

# **Association of Colorado Independent Schools**

## **Governance Workshop**

**Graland Country Day School  
Friday, March 13, 2020**

### **Becoming More Strategic: Building the Annual Board Meeting Agenda**

#### **1. During the summer, map out the major work of the Board for the coming year**

- **Cyclical tasks**
  - Adopt a budget for the upcoming year
  - Offer pertinent trustee professional development
  - Identify, recruit, and elect new trustees
  - Conduct the Head evaluation process
  - Conduct the Board evaluation process
  - Others
  
- **Selected annual goals**
  - Revise and update the bylaws
  - Strengthen financial aid: clarify goals, assess impact, project future levels of expenditure, and determine funding mechanisms
  - Create a neighborhood property inventory to enable campus expansion

#### **2. Create a work timeline for each task/goal**

- Collaborate with committee/task force chairs to project work and anticipate junctures where full Board input will be needed
- Take into account the demands on the Head and senior administrators who will be involved with and supporting Board committees/task forces
- Identify any funds needed to carry out the work plans

#### **3. Integrate the individual work plans and timelines into the overall Board meeting calendar**

- Examine each Board meeting with respect to “agenda load,” and pace work and issues accordingly
- Attempt to feature one or two major issue-oriented discussions for extended time at each meeting
- Relegate routine items and non-action items to a consent agenda at the beginning of each meeting
- Make adjustments as unexpected developments or the need to tackle important new questions alter the progress of the work of each committee/task force

**4. Clarify expectations of Board members to make this approach work**

- Stress the need for coming to every meeting fully prepared
- Alert committee/task force chairs in the recruitment process about the need for their initiative, leadership, organization, communication, and follow-through
- Develop and implement a process for briefing trustees who must miss a meeting
- Emphasize the importance of building on the consensus points and content of prior meetings (no back-tracking to revive resolved issues)