

MINUTES

Meeting of the Board of Directors – Envision Schools
City Arts & Technology
325 La Grande Avenue
San Francisco, CA 94112
January 27, 2011, 3PM

I. PRELIMINARY

1. **Call to Order:** Meeting was called to order at 3:05PM by Natalie Walrond.
2. **Roll Call:** Bob Lenz, Todd Aldrich, Greg Daily, Helen Bulwik, Jim Wiggett, Larry Rosenberger, Natalie Walrond, David Cooper, Lawrie Mott, Chris Grapes, and Amy Vernetti.
Also in Attendance: Anne Holmes, Alicia Siegel, Jane Breyer, Brian Greenberg, and Erika Nielsen Andrew.
3. **Approval of Minutes from December 2, 2010 Board Meeting:**
All in favor, none opposed.
4. **Approval of Consolidated Categorical Aid Programs applications:**
All in favor none, opposed.

II. PUBLIC COMMENT/ANNOUNCEMENTS

Non-agenda items. No individual presentation shall be more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to the Staff following a presentation.

III. REPORTS

1. **CEO Report**
 - Bob gave an update of the strategic planning process and mentioned that the plan is a success organization-wide and staff is adopting the plan. He explained the 90-minute plan including the script based on the Odyssey, and how it showcases the way that Envision Schools is moving to new stages of success. Bob stated that he believes people are connecting to the core values outlined.
 - Bob also updated the Board on his recent travel to New York and Washington D.C. to meet with funders and attend the Aspen Institute conference. He announced that the Department of Education in New York is interested in our model of performance-based assessment.
2. **Key Performance Indicators Update**
 - Brian presented the new KPI information and explained that attendance and funding looks stable for all four schools for the rest of the year. He stated that Envision Schools has hired an Enrollment Specialist, Nicole Morello, to work mainly at Envision Academy.

- Jim asked about the capacity of each of the schools and what are the student numbers we are aiming for? Brian explained that we cap enrollment at 500 students per school to keep with the idea of having a small school environment for our students. Most of our schools are near capacity.
 - David asked Brian about our students' GPA status, and Brian stated that the GPAs are not where we would ideally like them to be, but that our students are being prepared for success at college in ways that tests cannot measure. Bob stated that the performance work our students are doing is the best measure of their success.
3. **Finance Committee Report**
- Judy introduced the new financial statements for the organization and noted that we currently have a positive balance of \$240,000 organizationally wide and that each school has a positive balance, as well. She then explained the way that the finance team tracks and recognizes all forms of revenue.
 - Natalie asked for clarification of the "other expenses" category, and Judy explained that it is reserved for contract employees.
 - Judy also stated that our fees to Charter School Capital are decreasing, and that hopefully she will be able to readjust our interest rate with CSC in the future.
 - Helen asked for clarification about our EdTec expenses. Judy stated that EdTec is assisting us with the reporting of enrollment and attendance. She stated that we do not currently have the staff support necessary to do this in-house, but that we are using hours that were previously paid for to do so. Bob also explained that we are using EdTec's NetSuite portal for finances, and they also assist with our payroll.

IV. **PRESENTATION**

1. **Development Committee Report**

- Bob opened the report by giving some background into the development planning process, including the retreat in November. Jane explained that the development team, along with Lawrie, Jim, and Natalie has been working on creating a comprehensive development plan.
- Jane explained the tactics used to develop the 6-month plan, and the 6 themes that we are now using to track our progress and success. Jane thanked the board for helping to make our major gifts numbers higher this year. She also explained that we are now working on entering the corporate giving community, beginning with the corporate breakfast at Jim's office on March 16th. Natalie asked how she could help with the event and Jane explained that the invite list is currently being developed, and that all board members interested in participating should contact her directly.
- Jane updated the board on our individual and major giving financials and explained that we are seeing some exciting growth in this area. She explained that we hit our individual giving development goal for the year and that we have reached our total revenue goal for the year because of the Stuart and Hewlett grants and additional state funding.

- David asked when all of the money we've earned is projected to come in, and Jane stated that it is all projected to come in by June 30, 2011. Jane also mentioned that we have sent out more grant proposals that won't be up for consideration until June.
- Chris asked for clarification regarding the timeline of the Hewlett/3CS grant and Bob explained that it is a 2-year grant and we have a plan set up to spend the money.
- Larry brought up the issue of weakness in our current development plan and asked where Jane thought we could use more strength. She listed the need for more bandwidth in our major donor system, leading other organizations with multiple funders can be difficult, and we stronger follow-up with individuals who attend cultivation events. Jane closed by stating that the development program still has a lot of work to do, but having a plan in place will ultimately make us more successful.

V. ACTION ITEMS

1. **Directors' Committee Report**

- Approve proposed by-law changes
All in favor, none opposed
- Approve Jim Wiggett as Vice Chair of Envision Schools' Board of Directors
All in favor, none opposed
- Approve proposed new Board members
All in favor, none opposed
New Board members will begin in April.
- Sign conflict of interest disclosure statement
All board members present received the form at the meeting. Alicia sent hard copies in the mail to those board members not physically present.

VI. CLOSED SESSION

- Nothing to report.

VII. ADJOURNMENT