



ANNUAL BOARD RETREAT MINUTES

Board Members in Attendance:

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|--|--|---|
| <input checked="" type="checkbox"/> Ryan Cotterman, President | <input checked="" type="checkbox"/> Yuliya Morris, Treasurer | <input checked="" type="checkbox"/> Holly Miller |
| <input checked="" type="checkbox"/> Roland Lewis Jr., Vice President | <input type="checkbox"/> Shon Mallory | <input checked="" type="checkbox"/> A. Monica Cutno |
| <input checked="" type="checkbox"/> Diego Torres, Secretary | | |

I. Call to Order

- A. Annual Board Retreat was called to order at 10:11 AM by Ryan Cotterman.
- B. Mission and vision statements were read by the Board President.

II. Work Session #1 (Full Board)

- A. Reviewed board member terms, considered officers for the 2021-2022 school year and discussed succession plan.
 - a. Three original board members are entering their last year of eligibility under the Bylaws.
 - b. Ensure that president has at least a year to facilitate transition.
 - c. Discussion around the VP role, which tends to be the person who would be the successor of the president.
 - d. Discussion the need for job descriptions for the officer positions.
- B. Discussed recruitment of new board members and characteristics of ideal candidates.
 - a. Considered a possible Emeritus position. Allows knowledge base to be maintained after president rolls off the role.
 - b. Each board member has the responsibility to identify candidates for their replacements.
 - c. Several board members have identified potential candidates, which will be screened and interviewed.
 - d. Mrs. Miller volunteered to take over as Secretary.
 - e. HR generalist is the biggest need currently.
- C. Updated the board diversity matrix and identified gaps that future board candidates may fill.
- D. Annual board training, which includes at least 2 hours of board professional development, is required to be completed by June 30, 2021. A resource for training webinars is Charter Support Unit.
 - a. Encouraged all board members to sign up for at least two items on NCAPCS Conference 2021.
 - b. Each board member is responsible for updating their professional development courses completed by June 30, 2021.
 - c. Discussed the Governance committee taking action to own professional development, including communicating development opportunities to board members and creating a line item within the budget to fund learning opportunities.
 - d. All board members were invited to and encouraged (if possible) to attend training on July 30, 2021 that is being perform by the Racial Equity Institute.
- E. Weighted Lottery
 - a. Reviewed the monthly Enrollment Summary Report.

- b. Discussed being able to provide additional opportunities to those who are economically or socially disadvantaged.
 - c. Thought is to focus on kindergarten since it is the largest pool of open seats and is where we are growing students into our system.
 - d. Goal is to implement the weighted lottery by January 2022, which is the next lottery cycle.
- F. Reviewed current policies to determine necessary updates. Any changes resulting from the discussion will be voted upon in future meetings.
- a. Indexing of Policies Manual, including adding a Table of Contents and categorizing.
 - b. New Employee Workbook and other policies have been updated with policy revision and were added to the website.
- G. Reviewed the bylaws and no changes brought to the attention of the board.
- H. Board calendar to be updated to include key dates for the fiscal year.
- I. Miscellaneous
- a. Evaluation of the School's website is needed, including adding additional sections, such as the history of ESA, alumni association/section and other pertinent information for the community.
 - b. Discussed various ideas to implement over the next 2-3 years.

II. Work Session #2 (Breakout)

- A. Considerable discussion ensued regarding what each committee's responsibilities are, focus over the next 3 – 5 years and roles of the committee chairperson.
- B. Board agreed to separate into committees to work on segments of the strategic plan for the next 5-years with their members later due to time constraints during the retreat.

III. Adjournment

- A. Regular board meeting scheduled Monday, June 21, 2021 at 6:30 PM – 8:30 PM via zoom call.
- B. Board Retreat was adjourned 2:09 PM.