

**GATEWAY HIGH SCHOOL
BOARD OF TRUSTEES MEETING MINUTES
Tuesday, March 21st, 2006 @ 5:00 – 7:00 p.m.**

Board Members Present:

Leslie Burlock	Cecily Cameron	Eve Collard
Cathy Dean	Becky Draper	Ashley Hager
Cloey Hewlett	Susan Hoffman	Matt Holzer
Karen Jess-Lindsley	Donna Liu	Joyce McMinn
Lisille Matheson	Gale Mondry	Sharon Olken
Bob Scavullo	Leon Schmidt	Suzanne Schutte
Laura Spivy	Liana Szeto	Peter Thorp
Marie Washington	Alberto Tovar	

Board Member Excused:

Lydia Chavez	Carole Hays	Marcia Matre
Judith McCrae		

Also Present:

Karen Dutina	Christina Griffith	Joel Rangel
Margot Shaub	Quenadyne Bucher	

1. CALL TO ORDER AND APPROVAL OF MINUTES:

- 1.1** Chair Cathy Dean called the meeting to order at 5:09 p.m. The meeting was held in the Library of Gateway High School.
- 1.2** The draft minutes of the January 17th Board meeting were reviewed and unanimously approved with a spelling correction.

2. PUBLIC FORUM: There were no public comments.

3. SCHOOL UPDATE:

- 3.1** Todd Barringer, Director of Enrollment, presented information on the 2006/2007 application process. The total number of applicants is slightly down from last year with over 530 applications. Todd gave statistics showing the broad cross-section of San Francisco neighborhoods, ethnic backgrounds, and zip codes for the applicants as well as which Middle Schools were represented in the applicant pool.

4. PRINCIPAL'S REPORT:

- 4.1** Sharon Olken provided her Principal's Report in advance of the meeting so that time could be devoted to multiple Committee Reports and Discussions on the agenda. Her report highlights recent school events and activities, including the Spring Fling, and details faculty efforts to identify areas for improvement, i.e., professional development.
- 4.2** Sharon's written report also provided detailed and exhaustive information regarding faculty retention and included the 2006 Faculty Survey Summary.

5. COMMITTEE REPORTS:

5.1 Communication and Outreach: Joyce McMinn invited the Board to an event the next evening – March 22nd - in the library to honor local and national legend Mr. Burl Toler. Mr. Toler was born and raised in SF, and has been successful in many careers – as a member of the USF team, as a teacher and principal, as a football coach, mentor and referee in five NFL Super Bowls games. To many, Mr. Toler is a true hero, and Gateway is honored that the District is naming this site as the Burl Toler Campus in recognition of his contribution. Mary Richards, the District's Charter School liaison, will also be in attendance, and will work with us to plan a dedication ceremony date in the near future. Leon Schmidt also mentioned that Mr. Steve Nakata, a local community leader in the Japanese community, will also attend the event.

5.2 Development: Eve Collard announced that we have met our annual fund raising goal, and acknowledged Susan Hoffman for her outstanding work in producing the Legend of Love campaign brochure. Eve reported that we are looking at how to effectively draw freshman families into our community and into the fundraising efforts.

5.3 Finance: Laura Spivy reported that the Finance Committee has spent much time discussing how to best use campaign funds, and concluded that we needed to harness investment and financial expertise. A five-person committee will be formed, comprised of board members and investment professionals who will serve in the capacity as advisors. The committee, which will be chaired by a Board Member and include at least one additional board member, will make recommendations to the Finance Committee which in turn will make financial decisions. The Board unanimously passed a resolution to establish a new Investment Sub-Committee of the Finance Committee.

Laura informed the Board that there are no significant changes to the February financials. Sharon commented on why some numbers are down and how it relates to student attendance. Gateway student attendance is approximately 95% and our ranking is 3rd or 4th in the city. Last, Lisille moved that \$250,000 be transferred from our reserves to our funds for the Campaign. It was seconded and approved unanimously.

5.4 Strategic Planning: Sharon then spoke to the group to kick off the strategic planning conversations about what the Board views as the most important aspects about Gateway. Each person was asked to take five minutes to reflect on what the Board would like Gateway to be in five years. Each person shared a vision. Next, Karen Dutina asked the Board to break into smaller groups for ten minutes of brainstorming on 3 questions – What does it mean for Gateway to be a model school? What should Gateway's financial model be? And what does it mean to be a college preparatory school? Following these smaller round tables discussions, it was agreed to email and share comments due to the late hour. The Board took a moment to recognize the hard work of Karen Dutina, Karen Jess-Lindsley, and Joel Rangel in putting this together for the Board.

5.5 Faculty Affairs: Gale Mondry reported that the committee had been focusing on faculty retention by investigating, reading articles, etc. Gale shared statistics on Gateway's past retention history compiled by Karen Dutina which looked at where teachers go upon leaving (some to private schools, some to graduate school, some change careers and some leave the Bay Area). Gale and Karen Jess-Lindsley summarized some of the findings in the recent Faculty Survey including highlights that

94% of our current faculty are happy here in this new facility. A variety of areas for improvement were identified and briefly discussed.

5.6 Trustees: Susan Hoffman asked all trustees to complete a Board evaluation form, to help us assess how to improve the effectiveness of the Board and the experience of individual Board members. She also highlighted a list of about 8 potential candidates that are being considered to fill 3 openings on the Board next year. The Committee on Trustees is working to develop a more formal nomination/evaluation process and annual timeline for considering new Board members.

5.7 Campaign for the Future: Lisille Matheson reported that the committee is widening the circle of potential donors and cultivation interest in our school. The donor report recently mailed was the first step, and Leslie will be hosting a gathering of potential donors in the near future.

6. ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 7:58 p.m. The next meeting is scheduled for Tuesday, April 18, 2005 at 5:00 p.m. in the Library at Gateway High School.

Signed: _____
Becky Draper, Board Secretary

Date