WHAT DOES AN EFFECTIVE MEETING LOOK LIKE TO YOU?
Ever Feel Like Your Time is Wasted?

I totally agree. We need to waste more time on this.

I called this meeting and it’s not a meeting until someone’s time gets wasted!

I got a canary to warn us when our meetings are too boring.

Canaries die of boredom before humans, so...

I guess he knew that.
THAT WAS A COMPLETE WASTE OF TIME PAPA

I AM NEVER GOING TO A BOARD OF ED MEETING AGAIN!
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.
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
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.
I CAN READ

JUST SO YOU KNOW
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..
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, let's 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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