

Board Norms for Effective Meetings

How did we do?
Key:
1= Need Improvement
2= Satisfactory
3=Performed Well
**Please circle one

1. Remain committed to and support our Mission, Ends, and Board priorities
2. Attend meetings; provide notification prior to meeting in the case of an absence
1. **3** Come Prepared:
 - a. ~~Read any provided materials in advance of meetings to ensure appropriate preparation for board discussions and decision making.~~ **Read the posted on-line board agenda in advance of meetings to ensure appropriate preparation for board discussions, clarifications, and decision-making.** 1 2 3
 - b. No Surprises. Whenever possible, present questions and request for additional information regarding items on the agenda in advance. ~~This helps the board avoid unnecessary surprised and potential delays in completion of work.~~ 1 2 3
 - c. Arrive a few minutes before the posted meeting start to allow time to get settled and organize materials before the meeting is called to order. 1 2 3
 - d. If you will be responsible for introducing items or making a presentation, prepare this information in advance and contact the superintendent or appropriate staff members, if coordination of the item is necessary. 1 2 3
2. **4** Stay Focused

Resist temptations to delve into items not on the meeting agenda. If examination or consideration of additional items is necessary or desirable, request that they be placed on future meeting agenda's so that adequate notice can be given and preparations made. 1 2 3
3. **5** Be Respectful:

Be respectful of presenters to the school board. Avoid arguing or embarrassing members of the public or staff who come to the board to share concerns or information. While such actions may be tempting and even justified, doing so will risk diminishing the image of, and respect for, the board. **The board's treatment of each and every person is courteous, dignified and respectful.** 1 2 3

Comments:

Name

Date