

Norms for Reports to the Board

- Summary (as below) is expected as part of the Preview Agenda
- 30 minute maximum time allotment (presentation and Q/A) unless the Superintendent or the Board president requests additional time or the full board requests additional time during the “Preview Agenda” planning item.
- Open session Board member requests for additional information need full board authorization; email requests by board member requests for information are to be directed to the superintendent with a CC to the board; as those made at the table, require full board approval.

REQUESTED INFORMATION PRIOR TO A REPORT TO THE BOARD
DATE BOARD WILL RECEIVE REPORT e.g. October 19, 2015 (3 business days to review)
DATE BOARD COMMENTS/QUESTIONS TO BE SUBMITTED TO DR. KELLEY e.g. 10/23/15 (2 business days to prepare response)
DATE OF REPORT TO THE BOARD: e.g. October 27, 2015
NAME(S) OF PRESENTER(S) e.g. <i>District CFO</i>
TYPE OF REPORT e.g. <i>State mandated</i>
REPORT FORMAT e.g. <i>Executive summary of full report including graphics</i>
HISTORY/BACKGROUND TO ESTABLISH CONTEXT: e.g. Follow-up to ECRA presentation at 9/28/15 Board meeting
1 OR 2 SENTENCE SUMMARY / PREVIEW OF PURPOSE AND CONTENT OF REPORT e.g. <i>Initial review of student achievement data to seek Board assessment of progress toward District goals # 3</i>
RESOURCE IMPACT, IF ANY e.g. <i>Funding request to purchase new math textbook series</i>
TENTATIVE TIMELINE FOR DECISION / IMPLEMENTATION e.g. <i>No later than June 2015</i>
DATA TO BE PRESENTED e.g. <i>Middle school MAP scores</i>
DISTRICT GOAL(S) ALIGNED WITH REPORT e.g. <i>#s 1 and 2</i>
OTHER POSSIBLE REPORT INCLUSIONS AT THE DISCRETION OF THE ADMINISTRATION
NEXT STEPS e.g. <i>FINAL REPORT ON STUDENT ACHIEVEMENT IN JUNE</i>
BOARD POLICY(IES) ALIGNED WITH REPORT e.g. <i>#6:10</i>