



Gateway Lab School Board of Directors' Meeting

DATE: November 27, 2018 @6:00 PM
LOCATION: 2501 Centerville Road, Wilmington, DE

Come to Order and Attendance: 6:07pm

Present: Joyce Henderson, Kenyatta Austin, Tina Horgan, Sherlock Hack, Catherine Dolan-Interim Head of School, Dan Salter, Heidi Shanus, Larry Heredia

Absent: Doreen Rathmell

Guests: Pamela Draper-Business Director, Marlin White-Interim Principal, Timothy Sawyer and Robert Yemola (BTCPA), and Paul Short (Consultant)

Public Comments: None

Approval of Previous Minutes from October 16th meeting: Heidi Shanus made an motion to approve minutes, Kenyatta seconded. All present voted yes.

Nov 12th minutes. Motion to approve minutes. Change spelling of last name of Heidi and Lawrence to Larry and grammatical change. Ms. Henderson made a motion to approve the minutes. Ms. Austin seconded the motion. All present voted yes.

Discussions

Tim Sawyer

- Fiscal Year 2018 Audit Summary prepared by Barbacane & Thornton
 - Internal Controls are operating effectively
 - GASB statements reviewed
 - Financial Highlights: Cash, capital assets, accounts payable, fund balance, and net pension liability
- Financial Performance Framework
 - Meets standard in all areas
- Recommendations for current board will be addressed later in the meeting

Standing Reports

Interim Head of School--Ms. Dolan

- 1st trimester completed; report card conferences completed and report cards distributed

Activities/Clubs

- Drumming club
- Odyssey of the Mind
- Charities:
 - Breast Cancer Coalition
 - Food Bank Collection
- Delaware Transition Conference
- DMA students visit with middle school students
- New signage on Road- 5X6 sign with illumination

Teacher/Professional Development

- PLCs starting 2nd trimester
- Teacher transitions
- Professional Development
- DDOA Artist and Residency Grant

Gateway in the Community

- GLS Open House-- Thursday, 11/29, 6-8pm; parent referral contest
- DCN EXPOs-2 Bear-Glasgow YMCA, 11/3/ Community Education Building, 11/17
- DCSN-Two nominees from GLS honored
- Question about Spring Festival, May 3rd: ongoing work for the year

Interim Principal Report-Mr. White

- Teacher Formative Evaluations
 - List of teachers and observations completed (Marlin White and Pat Troy-Brooks, Workwise Company, contractor through DOE)
 - List of teachers and walkthroughs completed (Marlin White)
- ERIP Report
 - List of all monthly fire drills (September, October, November)
 - Biannual Bus Evacuation Drill occurred on October 17, 2018
 - Lockdown/Intruder drill will occur in the future
- RAP Referrals
 - Some students had a tough start, but behavior overall has improved
 - 21 out of school suspensions so far this year; down 9 from last year (4 are repeat offenders)
- A request for attendance report for the next board meeting was requested by Ms. Henderson.

Administrator Report: Ms. Draper

Status of Prior Year Recommendations from the audit

- Capitalization Threshold
 - Recommendation to increase from \$1,000 to \$5,000

- Outdated language on Fixed Asset Policy: Change Building and Grounds Supervisor and IT Manager to Business Manager and IT Manager. Change Financial Secretary to Business Manager.
- Ms. Shanus motioned to increase the capital threshold from \$1,000 to \$5,000 and change Financial Secretary to Financial Secretary/Business Manager. ? Seconded the motion. All present voted yes, and Kenyatta abstained.
- Required Board Trainings will be documented and kept with the minutes.
- P-card and reimbursement documentation: Recommendation is that P-card roles will be filled out and submitted plus follow the Pcard Internal Control Policy-Small Organization guidelines.
- Head of School modified contract needs to be on file. Pam will prepare the contract.
- Tuition Reimbursement Policy Draft
 - Special Education Certification requirements have changed
 - Alternative Route to Certification/Masters Plus coursework
 - \$2,500 per teacher per calendar year
 - If a teacher voluntarily terminates employment prior to completing the course, there is a schedule for refunding the educational expenses.
 - Ms. Henderson made a motion to pass the Gateway Lab School Tuition Reimbursement Policy Draft. Mr. Heredia seconded the motion. All present voted yes.
- Marketing
 - Folders with information
 - Video on Social Media and school website
 - Advertisements
 - 28 applications in the Choice system so far.

Officers Reports

Ms. Henderson

- She attended the FOIA meeting on November 7th. All requests need to be responded in 10-12 business days.
 - FOIA request forms
 - Ms. Horgan is the coordinator for Gateway Lab School
 - No requests yet
- Rodel Foundation Meeting
 - The meeting centered around Social and Emotional Intelligence
 - She shared info from the booklet
- Paul Short Assessment--Many BOD Members need to finish
- DOE annual report 2017-18 info that needed to be submitted by December 3rd has been submitted

Mr. Hack, Treasurer

- Reviewed the report from Neely and Spence
- 33.3% of the year is complete
- On track with spending
- 23.91 unit count, enrollment is at 172
- Real estate decrease will be reflected in the later months since it was negotiated after the beginning of the year

Discussions

Treasurer's Report

- Forming a finance committee--3 board members and 2 community members
- Ms. Henderson requested a description of the members' responsibilities for the community members
- Ms. Shanus asked what the difference was between the CBOC and Financial Committee. Financial Committee will get more detailed than the CBOC.
- Mr. Hack motioned to form a Financial Committee at Gateway Lab School. Ms. Henderson seconded the motion. All members present agreed. Mr. Heredia, Mr. Hack, and Ms. Austin will comprise of the committee plus 2 community members.

Ms. Henderson, Expansion Taskforce

Mr. Salter, Ms. Shanus, Ms. Horgan, Ms. Dolan, and Ms. Draper will be a part of the committee.

- Group should meet sometime in the next few weeks and report back for the December 18th meeting. Mr. Salter will chair the committee.

Ms. Henderson, Board Evaluation & Giving

- Board should do a self-evaluation
- A Board Giving Form will be filled out to show how much each Board member intends to pledge as their annual giving will give.
- AmazonSmile giving and supporters should add Gateway as the charitable organization

Ms. Henderson motioned to add Strategic Planning to the agenda. Mr. Hack seconded the motion. All members voted yes.

Mr. Ford, Strategic Planning Facilitator

Challenges

- Teacher Retention
- Expansion--enrollment, building
- Marketing/Branding--Message out to the community
- SWOT analysis (Strengths, weaknesses, opportunities, threats)
- All info will be available on Collaborative space by November 30th
- We will communicate via the collaborative space adding do

Ms. Henderson introduced a motion to move into Executive Session. Ms. Austin seconded the motion. All members voted yes.

8:24 pm-Close of Public Session; Move to Executive Session

9:08 pm-Resume of Public Session

CBOC, Mr. Sherlock Hack

- No meeting due to the holiday

Community Outreach, Ms. Kenyatta Austin

- No meeting occurred in November but the plan is to meet in December.

Meeting adjourned at 9:09pm