

Red Wing Public Schools
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School Board Meeting Agenda Item

Topic: Meeting Effectiveness and Efficiency
Contact(s):
Presenter(s): Pam Roe, Chair

Nature of Action Requested by Board

Board action
Board information or scheduled report

Background Information

Board members will discuss ways to improve the effectiveness and efficiency of board and committee meetings. Some suggestions made by board members and administrators include the following (in no particular order and not necessarily recommended):

1. Limit scope of work to focus on most important priorities. We can not do everything all of the time.
2. Follow posting schedule so board members can read materials before the meeting and provide written questions to be answered prior to the meeting.
3. Limit administrator reports to 3-5 minutes plus time for questions and discussion.
4. Review most important aspects of Robert's Rules of Order, including the timing of making a motion, use of amendments, calling the previous questions, tabling issues, and making a point of order.
5. Reasonably limit discussion while giving everyone the opportunity to speak and ask questions.
6. Summarize notes in committee meeting minutes.
7. Make clear motions and repeat motions as needed.
8. Include redline versions of changes.
9. Refer issues to committees and/or administrators as appropriate.
10. Encourage board members to follow-up with administrators before having broad discussions at board meetings.
11. Focus on agenda topics, not on positioning in the public arena.

12. Use consent agenda more readily.
13. Use the “parking lot” to refer ideas, questions, and topics to another time.
14. Identify (but not discuss) potential topics when discussion upcoming meetings.

Recommendation

None at this time.