

Meeting Minutes

Meeting of the Board of Directors – Envision Education

111 Myrtle Street #203 Oakland CA 94607

Thursday, September 19, 2013

I. Preliminary

1. Call to Order

- Jim Wiggett called the meeting to order at 4:00pm

2. Roll Call

- Present: Keysha Bailey, Parker Blackman, Kathi Burke, Marjorie Goux, Gay Hoagland, Phil Johnston, Kristi Kimball, Bob Lenz, Lawrie Mott, Peter Navin, Jim Wiggett
- Via teleconference: David Cooper, Natalie Walrond
- Others in Attendance: Mike Barr, Kirsten Grimm, Janeen Jackson, Sally Kingston, Ben Kornell, Kate Schwass, Gia Truong
- Absent: Helen Bulwick, Patrick Murray, Sherri Pittman, Kirsten Weisser

3. Approval of Minutes from June 20, 2013 Board Meeting

- Motion: Lawrie Mott
- Second: Gay Hoagland
- Approved by Roll Call
13 Yes 0 No

II. PUBLIC COMMENT/ANNOUNCEMENTS

- a. *None*

III. Chair Comments

- a. Jim welcomed the board and management all to the first board meeting of the fiscal year.
- b. Jim relayed a conversation he had with board member and treasurer/ Secretary Patrick Murray. Patrick indicated he needed to step down as secretary/treasurer as his day job is requiring much more of his time. He will remain on the board as a member. Jim briefly detailed the procedure for electing his replacement.

IV. CEO Comments

- a. Bob introduced all Envision Education staff members present and asked new management heads to introduce themselves. Kate Schwass (Development), Sally Kingston (Envision Partners), and Ben Kornell (COO) all briefly addressed the board.
- b. Bob laid out his five goals for the year and solicited feedback from the Board.
 - i. Our students are our priority. College success is the mission.
 - ii. Synergistic alignment in the management team. We have concentric circles of management; all three circles must be synergistic. Bob is committed to developing the team's capacity.
 - iii. Overall increased coherent alignment across schools, Envision Learning Partners and Envision Education; including the board; so we



all move in the same direction. Some of this may mean structural changes as well and we will come to the board with those. An example is placing Gia over ELP. That structural change is improving our alignment. More coherence and more alignment will assure our kids will have a better school experience and college success.

- iv. Bob will work to increase Envision Education brand identity and profile by bringing in new foundations; new clients beyond the Bay Area, participating in promotional events including more speaking engagements. June-Sept 2014 his book will be out.
- v. Increase our development pipeline in solicitation of major individual donor and corporate gifts: getting more people in the pipeline and more dollars in the door.

Action Items

Vote to approve CEO's 5 goals for the fiscal year

- Motion by Gay Hoagland
 - Second by Kristi Kimball
 - Vote by Roll Call
- 13 Yes 0 No

V. Envision Academy Principal visit/update

- a. Kirsten Grim, Principal of Envision Academy, was introduced and gave background on her career and education. She detailed what brought her to Envision Education and how her career has progressed since joining the organization.
- b. Kirsten detailed the challenges her students face living in Oakland. She also reviewed the professional goals she set for herself each year as Principal of Envision Academy and how she has met or exceeded them.
- c. She reported that last year Envision Academy met their intervention goals. The students grew over a year grade in reading. The school raised API score to 664. The schools goals for this year: higher GPA expectations, 75% with a 2.7 or higher every quarter; a 1.5 grade increase in reading; 80% of students to pass CAHSEE (California High School Exit Exam) and 850 on the SAT prep (778 last year). This year she introduced sustained reading and that she has a personal goal to get the schools math goals up. She also stated that if EA keeps going in this upward trajectory she would like to get a bigger building.

VI. Education Update

- a. Gia Truong gave the presentation titled: 2012-13 Academic and College going results: How are we serving community that have traditionally been underserved? The presentation compared Envision Schools to the national average in terms of college enrollment and persistence rates. She also compared how Envision Education students of African American and Latino decent compare to the Asian and White students in the State of California. She then engaged the board in an exercise to get their view on the information presented.
- b. Sally Kingston presented the goals and strategies of Envision Learning Partners using the metaphor of Organizational Pilates: alignment throughout



the organization with a strong core. She detailed ELP current status and goals in the areas of number of districts, schools, teachers and students reached as well as revenue currently created and projected.

- i. 3 strategies for growing ELP
 1. Development & delivery of district wrap-around services
 2. Focused efforts in a limited number of carefully selected geographic regions
 3. Both grant-funded work and client-funded work
- ii. Internal Capacity Building
 1. Program implementation plan aligned to ELP Business Plan and Envision Education vision and goals
 2. Refining *existing* modules, tools, and resources
 3. Creating and vetting *new* modules, tools, and resources
 4. Developing knowledge and skills of ELP team

VII. Financial Update

- a. Mike Barr gave an overview of the financials of Envision Education. He reported that though we did not meet our enrollment goal for FY 2012-2013, Prop 30 assisted us financially. Development came in above what was budgeted. Even with fewer students he is confident we will hit the overall ADA goal. There is a lot more certainty with the timing and amount of our expected monies from the state of California. Overall the schools expenses are on track with no overall change to the bottom line.
- b. Mike Barr reviewed Envision Education debt obligations with the Board.
- c. The cash benefit of LCFF (Local Control Funding Formula) will not be realized until July 2014, but there are no anticipated deferrals from July to February.
- d. Mike introduced a resolution for board approval on the LCFF spending.

Approval of Resolution on LCCF Spending

- Motion: Kristi Kimball
- Second: David Cooper
- Vote by Roll Call
13 Yes 0 No

VIII. Development Plan / Approach

- a. Kate Schwass presented the Envision Education development goals noting that last year the department exceeded its goal. This year one million in grants have been proposed to date and Kate states that she plans to exceed this goal. Probability of funding has been added to the standard development goal documentation.
- b. Phil Johnston gave a report on the new development approach he has been working on with Kate Schwass, Bob Lenz and fellow board member Sherri Pittman. He reported that we have been approaching development in a different way than how we run the organization. This goes to alignment, personalization and support. We know when we give students a task that is so challenging that they can't do it, we know they are going to fail. We need to work together to create challenging yet attainable goals and tasks. Phil detailed the idea of individualized fund development; each board member can



do something and it is not necessarily the same thing. Bob Lenz gave examples: You might decide to have an event or a leadership council. We will get real names on a list and check in regularly. Success isn't just one lunch where the result is a check to Envision. One goal is to grow a larger pipeline and central systems to keep track. This year is about building a pipeline.

- c. The board expressed enthusiasm towards this new approach and Phil stressed the importance of individual board gifts. There was a discussion of the possibility of a 10-year anniversary gala, the details will be discussed in the individual meetings Kate Schwass is scheduling with board members and reported out at the next board meeting.

IX. 2013-14 Board Goal Setting

- a. Jim Wiggett stated that one of our approaches as a board is to share our expertise and making individual board members available as a resource to the managers. The Board agreed to take the call when an Envision Education manager is on the other end of the line.
- b. Jim gave instructions regarding the Dropbox file where all board documents are kept: If you open it in the drop box fine, but please do not save it back to Dropbox as it will create a conflicting file in the folder. Please "save as" on your computer. If you take something out great. If you want to put something in the Dropbox send it to Janeen or to Jim directly.
- c. Jim reviewed the document "Draft Envision Board Goals 2013-14"
 - i. See attached document detailing board goals

Approval of Envision Board Goals

- Motion: Gay Hoagland
- Second: Phil Johnston
- Vote by Roll Call
- Approved by voice vote: 13 Yes 0 No

X. Closed Session

- a. Potential Litigation \$54956.95. (b)

Report out from closed session: Nothing to report.

XI. ADJOURNMENT

- Meeting was adjourned at 7:55 PM.

Attachment A:
Draft Envision Board Goals 2013-2014

Audit

1. Evaluate outside Audit firm – Hosaka, Rotherham & Co

Development

1. Develop Corporate giving and large individual giving capacity
2. Reach 2013-2014 total fundraising goal of \$2.2 million

Education

1. To fulfill each Board member's responsibility to "visit schools and/or attend school events at least twice per year", EE will provide the Board with a menu of engagement opportunities with Envision Schools and Envision Learning Partners. Board members will select and participate in at least two activities from this menu, and share their reflections on these experiences during Board discussions.
 - a. Achievement of this goal will be monitored by EE and progress will be reported at each Board meeting.
2. In collaboration with the CEO, the Board will identify and focus its agendas on two educational program areas in which EE excels, and two in which EE faces challenges, to develop a deeper understanding of these areas.
 - a. Achievement of this goal will be measured through the Board's annual self-assessment.
3. During its annual retreat, the Board will consider how to improve coherence and alignment between and among EE, Envision Schools, Envision Learning Partners and the Board.
 - a. Recommendations developed to achieve improvement will include metrics to monitor progress.

Finance

1. Meeting the financial goals of the Operating Plan and exceed target to further reduce Envision debt (Line of credit and Prop 55)

Governance

1. Identify two to four new board prospects
2. Maximize the potential of working groups vs. standing committees