

Preparing for Board Meetings

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Step #1: Know your bylaws.

What do your Board Bylaws (9300 series) say about meeting dates, agendas, conduct, minutes, telephonic participation, etc.?

MEETINGS OF THE BOARD

Regular Meetings

All regular meetings of the Board shall be held on the third Monday of each month with the exception that the October meeting will be held on the first Monday following the certification of City of Wrangell election results if such certification has not occurred prior to the third Monday of the month. The School Board President may choose to hold the regular meeting on a day other than the third Monday of the month to accommodate the schedule of the school board members provided that there is ample advertising to the public.

There will be no regularly scheduled Board meeting in July.

Special Meetings

Special meetings may be called on an as needed basis by the President or two Board members. The only business that can be legally conducted at a special meeting is the business that is outlined in the call for the meeting.

Regular and special meetings are generally conducted in either the schools or Borough Assembly Chambers unless advertised otherwise by the Board.

All regular and special meetings shall be open to the public and shall receive public notice by appropriate public posting at least three calendar days before the meeting date. Should a regularly scheduled meeting be canceled for any reason or otherwise

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MEETING AGENDAS

The Superintendent shall prepare all agendas for meetings of the Board in consultation with the President.

The Board members may request the President to put items on the agenda.

Any Board member may, with Board approval, ask that an item be added to future agendas under the school board agenda item, Future Agenda Items.

An agenda accompanied by all pertinent material shall be furnished to each Board member at least three calendar days prior to the regular meeting of the board.

Step #2: Advertise the Meeting

Advertise on the district web calendar for the entire year.

Advertise each meeting according to your bylaws.

Be consistent!!!

SAMPLE:

Wrangell Public School Board will hold a Regular School Board Meeting on Monday, December 17, 2018, in the Evergreen Elementary School Gym, beginning at 6:30 PM. Please enter through the gym doors.

The agenda for the School Board Meeting will be available online four days prior to the meeting at <https://www.boarddocs.com/ak/wrangell/Board.nsf>.

The public is encouraged to attend.

Step #3: Set the Agenda

- Start building the agenda early with recurring topics
- Use a consent agenda for items that don't require individual poll votes
- Superintendent and School Board President should meet to finalize agenda
- Recommend using a web-based agenda for transparency to the public

Sample Agenda

- Call to Order
- Determine a Quorum
- Pledge of Allegiance
- Student Reports/Presentations
- Approval of Agenda
- Guests to be Heard
- Correspondence
- Information and Reports
- Consent Agenda
- Old Business

Agenda Tips

*Create an Agenda Guide with recommended motions for the board members

*Create a voting agenda for note taking/creating minutes

Step #4: Set up for the Meeting

- Prepare the meeting space.
- Have printed agendas for guests.
- Prepare form for 'Guests to be Heard.'
- Test audio recorder.