



Your Role as Secretary to the Board

WASA Incoming Superintendents Conference- July 22, 2024

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Agenda

- Welcome/Introduction
- Session Purpose
- Your Role as a Superintendent
- Trust and Relationships
- Secretary to the Board - Strategies and Tools
- Closing Activity

Welcome/Introduction/Purpose

Family Picture (4 of us)



Session Purpose

- To provide an overview of the key responsibilities associated with your role as Secretary to the Board.
- To share some resources and strategies to help support your and your work.

Your Role as Superintendent

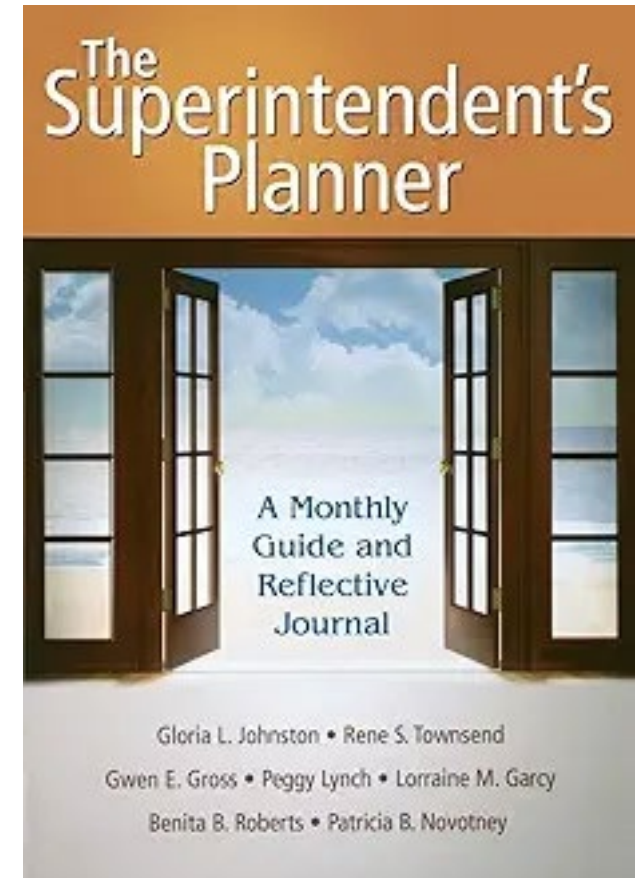
A. Secretary to the Board – Ensure efficient operation and administration of board activities.

1. **Meeting Management:** Preparing and ensuring meetings are conducted in accordance with bylaws and legal requirements.
2. **Record-Keeping:** Accurately recording meeting minutes, maintaining official records, and ensuring the safekeeping of important documents.
3. **Communication:** Facilitating effective communication between board members and with stakeholders, including staff, parents, and the community.
4. **Compliance:** Ensuring the board complies with all relevant laws, regulations, and policies, and managing policy updates and implementations.
5. **Support:** Providing logistical support for meetings, organizing training for board members, and assisting in strategic planning and decision-making processes.

Your Role as Superintendent

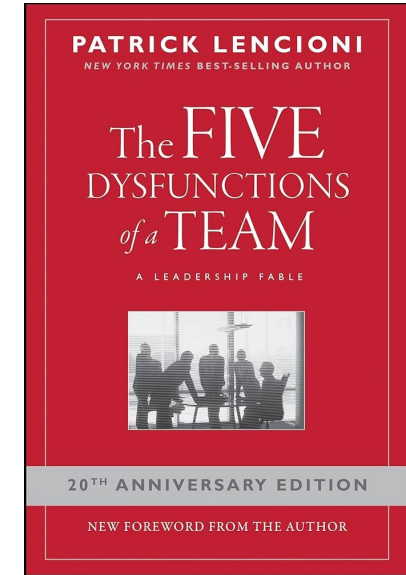
B. Executive Duties

1. **Educational Leadership:** Providing visionary leadership for the educational programs and services within the district, ensuring high standards of academic performance and student achievement.
2. **Strategic Planning:** Developing and implementing the district's strategic plan, including setting goals, monitoring progress, and making adjustments as needed.
3. **Operational Management:** Overseeing the day-to-day operations of the school district, including budgeting, staffing, and resource allocation.
4. **Policy Implementation:** Ensuring that board policies are implemented effectively throughout the district.
5. **Stakeholder Engagement:** Building strong relationships with students, families, teachers, staff, and the community to foster a positive educational environment.

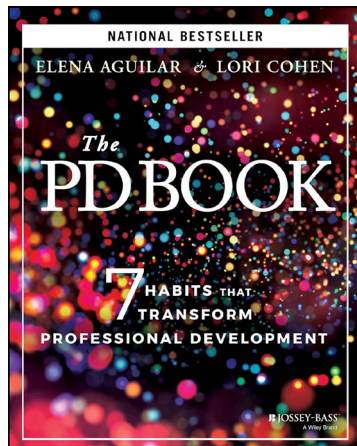


Trust and Relationships

- At the core of trust is relationships.
- Absence of Trust = Dysfunction.
- Trust comes from building relationships.
- Relationships are about getting to know your Board/Staff/Community and their stories.



Workstyles: <https://www.16personalities.com/personality-types>

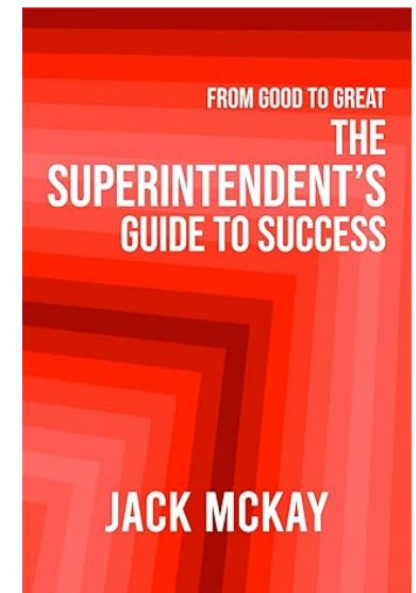


Activity:
Stand

Secretary to the Board – 1. Meeting Management

Preparing and distributing agendas, organizing meeting materials, and ensuring meetings are conducted in accordance with bylaws and legal requirements.

- What is the Purpose of the Meeting? Is it a regular meeting, special meeting, or work session?
- Consult with the Board President to determine the agenda items and priorities.
- Operating Protocols – [Sample Operating Protocol](#)





Secretary to the Board – 2. Record Keeping

Accurately recording meeting minutes, maintaining official records, and ensuring the safekeeping of important documents.

Steps for recording effective meeting minutes:

1. Plan before the meeting
 - Meet with the Board president about any current or expected formats for minutes.
2. Take notes during the meeting
 - Information to record and how to present it - Minutes should include: Date of the meeting; Time the meeting was called to order; Names of the meeting participants and absentees; Corrections and amendments to previous meeting minutes; Additions to the current agenda, whether a quorum is present. Motions taken or rejected; Voting-that there was a motion and second, and the outcome of the vote; Actions taken or agreed to be taken. Who is to do what by when?; Next Steps, Items to be held over; New Business; Next Meeting Date/Time; Time of Adjournment.
3. Write a formal report after the meeting
 - Meeting Minutes detail: For each agenda item, write a short statement of action of each action the board took, along with brief explanation of the rationale for their decision.



2. Record Keeping- Meeting Minutes (cont.)

Helpful Tips

- Use a template
- Check off attendees as they arrive.
- Do introductions
- Record motions, actions, and decisions as they occur
- Ask for clarification as necessary
- Write clear, brief notes - not full sentences or verbatim wording
- Maintain the same verb-tense

Reminder: Minutes are an official and legal board meeting record. Minutes can be used as legal evidence of the facts they report. Boards have legal liability, so keep information basic and language simple.

Common Mistakes

- Not documenting a quorum
- Ambiguous description of board actions
- Including information that could harm the board in a legal sense - discussion of legal matters -pending litigation
- Lengthy delays in providing minutes after a meeting
- Delays in approving minutes
- Not filing and manage documents
- Not getting documents signed

Secretary to the Board – 3. Communication

Facilitate effective communication between board members and with stakeholders, including staff, families, and the community.

Strategies/Examples:

- School Board- Increase awareness of current and potential issues with a weekly Memo to the Board to include: superintendent's activities of the week, articles to extend learning, introduction to issues or items likely to come forward in the next week or month. NOTE: this would be a document that might be considered as a public record.
- Stakeholders-
 - Regular newsletters and updates via email, social media, and the district website to keep stakeholders informed about important events, decisions, and news. This ensures transparency and keeps everyone up-to-date on district activities and plans.
 - Town Hall Meetings and Forums: Host regular town hall meetings and open forums where stakeholders can voice their concerns, ask questions, and provide feedback. This fosters a sense of community involvement and allows the superintendent to address issues directly and transparently.
 - Create Advisory Committees: Establish advisory committees composed of staff, parents, and community members to provide input on key decisions and initiatives. This promotes collaborative decision-making and gives stakeholders a direct role in the governance process.
 - Accessibility - Implement a process where stakeholders can schedule meetings with the superintendent to discuss their concerns or suggestions.

Secretary to the Board – 4. Compliance

- [WSSDA Model Policies](#)
- 1000 Series – [Board of Directors](#)
- [Policy & Legal News](#)

Search	Actions
0000 - Planning	Book: WSSDA Model Policies
1000 - Board of Directors	Package: Essential Package
1-1000 TOC	Section: 1000 - Board of Directors
Table of Contents	Title: Meeting Conduct, Order of Business, and Quorum
1000	Code: 1400
Legal Status and Operation	Status: Active
1005	Last Revised: 07.23
Key Functions of the Board	Classification: Essential

Category: Policy and Legal News
Section: 2024 Policy and Legal News
Subject: Issue
Publication Date: 2024-03-29

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Policy & Legal News
HELPING SCHOOL DISTRICTS TRANSLATE LAW INTO ACTION

Artificial Intelligence in the Classroom

AI

Snipping Tool
Screenshot copied to clipboard and Select here to mark up and share.

<https://wssda.org/policy-legal/model-policy/>
















Compliance continued...Policy Updates

Policy Updates come with MARKUP, Clean, and New documents

Status

Active

Attachments

-  6700 Nutrition MARKUP.docx (29 KB)
-  2124 - Physical Education and Health Class NEW.docx (19 KB)
-  2124P Physical Education and Health Class Procedure NEW.docx (18 KB)
-  2022-Electronic Resources and Internet Safety Clean.docx (17 KB)
-  6701P - Recess and Physical Activity NEW.docx (21 KB)
-  2022-Electronic Resources and Internet Safety MARKUP.docx (18 KB)
-  2022P-Procedure Electronic Resources and Internet Safety Clean.docx (41 KB)
-  2022P-Procedure Electronic Resources and Internet Safety MARKUP.docx (45 KB)
-  2023-Digital Citizenship and Media Literacy Clean.docx (23 KB)
-  6702P - Wellness Procedure NEW.docx (23 KB)
-  2023-Digital Citizenship and Media Literacy MARKUP.docx (23 KB)
-  2023F2-Artificial Intelligence Classroom Protocol.docx (21 KB)
-  2023F3-Artificial Intelligence Student Code of Conduct.docx (20 KB)
-  2023F4-Student Artificial Intelligence Use Pledge.docx (22 KB)
-  6700 Nutrition Clean.docx (21 KB)

Secretary to the Board – 5. Support

Providing logistical support for meetings, organizing training for board members, and assisting in strategic planning and decision-making processes.

Logistical Support

- Create meeting schedule and secure venue
- Technology Setup: Ensure all necessary technology is available and functioning, such as projectors, microphones, video conferencing equipment, and Wi-Fi access.
- Agenda and Materials Distribution: Prepare and distribute the meeting agenda and any supporting documents to all board members and relevant stakeholders at least a week in advance. This can include financial reports, previous meeting minutes, presentations, and policy documents.
- Ensure electronic versions of all documents are accessible via email or a secure online portal.

Secretary to the Board – Support (cont.)

Strategic Planning

- Data Collection and Analysis: gathering and analyzing data on student performance, community demographics, resource allocation, and other relevant metrics.
- Stakeholder Engagement: Facilitate focus groups, surveys, and town hall meetings to gather input from teachers, parents, students, and community members.
- Vision and Goal Setting: Lead the board and leadership team in developing a clear vision and set of goals for the district.

Decision-Making Process

- Identifying Priorities: Work with the board to prioritize initiatives based on the strategic plan and available resources.
- Developing Action Plans: Create detailed action plans for each priority initiative, including timelines, responsibilities, and resource allocation.
- Facilitating Board Decisions: Provide the board with comprehensive reports and recommendations to inform their decision-making process.
- Monitoring and Reporting: Establish mechanisms to monitor progress and report back to the board and stakeholders on the status of initiatives.
- Celebrating Successes: Recognize and celebrate milestones and achievements to build momentum and community support.



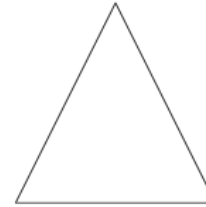
SEL 3 Signature Practices Playbook

Intentional Closing

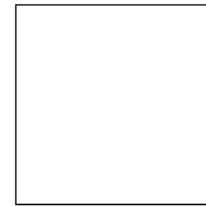
<https://signaturepractices.casel.org/>

Name: _____ Date: _____

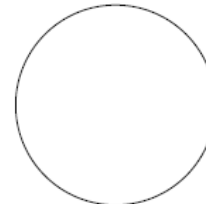
Triangle • Square • Circle



What *three important points* that you have learned?



What is something that *squared* or agreed with your thinking?



What is something still *circling* in your head?
