

Meeting Minutes

Meeting of the Board of Directors – Envision Education
111 Myrtle Street, Suite 203
Oakland, CA 94607
April 25, 2013

I. PRELIMINARY

1. Call to Order
 - Jim Wiggett called the meeting to order at 4:00 PM.
2. Roll Call
 - Kathi Burke, David Cooper, Greg Daily, Gay Hoagland, Kristi Kimball, Bob Lenz, Lawrie Mott, Natalie Walrond, Jim Wiggett
 - By Teleconference: Todd Aldrich, Patrick Murray, Peter Navin
 - Others in Attendance: Jane Breyer, Erika Nielsen Andrew, Judy Hill, Keisha Wilson, Janeen Jackson, Nick Kappelhof, Mike Barr, Gail Greely, ACOE
 - Absent: Helen Bulwik, Sherri Pittman, Kirsten Weisser
3. Approval of Minutes from January 18, 2013 Special Board Meeting
 - Motion: Kathi
 - Second: Gay
 - 10 Yes 0 No
4. Approval of Minutes from January 24, 2013 Board Meeting
 - Motion: Gay
 - Second: Natalie
 - 10 Yes 0 No
5. Approval of Minutes from March 19, 2013 Special Board Meeting
 - Motion: Gay
 - Second: Kathi
 - 10 Yes 0 No

II. PUBLIC COMMENT/ANNOUNCEMENTS

None.

III. REPORTS

1. CEO Comments

- Bob introduced Mike Barr, Envision Education Interim CFO, and Janeen Jackson, our new Office Coordinator.
- Bob reported on the Hewlett Foundation visit to Impact Academy. Larry Kramer, Hewlett's new president, visited Impact to better understand the Foundation's Bay Area investments. He visited classrooms and interacted with leadership and staff. Bob reported that California standards testing and graduation portfolio defenses taking place at the schools. He extended an invitation to board members to visit in May, as a way to better understand our program.
- Bob announced that we have launched search for a COO, someone who can be a strategic partner to the CEO, and collaborator with the Superintendent. We are seeking someone with experience in finance, operations, and strategic growth, and are considering working with a search firm.

2. Chair Comments

- Jim reported on our relationship with East Palo Alto Academy (EPAA) and Stanford University. We are negotiating a Memorandum of Understanding (MOU) that articulates our financial relationship and support role. This partnership will allow us to have a presence in Silicon Valley, and presents opportunities for new relationships. The MOU will be presented to the Board at a later date – September or December, for approval. The initial agreement could include supporting EPAA's back office in the areas of human resources, accounting, and financials. The board will need to decide by December 2013 if we plan to takeover the charter and run the school.
- Jim updated the board on SFUSD's decision to assign KIPP's new high school to the Gloria R. Davis campus at Metro. Our lease prohibits this. The school board chair and Jim have been in conversation. KIPP has subsequently been reassigned to the International Studies Academy (ISA) campus in Potrero Hill. KIPP will start their high school in Sept. 2013. KIPP has stopped referring its students to Envision.

3. Schools Update

- Nick Kappelhof, Principal at Metro Arts & Technology presented an enrollment update. Nick framed the conversation by describing how his planning team co-developed the essential question, "What will we do make sure Metro is the Bayview's community high school?" Nick described the last three years and Metro's enrollment, API scores, and teacher retention data. The goal is to identify what accounts for these changes to enrollment. He posited a different message. We used to say "we are a college prep school, come join us". The new message is to not message, but instead create experiences that ask the community what they want in a high school. We will ask these questions to a variety of community stakeholders and respond

accordingly.

- Nick presented a timeline that included how our stakeholders will be engaged in these outreach activities; CBOs, SFUSD, Catholic & Private Schools, Metro students, parents, staff, and Envision staff. Jane described how our communications efforts include creating new opportunities for us form some alliances with Bayview CBOs. Lawrie asked how the board could help.
- Nick asked for help building capacity around collecting this data. Nick also expressed optimism in increasing our visibility within the district. He feels this can be accomplished, in part, by continuing to build Metro's girls' and boys' basketball programs.

4. Learning Partners Update

- Erika oriented the board to the Envision Learning Partners Strategic Plan. She described ELP's journey and how well we're doing with the market. Erika described our impact growth, revenue growth, strategic plan (revenue growth, ELP services, regions), and sustainability. Bob explained how our renewals with Hewlett caused us to think differently about how to engage districts in this work. Erika shared that districts have had to put together teams and learn and commit to working collaboratively. Erika has become the thought leader in her role supporting districts.
- Action Items
 - Support ELPs Strategic Plan
 - Motion: Kathi
 - Second: Gay
 - Vote by Roll Call
10 Yes 0 No

5. Development and Communication Update

- Jane Breyer presented a summary of the development financials. We are now at 103% on our FY13 goal. Bob reported that our development activities have been stronger overall; our infrastructure and database management, hadn't existed previously. Our success is attributable to these improvements.
- Jane asked that board members continue to work within their networks and extend invitations to see the schools. Bob explained how the defense "slice" allows us to showcase our district networks across the country. It's important for people to "touch" the work and see the kids. Jane shared how Credit Suisse has interacted with our schools, volunteering to assist with our

seniors' college and financial aid applications, and how they included a generous \$10K donation.

6. Finance Update

- Mike Barr gave an overview of the financials of Envision Education. Revenue is on track. Development came in above what was budgeted. Mike highlighted our expenses and described how FY14 budget decisions have been determined. Lawrie asked when we will know about the LCFF (Local Control Funding Formula) outcome. Bob explained that the CA budget must be passed by June 30. We will have a better sense of the per pupil rate in May.
- Bob acknowledged Judy Hill's contribution to Envision Education and announced that this was her last board meeting. Board members congratulated Judy on her next position and wished her a fond farewell.

7. Governance Update

- Lawrie presented the Board and CEO Assessment Surveys. He indicated that these two instruments would be introduced in email by May 10; due May 20. They are confidential and will not be tracked by name. These should be completed in the next 2 ½ weeks. The results will be reviewed at the June board meeting; the CEO assessment will be reviewed privately.
- Lawrie introduced three board candidates. The first was Keysha Bailey, VP of Asset Management at Prudential. The second candidate was Parker Blackman, COO and Managing Director of Fenton Communications. Parker has extensive experience in communications, organizational change, and scaling start up efforts. The third candidate was Marjorie Goux, Sr. Corporate Counsel for The Clorox Company. Marjorie has deep experience in domestic and international marketing property licensing, protection, enforcement, and maintenance matters. The fourth was Phil Johnston, Consultant at Spencer Stuart. Phil combines more than 15 years of executive search experience with 20 years of technology and life sciences industry experience. Board members previously reviewed the candidate's biographies.
- Action Items
 - Approval of the addition of new board member, Keysha Bailey, term July, 2013 - June, 2016.
 - Motion: Lawrie
 - Second: Jim
 - Ayes: 10 Yes 0 No

- Approval of the addition of new board member, Parker Blackman, term July, 2013 - June, 2016.
 - Motion: Lawrie
 - Second: Natalie
 - Ayes: 10 Yes 0 No
- Approval of the addition of new board member, Marjorie Goux, term July, 2013 - June, 2016.
 - Motion: Lawrie
 - Second: Gay
 - Ayes: 10 Yes 0 No
- Approval of the addition of new board member, Phil Johnston, term July, 2013 - June, 2016.
 - Motion: Lawrie
 - Second: Gay
 - Ayes: 10 Yes 0 No
- Lawrie reported that the Governance Working Group has reviewed the board job descriptions and decided to *require* that members meet in person. The working group further recommended that new members each be elected to a three-year term.
- Bob reported that we have updated our education policies, and are now required to have board approval. These are standard policies, nothing unusual.
- Action Items
 - Approval of all education policies as indicated in the Board meeting packet:
 - Comprehensive Complaint Policy – Employee Policy
 - Uniform Complaint Policy and Procedure – Student Policy
 - Educational Records and Student Information Policy – Student Policy
 - Field Trip Policy – Student Policy
 - Interscholastic Sports Policy – Student Policy
 - Harassment, Intimidation, Discrimination and Bullying Policy – Student Policy
 - Motion: Natalie
 - Second: Gay
 - Vote by Roll Call
 - 10 Yes 0 No
 - Approval of 990 Form for filing
 - Motion: Gay
 - Second: Natalie

- Vote by Roll Call
10 Yes 0 No

IV. CLOSED SESSION

1. Potential Litigation

- Nothing to report.

V. ADJOURNMENT

- Meeting was adjourned at 7:20 PM.