

Meeting Minutes
Meeting of the Board of Directors – Envision Education
Thursday September 5, 2019
Envision Education Support Office
111 Myrtle Street #203
Oakland, CA 94607

I. Closed Session: Conference with Labor Negotiator (G.C. 54957.6)
Report Out from Closed Session: None

II. Preliminary

1. Call to Order

- Board Chair Mark Daoust called the open portion of the meeting to order at 4:40 pm

2. Roll Call

- Attendees: Keysha Bailey, Kathi Burke, Mark Daoust, Larry Hancock, Akil Hollis, Kaleb Lawson, Bob Lenz, Susan Portugal, Rhonnel Sotelo, Gia Truong
- On phone: None
- Absent: Gay Hoagland, Tara Thomas, Rob Vassel, Mark Yowe
- Others Present: Sarah Chostner, Janeen Jackson, Laura Robell, Michelle Seijas, Sele Nadel-Hayes, Juddson Taube, Justin Wells

3. Adopt the Agenda

- Motion: Kathi Burke
- Second: Gia Truong

Approved by voice vote: 10 Yes 0 No 0 Abstentions

III. Comments - Chair and CEO:

- Mark Daoust welcomed the board and guests. He shared that this year will bring some challenges for the organization, but we are up for the challenge. We will be bargaining this year with Envision United, we just expanded our Oakland high school to serve middle grades, and we are about to launch our 3-5 year strategic planning process. Mark shared the changes to the Board Working Group structure. Our two standing committees Audit and Executive Committee will be subject to Brown Act and will be used to perform the board's fiduciary responsibilities. The working groups will just have a lead (no standing group); this lead will act as a coach for the staff lead. Our two adhoc working groups for this year are Communications and Strategic Planning. Communications WG will start after we have a draft of the strategic plan.
- Gia Truong shared her goals for the year and shared with new board members that the Board is tasked to evaluate the CEO at the end of each year. The CEO evaluation mirrors a 360 process where the CEO will submit a self-assessment, a board member will interview her direct reports to get their feedback, and the board will evaluate her performance based on her goals.

IV. Public Comments and Announcements: Juddson Taube introduced himself as a graduate student from Stanford University who will be attending Envision board meetings as a member of the public while researching his thesis.

V. Consent Agenda:

- Ratification of Board Meeting Minutes: June 6, 2019
 - Approve Board Resolution and FY2019 Education Protection Account (EPA) Expenditures
 - Approve Board Resolution concerning FY2019 Maintenance of Effort Calculation
 - Confirm receipt of Report to the Envision Education Board of Directors Regarding Fingerprinting and Background Clearance Compliance 2019-20
 - Approve Resolution of the Submission of Petition of Renewal of Charter of Envision Academy of Arts & Technology
 - Motion: Kathi Burke
 - Second: Akil Hollis
- Approved by voice vote: 10 Yes 0 No 0 Abstentions

VI. Governance Update: Susan introduced Michelle Seijas.

Approve New Board Member, Michelle Seijas, starting September 5, 2019 for 3-year term

- Motion: Mark Daoust
 - Second: Kathi Burke
- Approved by voice vote: 10 Yes 0 No 0 Abstentions

Approve Audit Committee: Keysha Bailey (Chair), Kaleb Lawson, and Rob Vassel

- Motion: Mark Daoust
 - Second: Kathi Burke
- Approved by voice vote: 11 Yes 0 No 0 Abstentions

VII: Envision Learning Partners:

- Justin shared highlights of current work aligned to the ELP strategic plan.
- ELP is pursuing funding for its research priority through the Stuart Foundation.
- ELP is working hard to hit revenue target of \$2.5 million; secured number now at \$2 million.
- Revenue number slightly behind where we were this time last year, but with more contract opportunities in the pipeline. Still conducting comparison analysis.
- Positive developments: new ELP team member (Morgan Alconcher) and new systems for sustainability of coaching workload.
- Stronger collaboration between ELP and Envision schools in support of math and Graduate Profile.
- Recent convening of CA school districts, hosted by Hewlett Foundation and PBLWorks, was a good opportunity for ELP.

- Bob suggested adding sales pipeline info to the next presentation.

VIII: Schools: Laura opened up with an overview of the first three weeks of school and school culture.

- Laura shared the Envision “House” framework and how the Envision Mission, Graduate Profile, Portfolio defense, Curriculum, Instruction, Assessment, Culture of Learning and Race Equity Culture all work together for Envision students and teachers.
- Laura detailed work on our math focus
- Laura detailed the cycles of inquiry used in teacher professional development
- Sarah detailed the enrollment challenges and what is being done to address them, including both immediately through social media and partners, and longer term through deeper family and community engagement and marketing/branding redesign
- Michelle suggested a media kit for staff and offered to provide an example of the kit used at Surge
- Bob asked about student attrition. Sarah discussed retention and attendance in relation to enrollment.

IX: Finance:

- Sele reported on the timeline for the FY2019 Audit.
- Sele shared updates on the FY2019 unaudited actuals and the FY2020 budget.
 - FY2019 projected surplus (unaudited) is approximately \$824K.
 - We are monitoring the FY2020 budget closely to ensure that we are able to respond to lower-than-projected enrollment.
- Sele presented the balance sheet and gave a brief update on debt.
- Bob asked about fiscal planning in event of a recession. Sele shared Envision’s plans to ensure that the organization is financially prepared in case of a recession including building reserves and maintaining a line of credit.

X: Deep-Dive on Diversity, Equity and Inclusion Priority: Sarah opened with the desired outcome of creating an authentic product to guide to our DEI focus. The deep dive was designed to mirror the Envision student experience of project based learning. Groups created articulations of how Envision’s DEI work supports us to meet our mission for students. Gia led a debrief of the ideas created in the groups. These will be refined and shared with staff at All Envision Day in October.

XI: EE Board of Directors and Leadership stories: A member of the Envision Senior Leadership Team and two members of the board shared a personal story. This will be repeated at all board meetings as an effort to create a board who knows each other well.

XII: Talent: Sarah gave more context on the DEI goals for Envision using the framework of Awake, Woke, and Work. Envision has been made significant progress in the Awake and

Woke stages (e.g., majority staff of color at almost all levels, culture that leads to increased retention of teachers of color) and is looking forward to making measurable change in systems and structures (Work stage).

- Michelle inquired about compensation. Gia explained how we will examine our compensation system through a racial equity lens.
- Kaleb asked how we will monitor and measure our “Woke” goal. Sarah described the staff satisfaction survey and how that data is used.

XIII: Development:

- Sarah presented our \$2.6 Million FY2020 Fundraising Goal and how we will achieve it:
 - Foundation focus: ELP; Strategic initiatives; Increase general operating support
 - Corporate focus: Envision vendors; Board connections
 - Individual focus: Evening with Envision; The Envision 50
- Sarah gave a brief update about Evening with Envision.
 - Using same venue for third year.
 - Event will take place on March 12, 2020.

XIV: Adjournment:

- Meeting was adjourned at 7:20pm