

Board of Education

Exhibit – Essential Board Process Procedures

Do we have agreement on the following?

- ✓ Placing items on the agenda
 - Call Board President
 - New Business
 - Committees Agenda
 - Committee Chairs
 - Board annual agenda in August
- ✓ Participating during public forums
 - Talk to the Board members during board meetings
 - Listen
- ✓ Asking agenda questions in advance
 - No surprises
- ✓ Communicating with members
 - One knows all knows
- ✓ Communicating with staff
- ✓ Visiting campuses
 - Board activity – annually
- ✓ Responding to complaints
 - Call Board President
 - Follow chain of command
 - Call Superintendent
 - Listen and share facts
 - Board President will speak for the BOE
- ✓ Communicating with the media
- ✓ Communicating with the public
- ✓ Orienting new members
 - Superintendent meet with board members
 - Board President to assign mentor
- ✓ Conducting closed sessions
 - What's discussed stays in closed session
- ✓ Celebrating our successes
 - Continue to use the Board Agenda
 - Consider a professional PR approach

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