

## **Workshop, Retreat, and Keynote Offerings**

### **NCEA Department of Boards and Councils of Catholic Education**

The department executive director is available to present workshops that are custom designed. Below are some examples of frequently requested sessions, workshops, and services. Some require a full day; some can be done in a half day or a few hours.

Cost: \$1,200.00 per day plus expenses

(10% discount is given to department members for one workshop a year)

**1. *The Catholic School Administrator: One Who Energizes and Empowers the Board to Lead***

If principals want boards that produce results, they must first envision them as such, and then believe that they can provide the leadership. The day-long interactive workshop will focus on assisting administrators to:

- Be a better leader of the board.
- Adopt practices to better lead an effective and achieving board.
- Determine his/her expectations of a board.
- Identify best practices of award-winning boards to implement.
- Draft a plan for the principal's improved leadership of the board.

**2. *Measuring the Mission: a Board Self-Assessment Process (Local and Diocese Boards) Moving from Good to Great***

Using a process for self-assessment, the board, council, or commission will use a set of standards to establish improvement plans. Questionnaire I is completed prior to the retreat and scored by NCEA. Results are used by the facilitator as the board works through Questionnaire II, which leads to a plan for the board's improvement and its work.

- Celebrate your board's successes.
- Determine what needs to improve/change as a result of 2006 self-assessment.
- Articulate the needs of the schools.
- Determine how the board appropriately can help address the schools' needs.
- Create a draft of a plan for board improvement and the work of the board.

**3. *Moving From a Good to Dynamic Board***

What defines a dynamic board and how can your board become one? Drawing on the eleven characteristics of an effective board, this workshop will explore each characteristic and focus on how strong boards and strong administrators working collaboratively make a world of difference in quality board leadership. Quality board leadership impacts quality Catholic education which impacts the quality of the graduate. This workshop will engage administrators and board members in dialogue about the characteristics, including topics such as:

- Contrast a rubber-stamp board with an effective and productive board.
- Maximize your board's critical capital—intellect, reputation, resources, access versus micromanaging.
- Identify and maximize the collective judgment, wisdom, and thoughtfulness of your board in pursuit of its mission and vision.

**4. *Better Meetings: Better Outcomes***

- Assess present condition/productivity.
- Review the board committee leadership structure.
- Understand what needs to be done before, during, and after the meeting.
- Discuss problems, causes, remedies.
- Develop an improvement plan.

**5. *Building Bridges Among Stakeholders***

- How do you manage/bridge the four parallel structures (staff, administrator, board, parents and students)?
- What are your experiences, questions, and issues with boards?
- What are the considerations for the future of secondary schools with regard to boards?

**6. *Leadership-Ready Governance***

- Identify steps to take to establish a board that leads.
- Confirm the principal's leadership role of the board.
- Verify the pastor's leadership role of the board.

**TOPICS FOR KEYNOTE ADDRESSES**

**1. *Board Membership as Leadership: Reframing the Work of the Board***

This session will propose operational practices that will offer members more meaningful and consequential work that results in better Catholic schools. Better schools form and educate better students who will contribute to church and to society.

**2. *Portrait of a Successful Catholic School Board: One that Leads***

- Better understand the components of a board that leads – a “successful” board.
- Assess your board's implementation of these components.
- Identify at least one board operation to improve or implement.

**3. *Valuing and Sustaining the Gift of Catholic Schools***

- What do parents want?
- What are the challenges?
- Sustaining the Gift: Value and Role of Catholic School Boards

**4. *Inside Out: A Board's Moral Leadership***

## TOPICS SUITABLE FOR BREAKOUT SESSIONS, BUT TIMEFRAME CAN BE ADJUSTED

1. ***Committee Structure: Strategy for Effectiveness***  
Healthy functioning committees enable the board to engage in creative and strategic thinking, decisions, and/or proposals. Expand your thinking about establishing such committees of the board.
2. ***What a Board Needs to Know About Assessing its Own Performances***  
This presentation will focus on the need for authentic board self-assessment by each member. Participants will look at assessment instruments and how the results can lead to a plan for the board's improvement and for its work.
3. ***How to Identify, Recruit, Orient, and Retain Effective New Board Members***  
"Tried and true tips" will be presented to encourage very busy alumni, those with the needed expertise, and other individuals who are committed to the school's mission to agree to serve on the board. Once they agree to serve, how do you keep them coming back and involved in each meeting?
4. ***Characteristics that Power Outstanding Boards***  
What defines an outstanding board and how can your board become one? This workshop will explore 11 characteristics of an effective board and engage the participants in a discussion of the 2007 National Outstanding Boards recognized for their implementation of these characteristics.
5. ***Legal Issues for Boards***
  - The Three Ds
    - Duty of Care
    - Duty of Loyalty
    - Duty of Obedience
  - Legal Contexts
  - Fundamental Protective Strategies
6. ***Growing Policy: From Seed to Blossom: a Step-by-Step Approach***  
Articulate and apply knowledge of:
  - Policy
    - Definition
    - Why
  - Implementing & monitoring
    - Difference between policy and procedure
    - Difference between policymakers and administration
  - Shaping
    - Criteria for good policy
    - Steps to develop policy
    - Areas
  - Approving
    - Steps
    - Who has authority?
7. ***Structuring a Board That Builds Member Capital and Advancement***
  - Better structure the board to be effective with advancement efforts / development funds.
  - Determine ways to engage the board in generative thinking, productive work, and setting direction to advance advancement.
  - Improve the membership recruitment process to enhance giving.

**8. *Mission and Money: The Board's Agenda***

- Essential elements of a budgeting process.
- Chairperson's leadership competencies.
- Membership competencies.
- An effective budgeting process.
- Recommendations to administrators.

**9. *A Profile of a Board Leader in Catholic School Finance***

The chairperson must take the lead with fiduciary issues of the school in cooperation with the administrators and focus on long-range strategic planning and policy matters.

**10. *Boards: Meddlers or Movers?***

- Better understand what boards do.
- Better understand the pastor's role.
- Better understand the principal's leadership.
- Actions to better lead the board.

**11. *Leadership-Ready Governance***

- Identify steps to take to establish boards that lead.
- Confirm the principal's leadership role of the board.
- Verify the pastor's leadership role of the board.

**12. *The Role of the School Board in Accreditation***

- School Improvement Process
- Strategic Planning
- Accreditation

**13. *A Chairperson Effort To Build A Board That Leads***

- The role of the chair as:
  - Leader of the board
  - Facilitator of board meetings
  - Working partnership of the chair and chief administrator
- Leadership competencies of the chair
- Succession planning
- Sample guidance document for the chair

**14. *Writing and Updating Board Constitutions and Bylaws***

- Overview of governance and difference between "constitutions" and "bylaws"
- Elements usually addressed in bylaws
- The need to review and update bylaws
- Examples of bylaws

## **EXAMPLES OF OTHER WORKSHOP TOPICS THAT ARE FREQUENTLY REQUESTED**

- *Restructuring the Diocesan Board to Lead*
- *Restructuring the Local Board to Lead*
- *Collaborative Leadership: Pastor, Principal, and Board Chair Rowing Together*
- *Collaborative leadership: President, Principal, and Board Chair*
- *Practical Tips for the Board Chair*
- *Strategic Planning: Boards as Agents of Visioning and Change*
- *Marketing Schools to a New Generation of Catholics*
- *Decision-Making Boards: A New Stage of Growth for a New Time*
- *Possible Regional Catholic School Board Structures: Which Fits You?*

## **OTHER SERVICES OFFERED BY THE DEPARTMENT**

- Strategic planning with the board as the lead agent
- Restructuring the board
- Setting up a regionalized system
- Setting up the board structure for a merger of schools
- Starting or jumpstarting boards

## **RECENT CLIENTS (2006-2007)**

- Diocese of Little Rock, AR
- Diocese of Santa Rosa, CA
- Archdiocese of Hartford, CT
- St. Joseph's Catholic School Board, Diocese of Savannah, GA
- Diocese of Portland, ME
- Diocese of Manchester, NH
- Diocese of Trenton, NJ
- Immaculate Heart Central School System, Watertown, NY
- Diocese of Brooklyn, NY
- Diocese of Toledo, OH
- Diocese of Orlando, FL
- Diocese of Altoona-Johnstown, PA
- Diocese of Erie, PA
- Woonsocket Regional Catholic School System, Woonsocket, RI
- Diocese of Fort Worth, TX
- Archdiocese of Galveston-Houston, TX
- Diocese of Laredo, TX
- Archdiocese of Seattle, WA