

**GATEWAY PUBLIC SCHOOL
BOARD OF TRUSTEES MEETING MINUTES
Wednesday, April 23, 2014 @ 5:00 PM**

Board Members Present:

Therese Arsenault, Beth Berliner, Allison Bhusri, Cynthia Billops, Sapna Boze, Felix Chinchilla, Mark Felton, Deundra C. Hundon, Amy Joseph, Susan Masto, Joyce McMinn, Erin Niehaus, Sharon Olken, Will Parish, Adina Safer, Sue Schultes, Suzanne Schutte, Laura Spivy, Valerie Toler, Jennifer Tulley, Julie Wise, Briana Zelaya

Board Members Excused:

Laura D'Amato Jackie Quella, Lisa Kirkland, Katherine Welch

Board Members Not Present:

Phil Susser, David Jackson

Also present:

Chris Hero, Kathryn Hecht, Justin Berthiaume, and Kerry Hughes.

1. Call to Order, Welcome, and Approval of Minutes from Feb 2014

A motion was made to approve the minutes. They passed without issue.

2. Public Forum

Jennifer then opened the floor for public forum. No further discussions or motions were introduced.

3. Facilities Update

Justin Berthiaume, a science teacher at GHS, shared the story of how the "Urban Food Forest and Outdoor Classroom" garden came to be. He introduced Kerry Hughes of the former Hayes Valley Farm, who donated many of the garden's plants. Justin described the benefits and goals of the project and explained that the project will use permaculture gardening. The Board thanked Justin and Kerry.

4. Development Update

Sharon reported that new Director of Development, Anna Heidinger, would be joining us in July. She is well-qualified and well-connected. Sharon also thanked the search committee, Laura Spivy, Chris Hero, Kathryn Hecht and Valerie Lemke. Sharon reported that until Anna's arrival she and Laura Spivy would serve as joint Directors of Development.

Sharon referenced the cash flow update and reported that we passed the \$1M mark since the last Board meeting. She feels confident that we will meet our goal. We have our first two pledges from the IMPACT Labs Campaign and they have set the course. Laura said that Tina helped us turn our strategy into 3-year asks, so we are now better positioned at the front of each year. Sharon summarized the numbers and expressed confidence in our position. Laura mentioned that should we not make fundraising goal we have a surplus and will be able to fill the deficit through the surplus.

Susan Masto reported that there had been a successful strategic meeting for the luncheon. Susan handed out David Kelley's book and encouraged the Board to read it and familiarize themselves with his work in order to bring interested parties to the event. She went over past corporate sponsors and the current host committee and asked everyone to consider the list and think about who they might add.

5. **Strategic Initiatives Update**

Sharon introduced the Gateway IMPACT Labs brochure. She thanked Kathryn for designing and heading up the process and then asked for comments and questions. Board members offered feedback. Sharon asked the two strategic initiative committees to reflect on the brochure's representation of their efforts.

Sharon then walked the board through her thoughts concerning the brochure and the campaign in general. She also briefed the group on next steps in fundraising using the brochure.

Suzanne Schutte said that IMPACT labs is institutionalizing the Gateway way. She reminded everyone that there is a need for specialized training for tutors and others who work with kids so that they can teach according to how students learn.

Mark Felton said it is far more difficult to implement the IMPACT Labs sharing model as opposed to actually producing the best practices. This, to him, is part of the GPS expertise.

6. **Executive Director Report**

Sharon led the board in a round of applause to celebrate the GHS charter renewal.

She briefed the Board on the Uniform Complaint Policy adoption. As part of Gateway's ongoing efforts to be in full compliance in case of any complaints, the organization has now put together this document. It outlines how we are to be in compliance with various rules and regulations, as well as the process the complainant is charged to follow. Laura made a motion to approve the Complaint policy, Erin seconded and the motion passed without issue.

7. **Finance**

Chris Hero said that historically, we have had the grapefruit discussion regarding the budget, and this year it is more akin to the cupcake. At which time, Jennifer Tulley handed out mini cupcakes to celebrate.

Chris went over all of the finance committee recommendations outlined in the handouts. He pointed out that GPS will start with an almost \$300K surplus for the year.

As far as health insurance options, the finance committee also recommends offering the richest plan to all employees. This along with the compensation line items spend down most of the surplus. But even if we make all of the recommendations, we will still be left with a surplus for next year as well.

The staff stepped out and the Board discussed the compensation items. Suzanne Schutte made a motion to pass the recommendations, Adina Safer seconded and the motion passed unanimously.

Laura asked about how the remaining budget items would be handled. Chris said nothing would be taken away, only reworked to come from different pockets. Laura then complimented Sharon and Chris for sticking to the budget from month to month.

8. **7:00 - Adjourn Meeting**

At 6:53 PM, with no other business to conduct, Jennifer adjourned the meeting.

Signed: Allison Bhusri
Allison Bhusri, Board Secretary

Date: 5/21/14