

# DEVELOP YOUR LEADERSHIP SKILLS

## Parliamentary Procedure



Learn the secrets of Robert's Rules of Order and make your board meetings more efficient, effective, and satisfying.

Upon completion of this program, you will be able to:

- Describe the roles of the meeting leader and participants
- Discuss why rules are necessary and how they enhance the decision-making process
- Relate the standard order of business to your board agenda
- Demonstrate how motions are introduced, debated, and disposed of
- Interpret the hierarchy of motions
- Explain the critical differences between/among motions—including reconsider and rescind; table, postpone and refer; and old business and unfinished business.

Through case studies, simulations, and hands-on activities, you will acquire a greater understanding of how to run meetings and how meetings you attend should be run.

## Focusing the Board on Student Achievement *New!*



All board members want students to achieve to their fullest potential. But what is "student achievement?" How do we prepare students for the next level of education or the world of work? How do we measure results? What information do we need from school administrators to make informed decisions? Get the answers to those and other critical questions all board members should be asking.

Upon completion of this program, you will be able to:

- Make student achievement part of your board's monthly business
- Discuss alternative assessment methods
- Mine for student achievement data beyond test scores
- Implement best curriculum practices within budget constraints
- Lead your board in making decisions to promote increased student achievement

Through formal presentations and hands-on exercises, learn how to increase student achievement in your district.

To register or for more information, call Heidi Bullock, Business Department, at 1-888-886-5722 extension 5217 or direct line 609-278-5217 or complete the coupon below and fax to 609-695-2934.



Credits: 2  
Core Area for CBM: None  
Core Area for MBM: None  
Core Area for CBL: Elective

Please register me for:  **Parliamentary Procedure**  
— January 20, 2007  
9:00 a.m.-4:00 p.m.

**Focusing the Board on Student Achievement**  
— January 20, 2007 or — March 31, 2007  
9:00 a.m.-4:00 p.m.

All programs held at the Raritan Valley Academy, Middlesex Regional Educational Services Commission, Piscataway

- Members: \$125 per person       Non-members: \$250 per person  
 Bill Board (Voucher enclosed)\*       Payment enclosed (Make check payable to NJSBA)

Cancellation Policy: A fee of \$25 will be charged for cancellations made within 10 working days of the program. Cancellations made within 72 hours and no-shows will be charged the full fee. For possible program cancellations due to inclement weather, call 609-392-2000.

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
DISTRICT: \_\_\_\_\_ COUNTY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: (h) \_\_\_\_\_ (b) \_\_\_\_\_  
FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Return to: New Jersey School Boards Association, Business Department 413 W. State Street, P.O. Box 909, Trenton, New Jersey 08605-0909 or FAX: 609-695-2934  
\*If you wish to be billed and a voucher is required for your records, please send it with your registration to avoid duplication. Travel directions will be provided when your registration is confirmed.