



Guidelines for Working with the Board of Education

Maintain a year round dialogue with Board of Education (BOE) members. Because we are a 501c3 organization, do not show favor to any one BOE candidate or member. Always extend invitations to all candidates or to all BOE members.

Invite Board Members to your PTO meetings (executive board and general) to meet parents and learn about strengths and concerns at your school.

During election season, make contact with **all** candidates (if they don't call you first) and invite them to a meeting and/or event at your school.

Pair up your executive board members with members of the Board of Education.

These executive board members should maintain a running dialogue with their assigned BOE member throughout the year, personally invite them to events/meetings at the school, and share concerns.

It is important, if you use this model, to make sure that all of your executive board members are sharing the same message with their assigned BOE member. One way to do this is to have the BOE rep from your executive board (or your PTO co-pres if you don't have a BOE rep) put together a 'script' every time contact is to be made with the BOE

If this method does not work for your PTO, then it is up to the president or BOE rep to be the primary contact person.

In this case, when you are contacting the BOE, make sure to send them all an email on the same topic; this allows them all the opportunity to be aware of your situation and to get involved.

You can follow up with phone calls to those BOE members who are most likely to be of help to you.

If necessary, share BOE phone/email contact information and a script for the parent population of your school if there is a particular issue that needs to be resolved.

PT Council will send out BOE calendars with dates of BOE meetings, public hearings, etc.

Currently, BOE regular meetings are 4th Tuesday of the month at 7pm in the Board Room on the 5th floor at Government Center

At the BOE regular meetings there is a "Time for the Public to be Heard." During this time you may introduce yourself and speak on an issue for 3 minutes. Board of Education members will not respond to your comments, but if you wait until the end of the BOE meeting you can chat with them further about your comments, or you can follow up the next day via email/phone.