

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.

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 (not required, but good practice)
 - Clerk

Selection of the Board Chair

- Important attributes:
 - Promote the development of a strong board team that understands its role and performs its essential work
 - Establish a strong connection with the administration to build common vision and strong sense of teamwork
 - Organize and conduct productive meetings
 - Promote lawful / ethical operations
- 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
 - Ensure that a permanent record of the proceedings of the board (minutes) are kept.
 - Ensure that draft minutes are available to the public and posted on the district's website within five days.

Select Supervisory Union Board Representatives:

- **Three** members from each school board that operates a school are appointed by the school board to serve on the supervisory union board.
- Districts that do not operate a school 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.

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
- Designate places for posting meeting agendas
- Agree on the use of Robert's Rules
- Discuss and Sign Code of Ethics
- Identify communications practices
- Designate newspaper(s) for publishing meetings of the electorate.

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.
 - A formal motion is made
 - A second on the motion is not required.
 - The board chair facilitates deliberation until it appears consensus has been reached.
 - The board chair may vote along with fellow board members.
 - Board needs to affirmatively agree to operate under Robert's Rules for Small Boards

Communications

- Identify chief spokesperson for board and discuss communication protocols responding to inquiries from the press and other interested parties.
- Discuss the purposes of communicating the work of the board
 - Inform and engage the community
 - Respond to inquiries from the press and other interested parties
 - Share the success of the students, staff and school
 - Programs, Events
 - Print, Electronic, Video

Communications

Review district policy/procedures on public comment and handling complaints

A school board meeting is a public meeting; it is not a meeting of the public.

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
 - Create an annual plan / calendar

Advocacy

- Understand the role of the local and supervisory union board in engaging in legislative advocacy
 - Designate responsibility to a specific board member to keep the board informed and engaged on current legislative issues
- VSBA
 - Education Legislative Report
 - Legislative Alert
 - Regional Representatives