

School Advancement Series

Agendas Rule: *Getting the Most Out of Board and Business Meetings*

What do you hope to gain?

- How to make meetings efficient and effective
- Making our business teams better
- Tools for productive meetings and agendas
- How to gather information from committee progress on individual real time goals while working on overall advancement goals
- Gain ideas for organizing meetings for PTO
- How to stay focused and get things accomplished

Objectives

After this session, attendees will be able to:

1. Differentiate between board/business team meeting and committee meetings.
2. Know how to run an effective school board/business team or committee meeting.
3. Spark collaborative discussion to yield strategic decisions.

Let's Talk

A few conversation starters:

- What is your current favorite part of going to a BOT/SBT meeting?
- Describe your least favorite part of a BOT/SBT meeting?
- *What action items regularly are not completed that keep a committee from moving forward with it's work?*
- What are some of the challenges BOT/SBT members face with meetings?
- *What are some of your WINS in your current BOT/SBT structure?*

**Everything begins with
your purpose
(mission/vision) and
core values!!**

Purpose

Understanding that each child is a Masterpiece of God, created with precision for a specific purpose, the Catholic Schools of the Archdiocese of Kansas City in Kansas provide an education that forms the whole person, so that all may attain their eternal destiny and promote the common good of society.

Mission

The Office of Catholic Schools assists pastors, school leaders, and teachers in forming students that are joyfully Catholic, diligently achieving, and intentionally self-giving, in environments that are prudently managed and forward thinking.

Core Principles

**Joyfully Catholic, Diligently Achieving, Intentionally Self-Giving,
Prudently Managed, Forward Thinking**

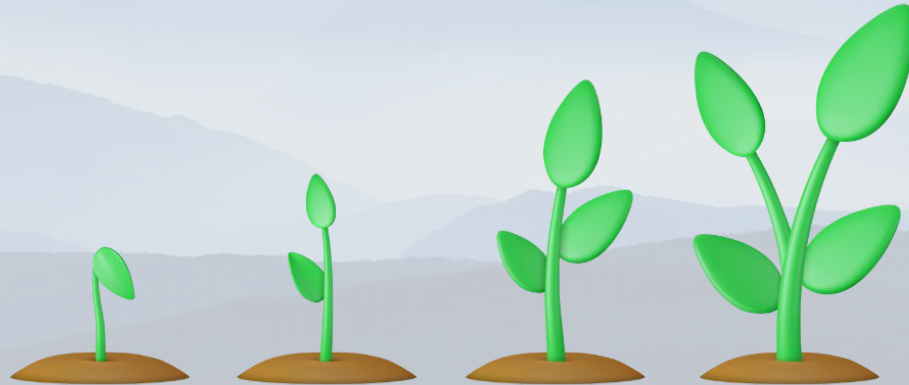
Know the Difference

Board of Trustees (BOT)	School Business Team or Council (SBT)
Mission Focused	Mission Focused
Policy Making	Policy Advising
Goal Driven	Goal Driven
Drives Fiscal Management	Advises on Financial Management
Conduct Principal Performance Review	Advise/Assist Principal
Engage in Strategic Planning	Assist in Strategic Planning
Promote the School	Promote the School

BOT/SBT vs. Committee Meetings

BOT/SBT MEETINGS	COMMITTEE MEETINGS
Mission Focused	Mission Focused
Strategically Driven	Goal Driven
Give Reports	Clear and Concise Charge
Make Decisions	Executes Strategies/Tactics
Set Direction	Lead and Report on Work to BOT/SBT
Promote the School	Promote the School

Effective BOT/SBT Meetings...



Best Practices for Effective BOT/SBT Meetings

1. **Agenda and meeting materials prepared in advance.**
2. **Agenda is mission focused and strategic.**
3. **Meeting materials shared in advance.**
4. **Decision focused meeting (not just updates).**
5. **Meeting starts/ends on time.**
6. **Minutes are complete/concise with clear action items.**

AGENDA to REMEMBER

To create a focused agenda:

1. Gather input from school leaders, pastor, committees.
2. Include time allowed and purpose for each agenda item. *(discuss/advise/listen)*
3. After the prayer, start EVERY meeting with a Mission moment. *A story for WHY every person is there!*
4. Make the first topic a consent agenda, this applies to minutes, monthly reports (including financial) that don't need discussion. *Do allow time for individual committee discussion or announcements when needed.*
5. First 15-20 minutes should be mission/consent agenda, 30-40 minutes for strategic issues, 20 minutes for Q&A with school leader.
6. Schedule goals from strategic plan to target at each meeting.

And more....

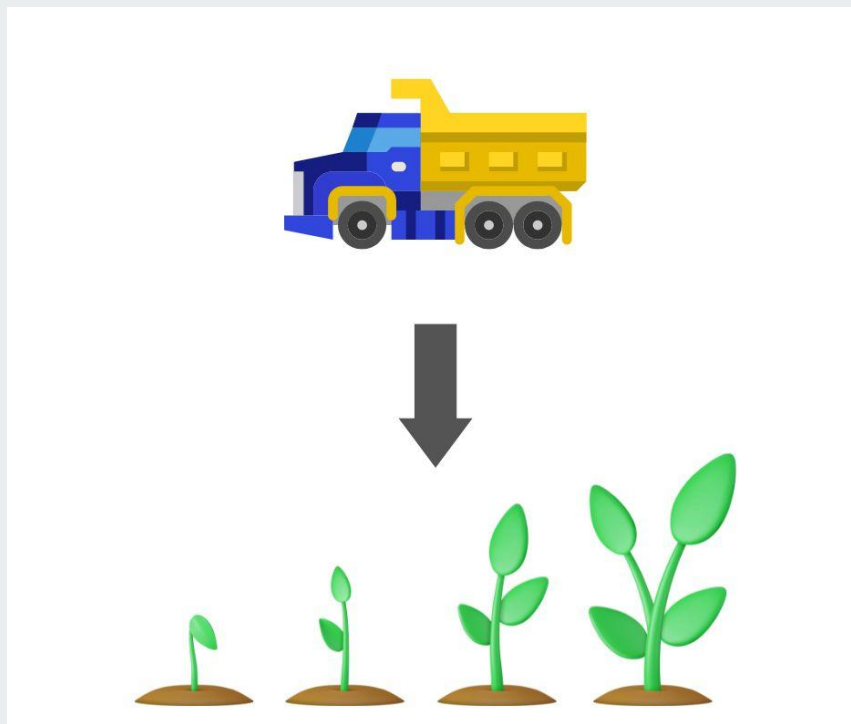
Every agenda should include:

- **Performance:** What are the wins this month? Quarter? What were the challenges? Should be brief but helps keep focus on goals.
- **Strategy:** What needs can the BOT/SBT provide input and guidance? (Should be the bulk of the meeting, this is where you can utilize the skills of the team.)

Strategy Discussion

- Requires regular review of progress and challenges in goal areas.
- What's working, what's not?
- Discussion should be designed to elicit genuine input from members.
- Framing questions will help open the discussion (*authentic, compelling, open-ended, focused, actionable*)
 - *Examples: What would it take to increase our student retention?*
 - *How can we use technology to improve our math curriculum?*
 - *What else should we be doing to better our school?*
 - *How can we apply that approach throughout the school with teachers, students, parents, community members?*

Moving from UPDATES to DECISIONS



Meeting Materials

1. *Agenda*
2. *Minutes*
3. *Reports or Highlights (Principal/Committee)*
4. *Financial Reports*
5. *Directory of BOT/SBT With Terms*

Annually:

1. *Strategic Plan (referenced monthly)*
2. *Advancement/Marketing/Enrollment Plans*
3. *Budget*
4. *Other (Annual review/self-inventory)*

START/END on Time

1. Builds trust.
2. Respects volunteer and staff schedules.
3. Increases buy-in when volunteers know what to expect.

Troubleshooting:

1. *What do you do when someone has more to say than time allows?*
2. *How do you get back on track if you go off of the agenda?*
3. *Who is responsible for managing time?*

Follow Through: Minutes/Task Management

- Complete minutes within 48 hours of meeting and send within one week of meeting.
- KISS method - **K**eep **i**t **s**imple (BOT/SBT) **s**ecretary.
- Every reaction, requires an action. I.e...record the what's next and who is responsible.
- Use agenda and pre-fill your minutes template prior to the meeting.
- Minutes should include acceptance/corrections/amendments to previous meeting minutes.
- Minutes address decisions made about each agenda item and next steps.
- All supporting documents should be gathered and sent with minutes.

Timeline for the Meeting Cycle

- Agenda created by committee chair and staff/school leader
- Agenda/materials sent to committee 1 week prior to meeting
- Committee meeting held 2 weeks prior to BOT/SBT meeting



- Give reports
- Hold discussions
- Make decisions
- Set directions
- Delegate “homework” to committees
- Meeting minutes sent within 1 week of mtg.

- BOT/SBT meeting agenda created by chair and school leader (from committee reports & executive committee)
- Agenda/materials sent 1 week prior to BOT/SBT meeting

What about Committees?

Why do committees matter?

- Committees do the deep work between board/business team meetings.
- Make recommendations for key initiatives (help determine what needs to be addressed by board/business team).
- Take on special projects - think event planning, facility maintenance plan, board/business team succession.
- By going into “the weeds”, committees can identify key issues/strategies and educate the board/business team.
- Save the board time!

Set committees up for success by:

- Having clear job description and set of measurable goals.
- Getting the right members, staff and leadership.
- Preparing or identifying skilled committee chairs and leaders.
- Offering direct support from school leader and staff members.

Committee Meetings/Reports

1. Committees should meet as often as necessary to accomplish their work.
2. Schedule committee meetings when you make your annual board/business team meeting schedule.
3. Keep meeting minutes for committee meetings and make them accessible to the board/business team.
4. Create an agreed upon template for committees to report to the board/business team.

Facilitating Collaborative Discussion

- Welcome your team - onboard with a purpose!
- Know the why for each person on your BOT/SBT.
- Define and set roles - everyone has a purpose!
- Share mission whenever possible.
- Communicate, communicate, communicate.
- Invite and welcome strategic discussions.
- Schedule an annual BOT/SBT development opportunity.
- Create balance in discussions and give everyone a chance to weigh-in.
- Show appreciation on a regular basis to every BOT/SBT member.

Resources

- [Sample Committee Mtg. Agenda](#) (Boardable)
- [Minutes Template](#)
- [School Business Team Self-Evaluation](#)
- [BOT/SBT Skills Inventory](#)
- [Healey Education Foundation](#)
- [BOT Recruitment/Succession Planning](#)
- [Committee Chairs Roles & Responsibilities](#) (Healey Education Fdn)
- Hanburg, E. (2021) *The Little Book of Nonprofit Leadership*. Side and Side Publishing
- Donaldson, F. (2019) *25 Lessons Learned in 25+ Years in Catholic School Development*. NCEA

Questions?



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School Advancement Series

July 11: Building Relationships with Parish Families and Youth Programs
(via ZOOM)

July 18: Grant Writing 101: Creating Reusable Content #1 (in-person,
Good Shepherd Catholic School)

July 19: Grant Writing 101: Creating Reusable Content #2 (via ZOOM)

August 22: Creating a School Advancement Calendar

Register online at archkckcs.org/school-advancement-series