Sample Charter School Board Retreat Agenda

<insert date> 2023

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| **Topic** | **Purpose** | **Presenter** | **Time** |
| Welcome – coffee + | Quick framing on today’s purpose and outcomes | Chair | 8:30 - 9:00 am |
| Intro | Framing retreat purpose and outcomes | CEO & Chair | 9:00 - 9:10 am  (10 min) |
| <School name>  - Past, Present, Future | \* *CEO prepares a slideshow with an overview of the history of the school, stats for the present (student data, finance, facilities – whatever makes sense), and then “wildest dreams” for the future of the school.* | CEO | 9:10 - 9:45 am |
| Gallery Walk Activity | 1.Working in pairs or small groups, rotate to large post-it’s up around the room with the 3-4 “big ideas” from school leader’s presentation.  2. Narrowing it down – after each group has had a chance to visit each idea board, they get 8 -10 stickers to use to vote on their favorite ideas. | CEO - gets it started and then joins a group | 9:45 – 10:30 am  (10-minute rotations) |
| Break |  |  | 10:30 – 10:45 am |
| Draft Annual Goals | Begin drafting goals in small groups or by committee – by item. | All participate | 10:45 – 11:45 pm |
| Lunch |  |  | 11:45 – 12:30 pm |
| Debrief on Goals | Each group shares proposed goals for their respective item. Debrief and clarify commitments to get the work done. | Chair & CEO | 12:30 - 1:00 pm |
| Board Business  (if needed) | Monthly Board meeting – if goals are complete, they can be voted on | Chair & CEO | 1:00 – 2:30 pm |