

2011 WASSA Fall Conference

Minutes and Agendas Roundtable

October 6, 2011

Facilitator: Darlene MacBride, River Falls
Special Guest: Kori Nelson, Amery

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Where to find information on minutes and agendas:

WASDA website: sign in, click on WASSA on left side menu.

Under Fall Workshop:

- School Board Notices and Agendas – 2010 (*Kirk Strang*)
- Noticing the School Board Meeting: Open Meetings Law Developments That Affect Your Role – 2007 (*Mike Julka*)

Under Spring Workshop:

- Making a Minute Last Forever – 2010 (*Mike Julka*)
- Demystifying School Board Minutes – 2008 (*Kirk Strang*)

WASB website: sign in, click on Policy, Policy Publications, click on The Focus Topical List
Current subscribers have access to all issues online.

The Focus Publication:

- Agenda preparation (2/99, 11/03)
- Board committee meetings (6/00)
- Meetings, board, minutes (6/91)

State Statutes: <https://docs.legis.wisconsin.gov/statutes/statutes/120.pdf>

- Chapter 120.11 School board meetings and reports
- Chapter 120.17 School district clerk; duties

Board Policy: School District of River Falls website: www.rfsd.k12.wi.us

- School Board
- Policies
- Series 100 Board Operations
- 171.1 Public Notification of Board Meetings
- 171.2 Agenda Preparation
- 171.3 Consent Agendas
- 184 Minutes

Roberts Rules of Order

Paperless Board Meetings

- Initial concerns included:
 - Implementation costs for the program
 - Training for Admin. Assistant responsible for development of meeting agendas and packets
 - Training for Superintendent and Board members using the online information
 - Overcoming uncertainty of our low-end technology users on the Board
 - Cost of technology (laptops, tablets) used by Board members

- Financial commitment needed to make the switch to paperless:
 - District needed to keep cost below \$5,000 for everything involved
 - Board commitment – they agreed that time and resource savings would offset cost

- Options reviewed included:
 - Creating paper agenda and packet materials, scanning everything to one .pdf document and distributing that document to the Board electronically
 - Same as above, but scanning to individual documents, then distributing electronically (easier to insert documents with late notice)
 - Purchase software (hosted on-site and/or off-site)

- Results of going Paperless:
 - Community is “in the know” with current and past action considered by the Board (significant reduction in the negative grapevine)
 - All present and past Board information is available on the District’s website from anywhere, anytime
 - Board packet materials are projected on a screen during the Board meetings (they see what the Board members see)
 - Agendas and packets can be developed for multiple meetings at the same time
 - Board members are able to look over the meeting materials days/weeks in advance before it’s released to the public
 - No paper to print, collate, re-collate, mail, distribute, copy or archive
 - District’s ROI (approx. \$4,500 for software and all technology) realized in less than 10 months
 - Incredibly efficient and easy to use – a very happy Administrative Assistant! ☺

Paperless Board Meetings using BoardBook®:

- www.boardbook.org
- Online service has been formally approved by the Wisconsin Association of School Boards
- Provides transparency to the community – they see what our Board members see
- Used by the School District of Amery (www.amerysd.k12.wi.us) since June, 2009
- Easy to implement and easy to use by Admin. Assistant, Superintendent and Board
- Very low cost compared to other programs we researched
- Private and Public releases enable Board members to see items that are not appropriate for public view
- Customizable to your Agenda and packet format
- Quick links to your District’s policies, website and other resource sites (WASB, DPI, Roberts Rules of Order, etc.)

The following is an example of how you can protect your Board from accidentally forming a quorum in a happenstance situation. (Thank you to Patty Woodford from Menomonie for sharing this with us!) 😊

PUBLIC NOTICE

MEMBERS OF THE BOARD OF EDUCATION OF THE SCHOOL DISTRICT OF THE MENOMONIE AREA MAY ON OCCASION ATTEND SOCIAL EVENTS OR DISTRICT-SPONSORED ATHLETIC EVENTS AND ACTIVITIES

Public notice is hereby given that some members of the School District of the Menomonie Area Board of Education may on occasion attend social events or district-sponsored athletic events and activities in support of the staff and students of the school district.

The Board of Education will not conduct any governmental business during these events.