# Strategic planning meeting agenda *(virtual or in-person)*

## [ADVISORY BOARD NAME] [Date | Time] *Bridge Information Below*

**AGENDA**

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| 8:45 AM | **Networking** | All |
| 9:00 AM | **Opening Remarks** | Chair |
| 9:05 AM | **Review Agenda** | Chair |
| 9:10 AM | **Academy in Review**   * Major Events * Work-based Learning Data (from NAF WBL Tracker or other database) * Academy Quality Status Update * Teacher Feedback * Personnel changes | District or Academy Director |
| 9:30 AM | **Advisory Board Year in Review, SWOT Sharing**   * Major Events * Budget Review * SWOT (Strengths) * SWOT (Weaknesses) * SWOT (Opportunities) * SWOT (Threats) * Discuss projects to continue, alter, start, and stop | Chair, Academy Director, Committee Leaders |
| 10:15 AM | **Break** *(5-minutes)* |  |
| 10:20 AM | **New School Year Action Planning**   * Membership * Board Development * Work-Based Learning * Fundraising * Other topics may include: Curriculum Review, Professional Development, Internships * Confirm leaders for each goal   *(Set 3 goals per topic using a SMART goal format)* | Committee Chairs & Members |
| 11:15 AM | **Celebrate and Praise**   * Outstanding Leadership * Academy Director Strengths * External company supporters * Media coverage | All |
| 11:30 PM | **New Business**   * Confirm Meeting Dates for the next school year * Discuss any openings in leadership positions * Obtain feedback on meeting format and atmosphere | All |
| 12:00 PM | **Close** | Chair |