

# Annual Reorganization Meeting Checklist

## PRE-MEETING ACITIVITY

- All board members elected at the annual school district meeting take oath of office *(usually by the town clerk)*
- Board members review the [Essential Work of the School Board](#)

## MEETING

- Superintendent calls the meeting to order and facilitates the election of the board chair
- Elections & Appointments
  - Officers
    - Board Chair (ONLY one)
      - Once the chair is elected, he/she facilitates the remainder of the meeting.
    - Vice Chair (optional, but best practice)
    - Clerk
  - Supervisory union board representatives (if necessary)
  - Committees
    - Distribute the standing committee charges
    - Discuss and/or make changes to the charges
    - Appoint board member(s) to each committee
- Operational decisions
  - Set regular board meeting schedule
  - Schedule annual board work session (retreat)
  - Designate places for posting meeting agendas & minutes
  - Agree on whether to use Robert's Rules for Small Boards
  - Discuss and adopt Code of Ethics
  - Identify communications practices
  - Discuss board development opportunities and attendance
  - Discuss local and statewide education advocacy responsibilities
  - Designate newspaper for notification of meetings

Reminder: An elected board member may NOT be paid for any services within the supervisory union/supervisory district unless they have authorization from the Vermont Secretary of Education.