

Meeting Agenda B: Governance Team Process Basics

	Approximate Time												
Call to Order, roll call + (your regular meeting start)													
Public comment													
The Legacy of this Board: <i>Invite each person to share an item they would like community members to be able to say about <u>this board</u> in two years.</i>	20 minutes												
Review existing documents: <i>Ask continuing members to share how the various district process documents (see list) came to be:</i> <ul style="list-style-type: none"> a) Date created b) Authors c) Use to this point 	10 minutes												
IASB Governance Basics & Board Process Agreements: <i>Do you have agreement on some common process questions?</i> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Placing items on the agenda</td> <td style="width: 50%;">Participating during public forums</td> </tr> <tr> <td>Asking agenda questions</td> <td>Communicating with members</td> </tr> <tr> <td>Communicating with staff</td> <td>Visiting campuses</td> </tr> <tr> <td>Responding to complaints</td> <td>Communicating with the media</td> </tr> <tr> <td>Communicating with the public</td> <td>Orienting new members</td> </tr> <tr> <td>Conducting closed sessions</td> <td></td> </tr> </table> <i>IASB field staff are prepared to offer best practice guidelines for boards desiring some help.</i>	Placing items on the agenda	Participating during public forums	Asking agenda questions	Communicating with members	Communicating with staff	Visiting campuses	Responding to complaints	Communicating with the media	Communicating with the public	Orienting new members	Conducting closed sessions		30 minutes
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Consider: <i>What's missing? Do we have basic agreements about our processes that we have not written down? Should we? See Key Questions list.</i>	15 minutes												
Next steps: <i>Are there any appropriate next steps this board is ready to agree on and schedule for a subsequent meeting?</i>	10 minutes												
Assessment: <i>How did we do? What can we improve for next time?</i>	5 minutes												
Adjournment													
Total time =	90 minutes												