

### 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: \_\_\_\_\_

## New Board Member



## Survival Kit

### 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.

### 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