

Gateway Public Schools

Meeting of the Board of Trustees

Wednesday, October 16, 2019 @ 5:00 -7:00 PM

Minutes

Board Members Present: Therese Arsenault, Beth Berliner, Allison Bhusri, Cynthia Billops, Sapna Boze, Sara Byrne, Elizabeth Colen, Katie Colley, Sharon Gillenwater, Annie Klebahn, Susan Masto, Sharon Olken, Molly Orner, Mary Plant-Thomas, Kevin Rafter, Valerie Toler, Julie Wise

Board Members Excused: Joyce McMinn, Laura Spivy, Dina To

Also present: Chris Hero, Danielle Ciccarelli, Chanda Lockhart

Announcements

Sharon Gillenwater reminded the board that the Matters of the Mind Luncheon, with speaker David Plouffe, is coming up on October 25th. Trustees are invited to a VIP evening the evening before (10/24) at Katie Colley's house. Thank you, Katie for hosting the reception. We hope you will join us at the reception and at the luncheon. The Conversations for Impact event has been rescheduled for January. The November board meeting will be at the middle school. The holiday party will be at the Verdi Club this year.

Public Forum

Sharon Gillenwater opened the floor for a public forum. No further discussions or motions were introduced.

Review and Approval of Minutes from September 18, 2019

Sharon Olken asked everyone to look at the September minutes and make a note of any changes and anything that inspires them. Trustees shared their thoughts and had a brief discussion. Sara Byrne mentioned how incredible the teachers are. Susan Masto appreciates the tradition of teachers sharing what they read over the summer. Sharon Olken mentioned that the books the teachers read reflected our theme of Connecting with each other and Our Mission.

Annie Klebahn moved and Sara Byrne seconded a motion to approve the minutes from September 18, 2019. The minutes were approved unanimously, without issue.

Mission Moment

Theme: "What are we doing this year?" (What is the key work of Gateway and the Board?)

Sharon Olken shared this month's mission moment. She presented a video clip that introduced "Gator Gratitude" notes, which are a way for members of the Gateway community to show gratitude to someone at the school. It is part of the broader effort to show gratitude at our school. Sharon noted that, after seeing the video, her advisees asked to fill them out right away. Sharon shared some of the sheets her students wrote to friends and teachers.

If anyone has a mission moment idea, please let Sharon O., Susan or Sharon G. know and they will make sure you can share at the board meeting.

Executive Director's Report

Sharon Olken began her report by introducing Elizabeth Colen, who led the board in a "Leadership Compass Activity" related to the meeting's theme. She asked trustees to read through approaches to work and work style that correspond to the 4 cardinal directions. Everyone took a few minutes to look over the descriptions to find their work style. Trustees gathered with others who share their work style and talked about what brought them to Gateway and what is important for everyone to know about their particular work style. The groups then shared with the entire board. Sharon thanked everyone and said that the activity shows that, when you are collaborating, having people with different approaches is very helpful. In any team, you need all work styles represented.

Sharon Olken asked everyone to look at her *2019-2020 Objectives*. She explained that the objectives were developed from the results of the board survey, as well as conversations with school leaders, Chris Hero and Chanda Lockhart. Every summer Sharon O. spends time reflecting and meeting with board chairs to talk about what is important to accomplish in the coming year. It is always helpful to be both realistic and aspirational. She asked everyone to read the list and talk about what they think is important and which objectives need more explanation. Topics that came up were Gateway Impact, faculty retention, our financial position and plan, strategic alignment, leadership development, GMS charter renewal, and donor outreach and stewardship.

Sharon explained that tonight the board is voting on whether to approve the California LCAP Dashboard Local Measures, which measure our progress toward state goals. Each year we report if we are meeting the standards and post the results publicly on the Dashboard. She presented the report, *8 State Priorities and Local Indicators*, and trustees had time for a review and a discussion.

Susan asked for a motion to approve the report. Kevin Rafter motioned to approve, Valerie Toler seconded, and the report was approved, unanimously.

Board Committee Objectives for 2019-2020

Susan asked committee chairs to talk about their committees' objectives for the year. Below is an outline of what was discussed.

Major Donors Committee - In order to meet our significant fundraising needs as an organization, the Major Donors Committee works with our Development Team and Executive Director to support the identification, cultivation and solicitation of major donors. This Committee also plays an important strategic role in setting the direction and activities of events, collateral, donor cultivation and network building.

The Executive Committee is comprised of the elected officers of the organization including chairs, vice chairs, treasurer, and secretary. This committee meets as needed throughout the year in order to stay apprised of key initiatives of the schools, serve as a sounding board for the Executive Director, and consider strategic questions of the organization.

The Development Committee this year continues to support the key development initiatives led by Chanda and the development team. We started this school year by evaluating the events lined up for this semester, considering where committee and board support (for example, note-writing) would be helpful and brainstorming areas Chanda and Marianne sought feedback; we plan to do the same evaluation in January for the remainder of the year. One area of particular interest to the

committee this year is how we can engage our donor base meaningfully and in a way that aligns with our Gateway values, and we are actively considering ways the committee and/or trustees can support some of our stewardship efforts.

Audit Committee - The committee met today to prepare for meeting with auditors in a couple of weeks. The committee is expecting a clean audit.

Committee on Trustees - Kevin referred to the handout, *Trustees Committee Strategic Framework*. The committee is looking for greater diversity, and to broaden connections. Recruiting and bringing in potential trustees is the highest priority. You can expect to see some new faces as we get acquainted. 2 potentials coming to luncheon. Kevin asked everyone to look at the reverse side and pointed out suggested outreach language. The committee is thinking about professional groups to engage with.

Investment Committee - The goal of the Investment Committee is to manage the board designated funds in a fiscally appropriate manner accounting for cash needs, market conditions, and investment allocation. The committee meets three times a year to review investment performance and allocation.

Faculty Affairs Committee - The committee's goals are:

1. Efforts around communication and helping to surface and analyze the experience, satisfaction, and needs of Gateway's faculty in order to better inform the work of Gateway's Board and leadership teams. This includes things like the Community Meetings and the Annual Faculty Survey, along with sharing the results and action items from each of these with both faculty and the board. It also includes some new cross-collaboration initiatives between schools which we will share more about in our next update. This is also where our updates to you all fit in (like this!)
2. Continue the collaborative process and support for the Career Stages Model of compensation to ensure teaching at GPS is more sustainable over time. The FAC's role this year will focus on continued high level feedback and surveying on the CSM process to ensure things continue to evolve well guided.
3. Work to support efforts around retention and recruitment of faculty. Our ongoing work focuses primarily on retention and there is a new project that we are considering that will dive deeper into recruitment efforts and how to support these for the coming year and beyond. One concept we are considering is hosting a focus group with our 14 new faculty members across schools in early December to learn more about their experiences.

Finance Committee is focusing on long term planning, managing cash flow, supporting CSM, collaborating with development committee, and coordinating with investment committee.

Finance Committee - The committee's goals are:

1. Review of 2018-2019 final performance
2. Close monitoring of budget to actual performance for 2019-2020 throughout year
3. Creation of budget for 2020-2021
4. Focus on long term financial planning and sustainability including potential changes in funding and increased funding needs related to Career Stages Model
5. Collaboration with Development Committee to understand the development goals, their connection with the campaign and how that impacts short to medium term finances
6. Support of investment committee as needed including reporting both for finance committee meetings and board meetings

7. Monitor cashflow projections as it relates to Board Designated reserves

Finance Update

Chris reviewed the latest FY20 Budget Forecast changes. A fee increase for special ed programs and delays in Prop G funds has impacted our budget. We started with a surplus, but we are now looking at our options to support a mid-year deficit.

Our teachers are working harder than ever, and we are continuing to invest in programs for our students. Our financials reflect our priorities. We will form a sub-committee focussed on our long-term financial model and sustainability. The answer is to do more for our students, not less, and use this as a catalyst for putting our model together. Susan thanked Chris, and gave the floor to Annie for the Faculty Affairs Committee update.

Faculty Affairs Committee

Annie and Mary presented each school's priorities and action plans for this fall, based on the Annual Faculty Survey feedback conducted last spring.

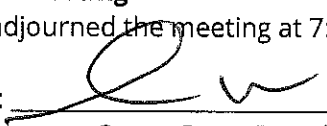
In addressing challenges at the middle school, we are staying focused on our goals and mission. The middle school has implemented a block schedule, which has allowed for more individual prep time for teachers. Space wise, there has been a lot of construction to help alleviate pressure from the small space. In addition, the reason for students' use of spaces, such as the Student Support Office, has changed.

The high school now has a behavior intervention team. To alleviate the time crunch teachers feel, there is a new system for using teachers' assistants more efficiently, and an explicit limit on the number of IEP meetings each teacher needs to attend. The leadership team has created a list outlining responsibilities for its members.

Adjourn Meeting

Susan adjourned the meeting at 7:06 pm

Signed: _____



Date: _____

11/13/12

Sapna Boze, Board Secretary