

Effective Meetings: Planning and Implementation

MASC/MASS JOINT CONFERENCE

Saturday, November 5, 2022

Why Are We Here?

Student Achievement





School Committee Purview

- Establish and Monitor Goals
- Enact Policies
- Approve and Monitor Budget
- Hire and Evaluate Superintendent



If every meeting
is a
chapter in your
story,
what's your
story about?



Build Your Story



Why Establish a Year-long Agenda?

- Meeting time is a precious governance resource: A meeting is one chapter in an unfolding story of your district.
- Monitoring progress increases chances that the district will achieve its goals.
- Scheduling presentations provides you and the public with the opportunity to see/understand evidence of progress being made.
- Keeps the focus of meetings on students!





- Year-Long Agendas
- Danvers
- Melrose



Plan Your Year

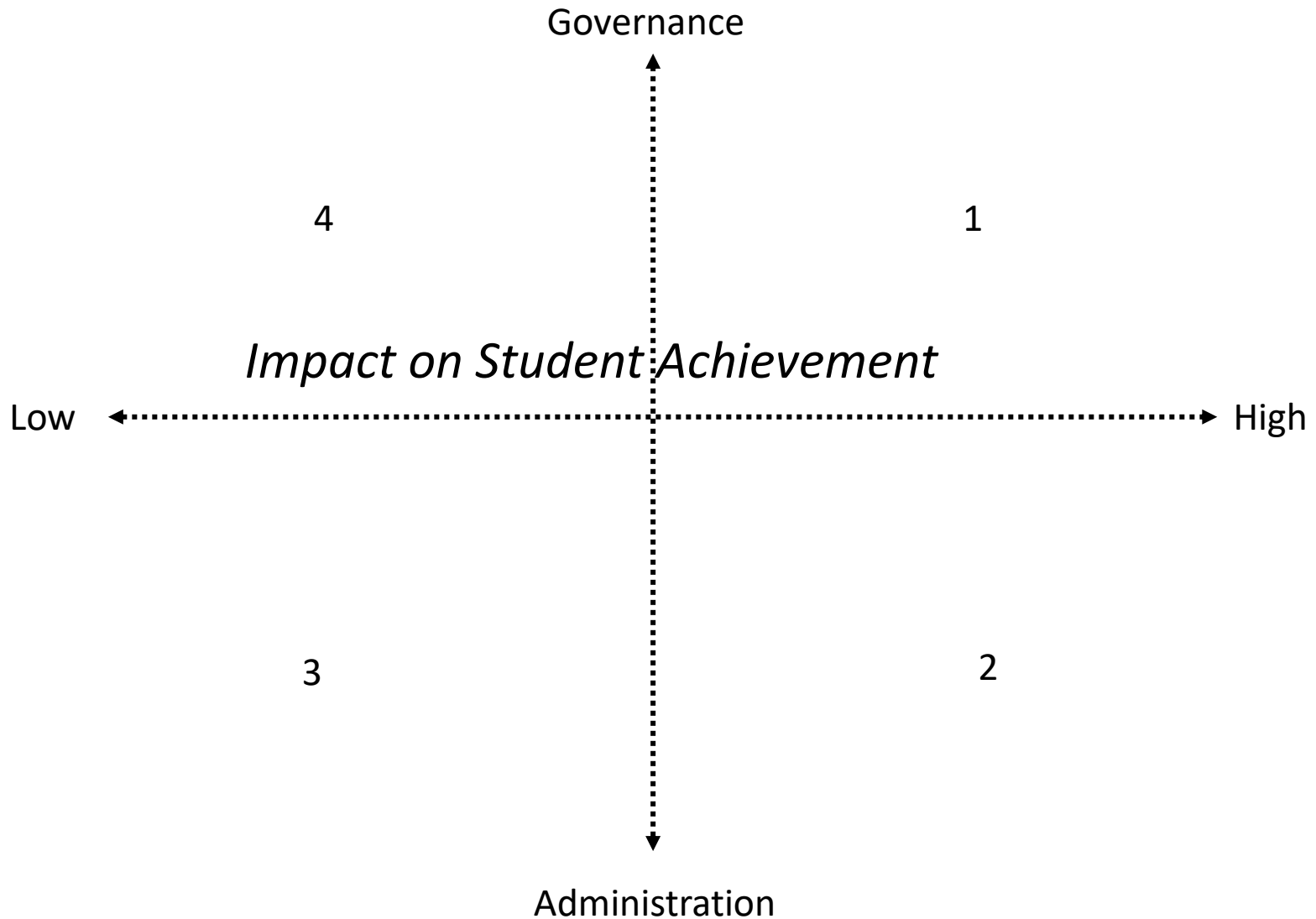
- Goals
- Budget
- Policy
- Evaluation

The background of the slide features a close-up, high-angle shot of architectural drafting tools. In the foreground, a red pencil with a silver ferrule and eraser lies diagonally across a set of blueprints. To the left of the pencil, a silver compass is open, and a portion of a metal ruler is visible. The blueprints show various geometric shapes and lines, including a circular diagram with several points. In the background, two white rolled-up documents are partially unrolled, showing more of the blueprint. The overall scene is brightly lit, with soft shadows.

Elements of the Plan

- Staff Presentations
- Budget Reports
- Superintendent Evaluation
- Subcommittee Reports
- Hearings

Where Do You Spend Your Time?





Planning Each Meeting

Agenda Format

- Consent agenda
- Time estimate
- Information or action item
- Relations to Goals

Guidelines for staff presentations

Varied meeting formats

Operating Protocols

John Carver



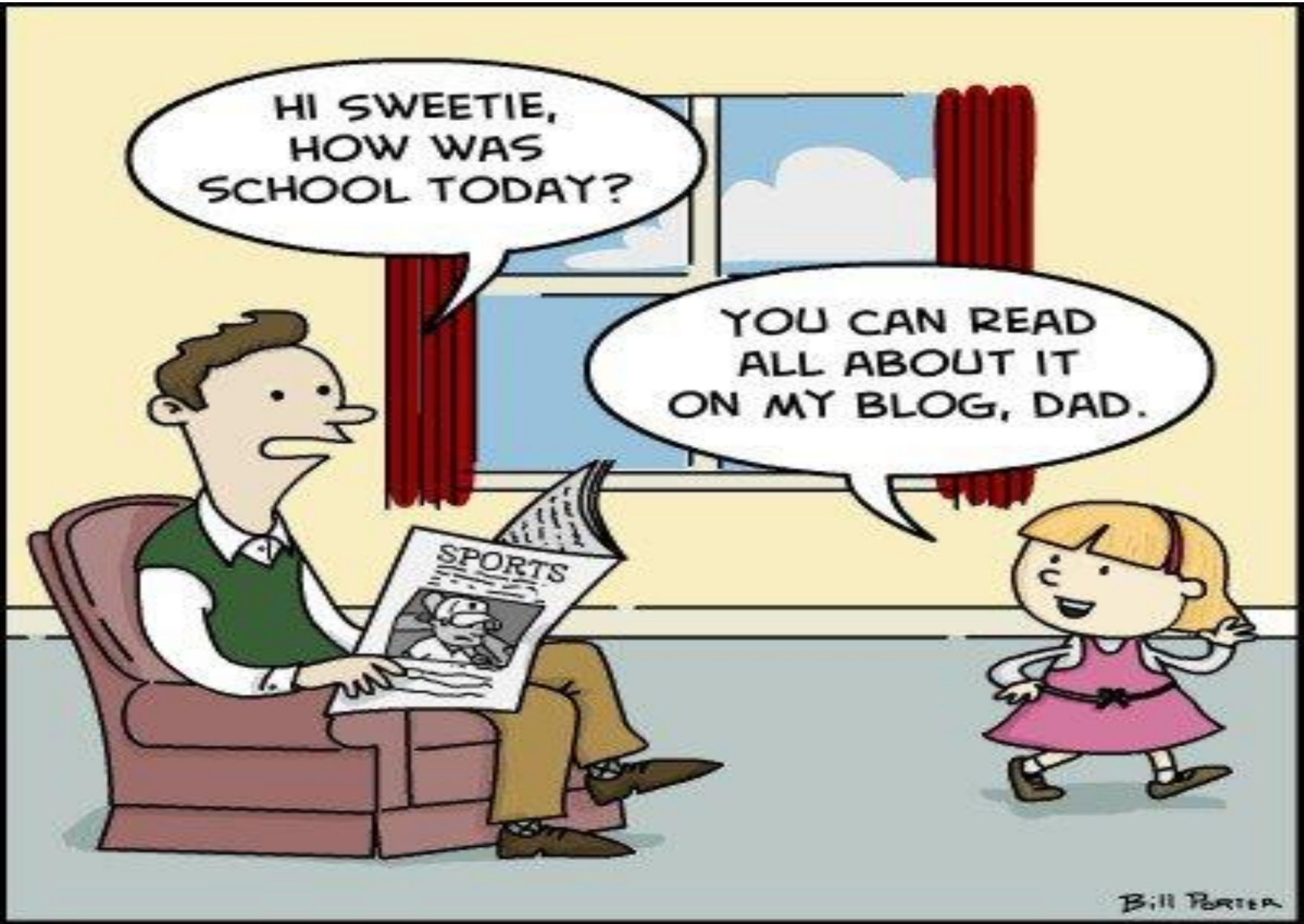
Describes the job of Chair as one that:

- “requires skilled handling of group process;
- an ability to lead a group fairly but firmly;
- an ability to confront and even to welcome diversity; and
- An ability to adhere to agreed-upon rules for board conduct.”

More than Presiding

- Takes Time
- Attention to Detail
- Leadership Skills
- Interpersonal Skills
- Communication Skills
- Knowledge of the Legal Obligations
 - Open Meeting Law
 - Collective Bargaining
 - Conflict of Interest





HI SWEETIE,
HOW WAS
SCHOOL TODAY?

YOU CAN READ
ALL ABOUT IT
ON MY BLOG, DAD.

Bill Porter

Attitude

- Life is 10% what
- happens to me and
- 90% how I react to it!

Table Work

- Complete Communications Style choices
- Locate communication quadrant

COMMUNICATION PROFILE GRID

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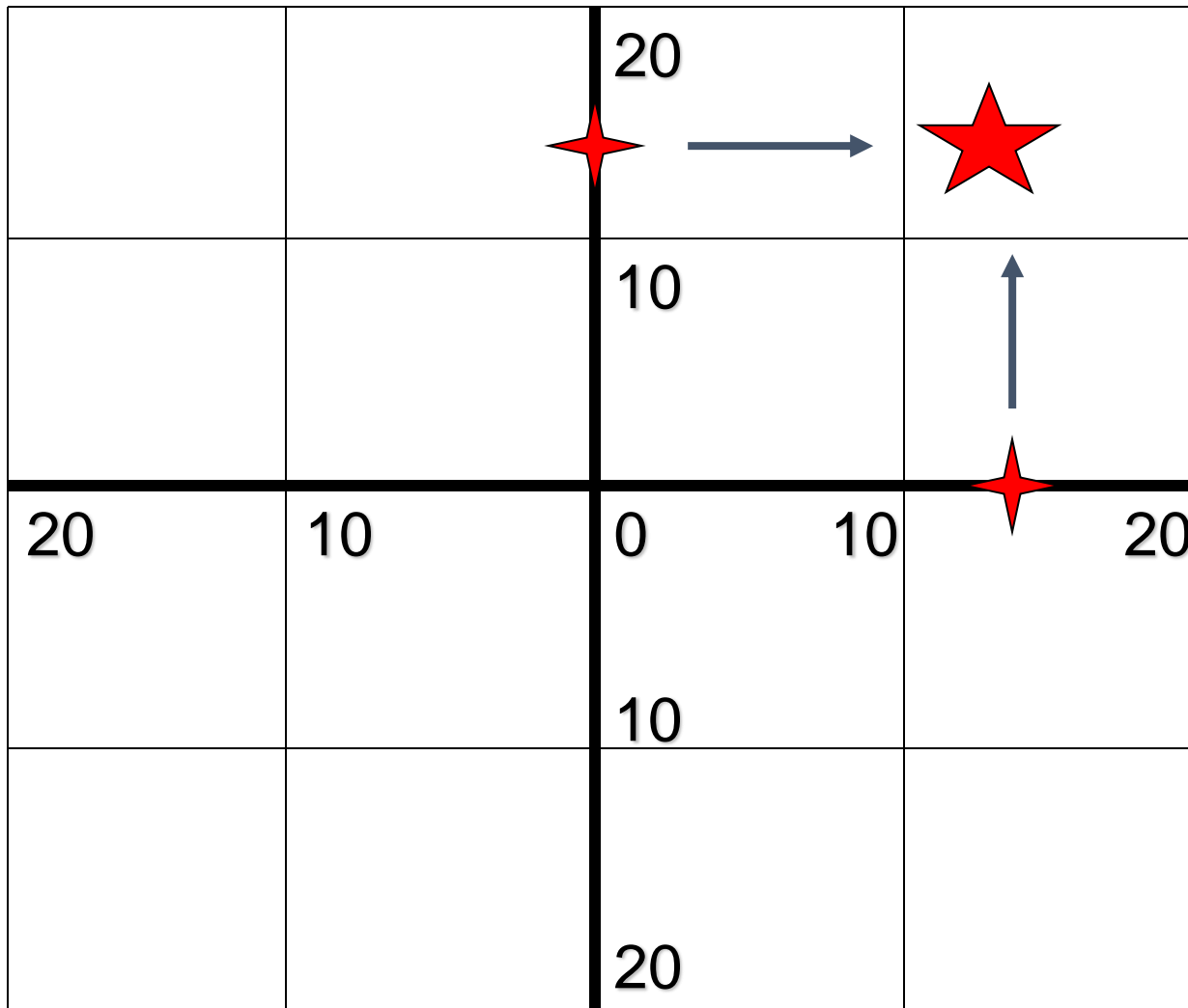
TASK

COMMUNICATION PROFILE GRID

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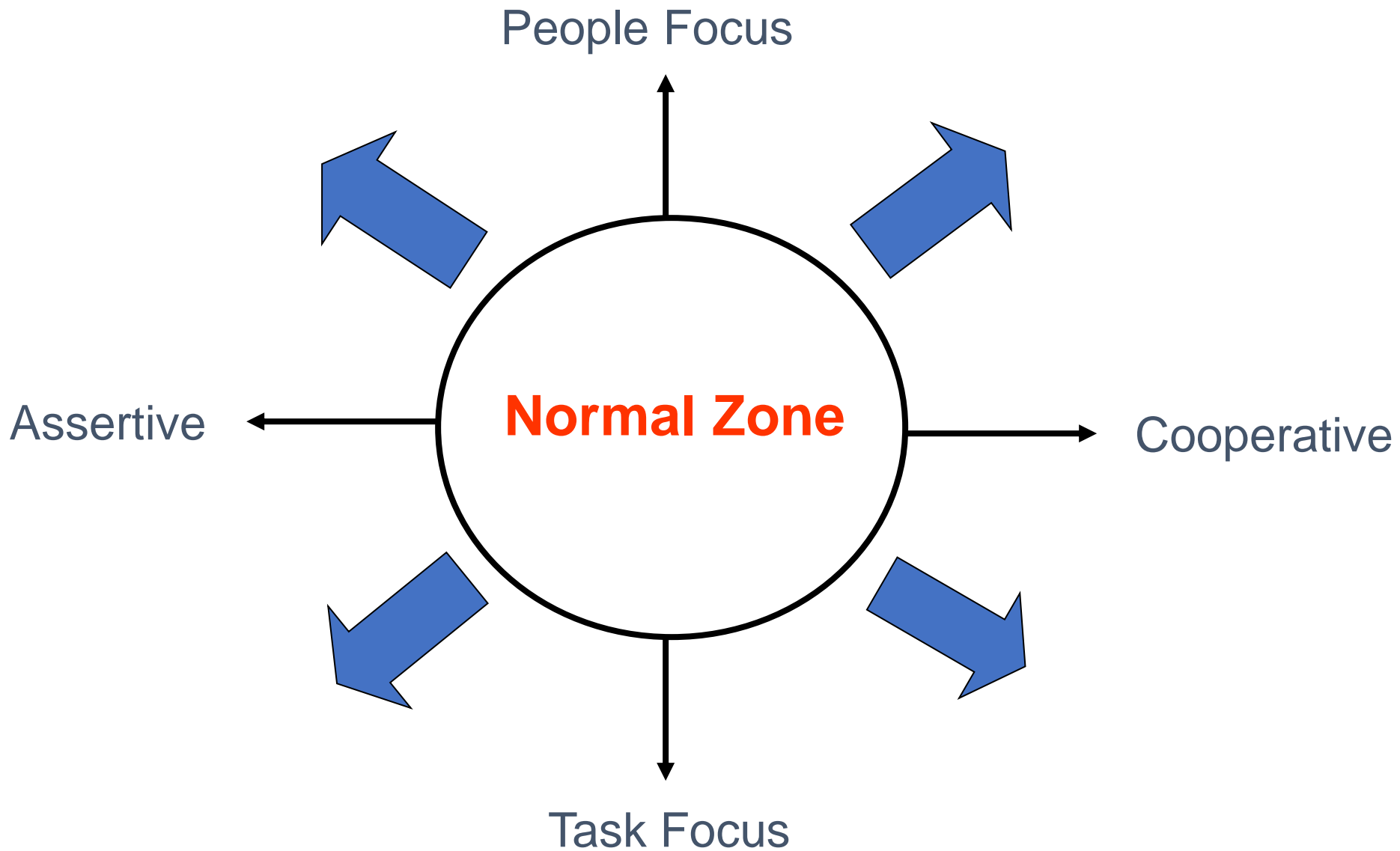


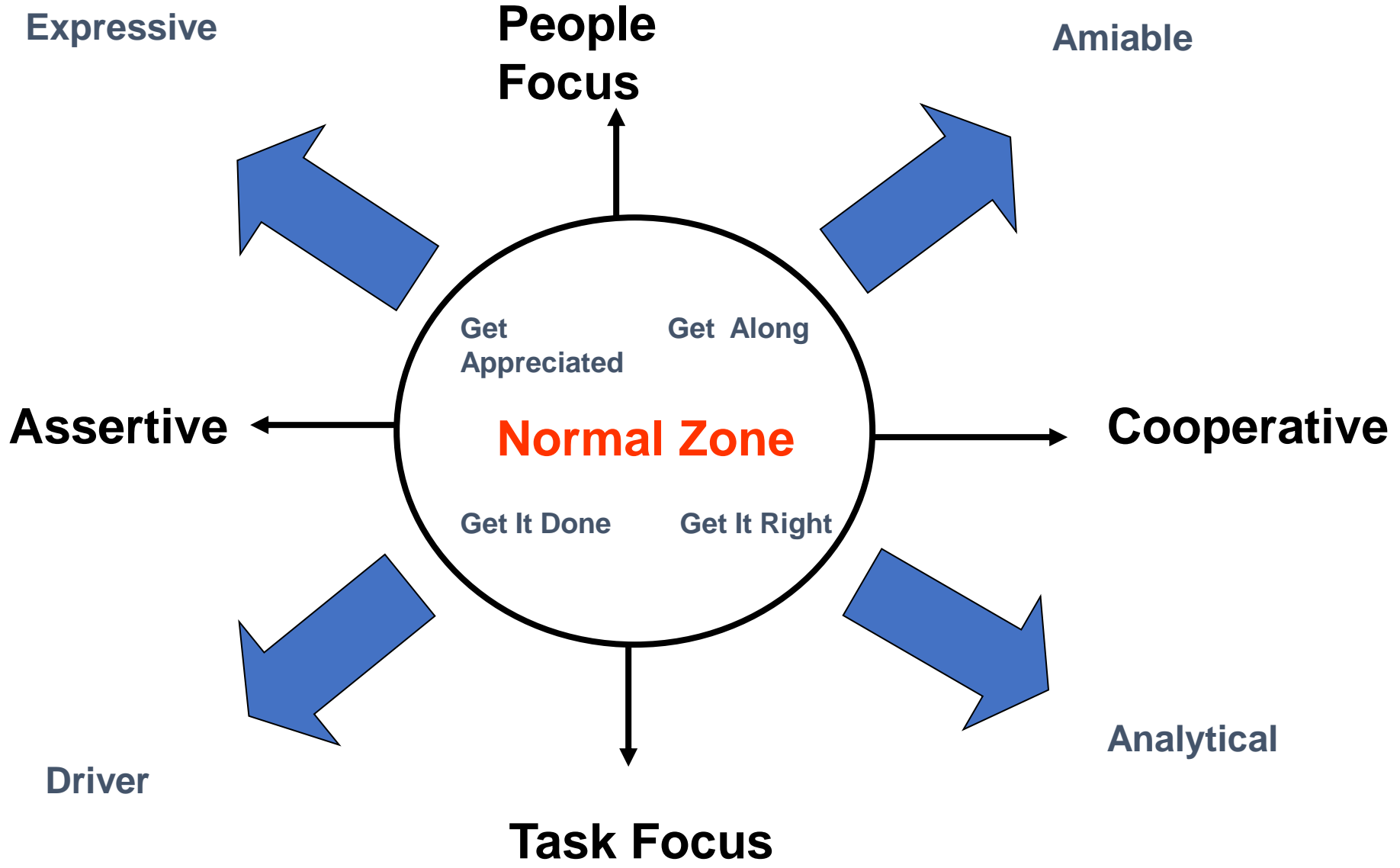
TASK

Patterns

For a better understanding of a person's predictable behavior during times of duress, look for patterns of behavior to determine what people usually focus their attention on in a given situation.

- People vs. Task
- Assertive vs. Cooperative





Dangerous Assumptions

- “They are just like me.”
- “They should act the way I expect them to act.”
- “I am right. They are wrong.”
- “My view is the only valid view.”
- “I know what they meant by that . . .”
- “Their intention is obvious.”

For the First time in History we have 4 Generations working side by side

Source: Pew Research Center



Greatest Gen 1901-1927 – Silent Gen 1928-1945 – Gen Alpha 2013-2025

Who are very different in the way the grew up communicating

Millennials
“Text Me”



Silent Generation
“Write Me”

Gen X
“Email Me”

Boomers
“Call Me”

Chair Responsibilities

- ✓ Guide the Committee's work
- ✓ Keep the Committee organized
- ✓ Focus on Mission, Vision and Goals
- ✓ Student Achievement
- ✓ Share leadership responsibilities
- ✓ Help the Committee be greater than
- ✓ the sum of its parts

Before Meetings

- Planning an efficient meeting
- Developing & placing items on the agenda
- Getting questions answered before the meeting
- Receiving supporting material before the meeting





Agenda Review

- Samples from:
 - Concord and Concord-Carlisle
 - Mashpee
 - Norwood
 - Stoughton

Press Esc to exit full screen

At the Meeting

- Structure of the agenda
- Board room layout
- Length of meetings
- Staff presentations
- Deliberations at meetings
- Allowing majority to set direction



At the Meeting: New Challenges

- Public Comment
- Remote Meetings
- ?

Between Meetings

- Individual members requesting information or action from the superintendent
- Individual members requesting information or action from staff
- SC/Superintendent communication between meetings
- SC member communication between meetings
- Balancing member responsibilities between meetings



Between Meetings

- Member role in public
- Handling complaints and communications from constituents
- Engaging the community
- Social media
- Chain of Communications
- Handling confidential information
- School visits

Cowboy Words of Wisdom

*“Life is simpler when you
plough around the stump.”*

*“Words that soak into your
ears are whispered, not
yelled.”*

*“Forgive your enemies. It
messes with their minds.”*

*“Don’t corner something
meaner than you.”*

*“Remember, silence is
sometimes the best answer.”*







Jim Hardy
Field Director
jhardy@masc.org
508-930-4524

Dorothy Presser
Field Director
dpresser@masc.org
617-538-2176