



# *Minidoka County School District #331*

*Empowering Students to Succeed*

## **Board Presentation Guidelines**

August 2017

In order to provide the maximum amount of information in the most efficient amount of time in a board meeting the following guidelines have been compiled.

### **General Public, Students and Staff:**

- Please direct your remarks primarily to the board but remember you are in a public meeting and should acknowledge the rest of the audience as well.
- Please provide a written copy of your presentation at least one week in advance along with any additional background information you might feel relevant. Please be mindful of trustees' time and keep your submission of background material to no more than twenty pages.
- Please keep your presentation to ten (10) minutes or less, not including trustee questions. This time limit may be adjusted by the board when the invitation to present is offered.
- If your presentation involves the use of technology, please contact Kerri Tibbitts, Board Secretary at 436-4727 or [ktibbitts@minidokaschool.org](mailto:ktibbitts@minidokaschool.org) in advance.

### **Administrators and Central Office Staff:**

- **Good News Report:** When giving a Good News Report please keep your information concise and limit your presentation to three (3) to five (5) minutes. Each building will be assigned a month to present a good news report, however this does not mean that is the only month you can present.
- **Building Accountability Report:** The Board is no longer asking for a Building Accountability Report. You will be asked to do at least one Good News Report instead. The Board will be focusing on accountability information at the November work session for elementary and the January work session for secondary.
- **Effective Instruction Presentations:** In order to keep the Board informed on the progress we are making toward our Priority Focus on Effective Instruction they would like a brief (five minutes or less) teacher presentation on what that teacher is doing in their classroom to improve effective instruction. This may involve technology, but does not need to. We need an elementary and secondary teacher at each board meeting starting in September. Please make sure that your staff practice their presentation so that it is only five minutes and then they can answer questions from the Board.
- **Reports:** When giving any report to the Board please keep your information focused on answering the purpose of the report, or the information requested by the board, and limit your presentation to five (5) minutes, not including clarifying questions from the board.