

Guidelines for Staff Reports to the School Committee Nashoba Regional School Committee

Below you will find statements, and guiding questions, to be considered when preparing a presentation to the School Committee. Where possible, please work the answers to these questions directly into your presentation:

1. Define the issue or question.

What is the key question for which we are seeking answers? What is the core problem we are trying to solve? How does it relate to our district goals or student achievement?

2. Provide brief overview/background information.

What are our current practices in this area? What is working? What are the challenges? Are there deadlines involved? What data do we have to show this?

3. Provide recommendations.

What changes are being proposed? What alternatives are there? Who will be involved? What would be the timeline?

4. Provide budget implications.

How much will this change cost or save? How can we demonstrate that this action is an effective use of resources?

5. Provide a statement of impact.

How will this action improve student achievement/student behavior? How will it impact our climate/culture? How will it help us achieve our goals? How will we measure the impact?

6. Identify potential policy implications.

Do we need to add, change or remove policies or procedures to take this action?

7. Plan a succinct, timed, and explicit presentation.

Make effective use of slides. Assume that the audience has read and understands your slides and all provided information, so you do not need to repeat it. Who will speak to the topic? How long has been allotted for the presentation? What kind of questions can be anticipated? How long has been allotted for questions and answers?

All presentations are due, in electronic format, to the Superintendent's Office one week prior to the actual school meeting presentation.

Adapted from **The Essential School Board Book**, Walser (2009) p. 83 Feb 26, 2014