

GATEWAY HIGH SCHOOL
BOARD OF TRUSTEES MEETING MINUTES
Tuesday, May 15, 2007 @ 5:10 p.m. – 7:04 p.m.

Board Members Present:

Leslie Burlock	Susan Hoffman	Will Parish
Cecily Cameron	Karen Jess-Lindsley	Bob Scavullo
Cathy Dean	Lisille Matheson	Leon Schmidt
Robin Donohoe	Gale Mondry	Laura Spivy
Becky Draper	Toye Moses	Peter Thorp
Erika Goncalves	Sharon Olken	

Board Members Excused:

Eve Collard	Joyce McMinn	Suzanne Schutte
Norm Katz	Judith McRae	Alberto Tovar
Donna Liu	Pat Napoliello	
Ashley Hager	Liana Szeto	

Also Present:

Chris Hero	Tina McGovern	Iris Smith
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1. CALL TO ORDER

Chair Cathy Dean called the meeting to order at 5:10 p.m. The meeting was held in the Library of Gateway High School.

2. STUDENT COUNCIL UPDATE

Student Council President Andrew Simmons gave a school update in which he discussed the success of Gateway's recent blood drive. The expected amount of volunteers was more than doubled. Prom is approaching and will take place at the downtown Marriot Hotel. Fundraising efforts for prom, including the garage sale and carwash, have been successful. Upcoming fundraisers for senior grad night include the Spring Fling and talent show. Student council has been busy preparing for student elections, finalizing the student constitution and outlining expectations of students and faculty for the upcoming year. Andrew briefly discussed his plans for college next year, which include attending UC Irvine with a double major in film and literature.

3. APPROVAL OF MINUTES

The minutes of the April 17, 2007 Board Meeting were reviewed and unanimously approved.

4. PRINCIPAL'S REPORT

Principal Sharon Olken discussed upcoming events including the May 24th Teacher Appreciation event, organized by the Gateway Parent Association as well as the Evening of Action Event in which seniors research social injustice issues of their choice for six weeks, and then present them in a public forum during the event.

Sharon discussed the demographics for the Class of 2011. 142 students were admitted with the hope of yielding 135 students by the time school starts in August. The enrollment department is beginning to take families from the waiting list.

Sharon announced the college acceptance status of the graduating class of 2007. She proudly announced that 100 percent of the graduating seniors were accepted into

college. Of the 90% who applied to four-year colleges, 88 percent were accepted. The Board discussed the decision of some students to attend two year colleges, which included discussion of financial aid as well as the decision of some students, based on their academic abilities, to later matriculate into a four year school. Joel Rangel, Gateway's college counselor, is currently working on compiling a comprehensive record of demographic statistics as they relate to college acceptances. Sharon agreed to send out a list of schools to which students were accepted.

Sharon briefly discussed the attrition of students in the graduating class of 2007. The senior class, which started out with 132 students, currently has 104. Students left Gateway for academic, behavioral and personal reasons. There were also a few students who transferred into Gateway as well.

Board member Bob Scavullo asked that the minutes to reflect a vote of thanks and appreciation to Gateway's Faculty as well as Joel Rangel for their efforts in pushing Gateway's class of 2007 towards college. The Board unanimously agreed.

5. COMMITTEE UPDATES

5.1.1. Development Committee: Cathy Dean highlighted that we have still not reached our development budget. However, the donations keep arriving, and we have made up a lot of ground since earlier in the year. The Parent Annual Fund has been particularly successful in the last month. By focusing on parent participation through the Phonathons and Communigator updates, parent contributions have dramatically increased. Continuing to ask for support and increasing the sense of community really make a difference. These two lessons will be the focus for parent fundraising next year.

5.1.2. Gateway to The Future Campaign: The endowment Campaign has been very successful – now reaching the \$4 million level. Thanks to tremendous gifts of our donors, we have well surpassed the original goal suggested by the Campaign's previous consultant. Although the Campaign Committee has decided to continue the Campaign for 6 more months in order to cultivate the remaining prospects, Peter Thorp and Lisille Matheson will no longer lead the Campaign. Instead, it will be managed through the Development office.

5.1.3. Outreach: Tina McGovern, Director of Development and Outreach, discussed her comfort with the increase in the development goals for next year since she is setting forth with a clear plan and time to implement it. There were several lessons learned since her November 1st start date. Although there was a steep learning curve, she has gotten to know people in the Gateway community.

From the parent focus groups, Susan Hoffman and Karen Jess-Lindsley identified strengths and weaknesses in parent fundraising. They recommended a number of ways to increase the sense of connection that parents feel to Gateway. Already, the focus has increase Parent Annual Fund participation to 80% within the past few weeks. The Spanish scripts during for the phonathon are one example of improvements made, which have contributed to this increase. The parents who volunteered for the phonathon conveyed that they were happy to be there and happy to be helping. A major lesson learned was that if you ask correctly and in a variety of ways, parents are willing to give. Tina thanked Susan Hoffman for all of her help and support.

Tina also discussed the strategies of the development department outlined in the Board packet. Connecting the various elements of fundraising will be an important part of the effort including Campaign solicitations, Alumni outreach, Ten Year Anniversary celebration and Luncheon planning all under one umbrella. Additionally, Gateway is in a transition with foundations – working to hold firm with old relationships built during the last nine years while also seeking new ones. Peter Thorp reminded the Board that this year we are over budget with restricted grants and suggested focusing on these types of grants again next year. Tina discussed the importance of the annual Luncheon, which is a corner stone of foundation outreach. Leslie Burlock and Ashley Wessinger are heading the 2007 Luncheon; the speaker has not been confirmed yet.

Tina discussed other outreach efforts including the recent visit from Goldman Sachs executives who spent the morning and afternoon gardening. Tina invited the Board to attend the May 24th Faculty Appreciation Event. At this event, one of the goals is to establish feelings of connectedness particularly with the incoming parents and to reinforce the culture of 100% parent participation. Karen Jess-Lindsley discussed the hope that that this will have the tertiary effect of helping parents and students commit to Gateway's mission as well as create a culture of participation that will be passed from parent to child. Susan Hoffman discussed her desire to increase parent Board members, gain a broader base for the GPA and to increase the connectedness between Gateway's Board and GPA. Leon Schmidt, who served as GPA chair a few years prior, suggested increased Board involvement with GPA events such as the "Passing of the Torch" ceremony for GPA chairs scheduled to take place during the June elections. Cathy wrapped up the outreach update by mentioning Tina's suggestion to bring someone on staff to manage the Campaign and Alumni efforts. This will be further discussed in the upcoming development committee meeting.

5.1.4. Finance Committee: Laura Spivy asked the Board to review the current draft of the 2007-2008 budget. Sharon and Chris included programmatic changes that were introduced at the April Board meeting. A few items need to be finalized, the largest of which is state funding. Once these numbers are received, the official budget will be presented to the Board for approval during the June meeting.

Laura highlighted that since starting work at Gateway in January, Chris Hero has worked to enhance the budget spreadsheets to include back up for every line item. This is of great importance to the Board, since budgeting surprises can be avoided by with careful forecasting. During 2006-7, there have been some big shifts. Now that Chris and Sharon have unturned every stone, we expect no surprises.

Chris has also begun work on a three-year projection to determine the sustainability of the budget over time. The Finance Committee is very happy with the process, happy to present the budget in its current form and believe it to be thorough, mission-consistent, and a great tool as we move forward.

Chris Hero discussed some of the significant line items of the budget including major income and expenses (specifying the programmatic and operational expenses) and then opened the floor for discussion. Gale Monday inquired about the increase in fundraising included in the three year forecast in order to balance

the budget. The Board further discussed the forecast and how it would potentially be balanced through the Endowment and the Annual fund.

Laura distributed March financials and referred the Board to the budgeted items for a contingency in facilities. These funds have not been used yet, and there are several facilities projects that have been identified including enhancements to the ChemLab. The Facilities committee will bring their recommendations to the Board in the June meeting.

Laura opened the floor for questions about the budget, financials or Board Packet.

6. ADJOURNMENT:

There being no further business to come before the Board, the meeting was adjourned at 7:04 p.m. The next meeting is scheduled for Tuesday, June 12, 2007 at 5:00 p.m. in the Library at Gateway High School.

Signed: _____
Becky Draper, Board Secretary

_____ Date