

Example

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Michael Johnson, Superintendent, Averill Park Central Schools**

Staff Presentation Protocol at Board of Education Meetings

Your presentation is part of an official meeting of the Board in public session. What you say and how you say it are an important part of board understanding of the district and your program, and their likely ongoing support of your efforts. You have had the opportunity to present personally or lead a group of presenters on various topics. This presentation is similar. The following is the Board's agreed format for presentations. It is based on an understanding that the Board:

- is addressing multiple topics during the public meeting,
- want to understand what you are presenting,
- wants its questions answered, and
- is on a demanding schedule.

1. Provide a written agenda and all handouts to Superintendent by two weeks prior to the board meeting. A meeting will be scheduled to review your presentation. On Thursday prior to the Board meeting Board packets will be sent so that the Board members have an opportunity to review background information on your topic.

2. At the meeting briefly present your topic. The complete presentation should not exceed 15 minutes. You need not cover everything. The Board will ask questions and/or clarifications based on their concerns and/or interests. This may/will add much more time. If you have 3-4 people attending the presentation only 1-2 should present to keep the formal presentation brief. Everyone believes in the topic they present and feels that they need to be thorough; however, your audience is the Board. I can't stress strongly enough to be brief. Specific issues, questions will be brought out by the Board in the question/answer portion of your presentation.

3. Always present to the Board, not the general audience. The Board is your specific audience. Recognize that meetings are held in public, but it is not an open session for the audience. The Board President may take questions from the audience - that's the President's prerogative. Never acknowledge an audience member's question - turn to the Board President before responding. The Board President runs the meeting and decide to take the question or not.

4. In organizing your presentation, think through clearly what the questions, concerns, and issues are, and try to incorporate these into your presentations.