

**Meeting Minutes**  
**Meeting of the Board of Directors – Envision Education**  
**Thursday, September 7, 2017**

**I. Closed Session: Personnel (G.C. 54957)**

**CEO & Executive Leadership Performance**

- **Report Out from Closed Session:** None

**II. Preliminary**

1. Call to Order

- Board Chair Kathi Burke called the meeting to order at 4:40pm.

2. Roll Call

- Attendees: Kathi Burke, Mark Daoust, Marjorie M. Goux, Larry Hancock, Gay Hoagland, Phil Johnston, Bob Lenz, Susan Portugal, Gia Truong, Mark Yowe
- On Phone: Keysha Bailey, Parker Blackman, Dea-Anne D’Amico
- Others Present: Sarah Chostner, Terry Cumes, Akil Hollis, Janeen Jackson, Laura Robell, Justin Wells

3. Adopt the Agenda

- Motion: Bob Lenz
- Second: Marjorie Goux
- Approved by roll call: 13 Yes 0 No

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

**IV. Comments – Chair & CEO:**

- Kathi Burke thanked the board for the planning discussions held over the Summer and how they gave her greater appreciation of the expertise represented on the board. The deep dive topic today was suggested in one of these meetings.
- Gia Truong thanked the board for their hard work. Gia gave a brief overview of the 2017-2018 strategic plan and how it ties to the working group presentations later in the meeting. Gia thanked her management team for their support.

**V. Consent Agenda**

- Ratification of Special Board Meeting Minutes: June 28, 2017
- Approval of EPA expenditures for FY2017 and pass Board Resolution
- Approval of Envision Youth Suicide Prevention Policy and Procedures
  - Motion: Gia Truong
  - Second: Susan Portugal
  - Approved by Roll Call: 13 Yes 0 No

**VI. Governance Update**

- Kathi Burke gave a brief introduction of Akil Hollis and reminded the board members of their previous meetings and conversations with Mr. Hollis, before officially nominating him as a Director of the Board of Envision Education.

- Approve Akil Hollis as Director of the Envision Education Board starting September 7, 2017 for 3-year term
  - Motion: Gay Hoagland
  - Second: Phil Johnston
  - Approved by Roll Call: 13 Yes 0 No
- Approve Audit Committee Members: Dea-Anne D'Amico (Chair) Marjorie Goux and Bob Lenz
  - Motion: Mark Daoust
  - Second: Susan Portugal
  - Approved by Roll Call: 14 Yes 0 No
- Update on Working Group Assignments: Kathi briefly discussed the duties of board members in relationship to their working groups and the new set-ups for working groups for the FY 2017-18.

## VII. Working Group Updates

- **Schools**
  - Laura Robell introduced herself as the new Chief Schools Officer and gave a brief bio. She discussed her background, leadership style and which part of the strategic plan she will focus on this upcoming school year.
  - All Schools opened smoothly - including the middle school where construction was occurring over the Summer months.
  - There were gains in student test scores, especially in high school math and middle school literacy.
  - Staff morale overall is positive which translates into teacher retention.
  - In response to Gay Hoagland's question about the Envision United, Laura Robell relayed that the Management Team believes that everyone is happy to have union negotiations over. The culmination was an overall positive experience with high integrity, making everyone feel valued.
  - Sarah Chostner detailed the steps she and the management team have taken to work with Envision United including regular meetings with their leadership, an open and transparent communication set-up and discussion of potential problems.
  - All schools are currently fully staffed except one 9<sup>th</sup> grade English teacher.
  - Laura Robell detailed the school initiatives that are aligned on Envision Education's Strategic Plan.
    - **Improve the BP / CSP Process:** Laura Robell detailed the All Envision Day arc of Know-Do-Reflect.
    - **Personalized Learning:** Laura Robell detailed the new programs and initiatives customized for each school's culture.
    - **Differentiated Support:** New Teacher PD for 2017-18 is focused on strong daily classroom practices and aligning to Envision's values.
  - BTSA (Beginning Teacher Support and Assessment) system has changed so Envision has changed how we support new teachers.

- In response to Mark Daoust's request for an update on the two new principals, Laura Robell shared that Clare Green in Impact HS and Eve Gordon at EA are transitioning smoothly.
- Bob Lenz and Laura Robell engaged in a brief discussion on the CSU (California State University) system's remedial class offerings and how remedial classes influence student's college persistence.
- **ELP (Envision Learning Partners)**
  - Justin Wells thanked Mark Daoust and Gia for their support during his transition and gave a brief background on his relationship with Envision.
  - Justin Wells detailed ELP's section of the Strategic Plan: **Scale ELP**. ELP wants to impact one million students and believes that all kids deserve a performance assessment system.
  - **Measure our impact:** By the end of the year, Justin Wells wants to show the board how ELP measures their impact. ELP is working on a tool through Assessment for Learning grant to codify and gather data.
  - In response to a question Phil Johnston asked about measuring how the Portfolio Defense readies students for the business world, Justin Wells detailed another grant that ELP applied for to develop the metrics to measure that exact type of success.
  - **Build strategic partnerships:** Justin spoke on some of the organizations ELP is actively working with and detailed some of the efforts and proposals with each one.
  - **Expand our systems for growth:** Justin updated the board on what ELP is doing internally in sales and marketing and in preparation for the addition of an employee dedicated to business development
  - The Board engaged in a discussion around the role of a business development manager and how ELP should prepare for and frame that position.
- **Development**
  - Sarah Chostner gave a fundraising update. Goal this year is \$2.2 million, which we believe is achievable based on data.
  - How to get there: Sarah Chostner gave the plans for fundraising this year with a Foundation, Corporate and Individual donor focus.
  - Sarah Chostner gave an overview of Evening with Envision 2018: Our vision is that guests leave truly understanding what Envision is all about. No silent auction. Lots of time and effort getting items and lots of staff time for low return. Focus our efforts elsewhere. We are looking for Host Committee members to create a buzz about the event.
  - Phil Johnston detailed the new people he has approached about being on his advisory committee / host committee.
  - Sarah Chostner detailed how each board member can support Evening with Envision, including raising your paddle at whatever amount feels right.
- **Finance & Operations**
  - 2017 books are essentially closed. The yearly audit is scheduled for October.

- For 2017, there is a negative surplus due to the transfer of assets to the LLC for the middle school portable classrooms.
- 2018 budget is consistent with what was approved in June with some additional funding balanced by conservative adjustments due to lower CAT enrollment.
- Cash flow: If possible, \$500K will be put in a reserve account for the first time in Envision history.
- Debt update: Two loans paid off and new debt will be seen in the consolidated balance sheet.
- Facilities / Operations Leases: Impact is set for 20 years, CAT set for 5 years. Envision is still exploring how we can stay and grow in Oakland.
- **Talent**
  - Sarah Chostner spoke about the goals of 75% teacher retention and 80% non-instructional staff retention
  - Envision has moved from intention to action on all growth areas
  - Sarah Chostner detailed that both Ambitions 1 and 3 of the Strategic plan are tied to teacher retention
  - Asked the board for talent best practices
  - Susan Portugal asked how this is being messaged back to the workforce and how often. She detailed that the more the better and it should be done clearly as a direct response to what was heard.

**VIII. Charter and School Choice Deep Dive:** The board read articles and followed up with a discussion on school choice and charter schools in the context of the current federal government administration.

**IX. Adjournment**

- Meeting was adjourned at 7:32pm