

Roles

Board:

Define "what" and "why"
Set vision/mission
Establish values
Maintain accountability

Administration:

Implement "how"
Execute vision/mission
Reflect values
Create and enforce policy

Key Personnel

Super: _____

CFO: _____

Curr Dir: _____

Comms Dir: _____

Attny: _____

Board Chair: _____

Board Sec: _____

Others: _____

Board Meeting Prep

Read Board Packet

Send questions to board chair/superintendent 48 hours advance

Research unfamiliar agenda items

- Ask for support ahead of time, if needed

Review district's mission and vision

Pack any notes/questions you have prepared

Bring a notepad, pen, Robert's Rules, other reference material

MANTRAS

Keep your focus on student success.

Seek first to understand, not show how smart you are.

No surprises: we're all on the same team.

When you don't understand something, pause and ask.

Leadership is doing the right thing, especially when it's hard.

New Board Member



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Survival Kit

Key Definitions

IEP: Individualized Education Program

Specialized plan for students receiving Special Education services

504: Accommodations for students with disabilities to access general education

IDEA: Individuals with Disabilities Education Act

Grant from Dept of Ed to assist w/ SPED funding

Title I: Federal dollars for schools with high low-income populations

DAC/SAC: District/School Accountability Committee

MTSS: Multi-Tiered System of Supports

TOSA/TOA: Teacher on (Special) Assignment

PLC: Professional Learning Communities

NAEP: National Assessment of Educational Progress

Congressionally mandated assessment of how students perform in various subjects across the country - district, state, and national results

Achievement: Student performance against grade-level standards

Growth: Improvement by a student in a single year

Values-Based Governance

Definition: an approach to leading and stewarding an organization where decisions and actions are guided by core values, aligning personal, organizational, and stakeholder principles, aiming for ethical and effective management.

Write your district's information below:

Mission:

Vision:

Values:

Core Tenets:

Strategic Alignment — Policy Development — Cultural Adaptation

Reminders

Good process builds trust; poor process destroys it.

It is better to be procedurally correct than look smart.

When tensions rise, return to known procedure.

"Does this help us serve students better?"

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Important Rules

Quorums: Minimum number of members needed to conduct business

Seconds: Must be given for a motion to be considered. If there is no second, the motion dies

Speaking Order: Must be allowed by the chair to speak

No Personal Attacks: Address issues rather than people. Use titles instead of names

Germaneness: All comments must be related to the motion on the table

Unanimous Consent: For *routine* issues the chair may approve a motion by "without objection" and pausing for members to object

Fold 2

Robert's Rules Cheat Sheet

Cheat Sheet

Robert's Rules

Fold 1

Making Motions

Making a Motion: "I move that _____," await someone to "Second."

Making an Amendment: Must be either *insert*, *strike*, or *insert and strike*.

"I move to insert [words to insert] before/after [phrase in motion] and strike [words to remove].", and await someone to "Second."

Important Motions

Lay on the Table: Temporarily set item aside to allow for more urgent business

Recess: Temporary break

Adjournment: Ends the meeting

Important Motions

Point of Order: Calling attention to a violation of decorum or rules

Point of Information: Inquiry into facts impacting current business

Call for Orders of the Day: Done to enforce sticking to the agenda

Division of the Question: Request to separate individual parts from a multi-part motion

Postponing a Motion: to move an item to a later agenda

Postpone indefinitely - removes from consideration until brought back up as new business

Postpone until _____ - pushes it until a specified, future meeting

Postpone item (without date) - pushes it to the next meeting