

# Gateway Public Schools

Meeting of the Board of Trustees

Wednesday, March 20, 2019 @ 5:00 - 7:00 PM

## Minutes

**Board Members Present:** Therese Arsenault, Beth Berliner, Cynthia Billops, Sapna Boze, Sara Byrne, Elizabeth Colen, Katie Colley, Sharon Gillenwater, Annie Klebahn, Susan Masto, Sharon Olken, Mary Plant-Thomas, Jackie Quella, Kevin Rafter, Laura Spivy, Dina To, Aaron White, Julie Wise

**Board Members Excused:** Joyce McMinn, Molly Orner, Adina Safer, Valerie Toler

**Board Members Not Present:** Allison Bhusri

**Also present:** Chris Hero, Danielle Ciccarelli, Chanda Guerin, Rachel Kamen

### **Welcome, Call to Order, Approval of Minutes from February 27, 2019**

Sapna called the meeting to order at 5:04pm, and asked for a motion to approve the minutes from February 27, 2019. The minutes were approved unanimously, without issue.

### **Public Forum**

Sapna Boze opened the floor for public forum. No further discussions or motions were introduced.

Sapna welcomed everyone. It was great to see some of you at the Great Gateway Gathering. It was very festive, with great energy, games, and faculty bartenders. She expressed thanks to Chanda, Julie, Marianne and Meg for putting on this wonderful fundraising and community-building event. Mr. Bass was MC, and he was amazing. Thanks to all who donated wine!

Sapna thanked everyone involved in organizing the community meeting at the middle school. Thank you to everyone who has made a board gift. April 9th will be the final step in charter renewal at the SFUSD School Board meeting. We love having support in the room. Wear your Gateway gear!

Sapna announced that, after this year, she will be stepping down from the Co-Chair position that she has held for 4 years. Susan Masto will remain and Sapna will still serve on the board. Susan explained the process for nominating a new co-chair. Susan will send out an email, and would like to get feedback as to who would be a great co-chair. Any other input is welcome, too.

### **College and Community Task Force**

Sapna introduced Rachel Kamen and Beth Berliner, co-chairs of the College and Community Task Force. Rachel explained that the task force leverages the Gateway community's talent to support our college

programs. The focus this year has been on building new relationships, renewing relationships, engaging alumni and community engagement around college counseling.

We have a new college counselor this year, Jenna Marx, as well as a chain of volunteers who supported students in the college counseling classes, met with families at our FAFSA night, and helped students prepare for the SAT. Jenna now has a group of volunteers who are integrated into college counseling. Beth gave a shout out to Rachel who has done an amazing job connecting our college counselors with help. If they need help, they know they can get volunteers in different areas.

Beth spoke about the effort to engage Gateway alumni. The task force feels that we would be well served to be in better contact with alumni, so there is a lot of energy around the effort. The idea is to re-engage our graduates and build community connections. They would be relevant people for our students to look up to. We ask, where are our alums, where do they live, what do they do? Did they finish 4 years of college? The development team got out an alumni network email that spread the word about events alumni may be interested in, such as Giants Night, our blood drive and volunteer opportunities. We want to enter alumni info into Salesforce and streamline how we communicate.

Sharon told the board that Rachel's job is reaching out to organizations, arranging for job placement, and community building. Sharon has heard from seniors how helpful the college volunteers have been. She asked Rachel if she has heard anything from the students about the college counseling volunteers. Rachel said she has witnessed the development of relationships and is happy to see students light up, be excited, and accepting of support. Beth mentioned that, at the Faculty Affairs Community Meeting, Jenna talked about how beneficial the volunteers have been.

Sharon mentioned that we are often asked about our alumni but getting data has been a challenge for us. Sharon thanked Beth and Rachel for their work and for updating the board.

### **Development Update**

Chanda gave a quick fundraising update. We have raised 84% of our goal. The spring appeal goes out the 1st week of April, and Mary Plant Thomas has agreed to be part of the appeal. We continue to go after grants. Chanda spoke about the Great Gateway Gathering. Two hundred and ten people attended, and we had many parent volunteers. Mr. Bass was amazing leading "Fund a Need". This year we made a major effort to get families to attend. We called families in their home languages and had family greeters at the door who spoke those languages.

Community Night at the Giants is coming up on April 12th - please come! April is our Tacolicious Mondays fundraiser at the Marina location. 15% of proceeds go to Gateway.

Major donor initiatives. There has been a lot of discussion of how we steward major donors, how we cultivate them, and how we ask them. Chanda presented the collateral that will be sent to major donors. Sapna thanked Chanda for putting the collateral together. It is very helpful and helps us navigate conversations. The collateral will be available to trustees to use.

## **Finance Update**

Susan passed the floor to Chris Hero for the finance update. He told the board that tonight's goal is to provide an update on the budget process, which is going on with school leaders and the finance committee. In April we will approve personnel line items, within the context of a balanced budget.

Chris distributed a document identifying the FY20 budget drivers and reviewed baseline assumptions for revenue and expenses. Looking at fiscal years 2016 through 2024 shows us where we have been and where we are going. We need to be aware of how budget decisions impact future years. There are still questions around state funding as well as Prop G funds. Our budget assumes that we maintain our current level of fundraising into future.

Looking at expenses, teacher and non-teacher increases are the most important. We have done a good job of ramping up salaries. As of fiscal year 2021, all components of the salary increase will be in place. Chris discussed financial levers that can be utilized to balance the budget. That analysis will happen this month, and he will bring the recommendations to the April board meeting. The board will vote on personnel line items in April.

Sapna thanked Chris for this report. She introduced the Committee on Trustees.

## **Committee on Trustees**

Sharon Gillenwater thanked everyone for the potential-trustee brainstorming they did at the last meeting. It was a fruitful effort which is leading us to discover new possibilities. The development and trustees committees are working together to cultivate relationships. They are still in the process of compiling the information and seeing where it leads. They will winnow down the list to people they think are actionable and will bring a short list to the board.

Sharon G. asked trustees to be sure to complete the end of the year trustee survey. It is a way for the trustees committee to find out how you feel about the work you do on the board and in committees, get your thoughts about board governance and on the ED objectives. It will take about 20 minutes to complete. We will present the results at the May board meeting. Sapna reiterated the importance of the survey. What we talk about in the meetings comes from ideas on survey.

**Faculty Affairs Update** Sapna introduced Mary Plant Thomas for the Faculty Affairs Committee update. She spoke about the middle school community meeting. There were many things they hadn't heard at the 1st meeting. Annie Klebahn noted that there were a lot of similar through lines, but some things were unique to the middle school. One of the topics that came up was lack of space, which makes sustainability difficult. The FAC is thinking of keeping the community meetings separate as it was great to hear the issues that were important to both schools.

On another topic, Chanda announced that the luncheon will be held on Friday, October 25th, 2019. We are close to securing a speaker, but she will let everyone know when arrangements are firm.

**ED Report**

Charter renewal update: Sapna gave the floor to Sharon Olken for the executive director's report. Sharon talked about where we are in the high school charter renewal process. She explained that there are two main parts the school board is looking at - operations/finance and curriculum. When we renew our charter, we need to make sure it is up-to-date and fulfills the current law. They want to make sure we are serving kids well and that they are showing academic progress. Our next step is to go in front of the full SFUSD school board when they vote on renewal on April 9th. Our job is to bring a great group to speak on our behalf and cheer for us. The meeting starts at 6pm.

Sharing best practices update: One of Sharon's key objectives is to live up to our commitment to sharing best practices. Sharon shared two different presentations - one on re-engineering teacher compensation and one on building student agency and non-cognitive skills. Chris and Sharon have been to two conferences to share the Career Stages Model. We have gotten a lot of amazing feedback and interest. We are thinking of ways we can continue to share. Sharon and Suzanne are presenting about Gateway Impact at the National Partnership for Educational Access conference, next month. This is a very competitive conference to get into. It is really exciting for our teachers because it is about the work they are doing every day.

**Adjourn Meeting** Sapna thanked everyone for the work they do for Gateway and adjourned the meeting at 7:02.

Signed: \_\_\_\_\_ Sharon K. Gillenwater \_\_\_\_\_ Date: \_\_\_\_\_ 08/21/19 \_\_\_\_\_  
Sharon Gillenwater, Board Secretary