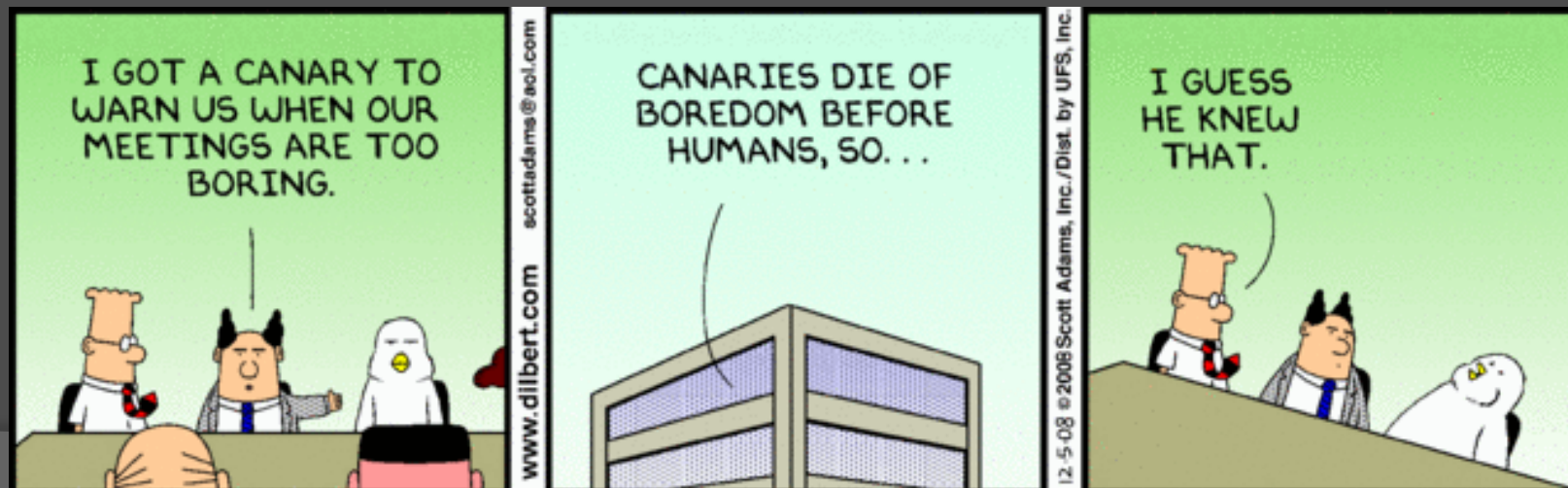


By: Tiffany Jackson

# RUNNING AN EFFECTIVE MEETING

WHAT DOES AN  
EFFECTIVE MEETING  
LOOK LIKE TO YOU?

# Ever Feel Like Your Time is Wasted?



**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
- Action items are clear
- Agenda inline with Board Standards
- Stick to the agenda

# It's the little things...

- ⦿ What do you need as chair to conduct your meeting?
  - Packet, printed or if digital iPad or computer
  - Paper and pen (even if you've gone digital)
  - Timer for public comment or visible clock
  - Close access to the phone/televideo remote
- ⦿ Does where people sit matter?
- ⦿ What do you think is essential for conducting your meeting



**ONE DOES NOT SIMPLY CONTINUE TO  
SPEAK**



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

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# Make Public Comment Structure Clear

- ⦿ When does the board accept public comment
  - Only during public comment sections?
  - During agenda items?
- ⦿ How long can someone speak
- ⦿ What restrictions are there
  - i.e. How do you handle staff issues?
- ⦿ If you've gone digital, prepare your public (same goes for guest presenters)

# Public Comment

- How do you handle public comment if you're meeting via tele/video conference?
  - Do you call on each site?
- Make materials available for the public to view, or make known where the public can access material.
- School board meetings are held in public, but are not public meetings!



**MY FACE WHEN**

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

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# Set Clear Expectations

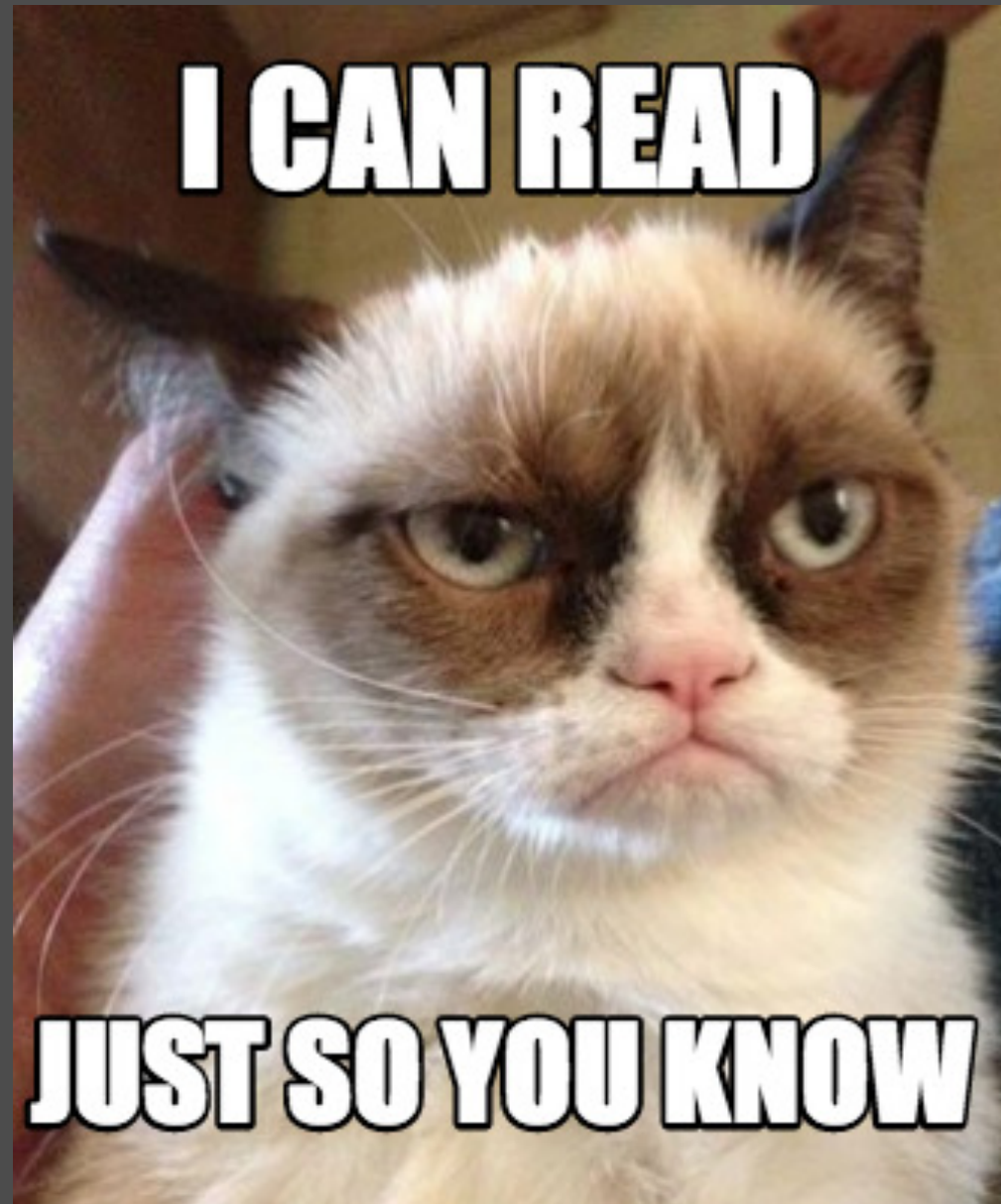
- Read the meeting packet before hand
- Note any questions you may have
- Let the Superintendent know ahead of time of any questions you or other board members may have
- Let the Superintendent know if there are any issue you're aware the public may bring up.

WHY GIVE THE  
SUPERINTENDENT A  
HEADS UP?

# Relationships, Transparency, and Efficiency

- The public can tell when the board and the superintendent are at odds
- Gives 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.





# Reports

- Make expectation of staff regarding giving reports known
- Written reports from the packet aren't read at the meeting
- Highlights of important items or updates are reviewed for the public
- Board has opportunity to ask questions
- Staff also notified before hand if any questions are anticipated



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

memes.com

# Facilitating the Discussion

- ⦿ Make sure everyone gets a chance to talk
  - Takes effort if not meeting in person
  - Sometimes may need to call on people
- ⦿ Okay, what I'm hearing is this... is that correct?
- ⦿ Track who's next in line to speak
- ⦿ Beware of conversations that drift down the bunny trail

**AND YOU MAY ASK YOURSELF,**



**"WELL, HOW DID I GET HERE?"**

# Recovering the Conversation

- ⦿ 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, lets work to stay on topic, and get through this.
- ⦿ Work to make sure all opinions are heard, not just repeated



# Handling Motions

- ⦿ Important to restate the motion when it's being made so:
  - You understand it
  - The board understands it
- ⦿ Hold discussion
- ⦿ Summarize discussion and restate the motion
- ⦿ Hold the vote
  - Objection vs Opposition
- ⦿ State the vote result for your record

**WHAT'S NEXT?**

**HAVE A CLEAR CALL TO ACTION.**

# Future Business

- ⦿ Any questions which required further investigation
- ⦿ Business which wasn't concluded during the meeting (if any)
- ⦿ Subsequent readings of policies
- ⦿ Regularly scheduled items
- ⦿ Other items the board or Superintendent feel needs to be addressed
- ⦿ Recapped for the board, staff, and public

**THANKS FOR LISTENING**



**ANY QUESTIONS?**

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