



The following list offers some tips for conducting a highly-effective school board meeting. This list was created by the GVSU CSO's team of School Consultants, who collectively observe such practices from high-functioning boards across GVSU's portfolio of charter public schools.

BOARD MEMBER PREPARATION AND EXPECTATIONS

- You should receive your board meeting packet 5-7 days prior to the scheduled meeting. Review the contents and be prepared to ask questions or comments on agenda items.
- Board members may join the meeting virtually but doing so does not count toward quorum.
- Notify the meeting organizer if you are unable to attend. Chronic absenteeism could jeopardize reappointments.
- Honor the diversity of the members and the public by using professional language and demeanor.
- Maintain focus on the success of all students, as well as, and the conditions outlined in the charter contract.
- It is highly recommended to announce the board's policy for making Public Comment.
- A well-executed meeting can be completed in 60-90 minutes.
- Recruiting new members is the responsibility of the full board. Please contact your School Consultant for successful recruiting ideas.

BOARD MEETING ROOM ARRANGEMENTS

- The meeting room should be clean and free of clutter. Board members are seated together (with nameplates); not interspersed around the table. Members of the public are seated on the side. Comfortable seating for all should be provided.
- Have extra board meeting materials available.
- If technology is being used, please make sure it is working prior to the start of the meeting.
- Depending on the hour of the meeting, light refreshments are appropriate.
- Request all members of the public to sign in upon arrival.
- Be mindful that members of the media may attend a meeting at any time. What is said in the public domain is recordable and printable.
- The meeting location must be ADA compliant.

SCHEDULING AND RE-SCHEDULING OF BOARD MEETINGS

- The board meeting calendar should be posted on the school's website and at the principal office of the board (usually the school).
- If there is a change to the regular calendar of meetings, that change must be publicly posted within 3 days.
- For special and emergency meetings, notices are required by law to be posted in plain view at the school (or location of the meeting), even if the school is closed. The notices must include date, time, and location of the board meeting.