

**Gateway Science Academy Board of Directors Meeting
August 19, 2019 at 4:30pm**

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

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 concurrence of the majority of the Board.)

Announcements/Acknowledgements

Consent Agenda Mr. Goerger

<i>Approval of June 14, 2019, Special Meeting Minutes</i>	Mr. Goerger
<i>Approval of May and June 2019-End of Year- Financials</i>	Mr. Damar
<i>Approval of Health Insurance Benefit Increase</i>	Mr. Blackstone
<i>Approval of Personnel Report</i>	Mr. Blackstone
<i>Approval of SPED Local Compliance Plan</i>	Mr. Blackstone
<i>Approval of Staff and Student/Parent Handbook</i>	Mr. Blackstone

Student Achievement and Activities

Superintendent's Report Mr. Blackstone

New School Year
19.20 Student Enrollment and Retention Rate
2018-2019 Student Achievement Report and Support Plan for Low Achievers
Facility Update & Construction Loan
Updates from the Law Seminar

Governing Board Related Mr. Goerger

<i>New Board Member</i>	Mr. Goerger
<i>Board Positions</i>	Mr. Goerger
Board Training Policy Review & Upcoming Opportunities	Mrs. Hunt & Mr. Blackstone
Annual Conflict of Interest Statement	Mr. Blackstone
Annual Evaluations: Management and Board	Mr. Goerger
Policy Updates	Mr. Blackstone

Other Business:

National Breakfast Lunch Program	Mrs. Hunt
MCPSA Annual Conference	Mr. Blackstone

Adjourn the Meeting Mr. Goerger

Items in italics are action items.

**Gateway Science Academy
Board of Directors Meeting
June 14, 2019, at 12:00 pm**

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

MEETING MINUTES

1. Session Opening:

Mr. Goerger commenced the meeting to order with the roll call (12:20 pm) at the address 6025 Chippewa St., Suite 206, St. Louis, MO 63109.

Members Present: Orville (Beau) Goerger, Patricia Hunt, Ben Diefenbach-online via Zoom, Mehmet Kahveci, Tim Bagwell, Jacquelyn Lewis-Harris

Members Absent: Patrick Walker

Concept Schools: Engin Blackstone, Superintendent

The Mission Statement is read by Mr. Goerger.

2. Adopt an Agenda:

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

3. Public Input:

None

4. Announcements/Acknowledgements

None

5. Approval of the Consent Agenda

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

Approval of June 3, 2019, Meeting Minutes:

The last sentence of the Breakfast Lunch Program is changed as follows: This item will be added to the next meeting agenda for further discussion.

Approval of the Contractor for New Building Renovation Project:

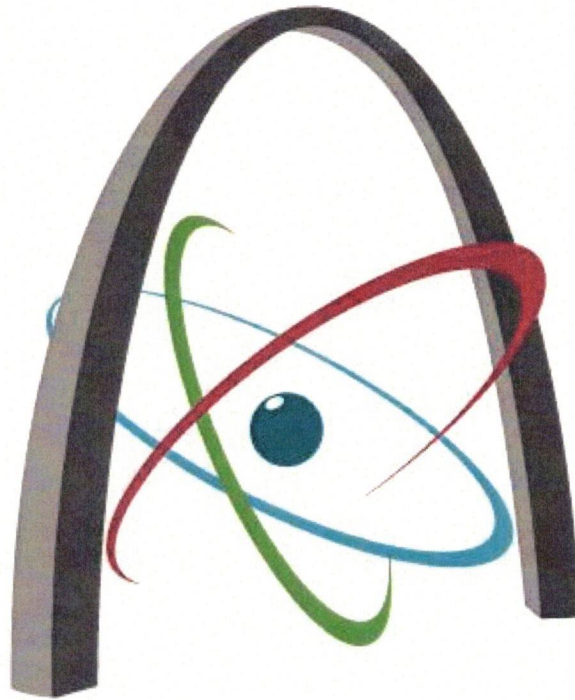
Mr. Blackstone went over the bidding and contractor selection process for the renovation project and asked the Board's approval for Hunter Construction to perform the job. Their proposed guaranteed maximum price for the project is \$2,667,174.

Dr. Lewis-Harris raised her concern about the process, and it is addressed by the GSA attorney.

The consent agenda approved unanimously.

6. Adjourn the Meeting

Dr. Bagwell moved to adjourn the meeting, Mr. Diefenbach seconded. The meeting adjourned at 1:06 pm.



GATEWAY SCIENCE ACADEMY
of
ST. LOUIS

August 19, 2019

FINANCIAL STATEMENTS

FINANCIAL STATEMENT SUMMARY

GATEWAY SCIENCE ACADEMY OF ST LOUIS		1,441											
		Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
<i>Current Enrollment</i>													
BUDGET-FY19		1,441											
LOCAL REVENUE	2,065,000	108,654	244,755	154,502	157,223	161,846	205,601	144,177	177,672	144,111	202,573	177,317	166,929
STATE REVENUE	13,230,795	967,640	1,144,243	1,122,563	1,326,669	1,215,089	1,150,043	1,147,502	1,148,269	1,197,252	1,163,345	1,171,947	1,143,920
FEDERAL REVENUE	1,070,277	33,857	33,857	91,269	91,269	410,818	150,707	30,452	60,494	64,533	32,638	313,309	27,366
Total Revenues	16,366,072	1,076,295	1,422,855	1,277,065	1,575,161	1,787,752	1,506,352	1,322,131	1,386,436	1,405,896	1,398,557	1,662,573	1,338,214
SALARIES	7,361,236	612,670	569,712	698,749	594,074	573,174	632,238	575,053	600,306	582,011	582,637	654,482	728,498
BENEFITS	2,602,392	228,351	176,375	231,343	199,493	244,710	220,923	200,234	210,766	208,609	208,409	215,622	205,174
PURCHASED SERVICES	3,486,607	72,126	464,364	364,654	267,899	162,491	407,227	282,071	265,794	343,580	271,263	449,497	426,999
SUPPLIES AND MATERIALS	1,145,000	39,699	116,023	60,322	194,699	98,961	83,354	74,289	56,836	134,762	69,884	125,693	120,298
CAPITAL OUTLAY	450,000	17,531	45,656	32,236	76,786	27,111	19,462	41,567	25,542	25,452	16,821	51,042	460,851
Total Expenditures	15,045,235	970,376	1,372,131	1,387,305	1,332,951	1,106,447	1,363,204	1,173,213	1,159,245	1,294,414	1,149,014	1,496,337	1,941,820
NET INCOME	1,320,837	105,919	50,724	(110,240)	242,210	681,305	143,147	148,918	227,191	111,482	249,543	166,236	(603,606)
Main Acc. Register (QB) Balance		984,355	958,811	780,654	864,702	1,170,476	1,316,608	1,441,007	1,616,542	1,719,815	1,612,547	2,070,002	447,357
Main Acc. (Bank) Cleared Balance		1,118,796	1,046,785	892,472	1,083,197	1,276,606	1,349,738	1,493,082	1,651,309	1,841,881	1,790,218	2,172,005	559,685
Savings Acc. (QB) Register Balance		1,496,693	1,497,769	1,498,811	1,499,889	1,499,889	1,499,889	1,499,889	1,499,889	1,499,889	1,499,889	1,499,889	1,499,889
Savings Acc. (Bank) Cleared Balance		1,496,693	1,497,769	1,498,811	1,499,889	1,499,889	1,499,889	1,499,889	1,499,889	1,499,889	1,499,889	1,499,889	1,499,889
Savings Bank Safe Acc. (QB) Register Balance		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Savings Bank Safe Acc. (Bank) Cleared Balance		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
BUSINESS													
53rd Bank Loan Payable	3,052,500												
Total Loan Principal Payment for FY19	247,500												
Purchases Over \$5,000													
First American Title Company	419,732												
PS Kids	6,053												
PS Kids	7,808												
Burnes Citadel	6,881												
First American Title	17,500												
Midwest Testing LLC	5,009												

**Recurring transactions aren't included.

Gateway Science Academy of St Louis
Budget Vs Actual
As of June 30th, 2019

	Jul 18 - June 19	Budget	% of Budget
Income			
Local Revenue	2,045,359.71	2,065,000.00	99.05%
State Revenue	13,898,481.53	13,230,795.00	105.05%
Federal Revenue	1,215,443.13	1,070,277.00	113.56%
Total Income	\$ 17,159,284.37	\$ 16,366,072.00	104.85%
Expense			
Salaries	7,403,606.33	7,361,236.00	100.58%
Benefits	2,550,010.78	2,602,392.00	97.99%
Professional Services	565,514.53	511,000.00	110.67%
Property Services (Rent, Repairs, Cleaning)	1,016,161.16	969,000.00	104.87%
Transportation Services	96,089.41	85,000.00	113.05%
Building & Property Insurance	74,260.81	65,000.00	114.25%
Communication (Phone, Printing, Ads)	104,586.00	100,000.00	104.59%
Management, Membership Fees and Other Dues	1,748,040.76	1,651,607.00	105.84%
Other Purchased Services (Student Activities)	173,311.55	105,000.00	165.06%
General Supplies (Supplies, Textbooks, Library and Uniforms)	1,174,818.42	1,145,000.00	102.60%
Interest Expense	183,724.39	200,000.00	91.86%
Capital Outlay	656,331.98	250,000.00	262.53%
Total Expense	\$ 15,746,456.12	\$ 15,045,235.00	104.66%
Net Income	\$ 1,412,828.25	\$ 1,320,837.00	106.96%

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%	

June Perc. 100.00%

Explanations

Income
Expense
Capital Outlay: \$ 419,732.18 paid for building purchase.

Gateway Science Academy of St Louis
Balance Sheet
As of June 30, 2019

	<u>Jun 30, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
1111-01 · Fifth Third Bank-Main	448,211.61
1111-02 · 53rd 2nd Account	8,789.87
1111-04 · Bank Safe	<u>3,024,052.51</u>
Total Checking/Savings	3,481,053.99
Other Current Assets	
1400-00 · Other Current Assets	
1411 · Security Deposits	<u>2,000.00</u>
Total 1400-00 · Other Current Assets	<u>2,000.00</u>
Total Other Current Assets	<u>2,000.00</u>
Total Current Assets	<u>3,483,053.99</u>
Fixed Assets	
1500-00 · Fixed Assets	
1529 · Soft Costs	56,219.06
1520 · Building-Fyler	846,675.00
1521 · Building Improvements	4,874,294.69
1531 · Improvements Other Than Building	157,972.56
1541 · Equipment	1,639,827.07
1542 · Classroom Instructional Apparatus	599,389.36
1543 · Vehicles	113,983.50
1549 · Accumulated Depreciation	<u>-3,615,289.60</u>
Total 1500-00 · Fixed Assets	<u>4,673,071.64</u>
Total Fixed Assets	<u>4,673,071.64</u>
TOTAL ASSETS	<u>8,156,125.63</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2111-00 · Accounts Payable	<u>-2,000.00</u>
Total Accounts Payable	-2,000.00
Credit Cards	
2172-05 · Commercial Card - Ending 6461	100.00
2172-04 · Commercial Card - Ending 9667	20,653.94
2172-03 · Commercial Card - Ending 6550	<u>14,459.68</u>
Total Credit Cards	35,213.62
Other Current Liabilities	
2176-00 · Accrued Interest	-7.05
2150-00 · Payroll Deduction & Withholdings	
2152-00 · FICA (Soc Sec)	22,694.79
2153-00 · Medicare	10,861.11
2155-00 · Missouri Income Tax	26,360.81
2156-00 · Health/Dental/Life Insu	65,957.24
2158-00 · Teacher Retirement	129,111.72
2161-00 · STL Earnings Tax	58,645.51
2150-00 · Payroll Deduction & Withholdings - Other	<u>8,989.26</u>
Total 2150-00 · Payroll Deduction & Withholdings	<u>322,620.44</u>
Total Other Current Liabilities	<u>322,613.39</u>
Total Current Liabilities	355,827.01
Long Term Liabilities	
2121 · Loans Payable	
5/3 Loan - CD 9/9/2018	<u>3,052,500.00</u>
Total 2121 · Loans Payable	<u>3,052,500.00</u>
Total Long Term Liabilities	<u>3,052,500.00</u>
Total Liabilities	3,408,327.01
Equity	
3113-00 · Unrestricted Net Assets	3,334,970.37
Net Income	<u>1,412,828.25</u>
Total Equity	<u>4,747,798.62</u>
TOTAL LIABILITIES & EQUITY	<u>8,156,125.63</u>

August 1, 2019

Dear Superintendent/Administrator:

ACTION REQUIRED

Federal regulations implementing Part B of the Individuals with Disabilities Education Act (IDEA) require responsible public agencies providing for the education of children with disabilities within their jurisdiction to have in effect policies, procedures, and programs that are consistent with the state policies established under applicable federal regulations. At this time, the Office of Special Education has published an updated model Local Plan for Compliance which is consistent with the provisions in the Missouri State Plan for Special Education which became effective July 30, 2019. This document is available on our website at <http://dese.mo.gov/special-education/compliance/local-compliance-plan>. This letter contains instructions for the completion of compliance requirements regarding the adoption of your agency's Local Compliance Plan for Special Education.

Please note: Even if your agency does not receive any IDEA Part B funds, your agency is still required to have a local compliance plan and submit annual assurances to DESE regarding the provision of services to students with disabilities under the IDEA.

If you have any questions regarding the procedures for adopting/adapting the Local Compliance Plan, please contact the Compliance Section at 573-751-0699 or via email to secompliance@dese.mo.gov.

Sincerely,



Beverly Luetkemeyer, Director
Special Education Compliance

la

Enclosures

c: Director of Special Education

**Instructions for Adopting/Adapting the Local Compliance Plan
for the Office of Special Education
Due Date—October 1, 2019**

In order to assist the responsible public agencies in meeting the requirement to have a Local Compliance Plan, the Office of Special Education has made available a model plan which can be found on our website at <http://dese.mo.gov/special-education/compliance/local-compliance-plan>.

Public agencies must have adopted or adapted a Local Compliance Plan and by October 1, 2019, must complete the enclosed certification statement in accordance with the instructions below:

Step 1. Your agency must choose one of the following options for their local compliance plan:

- Option A.** Adopt the model plan provided by the Department of Elementary and Secondary Education (DESE). If the agency adopts the state's model plan, it is automatically approved by DESE. You do not need to submit a copy of your plan to DESE, but a certification statement must be submitted.
- Option B.** Adopt the model plan with local revisions. The agency must submit a copy of the pages on which revisions have been made with the revisions highlighted. These revisions must be approved by DESE before the agency's compliance becomes final. (Note: Simply placing your agency's name into the model plan does not constitute a revision. Revisions are substantive changes to the content of the plan.)
- Option C.** Write your own compliance plan. The agency must submit a copy of the plan for approval by DESE. The agency's plan will not become final until receipt of approval from DESE.

Step 2. Your agency's governing board must approve the Local Compliance Plan and complete the enclosed certification statement. (see notes 1-4)

Step 3. For all options listed above, submit the certification statement to the address below. The certification can be found at: https://dese.mo.gov/sites/default/files/Local%20Compliance%20Plan%20Certification%20Statement_1.pdf. Also, submit the model compliance plan to DESE only if required in accordance with the instructions in Step 1, option B or C.

All required documentation is to be submitted to:

MO Department of Elementary and Secondary Education
Office of Special Education-Compliance
Attn: Lori Abercrombie
P.O. Box 480
Jefferson City, MO 65102
Fax: 573-751-3910



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF SPECIAL EDUCATION-COMPLIANCE

LOCAL COMPLIANCE PLAN CERTIFICATION STATEMENT

SCHOOL DISTRICT NAME		COUNTY-DISTRICT CODE
DISTRICT CONTACT	DISTRICT PHONE NUMBER	DISTRICT FAX NUMBER

INSTRUCTIONS

Complete the Adoption and Certification sections below. The form must be signed by the Board President, Superintendent, and Compliance Plan Contact.

Submit form via MAIL or FAX to: Special Education Compliance
Missouri Department of Elementary and Secondary Education
PO Box 480
Jefferson City, MO 65102 or Fax 573-751-3910

QUESTIONS: Contact Special Education Compliance at 573-751-0699 or secompliance@dese.mo.gov

ADOPTION

The Responsible Public Agency has chosen the following (check only one) in regard to adoption of a local plan for compliance with state and federal regulations implementing the Individuals with Disabilities Education Act (IDEA):

Option A: Adopt the Model Compliance Plan made available by the Department of Elementary and Secondary Education (DESE).

Option B: Adapt the Model Compliance Plan made available by the Department with agency revisions. All pages on which revisions have been made to the Model Compliance Plan with highlighted revisions are enclosed. These revisions must be approved by DESE before the agency's plan becomes final.

Option C: Agency developed Compliance Plan (plan enclosed for DESE's approval).

CERTIFICATION

The Responsible Public Agency assures that the agency's Compliance Plan and applicable state and federal regulations constitute the basis for operation and administration of the activities to be carried out in the agency under Part B of the IDEA, to provide special education services for all children with disabilities between the ages of three (3) and twenty-one (21) who meet the eligibility criteria as stated in this plan and under the jurisdiction of the agency.

The Responsible Public Agency assures that programs administered under Part B of the IDEA are in accordance with the assurances provided in 34 CFR 76.301 of the General Education Provision Act (GEPA) and that federal funds made available under Part B of the IDEA are used in accordance with the excess cost and maintenance of fiscal effort and comparable services requirements of 34 CFR Sections 300.202 - 300.205 of the federal regulations governing the IDEA.

The local compliance plan was adopted by the Governing Board of the agency on _____ (mm/dd/yy).

SIGNATURE OF BOARD PRESIDENT	DATE
SIGNATURE OF SUPERINTENDENT	DATE
SIGNATURE OF COMPLIANCE PLAN CONTACT PERSON	DATE

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.

GSA BOARD TRAINING POLICY

Each member of the GSA Board will complete annual training. This requirement will be fulfilled through any of the following:

- Conference
- Webinars
- Retreats
- Workshops and Seminars
- Coaching or training

The Board collectively will also assess and review strategic planning, financial management, and onboarding of new Board members. The annual training report will be provided to the sponsor each year.



MCPSA INVITES YOU TO

Charter School Board Training

HOSTED BY CHARTER BOARD PARTNERS

SEPTEMBER 14TH | 9 A.M.- 2 P.M.

THE BLANKE BUILDING

COMMUNITY ROOM

1310 PAPIN ST. 63103

Topics to be discussed :

- Finding and Onboarding Great Board Talent
- Using a Dashboard to Monitor the Health of Your School
- MO Law Compliance OR Race and Equity in Public Education
- Creating an Effective CEO Evaluation Process



ChartersWork.

✓ Committed to Quality

Continental breakfast & lunch provided.

RSVP to Bailey Geist (bgeistemocharterschools.org) by Sept. 10th.

Conflict of Interest Policy

The Board of GATEWAY SCIENCE ACADEMY of ST. LOUIS (GSA) adopts the following policy, effective on the date of adoption by the Board.

This policy establishes expectations for governing board member conflicts of interest.

Article I

Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (GSA) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the GSA or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable GSAs. As a charter school, certain special state conflicts of interest policies apply as discussed herein.

Article II

Definitions

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the GSA has a transaction or arrangement,
- b. A compensation arrangement with the GSA or with any entity or individual with which the GSA has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the GSA is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III

Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, s/he shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

Under Missouri law, the following are conflicts of interest. The Board has no discretion on whether these items present a conflict of interest. No person shall be appointed to the board unless they meet the following requirements. Any board member who is in violation of any of these requirements is ineligible to serve and shall immediately forfeit their office:

a. No member of the Board shall hold any other office or employment from the board while serving as a member of the board.

b. No member of the board shall have any substantial interest (see section 105.450 RSMo for a definition) in any entity employed by or contracting with the board.

c. No member of the board shall be an employee of a company that provides substantial services to the charter school.

3. Procedures for Addressing the Conflict of Interest

a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, s/he shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the governing board or committee shall determine whether the GSA can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the GSA's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV

Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V

Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the GSA for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the GSA for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the GSA, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI

Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the GSA is charitable and in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII

Periodic Reviews

To ensure the GSA operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining,

b. Whether partnerships, joint ventures, and arrangements with management GSAs conform to the GSA's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII

Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the GSA may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

I attest that I _____ am an active member of the Gateway Science Academy of St. Louis Governing Board. I have read and received a copy of this conflict of interest statement.

Signature

Date

Charter Management Organization Evaluation

Dear Gateway Science Academy of St.Louis Board of Directors,

This evaluation form sets out the categories of responsibility that are described in the Education Management Agreement, and asks you to rate Concept Schools' performance in each of these areas. Each category is followed by an open block, in which you are asked to provide examples or expand on your numerical rating to provide a more in-depth evaluation. Please rate Concept Schools' performance in each of these areas.

Thank you for taking the time to complete the evaluation!

* Required

Evaluation Rubric

Exceeds Expectations: The Service Provider exceeds the expectations of the school organization by providing an excellent level of service, e.g., producing reports ahead of schedule, anticipating problems and responding immediately to urgent requests, working extraordinarily flexible hours to meet the school organization's needs, or providing supplementary detail or support "beyond the call of duty". The Service Provider consistently advances the school organization's mission.

Satisfactory: The Service Provider consistently meets all performance expectations in timeliness, accuracy, responsiveness, efficiency, and integrity. In the rare event of failing to meet expectations, the Service Provider acknowledges the deficiency and takes clear and decisive action to address it.

Needs Improvement: The Service Provider has occasionally failed to meet the school organization's expectations, or has made a material error but otherwise has performed satisfactorily. In response to such failure, the Service Provider is slow to respond or challenges the facts rather than focusing on solving the problem proactively.

Unsatisfactory: The Service Provider consistently fails to meet the school organization's expectations, is inflexible when urgent or ad hoc requests are made, does not respond quickly to calls or emails, subverts the school organization's mission by its actions and behaviors, and does not embody the values of the school organization.

1. Reports to Board *

The board is provided with appropriate reports during the regular board meetings. The reports are shared Annually, Quarterly, Monthly and/or Ad hoc based on the type/purpose of the report.

Mark only one oval.

- Exceeds expectations
- Satisfactory
- Needs improvement
- Unsatisfactory
- No opinion

2. Reports to the State and Authorizer *

The school leadership complies with all required state and authorizer reporting requirements under the supervision of CMO.

Mark only one oval.

- Exceeds expectations
- Satisfactory
- Needs improvement
- Unsatisfactory
- No opinion

3. Compliance with External Source Funding *

In carrying out the Services under this Agreement, Concept complies with all terms and conditions of any external source funding (e.g., federal and state funds designated for particular purposes such as Title I and special education)

Mark only one oval.

- Exceeds expectations
- Satisfactory
- Needs improvement
- Unsatisfactory
- No opinion

4. Budget development and monitoring *

Concept prepares and submits an annual projected budget for the academic year, in reasonable detail, for the School on or before June 30 of each year. Concept provides ongoing monitoring on budget to actuals and informs the board on progress during the board meetings.

Mark only one oval.

- Exceeds expectations
- Satisfactory
- Needs improvement
- Unsatisfactory
- No opinion

5. Maintenance of financial and business records *

Concept complies with and provide guidance to school leadership in regards to all state and federal laws regarding maintenance of financial, student, personnel and all other school records.

Mark only one oval.

- Exceeds expectations
- Satisfactory
- Needs improvement
- Unsatisfactory
- No opinion

6. Compliance with local, state and federal guidelines *

Concept provides all services and complies with and provide guidance to school leadership in accordance with the Charter Agreement, the Charter Schools Law, and applicable state and federal regulations.

Mark only one oval.

- Exceeds expectations
- Satisfactory
- Needs improvement
- Unsatisfactory
- No opinion

7. Executive Leadership *

Oversight of staff providing services to the school. Participation in strategic planning activities of the school. Staff support for charter school promotion efforts made by the school. Staff support for positive working relationships between the school and authorizer staff. Assistance in negotiation of shared service agreements with major third-party service agreements. Seeks to identify problems and helps the school formulate appropriate solutions.

Mark only one oval.

- Exceeds expectations
- Satisfactory
- Needs improvement
- Unsatisfactory
- No Opinion

8. Academic Support *

Aligns rigorous curriculum with applicable state standards and provides a full description of the curriculum to be used for each grade by August 1 of each academic year, including programs to address needs for students with disabilities and English Language Learners Provides suggested instructional and teaching techniques to academic staff Provides the required protocol of classroom observations and teacher evaluations Provides and implements assessments designed to provide diagnostic data Uses student, staff, school and system performance data to monitor and improve student achievement Provides ongoing guidance and support for summer school and before/after school programs Designs and implements academic support programs and competitions Provides year end and periodic reports of performance of the school and its students, including student information broken down by grade level; professional development of staff; staff, faculty and administration turnover and retention rates; staff, faculty and administration credentials; parent and student satisfaction; achievement of students at the school compared to comparable students in other schools Provides effective consultation regarding special education mandates and compliance procedures

Mark only one oval.

- Exceeds expectations
- Satisfactory
- Needs improvement
- Unsatisfactory
- No Opinion

9. Professional Development *

Coordinates ongoing staff professional development and teacher certification. Provides training in Concept methods, curriculum, program and technology to all teaching personnel on a regular basis. Conducts ongoing teacher training with respect to technology. Organizes and conducts annual professional development seminars and workshops. Conducts new teacher training prior to the commencement of the academic year.

Mark only one oval.

- Exceeds expectations
- Satisfactory
- Needs improvement
- Unsatisfactory
- No Opinion

10. Financial Management and Reporting *

Provides or ensures provision of periodic financial reports to the state and authorizer as required by state and federal law. Monthly accruals, bank reconciliations, account reconciliations and accounting closes, intercompany account reconciliations between entities. Development and management of school budgets and forecasts. Reporting of school financial results in compliance with state requirements. Administration of payroll for approval by the school, including payout calculations, termination calculations, problem resolution, deduction adjustments, staff training. Ongoing journal entries, payroll tracking for grants, intercompany accounting for staff shared between schools. Processing of payments on behalf of the school, obtain check approvals, vendor issue resolution. Completion of categorical funding grants applications, including Title I, IIa, IIc, IVa, SIP, PCSP (excluding school improvement plans). Federal draw downs, document submission, receivables tracking, and cash flow forecasting.) Grant management system reporting, state retirement system reporting, formatting of data in state format and corresponding reports. Petty cash reconciliation and replenishment; foodservice cash and activity fund tracking and reconciliation. Creation and implementation of financial policies and procedures

Mark only one oval.

- Exceeds expectations
- Satisfactory
- Needs improvement
- Unsatisfactory
- No Opinion

11. Human Resource Management *

Development of employee manual subject to school approval. Coordination of teacher and staff recruiting activities. On-boarding of new staff. Employee benefits administration. Assistance with terminations of staff, administration of exit interviews, communications with Department of Labor for unemployment claims, and COBRA administration. Provide employee relations support. Provides effective consultation in connection with periodic human resources issues. Prepares and updates employment contracts, job descriptions and employee handbooks. Coordination of employee background checks. Support for employee performance reviews. Presentations at employee orientations and summer training.

Mark only one oval.

- Exceeds expectations
- Satisfactory
- Needs improvement
- Unsatisfactory
- No Opinion

12. School Operations Management *

Ongoing guidance, support and monitoring to school leader in regards to all aspects of school operations. Providing guidance for on-site supervision of third-party service providers, including custodial services, food services, transportation, and security. Process supply requisitions, purchase orders, and check requests. Coordination of procurement of school supplies. On-site budget management. Participation in financial reviews with principals and Service Provider financial staff. Creation and implementation of operations policies and procedures. Prepares an annual calendar for the upcoming academic year that meets state requirements and submits for review by the Board of Directors, on or before June 30 of each academic year. Prepares an annual emergency preparedness plan for natural disasters and threats of violence to students, staff and faculty and submits it to the Board of Directors. Creates community partnerships and reports to the school regarding the frequency of contact, purpose of the relationship and outcomes of the relationship annually.

Mark only one oval.

- Exceeds expectations
- Satisfactory
- Needs improvement
- Unsatisfactory
- No Opinion

13. Community Outreach Activities *

Concept provides guidance in community outreach activities to generate greater awareness and build credibility and positive reputation for the School.

Mark only one oval.

- Exceeds expectations
- Satisfactory
- Needs improvement
- Unsatisfactory
- No Opinion

14. Marketing Services *

Concept provides marketing services by designing school brochures, fliers, business cards, letterheads, envelopes, newsletters, program books, annual reports and invitations.

Mark only one oval.

- Exceeds expectations
- Satisfactory
- Needs improvement
- Unsatisfactory
- No Opinion

15. A Wide Range of Extra/Co-Curricular Activities *

Concept develops a variety of extra/co-curricular activities which are critical components to a well-rounded educational experience including CONSEF – Concept Schools Science & Engineering Fair, STEM Expo, MathCON, RoboCON, Spelling Bee, Spoken Word Competition, Writing Contest, Art Fair, ACT Camp, TOY-Teacher of the Year, International Trips and Concept Young Scholars Program.

Mark only one oval.

- Exceeds expectations
- Satisfactory
- Needs improvement
- Unsatisfactory
- No Opinion

16. Student Information and Compliance Reporting *

Student information, special education, professional and educational credentials, school calendar and student transcript reporting in coordination with site-based staff. Provides effective system for online student data maintenance that contains student biographical information, student discipline management, homeroom/class assignment, grade reporting, student attendance, and course scheduling. Provides effective system for food service accounting. Provides effective system to comply with requirements for reporting of student enrollment information. Delivers required reports and materials in a timely manner.

Mark only one oval.

- Exceeds expectations
- Satisfactory
- Needs improvement
- Unsatisfactory
- No Opinion

17. Technology Management *

Supervision of site-based technology staff or subcontractors to implement school technology program and provide user support. Prepares and updates technology plan on a regular basis. Advises the school on the integration of new technology into the school. Provides web design and hosting services. Liaise with school technology staff.

Mark only one oval.

- Exceeds expectations
- Satisfactory
- Needs improvement
- Unsatisfactory
- No Opinion

18. Overall how satisfied are you with the services provided by the management organization? *

Mark only one oval.

- Exceeds expectations
- Satisfactory
- Needs improvement
- Unsatisfactory
- No Opinion

19. Please provide any additional comments in the space provided below.

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GSA GOVERNING BOARD SELF-EVALUATION -

<i>Creating a Framework</i>	Exemplary	Proficient	Emerging	Unacceptable
Develop and communicate the school's mission and vision.	4	3	2	1
Establish, disseminate and follow fair, transparent policies that align with state and federal laws.	4	3	2	1
Regularly review and update policies.	4	3	2	1
Develop a long-term strategic plan involving input from all stakeholders.	4	3	2	1

Comments:

<i>Developing the Board</i>	Exemplary	Proficient	Emerging	Unacceptable
Recruit board members based on their expertise and the specific needs of the governing board.	4	3	2	1
Provide orientation for new board members.	4	3	2	1
Actively pursue training and knowledge related to charter school operation and the roles and responsibilities of the governing board.	4	3	2	1
Annually self-assess as an individual board member and assess the function of the board on the whole.	4	3	2	1

Comments:

<i>Working with Leadership</i>	Exemplary	Proficient	Emerging	Unacceptable
Choose and develop a quality school leader.	4	3	2	1
Conduct annual evaluations of the school leader, providing feedback to promote growth.	4	3	2	1
Maintain an open relationship with the school leader and support him/her in routine decisions.	4	3	2	1

Comments:

<i>Ensuring Accountability</i>	Exemplary	Proficient	Emerging	Unacceptable
Become familiar with the school's academic, operational and fiscal goals and regularly monitor progress toward those goals.	4	3	2	1
Develop and approve a budget and monitor the school's fiscal operations, tracking progress toward goals.	4	3	2	1
Possess a sufficient understanding of Charter School Law and ensure compliance for the school and board.	4	3	2	1
Use data to drive decisions and strategic planning for the school.	4	3	2	1

Comments:

<i>Board Operation</i>	Exemplary	Proficient	Emerging	Unacceptable
Create and participate in committees as needed to address specific strategic needs of the school.	4	3	2	1
Conduct regular meetings, focusing on strategic issues rather than just reporting on events and status.	4	3	2	1
Attend board meetings prepared, having reviewed related materials.	4	3	2	1
Develop a process for engaging stakeholders and inviting input from the community.	4	3	2	1

Comments: