

**Meeting Minutes**  
**Meeting of the Board of Directors – Envision Education**  
**Thursday, September 8, 2016**  
**Envision Education Support Office**  
**111 Myrtle Street #203**  
**Oakland, CA 94607**

**I. Closed Session: CEO Evaluation (G.C. 54957)**

- Report out from Closed Session
  - None

**II. Preliminary**

- Call to Order
  - Parker Blackman called the meeting to order at 4:27 pm.
- Roll Call
  - Attendees: Matt Armanino, Keysha Bailey, Parker Blackman, Kathi Burke, Dea-Anne D’Amico, Mark Daoust, Marjorie M. Goux, Phil Johnston, Kristi Kimball, Bob Lenz, Michael J. Mendes, Gia Truong, Mark Yowe
  - Absent: Gay Hoagland
  - Others Present: Sarah Chostner, Janeen Jackson, Ben Kornell, Jamie Marantz, Terry Cumes, Yvonne Armenta (Envision alum), and Laura Hernandez (UC Berkeley Ph.D candidate)
- Motion to remove the adoption of updated bylaws from the Governance portion of the agenda
  - Motion: Kathi Burke
  - Second: Gia Truong
  - Approved by voice vote: Yes 14            No 0
- Adopt the agenda as amended
  - Motion: Kathi Burke
  - Second: Mark Yowe
  - Approved by voice vote: Yes 14            No 0

**III. Consent Agenda**

- Ratification of Board Meeting Minutes: June 2, 2016
- Ratification of Executive Committee Meeting Minutes: June 23, 2016
  - Approval of Facilities Use Agreement between SFUSD and City Arts and Tech in lieu of Prop 39 (July 1, 2016-June 30, 2021)
- Ratification of MOU between SFUSD and City Arts and Technology for its 5-year Charter Renewal (July 1, 2016 to June 30, 2021)
- Ratification of Board Resolution concerning Maintenance of Effort Calculation for City Arts and Tech, Envision Academy and Impact Academy
- Approve Consent Agenda
  - Motion: Kathi Burke
  - Second: Marjorie Goux
  - Approved by voice vote: Yes 14            No 0

#### **IV. Public Comments:** None

**V. CEO Comments:** Gia introduced Nicole Jarbo new Director of Development and Nicole shared a bit about her background and the experiences that brought her to Envision. Gia welcomed the board back to the new fiscal year with a few celebratory items:

- Envision Education opened its first middle grade.
- Envision Education reached positive net assets.
- Envision has the leadership team to take them to the next level.

**Chair Comments:** Parker thanked the board for all of their hard work over the summer and reminded them of the annual fundraiser, Evening with Envision, was close at hand. Parker guided the board to keep this question in mind: What can we do as a board to support Gia and the team?

#### **VI. Schools Update**

- Jamie highlighted recent achievements at Envision Schools:
  - Impact Middle opened on time and had an amazing positive start
  - Overall SBAC test scores are up at our schools
  - Schools are improving in ELA
  - All schools are currently fully staffed
- Jamie reviewed the Education Goals from last year and discussed whether or not they were met.
  - Academic goals were mostly met as reflected in the SBAC tests
  - College going rate goal was met with 80% acceptance to a 4-year college network wide
  - Talent Goal was not met
  - Budget goals met thanks to meeting enrollment and ADA targets
- Teacher retention continues to be an area of focus.
- Enrollment is at 100+%
- Jamie detailed the SBAC test scores and the board had a open discussion of the results.
- Gia introduced Envision Education alumni, Yvonne Armenta after showing a short film captured by the Teaching channel that featured her portfolio defense at Metro High School where she graduated in 2013. Gia interviewed Yvonne and asked her about her experience during her defense and how Envision Education has helped her at Cal where she is currently attending. The Board had a conversation with Yvonne regarding her experience with Envision Education and her future plans.

#### **VII. ELP Update:**

- Ben used the framework of Survive to Thrive to Transform to discuss Envision Learning Partners
- Ben detailed how his current direction is aligned with the Strategic plan to meet the goals for 2020

#### **VII. Governance Update**

- Kathi Burke shared working groups and committees for the current fiscal year
- **Approval 2016-17 Audit Committee and Audit Committee Chair, Marjorie Goux**
  - Motion: Bob Lenz
  - Second: Parker Blackman
  - Approved by voice vote: Yes 13                      No 0                      Abstention 1

- Each director will identify at least one potential board candidate from their networks, with emphasis on the priorities identified by the board but not limited to those profiles
- A process for an annual action planning meeting with each director, led by the Board Chair and CEO will be established, to review the following questions:
  - How do you want to contribute to Envision Education aligned to our strategic priorities?
  - Does the board skills matrix accurately reflect what you bring to the board?
  - How do we maximize your value contribution based on your skills, interests and network?
- The Executive Committee with the Governance Working Group lead will undertake the development of a process to engage the board in discussions about senior management leadership development and succession planning as a regular or periodic item of good governance practice.
- Each committee and working group develop annual goals as appropriate, to include a review of the Board Assessment Survey results to determine if any follow-up action is warranted within the group's area of responsibility.
- Kathi gave an update on the governance committee's recruitment efforts

#### **VIII. Development Update**

- Sarah gave a brief highlight of current progress of Development including the new foundations in the pipeline and Gia's external focus
- Sarah led the board in a discussion centered around the upcoming yearly fundraiser Evening with Envision and how they could ensure that the event exceeds funds raised last year.

#### **IX. Finance / Operations Update**

- Terry presented a detailed finance update focusing on the recently approved FY2017 budget
  - Positive cash flow; Envision will use our line of credit in November, December, February, and June
  - Strong balance sheet
- Terry gave an updated report on the Impact Middle Grades facilities detailing the phase I roll out Terry detailed different scenarios for Phase II facilities plan to accommodate the additional 2 grade levels. Items discussed were timelines, financing, and contingency plans.

#### **X. CEO Goals**

- Gia gave a brief description of where she is now and her reflections on the board's CEO evaluation.
- Gia detailed her upcoming areas of focus and asked for feedback
- Board replied with input and feedback

#### **XI. Adjournment**

- Meeting was adjourned at 7:37pm