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## ANNUAL BOARD RETREAT MINUTES

### Board Members in Attendance:

- |                                    |                            |                   |
|------------------------------------|----------------------------|-------------------|
| ■ Ryan Cotterman, President        | ■ Yuliya Morris, Treasurer | ■ Holly Miller    |
| ■ Roland Lewis Jr., Vice President | ■ Shon Mallory             | ■ A. Monica Cutno |
| ■ Portia Scott, Secretary          | ■ Diego Torres             |                   |

### I. Call to Order

- A. Annual Board Retreat was called to order at 10:03 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 2020-2021 school year and discussed succession plan.
- B. Discussed recruitment of new board members and characteristics of ideal candidates.
- 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, 2020. A resource for training webinars is Charter Support Unit.
- E. Reviewed current policies to determine necessary updates, discussed updates required to ESA's Title IX policy due to recent changes in law and evaluated if any new policies were required to be added. Any changes resulting from the discussion will be voted upon in future meetings.
- F. Reviewed the bylaws and considered necessary revisions to certain language and length of terms to be served by officers. Updates resulting from the discussion will be voted upon in the June 2020 meeting.
- G. Board calendar to be updated to remove operational activities (e.g. lottery) and include key dates for the fiscal year.

### II. Work Session #2 (Breakout)

- A. Board separated into committees to work on segments of the strategic plan for the next 5-years.
  1. Governance Committee to categorize policies manual, revise new member orientation outline, create automated dashboard to track key performance indicators and monitor board diversity and inclusiveness.
  2. Development Committee focused on the relaunch of the Soaring Eagle campaign to raise funds to support the construction of the athletic fields, including specific individual board goals. The committee discussed adding the Athletic Director to the committee to aid in oversight of the athletic field construction.
  3. Academics Committee discussed diversity initiatives for student recruitment and retainment, maintaining an "A" on NC School Report Card in the future and continued focus on developing career awareness in STEAM related fields.
  4. Finance Committee reviewed the year-end budget, discussed updating the 5-year forecast and planned for future strategic initiatives. The committee determined the Deans should join Finance Committee meetings for awareness of the School's financial status and for continued development.

### III. Adjournment

- A. Board members to complete the Board Assessment Questionnaire. Results to be shared at June 2020 board meeting.
- B. Regular board meeting scheduled Monday, June 15, 2020 at 6:30 PM – 8:30 PM at Envision Science Academy, 590 Traditions Grande Blvd, Wake Forest, NC.
- C. Board Retreat was adjourned 2:19 PM.