

**BOE Trustee Vacancy
Public Interviews Moderator Procedures
Briarcliff Manor UFSD
August 1, 2012
Middle School Theater – 7:00 p.m.**

PRIOR TO INTERVIEWS BEGINNING

Copies of applications are available to public on the table at the entrance to the MS Theater and school website. Public is provided index cards for question submission.

SESSION FORMAT

BOE Opening Remarks: Sal Maglietta (remind audience to fill out cards with questions and submit to moderator)

Candidate Introductions: Each candidate is allowed 2 minutes for introductory comments (order determined by random drawing)

BOE Prepared Questions: Moderator reads a question simultaneously to all candidates.
No rebuttals.
First responder is alternated.

Follow the bullets below for each question:

- Each candidate is allowed 1.5 minutes to respond
- After all candidates have responded BOE can ask follow up questions directed to certain candidates and specifically related to the answer to the posed question.
- Candidates are allowed 1.5 minutes to respond to follow up question.

After all BOE questions are completed, the BOE is offered the opportunity to ask any general questions. A candidate that is asked a question is allowed 1.5 minutes to respond. After this is complete we will transition into the public questions.

Questions prepared by the Public: Moderator reads question submitted by public
Candidate that is asked a question is allowed 1.5 minutes to respond
Remaining candidates are allowed 1.5 minutes to respond (first responder of remaining candidates is alternated)

Candidate Closing Remarks: Each candidate is allowed 2 minutes for closing comments in reverse order of opening remarks

BOE reminds public to please email us with any input regarding any of the candidates by 5:00pm Thursday , Aug. 2, 2012 and on Friday Aug. 3, 2012 at 9:00am the BOE will have a special meeting in the district conference room to select the candidate to fill the vacant seat.