

Board Reorganization

Tuesday February 2, 2016



Agenda

- Overview
- Welcome new members
- The Essential Work of School Boards
 - Set the context
- Elect officers
- Select representatives to boards and committees
- Establish an effective system for how the board will operate
 - Set the tone
- Your Questions
- Important Dates and Details

Introductions

- VSBA Staff

Harry Frank, Director of Education Services

Kerri Lamb, Director of Operations

(Technical difficulties: 802-223-3580 / 800-244-8722)

Questions

- Your questions and comments during the webinar

- Post in question box

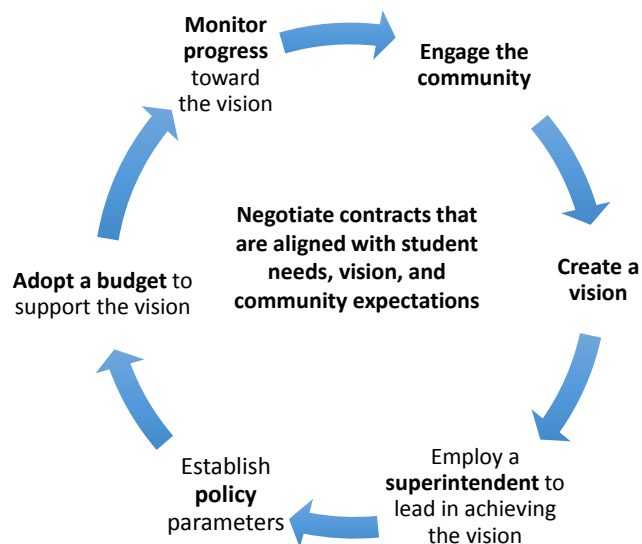
- New board members' questions

- Welcome
- On-going

Oath of Office

- By law, new board members must take the oath of office before entering upon the duties of their office.
 - i.e. attending their first board meeting
- This includes board members who are starting a new term, but who are not new to the office.
- The town/city clerk usually performs this function.

The Essential Work of School Boards



Election of Officers

- Superintendent calls the meeting to order and opens the floor for the election of:
 - Board chair
- Once elected, the chair leads the meeting and opens the floor for the election of
 - Vice-chair
 - Clerk

Selection of the board chair

- Important attributes:
 - run effective meetings
 - Set goals, Build agenda, Follow up
 - hold board members, administrators, and the public accountable
 - act as a liaison and work with the community
 - facilitate consensus building
- Longevity on the board should be considered but should not be the primary consideration when electing the board chair.

Selection of the board clerk

- Responsibilities
 - Keep a permanent record of the proceedings of the board
 - Minutes must be made available, in draft version, to members of the public within 5 days following each meeting.

Select supervisory union board representatives:

- **Three** members from each town that operates a school, serve on the supervisory union board.
- Tuitioning towns are only entitled to **one** representative on the supervisory union board.
- These supervisory union representatives are the only board members eligible to vote at supervisory union board meetings.
- All non-voting board members may attend SU meetings.

- Regional responsibility...

Committees

- Board committees are to help the board do its job, not to help or advise the staff.
- Unless the purpose of a board committee can be stated in writing, the committee is probably unnecessary.
- If a committee is proposed, it should have a clear and documented charge.
 - Purpose
 - Authority
 - Membership
 - Term
 - Voting
 - Timeline
 - Outcomes
 - Resources
- It is the responsibility of the full board to define the committee charge which should be included in policy or recorded via the motion that created the committee.

Make Operational Decisions

- Designate regular meeting schedule and location
- Schedule annual board work session (retreat) where board goals and work plan will be developed
- Discuss committee responsibilities (charge) and assignments
- Designate places for posting meeting agendas
- Agree on the use of Robert's Rules
- Discuss Code of Ethics
- Identify communications practices

Robert's Rules

All boards are required by law to operate under Robert's Rules of Order.

- Decisions made by boards using traditional Robert's Rules must be preceded by a motion, a second, ensuing deliberation, and, finally, a vote.

Robert's Rules for Small Boards

- Robert's Rules for Small Boards (fewer than 12 members) provides for a more informal operating style.
 - The board chair facilitates deliberation until it appears consensus has been reached.
 - There may or may not be a formal motion made.
 - A second on the motion is not required.
 - The board chair often votes along with fellow board members.

Robert's Rules for Small Boards

A Note of Caution

- *If your board elects to operate more informally, it is important that board members **agree** on this during the annual board reorganization or at a board goal setting work session. The board chair will need to clearly communicate to members that silence during a vote constitutes **support** for the decision at hand. The board chair should also direct the clerk to **record** the vote as unanimous in the meeting minutes unless the board members are polled individually. Board member **polling** can only be initiated by a board member/ not a member of the public or superintendent.*

Communications

- Identify the media outlets (print, electronic and video) that meeting agendas will be sent to
- Discuss other purposes for communicating the work of the board
 - Inform and engage the community
 - Share the success of the students, staff and school
 - Programs, Events
 - Print, Electronic, Video

Communications

- Discuss and agree upon guidelines and practices for Public Comment
 - Required by statute
 - Open Meeting Law
 - A school board meeting is a public meeting; it is not a meeting of the public.
 - Policy
 - Practice

Code of Ethics

- Act within the scope of my official role
 - Chain of Command
- Uphold the highest ethical standards
 - Conflict of Interest
- Respect my peers, my constituents, and confidentiality considerations
 - Communications

Board Development

- Recommend new members meet with board chair and superintendent
- Discuss and coordinate attendance at board development activities throughout the year
 - identify and assign responsibilities
 - Annual plan / calendar

Advocacy

- Local and Supervisory Union Board
 - Designate responsibility
 - Inform and engage
- VSBA
 - Education Legislative Report
 - Legislative Alert
 - Regional Representatives

Your Questions...

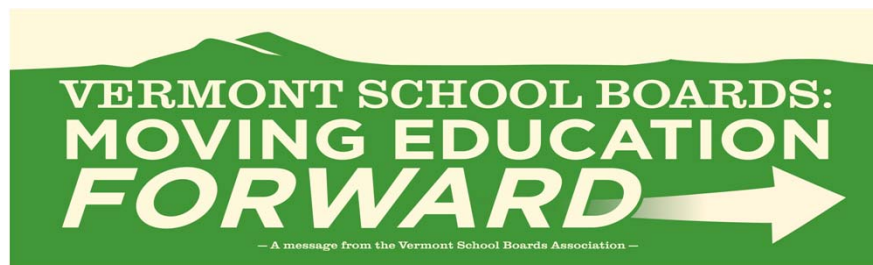


- **Thank you**
 - for participating in tonight's webinar

- **Please complete the on-line evaluation**

Important Dates *Details on the VSBA website

- **The Essential Work of School Boards**
 - Dates in March and April / Locations around the state
- **New Board Member Welcome and Orientation**
 - Tuesday March 3rd, 6PM-7PM, Free Webinar
- **Policy Governance 101 & 202**
 - Friday April 1st, 11AM-4PM, Berlin, VT
- **Board Chairs and Superintendents Joint Training**
 - Date in May, Lake Morey Resort, Fairlee, VT
- **Regional Meetings**
 - Dates in the fall / to be announced
- **Annual Conference**
 - October 20th & 21st at Lake Morey Resort, Fairlee, VT



**The job of school boards in 2016 is to
Move Education Forward
to engage every child in a world-class education.**

- **Be a catalyst for change**
- **Create an environment for change**
- **Bargain for change**



**The VSBA exists to achieve Vermont's vision
for public education by supporting all
school boards to serve as effective trustees
for education on behalf of their communities
and by providing a strong collective voice
toward enhancing the cause of
public education in Vermont.**



**To serve as the collective voice for school boards and
school board members**

- Advocacy and Information about Public Policy
- Work with Secretary of Education, State Board of Education
and Legislators
- Information
 - Education Legislative Report
 - Legislative Alerts



To support boards in successfully achieving their work

- Phone and Email Consultation
- Ongoing Trainings and Annual Conference
- Meeting Planning and Facilitation
- Regular Updates and Member-to-Member Exchange
- Publications
- Consultation Services

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