



ALABAMA
ASSOCIATION OF
SCHOOL BOARDS

Effective Board Meetings

Susan Salter

Director of Leadership Development

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Meetings Required by Law

Annual Meetings

- **County boards:** annual organizational meeting each **November**, at which a board president and vice president are elected.
- **City boards:** annual meeting each **May**, at which their board president and vice president are elected.

Ala. Code §§ 16-8-4, 16-11-5

Two Public Budget Hearings

At least two
public hearings

Presented on
SDE forms

During a
scheduled
board meeting

At a place and
time
convenient for
general public

Publicized in
local media in
advance

Posted at bd
offices, each
school, main
municipal bldg,
courthouse



The Agenda & Packet

The Agenda

- Usually drafted by superintendent, then reviewed with board president
- May be amended at the board meeting
- Should show links to system goals and/or strategic plan
- Should be linked to goals/strategic plan
- May include a timed or consent agenda

II. Pledge of Allegiance

III. Roll Call of Board Members

IV. Presentations

A. Bob Jones High School Volleyball Team – Mr. Bobby Jackson

B. Bob Jones High School Fall Team GPA – Dr. Julie Finley

V. Public Comments

VI. Action Items

A. Business Actions

1. Approval of Consent Agenda Items:

(a) Minutes #08-18, October 23, 2008

(b) Act No. 2006-196

(c) Rejection of Bid #2009-01, CNP Produce

(d) Discovery Middle School HVAC Renovation Bid

(e) Vending /Concessions Bid

(f) Liberty Washing System Bid

(g) Elementary Language, Spelling and Handwriting Textbook
Adoption Committee

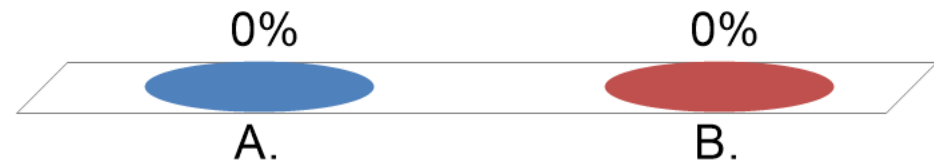
(h) Secondary Language Arts, Speech, and Spelling Textbook Adoption
Committee

2. Madison City Schools 20% At-Risk Grant

The board may amend the agenda even after the meeting notice has been sent out.

A. True

B. False



When I receive the packet and have questions, I should:

- A. Wait until the board meeting to ask
- B. Call the superintendent
- C. Call the employee over the area I have questions about
- D. None of the above



The Board Packet

- Packet should include:
 - Adequate background on items
 - Personnel report
- Packet should be delivered in a timely manner
- Review documents thoroughly
- Respect/protect confidentiality of materials

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The Meeting

The Meeting

- Start on time
- Approval of items requires the *majority of the board*, not majority of those present
- Don't abuse "New Business"
- The purpose of the meeting is to accomplish the agenda
- Make student achievement a priority

The Meeting

- Be prepared to participate in discussion
- Ask questions for clarification, not to put anyone on the spot or to “get” anyone
- Limit comments that are repetitious
- Sidebar conversations are inappropriate
- Every speaker gets full attention

The Meeting

- Debate the issue, not the person
- Leave your kids and neighbors at home
- Focus your questions on the motion and the decision you are making
- Conduct regular board self-evaluations

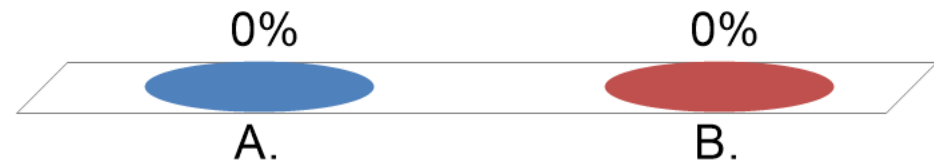
The Meeting: Tips

- School board meetings are meetings in public, not public hearings
- Public comment is not a debate; don't react
- Decisions made under pressure are often bad decisions
- Refer issues requiring a solution to the superintendent

The minutes of the meeting should include a basic description of who said what.

A. True

B. False



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The Board President



"Congratulations! You're now empowered to accept all the blame!"

The Board President's Role

- Votes and participates in discussions
- Learns *Robert's Rules of Order*
- Serves as spokesman for the board on issues on which the board has taken a position
- Works closely with the superintendent
- Assists superintendent in communicating with the board

The Board President's Role

- Ensures whole board training occurs
- Ensures the board evaluates the CSFO and superintendent

The Board President

- Choose your president wisely
- Talk to your president about your concerns
- Expect your board president to refer to the superintendent administrative issues raised during “public comments”

Example

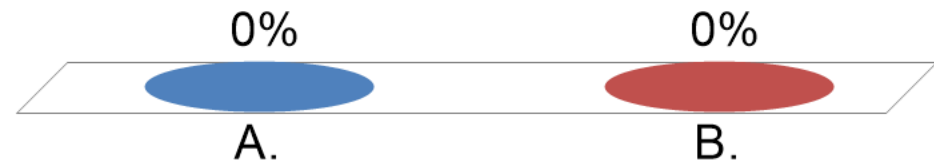
To speaker: Since this is a matter that the administration has authority to handle, I will ask our superintendent to get with you following this meeting and see if it can be resolved.

To superintendent: Once you've looked into this, please bring this board any recommendations you think are warranted.

The board president can make or speak to motions.

A. True

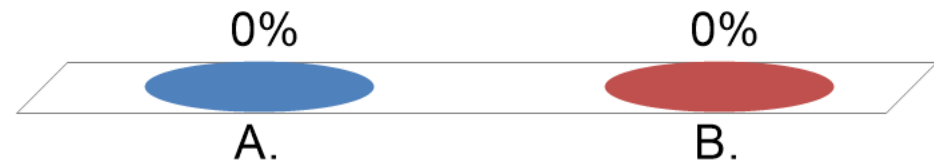
B. False



The board president should vote on motions.

A. True

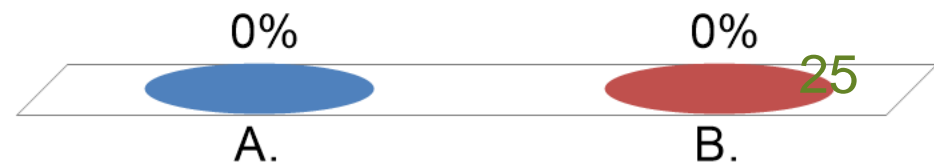
B. False



The president can rule a person or motion out of order.

A. True

B. False





Parliamentary Procedure

Parliamentary Procedure

- Learn *Robert's Rules of Order*
 - Can use *Robert's Rules* for small boards
- The rules:
 - Keep business moving
 - Ensure fairness
 - Keep meeting orderly

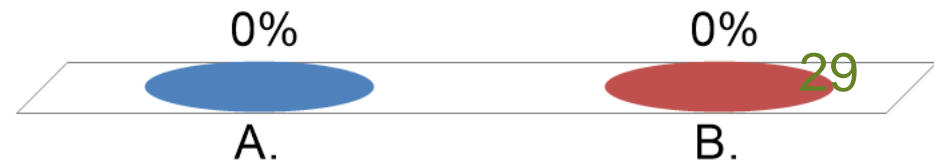
Motions: The Process

- I move...
- I second the motion to...
- Discuss
- Vote

A board member must always support a motion he makes.

A. True

B. False



Call for the Question

- Ends debate
- Requires a second
- Isn't debatable
- Can't be amended
- Requires a 2/3 majority to pass

Parliamentary Procedure: Tips

- Always state motions in the affirmative
- Only abstaining for legal or ethical conflicts
- You cannot change board action by the changing the minutes of the meeting
- A ruling by the president can be overruled by a majority vote
- A motion to adjourn requires a second but is not debatable

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What Would You Do?

The Meeting: Delegations

There's a big fight at the middle school. Police are called; pepper spray is used; 18 are arrested.

At the board meeting the next night, 3 dozen angry parents want to address the board to talk about what happened.

Board policy doesn't allow them to speak unless they sign up 2 weeks in advance.

What would you do?

How do you react?

Peter Procrastinate shows up to the board meeting in the middle of the curriculum presentation. When the 45-minute presentation ends, he apologizes for being late and launches into 30 minutes of questions that were answered in his board packet and in Sally's presentation. You read your packet. You were on time.

What would you do?

How do you get the meeting back on track?

Bob Bluster, long-disgruntled board member, spends a lot of time trying to convince fellow board members to change their minds and support his ideas.

Tonight, he is in rare form. He's gone on for 20 minutes and has strayed from the agenda. You know two other board members will reiterate his speech.



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