Caprock Academy
Board of Directors Retreat Workshop
Date: August 5, 2024
Location: 422 White Ave, Basement

Est. Time	Agenda Topic	Discussion Topic	Facilitator
8:00 AM	Arrival	Set Up & Lunch orders	All
8:15	Ice Breaker	Fun activity to get us started	Ryan S
8:45 AM	Vision for the Day	Getting us on the same page for this year.	Jessica
9:00 AM	Board & School Training	● Roles & Responsibilities ● Legal Responsibilities ● Financial Oversight	Tom
10:45 AM	Coffee Break	Rest your brain and fill your belly.	All
11:00 AM	Board Communication and procedures	● Structure of board email ● Procedure of how the board responds to received emails or community communication ● Grievance policy	Tom
11:45 AM	Board Agenda	● Board meeting agenda overview ● Public Comment procedure review ● Schedule and brainstorm ideas for availability w/ community ● Board newsletter? ● Create procedure	All
12:30 PM	Lunch	Lunch is to be provided.	All
1:00 PM	Committees	● Fundraising ● Policy and by-law ● CASAC ● Finance	All
2:00	Strategic Planning	● Strategic planning overview ● Where to restart ● Timeline	Alesha
4:00 PM	Break	Rest your brain and fill your belly.	All
4:15 PM	Next Step Planning	● Review 2024-2025 Calendars ● Projects and tasks assignments ● Code of conduct background checks	Jessica
5:00	End		All