

BOARD OFFICERS' ACADEMY

VIRTUAL EVENT AGENDA

JANUARY 15, 2021



8–8:15 a.m.

WELCOME

8:15–9 a.m.

BOARD OFFICERS' DUTIES AND RESPONSIBILITIES

New and aspiring officers will learn the statutory legal duties, local policies, and expectations of board officers. A TASB Legal Services attorney and a Board Development Services consultant will discuss requirements, common legal “red flags,” tips, and resources to help board officers effectively complete their duties.

9–9:15 a.m.

BOARD OFFICERS' ROLES OVERVIEW: Presidents, Vice-Presidents, Board Secretaries

Explore the roles and best practices of the board president, vice-president, and secretary. Each position will be covered by an experienced school board officer.

9:15–9:30 a.m.

BREAK

9:30–10:30 a.m.

INTRODUCTION TO PARLIAMENTARY PROCEDURES

When used appropriately, parliamentary procedures can help your board meetings run more efficiently, but knowing every detail of *Robert's Rules of Order* isn't necessary. This session covers the basics of the rules that apply to school boards. This is a great overview for new officers and new board members alike.

10:30–10:40 a.m.

BREAK

10:40–11:30 a.m.

A LEGAL AND GOVERNANCE PERSPECTIVE ON MEETINGS

Is there a difference between meeting legal requirements and following best practices at your board meeting? There doesn't have to be. A TASB Legal Services attorney and a Board Development Services consultant will answer common questions about meetings and give you two important perspectives on public participation, voting, keeping minutes, the effect of abstentions, and more.

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11:30 a.m.–noon

LIVE Q&A

Take this opportunity to ask additional questions of TASB staff members and experienced trustees about any of the content covered during the morning sessions.

Noon–1 p.m.

LUNCH BREAK

1–1:50 p.m.

YOU DECIDE WORKSHOP (A)

Participants who register by December 16 will determine the content of afternoon sessions. Choose two of the following topics (one will be offered during this time slot):

1. Successfully Working with Challenging Individuals

School board members and administrators deal with all kinds of people. Unfortunately, sometimes people can be difficult. In this interactive session you will learn some quick strategies to understand and work with challenging people.

2. Q&A about Meeting Management

Ask a TASB Legal Services attorney and Board Development Services consultant questions about running school board meetings.

3. Experienced Board Officers Panel

Hear from experienced trustees on what it takes to be an effective officer. Panelists will share their pitfalls and successes on how to lead a board and work with a superintendent to ensure district success.

4. Important Tools for Meeting Preparation

This session introduces two important tools for meeting preparation: an agenda calendar and a customizable background information form for agenda items. We'll also provide you with tips for reviewing draft agendas.

5. Effectively Engaging Your Community

As trustees and officers of public schools, you have a unique responsibility to engage your community. In this session you'll learn some of the things your board, superintendent, and staff can do to positively connect with your community.

1:50–2:30 p.m.

NETWORKING BY DISTRICT SIZE (five or six sections)

This is an opportunity to network with other trustees. You will have a chance to ask questions, share successes, and get to know other school board members from across the state.

2:30–2:45 p.m.

BREAK



BOARD OFFICERS' ACADEMY

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2:45–3:35 p.m.

YOU DECIDE WORKSHOP (B)

Participants who register by December 16 will determine the content of afternoon sessions. Choose two of the following topics (one will be offered during this time slot):

1. Successfully Working with Challenging Individuals

School board members and administrators deal with all kinds of people. Unfortunately, sometimes people can be difficult. In this interactive session you will learn some quick strategies to understand and work with challenging people.

2. Q&A about Meeting Management

Ask a TASB Legal Services attorney and Board Development Services consultant questions about running school board meetings.

3. Experienced Board Officers Panel

Hear from experienced trustees on what it takes to be an effective officer. Panelists will share their pitfalls and successes on how to lead a board and work with a superintendent to ensure district success.

4. Important Tools for Meeting Preparation

This session introduces two important tools for meeting preparation: an agenda calendar and a customizable background information form for agenda items. We'll also provide you with tips for reviewing draft agendas.

5. Effectively Engaging Your Community

As trustees and officers of public schools, you have a unique responsibility to engage your community. In this session you'll learn some of things your board, superintendent, and staff can do to positively connect with your community.

3:35–3:45 p.m.

BREAK

3:45–4:25 p.m.

LIVE Q&A

This will be an additional opportunity to ask questions from TASB staff members and experienced trustees about any of the content covered during the afternoon sessions of the Board Officers' Academy (BOA).

4:25–4:30 p.m.

WRAP-UP