

Mineral Point School District Board of Education Prospective Member Orientation

Some content taken from
Becoming a Better Board Member
NSBA Second Edition and The Aspen Group



Duties and Responsibilities

- Educate yourself on being a board member
- Communication with other board members
- Communicate with the Superintendent
- Ask questions when you do not understand
- Attend board meetings
- Serve on committees
- Be prepared
- Review and approval of district policy
- Review and approval of district budget
- Evaluation of the Superintendent
- Legal obligations
- Required training
- Educate yourself

Roles and Limitations

- Share your viewpoints and expertise
- Participate in Planning and Goal Setting
- Work with the board to set policy and budget
- Understand that you, as an individual, cannot
 - give orders or direct staff
 - speak for the board as a whole
 - effect change without board action
- Observe clear distinction between Board and Superintendent roles
- Understand that we are each just one person
- on a 7-member *team

Preparing for the Meeting

- Check your email daily. Important information is often sent out between meetings.
- Review your * board packet as soon as possible.
- Ask questions and request information as soon as possible after receiving your packet. (Before the meeting)
- Save any materials from previous meetings that will be on agendas again.
- Develop a filing system that works for you.
- Educate yourself.

How much work is it? Really?

- You will get information via email from the Board President or the Superintendent. You will need to read and sometimes respond to this email.
- On meeting weeks you will receive the meeting packet either hand delivered or via email. There may be many pages of information.
- There is usually one SCHEDULED meeting per month.
- During budget time you can easily expect to meet more frequently.
- Meeting typically last from three to four hours but have been known to go longer depending on the subjects being discussed.
- There are also a few workshops and classes that you may want to attend.

Working Together as a Team

- You would be one of a 7-member team
- A team is a group of individuals that share, collaborate, and assist one another in order to achieve a common goal.
- A team encourages diversity in viewpoints.
- A team joins together to fulfill a mission.
- The better the cooperation
- communication and coordination
- among team members
- the more effective the team.



“Wilson, about your idea of ‘team approach’.....”

Using Your Personal Expertise

- We all have a unique talents or expertise.
- By combining individuals in team fashion, all of these talents are joined to work toward a common goal.
- Think about what yours are

Agenda Development

- **Who**

- ALL BOE members have the right to request that an item be added to a future agenda.
- Request should be related to board policy and a majority of BOE members must agree that the item should be added.

- **How**

- Superintendent makes a draft based on upcoming items he is aware of
- The President and Superintendent meet a week or so before the planned meeting to draft the agenda
- The Draft agenda is sent out as soon after that meeting as possible
- Board members submit questions and input.
- The final agenda is usually sent out on Thursday before each meeting

The Meeting

- **Executive session**

- Executive session items will be things that discuss individual staff members in terms of discipline, legal action, etc.
- Any specific negotiation items need to be discussed in executive session. Any litigation and many legal items will be discussed in executive session.

- **Public session (Everything else)**

- All meeting are conducted using Robert's Rules of Order

- **Consent items**

- Consent items are items that require board action but should not require much discussion or individual debate.
- Consent items can be questioned, sometimes in executive session, sometimes in public and can be pulled for separate vote if needed

Setting District Goals

- The board has a set of goals or ends that we set for our students achieve.
- The board reviews and sets goals for the District and the Superintendent.
- The board monitors the goals it set for the District and the Superintendent
- All goals are reviewed and adopted on an annual basis by the Board of Education.

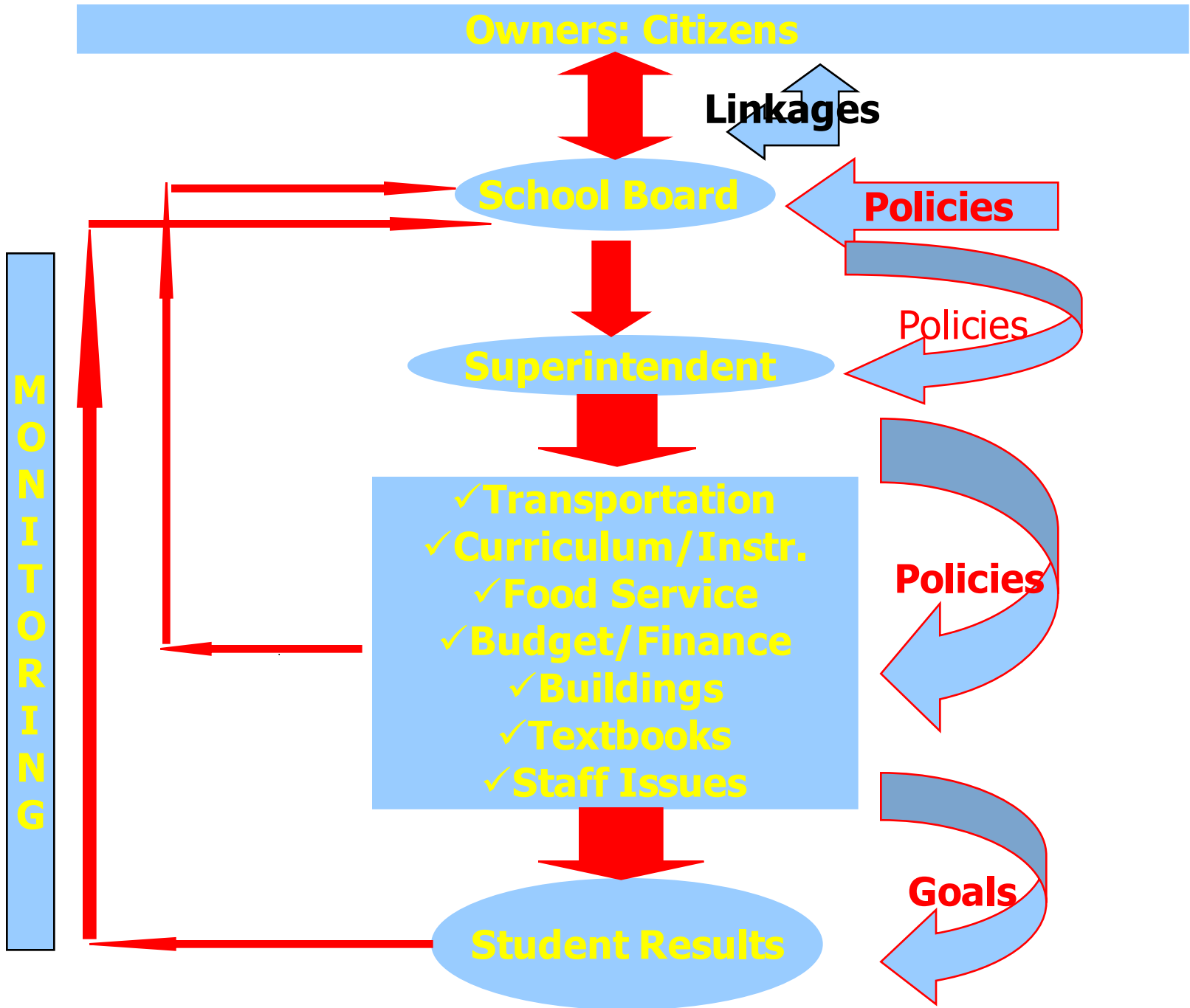
The Budget Process

- The Superintendent builds a proposed budget based on..
 - *board goals and priorities*
 - *input from other administration and staff*
- The board seeks additional input from all stakeholders
- The board votes on the budget
- The board sets the tax levy

Communication

- The board as a whole must keep the lines open and active to and from all stakeholders.
- The board must speak with one voice through the board spokesperson.
- The board must provide meaningful interaction and quality dialog with all stakeholders
- Clear consistent communication improves advocacy and trusteeship
- Good communication builds moral and fiscal support for district efforts

"We've tried door prizes, theme parties, entertainers, and magic acts, but we just can't stimulate better attendance at meetings."



What Questions Can I Answer
For You?