



DATE: July 15, 2014, 7:00PM

LOCATION: 2501 Centerville Road, Wilmington DE

Come to Order and Attendance: 7:06pm

Present: Kecia Blackson, , Chris Santantasio, Devie Smith, Joyce Henderson, Anne Budischak

Other Principal Present: Stacy Solomon, Catherine Dolan

Guest, Ellen Cooper

Absent: Ron Miller, Pamela Draper

- **Open for Public Comment** – None
- **Vote on May Meeting Minutes**
 - Motion to approve the May minutes, with minor changes seconded and approved unanimously.
- **Old Business** – None
- **New Business**
 - Due to GLS Board President Ron Miller's health issues Joyce Henderson, Vice President is now the acting GLS Board President.
 - Meredith Chapman the MARCOM Chair had submitted her resignation letter to the board A motion was made to approve to accept her resignation, seconded and approved unanimously.
 - The new Staffing Plan was presented by Catherine Dolan. A motion was made to approve the proposed Staffing Plan, seconded and approved unanimously.
 - New job descriptions for need to be written and approved by the Curriculum & Staffing committed for the Head of School and the new Principal role that Stacy Soloman will fill. These job descriptions should be reviewed at the August Board meeting. **Action Item**
 - Preliminary Budget was presented by Catherin Dolan based on FY 2015 Priorities. A total of nine items were presented to the board for funding approval. The following five items were approved: MAP Testing, extending the Psychologist from 3to 4 days a week; Extra pay to 6 teachers to act in a "Lead role" to help to complete 504 and IEP's; Part-time clerical support for Special Education; and a Technical Coordinator for 10 months of the year. A motion was made to approve the Preliminary Budget; it was seconded and approved unanimously.
 - Current enrollment as of July 15th is 200 we are running 20% ahead of last year's numbers. Currently 5th, 6th and 7th grades are full. We only have opening in 3rd, 4th and 8th.
 - .A Fixed Asset Policy was written and presented to the board for approval. A motion was made to accept the Fixed Asset Policy as is and put it into effect immediately; this was seconded and unanimously approved.
 - Ellen Cooper, GLS attorney presented four new policies that the school needs to adopt.
 - FOIA - (Freedom Of Information Act)
 - Tobacco Policy
 - Search & Seizure
 - Student Code Conduct
 - These policies were all reviewed by the board and a motion was made to accept all four policies, the motion was seconded and approved unanimously.

- A Student Handbook with a Code of Conduct and standardized Behavior Policy was discussed and presented to the board. A motion was made to accept the new Student Handbook, seconded and unanimously approved.
 - A Code of Conduct Committee is being established headed by Anne Budischak to review the Student Handbook and Code of Conduct. Once the committee reviews all of the documentation to ensure it is updated correctly then the Code of Conduct and the Student Handbook will be placed on the GLS website. In addition, a Parent Handbook needs to be completed and also placed on the website. **Action Item**
- Current Bus Company will be -Advanced. Catherine Dolan signed a six year contract. The school day will begin at 8:45AM to 4:00PM.
 - Due to the schedule with the bus company the teachers will still report to school at their regular time and each morning will be used for Professional Development, IEP Meetings, staffing meetings.

Curriculum & Staffing Committee

- New curriculum was approved for elementary school called "Do The Math" and for the middle school called Connected Mathematics were both approved by the committee for use in the 2014-15 school year.
- For ELA the Achieve 3000 on line program worked very well for summer school. Consideration to use for school year.
- Looking for a middle school intervention program
- Look to build additional programs for our students that can help and encourage learning. The committee will be exploring a Mad Scientist Club and contract with an outside agency.

Leadership & Governance Committee

- *The committee has created a Self Evaluation Form for the board members to complete by September 1, 2014.*
- *Plans for the October Retreat are being made to set the date. Discuss in July meeting*

Finance and Treasurer Report

- The Board reviewing the *Gateway Lab Budget Highlights for the Month Ending June 30, 2014* as prepared by Neely and Spence. At this time \$570,000 will be rolled over to the new budget year due to the boards conservative budgeting. Discussion in July meeting should be about increasing our reserves. Action Item

Meeting Adjourned, 9:40PM

Gateway Lab School

Board of Directors Meeting



DATE: August 19, 2014, 7:00 pm

LOCATION: 2501 Centerville Road, Wilmington DE [Room: Conference]

Minutes

Come to Order and Attendance:

7:00 pm

Board Members Present: Joyce Henderson, Ron Miller, Devie Smith, Pam Draper, Chris Santantasio, Anne Budischak, Kecia Blackson

Board Members Absent: None

Administration Present: Catherine Dolan, Stacy Solomon

Public Present: Ellen Marie Cooper

• **Open for Public Comment:**

7:05 – 7:15 pm

- None

• **Vote on July Meeting Minutes**

Joyce Henderson

- Minutes will be updated to reflect changes, including the establishment of a committee to review the code of conduct on an annual basis, and the school's enrollment of 200 at the time of the July 2014 Board meeting. **Motion to approve the minutes with indicated modifications, seconded and approved unanimously.**

• **New Business**

Review of School Policies

Ellen Cooper

- **Policy 01.1** – Policy on Development, Implementation and Review of Policies
 - The Board will be responsible for approving policy as drafted by the Head of School. All policies will be maintained in a binder and posted to the website.
- **Policy 02.2** – Acceptable Use Policy
 - GLS's Acceptable Use Policy provides notice of potential electronic monitoring. The policy has been updated from the one distributed via the Board packet to include an appendix.
ACTION ITEM: Ellen Marie Cooper will distribute the updated Acceptable Use Policy electronically.
- **Policy 05.3** – Policy on Prohibiting Bullying and Cyberbullying
 - The policy has been updated from an anti-bullying policy already in place. The updated policy reflects committee membership requirements (same as discipline committee), language required by law, and posting requirements of ombudsman's phone number.
- **Policy 06.1** – Internet Safety Policy
 - The policy has been updated from an internet safety policy already in place. Students will be provided with examples of appropriate and inappropriate use to accompany their signature of the acceptable use policy.
- **Motion to approve Policies 01.1, 02.2, 05.3, 06.1, seconded and approved.** Vote: Devie Smith and Ron Miller, abstention; Pam Draper, Chris Santantasio, Kecia Blackson, Joyce Henderson, and Anne Budischak, yes.

Vote- Pending student due process

Catherine Dolan/Ellen Cooper

- **Executive Session - Motion to move into executive session, seconded and approved unanimously.**
 - Review of pending student due process. **Motion to close executive session, seconded and approved unanimously.**
- **Motion to approve the settlement amount as discussed in executive session, seconded and approved unanimously.**

Board Term Update and Vote

- **D. Smith transition from Parent Director to CD** Joyce Henderson
 - **Motion to accept Devie's resignation as secretary, replaced by Anne Budischak, seconded and approved unanimously.**
 - **Motion to approve Devie's transition from Parent Director to Community Director, seconded and approved unanimously.**
- **R. Miller resignation from Chair position**
 - **Motion to accept Ron's resignation from role of Chair, remaining as a Parent Director, seconded and approved unanimously.**
- **Rachel Anderson (proposed new director)**
 - Leadership and Governance Committee is recommending Rachel be approved as a Board member beginning in October 2014. **Motion to accept Rachel Anderson for a 2 year term, serving as a community director, beginning in October 2014, seconded and approved unanimously.**

Addition of FT Educational Diagnostician, 5th grade

Chris Santantasio

Paraprofessional, and Clerical position

- Hiring a second full time ED in place of implementing a case manager model can be supported financially and will provide the amount of oversight necessary. The additional paraprofessional is required based upon IEPs in the 5th grade and will be funded by Title 1 funds. The curriculum and staffing committee recommends that we move forward with the previously approved hire of a special education clerical position. **Motion to add the positions of an additional full time educational diagnostician and 5th grade paraprofessional to the staffing plan, seconded and approved unanimously.**

Approval of revised Head of School & Principal JDs

Catherine Dolan

- This item is tabled until curriculum and staffing committee has an opportunity to review the finalized job descriptions; however, the C&S has already expressed support of the proposal.

ACTION ITEM: Catherine will have the descriptions reviewed by counsel.

Strategic Plan & Charter Renewal Update

Pam Draper

- Marcie Wagner has reviewed the priorities identified the Board and will revise the draft accordingly. She is transitioning her focus to the renewal document. Marcie will share the newest draft of the renewal document by August 30th with financials reviewed by Dorcell and Spence. The Board will meet at 5:30pm, August 28th to further examine renewal documents.

ACTION ITEMS: Catherine and Pam will brainstorm scenarios for growth prior to the meeting. Joyce will invite new member Rachel Anderson to the meeting.

HOS Report:

Catherine Dolan

- **Bus Contract Update** – GLS is contracted with Advanced, requiring a change in school hours. The schedule was adjusted to ensure that all of the student hours are met.
- **Instructional Leadership Team** – The ILT is focusing on logistics (i.e. master schedule) and instructional rigor (with arts integration).
- **Before Care Program and Prices** - \$99.00/month, 1 hr 15 min/day, 3 students have currently registered.

- **Facilities** – Upstairs classrooms were painted, fans were replaced, and carpeting was replaced as needed.
- **New Yearly School Calendar** – Identical hours were submitted to DOE and the new calendar is on the website.
- **New Master Schedule** – Created by the Instructional Leadership Team and well received by the staff.
- **Nutrition Program Price Increase** – The state has increased the cost of lunch to \$2.65. Breakfast remains the same.
- **Sam Waltz - Board Development Proposal** – Sam shared with Catherine the same proposal provided to the Board a couple years ago.
ACTION ITEM: Catherine will share the proposal Board wide.
- **Legal Cost Projections** – The finance committee and Ellen Cooper are addressing budgeting for potential legal costs.

Curriculum and Staffing Committee

Chris Santantasio

- New Math and ELA curriculum has been identified for implementation in the Fall. The ILT will craft a grading policy based upon a survey conducted by the committee.

Fundraising

K. Blackson

- The committee is in need of members.
ACTION ITEM: Pam will provide Kecia with the goals of the former Fundraising and Grants committee. Catherine will invite a Board member to come speak to the staff about each committee to solicit staff volunteers. The agenda for the annual meeting will include a line item to establish a Board wide goal for individual giving.

Leadership & Governance Update

Joyce Henderson

- **Vote: Incentive Pay Recommendations** – 13 nominations were submitted in total. 2 of the 13 nominations contained sufficient information and those 2 staff members are being recommended for incentive pay. **Motion to award incentive pay for SY 2013-2014 to two individuals who met the criteria and for the amounts designated for each, seconded and approved.** Vote: Devie Smith, no; Joyce Henderson, Ronald Miller, Kecia Blackson, Pam Draper, Chris Santantasio, and Anne Budischak, yes.
- **Vote: Core Belief Change** – Tabled
ACTION ITEM: Pam and Joyce will develop a sample nomination to be shared with staff to increase participation in SY 2014-2015.
- **Revised Board Calendar** - Not included in Board packet and tabled.
ACTION ITEM: Add item to the September 2014 agenda.

School Calendar

- **Motion to add vote on approval of new school calendar to the agenda, seconded, and approved.** Vote: Chris Santantasio, abstention; Anne Budischak, Joyce Henderson, Kecia Blackson, Ron Miller, Pam Draper, and Devie Smith, yes.
- **Motion to accept the HOS recommendation to change the school calendar to meet transportation obligations, seconded, approved unanimously.**

Treasurer Report

Pam Draper

- Review of Gateway Lab Budget Highlights: *For the Month Ending July 31, 2014.*
- Enrollment is up to 205.

Close Session

9:55 pm

Gateway Lab School

Board of Directors Meeting



DATE: Sept 16, 2014, 7:00 pm

LOCATION: 2501 Centerville Road, Wilmington DE [Room: Specialist Area]

Minutes

Come to Order and Attendance:

7:00 pm

Directors Present: Joyce Henderson, Pam Draper, Anne Budischak, Devie Smith, Chris Santantasio, Rachel Anderson

Directors Absent: Kecia Blackson, Ronald Miller

Administrators Present: Catherine Dolan, Stacy Solomon

Public Present: Ellen Cooper, Zane Gordy

• **Open for Public Comment:**

7:05 – 7:15 pm

None

• **Vote on August Meeting Minutes**

Joyce Henderson

- A typo needs to be corrected under attendance. – **Motion to approve minutes with changes stated, seconded and approved unanimously.**
- Minutes, along with all documents pertinent to the upcoming meeting, must be sent to the Board President in a timely manner so they can be included in the Board Packet for distribution 1 week before the meeting.

New Business

▪ **Review of School Policies**

Ellen Cooper

- **Policy 02.3 on Work Place Violence** – This state mandated policy has been slightly modified to address needs unique to public charters.
- **Policy 02.4 on Records Retention** – It's possible that we already have a policy in place, so approval of this policy is on hold until the two can be compared.
- **Policy 05.4 on Protection of Pupil Rights** – Parent permission is required for certain surveys.
- **Policy 06.2 on Compliance with the Federal Copyright Act** - You must have written student permission to display their work. A blanket form can be signed upon student enrollment. This policy must be posted to the website.
- **Vote on School Policies** – **Motion to approve policies 2.3, 5.4, and 6.2, seconded and approved unanimously.**
- **Volunteer Policy** – Catherine Dolan is requesting approval to draft a parent volunteer policy pertaining to background checks and/or rules surrounding volunteering. **Motion to approve Catherine drafting a policy that addresses criteria for volunteering, seconded and approved unanimously.**
- **ACTION ITEM:** Leadership and Governance must revisit the HOS evaluation to ensure it addresses the implementation of policies and procedures.

- **Approval of revised Head of School & Principal JDs** Catherine Dolan
 - The Principal title will be changed to Principal/Instructional Leader in order to better reflect the responsibilities of the position. In addition, these job descriptions (along with all the rest) should be formatted similarly to include FLSA status, employment status (contracted/at will), and salary.
 - **ACTION ITEM:** Catherine Dolan will distribute updated job descriptions Board wide for approval at the next meeting.

- **Vote on Core Belief Change** Joyce Henderson
 - **Motion to change the term “at risk” to “unique population” in the Core Beliefs, second and approved.** Joyce Henderson, Devie Smith, Anne Budischak, and Pam Draper voted yes; Chris Santantasio abstained.

- **HOS Report:** Catherine Dolan
 - **Enrollment** – GLS has 206 students as of today with additional interviews scheduled. The goal for 9/30/14 is 208.
 - **Back To School Night** – Each night began with Title 1 presentations, followed by parents engaging with teachers in their classrooms.
 - **Framework Reports** – We are in receipt of all 3 Frameworks.
 - **Academic** – We do not meet the standards; however, the alternative framework shows tremendous improvement, but isn't approved until next school year.
 - **Organizational** – We meet the standards with one remaining to be determined factor.
 - **Financial** – We do not meet the standards; however, this is result of large one time expenditures which require explanation to DOE. Dorcell is in the process of crafting that explanation.
 - **Consolidated Grant** – The grant came back for revisions which are being addressed.
 - **Signage** – New signs are posted at the entrance to the parking lot which clearly identify our school as a public charter, grades 3-8. There are also new signs posted outside of every classroom.
 - **Update on Charter Renewal** – Marcie continues to use our strategic plan to write the renewal. It is due September 30th, after which the state has 60 days to make their decision. During that period there will be a number of meetings at which Board members and parents should be present.

ACTION ITEM: Once the meeting schedule is released, Anne will make a Google Doc for members to sign up for meetings to ensure Board presence at all meetings.
 - **Board Development** – Catherine has met again with Sam Waltz, who is standing firm on his proposal. He is confident in his ability to recruit 3 effective Board members that meet our needs.

ACTION ITEM: Catherine will request references from other Boards he has assisted in this capacity and request a pay structure (with a potential recommendation to make payment upon securing each member).

- **Principal Update:** Stacy Solomon
 - Stacy reviewed the CSR conducted last year and is taking charge implementing those suggestions. A number of changes have already been implemented this year, including, but not limited to, a revised schedule, success block, professional communities, a development coach, an instructional leadership team, and MAP testing.

- **Curriculum and Staffing Committee** Chris Santantasio
 - Committee members are seeking clarity around the Code of Conduct. Members also volunteered their assistance with the Annual Report. Additionally, the committee expresses a desire to create a “library” and/or a way to model and stress the importance of reading.

- **Marketing Committee** D. Smith
 - The committee drafted a timeline and a strategic plan, which includes a new website developed and hosted by Edlio (6 weeks start to finish) and a promotional film by Dazzle Productions (4 weeks start to finish).

- **Leadership & Governance Committee** Joyce Henderson
 - The committee decided not to add an expansion plan into the renewal. It will be included in the strategic plan and we’ll request a modification should it become necessary.
 - The annual meeting will be held on October 18th, 2014 at GLS.
 - Parent Survey results are in and indicate a need for improved Board communication. Pictures of members will be posted beside their names on the website. Bus transportation was also a point of concern. Those issues have improved tremendously already this school year.
 - **ACTION ITEMS:** Board members will write letters of encouragement to new teachers, and Joyce will write a welcome letter on behalf of the Board to be sent to parents.

- **Fund Raising Committee** Kecia Blackson
 - Tabled

- **Treasurer Report** Pam Draper
 - Review of the Gateway Lab Budget Highlights: *For the Month Ending August 31st, 2014.*
 - CBOC will move from monthly to quarterly meetings after its November meeting. Reports will continue on a monthly basis.

Close Session

9:30 pm

DATE: October 21st, 2014, 7:00 pm

LOCATION: 2501 Centerville Road, Wilmington DE (Specialists' Area)

Come to Order and Attendance:

7:07 pm

Directors Present: Joyce Henderson, Rachel Anderson, Pam Draper, Devie Smith, Anne Budischak, and Kecia Blackson

Directors Absent: Ron Miller and Chris Santantasio

Administrators Present: Stacy Solomon and Catherine Dolan

Public Present: Teresa Avery, Ellen Cooper, and Zane Gordy

- **Open for Public Comment:** none
- **Old Business:**
 - **Vote on September Meeting Minutes** Joyce Henderson
 - **Motion to approve the September Meeting Minutes, seconded and approved unanimously.**
- **New Business:**
 - **The Basics of Fundraising** Teresa Avery
 - Teresa is the Executive Director of Autism Delaware with extensive experience fundraising. She shared a summary of the major means of fundraising. These approaches include event based fundraising, annual fund and major gifts, planned giving, cooperate giving, and grants.
 - **Approval of Board Policies** Ellen Cooper
 - **Motion to amend the agenda to add Volunteer Policy (for discussion) and Seclusion and Restraint Policy (for approval), and to change the Teen Dating Violence Policy from a vote to discussion, seconded and approved unanimously.**
 - **Teen Dating Violence Policy** – This policy must be approved by The Domestic Violence Coordinating Council before it can be approved by the Board and must be posted with the Department of Education by January 5th, 2015. Ellen recommends that the Board adopts and incorporates by reference the Guidelines for Responding to Teen Dating and Sexual Violence in Delaware Schools. This will appear on the agenda for approval at the December Board Meeting.
 - **Retention Policy 02.3** – This policy is the same as presented in September and follows Delaware regulations for destruction and archival of email and other documents. **Motion to approve the Retention Policy, seconded and approved unanimously.**
 - **Policy on the Use of Seclusion and Restraint** – This policy is required for all Delaware public and charter schools. The policy reflects Regulation 610. **Motion to approve the Policy on the Use of Seclusion and Restraint, seconded and approved unanimously.**
 - **Volunteer Policy** – Ellen presented three drafts of the policy. The first does not require volunteers to receive criminal background checks with the understanding that they will be directly supervised by staff members. The second draft allows some volunteers to have unsupervised time with children, but they must have criminal background and child abuse registry checks. The third requires all volunteers to have criminal background and child abuse registry checks. This will appear on the agenda for approval at the November Board Meeting.
 - **Approval of Revised Head of School and Principal Job Descriptions** Catherine Dolan
 - The Board suggested that a bullet be added under Operations to indicate that the Head of School is responsible for overseeing the preparation of charter applications, annual reports,

audits, and required DOE reporting. Additionally, the salary should be changed from salary schedule to approved Board salary. **Motion to approve the Head of School and Principal Job Descriptions with the aforementioned amendments, seconded and approved unanimously.**

- **ACTION ITEM:** The job descriptions will be updated accordingly.
- **Approval of Board Calendar** Catherine Dolan
 - The HQ Teacher Report each February and Attendance Report each trimester must be added to the calendar. **Motion to approve the Board Calendar with the aforementioned changes, seconded and approved unanimously.**
 - **ACTION ITEM:** Anne will add those two reports to the calendar.
- **Approval of New Board Member** Pam Draper
 - Tabled until the November Board Meeting.
- **Head of School Report** Catherine Dolan
 - **Annual Report** – The Annual Report was completed in and included in the Renewal Application.
 - **Renewal Document and Process** – DOE has requested the CSR document. The documentation will be provided ahead of time and Steve Godowsky, who conducted the CSR, has volunteered to attend the next Renewal meeting.
 - **Nutrition Program Update** – Catherine provided a report that details the number of breakfasts and lunches ordered each day. The program continues to run smoothly.
 - **Consolidated Grant Approval** – The grant for ~123K was approved after revision two.
 - **Charter School Awards** – Gateway had 5 nominees and the Select Chorus performed. Chris Santantasio and Elizabeth Scheinberg took home awards.
 - **Fall Festival Invitation** – The festival will be held on October 31st. Pumpkin decorating will align with academic rigor and costumes must be arts or academically associated. The day will end with healthy snacks.
 - **Teacher Resignation** – A teacher resigned and a replacement has already been identified and hired. They will co-teach for a week.
- **Principal Update** Stacy Solomon
 - All decisions should be made based upon what is best for students academically, the Fall Festival being a great example. Stacy revealed "The Masterpiece", the visual representation of Gateway's instructional focus which focuses on Common Core, Depth of Knowledge (High Order Questioning/Summarizing), and Arts Integration.
- **Leadership and Governance Committee** Joyce Henderson
 - No updates since Saturday's retreat.
- **Market and Communication Committee** Devie Smith
 - No updates since Saturday's retreat.
- **Grant and Fundraising Committee** Kecia Blackson
 - No updates since Saturday's retreat.
- **Treasurer Report** Pam Draper
 - Pam reviewed the *Gateway Lab Budget Highlights: For the Month Ending September 20, 2014* as prepared by Neely and Spence. Gateway's enrollment as of September 30th, 2014 was 212.
- **Important Upcoming Dates**
 - "Breakfast with the Board" will be held for teachers on Friday, November 14th.

Meeting adjourned at 9:14pm

Gateway Lab School

Board of Directors Meeting



DATE: November 18, 2014, 7:00 pm

LOCATION: 2501 Centerville Road, Wilmington DE [Room: 103]

Minutes

Come to Order and Attendance:

7:01 pm

- Directors Present: Joyce Henderson, Pam Draper, Rachel Anderson, Chris Santantasio, Devie Smith, Anne Budischak
- Directors Absent: Kecia Blackson, Ronald Miller
- Administrators Present: Catherine Dolan, Stacy Solomon
- Public Present: Ellen Marie Cooper (council), Mary Teeter (teacher), Steve Clark (teacher), Nate Schwartz (parent), Kelli Banner (prospective Board member)

Open for Public Comment:

7:05 – 7:15 pm

- Nate Shwartz shared his daughter's positive experience coming to Gateway this year and his willingness to support Gateway in speaking with legislatures and attending the meeting on December 10th.
- **Vote on October Meeting Minutes** Joyce Henderson
 - ***Motion to approve the October minutes, seconded and approved unanimously.***

Old Business

- **Modification to Board Calendar**
 - The calendar should include the annual review of staff documents, and annual review of federal funds to ensure they are expended.
 - **ACTION ITEM:** Anne will share the most updated version of the calendar with the Board.
- **Approval of Volunteer Policy** Ellen Cooper
 - **Policy 03.2, Fair Labor Standards Policy** – GLS is required as a public entity to have a policy that addresses the Fair Labor Standards Act which identifies exempt and nonexempt employees.
 - **ACTION ITEM:** The Fair Labor Standards Policy draft needs to be modified to reflect the appropriate principal and paraprofessional titles.
 - **Policy 02.5, Policy on Drug/Alcohol Free Workplace** – This policy identifies the process for testing when impairment is suspected and consequences for violation of the policy.
 - **Policy 05.6, Teen Dating Violence Policy** – This policy applies to 7th and 8th graders. This draft will go to the DVCC for approval in December.
 - **ACTION ITEM:** DOE must have a copy by January 5th.
 - **Policy 07.2 Policy on Gateway Lab School Volunteer Program** – This policy requires a background check only for volunteers who may be unsupervised with children. Parents must pay for the background check themselves and then apply for reimbursement.

- **Motion to approve Policies 03.2, 02.5, 05.6, and 07.2, seconded and approved unanimously.**

New Business

- **Approval of New Board Member** Pam Draper
 - Zane Gordy, a project manager for JP Morgan Chase, was recommended by Gateway's Founding Board Treasurer. He visited the school during the Fall Festival. He's being recommending pending his employer's approval. **Motion to approve Zane Gordy for a 1 year term effective November 1st, 2014. Motion tabled until Rachel Anderson, member of the Leadership and Governance Committee has the opportunity to interview him.**
- **Approval of restructuring of committees** Joyce Henderson
 - The proposal would collapse the 6 existing committees into 3 – Academic Rigor, Operational Sustainability, and Community Outreach. Chris urged the Board to reconsider the name of the Academic Rigor committee to emphasize the focus on instruction and learning. The committees will have the ability to change their names. **Motion to approve the restructuring from 6 to 3 committees, seconded and approved unanimously.**
 - **ACTION ITEMS:** Committees have until examine their portions of the strategic plan, set deadlines, and report back to the Board at the January meeting. The Strategic Plan will be completed in its entirety by February 1st.
- **HOS Report** Catherine Dolan
 - Emergency Preparedness Plan - Catherine shared our school's Emergency Preparedness Plan, which has been approved by Homeland Security. The plan outlines the various emergency drills which are practiced annually.
 - Charter School Expo - Catherine and Stacy attended the Charter School Expo at Junior Achievement.
 - Fall Festival - The Fall Festival was a success as a result of the faculty's dedication. The event was a true integration of arts and instructional rigor.
 - Video Update - Dazzle Media Group came to interview staff and parents. The video is underway.
 - Renewal Status - The Renewal Committee is recommending that GLS's charter not be renewed. WDEL came to conduct an interview with Catherine today. The administration will host two parent meetings on Thursday (2:45 and 6:30pm) and the faculty met in its entirety today. Catherine is collecting all of her correspondence with parents who have shown their support and parents are attending a meeting tonight in Dover for the Governor's Advisory Council for Exceptional Citizens. DOE is holding a public hearing at 6pm on December 10th in the Carvel Building.
 - Donation – A Gateway family graciously donated \$2,000 undesignated.
 - IEP Update - Amy Sanders provided a Special Education Board Report which included the numbers of identified students and services being provided.
- **Principal Update** Stacy Solomon
 - Stacy developed a status report regarding GLS's progress implementing the CSR recommendations and GLS had made progress in each area. The report also identifies the next steps. The Instructional Leadership Team is working with Stacy on the implementation of the CSR recommendations and revisiting the effectiveness of those recommendations already implemented.
- **Leadership & Governance Committee** Joyce Henderson

- The Board met with all of the teachers for a breakfast and to share the merit pay procedures.
- Mary Teeter and Steve Clark have expressed interest in serving as teacher representatives on the Board. Elizabeth Scheinberg has expressed interest in serving as a parent representative.
- A senior librarian from the University of Delaware, Ms. Rudisell, will come to speak with the Board about grant writing.
- Leadership and Governance will not hold its meeting tomorrow and will instead meet on December 3rd.
- The state's report on our posting of agendas and minutes came back without incident.
- **Marketing & Communication Committee** D. Smith
 - The Marketing and Communication Meeting was not held yet this month, but a meeting will be held next week to address the website revamp, video, and student recruitment.
- **Grant & Fund Raising Committee** Kecia Blackson
 - Tabled as per Kecia's absence.
- **Treasurer Report** Pam Draper
 - Pam shared the *Gateway Lab Budget Highlights: for the Month Ending October 31st, 2014*.
 - The committee has begun reviewing the funds to determine the salary policy before finalizing the budget in January.
- **Executive Session**
 - ***Motion to add an executive session to the Agenda for tonight's meeting, seconded and approved unanimously.***
 - ***Motion to move into executive session at 8:47pm, seconded and approved unanimously.***
 - GLS has gone into executive session to discuss legal issues.
 - ***Motion to go out of executive session at 9:54, seconded and approved unanimously.***
 - The Board has developed a strategy to implement moving forward and Catherine has been given permission to do so. It will begin with the parent meetings held on Thursday, November 20th.

Announcements

- Select Chorus students will be performing on December 12th at a UD basketball game.
- Leadership and Governance will meet with Kelli Banner, a perspective Board member.

Close Session

10:05 pm



DATE: December 2nd, 2014, 7:00 pm

LOCATION: 2501 Centerville Road, Wilmington DE [Room 103]

Come to Order and Attendance:

7:00pm

Directors Present: Pam Draper, Joyce Henderson, Rachel Anderson, Anne Budischak

Directors Absent: Devie Smith, Kecia Blackson, Chris Santantasio, Ron Miller

Administrators Present: Catherine Dolan, Stacy Solomon

Public Present: Ellen Marie Cooper, Bill Doolittle, a number of Gateway parents

• **Open for Public Comment:**

7:05 – 7:15pm

- Bill Doolittle, president elect of the Delaware PTA and an advisor on the Governor’s Council for Exceptional Citizens, shared his experience with the Framework having given feedback to the state Board of Education on how the Framework would negatively impact students in special education programs. He believes that the Framework needs revising to incorporate a high quality comparative component. The Framework also neglects to address the functional curriculum required by IDEA. In his opinion the Framework results in gross discrimination against special education students and, in turn, Gateway Lab School.

Old Business

- **Discussion of Charter School Renewal** – This formal meeting of the Board will take place in a workshop format, permitting the public to dialogue with Board members.
 - A parent asked whether or not using the word “discrimination” during public comments will be inflammatory. Ms. Cooper pointed out conflicts between NCLB and IDEA which result in discrimination against students with special needs and suggested this discrimination should be illuminated by parents during public comment at the hearing. The same parent asked whether parents should use the term “learning disability”, and conversation clarified that LD is a specific diagnosis, but the term “students with disabilities” should be used to bring attention to discrimination.
 - No school like Gateway truly exists in the state, especially for elementary students.
 - **ACTION ITEM:** The percentages of students with IEPs and 504 Plans should be separated by elementary and middle school.
 - Ms. Cooper shared that another way to capture the Secretary and Board’s attention is with data. Longitudinal data can be used to determine how long it will take Gateway to reverse any previous disenfranchisement experienced by the students. Ms. Solomon would like the Board to identify specifically what data should be examined.
 - **ACTION ITEM:** Ms. Solomon will head a committee charged with determining what data should be presented at the public hearing.

- Mr. Doolittle believes that schools have the ability to create their own comparative model, which could incorporate functional curriculum.
- Positive Outcomes did not meet in the Academic Framework, but was renewed because they showed growth.
- Ms. Cooper pointed out that the law says that if you don't meet the Academic Framework it's nonrenewal or probation, which is of higher authority than the regulation which mandates nonrenewal.
- Ms. Draper shared the impending regulation from USDOE that eliminates the state's ability to alternatively measure students with disabilities. Ms. Cooper believes this issue is separate from Gateway's. Ms. Draper also asked about parents' ability to have students opt out of standardized tests. Ms. Cooper shared that LEAs carry the burden of ensuring students take the test. Part of the Performance Framework examines the percentage of students who take the test. Parents opting their students out of the assessments would be detrimental to Gateway's performance.
- The State Board of Ed meeting is at 1:00 on December 18th in the Townsend Building in Dover. Gateway should have a presence there as well.
- An update from Ms. Dolan:
 - Two parent meetings were well attended with 60+ per meeting.
 - Representative Kim Williams and Senator Nicole Poore visited and toured the school.
 - Dr. Baylin is writing a letter on the school's behalf after seeing his patients succeed at Gateway.
 - Matthew Albright from the News Journal was in the school today and interviewed Ms. Dolan for an article which will be published tomorrow or Thursday.
 - WDEL issues a press release on Gateway.
 - Catherine has been invited to meet with Markell the morning of our public hearing.
 - 2 buses have been reserved to transport parents to the public hearing and will leave the school at 5:00 pm on December 10th.
 - **ACTION ITEM: Those who wish to take the busses to the hearing must contact Holly in the main office to reserve their seats.**
 - Ed Emmett suggested we use our parent satisfaction survey.
 - Ms. Dolan has been in contact with Robert Overmiller, Chairman of the Governor's Advisory Council for Exceptional Citizens.
 - ACLU attorney Richard Morse contacted Ms. Dolan. At this time he sees no grounds for legal action, but would like to speak with our attorney about equal protection.
 - Councilwoman Sherry Dorsey Walker will attend the public hearing.
 - Ms. Dolan will meet with Sam Waltz on Friday for his insight.
 - A faculty meeting is also scheduled for Friday.
 - Ms. Dolan has been in contact with Kendall Masset from the Charter School Network.
- Gateway has 1 hour at the public hearing. This equates to approximately 5 minutes per speaker.
 - **ACTION ITEM: A strategic approach to presenting must be organized to avoid repetitive presentations.**
- Ms. Draper suggested we point out how closing Gateway would impact other charters' willingness to take special education students.
- The video Gateway created for promotional purposes this year will be submitted for the record at the public hearing.
- A final parent meeting will be held tomorrow evening at 6:30. The location is TBD.

- Joyce contacted Channel 6 and Hockessin Public news to see if they'd be willing to send someone to cover the hearing.

Announcements

- None

Close Session

8:55pm



Gateway Lab School Board Meeting 1/20/15

Present: Joyce Henderson; Nate Schwartz, Devie Smith, Pam Draper, Steve Clark; Mary Teeter; Dorcell Spence; Catherine Dolan, Rachel Anderson

Absent: Kecia Blackson and Anne Budishak

Meeting brought to order at 7:03pm

Motion to Approve December Minutes made by Joyce Henderson. Seconded and Approved.

Motion made by Pam Draper to move the Treasurer's Report to the first item on agenda. Seconded and Approved.

Treasurer Report & Update by Dorcell Spence (Accountant)

Dorcell Spence provided an overview of monthly reports for December. Noted that 50% of academic year is now complete; 45.3% of all funds budgeted have been dispersed. New category – before care – which is providing revenue and disbursements; required to project forward this area as well as cafeteria revenues. Also provided overview for salary policy for FY16. Noted that 13 of 26 pays have been dispersed as of December 31, this is accounting for the 26 month structure of the state bi-weekly pay. GLS has a potential savings in this area, including health care expenses that have not started to accrue for newer staff, there is a 90 day delay in benefit enrollment for new state employees.

It was noted that the school is responsible for plowing of parking the lot; which is a huge cost savings. Question posed by Joyce Henderson about regarding the OPS committee budget and the remaining balance of the year. Pamela Draper, Treasurer, will provide Joyce with an update.

Discussion about Salary Policy. Dorcell worked with school to develop a salary schedule which was implemented over a two year period. The schedule used a "slid in approach" and teachers did not "step up" over that two years. Now, teachers are fully on the schedule after the implementation but have not "stepped up." Important to look at the fact that the school will not be growing in size of students, so revenue is staying the same. Step ups for current teachers would not be fiscally responsible. Recommendation is to provide a one-time bonus to compensate teachers, using the one-time carry over funds from FY14 (which is unlikely to occur again). The recommendation is to avoid making a decision based on a one-time revenue situation which is not sustainable.

Salary schedule is still useful because it provides GLS with a good baseline for new teachers, but current teachers cannot utilize to predict their future pay until the school can budget for the amount based on an increase in revenue, which is not projected for the near future.

CBOC Committee (made by Pam Draper), makes recommendation to add a 6.5% one-time bonus (dispersed over 3 pays to reduce tax burden on the individual) to the FY14-15 budget, beginning the second pay period of February.

Dorcell also noted that there are \$145,786 in unallocated funds. With the prospect of a strategic plan, it is a good idea to reserve these funds as a strategic planning contingency. The funds would be transferred to a new line and be available once strategic directives are identified. Will be labeled as Strategic Contingency.

Pam Draper pointed out on the expenditure budget to pay attention to the “planning” column to understand the balance for this year.

Motion made to approve final FY15 budget by Pam Draper to approve the planning budget for 2015 with additions for salary policy (bonus) and strategic contingency as noted above. Seconded and Approved. (Teacher Board Members abstained from vote).

Head of School Report

- Special Education Board Report distributed by Catherine Dolan noting 60% of Gateway students classified as a special education population (or 127 students). Question and discussion about the high number of IEP’s listed and the classification process (as referenced at the due process training that board members participated in last week)
- Thanks to Board Members for attending Winter Fest
- The GLS Lottery begins on Saturday for 4th, 5th, 7th and 8th grade students. Currently have 60 student applications. There are openings in 3rd grade. Follow up question about comparison to last year and Catherine noted that last year we did not need to complete a lottery for each grade, only 5th-8th.
- Current enrollment is 94% of the goal
- Joyce attended the most recent PAC and GFF meeting
- Request from Newman University to send student teachers to GLS again this year
- DASL Training will take place on 2/7/15 at 1:30pm
- Metro Kids ad will begin in February and continue for three months (coupled with summer camp ads)
- School choice event will be featuring dance this year
- At the last GFF meeting, Ellen Cooper attended to present the Parent Involvement Forms – many forms signed that evening by parents

Principal Report

- Conducted professional development for instructional focus upon returning for New Year
- Map testing begun this month
- DASL Professional Development with instructional leadership team was productive; DASL team provided training to a staff member of the GLS team who can now conduct peer teaching/coaching moving forward to other GLS staff
- Critical to align with DOE on alternative framework and ask clarifying questions about Smarter Balance
- Confirmed that our charter is renewed; if we do not meet the alternative framework in FY16; we would go under review
- Some questions still not clarified – how will MAP testing link to framework; how to develop base line with tests changing year to year – DCAS; Smarter Balance, etc.
- Meeting with staff to discuss their feedback on recommendations

Old Business

Minor Modification– discussion about re-visiting minor modification request to increase to 240 students. The updated recommendation to stay at 216 students (guidelines allow GLS to enroll up to 105% of student base; which would be 226); Second part of recommendation is to consider 1st and 2nd grade addition. Would alleviate the concern of the higher number of students in each grade level (e.g. 18 students in 4th grade). Recommendation is to reduce middle school to class size of 12 (total of 36 – 3 cohorts on 12).

Motion made to withdraw prior approval to submit minor modification, per discussion to align to original vision for school. Seconded and approved.

Teen Dating Violence Policy- approved by the Oversight Council after the Board Meeting in December. Recommendation from Counsel (Ellen Cooper) is to approve the policy.

Motion made to adopt the Teen Dating Violence Policy. Seconded and Approved.

New Business

Evaluation Policy- seeking permission to draft new policy to support evaluation for teachers and administrators. There is no law or regulation requiring performance evaluation for support staff, however, there is a gap for paraprofessionals, that under the employee handbook says will be evaluated under DPAS2R, and this is not appropriate (more fitting for support staff like secretarial). Recommendation made to draft a policy that would be reviewed at next meeting.

Motion made that Ellen and Catherine draft a policy for paraprofessionals and bring to February Meeting. Seconded and approved.

Student & Staff with HIV Policy (2 Policies) – not as prevalent as when first went into State Law, but are required by law. Language in the policy closely mirror the State law language. Recommendation from Counsel (Ellen Cooper) to approve these two policies.

Motion made to approve the Student and Staff HIV Policies. Seconded and Approved.

Committee Updates

No Instruction and Learning Committee Report.

Community Outreach Committee

- Update on ads, printed material (5x7 card)
- Anne Marie Taylor- Graphic Designer was invited to attend meeting and generated good ideas with reasonable cost model
- Goal is to convey via an ad – why we are “different”
- Focus on big events to tap base for fundraising, marketing efforts, etc.
- Committee recommends to rotate pictures on front page of web, not static pages
- Use Facebook to push page – which was completed

- Nate Schwartz recommends we choose a future date and secure a New Castle County Grant to fund the event
- Comment made about placing younger age students on the print items – right now we show middle school age youth, but the future push will be to recruit earlier grades

Operational Sustainability Committee Report

- Letter distributed to teachers to provide feedback for Head of School performance evaluation, due back to OPS committee members 1/29/15
- Head of School Self-evaluation is due back to Ops committee meeting 1/29/15
- 2/18 scheduled evaluation for Head of School
- Contacted Donna Johnson about when meeting with Terry Quinn Grey will take place
- Joyce Henderson also reached out to Lamont Brown and Ed Emmet to schedule appointments to meet
- Discussed data collection needed to prepare for next Charter review.
- Recommendation made to re-start the advisory board, previously existed. Summary distributed. Recommend to recruit from prior participants and to also recruit new members. Encourage to seek community members who can lend expertise to our school. Former members included Ashley Biden, Representative from JP Morgan Chase.

Motion made to add the Advisory Board Overview and Alternative Performance Framework Review Team Approval to the agenda. Seconded and Approved.

Motion made to establish this task force to track progress towards meeting framework. Seconded and Approved.

Motion made to re-establish the advisory board. Seconded and Approved.

*Nate Schwartz presented Alternative Framework Review Task Force proposal. Recommended he include teachers and other relevant staff members to the task force, as well as parents.

Announcements

- *Financial Training to take place in mid-April (required for board members)*
- *February 23rd or 24th Due Process Training will take place – location TBD*
- *Board Training recommended by Rachel for March 3rd. Plan to include Sue Francis in meeting to discuss governance*
- *Soc Hop rescheduled to March 6th (canceled for Jan 30th)*
- *Joyce Henderson visiting Patti Dimieri's class on 1/21*
- *GFF is on board with splitting cost for refreshments (peanut free cupcakes and cookies). Total cost \$193 – ordering for 250 people. Recommended to up to 300. Mini bottled waters will be available too.*
- *Board members to be present to cover tables and hallway. GFF to do set up and clean up.*
- *Invitation distributed; Spreadsheet was sent to Board Members to add invitees*
- *Red Clay will be going to referendum vote on 2/24 – asking for support from parents (suggested robocall and facebook page)*
- *Pictures are needed for website*
- *Recommended to add board members to robo call list*

Meeting adjourned 9:55pm



DATE: March 17, 2015, 7pm

LOCATION: 2501 Centerville Road, Wilmington DE (Room 103)

Come to Order and Attendance:

7:05pm

Directors Present: Nate Schwartz, Pam Draper, Mary Teeter, Zane Gordy, Rachel Anderson, Anne Budischak, and Joyce Henderson

Directors Absent: Kecia Blackson and Devie Smith

Administrators Present: Catherine Dolan and Stacy Solomon

Public Present: Ellen Marie Cooper

- **Open for Public Comment:**
- **Vote for January's Meeting Minutes** Joyce Henderson
 - Rachel must be added as present. ***Motion to approve the January minutes with the requested change, seconded and approved unanimously.***
- ***Motion to add the following two items to the agenda, seconded and approved unanimously.***
 - The reallocation of funds from an 8th grade para position to 4th grade
 - Vote to disband the Instruction and Learning Committee

Old Business - none

New Business

- **Policies** Ellen Cooper
 - **Safety and Security**
 - 02.6 Policy on Safety and Security – This policy indicates that GLS will have a Safety and Security Plan and that the Head of School will provide Safety and Security updates to the Board as necessary.
 - **Student Wellness**
 - 05.8 Policy on Student Wellness – The policy requires 60 minutes of physical activity each day. This can include P.E. and recess. In order to achieve the 60 minutes, GLS will need to eliminate recess reflection as outlined in the Code of Conduct. This policy should be included in the Code of Conduct.
 - **Parent Involvement**
 - 07.3 Policy on Parent Involvement Policies and Practices – This policy has been reviewed by the PAC. It requires the school to conduct community outreach in which it supports the parents in being teachers of their children. The PAC will be responsible for this outreach. It also requires outreach to preschool programs. Ellen recommends that GLS collaborates with Head Start programs or already existing Red Clay programs.
 - **ACTION ITEM:** Catherine will reach out to parents to ensure the PAC has representation from both elementary and middle school parents.

- ***Motion to approve Policies 02.6, 05.8, and 07.3, seconded and approved unanimously.***
- **Evaluation of Support Staff**
 - Tabled until the March meeting.
- **Reallocating funds from an 8th grade para position to 4th grade** Pam Draper
 - There was an approved and unfilled 8th grade position in the budget, which will be moved to the 4th grade to support the new teachers. ***Motion to reallocate the funds from the 8th grade to 4th grade position, seconded and approved unanimously.***

Executive Session – *Motion to close public session and open executive session at 7:35pm, seconded and approved unanimously.*

- **Due Process Presentation**
- ***Motion to close executive session and reopen public session at 8:15pm, seconded and approved unanimously.***

Public Session – *Motion to approve the compensation for Due Process for student AB as discussed in the executive session, seconded and approved unanimously by Joyce Henderson, Anne Budischak, Rachel Anderson, Zane Gordy, Mary Teeter, Pam Draper, and Nate Schwartz.*

HOS Report

Catherine Dolan

- An intruder drill was held since the last Board meeting.
- Teachers are attending an Academic Club retreat at the Baltimore Lab School next week.
- The GFF now has its own 501c3. They recently held a Sock Hop, Book Fair, and Community Service Project.
- The Governor would like to visit, as does Terry Quinn Gray, President of the State Board of Education. Black History Month celebrations included daily announcements and two assemblies.
- The 2nd Annual Talent Show will be held on Friday, March 27th from 6:00-8:00 and The Spirit Team is performing at the 87'ers game on Friday at 6:30.
- GLS is beginning a Homework Tutoring Club- 22 students have signed up, 2 faculty members will support community volunteers.
- The administration has had two meetings with the new data coach and she'll be presenting to the faculty this Friday.
- The EDs and Mrs. Dolan attended this year's Inclusion Conference. GLS is developing a building leadership team as recommended by the CSR.
- DASL is coming to talk to the staff about the updated Vision and Mission on March 26th. A survey will go out to the staff and community members.
- GLS was in the March issue of MetroKids.
- GLS is addressing the Opt Out movement, 3 students' parents have made this decision, one receiving exemption status.

Principal Update

Stacy Solomon

- Trimester 2 just ended and report cards have been sent home.
- DPASII evaluations continue.
- Smarter Balanced testing began with 7th grade this week. There was progress between the first and second rounds of MAP testing. The third round is scheduled for the spring.

- Mrs. Soloman and the Development Coach are conducting walk-through observations of teachers.
- The ILT will meet 2-3 more times before the end of the school year to do some forward thinking for next school year with regards to curriculum.
- GLS continues to work the Lennette Overby and her assistants on arts integration.

Committee Updates

- **Community Outreach** Devie Smith
 - Tabled for March.
- **Operation Sustainability** Joyce Henderson
 - Incentive Pay nominations have been distributed with a due date of April 30th.
 - Several board members have attended the required Due Process training. An additional meeting will be scheduled later this school year.
 - The first Alternative Framework Task Force meeting will be held next Monday at 5:30. Amy Sanders, Shaheda Pine, Elizabeth Scheinberg, and Bill Dolittle have volunteered as members.
 - New Board Member Training will be Tuesday, March 24th at 6pm.
 - The Board By-laws do not address board member attendance and require updating.
 - Administration and Board members recently visited Eastside Charter and Positive Outcomes. Eastside uses an alternative evaluation tool Gateway may want to consider. Eastside also has a staff member responsible for development. The Positive Outcomes visit was also very informative. Catherine was able to connect with the Data Coach Positive Outcomes is using.
 - The Head of School performance appraisal was completed. The committee is planning on revamping the evaluation tool in order to better reflect the new job description.
 - Board members donations are due in May.
 - The invoice from the Delaware Charter School Network is due.
 - ***Motion to add the statement regarding attendance present in the Board Packet to the by-laws, seconded and approved unanimously.***
- **Instruction and Learning** Anne Budischak
 - The committee recommends to the Board that the Instruction and Learning Committee be disbanded, as staff members are already responsible for those strategic planning items assigned to the I&L Committee. The committee will meet again to outline expectations from Head of School and Principal and present to the Board next month.
- **Treasurer Report** Pam Draper
 - The Board reviewed the **Gateway Lab Budget Highlights: For the Month Ending February 28, 2015**. Mrs. Dolan expressed her desire to see the Board focus on increasing revenue (through expansion and/or raising funds) to ensure a competitive salary scale.
 - **ACTION ITEM: Salary scale and expansion will be added to the top of next month's agenda.**

Announcements

- Rachel Anderson shared Delaware Tech's summer camp program along with scholarship forms for distribution to parents.
- Joyce Henderson distributed Robert Downing's resume as a potential Board member.

Close Session

9:52pm

Gateway Lab School

Board of Directors Meeting



DATE: April 21, 2015, 7:00 pm

LOCATION: 2501 Centerville Road, Wilmington DE [Room: 102]

Minutes

Come to Order and Attendance:

7:00 pm

Directors Present: Joyce Henderson, Nate Schwartz, Pam Draper, Kecia Blackson, Rachel Anderson, Mary Teeter, Stephen Clark, Anne Budischak, and Devie Smith

Directors Absent: None

Administrators Present: Stacy Solomon

Administrators Absent: Catherine Dolan

Public Present: Dorcell Spence, Ellen Marie Cooper, Denise Stouffer

- **Open for Public Comment:** **7:05 – 7:15 pm**

- **Vote on March Meeting Minutes** Joyce Henderson
 - Nate brought to the Board's attention that last month's minutes reflect a desire to change the Board's bylaws. He inquired as to what that process is. Ellen shared that the updated bylaws must be sent to Division of Corporations of the State of Delaware.
 - **Motion to approve the March Meeting Minutes, seconded and approved unanimously.**

- **Motion to add Update on the Preliminary Budget and Vote on the Mission and Vision Statements to the agenda, seconded and approved unanimously.**

Old Business

- **Attendance clause to be added to the by-laws**
 - The attendance clause indicates that Directors are expected to attend at least 75% of the Board meetings within a calendar year.
 - **ACTION ITEM:** Joyce will send the updated by-laws to Division of Corporations.
 - **Motion to add the attendance clause to the by-laws, seconded and approved unanimously.**

New Business

- **Data Coach Presentation** Denise Stouffer
 - Denise shared information regarding the students' current performance on MAP and projected performance on Smarter Balance. As per winter MAP data, GLS is on track to meet the Alternative Framework's Mission Specific Goal.

- **Update on the Preliminary Budget** Dorcell Spence
 - With Catherine's absence from tonight's meeting, the CBOC did not vote on the preliminary budget as they intended, so the Board will not be voting tonight. Dorcell

did share key information about the preliminary budget so that Board members will be sufficiently prepared for next month's vote.

ACTION ITEM: The Board will hold an additional brainstorming session regarding the Strategic Plan in order to ensure that the plan drives fundraising and increasing student enrollment, particularly in the third grade.

- **Policies**

Ellen Cooper

- **Citizens Budget Oversight** – This is state required policy.
- **Promotion and Retention**
- **First Draft on Policy on Evaluation of Support Staff, Paraprofessionals & Contractors** – This policy's final draft will be presented in May.
- **Motion to approve the Citizens Budget Oversight, Promotion and Retention, and the First Draft of Policy on Evaluation, seconded and approved unanimously.**
- **Policy on Leaves and Absences** – Charter schools are exempt from the laws under Title 14 unless specifically identified. Nothing in DOE says that charters are held to the portion of the law that addresses donated leave and sick leave. This policy adopts what's outlined in Title 14 section 13.18.
- **Motion to approve the Policy on Leaves and Absences, seconded and approved unanimously.**

- **Vote on School Calendar**

Catherine Dolan

- Stacy presented the calendar in Catherine's absence. The calendar mirrors last year's calendar with minor changes.
- **Motion to approve the GLS School Calendar 15-16, seconded and approved unanimously.**

Head of School

Catherine Dolan

- No update in Catherine's absence.

Principal Update

Stacy Solomon

- GLS is on track to meet the Mission Specific Goal. It is important that we remain consistent. Mary Teeter is leading a team that's organizing activities to promote student motivation for the next round of MAP testing.
- Smarter Balance testing continues.
- The administration is collecting feedback from teachers for next year's professional development.
- DPAS II evaluations and observations are on schedule.

Committee Updates

- **Community Outreach**

D. Smith

- The committee is gathering an informational packet to be shared with local behavior health professionals. The committee is also building a database of emails to disseminate the school newsletter to a larger audience. In addition, the 5X7 marketing card preferred by parents at the school's concert will be printed and distributed.

- **Operational Sustainability**

Joyce Henderson

- The Mission and Vision Statements were well received by the teachers and community members. **Motion to approve the new Mission and Vision Statements, seconded and approved unanimously.**
- July 11th, 2015 is temporarily being held to meet as a Board and finalize the strategic plan.

ACTION ITEM: Anne will send out a google doc with the July 11th date and Saturdays that follow in July to collect Board availability.

- Going forward, the Board Secretary will keep an eye on the Board Calendar and will bring it to the Directors' attention when items they are responsible for come due.
- 2 GFF board members have resigned from their positions.
- The Board is reestablishing the Advisory Board, finalizing its members by April 30th, and will send out a letter to those identified.
- All Conflict of Interest forms must be signed and submitted to the secretary.
- Update from the Alternative Framework Taskforce – The committee believes its purpose remains in light of GLS hiring a data coach. The committee is in the process of gathering data from DOE about the other schools measured under the Alternative Framework. In addition, the committee is exploring GLS's eligibility for the Charter School Performance Fund.
- **Instruction and Learning** Anne Budischak
 - **Vote on disbanding the committee**
 - Tabled until the May meeting
- **Treasurer Report** Pam Draper
 - Pam shared the *Gateway Lab Budget Highlights: For the Month Ending March 31, 2015* document.
 - GFF has its own 501c3 now. They'll report to the school, but will be filing their own 990 going forward.
 - Pledged Board donations are due May 31st.

Announcements

- Conflict of Interest forms must be returned to Anne.
- Thursday is the 8th Grade Spaghetti Dinner fundraiser.
- Stacy has accepted a position at St. Ann's in Wilmington for the next school year.
- In light of the changes in GLS administration, Board members will attend a staff meeting within the next week to discuss Gateway's plan going forward.
- Devie recommends that a representative from GLS's Board meet with the First State Military Academy's Board to discuss their fundraising efforts.
- Joyce will send an Exit Interview form to Directors for feedback before it's presented to the OPS committee.

Close Session

9:30 pm

Gateway Lab School

Board of Directors Meeting



DATE: May 19, 2015, 7:00 pm

LOCATION: 2501 Centerville Road, Wilmington DE [Room: 102]

Minutes

Come to Order and Attendance:

7:05 pm

Directors Present: Nate Schwartz, Joyce Henderson, Pam Draper, Mary Teeter, Steve Clark, Anne Budischak, Devie Smith, Zane Gordy (present for only the Incentive Pay Distribution portion of the meeting).

Directors Absent: Rachel Anderson, Kecia Blackson

Public Present: Ellen Marie Cooper

Administrators Present: Stacy Solomon

Administrators Absent: Catherine Dolan

- **Open for Public Comment:**

7:05 – 7:15 pm

- None

- **Vote on April Meeting Minutes**

Joyce Henderson

- Addition of action item that Joyce will send the revised by-laws to the Division of Corporations.
- ***Motion to approve the minutes with the aforementioned correction, seconded and approved unanimously.***

Old Business

- **Vote on Incentive Pay Distribution**

Pam Draper

- ***Motion to approve the Incentive Pay Distribution for a total of \$4,500, seconded and approved unanimously.***

New Business

- **Employee Handbook**

Ellen Cooper

- The handbook addresses training in several places, but lacks clarity as to who will receive that training, and what that training will entail. Ellen recommends the language be clarified. The vote has been tabled until next month.

- **Policies**

Ellen Cooper

- **04.2--Policy on Evaluation and Appraisal of GLS Staff** – Last month the Board voted to approve the presentation of a second draft.
- **04.4--Policy on Prohibiting Discrimination in Employment Opportunities** – This policy is mentioned in the handbook, and state law requires this policy.
- **05.9--Policy on Prohibiting Discrimination in Education Opportunities** – State law requires this policy.
- **03.3--Policy on Procedures to Ensure Accurate and Timely Payment of Wages and Salaries** – This policy is mentioned in the handbook.

- **Motion to approve policies 04.2, 04.4, 05.9, and 03.3, seconded and approved unanimously.**
- **Vote on revised GFF By-laws** Joyce Henderson
 - The vote has been tabled until next month.
 - **ACTION ITEM:** Joyce will invite Elaine Buonopane to attend next month's meeting in order to point out the changes.
- **Vote on Interim Treasurer & Interim Administrator** Joyce Henderson
 - ILT members will be in the building teaching ESY and will have the ability to help the new Principal acclimate to the culture Gateway has developed over the last two schools years. The Interim Administrator will handle the business aspects.
 - **ACTION ITEM:** Mary will draft the roles and responsibilities of the ILT in assisting the new Principal in culture acclimation.
 - **ACTION ITEM:** Pam will draft the roles and responsibilities of the Interim Administrator based upon the Head of School Job Description.
 - **ACTION ITEM:** Stacy will approach Connie about developing a Plan B should Catherine not return to school in the fall.
 - **ACTION ITEM:** Stacy and Pam will share the roles and responsibilities with the staff and families by June 5th.
 - **Motion to approve Nate Schwartz as the Interim Treasurer and Pam Draper as the Interim Administrator, with outlined roles and responsibilities of the Interim Administrator and ILT completed by May 26th, seconded and approved unanimously.**
****Pam Draper did not participate in the vote.**

Principal Update

Stacy Solomon

- The DPAS II process is nearing completion and will be finished in its entirety by the end of the school year. The end of year check out process is in the works. Field Day is approaching. A MAP celebration will be held on June 3rd. An Arts Integration Assembly will be held this Friday at 3:00. Graduation is May 28th, 7pm in the gym. In Catherine's absence, Stacy is planning the final safety drills. ILT will meet on Friday to address special education. ILT will also create a document detailing everything they've accomplished this year and a plan going forward to share with the new Principal. Admissions appointments continue. Stacy is working with DASL to explore alternatives to DPASII for teacher evaluations.

Committee Updates

- **Operational Sustainability** Joyce Henderson
 - **Update on DOE Meeting** – Teri Quinn Gray, Donna Johnson, and Rich Heffernan visited GLS today. They toured the school, watched the video, and met with Denise Stouffer (data coach) to discuss data.
 - **Alternative Framework Taskforce** – The Taskforce held its second meeting last week. Denise Stouffer attended. Denise recommended the committee be put on hold in light of her employment.
 - **ACTION ITEM:** The future of the committee will be discussed at the next OPS meeting.
 - **Retreat Date Established** – Connie shared that Steve is not available on July 11th and that they are typically only available on week days.
 - **ACTION ITEM:** Joyce will get the dates that Connie and Steve are available and then share those with the Board to select which works for the most members.
 - **Update on Searches** – Connie has received 17 resumes for the Principal position, 12 for ELA and SS, 1 for para, 1 for technology, and 3 for music.

- **ACTION ITEM:** Joyce will contact DASL about having a 3rd party conduct the exit interviews.
- **Advisory Committee** – Those invited to be a part of the Advisory Committee have until June 1st to respond.
- **Instruction and Learning** Anne Budischak
 - **Vote on disbanding the committee** – Tabled until each of the committee members has the opportunity to contribute to the report expectations.
- **Treasurer Report** Pam Draper
 - Pam shared the *Gateway Lab Budget Highlights: For the Month Ending April 30, 2015*.
 - **Motion to add the 2015-2015 Preliminary Budget Vote to the Agenda, seconded and approved unanimously.**
- **Preliminary Budget FY16 Vote**
 - The budget is very similar to last year's. The budget assumes an enrollment of 208. GLS currently has 193. Pam shared the *FY2016 Preliminary Budget Talking Points* which includes assumptions and priorities.
 - **Motion to accept the Preliminary Budget FY16, seconded, and approved unanimously.**
- **Community Outreach** Devie Smith
 - The committee is in need of more support. The committee compiled a list of local mental health and will host a gathering. The committee is also planning a number of marketing initiatives over the summer.

Announcements

- Kecia will resign from the Board in May. Pam is meeting with a potential Board or Advisory Board member next week.
- Board pledges are due by the end of the month.
- The Board will give Catherine a gift to help her through this difficult time.
- Steve Clark will be leaving Gateway at the end of the school year.

Close Session

9:50 pm