

**Gateway Science Academy Board of Directors Meeting
December 16, 2020, at 4:00 pm**

**Zoom Meeting ID: 885 7459 3687
Password: Gators**

AGENDA

Call to Order Mr. Goerger

Roll Call Mr. Goerger

Mission Statement 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 the concurrence of the majority of the Board.)

Announcements/Acknowledgements

Charter Network Updates Dr. Doug Thaman

Consent Agenda

<i>Approval of November 4, 2020, Meeting Minutes</i>	<i>Mr. Goerger</i>
<i>Approval of October and November 2020 Financials</i>	<i>Mr. Damar</i>
<i>Approval of Personnel Report</i>	<i>Mr. Blackstone</i>
<i>Approval of FY20 Financial Audit Report</i>	<i>Mr. Damar and Mr. Cummings</i>
<i>Approval of Holiday Incentive for Staff</i>	<i>Mr. Blackstone and Dr. Kahveci</i>

Student Achievement and Activities

Superintendent's Report

Instruction Model for January 2021
State Assessment
Renewal Accountability Items

Mr. Blackstone

Governing Board Related

Board Training Updates
Board Resolutions for Governing Board Training and Financial Oversight

Mr. Goerger
Mr. Goerger and Mr. Blackstone

Other Business:

Adjourn the Meeting Mr. Goerger

Items in italics are action items.

MISSION

The mission of the Gateway Science Academy of St. Louis is to provide quality education with an emphasis on science, mathematics, and technology while balancing all core subjects. We strive to create an atmosphere that provides students, parents, and teachers opportunities for continuous growth, enabling them to reach their highest potential.

VISION

Elementary and Middle School Vision

Our students will enter high school ready to tackle any academic challenge and will excel in the STEM subjects.

High School Vision

Our students will achieve 100% graduation and college acceptance.

Gateway Science Academy Board of Directors Meeting November 4, 2020, at 4:00 pm

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MEETING MINUTES

1. Session Opening:

Mr. Goerger commenced the online meeting to order with the roll call at 4:05 pm

Members Present: Orville (Beau) Goerger, Tim Bagwell, Rashmi Nair, Ben Diefenbach, Patrick Walker, Mehmet Kahveci, Jackquelyn Lewis-Harris

Members Absent: Patricia Hunt

GSA: Nuh Celik- Principal, Wendy Gilliam – Principal, Matt Sagnak - Principal

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

Mr. Goerger read the mission statement.

2. Adopt an Agenda:

Mr. Diefenbach made a motion to adopt the agenda. Dr. Lewis-Harris seconded. Motion approved.

3. Public Input:

Two GSA parents and one teacher gave public comments. They are recorded for consideration.

4. Announcements/Acknowledgements

Mr. Goerger acknowledged and appreciated the donations made by the Ram and Rashmi Nair Charitable Foundation in the total amount of \$4,500.

Dr. Doug Thaman, the Executive Director of MCPSA, joined the meeting. He provided charter schools update and some news about the association. He also introduced Christy Moreno, the newly hired Director of Advocacy and Community Engagement, and she provided information about the upcoming parent and teacher programs.

5. Approval of the Consent Agenda

Approval of October 7, 2020, Meeting Minutes

No discussion

Approval of September 2020 Financials

The Board Finance Committee met on October 29 and reviewed the financials. Mr. Damar presented the budget details below:

- The September P&L report shows **\$1,451,188** total revenue and **\$1,522,970** expenses. It shows a **\$71,782** deficit.
- YTD deficit is **\$232,480**.
- The deficit mainly comes from the beginning of the year expenses and the absence of federal revenue. The reimbursement request for the first payment is submitted to the state on October 30.
- YTD revenue is at **21.77%**, and expenditure is at **23.56%**. They are expected to be at close proximity of **25%**.
- The total cash balance is **\$3,363,428** as of September 30, 2020.
- The total loan balance is **\$6,493,942**

Mr. Damar also stated that the PPP Loan's forgiveness application is submitted to 5/3 Bank on November 3 for their review.

Approval of Personnel Report

Mr. Blackstone reported two new hires; one special education teacher and one paraprofessional at the Fyler campus.

Approval of Title IX

Mr. Blackstone presented the new Title IX policy and stated that all GSA administrators and Board members completed the training.

The consent agenda approved unanimously.

6. Student Achievement and Activities - Superintendent's Report:

School Reopening Report for the Second Quarter

Each campus principal gave a brief report about how the blended model is working at their schools. Overall, the blended model works well with all mitigation strategies, and we did not have any COVID exposure at the school. We had several teachers who needed to be quarantined because of their out of school exposure. A total of 667 K-8 students are attending 2-day in person in the district.

7. Governing Board Related:

Board Training Updates:

All Board members received 2-hour Title IX training.

Board Resolutions for Governing Board Training and Financial Oversight:

Dr. Thaman provided the background information and the purpose of the resolutions. The Board decided to have them reviewed by the Governing and Finance Committees and consider adopting them at the next meeting.

Sponsor Site Visit Date:

The SY21 Sponsor site visit will be on March 3rd and 4th

FY20 Financial Audit Status:

The auditor completed their work and provided the draft report. The Finance Committee will review the report and bring it before the Board for approval at the December meeting.

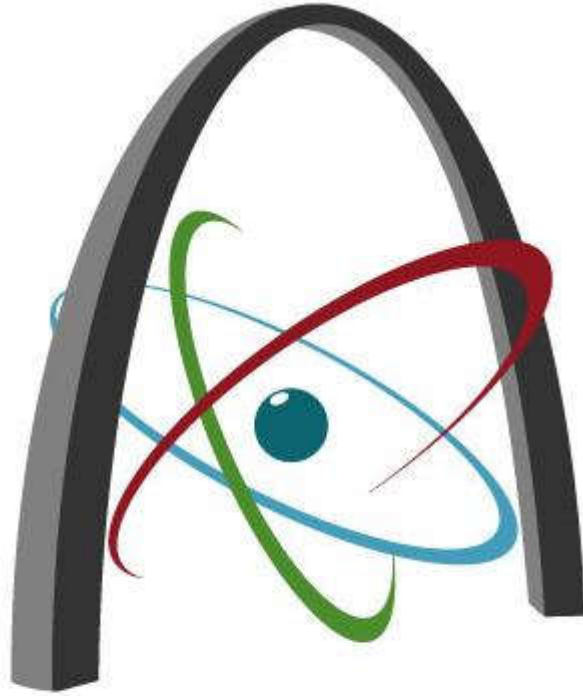
8. Other Business:

New Plan Learning (NPL):

Dr. Walker represents GSA at the Board of Directors of NPL, the non-profit charter school facility developer and landlord of GSA South campus. He stated NPL is interested in GSA's future facility projects and would like to be given a chance to provide their proposal.

9. Adjourn the Meeting

Mr. Diefenbach moved to adjourn the meeting; Dr. Nair seconded. The meeting adjourned at 5:44 pm.



GATEWAY SCIENCE ACADEMY
of
ST. LOUIS

December 16, 2020

FINANCIAL STATEMENTS

FINANCIAL STATEMENT SUMMARY

GATEWAY SCIENCE ACADEMY OF ST LOUIS				Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Jun-21
<i>Current Enrollment</i>				<i>1,565</i>					
	BUDGET-FY21	YTD							
LOCAL REVENUE	1,927,446	\$ 726,169.68	37.68%	127,153	145,228	142,666	155,670	155,453	
STATE REVENUE	15,079,645	\$ 6,137,700.45	40.70%	1,057,194	1,287,519	1,272,283	1,305,648	1,215,056	
FEDERAL REVENUE	1,683,262	\$ 312,051.67	18.54%	-	-	36,240	100,803	175,009	
Total Revenues	18,690,353	7,175,922	38.39%	1,184,347	1,432,748	1,451,188	1,562,121	1,545,519	-
SALARIES	8,957,544	\$ 3,476,052.10	38.81%	679,479	685,190	699,560	699,192	712,630	
BENEFITS	3,403,867	\$ 1,322,708.26	38.86%	273,818	245,654	276,252	257,245	269,739	
PURCHASED SERVICES	4,020,625	\$ 1,519,991.31	37.80%	252,284	358,429	336,103	239,180	333,995	
SUPPLIES AND MATERIALS	1,340,000	\$ 395,007.37	29.48%	12,180	48,194	175,185	100,366	59,082	
CAPITAL OUTLAY	536,046	\$ 342,475.39	63.89%	72,973	149,591	35,869	56,717	27,325	
Total Expenditures	18,258,082	7,056,234	38.65%	1,290,735	1,487,058	1,522,970	1,352,700	1,402,772	-
NET INCOME	432,271	119,687		(106,388)	(54,310)	(71,782)	209,420	142,747	-
Main Acc. Register (QB) Balance				\$ 420,285.65	\$ 773,112.24	\$ 708,593.41	\$ 671,870.45	\$ 751,601.17	
Main Acc. (Bank) Cleared Balance				\$ 426,369.70	\$ 778,890.04	\$ 714,371.21	\$ 683,848.25	\$ 762,353.97	
Savings Bank Safe Acc. (QB) Register Balance				\$ 3,004,356.23	\$ 2,654,650.06	\$ 2,654,835.08	\$ 2,654,894.47	\$ 2,654,942.36	
Savings Bank Safe Acc. (Bank) Cleared Balance				\$ 3,004,356.23	\$ 2,654,650.06	\$ 2,654,835.08	\$ 2,654,894.47	\$ 2,654,942.36	
BUSINESS									
53rd Bank Loan Payable 2018				2,585,000					
53rd Bank Loan Payable 2020				752,500					
53rd Bank Loan Payable 2020 - 5 Year				395,833					
5007 Fyler Loan 2020 - 5 Year				663,367					
PPP Loan				2,080,300					
Total Loan Principal Payment for FY21				278,091					
Purchases Over \$5,000									
Education Plus - SPED PD				7,702					
IXL Learning - Instructional Resource				6,219					
Zaner-Bloser - Online and Hard copy textbooks				5,188					
Certified Inc - Construction				11,840					
The Home Depot - Construction				26,698					
Go Guardian - Instructional Service				8,993					
Certified Inc - Construction				5,000					
NWEA - MAP Tests				20,312					
*Recurring transactions aren't included.									

Gateway Science Academy of St Louis
Budget Vs Actual
As of November 30th, 2020

	Jul 20 - Nov 20	FY 2021 Budget	% of Budget
Income			
Local Revenue	726,169.68	1,927,445.73	37.68%
State Revenue	6,137,700.45	15,079,645.30	40.70%
Federal Revenue	312,051.67	1,683,262.00	18.54%
Total Income	\$ 7,175,921.80	\$ 18,690,353.03	38.39%
Expense			
Salaries	3,476,052.10	8,957,544.02	38.81%
Benefits	1,322,708.26	3,403,866.73	38.86%
Professional Services	248,807.30	589,800.00	42.19%
Property Services (Rent, Repairs, Cleaning)	385,290.14	1,069,540.00	36.02%
Transportation Services	518.75	95,000.00	0.55%
Building & Property Insurance	77,497.71	117,250.00	66.10%
Communication (Phone, Printing, Ads)	25,230.05	90,000.00	28.03%
Management, Membership Fees and Other Dues	775,500.47	1,894,035.30	40.94%
Other Purchased Services (Student Activities)	7,146.89	165,000.00	4.33%
General Supplies (Supplies, Textbooks, Library and Uniforms)	395,007.37	1,340,000.00	29.48%
Interest Expense	92,003.77	195,045.75	47.17%
Capital Outlay	250,471.62	341,000.00	73.45%
Total Expense	\$ 7,056,234.43	\$ 18,258,081.80	38.65%
Net Income	\$ 119,687.37	\$ 432,271.23	27.69%

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%	

November Perc. 41.67%
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Explanations

Income
Federal Revenue:
Expense
Building & Property Insurance: <i>Liability Insurance Payment for whole fiscal year.</i>
Capital Outlay: <i>139K Construction, 111K Electronics.</i>

Nov 30, 20

ASSETS

Current Assets

Checking/Savings

1111-01 · Fifth Third Bank-Main	888,782.35
1111-02 · 53rd 2nd Account	4,093.33
1111-04 · Bank Safe	<u>2,654,942.36</u>

Total Checking/Savings 3,547,818.04

Other Current Assets

1400-00 · Other Current Assets	
1411 · Security Deposits	2,000.00
Total 1400-00 · Other Current Assets	<u>2,000.00</u>

Total Other Current Assets 2,000.00

Total Current Assets 3,549,818.04

Fixed Assets

1500-00 · Fixed Assets

1529 · Soft Costs	56,219.06
1520 · Buildings	1,717,496.03
1521 · Building Improvements	
1521-Construction In Progress	3,372,075.15
1521 · Building Improvements - Other	<u>5,315,136.87</u>
Total 1521 · Building Improvements	8,687,212.02
1531 · Improvements Other Than Buildng	382,280.49
1541 · Equipment	2,028,854.09
1542 · Classroom Instructional Apparatt	607,387.07
1543 · Vehicles	113,983.50
1549 · Accumulated Depreciation	<u>-5,446,265.29</u>

Total 1500-00 · Fixed Assets 8,147,166.97

Total Fixed Assets 8,147,166.97

TOTAL ASSETS

11,696,985.01

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Credit Cards

2172-05 · Commercial Card - Ending 6461	4,610.27
2172-07 · Commercial Card - Ending 2120	<u>6,826.03</u>

Total Credit Cards 11,436.30

Other Current Liabilities

2150-00 · Payroll Deduction & Withholdings

2151-00 · Fed Income Tax	502.24
2152-00 · FICA (Soc Sec)	22,196.63
2153-00 · Medicare	12,356.78
2155-00 · Missouri Income Tax	27,127.66
2156-00 · Health/Dental/Life Insu	321,965.81
2158-00 · Teacher Retirement	172,344.62
2161-00 · STL Earnings Tax & Garnishments	-615.11
2150-00 · Payroll Deduction & Withholdings - Other	<u>8,989.26</u>

Total 2150-00 · Payroll Deduction & Withholdings 564,867.89

Total Other Current Liabilities 564,867.89

Total Current Liabilities 576,304.19

Long Term Liabilities

2121 · Loans Payable

5007 Fyler Loan - CD 12/3/2019	663,367.14
5/3 Loan - CD 9/9/2018	2,585,000.00
5/3 Loan - CD 01/10/20	752,500.00
5/3 Loan - CD 01/10/20 5 Year	395,833.30
PPP Loan	<u>2,080,300.00</u>

Total 2121 · Loans Payable 6,477,000.44

Total Long Term Liabilities 6,477,000.44

Total Liabilities 7,053,304.63

Equity

3113-00 · Unrestricted Net Assets 4,523,993.01

Net Income 119,687.37

Total Equity 4,643,680.38

TOTAL LIABILITIES & EQUITY

11,696,985.01

PERSONNEL REPORT 12.16.2020**NEW HIRES**

First Name	Last Name	Position	Campus	Salary	Hire Date
Sumeet	Sidhu	Substitute Teacher	Fyler	\$22,000	11/5/2020
Geoffrey	Small	Social Studies Teacher	Fyler	\$31,000	11/9/2020
Lauren	Stephenson	ELL Teacher	Fyler	\$23,100	1/4/2021
Caitlyn	Bolozky	Office Support Staff	South	\$20/hour	12/9/2020

RESIGNATIONS

First Name	Last Name	Position	Campus	Reason	Resignation Date
Tonja	Graves	Office Support Staff	South	Other Employment	11/13/2020

HOLIDAY GIFT FOR GSA STAFF

The Finance Committee recommends \$300 extra pay in December as a token of the Board's appreciation to all full-time GSA employees. This amount is \$100 more than the amount we paid last year, and the budget has room for the increased amount.

Commitment to Governing Board Training

WHEREAS, the Missouri Code of State Regulations 20-100.260(4)(L) requires a charter public school sponsor to, “ensure that charter school board members are aware of and have access to professional development or training opportunities to perform and fulfill the duties of a charter school board member”, and,

WHEREAS, a charter public school board differs from a traditional school district board and is the responsible party for execution of their charter public school performance contract, and,

WHEREAS, a high performing charter public school board focuses on student achievement, responsible fiscal management, acts strategically, recruits an exceptional school leader, raises and uses resources wisely, and fulfills all compliance expectations, and,

WHEREAS, charter public school boards must manage themselves by investing in proven governance best practices regarding board composition, committee structure, meetings, and dynamics, and,

WHEREAS, an efficient, knowledgeable, and high functioning charter school board is critical to the success of a charter public school.

BE IT RESOLVED that the GSA Board of Directors is committed to ongoing quality governing board training including, but not limited to:

- Adopting a set of board competencies indicating areas where training is essential;
- Providing onboard training for new board members;
- Including board education as an item on each board meeting agenda;
- Assessing board training area needs as part of the board’s annual individual and full board analysis;
- Including board training sessions on the board’s annual calendar;
- Seeking and participating in local, regional, and national charter school board training opportunities.

IN WITNESS WHEREOF, I have executed my name as Chair of the GSA Board of Directors this Wednesday, December 16, 2020.

BOARD CHAIR NAME, Board Chair

Commitment to Strong Financial Oversight and Auditing of Attendance Reporting and Procedures

WHEREAS, the Missouri State Statute 160.415.1 requires a charter public school to “report the average daily attendance data, free and reduced-price lunch count, special education pupil count, and limited English proficiency pupil count to the state department of elementary and secondary education,” and,

WHEREAS, the Missouri State Statute 160.415.2(1) defines the aid payment to charter schools as, “an annual amount equal to the product of the charter school’s weighted average daily attendance and the state adequacy target, multiplied by the dollar value modifier for the (LEA), plus local tax revenues per weighted average daily attendance from the incidental and teachers’ funds in excess of the performance levy as defined in section 163.011 plus all other state aid attributable to such pupils,” and,

WHEREAS, the Missouri State Statute 160.405.4(4) requires a charter public school to provide for an annual audit by a certified public accountant, and,

WHEREAS, it is a primary responsibility of every Missouri charter public school governing board to protect the public’s trust and serve as good stewards of public monies,

BE IT RESOLVED that the GSA Board of Directors is committed to ensuring that each year’s independent audit by a certified public accountant includes additional attendance verification measures in the Agreed Upon Procedures including:

- Establish monthly Board Finance Committee meetings to review LEA financials and attendance data/reporting.
- Finance Committee monthly comparison of Attendance Hours Summary Report provided to MO DESE to the actual student management system as well as a monthly variance report;
- Comparison of total days of attendance to the published school calendar;
- Review of LEA’s internal procedures for ensuring accurate disclosure of average daily attendance;
- Conduct twice annual on-site attendance counts compare to the Core Data reports - September membership, January membership
- Conduct interview of staff in charge of tracking and reporting attendance
- Review student management system permissions verifying staff members with permission to change attendance data;
- Establish a monthly Board Finance and Attendance Dashboard

IN WITNESS WHEREOF, I have executed my name as Chair of the GSA Board of Directors this Wednesday, December 16, 2020.

BOARD CHAIR NAME, Board Chair