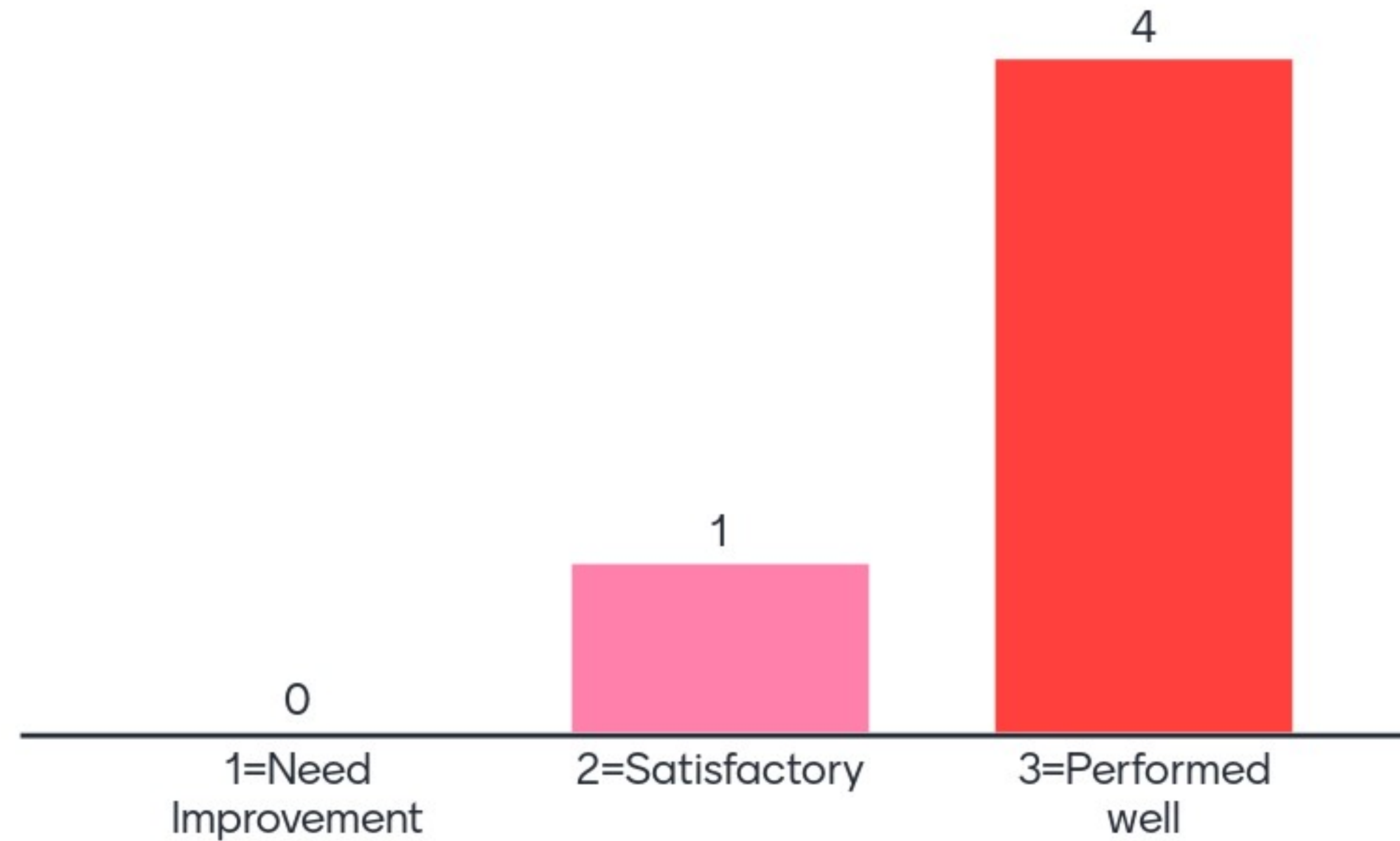
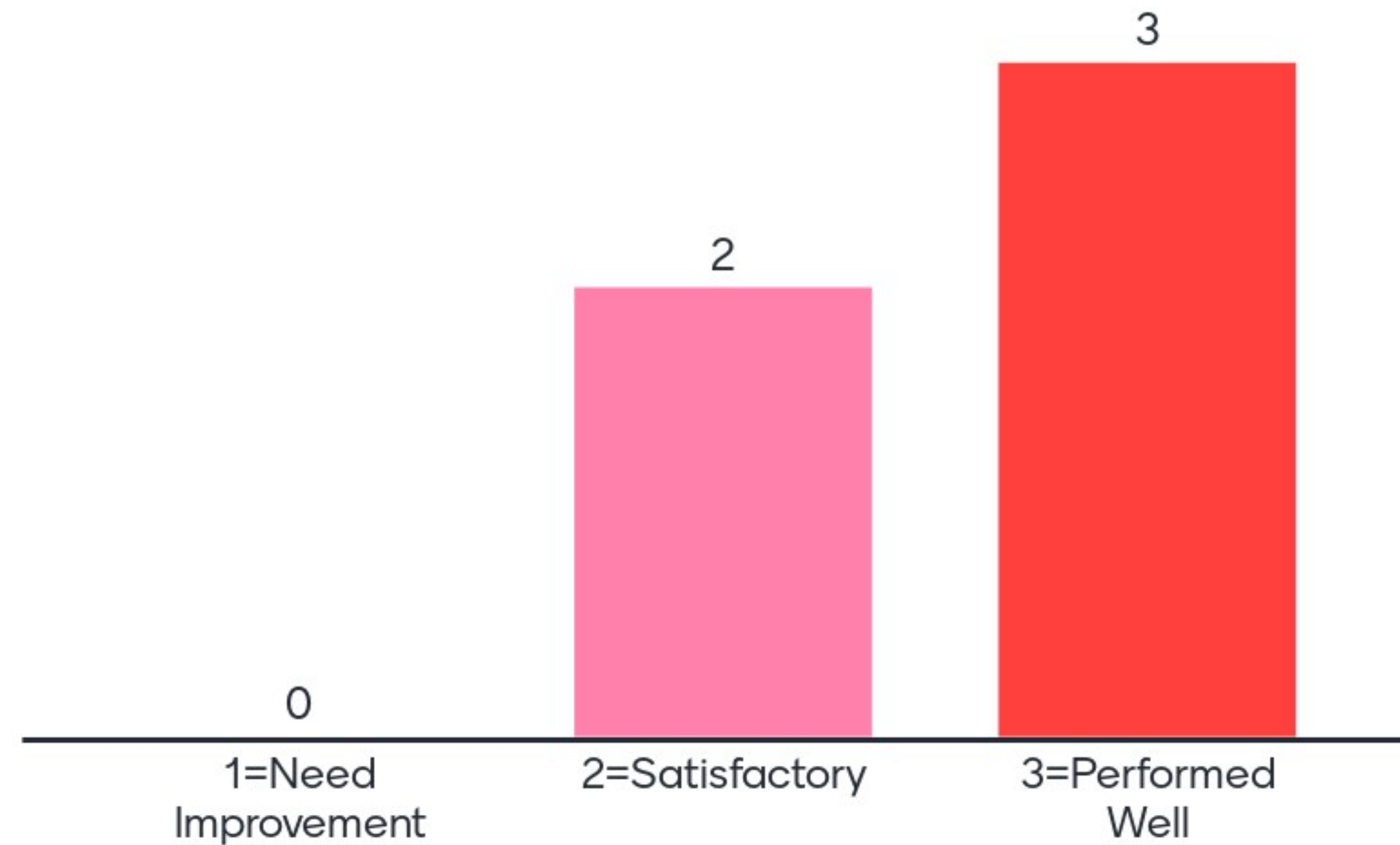


COME PREPARED

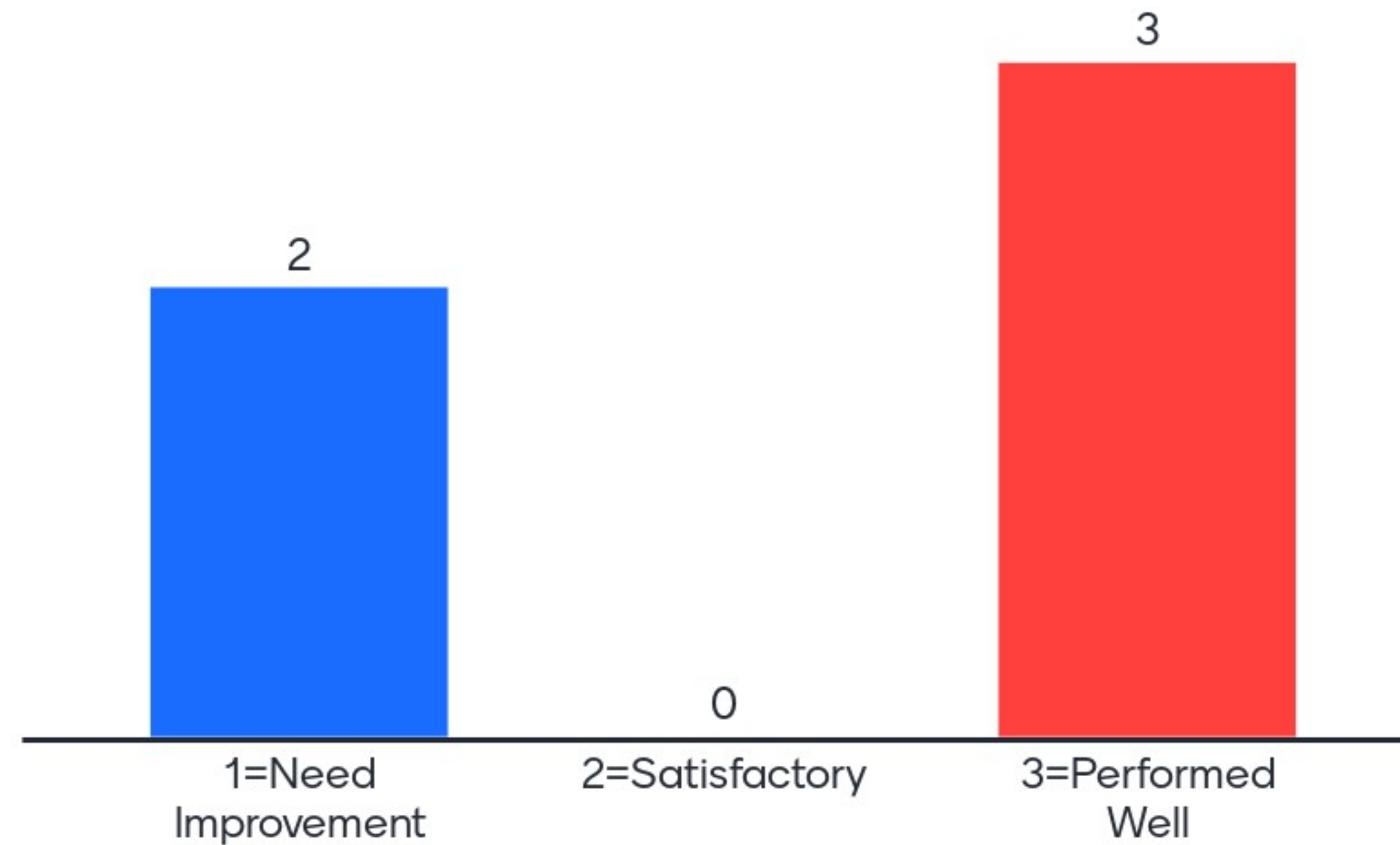
Read any provided materials in advance of meeting to ensure appropriate preparation for board discussions and decision making.



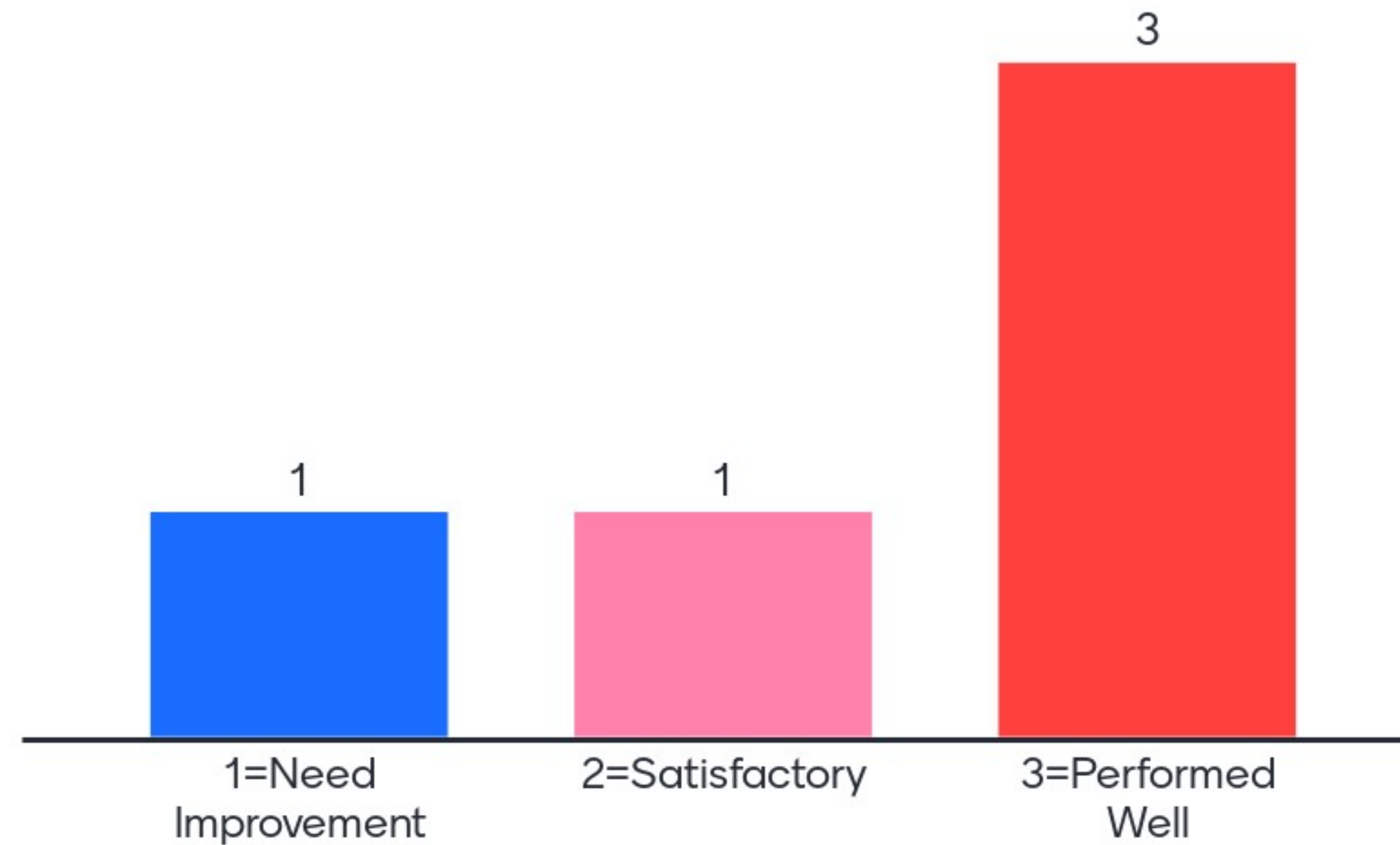
No Surprises. Present questions & requests for additional info regarding agenda items in advance. This avoids unnecessary surprises & delays in work



Arrive a few minutes before the posted meeting start to allow time to get settled and organize materials before the meeting is called to order.

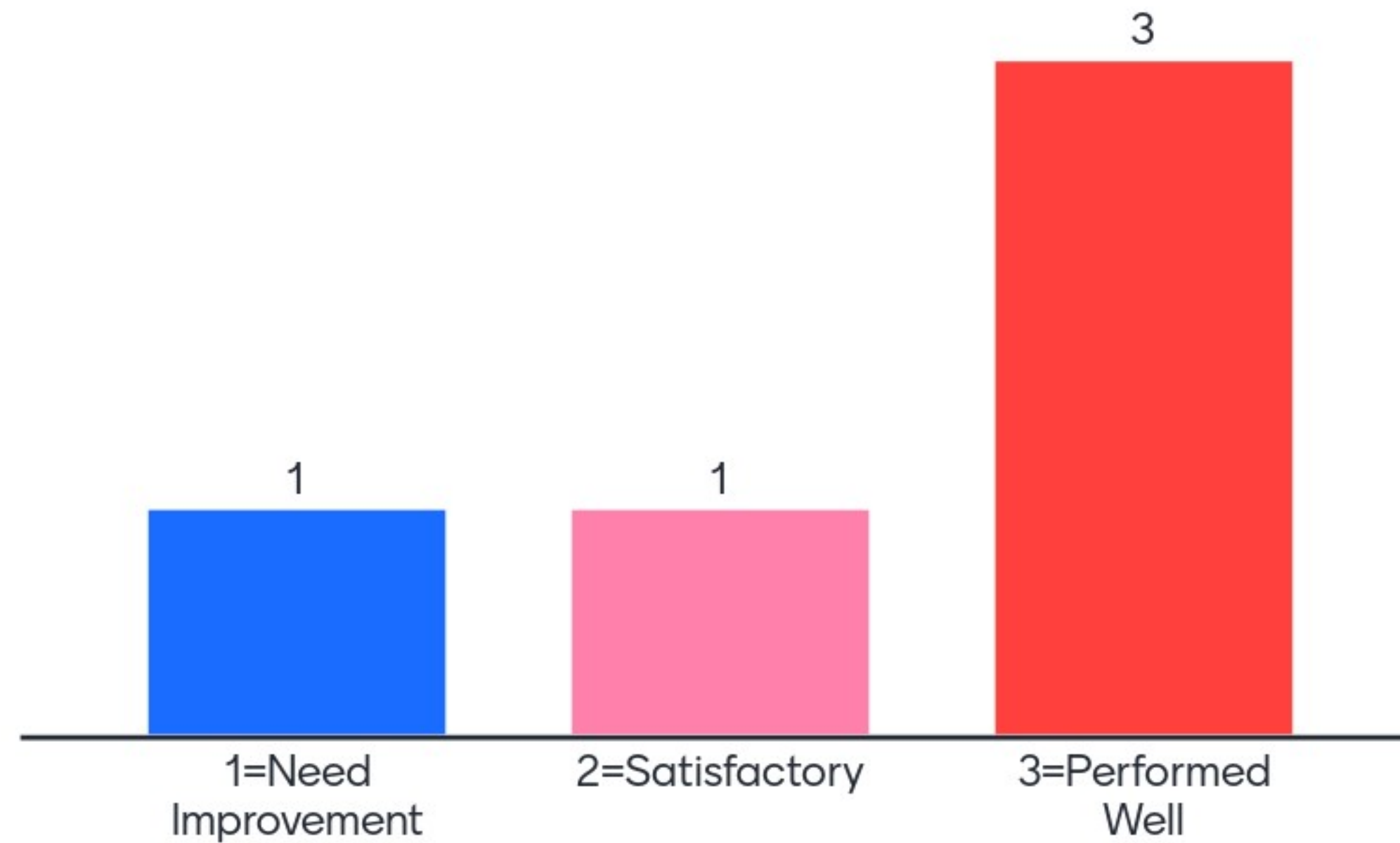


If you will be introducing items or making a presentation, prepare info in advance & contact the superintendent if coordination is necessary.



STAY FOCUED

Resist temptation to delve into items not on the agenda. If additional time is needed request it be placed on a future agenda so notice is given.



BE RESPECTFUL

Be respectful of presenters. Avoid arguing/embarrassing the public or staff who come to share concerns/info. Doing so will diminish image/respect.

