

Minutes
Meeting of the Board of Directors – Envision Schools
Support Office, 436 14th Street Suite 920
Oakland, CA 94612
December 2, 2010, 4:00 pm
Dial-In # is (866) 634-0822 Code: 103193

I. PRELIMINARY

1. **Call to Order** – Natalie Walrond called the meeting to order at 4:05PM
2. **Roll Call** – Natalie Walrond, Jim Wiggett, Larry Rosenberger, Greg Daily, Todd Aldrich, Chris Grapes, Amy Verneti, David Cooper, Helen Bulwik, Bob Lenz, Lawrie Mott, Paul Carney
Also in attendance: Naomi Kellar, Brian Greenberg, Alicia Siegel, and Jane Breyer
3. Approval of Minutes from October 28, 2010 Board Meeting
-All in favor, no opposed

II. PRESENTATION

1. Board Appreciation
- Bob Lenz and the rest of the Board of Directors expressed their sincere appreciation for the years of dedication Paul Carney has provided the Board of Directors and Envision Schools.

III. 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.

-N/A

IV. REPORTS

1. CEO
-Bob Lenz gave an update on the 3CS summit and explained that it went very well and several new partnerships are currently in the works. He explained that over 350 schools were represented, and 8 national and local foundations also attended. The existing Proof Point Network was strengthened and a community of ideas has also been formed. Various commonalities were discussed.
-Amy Verneti asked about other groups who attended (New Tech Network, Asia Society, and other partners). Bob mentioned that there will be another convening in San Diego at High Tech High to create standards that we all can agree upon and work towards.
- Chris Grapes (Board Fellow) asked where the funding for this event came from. Bob answered that various foundations assisted – Hewlett, Stuart, and Buck foundations.

2. Board Chair
 - Natalie announced the great success of the cocktail party for Envision Schools, which she hosted at her home on December 1, 2010. The party was intended as an introduction for many of her friends to learn more about Envision Schools from Bob Lenz, Erika Andrew, and Brian Greenberg. Envision Schools students were in attendance and their presence was the highlight of the night.
 - Jane mentioned that this type of donor cultivation is something we should be doing more of to spread the good news about Envision Schools.

V. DISCUSSION and ACTION ITEMS

1. Envision Schools Strategic Plan
 - Mission Statement & Strategic Plan
 - All board members agreed that they like the overall look and clarity of the new documents. Helen Bulwik asked for clarification regarding milestones for individual departments – Bob replied that those plans, in depth, will come at later dates (January 27th for some, March for others).
 - Bob explained that the plans will include directives for 3 years out, and that there will be different measures of success and implementation plans for each department.
 - Bob also mentioned that the “our” was taken out of the mission statement because our spectrum of influence has widened, especially with 3CS. Jim concurred that this was a good move to make.
 - Discussion ensued about some of the language in the goals, namely why include only “4 year college” in the goals. Brian explained that pushing for students to attend a community college has dubious results as many never transfer to a 4 year college. Bob also explained that the Board will see more concrete plan details come March.
 - **Mission Statement: All in favor of the changes, none opposed.**
 - **Strategic Plan: All in favor of approving, none opposed.**
2. Human Resources Committee
 - Presentation: HR Practices for Executive Team (hire, terminations, promotions, performance reviews, compensation actions)
 - Jim presented this information and explained that the new guide would be helpful to leadership and give Bob the tools he needs to manage talent in the office more efficiently and feel supported by the Board.
 - Jim also explained the CEO review process and the succession-planning tool. Natalie asked about who this would affect and Bob answered that this would affect all management positions. Greg mentioned that he was pleased that we were having this discussion as many boards only discuss succession planning, but he’s happy that we are moving in the right direction.
 - **HR Practices for Executive Team Plan: All in favor, none opposed.**
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3. Committee for Directors Report
 - Board Member Job Description
 - Helen introduced the new Board member job description and explained the process done by the Committee on Directors to get to this point.
 - *Alicia will take out the “reporting structure” piece.*
 - David asked for clarification about the legal requirements piece, and Bob explained that they are included in the yearly audit that we currently do.
 - Helen proposed that Envision Schools do a larger annual report outside of the audit when the time and staffing allows.
 - **Board Member Job Description: All in favor, none opposed.**
 - Approve new Board roles
 - **Larry Rosenberger as chair of Audit committee and treasurer: All in favor, none opposed.**
 - **David Cooper as Secretary: All in favor, none opposed.**
 - **New Term for Amy Verneti: All in favor, none opposed.**
 - Update on Board Member Recruiting Process
 - Helen explained the current recruiting process. Bob mentioned that candidate #1 will likely join the Board. Helen also mentioned that candidate #2 will also likely join the board. The Board will vote at the next meeting on 1.27.11.
 - Presentation of Board Binders
4. Finance Committee
 - Finance and Development Update
 - David Cooper announced that we are now tracking very well in terms of our finances. Judy then explained the highlights and that we will be on budget before the end of the year. Our enrollment numbers are on target, as well.
 - Helen asked for clarification on income numbers, and Judy explained that the accrued amount is based on students’ attendance YTD, not cash received. Chris then asked how money from the government comes in and Bob explained that it comes in late, and in pieces thought it is supposed to come in on schedule. Natalie then asked for clarification about the \$20,000 grant at EA and Brian explained some problematic issues with the grant.
 - Judy closed by stating that the servicing of our debt is going down.
 - Lawrie then gave the development update and explained our current numbers. Jane stated that we actually have higher numbers than are on the slides due to some more donations. Jane also stated that we are looking to hire a communications consultant.
5. Audit Committee
 - Audit Update
 - Paul explained the history of the auditing process and noted that our results this year were great and entirely clean. We are in compliance.
 - Audit Approval: All in favor, none opposed.**

VI. CLOSED SESSION

1. Personnel Matter

VII. DISPOSITION OF CLOSED SESSION

VIII. ADJOURNMENT

Meeting was adjourned at 6:35PM.