

**Meeting Minutes**  
**Meeting of the Board of Directors – Envision Education**  
**Thursday, April 16, 2015**  
**Envision Education Support Office**  
**111 Myrtle Street #203**  
**Oakland, CA 94607**

**I. Preliminary**

1. Call to Order
  - Board Chair Jim Wiggett called the meeting to order at 4:00 pm.
2. Roll Call
  - Board Members Present: Matt Armanino, Parker Blackman, Kathi Burke, Marjorie Goux, Gay Hoagland, Phil Johnston, Bob Lenz, Michael Mendes, Lawrie Mott, Gia Truong, Natalie Walrond, Jim Wiggett
  - Board Members attending via conference call line: Keysha Bailey
  - Board Members Absent: Kristi Kimball, Peter Navin, Sherri Pittman
  - Staff and others present: Janeen Jackson, Ben Kornell, Rick Lear, Kate Schwass, Laura Robell, Kareem Weaver

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

**III. Consent Agenda**

- Ratification of Board Meeting Minutes: January 22, 2014
- Ratification of Executive Committee Board Meeting Minutes: March 12, 2015
- Ratification of Executive Committee Board Meeting Minutes: March 20, 2015
- Ratification of Envision Education’s Erate Contractor: DecoTech
- Ratification of Second Interim Budget to be submitted to Alameda County Office of Education (ACOE)
- Ratification of the Revolving Credit Agreement between Envision Education and Umpqua Bank
- Approval of Consent Agenda
  - Motion: Kathi Burke
  - Second: Gay Hoagland
  - Approved by roll call: 13 Yes 0 No

**IV. Comments – Chair & CEO:**

1. Chair Comments
  - Jim congratulated Gia on her first year as CEO
  - Jim discussed *Friends of Envision*, which will be co-led by Natalie Walrond and Lawrie Mott. Friends of Envision’s goal is to continue to engage former board members.

## 2. CEO Comments

- Gia reflected on her accomplishments during her first year as CEO and her outlook for the future.

## V. Principal Visit and Update

1. Laura Robell, new principal of Envision Academy, gave a brief description of her career path and what brought her to Envision Education.
2. Laura shared the needs of EA, which include facilities and interventions for students

## VI. Strategic Plan Deep Dive

1. Gia gave an overview of the strategic plan detailing the four ambitions
2. The board participated in break-out groups: Finance, ELP, and Middle Schools Growth to better understand the proposed strategic plan
3. Key take-aways from breakout groups
  - Finance
    - Envision Education should invest more in efforts to increase City Art and Technology (CAT) High School's enrollment numbers
    - The new organizational structure allows for the enrollment coordinator to focus on CAT
    - Concerns that the new middle school will cost more than estimated
  - ELP
    - Need more clarification on what ELP's products are and how Envision will invest in ELP
    - Questions on ELP marketing plan
  - Middle Schools
    - The strategic plan is a working document. Tactics may change, but not the strategies.
    - How do we use technology as a catalyst to innovate?
  - Approval of Envision Education's 2020 Strategic Plan
    - Motion: Lawrie Mott
    - Second: Bob Lenz
    - Approved by roll call vote: 13 Yes 0 No
  - Approval of Organizational Restructuring
    - Motion: Michael Mendes
    - Second: Phil Johnston
    - Approved by roll call vote: 13 Yes 0 No

## VII. Development Update

1. Kate discussed the Spring events and how they are focused on creating fans of Envision Education
2. Kate discussed the 2<sup>nd</sup> Annual *Evening with Envision*
  - Progress thus far and expected outcomes: Raise \$400K at the October Event
  - Needs from the Board
    - Secure corporate sponsorships
    - Contribute items to auction
    - Pass Save the Date to potential guests
    - Help develop fund-a-need donors

### **VIII. Finance Update**

1. Ben discussed the FY 2015 Budget - on track and projected surplus of over \$500K
2. After explaining the process of selecting a new auditor, Natalie announced EE's new auditor – Vicenti, Llyod and Stutzman LLP (VLS)
3. Ben discussed the Envision Academy facilities needs and actions taken
4. Ben discussed Envision Education improvement in cash flow
5. Ben gave a preview of the FY 2016 budget

### **IX. Governance Update**

1. Mark Yowe, Mark Daoust, and Dea-Anne D'Amico are recommended to join the Envision Education Board by the Governance Working Group. Paul Carney may also be interested in re-joining the board if he stays in the area.
  - Elect Mark Yowe, Mark Daoust and Dea-Anne D'Amico as members of the Envision Education Board of Directors beginning July 1, 2015
    - Motion: Parker Blackman
    - Second: Gay Hoagland
    - Approved by roll call vote: 13 Yes 0 No
2. Jim announced the election of the Chair, Vice Chair, and Secretary/Treasurer
  - Election of Parker Blackman as Chair of the Envision Education Board of Directors for a 2 year term beginning July 1, 2015
    - Motion: Kathy Burke
    - Second: Lawrie Mott
    - Approved by roll call vote: 12 Yes 0 No
  - Election of Phil Johnston as Vice-Chair of the Envision Education Board of Directors for a 2 year term beginning July 1, 2015
    - Motion: Parker Blackman
    - Second: Matt Armanino
    - Approved by roll call vote: 12 Yes 0 No

- Election of Keysha Baily as secretary / treasurer of the Envision Education Board of Directors for a 2 year term beginning July 1, 2015
  - Motion: Parker Blackman
  - Second: Kathy Burke
  - Approved by roll call vote: 12 Yes 0 No
  
- Parker reminded the board the self evaluations and CEO evaluations would occur at the June board meeting

**X: Adjournment**

- Meeting was adjourned at 7:13pm