



# WELCOME TO THE KASC MEETINGS KIT

This Kit is designed to help your council and committees have meetings that are effective and legal. The tools included will give your school help on the logistics of your meetings, so you can focus more of your time and attention on the most important issue for your school: improving student achievement.

Each section included in your Kit starts with information on the included tools, advice on ways to use the tools, and notes on related resources elsewhere in the Kit.

## GETTING STARTED

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Skim through the kit and the CD to get a feel for the tools that are included.

The CD includes a Microsoft Word version of all the documents, plus a number of additional tools. That will allow you to print copies for use by your council and committees and to change the sample forms to suit your school. We suggest that you copy the whole CD to your hard drive so that you have a back up copy and a version where you can change any sample documents you want to use.

Consider the options below as ways to put the Kit to work.

## WAYS TO USE THE KIT AT YOUR SCHOOL

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- ☆ As You Need It: Find the chapter you need when a question comes up. Skim it for basic information, or go to the CD to get a sample document and put it to work.
- ☆ Ongoing Council Learning: At a council meeting, review the Regular Meetings chapter of the Kit, plus the “other resources” listed in that chapter. Skim the information, discuss issues, and decide what works and what should be changed at your school. Repeat in later months for Special Meetings, Closed Sessions, Agendas, Consensus, Minutes, and Committees.
- ☆ Self-Assessment: Use the Checklists document included on your CD to evaluate your current meeting practices and decide what to improve. You could address all the topics in a single meeting, or consider one or two pages a month to spread out the work.
- ☆ By-Laws Updates: Appoint an ad hoc committee to compare your current by-laws to the models in the By-Laws document on your CD. Where they find differences, ask them to review the relevant binder section for that topic, for explanations of what is required and what is optional. Then ask them to recommend changes to each section of your by-laws that deals with meetings.
- ☆ Support for Your Secretary: Share the Guide to Minutes with your council secretary. It offers details he or she may find helpful. Better yet, share a copy of the entire CD.
- ☆ Support for Your Committees: Share the Guide to Committee Work and the Guide to Minutes with each of your committees. For even stronger support, invite all committee members to an orientation-and-reception at the start of school. Discuss the information in the Guides, review each committee’s charge, and thank them for the work they will be doing for the school.