

Running an Effective Meeting

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Kick off

Turn to someone you are on a board with and discuss the most inappropriate or out of line issue you have ever seen in a school board meeting.

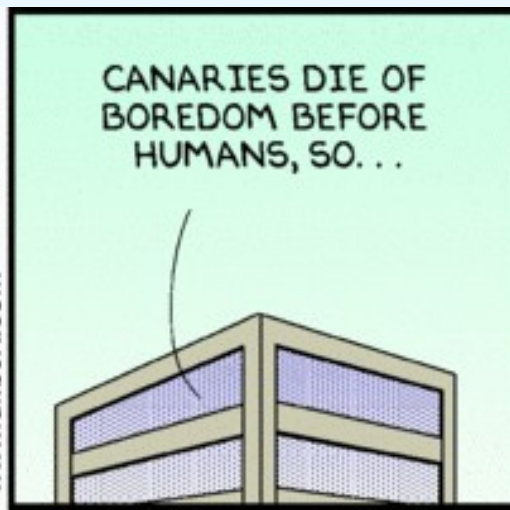
WHAT DOES AN EFFECTIVE MEETING LOOK LIKE TO YOU?



Ever Feel Like Your Time is Wasted?



www.dilbert.com scottadams@aol.com



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**THAT WAS A COMPLETE WASTE OF
TIME PAPA**

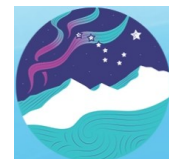
**I AM NEVER GOING TO A
BOARD OF ED MEETING
AGAIN!**

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**IS A MEETING
NEEDED?**

**WHAT DO WE WANT
TO ACCOMPLISH?**



Setting The Agenda

- Board members know how to add items to the agenda
- Agendas are clear
- Public knows when/where they can provide input and the guidelines for providing input
- Action items are clear
- Agenda inline with Board Standards
- Stick to the agenda

The Role of the Chair

- The chair is the most important and at the same time least important person at the table.
- Works with Superintendent to prepare agenda
- Call meeting to order
- Establish quorum
- Stick to the ‘orders of the day’ or agenda
- Recognizes others
- Ensures equity amongst all members of the board,
- “Firm but ruthless!”



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It's the little things...

- **What is the role of the chair vs members of the board**
- **What does the chair need to conduct a successful meeting?**
- **Where people sit matter.**
- **Who is at your board table?**

**ONE DOES NOT SIMPLY CONTINUE TO
SPEAK**

**AFTER THE PUBLIC COMMENT TIMER
HAS RUN DOWN.**

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Public Comment Tips for Positive Interaction

- **Make agenda readily available in advance of meeting**
- **Make materials available for the public to view, or make known where the public can access material.**
- **The board should set guidelines for public comment and inform the public of these guidelines.**

Make Public Comment Structure Clear

- When does the board accept public comment?
- How long can someone speak?
- How does your board ensuring employee/student rights are protected?
- If you've gone digital, prepare your public (same goes for guest presenters)

DO NOT INTERACT



School board
meetings are
held in public,
but are NOT
public
meetings!



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MY FACE WHEN

**YOU'RE NOT PREPARED FOR THE
MEETING**

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Set Clear Board Member Expectations

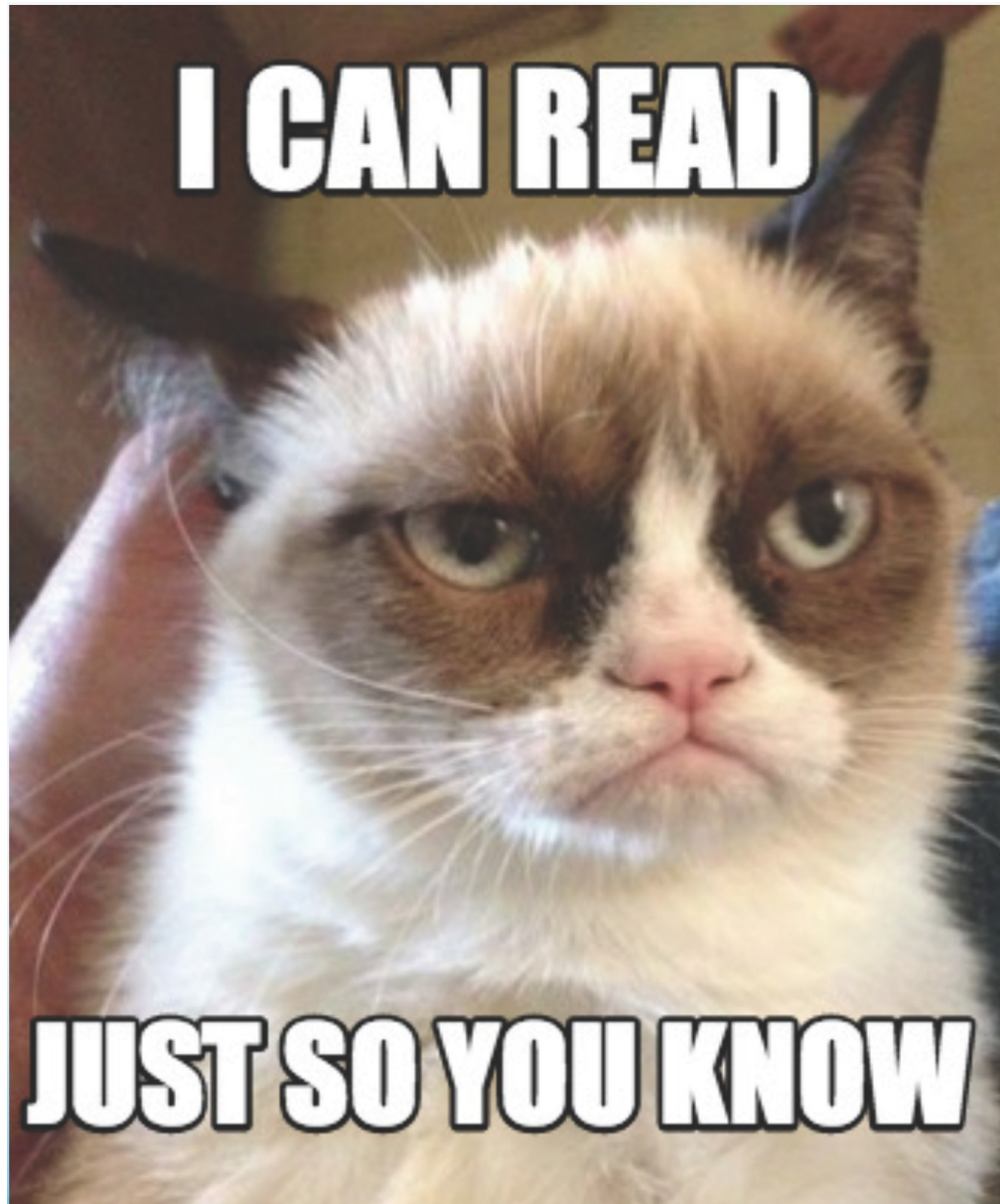
All Members should:

- **Read the meeting packet before hand,**
- **Note any questions they may have,**
- **Let the Superintendent know ahead of time of any questions you or other board members may have for the superintendent and / the staff,**
- **Let the Superintendent know if there are any issue you're aware the public may bring up.**

WHY GIVE THE
SUPERINTENDENT A
HEADS UP?

Positive Relationships, Transparency, and Efficiency

- The public can tell when the board and the superintendent are at odds,
- Advance notice of an issue allows the Superintendent an opportunity to be prepared to answer, especially if the question requires research or is detailed,
- Time isn't wasted trying to research info on the fly, or informing the board the answer will have to come later.



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Staff Reports; Written? Verbal? Combination?

- When a written report is included in packet, a full verbal report is not necessary,
 - Highlights of written report or recent updates are areas that could be verbally given at the meeting,
- *Written reports from the packet should NOT be read at the meeting,
- Board has opportunity to ask questions,
 - Staff should be notified by the superintendent before hand if any questions are anticipated.



**YES SIR, I DO
UNDERSTAND YOU..**

- **Motion made, and seconded,**
- **Chair states the OFFICAL language of the motion for the record,**
- **Then let the fun begin**

Facilitating the Discussion once a Motion is on the floor

- Make sure everyone gets a chance to talk,
- “Okay, what I’m hearing is this... is that correct?”
- Track who has spoken and who is next in line to speak
- Discussion is NOT a conversation it is ‘debate’ and has its own rules,
- Beware of conversations that drift down the bunny trail

What **MUST** happen **AFTER** a vote!

Chair....

... states result,

...states if motion passes or fails,

...what happens next,

...move on to next item of business.



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WHAT'S NEXT?

HAVE A CLEAR CALL TO ACTION.

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Amendments

- Friendly amendments are handled like any other amendment,

Pulling the Meeting Back to the agenda!

- **Bring the conversation back to the issue at hand:**
 - “I understand this is important, but the issue at hand right now is...”,
 - “We have a lot of important work to get through today, let’s work to stay on topic, and get through this.”
- **Work to make sure all opinions are heard, not just repeated**
 - “we have heard the same sentiments a few times now, is there anything new to contribute to the conversation?”

AND YOU MAY ASK YOURSELF,



"WELL, HOW DID I GET HERE?"

Future Business

- Any questions which required further investigation,
- Business which wasn't concluded during the meeting,
- Tabled motions,
- Subsequent readings of policies,
- Regularly scheduled items,
- Other items the board or Superintendent feel needs to be addressed,

THANKS FOR LISTENING

ANY QUESTIONS?

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Contact Information

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How successful was your last board meeting?



Was your agenda was used and generally followed.



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Did members do their homework
before the meeting and came
prepared for discussion?



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Did the board president clarify
or explain each agenda item?



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Did all board members came on time and stayed to the end.



Were speaking privileges granted through recognition by the chair?

Ossie Gregg
The \$200 Million Business Coach

W.A.I.T Why Am I Talking?

Consider this question
before you begin



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Discussion was focused on the issues outlined by the agenda.



Effective decision-making
practices were used to reach
agreement.

YOUR DECISION MAKING SKILLS CLOSELY RESEMBLE



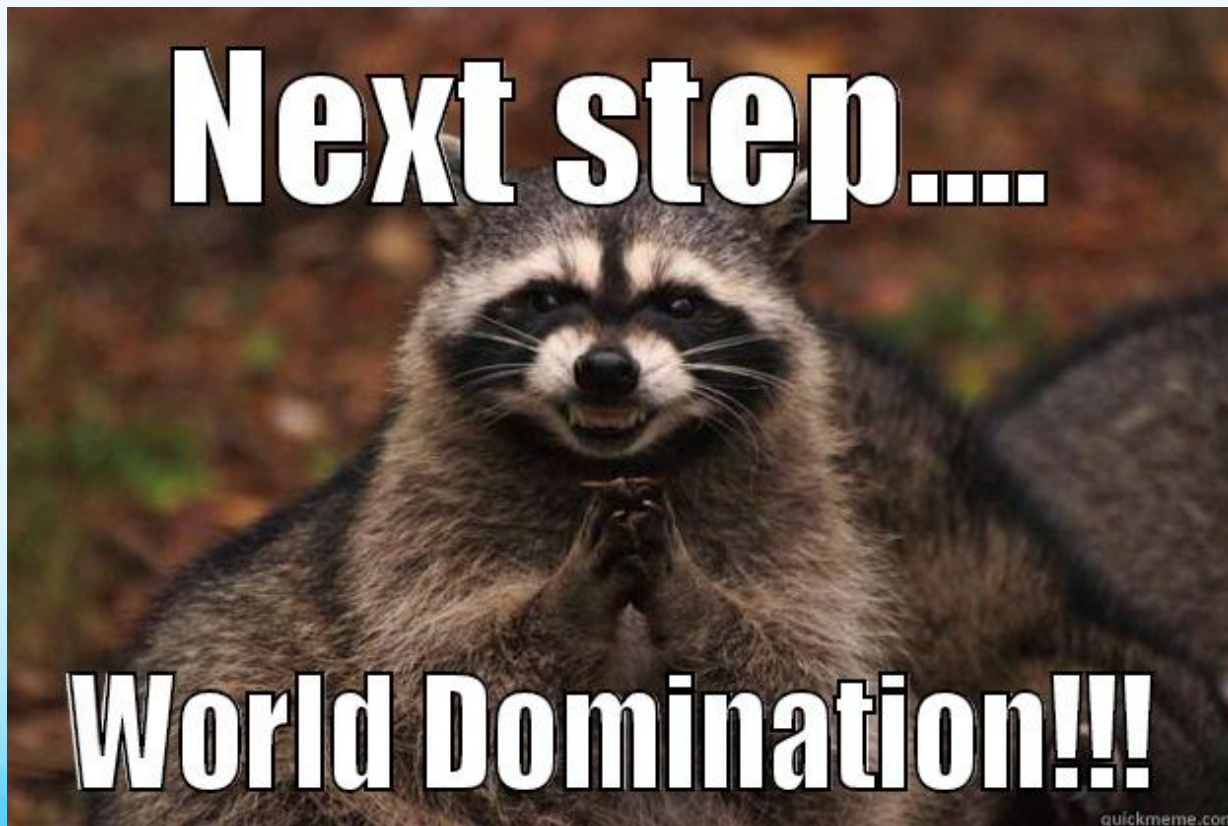
THAT OF A SQUIRREL WHEN CROSSING THE STREET

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Decisions and subsequent next steps were clear and well understood.



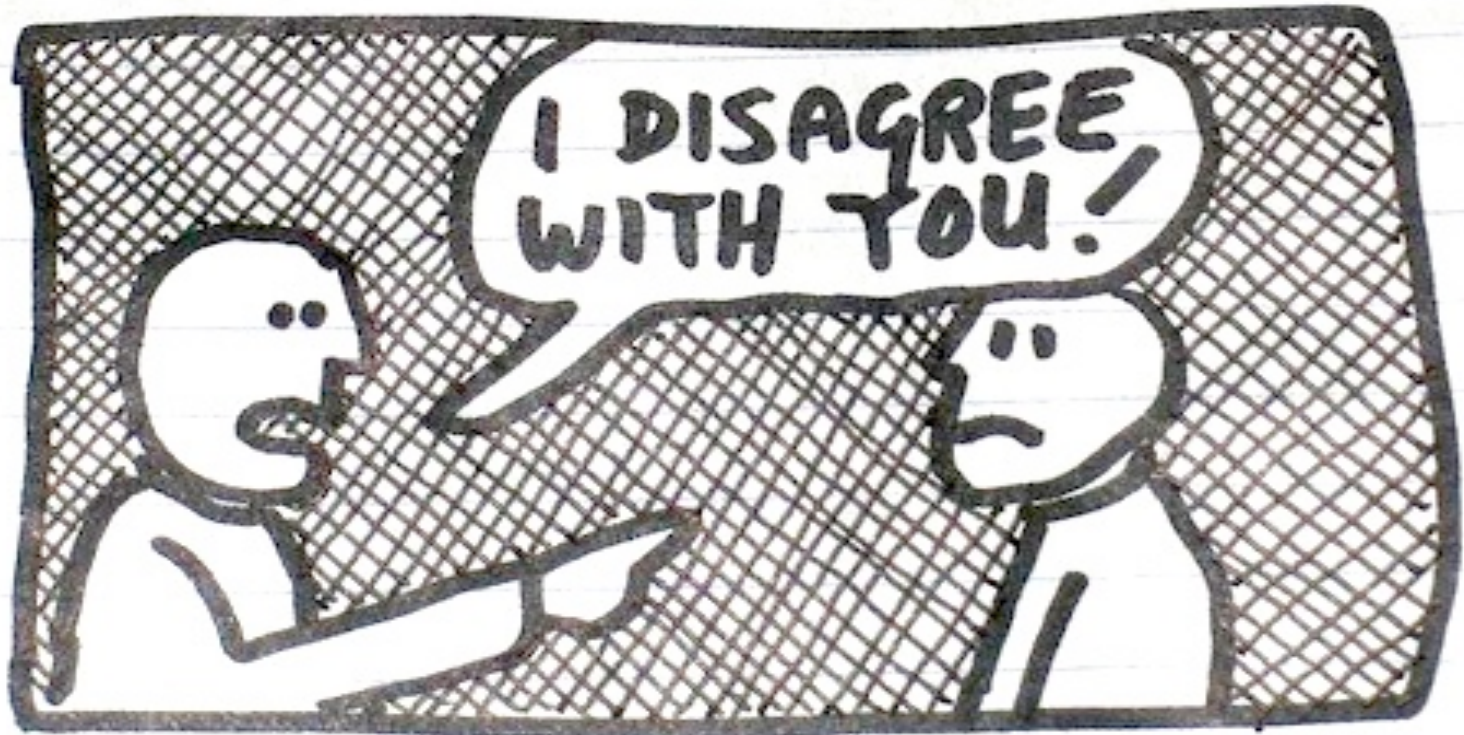
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Facts and opinions about issues
were discussed.



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Disagreements (conflicts) were dealt with constructively and not avoided.



Parliamentary procedure was used effectively to keep the meeting orderly.

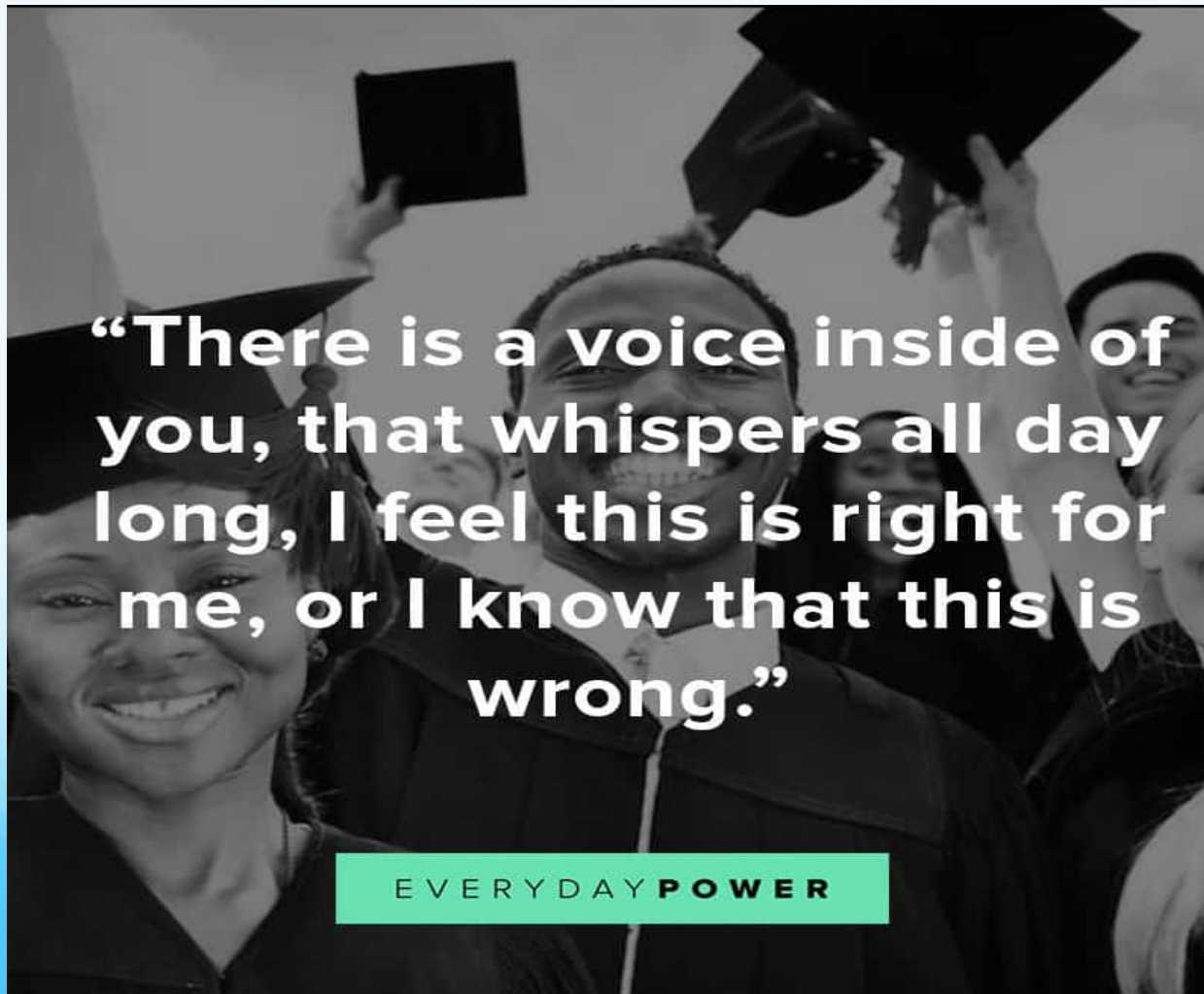


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Awards, compliments and/or thanks for good work were highlighted during the meeting.



“Is it good for kids?” was the criteria for decisions.



“There is a voice inside of you, that whispers all day long, I feel this is right for me, or I know that this is wrong.”

EVERYDAY POWER



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A spirit of mutual respect and teamwork was demonstrated by all involved.



TEAMWORK

Together Each Achieves More

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What changes might we need to make to have a better meeting next month?

