

**GATEWAY HIGH SCHOOL
BOARD OF TRUSTEES MEETING MINUTES
Tuesday, January 17th, 2006 @ 5:00 – 7:00 p.m.**

Board Members Present:

Leslie Burlock	Cecily Cameron	Eve Collard
Cathy Dean	Ashley Hager	Susan Hoffman
Matt Holzer	Donna Liu	Judith McCrae
Joyce McMinn	Lisille Matheson	Marcia Matre
Sharon Olken	Bob Scavullo	Leon Schmidt
Suzanne Schutte	Laura Spivy	Peter Thorp

Board Member Excused:

Lydia Chavez	Becky Draper	Carole Hays
Cloey Hewlett	Karen Jess-Lindsley	Gale Mondry
Liana Szeto	Alberto Tovar	Marie Washington

Also Present:

Karen Dutina	Christina Griffith	Margot Shaub
Quenadyne Bucher		

1. CALL TO ORDER AND APPROVAL OF MINUTES:

- 1.1** Chair Cathy Dean called the meeting to order at 5:06 p.m. The meeting was held in the Library of Gateway High School.
- 1.2** The draft minutes of the December 13 Board meeting were reviewed and unanimously approved.

2. PUBLIC FORUM: There were no public comments.

3. NEW BUSINESS:

- 3.1** The meeting began with a student council update provided by Will Parish, standing in for ASB President, Dulce Galicia, who was unable to attend at the last minute. We heard about the Black and White Ball, plans for the upcoming Prom, and growing initiative among student council members to prepare proposals to make their voices and opinions heard more clearly at Gateway. Specifically, Will highlighted student-initiated efforts to explore changing the lunch offering and gaining off-campus privileges for more students.
- 3.2** Joel Rangel presented an overview of the College Counseling Program. Since one-third of the Board members are new, it was a great way to familiarize them with the extensive Gateway college-counseling program and to get to know Joel better. He outlined the classes for 11th and 12th grade students and described some areas that he hopes to enhance. Joel will return in May with an update – including more statistics about the Class of 2006.

4. PRINCIPAL'S REPORT:

- 4.1** Sharon Olken provided an update about recent activities on campus. She began by highlighting the great news that Gateway will likely be profiled in a WestEd publication commissioned by the US Dept. of Education to showcase top charter schools. Thanks to the dedication and innovation of our faculty, Gateway is being recognized for the success of our program in helping diverse learners become ready for the challenges beyond high school. Sharon also reminded Board members to avoid talking about this publicly until the fall.
- 4.2** Sharon highlighted all the work in progress to finish grading exams and finalize preparations for Project Week. She described the effort of all the people involved to bring the courses to life.
- 4.3** Sharon also noted three upcoming events that Board members might like to attend: the Gator Gala on January 26th, International Night on February 3rd, and the Town Hall Meeting on February 23rd.

5. EXECUTIVE DIRECTOR'S REPORT:

- 5.1** Peter Thorp talked about facilities and relations with SFUSD. Fortunately, all talk of moving Gateway to the current site of Wallenburg HS has stopped for next year. Gateway will continue to work with the District to keep this from resurfacing again. The District is currently paying to upgrade our building to be ADA compliant, and this work is scheduled to be completed by March 1st. Security continues to be discussed with KIPP to ensure a safe and secure environment.
- 5.2** Peter also mentioned an upcoming meeting with the District to discuss our cost per student for Special Ed services (called the "Special Ed encroachment"). In the last year, the District has increased the charge from about \$400 to \$500 per student enrolled at Gateway. Earlier this year, the District proposed to raise it again to \$600 per student next year, but the recent District budget suggests that the charges may be lower. Looking for ways to manage this increasing charge is a focus of the Finance Committee.

6. CHAIR'S REPORT:

- 6.1** Chair Cathy Dean began by thanking Board members for their continued efforts. Cathy went on to say that only six board assessment surveys have been received, and she requested board members to complete them and turn them in. Cathy advised the board that the next Board meeting date of February 21st is not looking favorable for getting a majority of members together and it would either be cancelled or rescheduled.

7. COMMITTEE REPORTS:

- 7.1** Finance: Laura Spivy described our current projected deficit as smaller than the worst case scenario developed last year when we decided to move to this facility. Although security costs have been higher, many facility costs have been lower than expected and the Development Committee increased its goals to help narrow the gap between revenues and expenses. As directed by the Board last year, this deficit will be funded from cash reserves – donations in excess of expenses from previous years. We agreed to this solution to ensure that we understood the costs of 1430 Scott Street before working to balance the budget for the 2006-2007 school year. Currently, work on the 2006-2007 budget includes searching for ways to potentially improve service and lower/contain the costs of operating at 1430 Scott Street (janitorial services, routine maintenance, security). The Finance Committee has also decided to separate the school budget from the Campaign for the Future expenses, so the Campaign will fund its own expenses. The budget will be refined in the next two months as Sharon evaluates the current status and potential changes – based in part on input from the recent faculty discussions. Additionally, since Peter Thorp has decided to take on a new position with the California Charter School Association next year, he will spend just 20% of his time at Gateway next year – focused almost exclusively on the Campaign for the Future. As a result, Sharon is working to outline a new administrative structure to meet the needs of the school. This new structure will be incorporated into the budget during the next few months.
- 7.2** Faculty Affairs: Matt Holzer described a list of the top 10 factors contributing to faculty retention. This list was assembled by the Committee from leading research reports and other schools' practices. More work will continue by this group during the spring and input will be provided to the Strategic Planning Committee.
- 7.3** Development: Eve Collard reported that it appears that the school is on target to meet fundraising targets. There has been a lot of exploration of new ideas to engage parents and increase participation in the Parent Annual Fund. Specifically, the Parent Annual Fund and the GPA have been working together. It is likely that there will be another theatre event in the fall. In addition, Board members are being asked to help introduce more potential donors to Gateway – to increase the number of individual donors to Gateway.
- 7.4** Campaign for the Future: Liselle Matheson gave a presentation on the new plasma TV donated by Ms. Sullivan. The Board reviewed a preliminary work plan, budget and case for giving to this Campaign. The Campaign goal has been set at \$5 million with the expectation that it will sustain key elements of the program such as ensuring small class sizes/student load, supporting the innovative Learning Center, sustaining the vital College Counseling program and providing Arts/Athletic opportunities as well as preserving a facility worthy of the program and introducing innovative professional development opportunities.

8. ADDITIONAL BUSINESS: The Board went into a closed session to discuss compensation issues.

9. ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 7:10 p.m. The next meeting is scheduled for Tuesday, March 21, 2005 at 5:00 p.m. in the Library at Gateway High School.

Signed: _____
Becky Draper, Board Secretary

Date

