

**GATEWAY HIGH SCHOOL
BOARD OF TRUSTEES MEETING MINUTES
Tuesday, September 20, 2005 @ 5:00 – 7:00 p.m.**

Board Members Present:

Leslie Burlock	Karen Jess-Lindsley	Sharon Olken
Cecily Cameron	Donna Liu	Bob Scavullo
Cathy Dean	Gale Mondry	Leon Schmidt
Becky Draper	Judith McCrae	Suzanne Schutte
Susan Hoffman	Joyce McMinn	Laura Spivy
Matt Holzer	Lisille Matheson	Liana Szeto
Carole Hays	Marcia Matre	Peter Thorp
		Alberto Tovar

Board Members Excused:

Lydia Chavez	Cloey Hewlett
Eve Collard	Marie Washington

Also Present:

Karen Dutina	Christina Griffith	Margot Shaub
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1. CALL TO ORDER AND APPROVAL OF MINUTES:

1.1 Chair Cathy Dean called the meeting to order at 5:03 p.m.

1.2 The draft minutes of the June 7, 2005 Board meeting were reviewed and unanimously approved.

2. PUBLIC FORUM: There were no public comments.

3. COMMITTEE ON TRUSTEES: Susan Hoffman

3.1 Susan reminded the Board members about Board Visiting Day on September 27th. This is a great way to see the Gateway students and faculty in action.

3.2 Susan also mentioned that there will be an orientation on Sunday, October 16th for new Board members elected in the last 12 months.

3.3 The Board unanimously elected two new Board members, Laura Spivy and Alberto Tovar, each to serve an initial term of three years.

Laura received her MBA from Stanford University and Economics/East Asian studies BA from Wesleyan University. She has a diverse business background with experience in corporate finance, private equity investing, and general business management and operations. Laura previously ran a division of health clubs for 24 Hour Fitness and most recently did general business consulting to start-ups in the health and wellness industries. Laura and her husband, Greg, have three children. Laura brings a strong background in financial and operational management along with a deep interest in creating excellent public schools.

Alberto is currently a student at Stanford Law School and the Stanford Graduate School of Business, where he is pursuing a joint JD/MBA degree. Previously, Alberto was the Director of Real Estate Development with Pacific Charter School Development and a senior executive in the Los Angeles Unified School District \$15 Billion school construction and renovation program. He has managed various phases of the development of charter school facilities and developed relationships with public school administration, local elected officials, and community groups. Alberto brings a background in education policy, school development, strategy analysis and organizational management to Gateway.

- 3.4** The Board also unanimously welcomed Marcia Matre as an ex-officio member of the Board for the two years of her term as President of the Gateway Parents' Association. Marcia is a native Californian, who has also worked in New York. Marcia received a BS in Design from UC Davis and an MBA in Marketing from UC Berkeley. Since 1998, she has been the Director of Cosmetics Staffing & Selling Services at Macy's.

4. CHAIR'S REPORT: Cathy Dean

- 4.1** Cathy thanked many members of the Board and staff for the numerous hours of work completed over the summer to get the school ready to open.
- 4.2** The Chair mentioned that she is working to increase communication from the Board and within the school community.
- 4.3** Cathy updated the Board regarding the development of job descriptions for senior staff. A lot of progress was made during the summer, and there is currently work to finalize them and set objectives.

5. PRINCIPAL'S REPORT: Sharon Olken

- 5.1** Sharon began by thanking many people who worked to get the building ready for the start of school. She noted that she is really pleased with how the teachers have turned the classrooms into engaging places of learning.
- 5.2** Sharon described the two days of faculty orientation working with a diversity consultant, considering how race affects the dynamic of relationships in the classroom, and then looking at how to apply this knowledge at Gateway to engage all students. There will be continuing work on this topic throughout the year.
- 5.3** She talked about the new structures (i.e. advisory) that will help Gateway do a better job of monitoring students.
- 5.4** Then Sharon turned to a description of the atmosphere. The students appear to be more focused and taking school more seriously, perhaps because there is more space for students to get rid of excess energy between classes and at lunch. She recalled that there was concern that Gateway would lose its culture with the move. While it is different, it is enhanced and overwhelmingly positive.

- 5.5** The adults are working hard to adjust to the new building and make it all work well. Sharon and Christina have spent extraordinary amounts of time addressing ongoing security issues as the school continues to experience break-ins and thefts. Our campus supervisor is working well to ensure that kids are where they are supposed to be and to keep others out.
- 5.6** Sharon also described the increased attention on expectations for students. The expectations are outlined in the student handbook and used consistently to show what they mean. The front entrance includes a big banner highlighting the words: Step Up. Do Right. Dream Big.
- 5.7** Unfortunately, there was one serious disciplinary case on the third day of school. The student broke major rules, violating the terms outlined in a student contract at the end of last year and discussed again at the beginning of this school year.

6. EXECUTIVE DIRECTOR'S REPORT: Peter Thorp

- 6.1** Peter started with "thank yous" to the many people who made the decision to move and who contributed to getting the school ready this summer, especially Joyce McMinn.
- 6.2** He also mentioned that "with joy, comes cost." He then presented the budget for completing the summer upgrades and repairs.
- 6.3** Peter described the current MOU and Facilities Use Agreement negotiations with SFUSD. The Board voted unanimously to authorize Peter to sign these two documents in the next few weeks, assuming there are no major changes.

7. C O M M I T T E E R E P O R T S :

- 7.1** Development Committee: Margot Shaub reported for Eve Collard that the *Matters of the Mind* luncheon is scheduled for November 17, 2005. Historian Doris Kearns Goodwin will be the speaker, along with a couple members from Gateway's first graduating Class of 2002. There are still tables available, and invitations will be sent the first week of October.

Margot also mentioned that the Development Committee decided to increase its fundraising goal this year to \$830,000 (\$760,000 is in the budget) to help cover the additional costs of moving to the new building that we see in the 2005-2006 budget.

At the next Board meeting, the Development Committee would like to talk about a capital campaign.

7.2 Audit Committee: Karen Jess-Lindsley outlined three stages of work for this new committee. First, Karen Dutina is conducting a pre-audit to evaluate the attendance process by looking at the 2004-2005 records to ensure accuracy and identify and process improvements. Second, the auditors will also review attendance data, fraud prevention procedures, and the financial statements prepared by Karen Dutina. The auditor's report will be reviewed and brought to the Board later this year. Finally, the Audit Committee will help review procedures and the process to get ready for next year's audit. New charter school regulations require a full-government audit next year. This will increase the level of data review by the auditors and double our audit costs.

7.3 Finance Committee: Karen Dutina reported for Marie Washington regarding the current financials. We currently are projecting a deficit for this fiscal year of approximately \$75,000. Even with the cost of summer renovations and the projected budget deficit for 2005-2006, we expect a cash balance in June 2006 of \$1.4 million. The Finance Committee will be working toward presenting a balanced budget for the 2006-2007 school year.

8. **COMMITTEE GOALS:** The Chair encouraged all Board members to contribute their ideas for committee goals by writing them on the large pieces of paper posted around the Library.

9. **ADJOURNMENT:** The Chair adjourned the meeting at 6:55 p.m.

Signed: _____
Becky Draper, Board Secretary

Date