

Colin Powell once said, "Great leaders are almost always great simplifiers, who can cut through argument, debate, and doubt to offer a solution"

Meeting Ground Rules:

- 1 Respect & Courtesy for people and ideas
- 2 Brevity is Beautiful/ELMO
 - a. State your point first, then the reasons why
 - b. The "Why" (your interest) is usually where you find common ground
- 3 No sacred cows
- 4 Even God can't change the past – let it go!
- 5 Self Reference
 - a. You can only speak for yourself
 - b. Don't assume you know what others want or what they are thinking
- 6 One conversation at a time
- 7 Be on time
- 8 Turn off cell phones
- 9 Don't leave issues on the table because they are difficult
- 10 Be open-minded

Communication Reminders:

- 1 Most avoid confrontation, yet confrontation is the first step to resolution
- 2 All Board members share the responsibility for effective meetings
- 3 Use your parliamentary procedure cheat sheet during meetings
- 4 You only own a "Piece" of reality

Sentence Starters...

- 1 ...And in addition to what you said, I'd like to add that.....
- 2 I can tell you're very concerned about this....
- 3 I think as a Board, we may be deviating from our cohesive approach...
- 4 Let me make sure I understand what you said accurately...
- 5 What I hear you saying is...
- 6 I appreciate your concern about this...

Review Board Roles & Responsibilities: *Board identifies the "What"-- Superintendent determines the "How"*

1. Defined Roles (Authority -structured and in policy)
 - a. Once a decision is reached, all board members support it until it is changed
 - b. Any action by individual board members, done in the name of the Board, must be pre-approved by the Board
 - c. All communication to the Board should go through the Superintendent
 - d. The Board is a unit of authority with no individual member authority
 - e. Board members are paid a stipend for the body of work they conduct
 - f. Board members may conduct activities as an individual community member, but make sure they let folks know that these are not School Board activities
 - g. The board will look for opportunities to meet annually for ongoing learning/training
 - h. All Board members share the responsibility for effective meetings
2. Undefined (Influence)
 - a. Board members all have relationships with community and individuals.
 - b. If a member chooses to use that influence, it should be used to support Board philosophy.
3. Use Parliamentary Procedure Cheat Sheets