

Presentations to the Jefferson County Board of Education

Board members rely upon clear presentation of facts, analysis, and conclusions from the District's educators and experts to make decisions. A well-crafted Board presentation is developed with the overarching goal of increasing the effectiveness of the Board in fulfilling its roles and responsibilities concerning governance, oversight, and leadership. It addresses topics that reflect the strategic priorities and goals established by the Board in Vision 2020: Excellence with Equity.

A presentation should have a clearly expressed purpose and describe how it relates to Board roles and responsibilities. The information, data, and analysis provided should be directly relevant to the purpose of the presentation, and should be presented in a format that is clear and accessible. At its conclusion, Board members should be able to easily identify the key salient points of the presentation, and have a clear sense of how they can use the information provided to address the issues being discussed (e.g. to inform future decisions, hold the district accountable, provide strategic direction to district leadership).

Presentations should reflect the context in which they are made – the length of time available, the Board decision or action being requested, additional background information shared prior to the meeting, and the most effective delivery method for the presenter.

Presentations and supporting or background materials should be sent to Board members as early as possible, and no later than the Wednesday prior to the Board meeting when the presentation will be made. Presenters are entitled to expect that Board members have reviewed materials prior to the meeting.

Presentations should be brief, focus on the highlights and any call to action, and avoid dense or text-heavy visuals. In short, presentations should be visual reminders of key points to guide the interaction, allowing appropriate time for discussion.