Gateway LabSchool

BoardofDirectors Meeting

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 heldon 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**