

I. Focused Use of Meeting Time

- Start on time, use time wisely and end on time.
- Allow all members time to express themselves without feeling rushed by:
 - Utilizing the phrase, “I agree with _____” to avoid repetition of the same ideas and points.
 - Balance Board members’ speaking time.
 - Be succinct to maintain the opportunity for all to express themselves.
- Engage in meaningful discussion.
- Allow moments of silence between commentaries to provide time to consider the discussion.
- All board members hold each other accountable to time.
- Prioritize time for Student Representatives to participate in discussion

II. Orderly Procedure

- Approve agenda at start of each meeting
- Effectively employ parliamentary procedure to facilitate a smooth meeting.
- Questions/Comments will be facilitated on a rotation “round-robin” set by the Chair at the start of each meeting. Versus procedural agenda items which don’t require a response from everyone.
- Relegate input and comments from the public to the time allotted for public testimony to maintain equal opportunity to speak. Invite public comment in accordance with board policy.
- Remote board member participation is preferred over non-participation.
- Collaborate with Student Representatives to prepare the agenda, making note of items which will require a Student Recommendation before taking a vote.
- Include Student Recommendations in the board's official record of the meeting.

III. Consider Staff and District Capacity and Resources

- Be cognizant of diminishing resources and time when requesting action from staff.
- Assess whether a majority of the Board desires particular information from staff before making the request for it.

IV. Thoughtful Deliberation and Conversation

- Actively listen to those sharing their points of view, to facilitate full understanding and the possibility of changing viewpoints.
- Vocalize what another individual’s statement has helped you learn or reconsider.
- Facilitate focused, open conversation. Be aware of body language.
- Read Land Acknowledgement at all board meetings
- Use Equity Lens in Decision Making, have a printed copy for each board member at every meeting.
- Thoughtfully engage with Student Recommendations: listen closely, ask questions, and refer to them during board discussion when voting.

V. Professional Development

- Mentor Agreement - new board members set up with a “mentor” board member as a go-to for questions and navigating their new role.
- Professional Development
 - Once a year, Board Equity Lens training

2022-2023 Board Agreements

- OSBA summer (as interested) - AVID summer
- OSBA November (as interested)
- National AVID / NSBA - Send one board member to a national conference and rotate which board member had the opportunity
- Prioritize Legislative Advocacy, hold an annual Parkrose Advocacy Day

Board Requests Regarding Staff Presentations

- ★ Avoid sending additional reports to the Board after packets have been disseminated, in order to facilitate adequate preparation for meetings.
- ★ Develop a system to provide updates regarding the work of District committees. (Superintendent Committee Reports)
- ★ Limit staff reports to introductory and additional remarks; avoid restatement of written reports or PowerPoint presentations.
- ★ Keep staff presentations succinct.