# 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 |