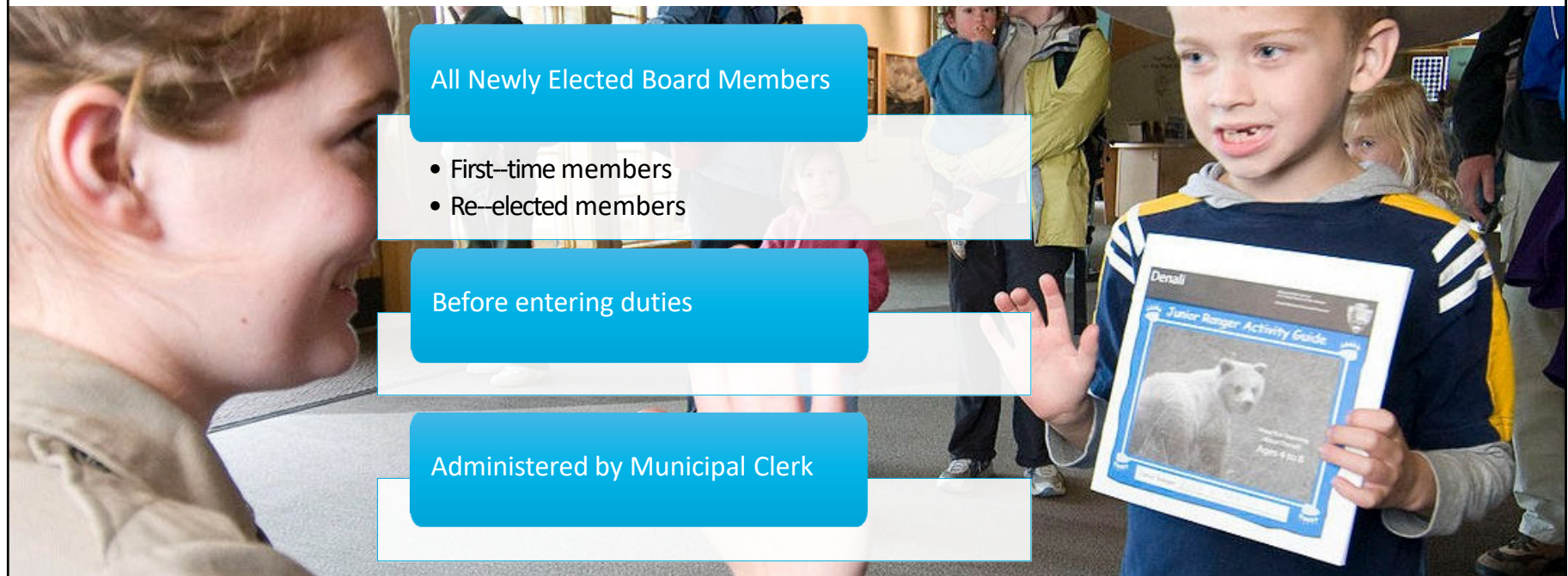




Before First Meeting: Oath of Office



Election of Officers

Superintendent

- Opens meeting

Newly Elected 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

Board Chair

- Leads remainder of meeting



Elect Other Officers

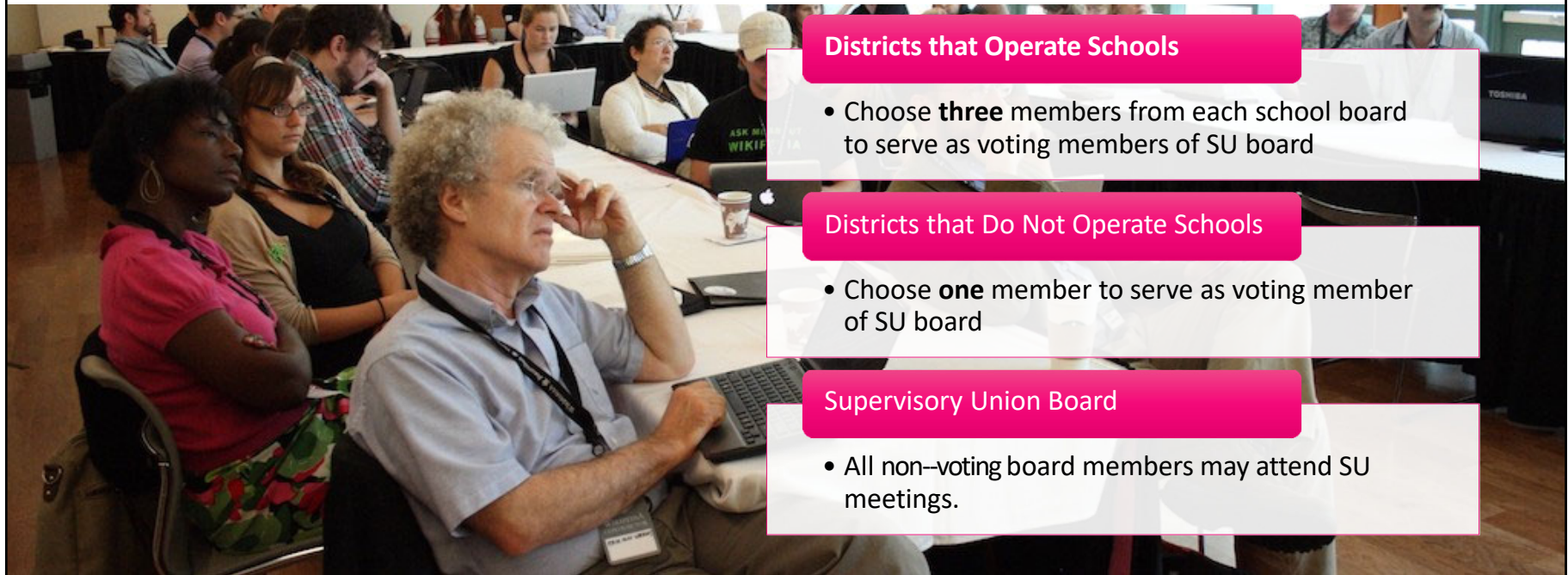
Vice Chair

- 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



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

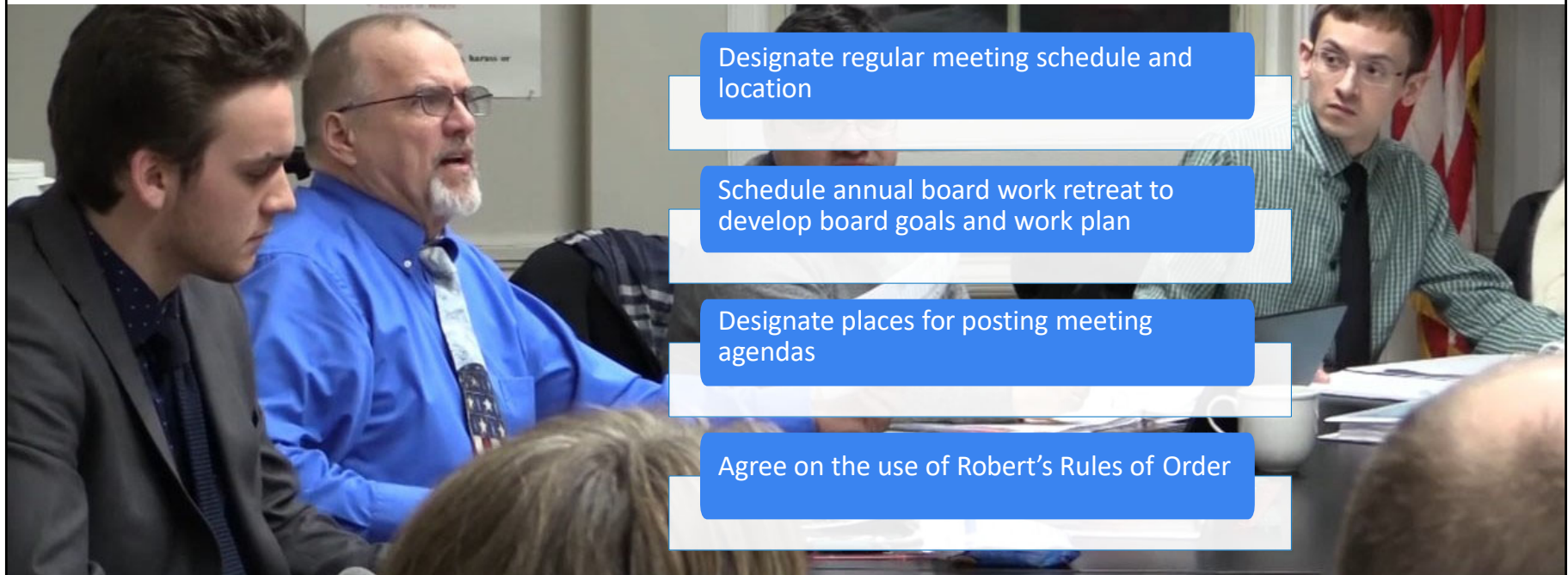
Purpose

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

Clear, Documented Charge

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

Operational Decisions



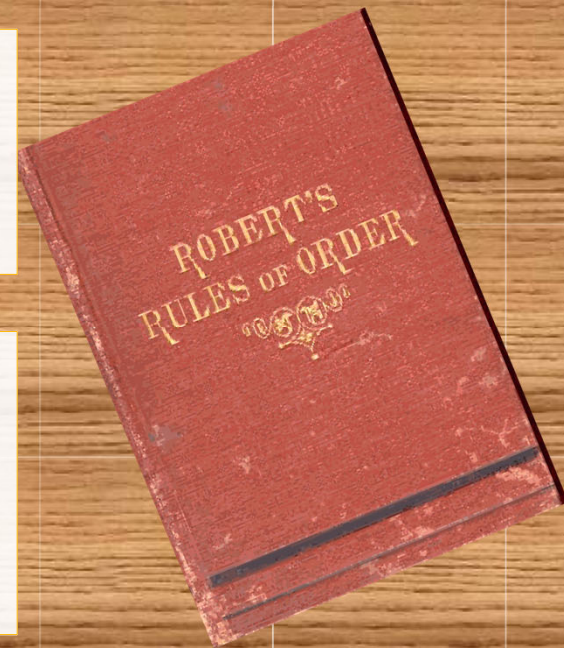
Robert's Rules

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

- 12 or fewer members
- More informal
- Requires formal motion but no second
- Discussion permitted without motion pending
- 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.

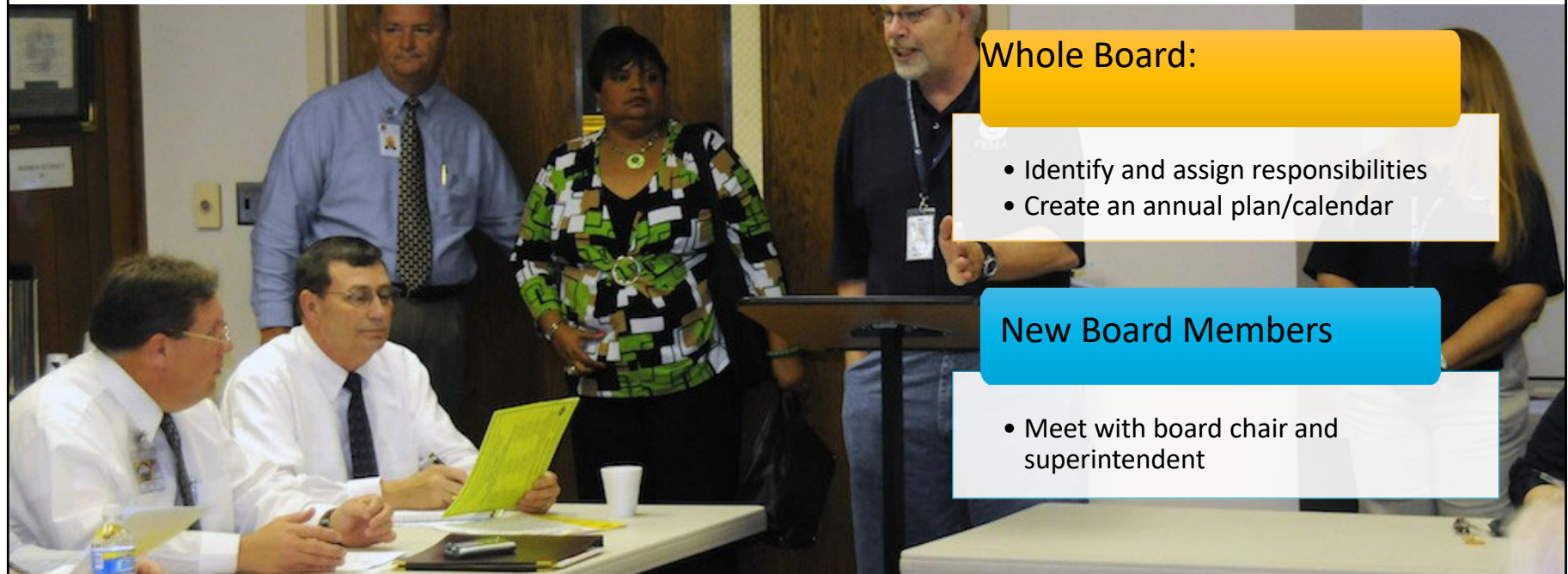
Public Comment

Handling Complaints

Model Policy Manual

- www.vtvsba.org

Board Development



Whole Board:

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

New Board Members

- Meet with board chair and superintendent

Advocacy

Stay Informed

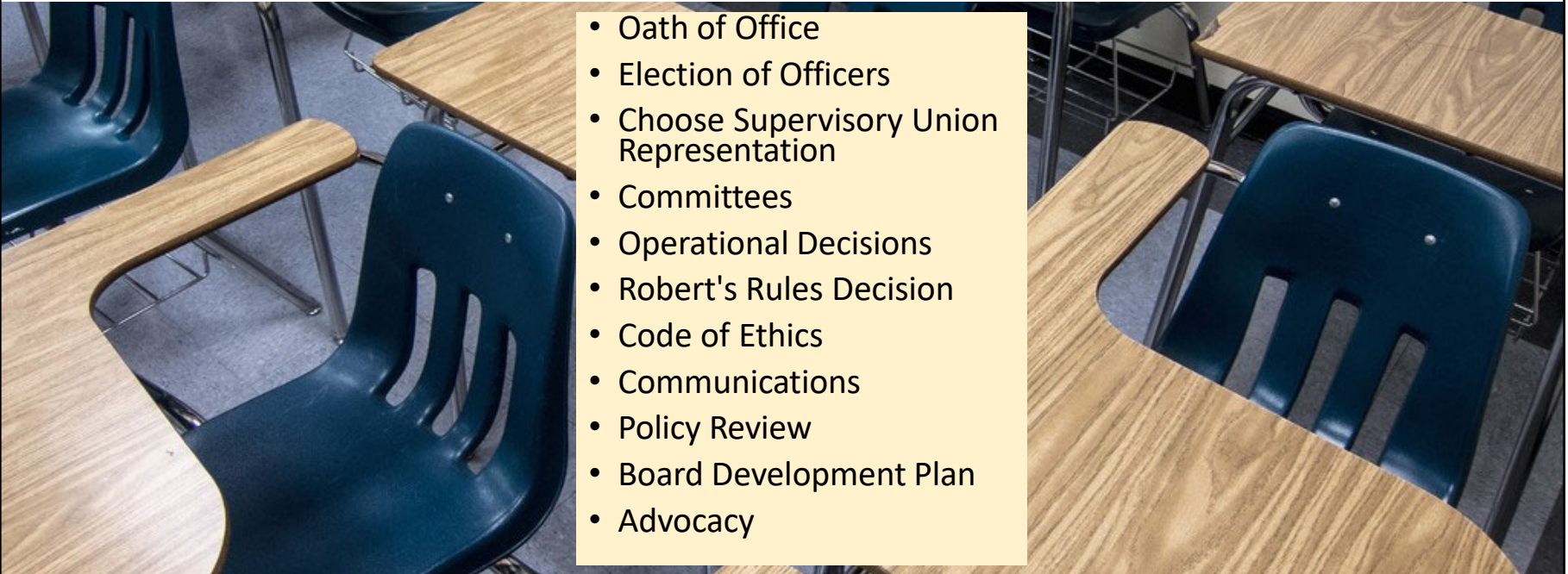
- Designate board "reporter"
- VSBA Education Legislative Report
- VSBA Legislative Alerts

VSBA Resolutions

- Develop
- Discuss
- Vote

Engage with VSBA Regional Representatives

Summary

- 
- 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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