



BOARD RETREAT CHECKLIST

KEY POINTS

- Held annually
- Involves entire board and key administrators
- Ensures board's alignment to the mission, vision, and goals of the charter.
- Can include time for strategic planning to identify school's top priorities, plans the director has to ensure goals are met, and how the board will support admin team to achieve those goals.
- Allows time for board to assess goals and performance, set new governance goals, and receive training.
- Develops board culture and builds connections between board members.



DISCUSSION ITEMS

- Board evaluation (should be completed prior to meeting) and action plan for improvement.
- Board culture assessment
- Review of board goals
- Establish new board goals
- Student data presentation and evaluation
- Schools strategic plan (evaluate or create)
- Annual calendar of events (review or create)
- Make committee assignments
- New board member onboarding training
- Fundraising opportunities
- Succession planning for board and administrative team
- SWAT analysis

TRAINING ITEMS

- Open and Public Meeting Act
- Understanding the budget and restricted funds
- School specific programs
- Using committees effectively
- Governance vs management
- Establishing policy

DON'T FORGET

- Good food and drinks
- Comfortable location
- Non-threatening environment to engage in a wide range of open discussions
- Time for socializing, fostering relationships, and team-building