



DRAFT

## **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.
  - When approving the agenda, comment if enough time hasn’t been allocated to certain items.
  - Collective responsibility for time, say “time-check” as needed.

## **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.

## **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.

## **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
  - 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.

*Legacy documents (combined for 2022-2023)*

[\*LINK to Board Practices 21-22\*](#)

[\*LINK to Board Norms document 21-22\*](#)