

Working with Your Board

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What do you know?

Have you ever been on a board before? Held a publicly elected office?

Did you ever receive any training while in school or college about how to work on a board?

Do you wonder how it is supposed to work?

Do you get frustrated? Have questions?

We are here to help!!



Board Structure

How the Board Functions

- Agenda Development
- The Board Meeting Packet
- Meeting Guidelines and Parliamentary Procedure
- Board Bylaws



Agenda Development

- When are issues serious enough to bring to the Board?
 - How do you get an item on the agenda?
 - What happens if you don't?
- Calendars for the year
 - Business meetings
 - Work sessions
- Agenda Helpers
 - Annotate with Policies
 - Consent Agenda



The Board Meeting Packet

- How do School Boards get information in order to make decisions?
 - What information?
 - How much?
 - Who decides?
 - What if it isn't enough?
- Committee assignment, function and role
 - Do we have to talk about it all over again?



Meeting Guidelines

- Parliamentary Basics
- Meeting Guidelines

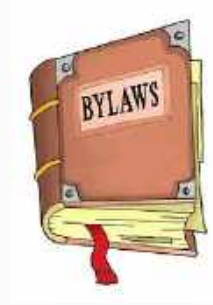


- **When I'm in the minority on the Board, how can I influence the other Board members to consider my point of view?**



Board Bylaws

- Your Ground Rules
- Your Expectations
- Your Processes
- Your Responsibilities



If nothing else, know where to look for answers in your bylaws!!



Board Process

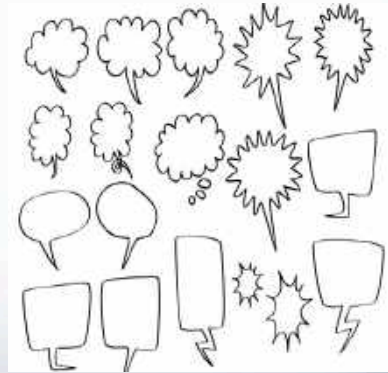
How the Board Works as a Team

- Communication
- Dialog and Debate
- Commitment to a Vision
- Development of Trust



Communication

- Communicating with your colleagues
 - Seeking Clarification
 - Information\Rumor check
- Ground Rules for Discussion
 - Process
 - Content
 - Perception check



Communication

- What information is considered confidential? What can or can't School Board members reveal to each other?
 - Board Bylaw 9011-Confidential information which is produced for or which comes out during executive sessions of the Board shall not be divulged or released unless a majority of the Board agree to release the information, subject to applicable laws regarding executive sessions and confidential records.
 - Any Board member who releases confidential information contrary to the provisions of this bylaw may be publicly censured by a majority vote of the Board.



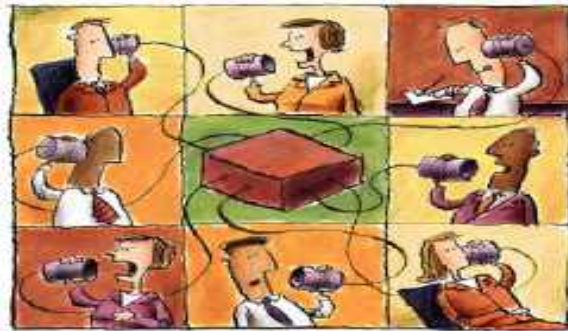
Communication

- Can Board members communicate with each other via email?
 - Board Bylaw 9012 - E-mail to, by, and between Board members, in their capacity as Board members, shall not be used to conduct Board business....
 - There is no expectation of privacy for any messages sent or received by e-mail. Board members should keep public and personal communication totally separate.



Communication

- Is it OK to talk to Board members outside the Board meeting?



Dialog and Debate

- Civility and Directness
- Reasoned Arguments
- Workshops for Depth



- **If I disagree with Board members, or the superintendent, what is the best way to make my feelings known?**



Commitment to a Vision

- How does the Board assess its effectiveness?
 - Creating a Vision
 - Establish a Structure
 - Advocate for the Vision
 - Hold Itself Accountable
 - Review its Conduct and Ethics



Trust: CORE Principles

- **Competence:** Perform the job
- **Openness:** Share and receive information without judgment
- **Reliability:** “Walk their talk”
- **Equity:** Impartial

Dr. Larry Reynolds
The Trust Effect



Development of Trust

What activities *can the board initiate or recommend* to increase individual and/or team:

1. Openness?
2. Reliability?
3. Equity?



Questions?

