

**Gateway Science Academy
Board of Directors Meeting
April 17, 2024, at 4:00 pm**

**6025 Chippewa Street, Ste#206
St. Louis, MO 63109**

**Zoom Meeting ID: 831 1810 1995
Password: Gators**

MEETING MINUTES

1. Session Opening:

Dr. Bagwell commenced the meeting to order with the roll call at 4:03 pm.

Members Present: Tim Bagwell, Orville (Beau) Goerger, Kennedy Maranga (left at 5:01 pm), Jacquelyn Lewis-Harris (by Zoom), Patricia Hunt (joined at 4:20 pm by Zoom), Ali Durhan, Ahmet Baltaci (joined at 4:12 pm by Zoom)

Members Absent: None

GSA: Matt Sagnak – Asst. Superintendent, Debra Weaver – Principal, Sukru Kaya - Principal

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

Dr. Bagwell read the mission statement.

2. Adopt an Agenda:

Mr. Goerger made a motion to adopt the agenda. Dr. Kennedy seconded.

Roll Call to Adopt the Agenda:

Tim Bagwell: **Aye**, Beau Goerger: **Aye**, Jacquelyn Lewis-Harris: **Aye**, Ali Durhan: **Aye**, Kennedy Maranga: **Aye**

Motion approved.

3. Public Input:

None

4. Announcements/Acknowledgements

Mr. Blackstone shared that all Concept Schools, including GSA, are accredited by Cognia. It is a non-profit, non-governmental organization that accredits primary and secondary schools throughout the United States and internationally.

5. Approval of the Consent Agenda

Mr. Goerger made a motion to approve the consent agenda, and Mr. Durhan seconded.

Approval of February 7, 2024 Meeting Minutes

No discussion

Approval of January, February, and March 2024 Financials

Mr. Damar presented the budget details below:

- The January P&L report shows \$2,036,321 in total revenue and \$2,257,680 in expenses. It shows a \$221,359 deficit
- The February P&L report shows \$2,070,368 in total revenue and \$2,123,633 in expenses. It shows a \$53,265 deficit
- The March P&L report shows \$2,348,402 in total revenue and \$2,024,230 in expenses. It shows a \$324,172 surplus
- End of March revenue is 80.5%, and expenditure is 79.7%. They are expected to be close to 75%
- The total cash balance is \$5,797,199 as of March 31, 2024. We have 83 days of unrestricted cash on hand.
- The total loan balance is \$2,226,097.

Approval Personnel Report

Mr. Blackstone presented the new hires and resignations since the last Board meeting.

Roll Call to Approve the Consent Agenda:

Tim Bagwell: **Aye**, Beau Goerger: **Aye**, Jacquelyn Lewis-Harris: **Aye**, Ali Durhan: **Aye**, Patricia Hunt: **Aye**, Kennedy Maranga: **Aye**, Ahmet Baltaci: **Aye**

The consent agenda approved unanimously.

6. Items for Action:

Approval of Financial Auditor

Mr. Damar released an RFP and reached out to five auditors. Three of them responded with their quote. The finance team found the **KPM CPAs & Advisors** most favorable and recommended the Board to move forward with them. They assured us that they would assign different CPAs to work on the GSA audit in the next three years.

Mr. Durhan made a motion to approve, Mr. Goerger seconded.

Roll call to Approve:

Tim Bagwell: **Aye**, Beau Goerger: **Aye**, Jacquelyn Lewis-Harris: **Aye**, Ali Durhan: **Aye**, Patricia Hunt: **Aye**, Kennedy Maranga: **Aye**, Ahmet Baltaci: **Aye**

The motion approved unanimously.

Approval of FY25 Budget

Mr. Damar introduced the FY25 budget. It is based on 1812 WADA (Weighted Average Daily Attendance) and each line item's financial trend in the past three years. The proposed budget shows \$27,483,690 total revenue, \$26,820,676 total expense, and \$663,014 surplus.

Mr. Goerger made a motion to approve, Mr. Durhan seconded.

Roll Call to Approve:

Tim Bagwell: **Aye**, Beau Goerger: **Aye**, Jacquelyn Lewis-Harris: **Aye**, Ali Durhan: **Aye**, Patricia Hunt: **Aye**, Kennedy Maranga: **Aye**, Ahmet Baltaci: **Aye**

Motion approved unanimously.

Approval of Updated Policy Manual

The following policies are added or updated in the policy manual. The entire policy manual is reviewed for compliance with State and Federal requirements purpose. The new policies are adopted from the MPCSA's Model Policy manual, which is also reviewed and updated annually by the Association's attorney.

- Funeral Bereavement Leave
- Judicial, Military Duty, And Religious Leave Policy
- Jury Duty and Military Duty
- Maternity Leave
- Cardiopulmonary Resuscitation Instruction Policy
- Special Education Records Policy
- Use of Social Media by Teachers, Staff, And Students
- Computer Science Course Requirement Policy
- Reading Assessment Policy
- Reading Success Plan

Mr. Durhan made a motion to approve, Mr. Goerger seconded.

Roll Call to Approve:

Tim Bagwell: **Aye**, Beau Goerger: **Aye**, Jacquelyn Lewis-Harris: **Aye**, Ali Durhan: **Aye**, Patricia Hunt: **Aye**, Kennedy Maranga: **Aye**, Ahmet Baltaci: **Aye**

Approval of Updated Salary and Raise Structure

The GSA Administration and the Finance team worked on the budget with a new funding formula and put together the proposal below:

Increasing baseline salaries:

- Base teacher's salary: \$45,000 (\$2,000 increase)

- Substitute Teachers/ISS Coordinator: HS/ASC: \$38,000 (new), BAC+: \$40,000 (\$2,000 increase)
- Teacher Aides to HS/ASC: \$35,000 (\$2,000 increase), BAC+: \$38,000 (new)
- Paraprofessionals to HS/ASC: \$32,000 (\$2,000 increase), BAC+: \$35,000 (new)

Contract Renewals:

- Offering a 3% increase plus \$2,000 in contract renewals for full-time salary employees
- Offering a 3% increase plus \$1 per hour in contract renewals for full-time hourly employees

Retention and Sign-on Bonuses:

- Offering a \$4,000 retention bonus for full-time employees and \$3,000 for full-time hourly employees. The retention bonus will be paid in four installments, one at the end of each quarter.
- Offering a \$2,000 sign-on bonus for full-time teachers and \$1,500 for full-time hourly employees. It will be paid in two installments, one at the end of each semester.

Mrs.Hunt made a motion to approve, Dr. Kennedy seconded.

Roll Call to Approve:

Tim Bagwell: **Aye**, Beau Goerger: **Aye**, Jacquelyn Lewis-Harris: **Aye**, Ali Durhan: **Aye**, Patricia Hunt: **Aye**, Kennedy Maranga: **Aye**, Ahmet Baltaci: **Aye**

Approval of Personal/Sick Day Policy

Concept Schools recommends adding two more personal/sick days for all full-time contracted employees. The recommendation comes from the HR department by researching the regional and national averages. The GSA administration supports the recommendation and is asking for Board approval.

Mr. Goerger made a motion to approve, Mr. Durhan seconded.

Roll Call to Approve:

Tim Bagwell: **Aye**, Beau Goerger: **Aye**, Jacquelyn Lewis-Harris: **Aye**, Ali Durhan: **Aye**, Patricia Hunt: **Aye**, Kennedy Maranga: **Aye**, Ahmet Baltaci: **Aye**

Approval of Concept Short-Term Loan

The renovation project is in progress, and the ERC payment from the IRS has been delayed. They restarted processing and issuing payments; however, we need a funding source to pay current renovation expenses until we receive the payment from the IRS. GSA approached two partner banks for a construction loan. Both were excited about the opportunity to provide GSA with funding, but their offer was not attractive for GSA's short-term needs. Then, Mr. Blackstone approached Concept Schools and asked if GSA could borrow up to \$4M until we receive the ERC payment. The Concept CEO consulted with his CFO and Board President, then gave Mr. Blackstone the green light for a short-term loan

with zero interest. GSA will pay their money back as soon as it receives ERC payment, which is expected to happen in the next three to six months.

Mr. Durhan made a motion to approve the short-term zero-interest loan from the Concept Schools, and Mr. Goerger seconded.

Roll Call to Approve:

Tim Bagwell: **Aye**, Beau Goerger: **Aye**, Jacquelyn Lewis-Harris: **Aye**, Ali Durhan: **Aye**, Patricia Hunt: **Aye**, Kennedy Maranga: **Aye**, Ahmet Baltaci: **Aye**

7. Student Achievement and Activities - Superintendent's Report

Sponsor's Annual Report for SY23

Mrs. McGeehon, Deputy Director of Accountability at MCPSC, went over the Sponsor's Annual Report for GSA. She mentioned that the GSA has met its goals in all five areas; academics, financial management, learning environment, governance, and operations. She commended our successful operation and answered the Board's questions.

8. Board Related:

Board Training-Book Study

Mr. Durhan briefly mentioned about the chapters assigned, however, the Board moved the further discussion to the next meeting due the time constraints.

Personal Financial Disclosure:

All Board members submitted their financial disclosures.

9. Other Business

Facility Update: Mr. Blackstone reported that the renovation project is moving forward. He has weekly update meetings with the GC and architects to monitor progress closely.

10. Adjourn the Meeting

Mrs. Hunt made a motion to adjourn the meeting; Mr. Goerger seconded.

Roll Call to Adjourn:

Tim Bagwell: **Aye**, Beau Goerger: **Aye**, Jacquelyn Lewis-Harris: **Aye**, Ali Durhan: **Aye**, Patricia Hunt: **Aye**, Ahmet Baltaci: **Aye**

The meeting adjourned at 5:33 pm.