

**GATEWAY HIGH SCHOOL  
BOARD OF TRUSTEES MEETING MINUTES  
Wednesday, November 18, 2009 @ 5:12 P.M. – 7:00 P.M.**

**Board Members Present:** Leslie Burlock    Scott Gutterman    Leon Schmidt  
Cecily Cameron    David Jackson    Suzanne Schutte  
Cathy Dean    Amy Joseph    Laura Spivy  
David deWilde    Joyce McMinn    Greg Toler  
Mark Felton    Erin Niehaus    Katherine Welch  
Ginny Gjedsted    Sharon Olken    Janette Wong  
Erika Goncalves    Mayer Riff

**Board Members Excused:** Amy Atkinson    Judith McRae    Erin Willard  
Omar Khalif    Toye Moses  
Donna Liu    Ellice Sperber

**Also Present:** Elizabeth Dubuque    Chris Hero    Tina McGovern  
Suzanne Herko

**1. CALL TO ORDER**

Chair Laura Spivy called the meeting to order at 5:12 P.M. and welcomed everyone. The meeting was held in the Library of Gateway High School.

**2. APPROVAL OF MINUTES**

The minutes were approved unanimously.

There was no public comment.

**3. BOARD DONATIONS**

Laura Spivy thanked everyone for their extremely generous yearly contributions and announced that they had received pledges from most board members.

**4. 2008-2009 AUDIT PRESENTATION**

Mayer Riff announced that the full audit report would be distributed to the board so that they could review it before the next board meeting where a vote for approval would occur. He continued that they received a clean audit report and that the auditors had made no recommendations in the management letter nor any recommendations for adjustments to Gateway's accounting systems. He gave a special thanks to Chris Hero for an excellent job well done.

**5. COMMITTEE UPDATES**

Cecily Cameron gave a Trustee Committee update where she began by asking all of the trustees to identify their terms and their roll off dates. She continued that the committee is actively looking at new candidates for next year's board. She requested that board members let the committee know of any recommendations or suggestions that they might have for new board members. Cecily provided an explanation of how the committee identifies the needs of the board such as looking at what committees and leadership roles that the out-going trustee assumed. She announced that the committee was looking for candidates with experience and expertise in: Education; Development; Community and Facilities. She continued to explain that the committee is striving to increase the diversity of the board.

Development Director, Tina McGovern, provided the Development Committee update. She announced that the luncheon was terrific and thanked luncheon chair, Leslie Burlock, for her tremendous work in making the luncheon such a successful event. She continued that the expenses for the luncheon went down and that the net profit from the event exceeded the committee's goals.

Tina also congratulated and thanked auction chair, Ginny Gjedsted, on a fantastic job on this year's auction. She announced that the auction was a great success and that the net result had increased from last year's. Tina explained that the auction is an event that holds potential to become a greater fundraising tool in the future as well as a great opportunity to build community and make Gateway friends. She continued by announcing that a substantial amount of money was raised at the auction for Gateway's project week in addition to the overall net profit.

Katherine Welch announced that the board member's year-end letters had been delivered to them and asked that they be signed and turned back into her as soon as possible.

Laura Spivy provided a special thanks and gave a heartfelt congratulations to Tina McGovern for her tremendous effort and success on the luncheon and the auction.

#### **6. MIDDLE SCHOOL UPDATE**

Laura announced that the Middle School Executive Committee had met and that new members who were interested in the project had joined the committee. The committee is scheduled to meet a few more times before the December board meeting.

Laura continued that board members would break into four specific groups to discuss the following questions: 1) How does a middle school support Gateway's mission and organization and 2) What are the specific questions that you need to have answered in order to make an informed decision about moving forward on the middle school project? Laura continued by stating that the goals for the break out sessions were: To explore the big picture strategic questions surrounding the middle school project; To engage all board members in the process and to become aware of any and all questions and concerns about the project that could be answered at a future board retreat.

The timeline for the middle school project consideration was announced including adding a possible board retreat that would be scheduled for January 20, 2009 between 5-8PM. After the groups finished their discussion, board members reconvened and reported the results of their group's answers to the questions posed above.

#### **7. PRINCIPAL'S REPORT**

Principal Sharon Olken provided a thorough report where she discussed some exciting upcoming school events such as the school play and the Garden Club's cooking event. Sharon asked Elizabeth Dubuque, Gateway's Garden Coordinator, to explain the cooking event in more detail.

Elizabeth announced that on Thursday, November 19<sup>th</sup>, Chef Laurine Wickett who was a contestant on this seasons 'Top Chef' would lead Gateway, KIPP students, faculty and staff in a hands-on cooking demonstration in the schools cafeteria. She continued that this was in collaboration with UCSF Department of Pediatrics in an

attempt to promote healthy eating and lifestyles and to connect students to the food they eat.

Sharon provided a WASC update and announced that they are currently looking at what Gateway is doing well. She continued by explaining that faculty and staff had shown great enthusiasm for the process including interviewing students, looking at school data while figuring out what it tells us about our successes. Sharon continued that they are currently identifying what Gateway's highest needs are and that an action plan would be created. She stated that they are looking to identify one or two measurable things to tackle in the next two to three years.

**8. ADJOURNMENT**

With there being no further business to bring before The Board, the meeting was adjourned at 7:00 P.M.

Signed: \_\_\_\_\_  
Cathy Dean, Board Secretary

Date: \_\_\_\_\_

