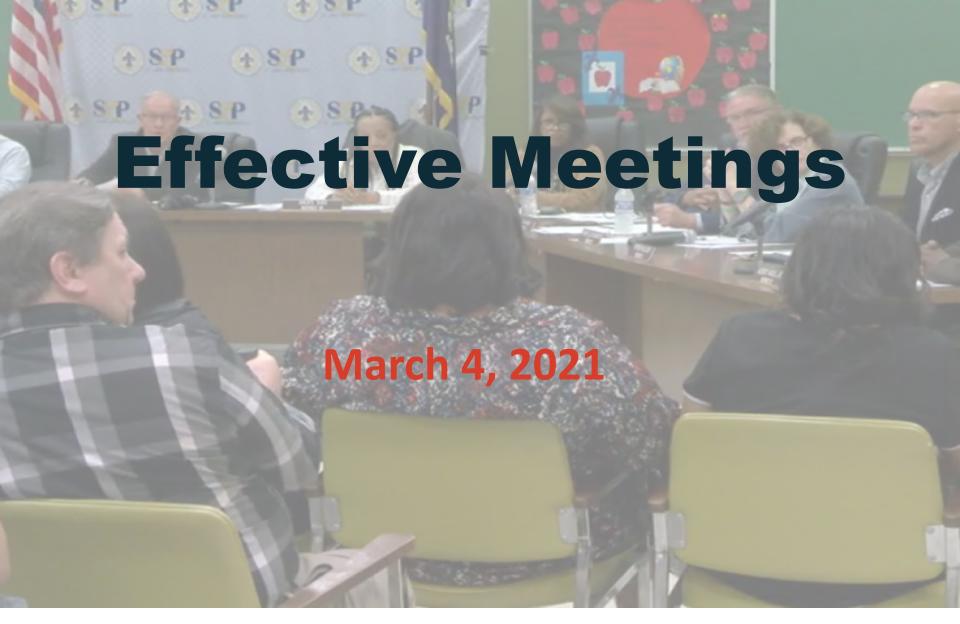
Welcome to

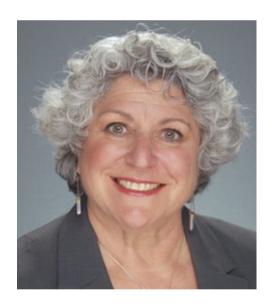
School III







Introductions



Susan Holson Director of Education Services



Sue Ceglowski Executive Director

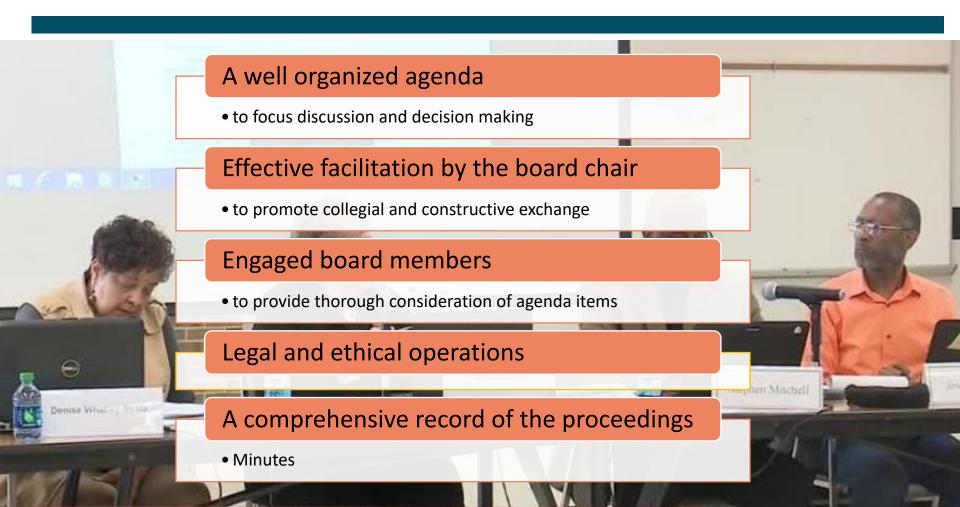


Kerri Lamb Director of Operations

Technical difficulties: 802-477-3601



What makes an Effective Meeting?







Who?

• The board chair creates the agenda with support of the administration

What?

- All items should be board's work
- Based on board's annual goals and work plan

When?

• Set a time frame for each item

Where?

- Start meeting with essential items requiring board discussion and judgement
- End with routine items: reports, consent agenda, etc.



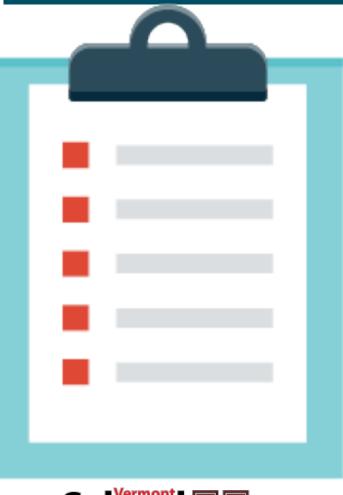
Agenda Considerations



- Why is this item on the agenda?
- What is expected of the board?
- What information do we need to act?
- What is the timeframe in which we much act?
- What are the implications for students? For the community? Fiscally?



Types of Agenda Items



Discussion Items

- Issues the boards needs to discuss
- No action taken at this meeting

Action Items

• Issues that require the board to vote

Consent Items

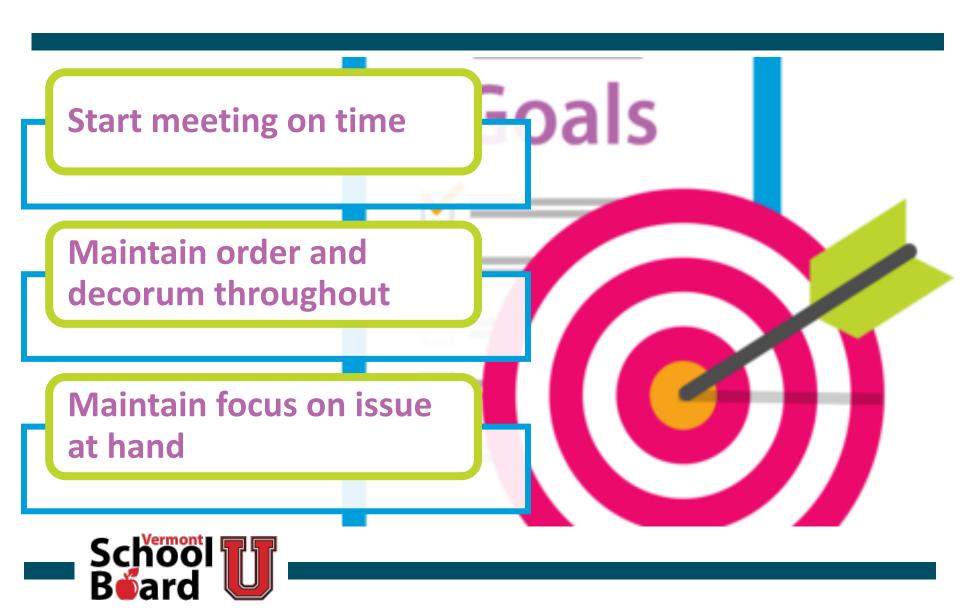
Routine matters that require approval but no discussion

Information Items

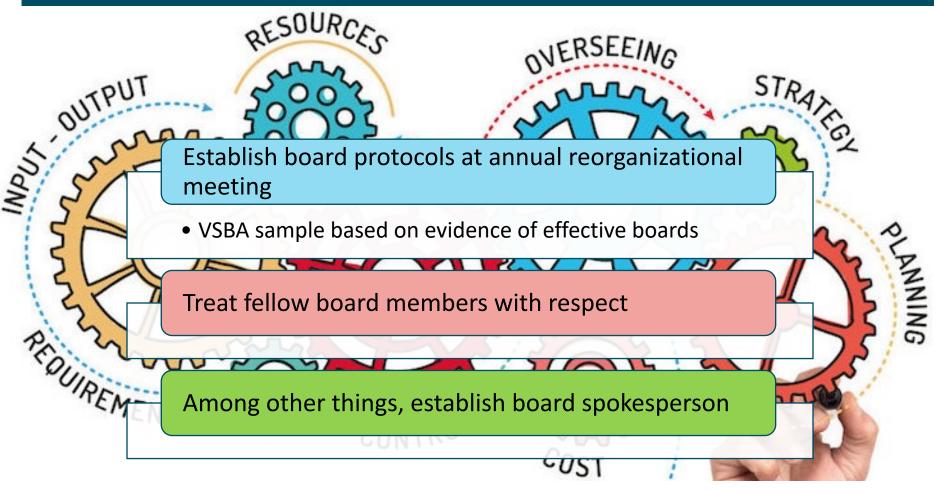
 Matters the board needs to know about but not take action.



Effective Process



Board Protocols





VSBA Recommended Code of Ethics



Act within the scope of my official role:

- Act only as a member of the board and not assume any individual authority when the board is not in session, unless otherwise directed by the board
- Give no directives, as an individual board member, to any school administrator or employee, publicly or privately
- Avoid making commitments that may compromise the decision-making ability of the board or administrators



VSBA Recommended Code of Ethics



Act within the scope of my fiduciary role:

- Ensure prudent use of the district's assets, including facilities, people, and good will.
- Ensure that the district follows applicable laws, policies and resolutions or actions adopted by the board.
- Refrain from engaging in activities that harm the district's ability to pursue its mission.
- Provide oversight to ensure activities of the district advance its effectiveness and sustainability.



Required Policy: Board Member Conflict of Interest

1. Board Members will be familiar with, and adhere to, those provisions of Vermont Education Law about School Board powers, Board member compensation, and public bidding processes.

2. A Board Member will not give the impression that he/she would represent special interests or

partisan politics for personal gain.



- 3. A Board Member will not give the impression that he/she has the authority to make decisions or take action on behalf of the Board or the school administration.
- 4. A Board Member will not use his/her position on the Board to promote personal financial interests or the financial interests of family members, friends or supporters.
- 5. A Board Member will not solicit or accept anything of value in return for taking particular positions on matters before the Board.

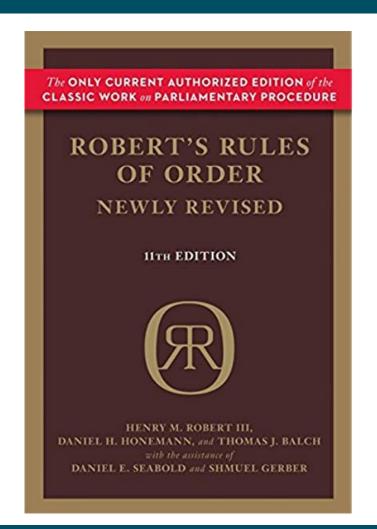
A Board Member will not give the impression that his/her position on any issue can be influenced by anything other than a fair presentation of all sides of the question.



Robert's Rules of Order

V.S.A. 16 §554 (b)

Robert's Rules of Order shall govern the conduct of school board meetings.





Vermont Open Meeting Law

Open to the Public

 The Open Meeting Law provides that all meeting of a public body are open to the public at all times, except as provided in section 313 (addressing executive sessions).

Transparency

ansparency • The intent of the law is to create transparency in government by requiring advance public notice and an opportunity for public participation in governmental decisions.



When does the Open Meeting Law apply?

Any time a "quorum" holds a "meeting."

- QUORUM: a *majority* of the entire public body
- MEETING: a gathering of a quorum of a public body for the purpose of discussing business or taking action.

When conducting "business of the public body"

- Governmental functions including any matter over which the public body has
 - supervision
 - control
 - jurisdiction
 - advisory power





What is a meeting?

Any physical location

includes work sessions and retreats

Over a span of time

could include email strings and social media discussions

Group emails are okay for these purposes:

- to schedule a meeting
- create an agenda
- to distribute materials to discuss at a meeting
- never for discussion!





Limited Scope

 Only if the business to be considered fits into one of the 14 statutory categories.

Clear Intent

- Only if the public body votes to enter in open session and indicates its reason for doing so.
- The motion must state the nature of the business of the executive session, be supported by a majority of the board and be recorded in the minutes.

Confirm Appropriateness

 Consult with legal counsel if there is a question about whether executive session is permissible or about which provision of the executive session law applies.



SESSION

Topic for discussion

 Only the subject matter referenced in the motion to enter executive session.

Who's There?

 The board decides who attends: legal counsel, staff, anyone who is subject of discussion or whose information is needed.

Minutes

 Minutes are not required to be taken and we recommend that they not be taken.

Action

- No action is taken in executive session except relating to real estate options.
- All other actions require motion and vote in open session

Optional

 Unless other law requires it, a public body may opt to conduct its business in public, even if an executive session is permissible.



Open Meeting Law & Executive Session: State of Emergency Modifications

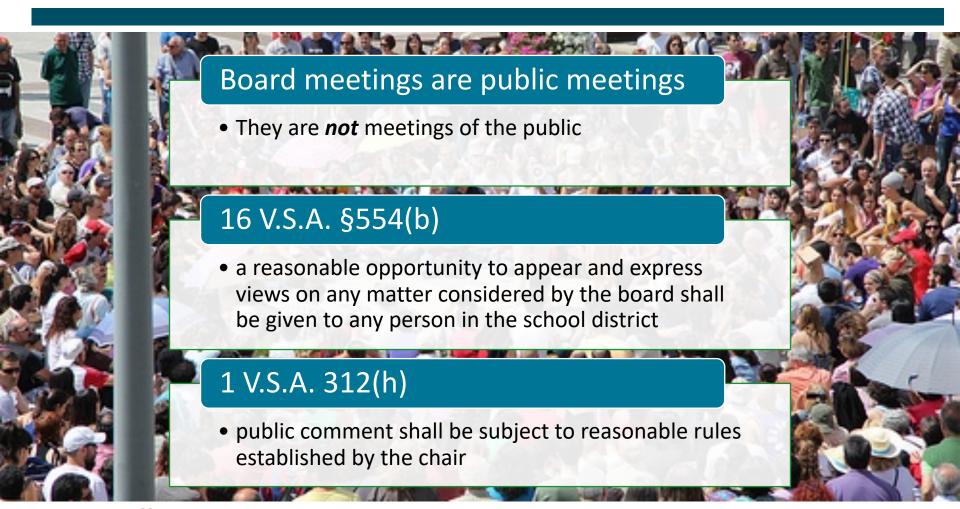


VSBA video on Open Meeting Law during COVID-19 pandemic

https://youtu.be/Nhg0im78rDQ



Effective and Ethical Operations: Public Comment





Minutes



- Cover all topics and motions that arise
- Minimum content:
 - members present;
 - active participants;
 - motions, proposals,
 - resolutions and their dispositions;
 - vote results, noting individual votes if there is a roll call.
- Within 5 days of meeting:
 - Must be available for inspection and copying upon request
 - Posted to website if public body maintains or designates a website
 - Must remain posted to website for at least one year after the meeting (exception: draft minutes replaced with update)



The Vermont School Boards Association

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