

**GATEWAY HIGH SCHOOL
BOARD OF TRUSTEES MEETING MINUTES
Tuesday, December 13, 2005 @ 5:00 – 8:00 p.m.**

Board Members Present:

Leslie Burlock	Cecily Cameron	Eve Collard
Cathy Dean	Becky Draper	Ashley Hager
Matt Holzer	Susan Hoffman	Karen Jess-Lindsley
Donna Liu	Judith McCrae	Joyce McMinn
Lisille Matheson	Marcia Matre	Gale Mondry
Sharon Olken	Suzanne Schutte	Laura Spivy
Liana Szeto	Peter Thorp	Albert Tovar
Marie Washington		

Board Member Excused:

Lydia Chavez	Carole Hays	Cloey Hewlett
Bob Scavullo	Leon Schmidt	

Also Present:

Karen Dutina	Quenadyne Bucher
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1. CALL TO ORDER AND APPROVAL OF MINUTES:

- 1.1** Chair Cathy Dean called the meeting to order at 5:10pm in the Library.
- 1.2** The draft minutes of the November 15, 2005 meeting were reviewed and approved unanimously with a minor change.

2. PUBLIC FORUM: There were no public comments.

3. CHAIR'S COMMENTS:

- 3.1** Cathy thanked Board members for the work done thus far as we approach the new year. She also asked Board members to consider donating to a Safeway gift card to participate in a school-wide community service effort on behalf of a Gateway family struck by tragedy during this holiday time.
- 3.2** Cathy is contacting Board members regarding pledges and it looks like that fundraising goal for the Board member gifts will be met.

4. PRINCIPAL'S REPORT:

- 4.1** Sharon Olken shared news of the many upcoming events, including Hope Jam II, the school play, a blood drive, a Town Hall Meeting with a guest speaker from Kaiser, and upcoming first semester finals scheduled for the week of January 9th.
- 4.2** Sharon talked about Project Week following finals in mid-January 2006. This year we have 28 different classes with an average of 16 students per class. Many new classes have been added, and 80% of the students got their first choice. The computer tool Power School saved us many hours of scheduling time.
- 4.3** Sharon pointed out a large newspaper article in the SF Chronicle today featuring our art teacher Mr. Richard Olsen and Gateway High students. Mr. Olsen hosted renowned photographer Dawoud Bey who was our artist in residence for a week, visiting with and photographing Gateway art students. Very exciting news and wonderful exposure for Gateway and the work Mr. Olsen has been doing.

- 4.4** Sharon shared with the Board that both she and Christina Griffith teach a Psychology class which looks at students' identities and the brain physiology and learning styles. Sharon read from a student's letter regarding her learning style. The student was a great writer who articulated an abstract thought very well.
- 4.5** Sharon updated the Board on the two disciplinary cases that have now been concluded satisfactorily to all.

5. EXECUTIVE DIRECTOR'S REPORT:

- 5.1** Peter presented a resolution to provide general liability coverage to individuals in their capacity as volunteers to the School while they are performing services for the School. The resolution was approved unanimously and signed by Becky Draper as Board Secretary.
- 5.2** Peter shared that he had received a call from the SFUSD asking us if we would like to move to the site now occupied by Wallenberg High School. Peter talked with many in our community and the response was unanimous that we did not want to move.

6. COMMITTEE REPORTS:

- 6.1** Eve Collard updated the Board that Lisille Matheson and Carole Hays will co-chair the Campaign for the Future, and Lorne Buchman, a contractor specializing in fundraising has been hired. There was discussion about the goals, the Board pledges and contributions, and gifts – all positioning us well for the official public launch of the Campaign later this spring..
- 6.2** Laura Spivy was introduced as the new Chair of the Finance Committee and gave a brief report. Marie Washington will remain as Treasurer. Laura commended Sharon and Karen for evaluating potential savings and for coming closer to a balanced budget without jeopardizing programs. It is hoped that a budget will be presented in February, with a final adoption in June.
- 6.3** Karen Jess-Lindsley talked about the recent audit of last year's financial statements- the purpose being to confirm the integrity of the School's financial statements. We use this audit to evaluate the way we report attendance, capture information, assess any risk exposures, and to identify any accounting issues we might have. Karen Dutina was thanked for her careful work to prepare the information for the auditors. The Audit Committee of the Board has accepted the financial statements and now brings it to the full board for approval. A motion was moved, seconded, and unanimously approved to accept the financial statements and audit.
- 6.4** Joyce McMinn of the Communication and Outreach Committee updated the Board on the December 7th Neighborhood Coffee. Several community leaders attended, toured classrooms and visited with students. We expressed Gateway's desire to lay roots in this community and be part of it. Community leaders said that being in this building brings a responsibility to reach out to the community, go out and talk about college prep options, and make sure our neighbors know us. Marie suggested going to some of the local churches to tell them about us and how to apply, etc. Another coffee gathering will be held in February 2006. Our community Bar-b-Que will be in April.
- 6.5** Following a break, Chair Cathy Dean asked for a resolution to establish a separate bank account and approve signers on this account. The resolution was moved, seconded and voted unanimously, and Karen Dutina gathered all signatures.

7. STRATEGIC PLANNING UPDATE:

- 7.1** Cathy kicked off the discussion by highlighting that the Strategic Planning Committee is bringing an update to the Board regarding external research and potential metrics that could be used. It has taken longer to develop a list of metrics than was expected. When the Committee has reviewed the metrics in enough detail, it will present a recommendation to the Board.
- 7.2** Sharon presented information about the Gateway Goals and feedback received from parents and faculty about those Goals which is helping the Committee to develop the list of possible measurements. She mentioned that while faculty conversations raised questions about the fit between uniform standards versus our slogan of “measuring success one student at a time,” it seems possible to have standards of performance for the school that evaluate how well we help each individual student achieve our Gateway Goals. Sharon fielded questions from the board.
- 7.3** Cecily Cameron highlighted the research conducted about how other schools use measurements to evaluate and describe their performance.
- 7.4** Sharon and Cathy introduced a potential “report card” format containing many more possible measurements than Gateway will ultimately adopt. It is a proposal for a framework that will help us focus on the right objectives and measurements.
- 7.5** Cathy and Sharon asked the Board to read the update document and then to send feedback, questions, or concerns. Specifically, Board members were asked to reflect about what is important to Gateway and to the success of our students.

- 8. ADJOURNMENT:** There being no further business to come before the Board, the meeting was adjourned at 8:11 p.m. The next meeting is scheduled for Tuesday, January 17, 2006 at 5:00 p.m. in the Library at Gateway High School.

Signed: _____
Becky Draper, Board Secretary

Date