

## Academy of Collaborative Education 2025 Board Retreat Agenda

Time	Activity	Objective	Facilitator
8:00 – 8:45	Welcome, Breakfast, + BM Task List	1. Socialize and get BM's set up for a successful retreat and year. 2. Complete member physical files	
8:45 AM – 9 AM	Welcome & Breakfast	3. Quick frame today's objectives	Amy + Kara
9 AM – 9:30 AM	<b>ACE:</b> Past Present Future	<b><u>Joellen's slideshow:</u></b> 1. Review ACE's Mission, Vision, Values, and Priorities 2. <b><i>ACE history and "WHY"</i></b> 3. <b><i>EOY Update: Student data, Finance, Facilities (one slide each)</i></b>	Joellen
9:30 – 10:00 AM	Executive Session	1. Executive Director Evaluation	Amy
10:00 – 10:30 AM	Strategic Plan	2. <b><i>Strategic plan (2025-27)</i></b>  <b><i>"WOOP" Wishes – Gallery Walk</i></b>	Joellen
10:30 – 11:00 AM	ED Goals	Present ED 25-26 goals to full board and <b>vote</b> to ratify or no	Joellen + Amy
11:00 – 11:30 AM	Review board data to board drive goals for upcoming fiscal year.	Review data gleaned from 2024-25 board assessments, surveys, self-evals, etc.	Amy
11:30 AM – 12:00 PM	LUNCH	LUNCH (Possible working lunch)	LUNCH
12:00 – 1:00 PM	Draft Annual 25-26 Committee Goals	Begin drafting 25-26 committee goals to support ED goals and strategic plan.	All

1:00 – 1:30 PM	Debrief on 25-26 SMART committee goals	Each committee shares proposed 25-26 SMART goals. Debrief and clarify commitments to get the work done.	All
1:30 – 1:45 PM	Break	Break	Break
1:45 – 2:15 PM	Finance Terms 101	Explain it to me like I'm a 4 <sup>th</sup> grader.	Anna
2:15 PM- 2:45 PM	Finance Questions	Review of questions board members should be able to answer	Latner
2:45 – 3:15 PM	FY26 Budget	FY26 Budget Discussion	Mike + Joellen
3:15 PM – 3:30 PM	Academic Excellence questions	Review of questions board members should be able to answer	Amy
3:30 – 3:45	Break	Break	Break
3:45 – 4:15 PM	Action Items	1. Vote on Officers 2. Vote on meetings' schedule for 2025-26 3.	Amy
4:15 – 4:30 PM	Closing	4. Goals will be entered into board calendar and BoardOnTrack, broken down into tasks with due-dates, and used to drive board meeting and committee agendas.	Amy
4:30 – 5:00 PM	Complete Any Outstanding Items on Task List	5.	

## WOOP (long-term/future) Goals:

**Wish:** Identify the wish.

**Outcome:** Visualize the best possible outcome resulting from achieving this wish.

**Obstacle:** Recognize the challenges that might hinder success.

**Plan:** Develop a plan to overcome these obstacles, often using "if-then" scenarios.

## SMART Goals:

**Specific:** Clearly define what you want to achieve.

**Measurable:** Ensure you can track your progress and determine when the goal is met.

**Achievable/Attainable:** Set a realistic and attainable goal.

**Relevant:** Align your goal with broader objectives or personal values.

**Time-bound:** Establish a deadline or timeframe for achieving the goal.

SMART Goal Examples	Specific (who/what?)	Measurable (how?)	Achievable/ Attainable (reasonable?)	Relevant (expected result?)	Time-bound (When?)
70% Rule:	Allocate 70% of funds within the educational budget for instructional materials by the end of the fiscal year	Track and document the allocation and spending monthly	Assess the current budget to ensure reallocating 70% of funds is feasible	Aligns with the organization's mission to enhance educational outcomes	Complete by the end of the fiscal year, with monthly check-ins
Revision of Mission, Vision, and Values	ED will lead a committee to revise the school's mission, vision, and core values by the end of the academic year	Document and communicate through three school-wide channels	Conduct monthly meetings with the committee	Align with the school's strategic priority of enhancing educational leadership	Finalize and communicate by June 30th, 2025
Community Partnerships	ED will establish a community partnership program by the end of the fiscal year	Secure partnerships with at least five local businesses or organizations	Work closely with the school's community	Support the school's mission to provide enriched educational experiences	Fully established and operational by June 30th, 2025
*Finance Committee	Develop and implement a budget management system by the	Reduce unnecessary expenditures by 10%, increase	Conduct workshops for department heads	Support the school's mission to allocate	Fully implemented by September 1st, 2025

	end of the fiscal year	budget accuracy		resources effectively	
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*\*By the end of the 2025 fiscal year, the Finance Committee will develop and implement a thorough budget management system to reduce unnecessary expenditures by 10% and increase overall budget accuracy, as measured by quarterly budget variance reports, ensuring that all departments operate within 5% of their allocated budgets. Successful completion of this goal will be measured by quarterly evaluations conducted by the ED to assess its effectiveness and make necessary adjustments.*

**SMART Goal Template:**

Category	Question	Rough Write
Specific	WHO? WHAT?	
Measurable	HOW will it be measured?	
Achievable/Attainable	REASONABLE?	
Relevant	EXPECTED RESULT?	
Timed-Bound	By WHEN?	

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