

**Gateway Science Academy Board of Directors Meeting
February 5, 2018 at 5:30pm**

**Concept Schools Regional Office
6025 Chippewa St. Ste. 206,
St. Louis, MO 63109**

AGENDA

Mission Statement Mr. Goerger

Call to Order Mr. Goerger

Roll Call Mr. Goerger

Approval of the Agenda Mr. Goerger

Public Input Session Mr. Goerger

(Please note, the GSA Board public participation policy allows each speaker no more than three minutes and each topic is limited to no more than 20 minutes except with concurrence of the majority of the Board.)

Announcements/Acknowledgements

Junior Achievement Partnership

Consent Agenda Mr. Goerger

| | |
|---|-----------------------|
| <i>Approval of December 4, 2017 Meeting Minutes</i> | <i>Mr. Goerger</i> |
| <i>Approval of Half-year Financials</i> | <i>Mr. Blackstone</i> |
| <i>Approval of FY18 Budget Amendments</i> | <i>Mr. Blackstone</i> |
| <i>Approval of Employee Discipline and Termination Policy</i> | <i>Mr. Blackstone</i> |
| <i>Approval of Revised Program for Homeless Students Policy</i> | <i>Mr. Blackstone</i> |
| <i>Approval of Foster Care Support Policy</i> | <i>Mr. Blackstone</i> |
| <i>Approval of 2018.2019 Academic Calendar</i> | <i>Mr. Blackstone</i> |
| <i>Approval of Personnel Report</i> | <i>Mr. Blackstone</i> |

Student Achievement and Activities

Superintendent's Report Mr. Blackstone

Sponsor's Input Mrs. Marquardt

Accountability Report

Governing Board Related

Board Contact Information Mr. Goerger

Other Business

| | |
|------------------------------|----------------|
| New Facility Search - Update | Mr. Blackstone |
| GSA South Elevator - Update | Mr. Blackstone |

Adjourn the Meeting Mr. Goerger

Items in italics are action items.

Gateway Science Academy

Board of Directors Meeting

December 4th, 2017 at 5:30pm

Concept Schools Regional Office
6025 Chippewa St. Ste. 206
St. Louis, MO 63109

MEETING MINUTES

Mission Statement is read by Mr.Goerger at 5:31pm.

1. Session Opening:

Mr. Goerger commenced the meeting to order with the roll call (5:32pm) at the address 6025 Chippewa St., Suite 206, St. Louis, MO 63109.

Members Present: Orville (Beau) Goerger, Ben Diefenbach, Vivian Resch, Mehmet Kahveci (via zoom at 5:50pm), Patricia Hunt (5:36pm), Patrick Walker

Members Absent: None

GSA: Nuh Celik, Principal

Concept Schools: Engin Blackstone, Superintendent and Hasan Damar, Treasurer

Sponsor: Kathy Marquardt, John Long (5:50pm)

Other: Jon Cummings, Auditor

2. Adopt an Agenda:

Mr. Diefenbach made a motion to adopt an agenda. The motion was seconded by Ms. Resch. Motion approved.

3. Public Input:

Two parents of Fyler campus, Mrs. Gisela Zamacona and Mr. Matthew Collins were present at the meeting. Both expressed their appreciation for Mrs. Kathy Van Winkle about her talent, dedication, and devotion to her students.

4. Announcements/Acknowledgements

Mr. Blackstone provided brief information about the Thanksgiving Parade, Monsanto Grants, and the upcoming VIP visits. Representative Peter Meredith is scheduled to visit GSA Fyler on Tuesday, December 5th and Senator Jake Hummel's visit will be on Friday, December 8th.

5. Approval of the Consent Agenda

Mrs. Hunt moved, Mr. Diefenbach seconded to approve the consent agenda.

Approval of October 23, 2017 Meeting Minutes:

No discussion

Approval of October and November 2017 Financials:

Mr. Damar presented the October and November financials and answered the questions. Year to date income is at 43% and expense is at 45%. They were expected to be at 42% as of November 31st, and Mr. Damar explained the reasons for the expense items that are not in line with the approved budget.

Approval of FY16 Financial Audit:

Mr. Jon Cummings from KPM CPAs joined the meeting, and he presented the FY17 audit report. He stated that they his team not encountered any problem while performing their audit work, and there is no finding in the report.

Approval of Revised Homeless Students Policy:

Mr. Blackstone mentioned the change in District Homeless Coordinator assignment which is reflected in the revised policy.

Consent agenda approved unanimously.

6. Student Achievement and Activities:

Superintendent's Report:

District Annual Performance Report (APR):

Mr. Blackstone shared the DESE's 2017 Annual Performance Report chart. GSA accomplished 88.1%, which is 5.4% higher than the last year's percentage.

Personnel Report:

Mr. Blackstone presented the list of two new hires and four resignations with their positions.

Strategic Planning Report:

Mr.Blackstone provided an update on fundraising/grants, facility, and teacher retention.

Sponsor's Input:

Site Visit Report:

Sponsor's site visit team visited each campus for classroom observations and teacher interviews, and Mrs.Marquardt provided brief information about the visit. She also shared the staff survey summary and went over the identified strength and weaknesses.

7. Governing Board Related

Procedures for Filling Board Vacancies:

It was reminded to follow Board recruitment plan and procedure for potential Board candidates.

Board Communication:

Mrs.Hunt raised her concern about the treasurer position that is temporarily assigned to Dr.Kahveci. She would like to make sure that the Board keeps its promise to Dr.Kahveci by finding a permanent replacement for the position. Dr. Walker stepped up for the position to resolve the concern. The decision is deferred to the next meeting.

Board Retreat:

The discussion about the Board retreat ended up by not having it this year. The Board agreed on to focus strategic plan items in each Board meeting, and monitor the progress. Dr.Walker moved to cancel the retreat, Mr.Diefenbach seconded. Motion approved unanimously.

Other Business:

Report on MCU Public Meeting:

Dr. Walker provided brief information about the Metropolitan Congregations United (MCU)'s collaborative effort on reducing/ending suspensions rate at schools. He asked Board's approval to get GSA involved in this collaborative effort. The Board approved Dr. Walker's suggestion and his representation of GSA at their meetings.

8. Closed Session:

Mr.Diefenbach moved to go into closed session to discuss employee discipline, Mrs.Hunt seconded to motion. Motion approved unanimously.

9. Adjourn the Meeting

Mr. Diefenbach moved to adjourn the meeting, Ms. Resch seconded. Meeting adjourned at 9:03 pm.

FINANCIAL STATEMENT SUMMARY

| GATEWAY SCIENCE ACADEMY OF ST LOUIS | | | | Jul-17 | Aug-17 | Sep-17 | Oct-17 | Nov-17 | Dec-17 |
|---------------------------------------|--------------------|------------------|-----|------------------|------------------|------------------|------------------|------------------|------------------|
| <i>Budgeted Enrollment</i> | | 1,360 | | | | | | | |
| <i>Current Enrollment</i> | | 1,361 | | | | | | | |
| <i>Per Pupil Allocation</i> | | 7,750 | | | | | | | |
| | BUDGET-FY17 | YTD | | | | | | | |
| LOCAL REVENUE | 1,622,000 | 975,766 | 60% | 117,160 | 169,679 | 168,122 | 163,217 | 145,457 | 212,131 |
| STATE REVENUE | 11,352,000 | 5,854,993 | 52% | 913,836 | 895,844 | 1,061,461 | 981,173 | 1,056,621 | 946,058 |
| FEDERAL REVENUE | 1,132,000 | 515,211 | 46% | 7,753 | - | 87,048 | 33,910 | 313,311 | 73,189 |
| Total Revenues | 14,106,000 | 7,345,971 | 52% | 1,038,749 | 1,065,523 | 1,316,631 | 1,178,300 | 1,515,389 | 1,231,378 |
| SALARIES | 6,562,227 | 3,336,527 | 51% | 490,639 | 660,615 | 538,058 | 537,090 | 551,502 | 558,623 |
| BENEFITS | 2,034,290 | 1,081,341 | 53% | 158,843 | 172,782 | 181,575 | 191,130 | 291,053 | 85,958 |
| PURCHASED SERVICES | 3,634,100 | 1,836,372 | 51% | 203,188 | 351,843 | 326,385 | 400,637 | 298,016 | 256,303 |
| SUPPLIES AND MATERIALS | 735,000 | 466,663 | 63% | 19,085 | 125,099 | 113,049 | 131,375 | 30,604 | 47,451 |
| CAPITAL OUTLAY | 654,000 | 458,142 | 70% | 39,435 | 209,471 | 54,236 | 49,354 | 73,415 | 32,232 |
| Total Expenditures | 13,619,617 | 7,179,045 | 53% | 911,189 | 1,519,809 | 1,213,304 | 1,309,585 | 1,244,591 | 980,567 |
| NET INCOME | 486,383 | 166,926 | | 127,560 | (454,286) | 103,327 | (131,285) | 270,799 | 250,811 |
| REGISTER BALANCE (Q.Books) | | | | 1,930,537 | 1,612,753 | 1,879,545 | 1,645,203 | 1,777,073 | 897,382 |
| CASH BALANCE (Bank) | | | | 2,184,223 | 1,735,974 | 1,914,244 | 2,006,385 | 1,919,860 | 1,018,038 |
| BUSINESS | | | | | | | | | |
| 53rd Bank Loan Payable | 2,466,300 | | | | | | | | |
| 53rd Bank Loan Payable | 266,873 | | | | | | | | |
| IFF Loan Payable | 795,727 | | | | | | | | |
| Vehicle Loan Payable | 12,402 | | | | | | | | |
| Total Loan Principal Payment for FY18 | 118,748 | | | | | | | | |
| Purchases Over \$5,000 | | | | | | | | | |
| PS Kids LLC - SPED Services | 10,924 | | | | | | | | |
| Kelly Services - Substitute Teachers | 6,356 | | | | | | | | |
| KPM CPAs - Audit | 5,100 | | | | | | | | |
| Midwest Transit Eq. - School Bus | 15,000 | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

*Recurring transactions aren't included.

Gateway Science Academy of St Louis
Budget Vs Actual
As of December 31st, 2017

| | Jul 17 - Nov. 17 | Budget | % of Budget | Dec. Percentile |
|--|------------------------|-------------------------|---------------|-----------------|
| Income | | | | 50% |
| Local Revenue | 975,766.53 | 1,622,000.00 | 60.16% | |
| State Revenue | 5,854,993.36 | 11,352,000.00 | 51.58% | |
| Federal Revenue | 515,211.31 | 1,132,000.00 | 45.51% | |
| Total Income | \$ 7,345,971.20 | \$ 14,106,000.00 | 52.08% | |
| Expense | | | | |
| Salaries | 3,336,527.36 | 6,562,227.00 | 50.84% | |
| Benefits | 1,081,340.60 | 2,034,290.37 | 53.16% | |
| Professional Services | 214,392.69 | 388,500.00 | 55.18% | |
| Property Services (Rent, Repairs, Cleaning) | 409,871.87 | 940,000.00 | 43.60% | |
| Transportation Services | 37,937.03 | 75,000.00 | 50.58% | |
| Building & Property Insurance | 48,653.68 | 58,000.00 | 83.89% | |
| Communication (Phone, Printing, Ads) | 37,030.51 | 81,000.00 | 45.72% | |
| Management, Membership Fees and Other Dues | 702,635.94 | 1,425,600.00 | 49.29% | |
| Other Purchased Services (Lunch, Student Activities etc.) | 370,167.84 | 641,000.00 | 57.75% | |
| General Supplies (Supplies, Textbooks, Library and Uniforms) | 389,470.42 | 595,000.00 | 65.46% | |
| Utilities (Electric, Gas, Water, Sewer and Trash) | 92,875.33 | 165,000.00 | 56.29% | |
| Interest Expense | 91,845.15 | 200,000.00 | 45.92% | |
| Capital Outlay | 366,296.81 | 454,000.00 | 80.68% | |
| Total Expense | \$ 7,179,045.23 | \$ 13,619,617.37 | 52.71% | |
| Net Income | \$ 166,925.97 | \$ 486,382.63 | 34.32% | |

| Difference Between Budget and YTD Actuals | Color Codes |
|--|-------------|
| Difference is less than 4% | |
| Difference is more than 4% but less than 15% | |
| Difference is more than 15% | |

Gateway Science Academy of St Louis

Balance Sheet

As of December 31, 2017

Dec 31, 17

ASSETS

Current Assets

Checking/Savings

| | |
|---------------------------------|--------------|
| 1111-01 · Fifth Third Bank-Main | 897,382.31 |
| 1111-02 · 53rd 2nd Account | -301.21 |
| 1111-03 · 5/3 Savings Account | 1,000,000.00 |

Total Checking/Savings 1,897,081.10

Total Current Assets 1,897,081.10

Fixed Assets

1500-00 · Fixed Assets

| | |
|---|---------------------|
| 1529 · Soft Costs | 56,219.06 |
| 1520 · Building-Fyler | 846,675.00 |
| 1521 · Building Improvements | |
| 1521-Construction In Progress | 94,859.00 |
| 1521 · Building Improvements - Other | 4,237,010.95 |
| Total 1521 · Building Improvements | <u>4,331,869.95</u> |
| 1531 · Improvements Other Than Building | 157,972.56 |
| 1541 · Equipment | 1,461,867.81 |
| 1542 · Classroom Instructional Apparatus | 599,389.36 |
| 1543 · Vehicles | 68,133.50 |
| 1549 · Accumulated Depreciation | -2,788,897.81 |
| 1500-00 · Fixed Assets - Other | 373,410.74 |

Total 1500-00 · Fixed Assets 5,106,640.17

Total Fixed Assets 5,106,640.17

TOTAL ASSETS 7,003,721.27

LIABILITIES & EQUITY

Liabilities

Current Liabilities 91,204.16

Long Term Liabilities

| | |
|----------------------|--------------|
| 2121 · Loans Payable | |
| 53rd Bank Loan | 2,466,300.00 |
| 53rd Bank Loan 2 | 266,872.92 |
| IFF Loan - New | 795,727.33 |
| Toyota Loan | 12,402.27 |

Total 2121 · Loans Payable 3,541,302.52

Total Long Term Liabilities 3,541,302.52

Total Liabilities 3,632,506.68

Equity

3113-00 · Unrestricted Net Assets 3,204,288.62

Net Income 166,925.97

Total Equity 3,371,214.59

TOTAL LIABILITIES & EQUITY 7,003,721.27

Gateway Science Academy of St Louis Budget FY17

| | | | | | | |
|---|---------------------------------------|--|-----|----------------------|----------------------|-------------------|
| | | | ADM | 1,408.00 | 1,408.00 | |
| | | | | FY17-18 | FY17-18 | |
| Income | | | | | | |
| 5100 · Local Revenue | | | | | | |
| | 5113 · Prop C | | | 1,200,000.00 | 1,200,000.00 | |
| | 5151 · Food Sales to Pupils | | | 50,000.00 | 50,000.00 | |
| | 5174 · Uniform Sales | | | 12,000.00 | 12,000.00 | |
| | 5179 · Student Activities | | | 95,000.00 | 95,000.00 | |
| | 5181 · After School Care | | | 65,000.00 | 65,000.00 | |
| | 5192 · Grants and Donations | | | 50,000.00 | 50,000.00 | |
| | 5198 · Misc Local Revenue | | | 150,000.00 | 200,000.00 | \$50,000 increase |
| Total 5100 · Local Revenue | | | | 1,622,000.00 | 1,672,000.00 | |
| 5300 · State Revenue | | | | | | |
| | 5311-10 · Basic Formula | | | 10,912,000.00 | 10,912,000.00 | |
| | 5319 · Basic Formula-Classroom Trust | | | 490,000.00 | 490,000.00 | |
| | Prior Year Deduction | | | (50,000.00) | (28,000.00) | \$22,000 increase |
| Total 5300 · State Revenue | | | | 11,352,000.00 | 11,374,000.00 | |
| 5400 · Federal Revenue | | | | | | |
| | 5441 · Special ED Part B | | | 192,000.00 | 214,000.00 | \$22,000 increase |
| | 5445 · School Lunch Program | | | 250,000.00 | 260,000.00 | \$10,000 increase |
| | 5446 · School Breakfast Program | | | 60,000.00 | 60,000.00 | |
| | 5451 · Title I | | | 480,000.00 | 455,000.00 | \$25,000 decrease |
| | 5465 · Title II-A | | | 150,000.00 | 63,000.00 | \$87,000 decrease |
| Total 5400 · Federal Revenue | | | | 1,132,000.00 | 1,052,000.00 | |
| Total Income | | | | 14,106,000.00 | 14,098,000.00 | |
| Expense | | | | | | |
| Total 6100 · Salaries | | | | 6,562,227.00 | 6,562,227.00 | |
| Total 6200 · Employee Benefits | | | | 2,034,290.37 | 2,099,387.66 | \$65,000 increase |
| 6300 · Purchased Services | | | | | | |
| 6310 · Professional Services | | | | | | |
| | 6311 · Instructional Services | | | 230,000.00 | 230,000.00 | |
| | 6312 · Instructional Improvement Serv | | | 90,000.00 | 90,000.00 | |
| | 6315 · Audit Services | | | 16,000.00 | 20,400.00 | \$4400 increase |
| | 6317 · Legal Services | | | 25,000.00 | 25,000.00 | |
| | 6319 · Other Professional Services | | | 20,000.00 | 20,000.00 | |
| | 6318 · Banking Services | | | 6,500.00 | 6,500.00 | |
| | 6310 · Professional Services - Other | | | 1,000.00 | 1,000.00 | |
| Total 6310 · Professional Services | | | | 388,500.00 | 392,900.00 | |
| 6330 · Property Services | | | | | | |
| | 6331 · Cleaning Services | | | 220,000.00 | 220,000.00 | |
| | 6332 · Repairs and Maintenance | | | 130,000.00 | 130,000.00 | |
| | 6333 · Rentals-Land and Buildings | | | 550,000.00 | 550,000.00 | |
| | 6334 · Rentals-Equipment | | | 25,000.00 | 25,000.00 | |
| | 6335 · Water and Sewer | | | 10,000.00 | 10,000.00 | |
| | 6336 · Trash Removal | | | 15,000.00 | 15,000.00 | |
| | 6339 · Other Property Services | | | 15,000.00 | 15,000.00 | |
| Total 6330 · Property Services | | | | 965,000.00 | 965,000.00 | |

**Gateway Science Academy of St Louis
Budget FY17**

| | | | | |
|--|--|---------------------|---------------------|--------------------------|
| | 6340 · Transportation Services | | | |
| | 6343 · Travel | 75,000.00 | 75,000.00 | |
| | Total 6340 · Transportation Services | 75,000.00 | 75,000.00 | |
| | 6350 · Building Insurance | | | |
| | 6351 · Property Insurance | 40,000.00 | 40,000.00 | |
| | 6352 · Liability Insurance | 18,000.00 | 18,000.00 | |
| | Total 6350 · Building Insurance | 58,000.00 | 58,000.00 | |
| | 6360 · Communication | | | |
| | 6361 · Communication | 30,000.00 | 30,000.00 | |
| | 6362 · Advertising | 15,000.00 | 15,000.00 | |
| | 6363 · Printing and Copying | 35,000.00 | 35,000.00 | |
| | 6360 · Communication - Other | 1,000.00 | 1,000.00 | |
| | Total 6360 · Communication | 81,000.00 | 81,000.00 | |
| | 6370 · Dues and Memberships | | | |
| | 6371 · Dues and Memberships-Man. Fees | 1,410,600.00 | 1,409,800.00 | |
| | 6370 · Dues and Memberships - Other | 15,000.00 | 15,000.00 | |
| | Total 6370 · Dues and Memberships | 1,425,600.00 | 1,424,800.00 | \$600 decrease |
| | 6390 · Other Purchased Services | | | |
| | 6391 · Other Purchased Services | | | |
| | 6391A · Extracurricular Activities | 110,000.00 | 110,000.00 | |
| | 6391B · Lunch Expense | 350,000.00 | 350,000.00 | |
| | 6391C · Other Purchased Services | 180,000.00 | 180,000.00 | |
| | Total 6391 · Other Purchased Services | 640,000.00 | 640,000.00 | |
| | 6398 · Other Expenses | 1,000.00 | 1,000.00 | |
| | Total 6390 · Other Purchased Services | 641,000.00 | 641,000.00 | |
| | Total 6300 · Purchased Services | 3,634,100.00 | 3,637,700.00 | |
| | 6400 · Supplies and Materials | | | |
| | 6441 · Library Books | 10,000.00 | 10,000.00 | |
| | 6411 · General Supplies | | | |
| | 6411A - Uniform Purchase | 24,000.00 | 24,000.00 | |
| | 6411 · General Supplies - Other | 200,000.00 | 200,000.00 | |
| | Total 6411 · General Supplies | 234,000.00 | 234,000.00 | |
| | 6431 · Textbooks | 90,000.00 | 90,000.00 | |
| | 6451 · Resource Materials | 80,000.00 | 80,000.00 | |
| | 6471 · Food Supplies | 60,000.00 | 60,000.00 | |
| | 6481 · Electric | 100,000.00 | 100,000.00 | |
| | 6482 · Gas-Natural | 40,000.00 | 40,000.00 | |
| | 6491 · Other Supplies and Materials | 130,000.00 | 130,000.00 | |
| | 6400 · Supplies and Materials - Other | 1,000.00 | 1,000.00 | |
| | Total 6400 · Supplies and Materials | 735,000.00 | 735,000.00 | |
| | 6500 · Capital Outlay | | | |
| | 6521 · Building Improvements | | | |
| | 6521-Construction In Progress | 0.00 | 0.00 | |
| | 6521 · Building Improvements - Other | 250,000.00 | 210,000.00 | \$40,000 decrease |
| | Total 6521 · Building Improvements | 250,000.00 | 210,000.00 | |
| | 6531 · Improvements Other Than Buildng | 0.00 | 0.00 | |
| | 6541 · Equipment | 200,000.00 | 200,000.00 | |

**Gateway Science Academy of St Louis
Budget FY17**

| | | | | |
|----------------------|---|----------------------|----------------------|--------------------------|
| | 6542 · Classroom Instructional Apparatus | 4,000.00 | 4,000.00 | |
| | 6551 · Vehicle | 0.00 | 45,000.00 | \$45,000 increase |
| | 6624 · Long Term Interest | 200,000.00 | 200,000.00 | |
| | 6591 · Principal | 0.00 | 0.00 | |
| | Total 6500 · Capital Outlay | 654,000.00 | 659,000.00 | |
| Total Expense | | 13,619,617.37 | 13,693,314.66 | |
| | | 486,382.63 | 404,685.34 | \$81,697 decrease |

GSA 2018-2019 ACADEMIC CALENDAR – 3RD DRAFT 2.5.18

1-7: All Staff Summer Institute
 6: Orientation/Open House Day
 8: First Day of School
 21: PD Day-I (No Students)
 20-31: Fall Assessments: NWEA, District, EOCs, and ACT

17 Student Days
 23 Staff Work Days

| AUGUST 2018 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |

| FEBRUARY 2019 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | | |

18: Presidents' Day – No School
 21-22: Parent/Teacher Conferences
 Thursday, 3:00-6:30
 Friday 12:00-3:30
 22: Early Dismissal for Students

19 Student Days
 19 Staff Work Days

3: Labor Day
 21: PD Day-II (No Students)
 27-28: Parent/Teacher Conferences
 Thursday, 3:00-6:30
 Friday 12:00-3:30
 28: Early Dismissal

18 Student Days
 19 Staff Work Days

| SEPTEMBER 2018 | | | | | | |
|----------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

| MARCH 2019 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

22: End of 3rd Qtr (Total School Days:144)
 25-29: Spring Break

16 Student Days
 16 Staff Work Days

5: PD-III (No Student)
 12: End of 1st Qtr
 (Total School Days: 44)

22 Student Days
 23 Staff Work Days

| OCTOBER 2018 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| APRIL 2019 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

1: School Resumes
 15-May 3: State Assessments
 19: PD Day-IV(No Students)

21 Student Days
 22 Staff Work Days

21-23: Thanksgiving Break
 29-30: Parent/Teacher Conferences
 Thursday 3:00-6:30
 Friday 12:00-3:30
 30: Early Dismissal

19 Student Days
 19 Staff Work Days

| NOVEMBER 2018 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 1 |

| MAY 2019 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |

3: Parent Teacher Conferences 3:00-6:00
 6-17: NWEA Spring Testing
 24: Last Day of School – Half day (Total School Days:183)
 27: Memorial Day

18 Student Days
 18 Staff Work Days

21: End of 2nd Qtr
 (Total School Days: 91)
 24-7: Winter Break

15 Student Days
 15 Staff Work Days

| DECEMBER 2018 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| JUNE 2019 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

1st Qtr. Aug. 8 - Oct. 12: 44 Days
 2nd Qtr. Oct. 15 - Dec. 20: 47 Days
 3rd Qtr. Jan. 7 – March 22: 53 Days
 4th Qtr. April 1 - May 24: 39 Days

Summer School: May 29 – June 25

183 Student Days
 192 Staff Work Days

4: PD Day-IV(No Students)
 7: School Resumes
 21: MLK Day – No School
 22-1: NWEA Winter Testing

18 Student Days
 18 Staff Work Days

| JANUARY 2019 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

Employee Discipline and Termination Policy

The School retains its right to discipline or terminate the employment of any employee at any time, with or without cause at the School's sole discretion.

With the exception of substitute employees and temporary employees (one year or less), this policy applies to all employees of the School, including certified, classified, and administrative personnel, and apply to all job-related activities of such employees.

Bases for Disciplinary Action: The following is a partial list of acts, which, if performed by an employee in the scope of employment, may constitute grounds for disciplinary action, up to and including termination:

- Insubordination, including the willful refusal of an employee to perform an assignment or to comply with a directive given by the employee's supervisor.
- Unprofessional job-related conduct.
- Incompetence or inefficiency in the performance of duties.
- Failure to provide students' safety
- Corporal punishment of students.
- Improper conduct toward students and/or other employees.
- Conduct in violation of any School policy or established expectation of performance.
- Conviction of a felony related to the employee's employment, or which seriously impairs the employee's ability to perform his or her assigned duties.
- Serious misconduct related to the employee's job.
- Abuse of the School's sick and personal leave policy.
- Excessive tardiness.
- Excessive absenteeism.
- Unexcused absences from work.
- Gross negligence or gross carelessness in the performance of duties.
- Use of School property for personal gain.
- Negligent or willful damage to School property.
- Gross waste of School supplies or equipment.
- Dishonesty or falsification of any information involving the School, including grades, credits, data on forms, employee records, or any other information involving the School.
- Possession of alcohol or other intoxicants or illegal narcotics, or other controlled substances without prescription on school property or at any school function.
- The use or distribution of or being under the influence of alcohol or other intoxicants or illegal narcotics, or other controlled substances without prescription on school property or at any school function.
- Deliberate conduct which has the apparent purpose of exposing the School to embarrassment, censure, ridicule, or reproach.
- Verbal and/or physical fighting on school premises or at any school related activities.
- Falsification of records or data with intent to defraud.
- Sexual misconduct which deviates from the ordinary standards of morality prevalent in the area served by the School.
- Harassment.
- Failure to follow State and Federal Laws in regarding child's safety and protection.

This list is not a complete list of acts worthy of disciplinary action. The Principal reserves the right to determine when disciplinary action is appropriate and the degree of disciplinary action to be administered, including termination.

Persons Authorized to Initiate and Carry Out Disciplinary Actions

Disciplinary actions may be issued by the Principal or the School Board by following the Performance Correction Guidelines. The school principal will immediately notify the Board and the Superintendent on any severe offense that may lead to termination of employment.

PERFORMANCE CORRECTION GUIDELINES

Employee Name:

Department:

Date Presented:

Administrator:

Disciplinary Level

- Verbal Correction** – (To memorialize the conversation.)
- Written Warning/Probation** – (State nature of offense, method of correction, and action to be taken if offense is repeated.)
- Investigatory Leave** – (Include length of time and nature of review.)
- Final Written Warning**
 - Without decision-making leave
 - With decision-making leave (Attach memo of instructions.)
 - With unpaid suspension
- Termination of Employment**

Subject: *Substandard work*

- Policy/Procedure Violation (*when a written school standard or understood rule is broken*)
- Performance Transgression (*when employee fails to meet performance expectations*)
- Behavior/Conduct Infraction (*when employee's action violates accepted school rules/norms*)
- Absenteeism/Tardiness (*when employee fails to adhere to attendance or timeliness guidelines*)

Prior Notifications

| <i>Level of Discipline</i> | <i>Date</i> | <i>Subject</i> |
|----------------------------|-------------|----------------|
| Verbal | _____ | _____ |
| Written | _____ | _____ |
| Final Written | _____ | _____ |

Incident Description and Supporting Details: Include the following information: Time, Place, Date of Occurrence, and Persons Present as well as Organizational Impact.

Performance Improvement Plan

1. Measurable/Tangible Improvement Goals:

2. Training or Special Direction to Be Provided:

3. Interim Performance Evaluation Necessary?

4. Our Employee Assistance Program (EAP) Provider, Hartford's Ability Assist Counseling Services, offered by ComPsych, can be confidentially reached to assist you at www.guidanceresources.com or at 1-800-964-3577. This is strictly voluntary. A booklet regarding the EAP's services is available from Human Resources.

5. In addition, I recognize that you may have certain ideas to improve your performance. Therefore, I encourage you to provide your own **Personal Improvement Plan Input and Suggestions:**

(Attach additional sheets if needed.)

Outcomes and Consequences

Positive:

Negative:

Scheduled Review Date:

Employee Comments and/or Rebuttal

(Attach additional sheets if needed.)

X _____
Employee Signature

Employee Acknowledgment

I understand that Gateway Science Academy (GSA) is an “at-will” employer, meaning my employment has no specified term and that the employment relationship may be terminated any time at the will of either party on notice to the other. I also realize that GSA is opting to provide me with corrective action measures, and can terminate such corrective action measures at any time, solely at its own discretion, and that the use of progressive discipline will not change my at-will employment status.

I have received a copy of this notification. It has been discussed with me, and I have been advised to take time to consider it before I sign it. I have freely chosen to agree to it, and I accept full responsibility for my actions. By signing this, I commit to follow the school’s standards of performance and conduct.

Employee Signature

Date

Principal Signature

Date

Witness (if employee refuses to sign)

Name

Date

Time in conference

Distribution of copies: Employee Principal Human Resources

Program for Homeless Students Policy

The Governing Board of GSA adopts the following policy effective on the date that the policy is adopted by the Board.

The School recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the School, in accordance with state and federal law (Title VII-B of the McKinney-Vento Homeless Assistance Act, as amended by the No Child Left Behind Act) and the Missouri State Plan for Homeless Children and Youth, will give special attention to ensure that homeless children in the School have access to free, appropriate public education.

Definitions:

A “homeless child” or “homeless youth” is one who:

A. lacks a fixed, regular, and adequate nighttime residence; and

B. includes–

- i. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- ii. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- iii. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- iv. is a migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in subdivisions (i) to (iii) above.

The first category may include some individuals who have moved in with others. Consideration of each individual case, along with the permanency of the situation, will be needed in order to identify those who are homeless.

The terms “enroll” and “enrollment” include attending classes and participating fully in school activities.

The “school of origin” is the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

Enrollment and Placement:

Homeless children and youth frequently move, and maintaining a stable school environment is critical to their success in school. To ensure this stability, LEAs must make school placement determinations on the basis of the “best interest” of the homeless child or youth. Using this standard, the School (LEA) must –

- (a) Continue the child's or youth's education in the school of origin for the duration of homelessness when a family becomes homeless between academic years or during an academic year; or for the remainder of the academic year if the child or youth becomes permanently housed during an academic year; or
- (b) Enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

In determining what is a child or youth's best interest, the School (LEA) must, to the extent feasible, keep a homeless child or youth in the school of origin, unless doing so is contrary to the wishes of the child or youth's parent or guardian. If the School (LEA) wishes to send a homeless child or youth to a school other than the school of origin or a school requested by the parent or guardian, the School (LEA) must provide a written explanation of its decision to the parent or guardian, together with a statement regarding the right to appeal the placement decision.

Enrollment requirements which may constitute a barrier to the education of a homeless child or youth may be waived if allowed by law. The School (LEA) may, however, require contact information.

If the School (LEA) is unable to determine the grade level of the student because of missing or incomplete records, the School (LEA) shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child/youth.

Transportation:

Transportation must be provided, at the request of the parent or guardian (or in the case of the unaccompanied youth, the homeless coordinator) to and from the school of origin.

- If the homeless child or youth continues to live in the area served by the School (LEA) in which the school of origin is located, that the School (LEA) must provide or arrange for the child's or youth's transportation to or from the school of origin.
- If the homeless child or youth continues his or her education in the school of origin but begins living in an area served by another LEA, the LEA of origin and the LEA in which the homeless child or youth is living must agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If the LEAs cannot agree upon a method, the responsibility and costs for transportation are to be shared equally.
- The transportation requirement applies even if the LEA does not provide transportation to non-homeless students.
- In general, LEAs may not use funds under Title I, Part A or Title V, Part A to transport homeless students to or from their school of origin.

Services:

Each homeless child or youth shall be provided services comparable to services offered to other students in the School (LEA) including, but not limited to, transportation services, educational services for which the child meets the eligibility criteria, such as educational programs for disadvantaged, disabled, and gifted and talented students, vocational programs, and school meals programs; before-and-after-school care programs; and programs for students with limited English proficiency.

Homeless students will not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

In the event that it is in the best interest of the homeless child or youth to attend the school of origin, it shall be the responsibility of this LEA to provide for the transportation of the student. This may be achieved through the transportation services of this LEA, the school of origin, or another outside agency.

Records:

Once the School (LEA) officials have determined that an enrolling student is homeless, the School's homeless coordinator must assist the student in obtaining his/her education, immunization, medical, and other records. According to McKinney-Vento, the student must be enrolled in the interim.

Immunization:

If the homeless coordinator is unable to obtain prior immunization records within thirty (30) days of enrolling and the student is still eligible for services under the homeless education program; the student must begin the immunization series and demonstrate that satisfactory progress has been accomplished within (90) days. If the homeless student maintains that he/she is exempted from receiving immunizations, then after thirty (30) days the student must provide documentation in accordance with the exemption requirements provided for in § 167.181.3, RSMo.

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records, and evaluation for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made, and so that records may be transferred in a timely fashion when homeless children or youth enters a new LEA. Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act.

Coordinator:

The Board designates the school counselors as the District's homeless coordinator to ensure compliance with federal and state law. The homeless coordinator will "ensure that homeless children and youth enroll and succeed in the schools of that agency; and homeless families, children and youth receive educational services for which they are eligible, and referrals to health care services, dental services, mental health services, and other appropriate services." The homeless coordinator will also ensure that disputes regarding the placement or education of homeless children or youth are resolved in a timely fashion.

The School (LEA) shall inform school personnel, service providers and advocates working with

homeless families of the duties of the School (LEA) homeless coordinator.

Resolving Grievances:

Level I - A complaint regarding the placement or education of a homeless child or youth shall first be presented orally and informally to the LEA's homeless coordinator. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless coordinator. The written charge must include the following information: date of filing, description of alleged grievances, the name of the person or persons involved and a recap of the action taken during the informal charge state. Within five (5) working days after receiving the complaint, the coordinator shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the coordinator will inform the Superintendent or his/her designee of the formal complaint and the disposition.

Level II - Within five (5) working days after receiving the decision at Level I, the complainant may appeal the decision to the Superintendent or his/her designee by filing a written appeal package. This package shall consist of the complainants' grievance and the decisions rendered at Level I. The Superintendent or his/her designee will arrange for a personal conference with the complainant at their earliest mutual convenience. Within five (5) working days after receiving the complaint, the Superintendent or his/her designee shall state a decision in writing to the complainant, with supporting evidence and reasons.

Level III - If resolution is not reached in Level II, a similar written appeals package shall be directed through the Superintendent or his/her designee to the Board requesting a hearing before the Board at the next regularly scheduled or specially called meeting. The hearing before the Board may be conducted in closed session upon the request of either the Board or the complainant. Within thirty (30) working days after receiving the appeals package, the Board shall state its decision and reply in writing to the parties involved. For the School (LEA) purposes, the decision of the Board is final.

Level IV - If the complainant is dissatisfied with the action taken by the board of directors of the School (LEA), a written notice stating the reasons for the dissatisfaction may be filed with the state director of special federal instructional programs. The state director will initiate an investigation, determine the facts relating to the complaint, and issue notice of his or her findings within thirty (30) days to the School (LEA) and the complainant. If the findings support the action taken by the School (LEA), such action will be confirmed. If the findings support the allegations of the complainant, the LEA will be directed to take corrective action. An appeal of this decision can be made within ten (10) days to the Deputy Commissioner of Education. Within thirty (30) days after receiving an appeal, the Deputy Commissioner of Education will render a final administrative decision and notify the complainant and all other interested parties in writing.

Foster Care Support Policy

The Governing Board of GSA adopts the following policy effective on the date that the policy is adopted by the Board.

The purpose of this policy is to provide foster care students with educational stability and remove barriers to, and provide opportunities for, academic excellence for foster care students. In order to achieve this purpose, GSA (the School) will work collaboratively with the Missouri Department of Elementary and Secondary Education (DESE) and the Children's Division (CD) of the Missouri Department of Social Services.

Definitions:

Foster Care: Twenty-four-hour substitute care for children placed away from their parents/guardians and for whom the CD has placement and care responsibility. This includes, but is not limited to, placement in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, childcare institutions and pre-adoptive homes, regardless of whether the home, shelter, facility or institution is licensed or receives payments from the state.

Foster Care Student: Any K-12 student who is residing in a foster care setting in this state or who is awaiting foster care

School of Origin: The school in which the student was enrolled at the time of placement in foster care. If the student's placement changes, the school of origin is the school in which the student was enrolled at the time of the change.

Liaison:

The Board designates the school counselors as the District's foster care liaison. The liaison will provide assistance regarding all aspects of the enrollment, placement, transfer, and withdrawal of children in foster care and serve as the point of contact for DESE and the CD. The liaison will also work with DESE and the CD to implement the district's complaint resolution process.

Enrollment and Placement of Foster Care Students:

Students in a foster care placement located within the boundaries of the district will be educated in the school of origin unless it is not in the best interest of the student to do so. A student placed in the school of origin will remain in the school of origin for the duration of the time he or she is in foster care. If it is not in the best interest of the student to stay in the school of origin, the Gateway Science Academy will immediately enroll the student, even if the student is unable to produce records normally required for enrollment, and will contact the school of origin to obtain relevant records.

Foster care students who attend school in the district because attending the school of origin was not in their best interest will be initially placed in the same courses and programs the students were in while attending the previous district to the extent this district offers such courses and programs. If necessary, the district will waive course or program prerequisites or other preconditions for

placement in courses or programs offered at the district. After placement, the School may perform additional evaluations to ensure that the student has been placed appropriately and may change the student's placement after consultation with the student's foster parent.

Best-Interest Determination (BID):

Placement

Within three days of the student enrolling, the liaison will organize a meeting or consultation to determine which placement is in the best interest of the student. The meeting or consultation will include a representative of the CD; the foster parents; the parents/guardians and student, if appropriate; and any other person requested by the student, the foster parents or the CD who has a special relationship with the student. These individuals will be considered the best interest determination (BID) team and will determine the best placement for the student. If the BID team cannot reach a consensus as to the best placement, the representative from the CD will make the final determination.

Dispute Resolution

If the parent/guardian, foster parent, student or educational decision maker disputes that the placement assigned by the BID team or CD is in the student's best interest, he or she may contact the liaison in an effort to resolve the dispute. If the liaison is not able to resolve the dispute, the parent/guardian, foster parent, student or educational decision maker may request a conference with the superintendent or designee. The superintendent or designee will meet with the parent/guardian, foster parent, student or educational decision maker and the pertinent members of the BID team in an effort to resolve the dispute.

If the superintendent or designee is unable to resolve the dispute, the parent/guardian or educational decision maker may appeal the placement to:

State Foster Care Coordinator

P.O. Box 480

Jefferson City, MO 65102-0480

(573) 751-4192

Transportation:

If the BID team determines that the school of origin is the best placement for a foster care student, the student will be transported to the school of origin in accordance with the transportation plan developed in collaboration with the CD. Transportation will be provided in a cost-effective manner and in accordance with law.

Transportation Disputes

Disputes over transportation will be handled in the same manner as disputes over placement.

Records:

The foster care liaison will provide foster parents and other legal guardians access to student records. In accordance with law, the district will allow a child placement agency access to a foster care student's records for the purposes of assisting the school transfer or placement of a student and fulfilling educational case management responsibilities required by the juvenile officer or by law.

The liaison will ensure that student records are properly transferred between the School and any other district from or to which foster students transfer. When a request involves a foster care student, the liaison will:

1. Respond within three business days to a request for records by another district, and
2. Request records from other districts within two days of enrolling a student.

Attendance:

If a student in foster care is absent from school due to a decision by a court or child-placing agency to change the student's placement or due to a verified court appearance or related court-ordered activity, the grades and credit of the student will be calculated as of the date the student left school, and the district will not lower the student's grade as a result of absence under these circumstances.

Programs and Activities:

The School will encourage foster care students to participate in extracurricular activities and assist them in joining extracurricular activities. Locally imposed application deadlines for participation in extracurricular activities will be waived for foster care students who are otherwise eligible to participate in the activities. Foster care students are automatically eligible for participation in the School's free nutrition program.

Graduation:

In order to facilitate timely graduation of foster care students, the School will:

1. Waive specific courses required for graduation if similar course work has been satisfactorily completed in another school. If such course work is not waived, the district will provide reasonable justification for the denial.
2. Accept the results of exit exams, end-of-course exams, nationally norm-referenced tests or alternative testing from another school to satisfy district testing requirements related to graduation.
3. Accept for credit full or partial course work completed at the previous school attended in accordance with district policy.

If a foster care student who enrolls in the School at the beginning of or during his or her senior year cannot meet the School's graduation requirements by the end of the senior year, even after all alternatives have been considered, the liaison will contact the student's previous district to determine if the student is eligible to receive a diploma from the previous school.

The School will award a diploma to foster care students who transfer out of the district at the beginning of or during the senior year if, considering all courses, tests and attendance at the school to which the student transferred, the student has met the School's graduation requirements.