

# 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

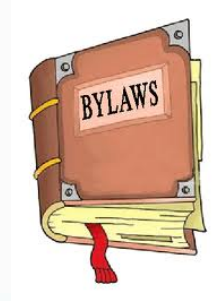


- **When I'm in the minority on the Board, how can I influence the other Board members to consider my point of view?**



## 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

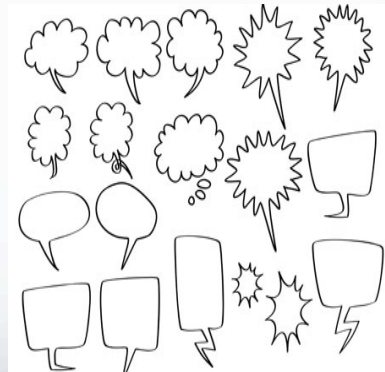
- Communication
- Dialog and Debate
- Commitment to a Vision
- Development of Trust



# Communication

- Communicating with your colleagues
  - Seeking Clarification
  - Information\Rumor check

- Ground Rules for Discussion
  - Process
  - Content
  - Perception check



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# 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.



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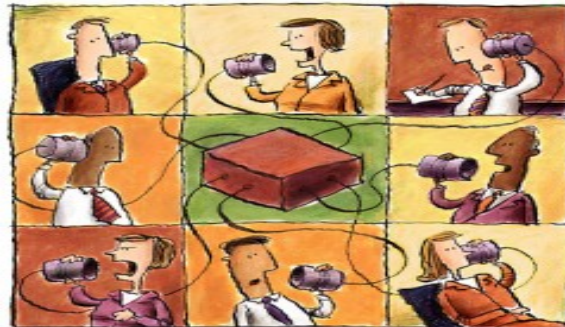
# Communication

- 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

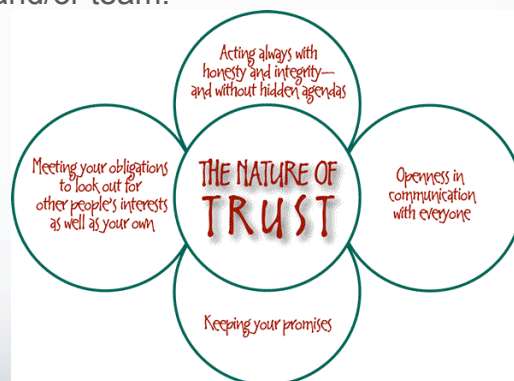
Dr. Larry Reynolds  
*The Trust Effect*



# Development of Trust

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

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





# Questions and Answers?



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