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Nota di contenuto	Cover; Contents; Foreword; Preface; Acknowledgments; About the Authors; Part I - The Leadership Challenge; Chapter 1 - Focusing on Teaching and Learning; Mission is Different from Vision; The Right Mission; Mission-Critical Work; Teaching and Learning; Chapter 2 - Building the Superintendent-Board Team; Distinct and Complementary Roles; Policy-Driven Meetings; Part II - Pre-Meeting Planning; Chapter 3 - Planning the Calendar and Agenda; Twelve-Month Calendar; Audience; The Agenda Planning Team; The Overall Agenda; Individual Agenda Items; Potential Board Action Presentations and RecognitionsOther Meeting Agendas; Chapter 4 - Preparing: Sweat the Small Stuff; General Logistics; The Meeting Room; Participants; The Unexpected; Chapter 5 - Designing the Board Packet; Key Elements of the Board Packet; Supporting Material; Appearance of the Document; Other Printed Matter; Additional Considerations; Chapter 6 - Communicating the Agenda; Distribution; Communication; Touch Base with Constituents; Part III - Meeting Time; Chapter 7 - Conducting the Board Meeting; Behavior; Before the Meeting; During the Meeting; Meeting Times; After the Meeting

Chapter 8 - Meeting behind Closed DoorsMeeting Times; Closed Session Participants; Agenda Requirements; Stay on Track; Part IV - Post-Meeting; Chapter 9 - Following up; The Link to Teaching and Learning; Communication Plan; Formal Follow-up; Informal Tasks; Chapter 10 - Recovering; Immediately after the Meeting; The Next Day; The Long View; Chapter 11 - Wrapping up; Resource A: Board-Superintendent Protocols (Sample); Resource B: Twelve-Month Calendar (Sample); Resource C: Board Agenda Development Worksheet (Sample); Resource D: Individual Agenda Item (Sample) Resource E: Welcome to the Board Meeting (Sample)Resource F: Request to Speak Cards (Samples); References; Index

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## Sommario/riassunto

Now superintendents can turn board meetings into productive, results-getting events that help them focus on teaching and learning to achieve district goals.

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