



Gateway Lab School Board of Directors Minutes

Date: October 16, 2018 6:00pm

Location: 2501 Centerville Road, Wilmington, DE

Come to Order and Attendance: 6:02pm

Present: Joyce Henderson, Heidi Shanus, Tina Horgan, Doreen Rathmell, Sherlock Hack, Doreen Rathmell, Catherine Dolan

Guests: Pamela Draper, Marlin White, Robert Ford, Larry Heredia, and Michael Miller

Absent: Kenyatta Austin

- **Public Comments:** None
- **Approval of Minutes-** Ms. Henderson moved to approve the September meeting minutes. Mr. Hack seconded the motion. All directors present voted to approve the minutes from September 16, 2018.

Interim Head of School--Catherine Dolan

1. Picture Day is coming up on October 15th.
2. PAC/GFF has been revived with 8 parents attending the meeting the previous week
3. Nurse audit was conducted. from last year. Three weeks worth of GHR (General Health Insurances) data was missing in e-school from last year. .No further action was required by the State
4. EPER-Clubs that are active this school year
 - a. Running Club--October (25 members)
 - b. Basketball--Winter Sport
 - c. Cheerleading--Winter Sport
 - d. Yearbook
 - e. Music Program
 - f. Newspaper (Gateway Gazette)
5. Facility Updates- Outdoor basketball boards/nets were replaced. Additional painting was completed over Columbus Day, disinfecting the facility weekly for the fluvirus

6. ERIP Report- Two fire drills completed for SY2018-2019 (5 min each); bus drills will occur tomorrow.
7. Professional Development (PD)--Daily PD, Responsive Classroom, Arts Integration, Curriculum Training (10/26)
8. DCSN--IDEA Awards, 11/2/18, from 5-9pm. There are two GLS nominees.
9. Catherine's Goals for the Year: Mission and Vision Alignment, Academic Achievement, Teacher Retention, GFF-Parent Involvement, DOE Relationship Building, DOE Compliance, Community Image, and Student Recruitment

Discussions

Robert Ford, Digitis LLC-Strategic Planning Proposal

- Robert Ford discussed his strategic planning credentials with the Board before reviewing his proposal to develop a three year strategic plan for GLS
- Discussed Strategic Planning and how it applies to an organization.
- Reviewed 4 stages of strategic planning which included the following: (Environmental Assessment, Organizational Direction, Strategy Formulation, Implementation Planning)
- SWOT (Strengths, Weaknesses-both internal; Opportunities, Threats-both external)
- Timeline: October-February

Standing Reports

Marlin White, Interim Principal

- Reported that out of school suspensions have dropped by 30 percent from 13 last year to 10 out-of-school suspensions for SY 2018-2019.
- A Teacher mentoring program has been put in place. Eleven (11) teachers need mentoring (logs, videos, observations). The school has provided a 3-ring binder for each teacher. Allison White is the lead mentor. Marlin met with a representative from DOE to update them about the mentoring program.
- Teacher observations have started. Not all of the functions were utilized last year for entering information in the school databases. Keron Edwards and Marlin White are working on ensuring that information is input in the databases for observations and walk-throughs
- A total of 46 formative and 26 summative evaluations need to be completed this school year. If an educator's evaluations are not complete, it may affect their certification.

Pam Draper, Interim Business Manager

- Employee Handbook-
 - Our former board member, Geoff Grivner, who is an attorney edited the original handbook. The handbook was submitted to the GLS general counsel for a final review.
 - Compassionate leave which refers to sick/personal days for teachers was added.
 - A question was raised about ½ hour unpaid lunch for teachers.

Mr. Hack moved to make a motion to approve the handbook with the addition of sick time and lunch time on page 6.

- Annual Audit was completed by external auditors. Follow-up letter was included.

Recommendations from the 2016-2017 audit included the following:

- Increase the capital asset threshold from \$1,000 to \$5,000.
- Not all board members had completed the financial training. Auditors suggested closer tracking.

- The current board members are all in compliance with the financial training requirement.
- P-card recommendations. There were instances in the past where proper protocols were not followed and documentation was weak. Catherine and Pam will be going to PCard training tomorrow.

Contractor Services' Report

- Pam discussed a detail report that lists all the vendors and costs as of September 30, 2018.
- Questions were asked about the funding for special education students regarding classification.

Enrollment

- 172 (down by 17 students from FY2018)
- Division I Teacher Units: 23.91 (down by 2.04 and .65 Assistant Principal from FY2018)
- Recruitment:
 - School Choice process starts November 6
 - Video will be made (15 second and one a bit longer). It will be used at 2 local movie theaters.
 - Marquees at the mall are another possibility.
 - Community events: Delaware Charter School Events
 - Social Media
 - School Tours are conducted every Wed morning from 9-11 t
 - Arts Integration Session open to the public next Thursday night
 - Alumni needed for video/recruitment.

Officer Reports

- Board Training by DANA set for November 12th, from 5-9 pm
- An on-line Board of Directors portal on the Gateway website will be made available to directors and new members.

CBOC

Mr. Hack reported the the CBOC met on Oct 11th, 2018out

- Full staffing level remained the same as September 2018.
- Recruitment events to increase enrollment for next year have started

GLS By-laws

Ms. Henderson presented the updated GLS By-laws to the Board that were reviewed by GLS's general counsel. She highlighted the key items that were updated or modified. Ms. Henderson made a motion to approve the amended by-laws. Doreen Rathmell seconded the motion. All present voted yes to approve the amended by-laws.

Before moving into executive session, Joyce Henderson made a motion to add a personnel matter that named an employee to be added to the Executive Session. The motion was seconded by Heidi Shanus. All present voted yes.

7:47 -Close of Public Session; Move to Executive Session

8:18 - Public Session resumed

Other items needed for discussion

- Tina Horgan made a motion to accept the Digitis LLC proposal for the Strategic Planning. Joyce Henderson seconded the motion. All present voted yes.
- Pam Draper will invite auditors to the November board meeting to address questions regarding the financial audit report.
- Electing new Board Members was tabled until the next meeting.

Meeting adjourned at 8:20pm.