

Meeting Minutes

Meeting of the Board of Directors – Envision Education

111 Myrtle Street, Suite 203

Oakland, CA 94607

September 6, 2012

I. PRELIMINARY

1. Call to Order
 - Jim Wiggett called the meeting to order at 4:05 PM.
2. Roll Call
 - Helen Bulwik, Greg Daily, Gay Hoagland, Bob Lenz, Lawrie Mott, Patrick Murray, Peter Navin, Sherri Pittman, Natalie Walrond, Kirsten Weisser, Jim Wiggett
 - Dial In: David Cooper
 - Others in Attendance: Judy Hill, Erika Nielsen Andrew, Mercedes Peters, Oscar Enriquez, Naomi Kellar, Keisha Wilson, Jesse Bean, Gia Truong, Jane Breyer
 - Absent: Todd Aldrich, Kristi Kimball, Kathi Burke
3. Approval of Minutes from June 14, 2012 Board Meeting, with amendments
 - Motion: Lawrie
 - Second: Gay
 - 11 Yes 0 No
4. Approval of Minutes from June 28, 2012 Special Board Meeting
 - Motion: Gay
 - Second: Helen
 - 11 Yes 0 No

II. PUBLIC COMMENT/ANNOUNCEMENTS

None.

III. REPORTS

1. CEO Report
 - Bob Lenz shared the success of the opening of the new school year and the All Envision Professional Development (PD) Day. He described the “SLICE” activity, which involved faculty, resource teachers, specialists, and school staff. Highlights of the day included new opportunities for research, reading, and the development of new strategies for the year. Bob explained that the group

followed the Know-Do-Reflect framework. The day concluded with an assessment by CAT students.

- Bob updated the board on the political landscape of education. He discussed the details of Propositions 30 and 38 and encouraged members to vote this next election.
- Bob presented the new Envision Education t-shirts and offered one to each board member.

2. Chair Report

- Jim Wiggett reviewed the deadline for submitting materials for inclusion in the board meeting packets. Materials should be submitted the Thursday before the meeting date. Packets will be available for download the next day.
- The Conflict of Interest item and Form 700 discussion was tabled until the November board meeting.
- The discussion on Board goals for 2012-14 was tabled until to November board meeting.

3. Superintendent Update

- Gia Truong announced the success of the opening of the new school year. She highlighted the strengths of our four school leaders. They are a strong team with coherent strategic plan across all four schools. Their focus this year is on literacy, and that our students read & write well. Professional development plans are in place for all schools, with our literacy leads looking at data at all four sites. Gia noted a cultural shift occurring at CAT & EA, toward a more college-going culture. Her sense is that kids want to be there and know that people care about them. Gia congratulated Kirsten and Daniel for this achievement.
- Gia described how our schools would approach growth, 1) leaders focused on quality daily instruction, observation of classes, and analyzing data, 2) leaders will pay particular attention to systems of intervention that server our population of students, and 3) leaders focused on recruiting math/science teachers. Gia said our most pressing concerns were strengthening our enrollment and increasing our resources.
- Gia thanked the Chamberlin Family Foundation for generously funding the Read Right program. Gia included that Accelerated Reader has been implemented at all sites.
- Jane introduced Mercedes Peters, our new Enrollment Coordinator.
- Jesse Bean introduced himself as the new principal of Impact Academy and shared his background in education. He introduced Jesse described Impact's challenges, and said they were working on the question – how do we become a professional community that learns together? He said his team is committed to professional improvement and rigor. Jesse shared that Impact has full enrollment with a robust waiting list.

4. Envision Learning Partners Update

- Erika Nielsen Andrew updated the board on Envision Learning Partner's (ELP) summer work. She announced that we are now in eight cities, in four different states. One year ago we were piloting ELP. We now have three consultants hired, and have re-launched the ELP Strategic Plan toward growth and sustainability.
- Erika presented the Hewlett Sustainability Plan as an example of how we're scaling up. Her report showed that we are growing, with support from six superintendents on our growth. Jim asked what the target date was for when grants would no longer be needed, and we have reached sustainability. Erika said two years with Hewlett's support. Jane added that Hewlett and others are looking for certain benchmarks and growth; there is a good chance they will stay with us long term. Kirsten asked how other regions find out about us. Erika said mostly word of mouth, at conferences, and through Bob's speaking engagements. She said we are waiting for proof points before expanding too fast.
- Natalie Walrond shared the Education Committee has a goal for the board to continue authentic conversations around the needs of the schools. The committee is committed to work with ELP toward this goal.

5. Development Update

- Jane Breyer presented the FY12 final development numbers. She remarked that we exceeded our goal by over \$400K, setting a great tone for the FY13 fiscal year. Jane also reviewed our goals for FY13, noting the combined giving total for individual and institutional gifts were expected at \$2.2M.
- Helen Bulwik elaborated on our goals, and described the board "Give/Get" strategy. She discussed the need to pursue new revenue streams, including corporate giving.

6. Finance Update

- Judy Hill presented a summary of the financial of Envision Education and highlights from the Finance Committee report. We experienced a \$137K surplus in FY12; development exceeded it's fundraising goal.
- Fiscal policies were reviewed. Policy 2300 and 2600 will be re-written for better clarity.

IV. PRESENTATIONS

1. Envision Education and Envision Schools re-branding

- Jane presented the new school websites, the Envision Education website, updated stationery, and new T-shirts.

2. Stanford University School of Education Partnership Status

- Bob updated the board on the most recent status of a potential partnership with East Palo Alto Academy. He solicited advice and feedback for the steps moving

forward. We discussed the scope of work, administrative support, management team support, program alignment, and culture fit.

- The discussion will be continued at the November board meeting, with check-ins along the way.
3. Compliance with the Brown Act
 - We discussed compliance with the Brown Act and will continue the discussion at the November meeting.

V. ACTION ITEMS

1. Approval of Fiscal Policy 2000 – Financial Accounting and Reporting
 - Motion: Helen
 - Second: Lawrie
 - Ayes: 11 Yes 0 No
2. Approval of Fiscal Policy 2100 – Bank Accounts and Petty Cash
 - Motion: Gay
 - Second: Patrick
 - Ayes: 11 Yes 0 No
3. Approval of Fiscal Policy 2200 – Credit Cards, approved with amendment to remove item #5 (PayPal)
 - Motion: Helen
 - Second: Patrick
 - Ayes: 11 Yes 0 No
4. Fiscal Policy 2300 – Contracts
 - Sent back to staff for a rewrite.
5. Approval of Fiscal Policy 2400 – Risk Management
 - Motion: Lawrie
 - Second: Kirsten
 - Ayes: 11 Yes 0 No
6. Approval of Fiscal Policy 2500 – Debt Management
 - Motion: Lawrie
 - Second: Gay
 - Ayes: 11 Yes 0 No
7. Fiscal Policy 2600 – Unbudgeted Expenses
 - Sent back to staff for a rewrite.

8. Approval of the Resolution to Change the Operating Address of Impact Academy of Arts and Technology, for Distribution of State Apportionment Funding.
 - Motion: Gay
 - Second: Helen
 - Ayes: 11 Yes 0 No

9. Approval of Resolution to Change the Operating Address of Envision Academy of Arts and Technology, for Distribution of State Apportionment Funding.
 - Motion: Gay
 - Second: Helen
 - Ayes: 11 Yes 0 No

10. Approval of the Resolution to Acquire Surplus Property through the auspices of the California State Agency for Surplus Property and accept responsibility for payment of incidental fees by the surplus property agency under the stated Terms and Conditions.
 - Motion: Gay
 - Second: Helen
 - Ayes: 11 Yes 0 No

11. Approval of the Resolution Authorizing the Creation of an Executive Committee to serve at the pleasure of the Envision Education Board.
 - Motion: Kirsten
 - Second: Sherry
 - Ayes: 11 Yes 0 No

VI. CLOSED SESSION

Potential litigation

VII. ADJOURNMENT

- Meeting was adjourned at 7:10 PM.