

**Meeting Minutes**  
**Meeting of the Board of Directors – Envision Education**  
**Thursday, April 17, 2014**  
**Envision Education Support Office**  
**111 Myrtle Street #203**  
**Oakland, CA 94607**

**DRAFT BOARD MINUTES PENDING BOARD APPROVAL**

**I. Preliminary**

(1) Call to Order

- Jim Wiggett called the meeting to order at 4:15 pm and ascertained if quorum was reached.

(2) Roll Call

- Attendees: Keysha Bailey, Parker Blackman, Helen Bulwick, Kathi Burke, Marjorie Goux, Gay Hoagland, Bob Lenz, Lawrie Mott, Sherri Pittman, Gia Truong, Jim Wiggett
- Absent: David Cooper, Kristi Kimball, Natalie Walrond, Phil Johnston, Peter Navin

(3) Jim requested the following changes to the agenda: Move up the Check-in and change the consent agenda to individual action items.

- Motion: Lawrie Mott
- Second: Keysha Bailey
- Approved by voice vote: 11 Yes 0 No

(4) Board members checked in over dinner. (No Envision business was conducted during the dinner).

Meeting was reconvened at 111 Myrtle Street Suite 203: 5:00 pm

(5) Roll Call

- Attendees: Keysha Bailey, Parker Blackman, Kathi Burke, Helen Bulwick, Marjorie Goux, Gay Hoagland, Bob Lenz, Lawrie Mott, Sherri Pittman, Gia Truong, Jim Wiggett
- Via Teleconference: Kristi Kimball, Natalie Walrond
- Absent: David Cooper, Phil Johnston, Peter Navin

**II. Public Comments and Announcements: None**

**III. Comments – Chair & CEO:**

(1) Chair: Jim Wiggett introduced Gail Greenly of Alameda County Office of Education (ACOE). This is the first meeting with Gia Truong as CEO. The agenda reflects some changes that Gia suggested.

Note the debrief at the end of the meeting. We want to hear about what worked. A deep dive will happen at every board meeting: tonight is finance. We want the board and staff in sync once we leave tonight.

(2) CEO: Gia Truong shared that dinner was intended as additional time for board members to get to know each other. Announced the new management team consists of her, Ben Kornell and Sally Kingston. Sally is strengthening the relationship Envision Learning Partners has with our schools.

#### **IV. Generative and/or Strategic Thinking: Financial Health**

Ben detailed the case study and board members participated.

Generative ideas from board:

- Gia: About \$1M to \$1.2M will help us manage cash flow over the next year.
- Jim: Over the last two years, we have brought down our operating expenses and changed the teacher-student ratio twice.
- Helen: We have taken the easier route of borrowing, and we have learned the cost of that. Need is to add students and privately raise funds. Double the development budget and have a strategic plan around that.
- Sherri: We have kicked the can down the road. The key to maintaining positive cash flow relies on filling development gap.
- Lawrie: How do raise \$1.2M without adding to program? Most grants have work attached.
- Sherri: We need contingency planning if one of these near-term solutions falls off the table.
- Kristi: Debt is dragging down the organization. We are better off trying to solve the debt problem ASAP. All of our money we raise is going to debt, instead of to kids.
- Natalie: Tough decisions ahead, appreciate the transparency.

#### **V. Working Groups**

(1) Governance

Election of New Board Member Matt Armanino

- Motion: Kathi Burke
- Second: Gay Hoagland
- Approved by roll call 13 Yes 0 No

Election of New Board Member Michael Mendes

- Motion: Parker Blackman
- Second: Gay Hoagland
- Approved by roll call 12 Yes 0 No 1 Abstention

Election of Gay Hoagland and Sherri Pittman to second board term

- Motion: Parker Blackman
- Second: Kathi Burke
- Approved by roll call 13 Yes 0 No

Jim Wiggett left the boardroom

Election of Jim Wiggett as board chair for a 1-year term

- Motion: Parker Blackman
- Second: Kathi Burke
- Approved by roll call 12 Yes 0 No

Jim Wiggett returned to the boardroom

Election of Phil Johnston as Vice Chair for a 1-year term

- Motion: Keysha Baily
- Second: Gay Hoagland

Approved by roll call 13 Yes 0 No

Election of Keysha Bailey as Secretary / Treasurer for a 1-year term

- Motion Jim Wiggett
- Second: Helen Bulwick
- Approved by roll call 13 Yes 0 No

Lawrie spoke about the board self-assessment that will be sent via Survey Monkey and urged everyone to complete the survey.

## (2) Schools Update

- Kristi Kimball reviewed the School Goals and how the schools are progressing to meet them. We are at the mid-year point.
- Academic Performance: 1+ year growth in reading for 9<sup>th</sup> graders
  - EA has exceeded its mid-year goal.
  - Impact and CAT have not reached their mid-year goal.
- Operation/ Financial Performance: Meet or exceed enrollment targets
  - Impact has reached this goal.
  - EA and CAT have not, but goal is for August 2014.
- College Going: 70% accepted at 4-year colleges
  - All three schools have exceeded last year's indicators toward this goal
- Gia detailed the trip she and school leaders took to North Star Academy in New Jersey.

## (3) ELP Update

Sally Kingston and Kathi Burke led a presentation.

- What ELP Sells: Professional Development, Coaching, Tools Resources
- ELP's Competitive Advantage: Real-life schools (living laboratories), Promising Evidence, partnerships that work.
- ELP's Impact: Financial and Educational
- Contracts customized to customer's needs, year-long engagement is the average engagement time.

FY2015 Strategic Priorities

- Grants
- Partner-funded Work: Grow California, Washington and Hawaii, Maintain Michigan and Northeast.

(4) Finance: Ben Kornell

- Cash Flow: Detailed in chart slide, which showed tight cash flow in August and September 2014.
- Budget: Summary of Debt, which reflects a projected debt of \$4M in June 2014
- EA Relocation Update: 1500 Broadway is available but not financially viable with all of the work we would need to do to the building to make it work.  
Possible next steps:
  - Continue with split campus idea possibility
  - Get more aggressive with CCA for use of the top floors of 1515 Webster
  - Evaluate warehouse space in Oakland
- RSF Update: RSF fell short of Envision Education's needs.
  - Finance Working Group will present the budget at the June meeting, as normal, when the research is completed and they are ready to recommend a firm budget

(5) Development Update: Sherri Pittman

- We are at 16K over our pledge goal.
- Fall anniversary party narrowed down to two sites; will be in October
- EA visit by Congressional and White House representatives in May
- Representatives from Denver visiting EA
- Group of international educators visiting CAT
- Trump Foundation from Israel visiting CAT

Jim reminded all that the consent agenda was changed to individual action items in the brief session before 5 pm.

Parker Blackman left board meeting

## **VI. Action Items**

(1) Approval of Minutes: January 16, 2014

- Motion: Kathi Burke
- Second: Jim Wiggett
- Approved by roll call 12 Yes 0 No

(2) Resolution of Bank Signing Authority

- Motion: Lawrie Mott
- Second: Gay Hoagland
- Approved by roll call 12 Yes 0 No

(3) Approval of Envision Academy Second Interim Financial Report

- Motion: Helen Bulwick
- Second: Gay Hoagland
- Approved by roll call 12 Yes 0 No

(4) Approval of Envision Academy's Transitional Accountability Plan

- Motion: Lawrie Mott
- Second: Helen Bulwick
- Approved by roll call 12 Yes 0 No

Jim: Dates for FY2015 board meetings are posted; please add to your calendars. Janeen agreed to send out meeting invitations to all board meetings to board members and assistants.

**VII Debrief: What was most important / what was least important?**

- Many members shared positive feedback, especially about the deep dive and transparency.
- A few ways to improve the board meeting were shared, which included more efficient use of time and length of the board meeting.

**VIII: Adjournment**

- Meeting was adjourned at 7:55 pm