



BOARD OF DIRECTORS COMMITTEE ACTION PLANNING

Saturday, April 7, 2018 | Time: 9am-1pm

19300 S Hamilton Ave., STE 285 Gardena, CA

Retreat Objectives:

- (1) Founding Board of Directors gain clarity of required action steps in Y1 to set Soleil Academy up for success.
- (2) Each Committee outlines Y1 goals and a few action steps to reach those goals
- (3) Founding Board of Directors broadens understanding of “personal network” and how to leverage people to support Soleil Academy

Time	Min	Topic	Lead	Materials	Objective(s)
8:30	30	Arrival, set-up, snacks	B. Gutierrez		
9:00	10	A. Call the meeting to order B. Roll Call C. Set the agenda D. Introductions & Overview	J. Kinoshita		
9:10	15	Regular Board Business: A. Public Comment B. Closed Session (N/A) C. <i>Management Updates</i> D. <i>Consent Agenda:</i> 1) Previous Minutes	B. Gutierrez, Board Chair	Agenda, Supporting documents	Vote on regular board business matters.



		2) Update Bylaws 3) Update Student Handbook 4) Appointment of Director 5) Approve Facilities Use Agreement with LUSD <i>E. Governance (VOTE)</i> 1) Benefits package			
9:25	5	Preparing for August 2018	BES	1. Framework for Continuous Improvement of Charter School Board Effectiveness 2. Responsibilities of the Board of Directors 3. Planning Year Priorities for Board of Directors 4. Draft Board Committee Goals 5. SMART Goals 6. Committee Goal Template	Understand shift from Y0 to Y1 and lay the groundwork to craft an action plan.
9:30	30	Governance Committee Goals	BES	1. Governance Committee Description 2. Board Recruitment and Vetting Process; Orientation for New Board Members 3. New Board Orientation Agenda	Build understanding: <ul style="list-style-type: none"> ▪ GC roles and responsibilities ▪ Board cultivation process ▪ ED evaluation



				4. Ex. Executive Director Evaluation (Y1)	Set Governance Committee goals for Y1, including action steps Create full board action plan to cultivate 2-4 additional Board Members by Dec. 2018.
10:00	5	BREAK			
10:05	45	Development Committee Goals	BES	1. Development Committee Job Description 2. Breakfast Visits 3. Ex. Development Plan	Set Development Committee goals for Y1, including action steps
10:50	45	Academic Committee Goals	BES	1. Academic Committee Job Description 2. Student Recruitment Strategies 3. Credo Report	Set Academic Committee goals for Y1, including action steps
11:35	15	BREAK and LUNCH PREP			
11:50	45	WORKING LUNCH: Finance Committee Goals	BES	1. Finance Committee Job Description	Set Finance Committee for Y1, including action steps
12:35	20	Work Ahead	BES, B. Gutierrez, J. Kinoshita	1. Complete draft of Year 1 Goals	Reach consensus on goals Identify and answer any clarifying questions



12:55	5	Final Reflections and Closing Adjourn Meeting	B. Gutierrez, J. Kinoshita		
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