RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

PRESENTATIONS TO THE BOARD | 2006.1

The guidelines provided in this administrative memorandum are intended to assist District employees in preparing and delivering presentations to the Board at Board meetings (public session) or Board workshops.

1. Presentation materials shall adhere to the following specifications for formatting and content:
   a. All presentation materials must contain the presenter's name, official title/position, and the department/committee the presenter is representing at the time of the presentation.
   b. All pages/slides must be numbered.
   c. The presentation should be structured as follows:
       i. Page/slide 1: Title page/slide containing the subject of the presentation; the presenter's name, official title/position, the department/committee the presenter is representing at the time of the presentation; and the date of the presentation.
       ii. Page/slide 2: Keyword page/slide to define any acronyms used in the presentation and terms unique to the presentation.
       iii. Page/slide 3: Overview page/slide to clearly explain the topic being presented.
       iv. In general, the content and organization of the presentation should follow the District's recommended framework for presentations to the Board.
   d. PowerPoint presentations should use the appropriate District template.
   e. Electronic files must be named as follows: Date, subject, and presenter's initials (e.g., 3162008RestructuringSR.ppt).

2. Presentations must be submitted in electronic format to the Office of the Superintendent at least 10 workdays prior to the date of the presentation. (Presentations must be approved by the presenter's immediate supervisor prior to submission to the Office of the Superintendent.) The Office of the Superintendent will post the presentation in BoardDocs.

3. Presentations should not exceed 15 minutes (for presentations at Board meetings) and 30 minutes (for presentations at Board workshops) in duration.

4. After the presentation, questions from the Board should be addressed first by the presenter. The presenter may call on support personnel to address specific questions from Board members.

5. The presentation will be made available to the public (via BoardDocs) the day after the Board meeting/workshop.

Questions about the information contained in this administrative memorandum should be directed to the Superintendent.