

## ~BOARD LEADERSHIP SEMINAR~

### Session One - David Finkel - Managing Public Meetings

#### “Meeting in Public”

Think of it like a fourth wall in theater - people who attend just watch, they don't participate

Chair sets the tone

Adopting the agenda

Supt prepares - board has to approve

Chair approves - board doesn't have to (differing opinions - the other speaker thinks the board should approve)

Board chair goes over the agenda with the supt before the meeting and should understand the whole thing

#### Robert's Rules of Order

Gives the authority to the chair!!! The chair has the authority

**Used as a map but not a bible**

It's like etiquette, not a law

#### Motions

Allows for a specific action - an item to be voted on - no more of the “so moved”

“I'll entertain a motion **on** the minutes” not “to approve the minutes”

Motions come from board, not the chair

ALL motions need to be seconded - things “die for lack of second”

Makes a difference in tenor of meeting and flow

Any member can call for any type of vote (roll call, etc)

Can ask to clarify an unclear voice vote

No *secret* ballot votes due to open door law (per Julie Slavens)

#### Agenda

Additions - should happen under “other” on agenda

Minutes approval isn't the time to add things

Motions made for a vote that are not on the agenda

Do not consider items for vote in that meeting, stick with the agenda -  
postpone it to next meeting

NO SURPRISES - off agenda motions are surprises that need to not happen

You can skip an agenda item if you want to w/o vote

Recommends a table, not podium, for the public comments - make them sit, can't poll the audience, stationary/fixed microphone - not portable

“Chair flying” - if this happens, I do that - rehearse/practice the meeting

Stay calm and level - you can handle whatever comes at you

Set a positive attitude - be open minded ALWAYS

Public comment vs public meeting or public hearing - WELCOME comments

Board - No cell phones during public comment, keep eye contact, positive or neutral face, do not comment or react,

LISTEN

Do not agree or disagree - thank them and move on

Do not talk about specific students

Tips for when things are dicey

YOU ARE IN CHARGE

YOU SET THE TONE

Mingle before the meeting

Stay focused and calm

Open and close public comment

Explain rules of public comment

Not Q&A

Explain rules

Explain time limits - designate a time keeper

NO POLLING THE AUDIENCE

No repeat comments

Listen intently

Attorneys go first

Be wise - you make the rules and you can break them if you need to

Policy vs. good meeting management - meeting management is YOUR job

You can extend the time of public comment if you want to

Don't get in a hurry

Work sessions and board retreats must be live streamed and public

After meeting - mingle, say hello, be friendly, ask questions of commenters/public, follow up,

Have an agreement for how we will interact with each other

## **Goal Setting through Strategic Planning**

Great on Their Behalf, again

I listened but I have heard at least 5 presentations on this book

## **Superintendent Evaluation Process**

Chair is the CONDUIT OF INFO for the board  
COMMUNICATION GOES THROUGH THE BOARD PRESIDENT because that way the  
board chair is aware of needs and questions  
Create SMART goals WITH the supt  
Connect goals to strategic plan  
Base eval on benchmarks and standards  
Evidence and data

Went over the ISBA form

I've done this twice, no big revelations

### **Developing and Supporting New Superintendents - Thomas Bertrand**

Supt job has changed a LOT  
Went over depressing stats about the number of people leaving the profession  
Offer mentorship?  
This wasn't really pertinent to our board right now

Amy Austin  
January 31, 2025