. Ms. Henderson recommended that non-teaching staff should have performance goals in place and a 90-day review should occur to assure non-teaching staff are meeting their goals. Ms. Dolan, Ms. Draper and the Dean of Students will be charged with the non-teaching evaluations.
- **MAP Testing Results 2017-2018-** Ms. Dolan reviewed the results of the MAP testing. Participation was below standard. In addition, Gateway students did not meet the goals for Reading and Math in regard to growth targets (Goal: Math-68%, Reading 74%). The actual scores were the following: (Math-44% and Reading 63%. To increase proficiency this year, the school has adopted a new reading curriculum, *Wonders* series. The math curriculum, *Engage New York*, will remain as the Math curriculum. Ms. Dolan is going to have an inventory of all materials available for teachers. The RTI is being restructured so that all students are having it at the same time. The Wilson Reading Program students' growth targets decreased slightly from the previous year, from 91% in 2016-2017 to 83% in 2017-2018. These are still very high numbers in that program.
- **Strategic Planning-** discussion postponed until all proposals are received.

## Discussions and Approval

- **2018 Gateway BOD Matrix-** Ms. Henderson provided a handout that listed names and board terms of active board members and advisors. The matrix included skill sets of each board member.
- **BOD Nominations and Elections-** Ms. Henderson nominated Tina Horgan for Secretary of the Board. Kenyatta Austin seconded the motion. All directors present voted to elect Tina Horgan as Board Secretary. Ms. Shanus nominated Kenyatta Austin for the Vice President of the Board. Ms. Henderson seconded the motion. All directors present voted to elect Kenyatta Austin for Vice President.
- **Ad Hoc Committee for GLS By-Laws-** Ms. Austin reported that the by-laws committee met on August 8<sup>th</sup> to update the 2015 By-Laws. Ms. Shanus inquired about the Staff Director classification that was added to the updated by-laws. Ms. Henderson stated that teacher directors should be voted on by their peers via an election process. She stated that the Staff Director designation represents non-teaching staff members. Other updates to the by-laws included the following: Minimum required directors moved from three to five. Ms. Henderson stated the revised by-laws will not allow teacher and staff members to vote on compensation issues/
- **Employee Handbook-** Ms. Henderson reported that the handbook will be emailed to staff electronically upon being reviewed by GLS's general counsel
- **Kitchen Improvements-** Ms. Dolan reported that sink replacements were made to kitchen costing \$3600. The expense for the improvements will be shared with St. Catherine's. The improvements were requested upon an inspection by the Board of Health.
- **Facilities Manager Position-** Ms. Dolan reported that she reviewed maintenance tasks performed by Chesapeake, Star, and Mid-Atlantic. After careful review of the duties being performed by each company, Chesapeake's services were more inclusive and cost effective. Classroom damages will be prepared on a routine basis verses at the end of the year. Teachers will have a Maintenance request form to complete if they need services to be performed. Due to the tight

deadline, of the school starting, there was not enough time to complete an RFP (Request for Proposal). Ms. Dolan informed the board that a RFP will be completed in Spring 2019 for the upcoming school year. Ms. Henderson moved to vote to allow Ms. Dolan to proceed with the Chesapeake contract for SY 2018-2019. Ms. Austin seconded the motion. All directors voted in favor for Ms. Dolan to proceed with the contract.

- **Suicide Prevention**-Ms. Dolan reported that the Dean of Students completed the state training for suicide prevention. The policy was updated to include new language per the State. Ms. Henderson made a motion to approve the State of Delaware Suicide Policy. The motion was seconded by Ms. Horgan. All directors voted in favor of the motion.

#### **8:05 Close of Public Session to Executive Session**

#### **9:07 Resume Public Session**

- Ms. Henderson made a motion to approve the Interim Principal position and salary discussed in the Executive Session. Ms. Shanus seconded the motion. All directors voted in favor for Ms. Dolan to proceed with hiring the interim principal.

#### **9:08 Adjourn**