

**Meeting of the Board of Directors – Envision Schools
 Support Office, 185 Berry St., Suite 220,
 SF, CA 94107
 December 10, 2009, 4:00-7:00pm
 Dial-In # is (866) 634-0822 Code: 103193**

I. PRELIMINARY

1. Call to Order-Nancy Farese to Chair for Amy Verneti
2. Roll Call: Bob Lenz, Lawrie Mott, Paul Carney, and Helen Bulwik. Vince Matthews, Matt Roche, Natalie Walrond, Maida Stupski
3. Call in: David Cooper
4. Other: John Maccabee-perspective Board Member, and Jon Schwartz, Evelyn Kelsey, Ann Holmes, Brian Greenberg, Naomi Kellar

II. PRESENTATION

1. Values Slideshow – Bob Lenz

III. COMMITTEEE REPORTS (20 min)

1. Executive Committee (5 min)
 Reviewed the October KPI's – there was no KPI meeting in November due to Holiday schedule.

Discussed NWEA (in the Red on KPI). This is a benchmark from beginning of year that we hope will turn yellow and green as year progresses. Administered again between Feb 1 and March 15. Best measure over time of our intervention programs. Difficult to administer so we will do it twice a year.

Board members asked to see the current KPI's with data from last year for more context. Will add last year's KPI results to beginning of chart. Noted by Jon Schwartz, we added some info for KPI's this year so not all items would track to last year.

Question was asked by Paul Carney concerning how often we measure community satisfaction? Bob and Jon responded that once a year we administer a survey. Additionally, we get information from attendance and retention data on a daily basis.

Matt Roche began discussion about enrollment. Discussed current push to address by utilizing enrollment resources to work on this since enrollment already looks to be a challenge at Metro and EA. Our Enrollment Coordinator is now focusing on Metro and contractor is working with EA. Bob Lenz mentioned that the school Administrators are motivated and understand the gravity of task at hand.

2. Education Committee (0 min)

For next Board Meeting: a number of members would like to see how 10th, 11th grade come in on NWEA vs. 9th graders – Brian will provide that information.

Brenda Jewett has informally joined the Education Committee. First example of a non-board member participating. Vince Matthews was asked by Evelyn Kelsey to formally invite her.

3. Development Committee (5 min)

David Cooper gave overview of a very successful visit with Hewlett Foundation.

Bob Lenz followed by describing the panel he participated in as part of the Hewlett Foundation meetings. There was a dual focus of the panel: Open Educational Resources, and Education for Change (21st Century Skills). Their Program Officer found us on the web. We were able to showcase our Assessment system to them which spoke to their interest in assessments that are broader than standardized tests. Also, the population of our students is closer to their primary focus, which is greater than 40% Free and Reduced Lunch Program eligible students. Was also able to speak to them about College Success division. They got back to Bob already expressing that they have further interest in speaking with us. April 2010 is when they are looking to distribute grants.

Individual giving campaign exceeded the Board's contributions goal. Overall, the campaign is at 75-80% of what we raised last year from others.

Evelyn Kelsey described Envisions recent development event. Helen Bulwik and Bob Lenz invited 12 people to the East Bay event, with three students, and Envision Academy Principal. Over a buffet dinner, there was an open dialogue. Next step is follow-up. Bob Lenz encouraged the Development Committee to host more events like that. This format presents opportunities for new Board Members, volunteerism, and other involvement for potential funders and Envision Schools supporters.

4. Finance Committee (5 min)

David Cooper presented an overview of current financial. Previously the Board had decided it was prudent for management to develop a contingency plan in the case that future cost savings may need to be implemented. After extensive analysis management's plan recommended a \$500,000 in cuts this fiscal year (\$900k annualized). Other hurdles this year, if needed, could be dealt with using the Charter School Capital line that is in place.

Bob Lenz provided context to the recommended contingency plan by pointing out that these cuts are the first round, and next fiscal year we will restructure even further. Next year's restructure will include the reduction in the number of teachers at the schools. Management has already been working with Principals directly on this decision to make changes at the school site level to meet budget realities. Bob further said that we are hoping that this is an opportunity to reduce complexity and keep the pieces of the education model that are the most powerful. Our strategy is to be the best at preparing the students for college success. Discussions are underway but decisions have not yet been made

Discussion issued as to the probability that the financial situation will be worse than we have planned for in our contingency plans and if it was possible cut even more mid-year. Bob Lenz discussed how management has provided recommendations based on protecting the school program and the students who are in the middle of the school year, although there will be specific cuts to SPED mid-year.

The finance committee communicated a comfort with this approach.

Discussed future state funding – Vince Matthews said he believes it is going to get worse with mid-year cuts and 3 year's of tough news.

MOTION: Lawrie Mott moved to approve the contingency plan

SECOND: Matt Roche seconded motion.

All in favor none opposed.

3. Committee of the Trustees (5 min)

Approved the Board KPI

Potential new Board Members include: John Maccabee (Present at Board Meeting), and Larry Rosenberger a contact of Bob Lenz's.

Evelyn Kelsey will have Amy Verneti sign Board commitment letters and will send out to all Board members. The letters include staggered terms

Evelyn will communicate to current Board Members the status of new or potential members. Recommended that there be a checklist used or formalized process for tracking new developments that the Board should be aware of.

Discussion of the successful Board orientation.

The target number of Board members is 14; we have 11 currently; the maximum allowed is 17.

Nancy Farese started a discussion about the Board survey done last year; the self-evaluation. Is there value in doing it again? Bob clarified that it was last done in September of 2009 but the results were never shared. They will be shared in the January Board Meeting

4. Audit Committee (0 min)

Paul Carney shared that we recently received the final results of the audit and he reviewed the letter to the Board.

IV. CONSENT ITEMS (2 min)

1. Minutes from 10/29/09 Board Meeting

Typo in Section 4 – will be corrected.

MOTION: Matt Roche moved to approve 10/29/09 Board Minutes

SECOND: Helen Bulwik seconded the motion.

V. **ACTION ITEMS** (5 min)

1. Revisions to ES Handbook: Bob provided background and context for revision.
MOTION: Bob Lenz moved to approve the revisions to the Handbook.
SECOND: Vince Matthews seconded the motion.
All in favor none opposed.
2. Revisions to Suspension & Expulsion Policy: Bob provided background.
Standard practice to revise policies when you go through a renewal. Paul asked why we based on 4th through 12th – Brian Greenberg answered question.
MOTION: Bob Lenz moved to approve the revisions to the Suspension & Expulsion Policy.
SECOND: Matt Roche seconded the motion.
All in favor none opposed.

VI. **CLOSED SESSION** (30 min)

1. Personnel Item
2. Possible litigation
3. Case #0506-29 – approved unanimously
4. Case #0506-30 – approved anonymously

VII. **DISPOSITION OF CLOSED SESSION**

VIII. **ADJOURNMENT**