

**GATEWAY HIGH SCHOOL**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**Tuesday, September 25, 2007 @ 5:09 p.m. – 7:02 p.m.**

**Board Members Present:**

Leslie Burlock	Susan Hoffman	Sharon Olken
Cecily Cameron	Bill Johnston	Will Parish
Eve Collard	Donna Liu	Tracy Pore
Cathy Dean	Joyce McMinn	Bob Scavullo
David de Wilde	Judith McRae	Leon Schmidt
Robin Donohoe	Gale Mondry	Laura Spivy
Erika Goncalves	Toye Moses	Greg Toler

**Board Members Excused:**

Norm Katz	Suzanne Schutte	Peter Thorp
Lisille Matheson	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 5:09 p.m. The meeting was held in the Library of Gateway High School. Cathy introduced four new trustees joining today's meeting. Tracy Pore, head of GPA; Bill Johnston, new faculty trustee, who will serve a two year term, and David deWilde and Greg Toler, who were both elected in the June meeting. Board and staff members introduced themselves to the new members. Cathy announced that Norm Katz who is unable to attend today's meeting due to illness, plans to return in November.

**2. STUDENT COUNCIL UPDATE**

Student Body President Alexia Diaz gave a school update and answered trustees' questions. The council has made some significant changes this year, one of which is the focus on a new theme: "Make it big but focus on the small." Also, to help focus the council's efforts, the size of the council has been reduced this year by omitting class representatives. This year's council plans to stay committed to achieving larger goals as well as making sure that students' concerns are being heard. One issue of concern is limited access to the Library and Tech Center. This has been an issue for many students who don't have Internet access at home and rely on school computer use in morning. Principal Sharon Olken commented that while Gateway is actively seeking to fill the Librarian position, efforts have been made to accommodate students with Gateway staff supervising the library when possible.

**3. APPROVAL OF MINUTES**

Cathy directed the Board to read over a change in the text of the minutes submitted by Lisille Matheson who was unable to attend, and opened the floor for additional comments and changes. With no further suggestions, she moved that the minutes of the June 12, 2007 Board Meeting be approved with revisions. The minutes were unanimously approved.

**4. APPROVAL OF 07-08 INVESTMENT PLAN**

Robin Donohoe gave a brief update on Gateway's 2007-08 investment plan. The Investment Committee has been focusing on planning for the next school year and has been staying the course of the original plan. Steady investments will be made over the upcoming months, bond investments will be increased, and the index will continue to be followed. Robin fielded questions, which included the specific targeted return expected for the first year. With no further questions, the 2007-08 investment plan was unanimously approved.

## **5. PRINCIPAL'S REPORT**

Principal Sharon Olken welcomed back trustees and gave a special welcome to the first timers. Sharon began by sharing excerpts from last year's senior letters. As each graduating class prepares to leave, they are asked to write a "Dear Gateway" letter reflecting on their time here, sharing lessons learned and giving advice to us as they move on to college. Sharon invited board members to read excerpts from the letters so they could experience the students' sentiments. Sharon proceeded with a school update. We've had a strong start to the beginning of the school year thanks to the leadership of faculty and staff. This year's freshman class is very strong and seems to have a good sense of why there are here at Gateway. With such a focused start of school, we were able to look at how best to orient the new class and their families to Gateway's college prep mentality. Planned events for the students included the 9<sup>th</sup> grade orientation fieldtrip to UC Berkley and Stanford on the first day of school and the showing of a video created by last year's seniors which they used to explain, in their views, what was really important in high school. Another tangible example of the type of events offered is tomorrow's school wide Advisory Outing event. Each fieldtrip location, chosen by each advisory, was designed to build academic understanding and inter grade sense of community. The Board further discussed the demographics of the incoming class and the demographic balance that Gateway is continually achieving.

Sharon then discussed two other items, First, the librarian position and college counseling positions are not yet filled. They are both positions that are very important because they entail access to Library and increased access to college counseling. The library has been temporarily staffed for two days during the week. Sharon asked Board members to keep their radar out for candidates for these two positions. Secondly, a trend noted so far this year is an increase in after school incidents perpetrated by outside individuals. School security has been placed at the top of the agenda to be quickly addressed through a variety of security and staffing processes.

## **6. COMMITTEE UPDATES**

**6.1.Trustees Committee:** Three trustee candidates were up for election. Cecily Cameron discussed the first candidate, Ellice Sperber, an alum parent of a 2007 graduate. She has a tremendous amount of experience working with people with learning differences and is interested in joining the Education Committee. Ellice has also served in a leadership role for the Campaign for the Future. The Board unanimously elected Ellice to the Board. Laura Spivy described the second candidate, Scott Gutterman, who with his strong financial background, will join the Investment Committee. Scott also has excellent contacts within the community. The Board unanimously elected Scott to the Board. Sharon spoke about the third candidate, faculty member William Johnston (Bill), who was elected by his peers in an earlier election. Previously one of the founding faculty members at a charter school in Philadelphia, he is beginning his 3<sup>rd</sup> year at Gateway. Last year he was the girl's basketball coach and he is co-chairing the Humanities department this year. The Board unanimously elected Bill as a trustee.

Cathy led the next order of business, the election of a slate of officers. The slate includes Cathy Dean, chair; Judith McCrae, vice chair and Eve Collard, secretary. The slate of officers was unanimously approved.

**6.2.Finance Committee:** Laura Spivy asked the Board to review the 2007-08 budget, (included in Board packet) and opened the floor for questions. Questions included whether the budget reflects positions currently unfilled, the current amount of the "gap" that donors are asked to help fill as well as inquiries about facilities projects. Donna Liu asked the Board to approve a resolution to put unused funds remaining from summer project towards fixing the classroom acoustical problems. The resolution was unanimously approved. Laura announced that Gateway received a clean audit, with a small finding on attendance. The entrance and exit dates recorded did not correspond with those reported to the state. Systems have been put in place to prevent such errors going forward.

**6.3.Development Committee:** Leslie was thanked for all of her work with the luncheon. Thanks to a very generous gift from a previous Board member, the luncheon proceeds are vastly exceeding expectations. Gale Mondry announced that during the recent "10 Year Anniversary Kick-off Breakfast," the tag line "Gateway High School Ten Year Anniversary-Honoring Differences, Inspiring Achievement" was chosen. The first ten year anniversary event will be an educational panel scheduled for March 11<sup>th</sup>. The committee hopes that the event will be well attended with an audience that comprises a cross section of individuals, including current and alum parents as well as members from the school district and local charter schools. Susan Hoffman shared that the Parent Annual fund is on target with its fundraising goals, and plans to hold the Parent Phonathon October 17<sup>th</sup> and 18<sup>th</sup>. Cathy spoke briefly about trustees' gifts and then gave a quick overview of agenda topics planned for October's retreat – including financing our mission, the 3 year development plan and a discussion of ways in which trustees can take an enhanced role in fundraising. We have identified a consultant who will be attending the meeting and will help in that effort. The Board further discussed fundraising for the 10 year anniversary fund gifts. Gale shared that the steering committee agreed that while fundraising is important, a major focus for the celebration is the reconnection of alumni families. One idea proposed by the committee was to establish a 10 year anniversary sponsorship program, which would mean identifying about 15 sponsors. Also, the committee agreed not to build 10 year fundraising into the operating budget since this will not be an annual event. Cathy suggested that this be included as a discussion topic in October's meeting.

## **7. OTHER:**

Cathy opened the floor for additional comments and questions. Toye Moses shared that he recently had the pleasure of meeting the new superintendent of schools who emphasized that he came to San Francisco to work for the kids. Sharon added that within the first 3 week of school, he invited all of the charter school principals to meet with him, a very positive first step.

Sharon announced that Mark Sanchez, president of the school board, asked Gateway to host the 7<sup>th</sup> Annual Teachers for Social Justice Conference, which will be held on October 13<sup>th</sup>.

Cathy announced that she is working on committee assignments and committee chairs.

There being no further business to come before the Board, the meeting was adjourned at 7:02 p.m. The next meeting is scheduled for Tuesday, October 23, 2007 at 4:00 p.m. in the Library at Gateway High School.

Signed: \_\_\_\_\_  
Eve Collard, Board Secretary

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Date