

## ***Preparing for Your First Board Meeting***

### **Key Actions:**

- Review of past years agenda/s and agenda notes to get background on past practice for that month is how I started very first meeting:
- Use or create agenda depending on timeline of meeting: In my case- Board meeting was about 4-5 days into start of the job- Had to carefully review already created agenda discuss with board secretary; Goal was to understand past protocol and past practice to follow. Do a good board report; Support Oath of Office for New Board; Understand Election of Board Officers; carefully read all reports, action items, consent agenda items, etc.
- Next agenda: Two weeks prior- Meet with Chairman and Vice Chairman to review agenda together; Discuss **proposed agenda** how meeting will take place; Section by section; Introductions, recognitions; Read and review **Consent agenda items**; past meeting notes, past personnel action, policies, etc; **Reports** from ESD; Superintendent; Financial; Bonds/5 year maintenance plan, High Cost Capital projects; **Public Forum; Discussion** Review all elements and update as necessary, Gather material and Send board packet information 1 week in advance.
- Understand your role in the meeting: Assist and support Chair to follow the agenda and established school board meeting procedures; look to ensure I share good information so that they are adequately prepared to respond to questions;
- Prepare a good/well written report for you to read related to past/current/future events and activities that will take place, status of the district, celebrations, recognitions, Plans, Points of pride, etc. No more than 3-5 minutes-
- Understand All Consent Agenda and Action Items well; Know what will take place in advance; No surprises on reports; consent agendas, action items,
- Attend to efficiency and pace of meeting. My goal was to communicate well in advance many issues; No surprises, if necessary communicate and deliberate but goal was to have 45 minute to 60 minute board meetings.

### **Prior to first board meeting:**

- Use opportunities to build relationships prior-
- Meet and greet; 1 hour meetings with board members; get to know them; Why are they on the board, Hopes, Dreams, Aspirations for the future;
- Review best ways to communicate with board members, email, text, phone, face to face, breakfast dates, lunch dates, coffee, goal is to communicate and accomplish goals together.

### **What am I striving for:**

- Be a good advisor to the board/Know process, procedure, policy & protocol to assist board
- Facilitate adequate preparation of board meeting agendas
- Provide recommendations, advice, information and materials to assist the board in its deliberation