

Re-Organization Meeting Checklist

PRE-MEETING ACITIVITY

- All board members elected at the current Town Meeting Day sworn
(usually by the town clerk)
- Review the essential work of the school board

MEETING

- Superintendent calls the meeting to order
- Elections
 - Officers – distribute responsibilities of each position
 - Board Chairperson (ONLY one)
 - Vice Chairperson (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
 - Vote on a chairperson for each committee
- Operational decisions
 - Regular board meeting schedule
 - Schedule annual board work session (retreat)
 - Designate places for posting meeting agendas
 - Agree on the use of Robert’s Rules (or Robert’s Rules for Small Boards)
 - Discuss Code of Ethics
 - Identify communications practices
 - Board Development - discuss board development opportunities and attendance
 - Discuss local and statewide education advocacy responsibilities
 - Designate newspaper
 - **NEW THIS YEAR:** Under the process approved at the 2018 VSBA annual meeting, each SU/SD has the ability to cast one vote to ratify the

agreement reached by the statewide healthcare bargaining commission. Please be sure to add appointment of the SU/SD's voting delegate for statewide health insurance to the first meeting of your SU/SD board, as the ratification process requires each SU/SD to notify the VSBA of the name, telephone number and e-mail address of its voting delegate by April 1. *If the commission enters into an agreement, the VSBA will host an informational webinar for the voting delegates within ten calendar days after execution of the agreement. Within ten calendar days after the informational webinar, the Vermont School Boards Association shall conduct an electronic ballot. Delegates will be provided at least ten calendar days' notice of the day of the vote. Delegates will be able to cast their vote through the electronic system between 7 am and 7 pm on the day of the vote.*

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.