**Vision Retreat Reminders:**

These are the directions for the Vision Retreat - please feel free to ask questions if something doesn’t make sense.

**Step One:** Make sure all materials are posted to the website from the Data Retreat Session. Send information to those who did not attend the session to catch them up.

**Step Two:** Make the following edits on the Agenda Document.

1. Include the location information
2. Review Superintendent/designee assignments and make any changes
3. Schedule and hold the Core Team meeting to review the agenda for the Vision Retreat
4. Shuffle your table team assignments so that there are stakeholders at each table and people are working with new partners

**Step Three:** Prepare for the investigation activity. Select the sites your team will investigate (6 Investigation sites; each table gets assigned one of the 6 sites) Assign sites to new table team arrangements.

**Step Four:** Send the following to the strategic plan team 5-6 days prior to the retreat.

* Agenda for the Vision Retreat
* Vision Investigation Homework Document
* Previously sent Modern Learning Article

**Step Five:** Print documents for the activities of the Vision Retreat We would suggest each of these be printed and three-hole punched for distribution at the beginning of the data retreat.

* Agenda
* Participant Handout
* Vision Investigation Document
* Summary of stakeholder data received related to the SWOT analysis
* Vision 2020 doc
* Modern Learning Article

**Step Six:** Post all documents to the strategic plan website under the Vision icon that are in the Vision retreat google folder.