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