

GPA Meeting  
February 12, 2008

**January minutes approval**

Approved by Gary Goldsborough and Amy Joseph

**President's Welcome and Recap**

Tracy Pore

Tracy Pore welcomed the group and thanked Suzanne Feyock (not present) for chairing International Night. Despite the challenge for a huge downpour of rain, the competition of a Presidential debate, and the season premier of Lost, International Night was a hit. The food was awesome, as always, and those who attended had a fabulous time. Thank you to the Committee of about 10 parents and the student volunteers, and all those who contributed to the event.

Senior Garage Sale and Graduation Reception Committees need to be formed and Chaired. Suzanne Feyock has stepped down from Chairing the Garage Sale. She will be available to provide input due to her experience with this event.

The Graduation Reception is traditionally chaired and staffed by the Junior parents, although all grade levels (except Seniors) are encouraged to participate. From reviewing parent volunteer sign-ups, there are approximately 10 parents who have expressed interest in helping with the reception. Gary Goldsborough, our Parent Volunteer Chair, will contact these parents by phone to get them on-board. Tracy will provide some information on the reception from previous years' experience. Angela Grimes and Diedre Smith will be handling the ceremony planning, but will want to meet with the Reception Committee to coordinate the event.

Sharon Olken suggests coordinating the senior events with the faculty liaisons: Denise Olivera and Marisa Pena.

**Principal's update/Gateway Safety Policy**

Sharon Olken, Michael Fuller

The Principal's update was turned over to Michael Fuller, who presented the Gateway Safety Policy for staff and students. The district has a standard safety policy and Gateway's plan is based on the district model. The school has a binder, the Comprehensive School Safety Plan. The safety plan covers everything from a plane falling from the sky, or bomb threats, to strangers in the building.

Michael Fuller and Deirdre Smith, Student Support Coordinator, deal with strangers in the building. Gateway students are quick to notify one of them if there is someone in the building who doesn't belong. Because of the large number of entrances and exits in the

building, it's a challenge to be sure that unwanted visitors don't come in, especially since students sometimes use the "emergency" exits to leave the building.

In the Safety Policy review, key aspects of Gateway Safety Policy were highlighted by Michael Fuller

There is an algorithm for releasing students/dismissing students

At the top is the Incident Commander (IC)-Principal or designee- who works with emergency crews: firefighters, police, paramedics, etc.  
If students are released from within the school, the IC will notify teachers to keep students inside classrooms. Sweep Team members will coordinate with the Release Team to release students classroom by classroom.

There is a Lockdown procedure for gun violence in the neighborhood which will go into effect. No student will be allowed to enter or leave the school when under Lockdown procedure. There is a procedure for school lock down: determining factors for lockdown, parent pick up procedure, and notification protocol. In case of a general threat to school, the principal will contact authorities first and let parents know situation and outcome.

In case of emergency protocol for taking student roll call (i.e. earthquake)

Student accounting:

The Incident Commander using a bullhorn will maintain order, asking teachers and students to remain calm.

The Attendance Coordinator's "go kit" includes:

Paper attendance for all students

List of students per block that have a free period.

Emergency locator cards for all students and cards to identify students with special need/meds. **MAKE SURE YOUR EMERGENCY FORMS ARE ACCURATE AND UP TO DATE.**

A runner for the Release Team will collect teacher attendance, including substitute teachers, and with the Attendance Coordinator begin accounting for student on a paper document.

After school activities, sports events: There is a safety ratio for after school activities (play, sports events, dances) teacher:student is 1:45-50. Security guard is here from 3-10pm and an extra security guard will be brought in for events like dances.

The percent of teachers certified in emergency first aid: 10% The school insurance company offers CPR first aid training for free for the teachers. Coaches are all CPR/first aid trained.

Protocol for field trips, project week, athletic games:

Driving policy for athletic games: students cannot drive themselves, and parents who drive have to have an insurance policy with specific minimum coverage.

A Safety Bulletin is in the making for the students as a reminder of dos and don'ts, and safety awareness.

A safety sheet is proposed for parents.

The Communicator and Gateway website are potential ways to get the word out to the Gateway community.

### **Logowear/Treasurer Update:**

Amy Joseph

Joe Killmaier, Athletic Director, got old Logowear for teams/coaches at cost. Now he would like the red sweatshirts, the 10<sup>th</sup> Anniversary sweatshirts. The discussion was whether he should be given the shirts at cost, as they are special sweatshirts with few made and the school does not make money on them. Amy will talk to Joe about what exactly he needs and will determine with the GPA, what can be supplied.

### **GPA Fundraiser**

Gary Goldsborough introduced Anne Voller, CEO of "Green Zebra, Local Savings for Sustainable Living" coupon booklets.

The GPA has been thinking of other ways to raise funds for Back to School Picnic, International Night, etc.

Anne Voller, CEO of Green Zebra, presented her fund-raising booklet: a coupon booklet of local merchants with discounts on their wares. The booklet embraces local organic restaurants, eco-friendly products and green merchants, health foods, yoga and fitness, spas, cultural activities and getaways. It also includes zero waste lunch ideas, recycling ideas, and healthy snack ideas; some of the merchants donate part of their profits to charities (Urban Forest). Books can be given on consignment, no risk, no minimum. There is also an online version, using a button on the Gateway website and a link. Usual price is \$25, but as year goes by the price can decrease.

Gateway GPA would be the locus of sales. Pre-order sales can be done in late August for Back to School events and the frosh/Soph Bar-be-Que. Samples of books can be available at early fall events. The booklet itself comes out in October. Check are made out to Gateway. Gary will take the monies for the book and a new account will be set up for Green Zebra.

Next Meeting:

March 18<sup>th</sup>, 2008

Respectfully Submitted and Special Thanks to Tracy Pore,  
Ginny Gjedsted