

Meeting Minutes

Meeting of the Board of Directors – Envision Education

111 Myrtle Street, Suite 203

Oakland, CA 94607

November 29, 2012

I. PRELIMINARY

1. Call to Order
 - Jim Wiggett called the meeting to order at 4:00 PM.
2. Roll Call
 - Helen Bulwik, Kathy Burke, David Cooper, Gay Hoagland, Kristi Kimball, Bob Lenz, Lawrie Mott, Patrick Murray, Peter Navin, Sherri Pittman, Natalie Walrond, Jim Wiggett
 - Others in Attendance: Jane Breyer, Gia Truong, Erika Nielsen Andrew, Judy Hill, Mercedes Peters, Daniel Allen, Keisha Wilson, Naomi Kellar
 - Absent: Todd Aldrich, Greg Daily, Kirsten Weisser
3. Approval of Minutes from September 6, 2012 Board Meeting
 - Motion: David
 - Second: Lawrie
 - 11 Yes 0 No
4. Approval of Minutes from October 15, 2012 Special Board Meeting
 - Motion: Kathi
 - Second: Helen
 - 11 Yes 0 No

II. PUBLIC COMMENT/ANNOUNCEMENTS

None.

III. REPORTS

1. CEO Comments
 - Bob Lenz welcomed the Board and recognized some recent accomplishments for Envision Education. He remarked that the quality of instruction in the schools is positive and moving forward, with the addition of Instructional Rounds and Design Studios. He shared that the schools recognize support from the Envision Board and appreciate their involvement on school visits.
 - Bob shared the Hewlett Foundation's approval of \$1.49M in grant renewals. Bob explained that Envision Learning Partners' success is breeding more success – in referrals and in widened work with teacher groups.

- Bob reminded the Board of the success of Proposition 30. Envision Education will not face budget reductions in the next five years. He said we would have more clarity in January and that FY14 will present a little catch up work, with our schools becoming more stable in their financials. Statewide, the current API will change in 2014 (the current API is expiring). This will present more opportunities for better assessment, assessment certification, work-place learning, senior projects, employment, and college attendance. These will all be considered as indicators of high performing schools.
2. Chair Comments
- Jim Wiggett reviewed the plans for the board's January Strategic Planning Retreat. Committee Chairs were asked to collaborate with their respective groups prior to this meeting. A facilitator will work with the Chairs and committee members to assist in preparing for this meeting, and will attend the actual meeting. Jim reminded the board to plan in advance of this meeting: goals, deliverables, etc., so that when the group convenes in the spring, the strategic planning process is nearly complete.
3. Schools Update
- Gia Truong introduced Daniel Allen, Principal, at City Arts & Tech High School (CAT). She indicated his three main strengths as, 1) the ability to move several aspects of work at once, 2) the ability to make people around him feel valued and respected and, 3) his ability as a strong adaptive leader, understanding and learning from setbacks. Daniel described his personal journey coming to CAT. Daniel's professional goal is to make CAT a 4-year portfolio driven school, toward core competency proficiency. Daniel is focused on a literacy push within his faculty team.
 - Gia provided an Instructional Rounds update. She explained Instructional Rounds as a day for Education Committee members (and outside guests) to visit the schools and offer reflection toward instructional improvement.
 - Gia led an activity focused on Envision Education's Instructional Improvement Strategy. The activity asked the questions, "How is this an equity-centered instructional focus?", "Who are our students and the communities we serve?", and "How does our instructional focus meet the needs of students?" Gia summarized Dr. Anthony Iton's presentation on race and life expectancy. Gia described our instructional focus as being directed toward leveling the playing field across racial and economic barriers. Gia's focus as a leader is on equity. Our 5-year plan is based on teachers being able to support a college success culture, then literacy instruction, then inquiry based instruction, then project based instruction. Our 2012-14 improvement strategy is: equity centered, literacy focused, coaching focused on the workshop model, and includes data-driven practice.
 - Gia updated the Board on the status of Envision Academy. She announced that discipline has improved year over year, with severe referrals down, improved literacy and targeted interventions, and increased API scores (as compared to other Oakland schools: McClymonds, Castlemont, Mandela High, Media College Prep, and College Prep and Architecture Academy).
 - Jane Breyer presented the most recent enrollment numbers for the four schools. She explained how enrollment now falls under the purview of external affairs. Jane described the various strategies used to meet success; door hangers, open houses, middle school visits, student shadow visits, and targeting specific populations (i.e. the Chinese-American community).

4. Envision Learning Partners Update
 - Erika gave a brief overview of ELP's first year. She presented a video highlighting graduation defenses and noted the importance of celebrating our work. Erika remarked on the importance of our clients seeing us as providers of the Common Core, and that the Design Studio format is working as a cultivation strategy.
 - Erika reviewed three financial slides from the ELP presentation. She described how new clients are identified by our principals, Bob Lenz' personal cultivation, Design Studios, and partners who we've worked with that now want to use us as "fee for service".
5. Development and Communication Update
 - Jane Breyer presented a summary of the development financials. She announced that the January Board Retreat would include a communications training session.
 - Jane distributed Envision Education mini-brochures and encouraged board members to carry these and pass on to interested parties.
6. Finance Update
 - Judy gave an overview of the financials of Envision Education.
 - Action Items
 - Adoption of Board Fiscal Policy 2300: Contract Policy – policy revised on Item #2.
 - Motion: Gay
 - Second: Natalie
 - 11 Yes 0 No
 - Adoption of Board Fiscal Policy 2600: Unbudgeted Expenses – policy revised.
 - Motion: Kathy
 - Second: Gay
 - 11 Yes 0 No
7. Audit Update
 - Gay Hoagland presented the recommendation of Greg Daily, Audit Committee Chair. Gay recommended that the Board approve the draft audit. Approval of the draft audit was tabled until the January board retreat.
8. Governance Update
 - Brown Act Briefing: Jim introduced Paul Minney, outside counsel to Envision Education. Paul Minney presented a briefing of the Brown Act and the Conflict of Interest law.
 - Adoption of Board Goals for 2012-2013. Jim reminded the group that these were committee goals, not board goals. The three board goals would be sustainability of the enterprise, the school's goals, and ELP's goals.
 - Action Items
 - Adoption of Board Goals for 2012-2013
 - Motion: Lawrie
 - Second: Natalie
 - 11 Yes 0 No
 - Approval of Resolution authorizing the creation of an Audit Committee of the Board. Approval of this resolution was tabled until the January board retreat.

- Approval of Resolution authorizing the creation of a Development Committee of the Board. Approval of this resolution was tabled until the January board retreat.
- Approval of Resolution authorizing the creation of an Education Committee of the Board. Approval of this resolution was tabled until the January board retreat.
- Approval of Resolution authorizing the creation of a Finance Committee of the Board. Approval of this resolution was tabled until the January board retreat.
- Approval of Resolution authorizing the creation of a Governance Committee of the Board. Approval of this resolution was tabled until the January board retreat.
- Approval of Resolution authorizing the creation of a Human Capital Committee. Approval of this resolution was tabled until the January board retreat.
- New Board member process: Lawrie Mott reported that the Governance Committee will be identifying 2-4 new board member prospects; an attorney, public relations professional, and those with strong corporate networks. She expects to have recommendations available by January 31, 2013. The goal is to prioritize individuals, have them meet with the Governance Committee, tour the schools, then orient new members in April 2013.

IV. CLOSED SESSION

- Potential Litigation – Nothing to report.

V. ADJOURNMENT

- Meeting was adjourned at 7:21 PM