



Gateway Lab School Board of Directors Meeting

Date: Sept, 18, 2018 6:00 pm

Location: 2501 Centerville Road, Wilmington, DE

Come to Order and Attendance: 6:07pm

Present: Joyce Henderson, Kenyatta Austin, Heidi Shanus, Sherlock Hack, Doreen Rathmell, Catherine Dolan - Interim Head of School

Guests: Pamela Draper - Business Manager, Marlin White - Interim Principal, Mercedes Alonzo, Kristin Bainger

Absent: Tina Horgan

Ms. Henderson noted that Doreen Rathmell, teacher director, is returning to the board, replacing Jamie Navone.

- **Public Comments** - None
- **Approval of Minutes** - Ms. Henderson moved to approve the minutes from the August 21st GLS Board Meeting. Mr. Hack seconded the motion. All directors present voted to approve the minutes from the 8/21 GLS Board Meeting.

Standing Reports

- **Interim Head of School Board Report** - Ms. Dolan reported that the year is off to a great start with 16 new staff members.
 - Professional Development (pre-school) - including team building, arts integration.
 - Meet and Greet - large number of parents signed up to indicate interest in Gateway Friends and Family (GFF) which had become defunct after last year.
 - Arts Integration - Linda Krakauer is the Arts Integrationist instructor. Divided staff into 3 cohorts with different focuses, based on surveys teachers filled out - Visual Arts, Music, Movement and Drama; buy-in from staff, giving teachers support on how to use the arts in their classrooms.
 - Responsive Classroom - large number of teachers went to 4-day training in August; presented at Professional Development; incorporating badges of honor to recognize students who are following GLS creed; it's being embraced by staff
 - Back to School Night - this week Wednesday (3rd-5th grade) and Thursday (6th-8th grade)
 - This week, starting Sept 17th. Leadership Team Meetings will occur one time per week
 - Facility is looking great working with Facilities Management. A leak occurred this week and it was taken care of immediately.
 - Theme for the year is building toward Arts Festival - "Inspiration is Everywhere." The plan is to start working on creations now and not waiting for end of year to start working on projects.
 - Editor in Chief of the School Newspaper - Gateway Gazette is Dolores Allen-McIntyre. Ms. Allen-McIntyre is spearheading the newspaper with a reporter (para), photographer (Stacy Johnson - art teacher)
 - Fire Marshall has visited the school and GLS has passed inspection



- Consolidated Grant – Mrs. Draper is currently working on it. Use of funds: IDEA - Special Education Coordinator salary; Title 1 - paraprofessional salaries; Title II - teacher professional development, including DPAS II evaluations.
 - DPAS II - Mike Ryan gave detailed report of everything that was entered - 34 entries, 38 pieces missing. Over 70 evaluations, observations, summative. This year there are many novice teachers who require 3 observations
 - Mr. White went for DPAS training last week which is a huge task. Ms. Dolan noted that being our own district also adds more work to the principal and administrative end.
 - Ms. Dolan is requesting that a portion of the Consolidated Grant (Title II portion) to hire Pat Troy-brooks, external consultant to assist Mr. White, Interim principal to conduct teacher evaluations which includes teacher development. 15 hours per week times 13 weeks, a sum of \$11,700.. Ms. Draper explained Ms. Troy-Brooks' history with Gateway and her credentials and background. Troy-Brooks previously worked with another charter school conducting teacher evaluations. Ms. Troy-Brooks has completed DPAS training and will work in tandem with Mr. White to do evaluations and observations.
- Ms. Dolan introduced Marlin White (Interim Principal) to discuss DPAS II process for observations and evaluations and the need for assistance.
 - Mr. White discussed his educational credentials. He holds a principal certification and served as a fifth grade teacher prior to being appointed to Interim Head of School.
 - Mr. White explained that we will need to have 46 observations (5-page long) and 26 summative (5-10 page long) completed by the end of the year. Concerned that these numbers would prohibit him from doing other areas of instructional support - mentoring, curriculum, behavior, special ed, etc. He provided a breakdown per month. Each observation takes approximately 45 minutes, not including write ups and feedback. Other staff members will also need evaluations. Walkthroughs (10-15 minutes each) are also needed with feedback forms provided within two days. Ms. Austin asked what is needed to be more successful with this process. Mr. White indicated that he needs assistance to be able to provide the observations and feedback to teachers, and with the appropriate training and coaching, to be able to retain staff.
 - Recommendation to have an additional DPAS evaluator to be funded through Title II of Consolidated Grant. The DPAS evaluator would be a contracted temporary position..
- **Motion** - Mrs. Henderson made a motion to approve \$11,700 to hire a contractual temporary DPAS evaluator. Mr. Hack seconded. All Directors present voted to approve the motion.
- DIAE (Delaware Institute for the Arts in Education) Grant - Multi-disciplinary artist in residency to work with our music teacher and will culminate in a performance at The Grand. Ms. Dolan has applied for the grant and put in applications to The Grand.
- Music program is going very well. Mr. Everett is starting a band, reinstating the drumming club.
- Thank you to Ms. Henderson for providing chair massages by reNu Chiropractic to the staff during PD on Friday.
- Comments from Board Members:



- Positive feedback from board members who attended the Meet & Greet. Ms. Austin reported that this is the largest attendance that she has seen at a school event.
 - Mrs. Henderson is requesting that board members be present at other school activities, including Back-to-School Night this Wednesday and Thursday. Ms. Dolan noted that 8th grade is providing incentives to parents who attend Back-to-School Night.
 - Arts Festival - Ms. Henderson asked board members to begin thinking about Silent Auction items.
- **Administrator Report - Ms. Draper:** Enrollment update - Total students is currently 179, have had movement out of mostly middle school grades. 3 students placed in alternative schools - cannot count. 12-13 students down from beginning of year.
 - Challenge with eSchool and IEP Plus not picking up all of our students. Working with Special Education Coordinator to fix issues.
 - Unit Count - Added 2 units after some corrections made - currently 23.56. 10-12 students are still not counted as Special Education. Started with about 40 students not being counted.
 - **Treasurer's Report** - Mr. Hack reviewed the financial report. As of the end of August, budget is on par at 50% revenues received. Based on Dorcell Spence's review, local funds are slightly less (to expect some revenue drop based on enrollment), but is expected to balance out once we run numbers after September 30th. Expenditures are at 16% which is on par for this time of year.
 - **Outreach Committee:** Ms. Austin reported that the Outreach Committee will be meeting on the first Thursday of each month. Working on starting fundraising for athletic activities. Met. with Larry Sontowski (math teacher) to discuss needs for funding activities. She is working on starting a fundraiser selling discount cards with various local stores and restaurants. It was suggested to have an itemized list of needs for athletics that we can direct fundraising efforts. Discussion around Arts Festival - getting donations for food, drinks, and getting the word out. Would like the Outreach Committee to work with GFF to support student activities. It was noted that GFF is its own 501C3, so they have ability to do their own fundraising and it's important to not step on each other's toes. Ms. Austin's goal is to increase parent and student participation in activities.
 - **CBOC:** Mr. Hack reported that they reviewed the items that were just reported by Mrs. Draper (enrollment, unit count), as well as financials (reported on earlier). There is a new member, Tara Ford (teacher at GLS) and there is interest from another community member at Citibank to whom Mr. Hack has provided an application.
 - **Operations and Sustainability Committee (OSC):** Ms Henderson reported that they met last week. Discussed board retreat and strategic planning. She had emailed board members with potential dates for both. Board Training will be on October 20th. Strategic Planning was agreed on for November 3rd. Discussion around a second day of planning. No date was finalized - to be determined.

Discussions

- **Insurance Policy Update** – item removed from the agenda
- **Academia Alonso (Mercedes Alonso)** made a presentation regarding her Proposal for Organizational Assessment and Board Retreat. She noted that she is not representing Academia Alonso but had been an external consultant and currently is the Interim Executive Director. Ms. Alonso explained the two parts of her proposal: Initial Data Gathering and Analysis Phase (diagnostic) and the Design and Facilitation of a Board Retreat. Ms. Shanus inquired about the timeline with regards to the Board's schedule for the Strategic Planning



meeting on November 3rd. Ms. Alonso indicated that the diagnostic phase could be accomplished by that time. Ms. Draper inquired whether the strategic planning piece is included in the proposal. Ms. Alonso explained that the strategic plan requires a larger group of stakeholders, and the proposal would provide for a Board Retreat for the Board to do some problem solving out of the diagnostic piece before determining strategic priorities and planning.

Discussions and Approvals

- **GLS By-Laws and Employee Handbook:** Mrs. Henderson reported that they are both in the hands of the General Counsel. General Counsel emailed that they will be returned to us by October 1st. They will be ready for approval by next Board meeting.
- **Vacation Leave for Interim Head of School:** Ms. Dolan was not provided vacation time when she was hired. She had taken 2 weeks during the summer without pay. It is noted that standard vacation time is 3 weeks. Board members agreed that whatever is typically provided for regular hires should be given to Ms. Dolan. Mrs. Draper asked the Board whether the vacation time was retroactive to July 1st. Ms. Draper will revise Ms. Dolan's employment contract to reflect vacation time.
 - **Motion:** Mr. Hack moved to add vacation pay to Catherine Dolan's contract for 3 weeks pay. Ms. Rathmell seconded. All Directors voted to approve the motion. Ms. Draper added for consideration that since she had already taken 2 weeks during the summer, she may be given the option to have those 2 weeks retroactive pay. The motion is being amended to make the vacation pay retroactive to July 1st.
- Mrs. Henderson noted that Ms. Dolan has agreed to stay in her role as Interim Head of School through the renewal process and until the HOS Search is completed.
- Mrs. Henderson inquired whether GLS have had any fire drills yet. Ms. Dolan explained that we missed one in August and we currently have a schedule and plan for fire drills and other safety drills that are required. Exit plans have been done, and emergency folders for teachers are being completed.
- Ms. Henderson announced that November 2nd is the IDEA awards banquet at 6pm and would like the Board to attend. She also noted that this would conflict with having a second day for our Strategic Planning meeting on that day.

Mrs. Henderson made a motion to add to Executive Session: Strategic Planning to approve a facilitator. Seconded by Ms. Austin. All Directors present voted to approve the motion.

7:50 - Close of Public Session; Move to Executive Session

8:49 - Resume Public Session

- Motion made by Mrs. Henderson: To negotiate option two of the lease agreement with St. Catherine's retroactive to the beginning of the fiscal year as discussed in Executive Session. Mr. Hack seconded the motion. All directors present voted in approval of the motion to complete the negotiation of option 2 of the lease agreement with St. Catherine's..
- Ms. Henderson moved to pursue a contract with DANA for Board Training on October 20th and Strategic Planning 2--day retreat (Day 1 on November 3rd). Ms. Austin seconded the motion. All Directors present voted to approve the motion.
- Discussion and approval to select a second day for the Strategic Planning retreat. It was suggested that consecutive days provide more synergy than if a week or more apart. Board



members present agreed that November 4th from 1pm to 5pm would be the 2nd day of the Strategic Planning Training session.

Other items needed for discussion:

- Ms. Dolan reported that a family has requested to remove two students, a 3rd and a 5th grader back to their feeder school. It is within the 10 day window, and requires Board approval to release them from the 1st Year Charter Agreement. Mrs. Henderson made a motion that we provide a request for release from the 1st Year Charter Agreement based on good cause to the family that has requested it. Ms. Shanus seconded the motion. All Directors present voted to provide the request for release to the family.

Meeting adjourned at 8:53 pm.