



School Board Reorganization

March 2018

Before First Meeting: Oath of Office



All Newly Elected Board Members

- First-time members
- Re-elected members

Before entering duties

Administered by Municipal Clerk

Election of Officers

Superintendent

- Opens meeting

Board Chair

- Promotes development of a strong board team
- Establishes a strong connection with the administration
- Organizes and conducts productive meetings
- Promotes lawful and ethical operations

Newly-elected Board Chair

- Leads remainder of meeting



Elect Other Officers

Vice Chair

- Not required
- Strongly recommended to run meetings in case the chair isn't available

Clerk

- Ensures
 - meeting minutes are kept
 - draft minutes are available to public and posted on website within 5 days



Select Supervisory Union Board Representatives

A photograph of a group of people sitting at a long table in a meeting room. In the foreground, a woman with dark skin and short black hair is looking towards the right. Next to her, a man with grey curly hair and glasses is also looking right, with his hand near his face. Other people are visible in the background, some looking at laptops. The room has a wooden floor and a white wall.

Districts that Operate Schools

- Choose **three** members from each school board to serve as voting members of SU board

Districts that Do Not Operate Schools

- Choose **one** member to serve as voting member of SU board

Supervisory Union Board

- All non-voting board members may attend SU meetings.

Committees

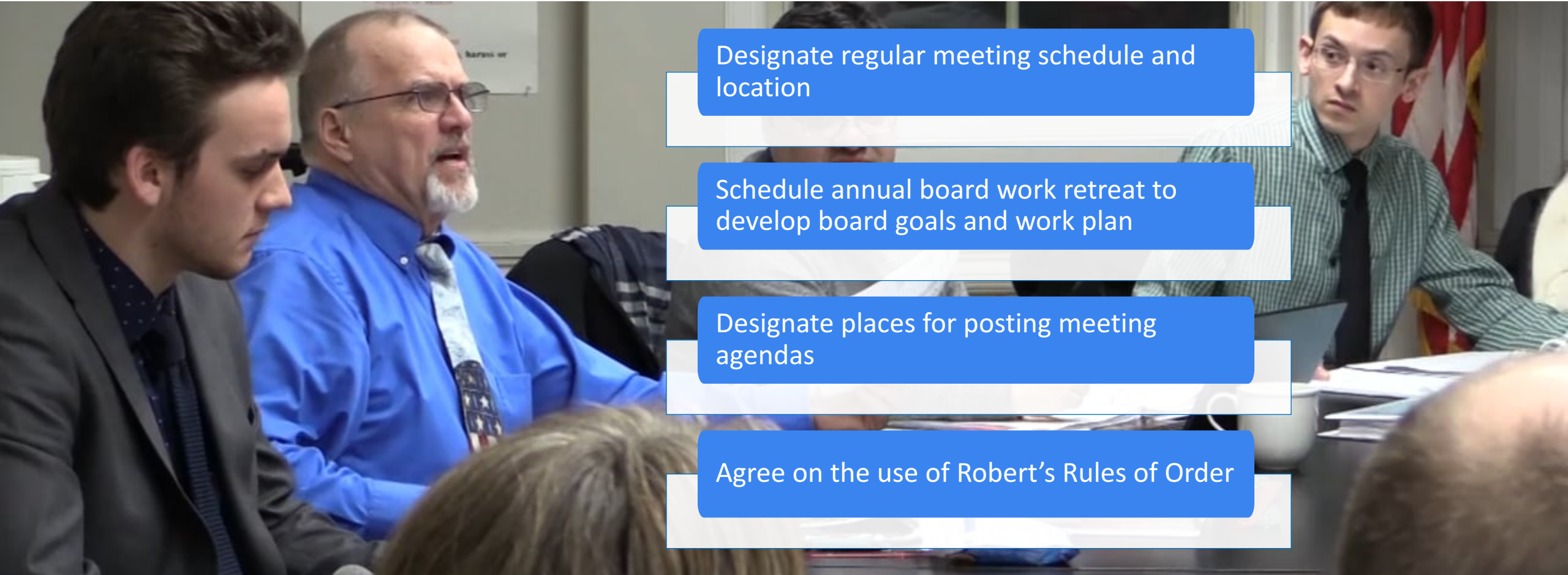
Purpose

- Help Board do its job
- Not intended to help or advise staff

Clear, Documented Charge

- Defined by full board
- Included in policy
- Purpose
- Authority
- Membership
- Term
- Voting
- Timeline
- Outcomes
- Resources

Operational Decisions



Designate regular meeting schedule and location

Schedule annual board work retreat to develop board goals and work plan

Designate places for posting meeting agendas

Agree on the use of Robert's Rules of Order

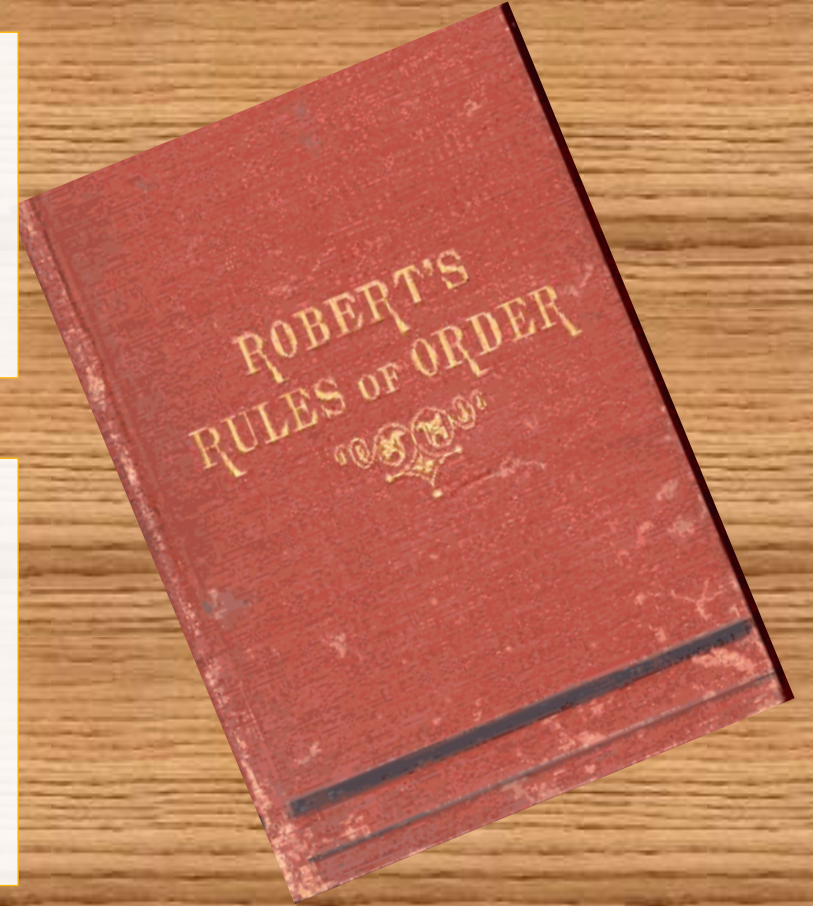
Robert's Rules

Required by Law

- Boards must operate under Robert's Rules of Order
- May opt for Robert's Rules for Small Boards but must agree to do so

Robert's Rules for Small Boards

- Fewer than 12 members
- More informal
- Requires formal motion but no second
- Board chair facilitates until consensus
- Chair may vote



Code of Ethics

Chain of Command

- Act within the scope of my official role

Conflict of Interest

- Uphold the highest ethical standards

Communications

- Respect my peers, my constituents, and confidentiality considerations

Model Code of Ethics

- www.vtvsba.org; Resources tab; Model Policy Manual

Communications



Designate Official Media

- For publishing meetings of the electorate

Engage and Inform Community

Respond to Inquiries

- Press
- Other interested parties

Share Successes

- Students
- Staff
- Schools

Select Chief Spokesperson

District Policies and Procedures

A
school board
meeting is a
public meeting.
It is not a
meeting of the
public.

Public Comment

Handling Complaints

VSBA Model Policy
Manual

- www.vtvsba.org

Board Development



Whole Board Development Activities

- Identify and assign responsibilities
- Create an annual plan/calendar

New Board Members

- Meet with board chair and superintendent

Advocacy

Stay Informed


- Designate board "reporter"
- VSBA Education Legislative Report
- VSBA Legislative Alerts

VSBA Resolutions

- Develop
- Discuss
- Vote

Engage with VSBA Regional Representatives

Summary

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- Oath of Office
 - Election of Officers
 - Choose Supervisory Union Representation
 - Committees
 - Operational Decisions
 - Robert's Rules Decision
 - Code of Ethics
 - Communications
 - Policy Review
 - Board Development Plan
 - Advocacy



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