

Board & Administrator

FOR SCHOOL BOARD MEMBERS

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Focus board participation with objectives

Setting clear objectives as a school board can help ensure successful efforts. Below are five examples to consider:

1. Each board member will actively serve on one committee and attend 75 percent of committee meetings.

2. Each board member will perform, at a minimum, two advocacy tasks that may include writ-

ing a letter to an editor or a legislator or visiting a legislator.

3. There will be 90 percent attendance by each board member at board meetings.

4. There will be 100 percent participation in board self-evaluation.

5. We will create a new strategic plan for the district. ■

Board meeting minutes: Aim for accuracy

The school board meeting minutes are the legal record of your board meetings. When the board secretary takes minutes at the meeting, here's what the minutes should include:

- Name of the school district.
- The place and time of the meeting.
- The names of board members who were present and absent, and the names of the district employees who were present. Also, note the names of outside visitors or participants in the meeting.

- A record of the approval of the minutes of the most recent board meeting.

- The type of board meeting. Note if it is a regular board meeting or a special meeting.

- A record of all the motions adopted or voted down by the board. This section of the minutes should also reflect the names of the board members who made and seconded the motions. The secretary should also record which board members voted "yes" and who voted "no." If all were in favor, the minutes should reflect that the vote was unanimous.

- A list of the issues that the board considered but on which they did not take action. ■

2 tips for ending conflict between superintendent, board member

Conflict between a superintendent and an individual board member may be inevitable. Although most of these disputes are resolved quickly, there may be times when the superintendent and board member are unable to shake hands and make amends. If this occurs, the board president may need to step in to prevent the conflict from increasing divisiveness and dysfunction.

Here are two tips to quickly put contentious

interactions on ice:

1. Request that all communications between the superintendent and individual board members be distributed to all board members.

2. Develop guidelines for board operations, including a requirement that the superintendent and all board members be professional and courteous with each other. Have all parties sign the guidelines to acknowledge their understanding of the provisions. ■

Use a form to make board motions, voting more efficient

Parliamentary procedures may feel sluggish at times, especially when you have a long list of pressing matters on your board meeting agenda. However, there are steps you can take to speed up the voting process. For example, consider pre-writing your motions ahead of time using the following form. If your motion leads to a vote, the board president or board secretary can use the same form to keep track of each board member's vote and record whether the motion was adopted or defeated. ■

Board Motion Form	
Topic: _____ Date: _____	
Motion: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	
Board Members' Names	Votes (check boxes that apply)
1. _____	<input type="checkbox"/> Second <input type="checkbox"/> Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain
2. _____	<input type="checkbox"/> Second <input type="checkbox"/> Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain
3. _____	<input type="checkbox"/> Second <input type="checkbox"/> Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain
4. _____	<input type="checkbox"/> Second <input type="checkbox"/> Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain
5. _____	<input type="checkbox"/> Second <input type="checkbox"/> Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain
6. _____	<input type="checkbox"/> Second <input type="checkbox"/> Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain
7. _____	<input type="checkbox"/> Second <input type="checkbox"/> Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain
8. _____	<input type="checkbox"/> Second <input type="checkbox"/> Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain
9. _____	<input type="checkbox"/> Second <input type="checkbox"/> Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain
Result: <input type="checkbox"/> Motion adopted. <input type="checkbox"/> Motion defeated.	