PCM’s Board Retreat

August 25 – 27

**Friday, August 25th Events**

* Aubree’s flight arrives at local airport. Bev pick up and transport to accommodation.
* 3:45 – 4:45 Gather in **Gladish View Room**. Meet and greet with department heads – Head of School, Office Manager, Montessori Coach, Director of Special Education Services.
	+ Introductions, priorities for the coming academic year, any requests for board support e.g. a fundraiser to support a priority.
* 4:45 – 5:00 Break.
* 5:00 – 6:30 Pizza and Pints Informal meet, greet and mingle with staff.
	+ Bev will provide two ice breaker activities – one group, one ongoing through the evening, small prize
	+ Bev will purchase selection of beers, wine and soft drinks.
	+ Bev will arrange catering for this event.
		- Ideas – Pizza Perfection monster pizzas, plus a gluten free option, and vegan option, veggie sticks and dip. Water melon About $55 for a monster pizza, but buy one get one free. 16 slices or 32 squares. We could order three pizzas for under $100, and have 48 large slices.
* Bev and a volunteer to clean up room and get ready for the morning.
* 6:30 Aubree will need someone to transport her back to her hotel.

**Saturday, August 26th Events**

* Need a volunteer to pick up Aubree
* Coffee, tea, water, juice, snacks available during the morning in **Gladish View Room**.
* 9:00 – 10:00 Regrounding on the logic model and growth projections/plans. Facilitated by Head of School.
* 10:00 – 11:30 2022-2023 Year in Review Gallery Walk followed by discussion/sharing of:
	+ What surprised us
	+ What growth did we see
	+ What areas do we see that has need of improvement
	+ Anything else
* 11:30 – 1:00 Walk downtown to Roost – pick up lunchboxes at Roost (sandwich or wrap, salad greens, cookie – vegan options available) Eat in shade in Reaney Park.
* 1:00 – either in **Gladish View Room** or **Hecht Room at Neill Public Library.**
* 1:00 – 2:00 Developing the board calendar (Need large sheets of paper and sticky notes)

Facilitated by Head of School and Board Chair. Include setting dates/times for board meetings, working meetings and next year’s retreat.

* 2:00 – 3:00 Developing the board committees. Identifying priorities for the upcoming year, recruitment plans and establishing chairs for the committees **Needs facilitators**
* 3:00 – 4:00 Set fundraising goal for the year. Brainstorm and select 3 fundraising events for the year. Brainstorm grant opportunities to apply for during the year. Bev will facilitate.
* 4:00 Diversity, equity and inclusion training
* Need a volunteer to transport Aubree back to hotel.
* Optional - shall we schedule a no-host option for dinner?
* Notes – Do we need to schedule photographer for board head shots, board group photo. Need to be flexible around scheduling of D.E.I training.

**Sunday, August 27th Events**

Note – we will schedule for 9:30 – noon, but if we need extra time, we will meet 9:00 – noon. Aubree flies out at 1:30. Events at **Gladish View Room**

* Need a volunteer to pick up Aubree.
* Coffee, tea, fruit and baked goods available for snack/breakfast/brunch!
* 9:30 – 10:00 Tour of the school, show off new renovations.
* 10:00 – 11:00
* 11:00 – 11:30 Board member goals and commitments
* 11:30 – noon Ideas for retreat for next year, board meetings, etc.
* Noon - transport Aubree back to airport for her flight.