

Meeting Minutes
Meeting of the Board of Directors – Envision Education
Thursday, April 9, 2020
Envision Education Support Office

The California Governor's Executive Order Number N-29-20 has suspended some provisions in the Brown Act and allows meetings during the COVID-19 pandemic to occur entirely telephonically.

I. Preliminary

1. Call to Order
 - Board Chair Mark Daoust called the meeting to order at 4:00pm.
2. Roll Call
 - Attendees: Keysha Bailey, Kathi Burke, Mark Daoust, Larry Hancock, Gay Hoagland, Akil Hollis, Kaleb Lawson, Bob Lenz, Susan Portugal, Michelle Seijas, Rhonnel Sotelo, Tara Thomas, Gia Truong, Rob Vassel, Mark Yowe
 - Others Present: Sara Chostner, Janeen Jackson, Laura Robell, Sele Nadel-Hayes, Justin Wells
3. Adopt the Agenda
 - Motion: Mark Yowe
 - Second: Kathi Burke
 - Approved by voice vote: 15 Yes 0 No

II. Comments – Chair & CEO:

- Mark Daoust shared that the challenges we had listed at the beginning of the year did come to pass, but we did not predict that we would add to it a global pandemic. He thanked the Senior Leadership Team for all their hard work in managing the evolving situation. He reminded the board that we will hear from each senior leadership member about actions they have taken in their new adaptive roles and that our meeting will be shorter than usual with quick updates on the current situation, so that the board is informed.
- Mark gave some guidelines for online teleconference meetings as this is the first time the board has met in this fashion.
- CEO Gia Truong thanked the teachers and school leaders for their extraordinary efforts during the ongoing crisis. She expressed that her decisions are guided by our core values and centered on equity. She noted that Envision students should not be denied an education and should get the education they deserve. She reminded the board that the Envision community is extremely resilient and rooted in a growth mindset, something that will be required to adjust to our new normal.
- Gia read a quote from Julia, a teacher at Envision Academy: "The entire staff immediately mobilized to respond and to provide students with what they need and deserve: connection, compassion, support, information and continuity of meaningful learning experiences. My personal goal has been to use this as a chance to meet students even more authentically where they are and to differentiate my course to match those needs." Gia shared that this represents is an example of the spirit of the Envision community.
- Gia also thanked the Executive Committee for their attentiveness, guidance, and encouragement during this time.

III. Public Comments and Announcements: None

IV. Consent Agenda

Ratification of Executive Committee Meeting Minutes: February 3, 2020

Ratification of Emergency Executive Committee Meeting Minutes: March 12, 2020

Ratification of Comcast E-rate contract for discounted Internet services to EAMG campus

- Motion: Gay Hoagland
- Second: Kathi Burke
- Approved by voice vote: 15 Yes 0 No

V. Approval of facilities closed to in-person instruction through the end of the 2019-2020 school year for City Arts and Tech High School (SF), Envision Academy (Oakland), and Impact Academy (Hayward)

- Gia informed the board that Envision students' learning and our teachers' instruction is not ending, though campuses remain physically closed.
- All of Alameda County schools and districts and San Francisco Unified School District have moved to distance learning for the remainder of the year. Envision requires board approval to do the same. This action is taken place to preserve the health of our staff and students due to COVID-19.
- Envision developed three action teams to manage and respond to the situation as it develops. Chief Schools Officer Laura Robell is leading the Distance Learning Team, Chief Operating Officer Sele Nadel-Hayes is leading the Student Access Team, and Executive Director of Envision Learning Partners (ELP) Justin Wells and ELP Coach Alcine Mumby are leading the Student Assessment Team.
- Mark Daoust opened up to questions.
- Akil Hollis asked if there are certain communities that are more vulnerable and have a hard time engaging in distance learning? How are we serving those communities?
 - Gia expressed that the inequities that we normally see are being exacerbated during this time. Students not only are struggling with wi-fi access, but some are even looking for the basics such as food and shelter. We have parents who have been laid off. We are trying to provide resources for families despite not being able to solve all problems.
 - Sele shared that the Student Access Team has been working to develop a system to assess which students are engaging and what obstacles are hindering participation and developing resources to fill those gaps in this continually changing situation.
- Gay and Mark Daoust expressed their awe and gratitude at how quickly and completely the Envision staff converted to distance learning.
- Gia requested that the board approve that our facilities remain closed for the remainder of the year while distance learning continues through the end of the school year.
 - Motion: Larry Hancock
 - Second: Bob Lenz
 - Approved by voice vote: 15 Yes 0 No

VI. Schools Update

- Laura stated that Envision is rising to the challenge and acknowledging the opportunity the current state of affairs presents.
- In the last days before school closure, Envision worked to:
 - Ensure every present student had an Envision-issued Chromebook and were set-up for distance learning
 - Gathered data on which students had internet, device, and SmartPhone access
 - Set some basic expectations with students about participating in Distance Learning
- Teachers conducted the first two weeks of distance learning before Spring Break, prioritizing connecting with students.
- Envision launched Distance Learning 2.0 this week, which lays out clearer expectations, rationale, and supports for Distance Learning until the end of the year, created with teachers and leaders over spring break.
 - Teachers do not “teach” on Mondays, instead they have a whole day to plan and collaborate and to be thoughtful about their instruction.
- ELP is supporting our schools to create virtual defenses of learning.
- Kathi Burke asked about student pushback.
 - Laura detailed that the Seniors are particularly disappointed as they are missing graduation and the other events.
 - Laura shared that 92% of Envision students have engaged at some point, via communicating with school and teachers but not necessarily doing all work that has been assigned.
 - Justin spoke on how the seniors have everything “fun” cancelled, so in high school logic, they are asking why not cancel defenses. We are going to stay the course and design something adapted for the times to pay tribute to the seniors. We’ve found the student defenses to be one of the things they can do to gain a sense of valediction
- Mark Daoust asked Kaleb Lawson to speak about defenses as a former Envision student.
 - Kaleb agrees that the student defense is THE right of passage as an Envisioner.
- Larry Hancock asked how board members can participate in a virtual defense, how many seniors are in the network, and expressed a desire to make 2020 student defenses special.
 - Laura encouraged the Board to participate in virtual defenses and promised to keep the board posted on defense dates and times.
 - Laura shared that Envision is exploring a virtual graduation and postponing an actual ceremony to whenever school resumes, perhaps December, and encouraged the board to provide other ideas to create a special experience for the class of 2020.
 - Gia expressed an enthusiastic appreciation of the question around support. Currently, Envision has many new and different challenges, and we will reach out when we have more thoroughly assessed what is needed.
- Larry commended the staff on creative learning and marketing videos to keep the students, staff, and board connected. He also expressed an enthusiastic desire to have a creative way to celebrate the Class of 2020.

- Michelle inquired about group gatherings and support for teachers or students.
 - Laura detailed the formal and informal gatherings that have occurred for students, student groups, teachers and teacher groups, and community meetings.
 - Gia added that we agree that connecting with each other is important and stated that each staff member has a point person to check in with on a daily basis
- Susan inquired about regular access to food for our students.
 - Sele detailed information on what each school district is doing to provide student meals. Sele also shared that the student access team is keeping families informed of these offerings and other options such as food banks.
- Update on 2020-2021 Local Control Accountability Plan (LCAP) process in light of school closure: This would be the meeting where we would present a draft of each site's LCAP and ask for public comment. Our authorizers have shared that the State is revisiting LCAP requirements and timelines; we are waiting for guidance from the state before we move forward.

VII. Governance

- Governance Working Group lead Susan Portugal shared that we have a great slate of potential board members. She thanked everyone for giving us names.
- Due to the global pandemic, the Governance Working Group has decided to slow down. We'll continue to engage board prospects in the fall and will bring recommendations to the board in November.
- We will move forward with Board and CEO review on the regular timetable.

VIII. ELP

- Justin reviewed how the pandemic has affected the ELP budget and gave a worst-case scenario.
- Good news is that ELP is $\frac{3}{4}$ way through the majority of its contracts.
- Justin reached out to all of ELP's current contracted customers; most are looking to figure out a way to complete and honor their contracts.
- ELP will work with newly contracted clients to assess if the work will occur in this school year or next year.
- ELP's strength is in the power of our relationship with clients.
- ELP coaches are meeting virtually, not traveling, and using that extra time to create a virtual toolbox to roll out to clients.
- During the crisis, working to bolster ELP's reputation as a thought leader and a responsive one. This will help us survive the upcoming recession.
- The concept of a "performance assessment system" is shining right now. Systems that have thought about "who we are and what we are about" (our clients) are rolling up our sleeves while those who haven't thought of this are paralyzed.
- The February Assessment for Learning conference in San Diego was a huge success.

IX. Finance

- Sele detailed how COVID-19 and the shelter in place order effected ELP revenues, grants, and contributions.

- ELP's revised projected revenues are \$1.91M. This is ~\$600K less than our adopted budget.
- Sele shared that Envision has applied for a loan through the Small Business Association's Paycheck Protection Program (PPP) and the application is being processed. If Envision's payroll is maintained for 8 weeks after the loan is confirmed, it may be forgiven.
- We anticipate an end-of-year income statement reflecting a small deficit.
- Sele gave an update on planning for the FY2021 budget.
 - We're in a recession and the size of it is to be determined. Envision is using 3 scenarios to develop revenue projections, including the Governor's January 2.29% COLA proposal, a 0% COLA, and a -5% COLA.
 - In each scenario, we anticipate labor and non-labor cuts in the next fiscal year.
 - We will bring a balanced budget to the board for review and approval at the June board meeting.
- Michelle asked how attendance is counted.
 - Sele stated that the state of California is basing attendance for the full year on the period of July 1 2019 through February 29, 2020.
 - Envision is tracking engagement and not taking traditional attendance, which is allowable under the emergency conditions.
- Kathi asked if the current conditions would impact Envision cash reserve
 - Sele explained that a delay in income tax payments may cause a delay in state paying schools. She detailed that if our revenue is delayed, we will use the cash in our reserves to continue paying our obligations, and fill the reduction as soon as possible, before end of fiscal year.
 - Mark Daoust explained that the reserve was Envision planning for a rainy day and this is a rainy day.
- Bob Lenz recommended drawing on our line of credit first before touching our reserves in case the bank stops issuing loans.

X. Strategic Plan

- Seize the moment with distance learning
- Continue to communicate the direction of our Strategic Plan
- In our budgeting process, allocate our most important resources (people and time) to the Strategic Plan

XI. Development

- This board did an AMAZING job making Evening with Envision a success despite it being changed to a virtual fundraising event.
- Canceling live event meant not introducing new people to the organization, so we are considering other ways to do that.
- Gia commended Chief People Officer Sarah Chostner on her leadership in deciding to cancel the event and quickly putting together an amazing virtual event with her team.
- We were only \$15k short of our fundraising goal! Thanks to every single board member.

XII. Closed Session: Conference with Labor Negotiator (G.C. 54957.6)

XIII. Report Out from Closed Session

- Board Chair Mark Daoust shared that there's nothing to report from Closed Session.

XIV. Adjournment

- Meeting was adjourned at 6:07pm