

CHAIRING AN EFFECTIVE SCHOOL BOARD MEETING

Presented by

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Board Meetings

- A board meeting is the time
 - For planning for the adoption of school policies and
 - For appraisal of the school system

Board Meetings

- Effective board meetings
 - Leave people energized and focused with a sense of accomplishment
- Ineffective board meetings
 - Leave people drained, frustrated, and feeling like their time has been wasted

Board Meetings

- An effective school board meeting requires an effective Chair to:
 - Organize the meeting
 - Facilitate the meeting
 - Guide the board through its discussions and decision-making

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- An effective school board meeting requires an effective chair to:
 - Organize the meeting
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- An effective chair knows:
 - The board must act as a body
 - The board should proceed in the most efficient manner possible
 - The board must act by a majority of a quorum of its members
 - All members should have an equal opportunity to participate in decision-making
 - The board's actions should result in a decision on the merits rather than a manipulation of the procedural rules

- An effective chair also knows:
 - The board's rules and follows them consistently
 - That since all board members are sworn to uphold the laws of New Mexico, adherence to the Open Meetings Act is mandatory
 - A quorum of the board must be present in order to convene and conduct any official meeting
 - A board meeting begins on time and moves efficiently through the agenda
 - Preparation is key

- Preparing for the meeting
 - The board president, in cooperation with the superintendent, prepares the agenda
 - Any board member may, by making a timely request, have an item placed on the agenda
 - Meeting notices shall include an agenda with a list of specific items of business to be discussed or transacted at the meeting or information on how to obtain a copy of the agenda
 - Each board member should receive a copy of the agenda and a packet of information/documents to be discussed/acted on at the meeting

- Chairing the meeting - “Working the Plan”
 - Start on time
 - Stick to the agenda
 - Have an endpoint in mind
 - Manage debate
 - Encourage discussion
 - Alternate between pros and cons
 - Control interruptions and digressions
 - End on a positive note

Scenario 1

You have called the meeting to order, approved the last meetings' minutes, and are ready to approve the agenda for tonight's meeting. Suddenly, you realize the agenda in your packet is different from the one on the screen. You quickly look at your school's website and see that the agenda was not even posted.

What do you do?

Scenario 2

During the public comment portion of your board meeting, one of your school teacher's states, "I don't make enough money to put up with your administration's harassment. You need to get your heads out of your rearends and do something about the complaint I filed two months ago."

How do you respond?

Scenario 3

The board is discussing the declining test scores and graduation rate in the school district. The discussion becomes heated and two board members begin yelling at each other. You are chairing the meeting. You and other board members ask them to stop, but they ignore all of you.

What do you do?

Scenario 4

The board is discussing their policy on transgender student athletes. This is a topic you have a definite opinion on and feel strongly about.

What do you do?

Scenario 5

The board has listed its policy on transgender student athletes as an action item on the agenda. None of the board members is making a motion to take action, so you move to approve the policy. One of your fellow board members objects to your making the motion since you are the chair.

What do you do?

Scenario 6

The board, by a 3-2 vote approved a motion to approve a policy on AI. The board is ready to adjourn when a board member who voted against the policy moves to reconsider the vote.

What do you do?

Scenario 7

A member of the public whom you cut off after the allowed 3 minutes of comment, states she wants a copy of the recording of the meeting.

What do you do?