

Tailoring Board Presentations to Your Audience

WASBO Spring Conference 2022

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School District Of Jefferson



My Background

Master Electrician

HVAC Tech

School Dist. Facility Maintenance Role

Director of Building & Grounds

Customers, Engineers or School Board

- ▶ Effectively Communicate the Issues & Needs

Part 1

Presenting Facility Reports to the School Board

Presentation Goals

- ▶ Community Support
- ▶ Credibility With Board
- ▶ Validate Budget Use
- ▶ Seeds For Future Needs
- ▶ Share Vision

Traditional Presentation

Grounds:

- Snow Removal Winter 2018/2019.
- Kubota 3990 Ford Replacement.

Buildings:

- Quarterly sprinkler testing H.S.
- East Elem. Roof repair.
- HVAC repairs.
- East Elem. New bathroom partitions second floor.
- H.S. boys and girls varsity locker room new ceiling tiles.

Custodial/Staffing:

- Custodial staff floor care training.

Energy/Utility

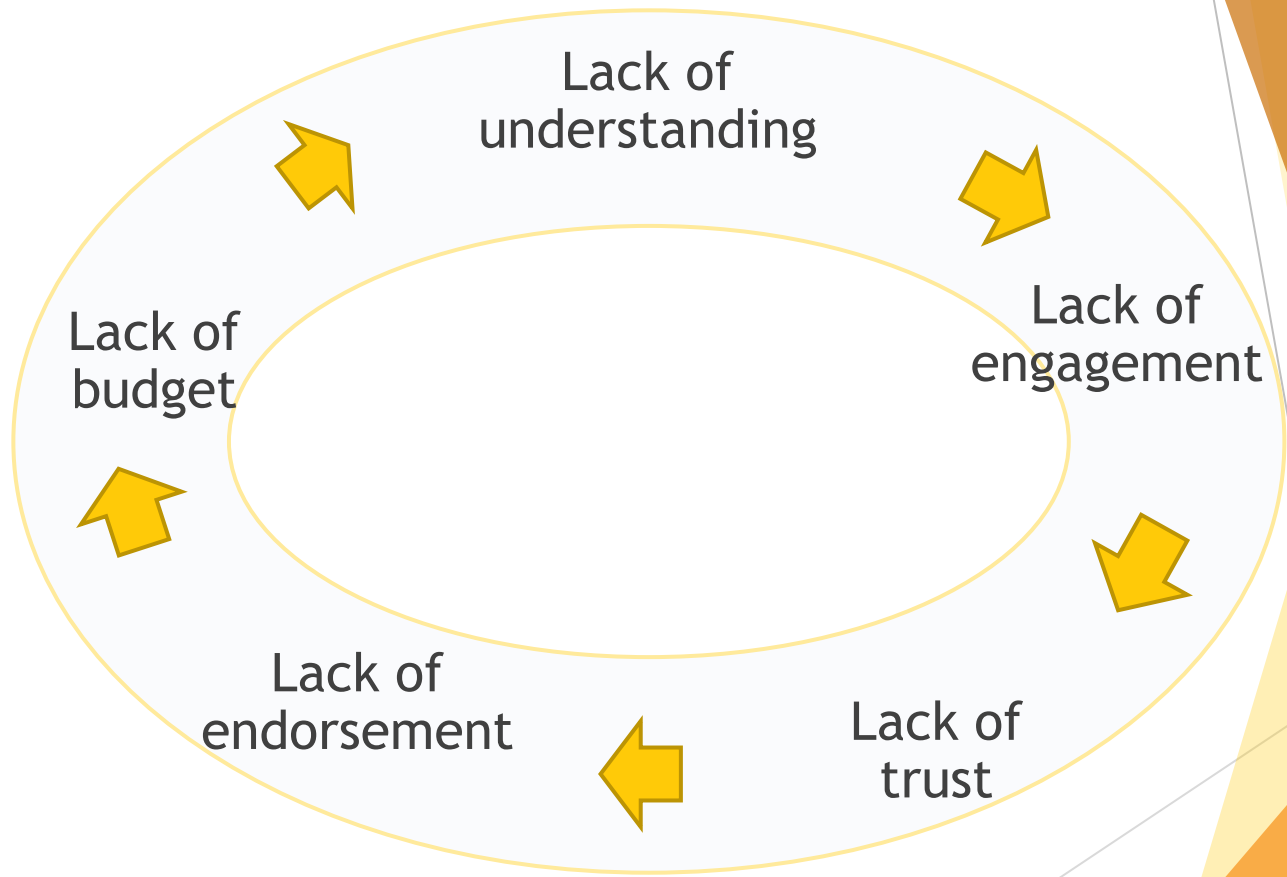
- LED lighting installation East Elementary.

Projects:

- New work order system implemented.
- East/West playground equipment received.
- Phase 2-safety grant film order in progress.
- Ag welding fume/exhaust system in progress.
- Sullivan window and door project in progress.
- Sullivan painting project in progress.
- Sullivan parking lot resurfacing in progress.
- Middle School north parking lot resurfacing in progress.
- West Pope path in progress.
- H.S. pool dolphin replacement.
- Middle, West Elem. East Elm. Sullivan Elem. fire alarm monitoring system in progress.

Usual Response





Lack of understanding

Lack of engagement

Lack of trust

Lack of endorsement

Lack of budget



Considerations for Delivering Better Presentations

Time Limits

- ▶ Small part of the meeting
- ▶ Highlights only



Reporters

- ▶ Everything is reportable - maybe not what you want
- ▶ Taken out of context
- ▶ Elaborate with care
- ▶ Controversial subjects



Tips For Better Presentations

The background of the slide features abstract, overlapping geometric shapes in various shades of yellow and orange. These shapes are primarily located on the right side of the slide, creating a modern and dynamic visual effect. The colors range from light, pale yellows to deep, rich oranges and browns. The shapes are layered, with some appearing more prominent than others, giving a sense of depth and movement.

#1: Convey Expertise

- ▶ First hand, transferred or a combination
- ▶ Present proof of need & results
- ▶ Predict likely outcomes of options





Parking Lot Lighting

HS Parking Lot Lighting

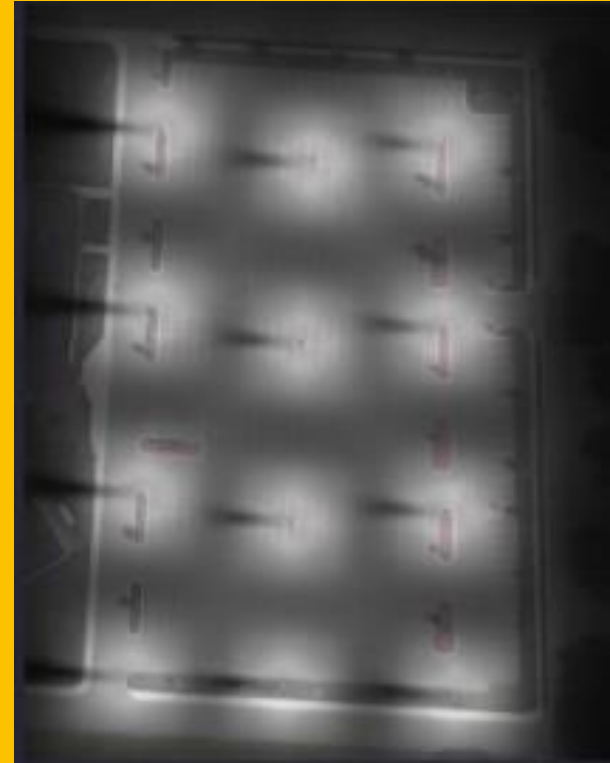
Remove Old Light
Heads

Upgrade to LED Heads

Results:

Reduced Dark Spots

Improved Safety





Parking Lot Drainage

Parking Lot

Resurface

Drain Installation

Results:

Reduce Slip Hazard



#2: What Does Good Look Like

- ▶ Use photos to compare
- ▶ Educate & explain
- ▶ Make subject matter less intimidating
- ▶ Zoom in / Mark it up



Window Replacement



Replace Windows

Results:

- Energy Savings
- Improved Safety
- Prevent Water Infiltration

Tuck Pointing



Masonry Tuck-pointing & Caulking

Prevent Water
Infiltration



Lintels



Tuck Pointing
Suspected Problems

Inspection Confirmed
Lintel Damage

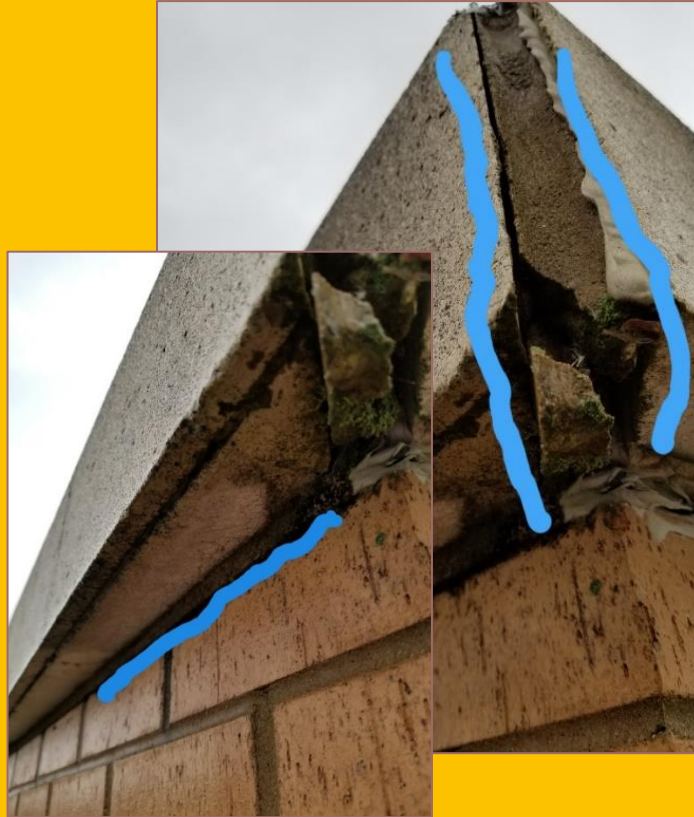




Middle School Building Envelope

Caulk Capstones,
Expansion Joints
and Windows

Results:
Reduced Water
Infiltration



Tuck Pointing & Brick Replacement



Brick Replacements



Completed Brick Replacement



#3: Expose Unseen Areas

- ▶ Build credibility & attention to detail
- ▶ Show the inner workings - difficult to describe
- ▶ Convey the importance of doing the work in their terms

Pool Timers



Replace pool timers & wiring

Results:

Accurate Times

No ghost starts

S-Traps



Replace rusted pipes

Results:

No Leaks

Preserve historic fixtures

Canopy Supports



West Canopy

Remove Concrete

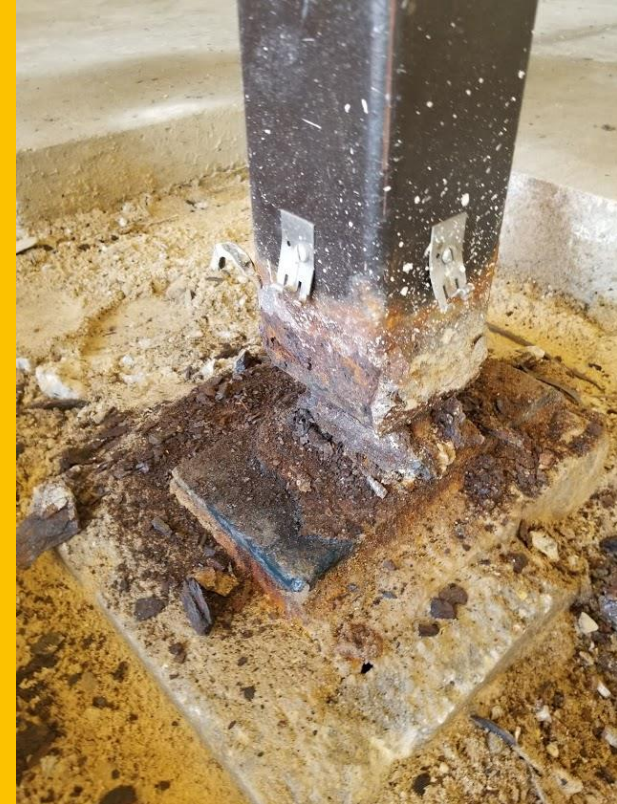
Inspect Poles

Replace Poles

Replace Concrete

Results:

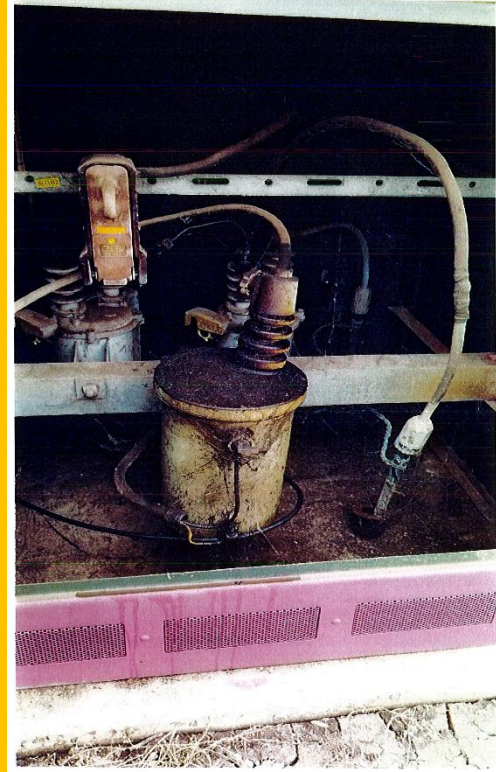
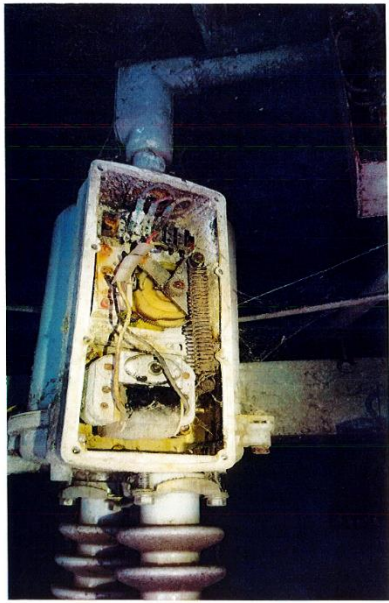
Structural Safety



#4: Convey Safety Priority

- ▶ Work to be done in areas that it would be unsafe for them to see in person
- ▶ Show the use of safety equipment
- ▶ Justify budget needed to work safely

Field Lights - Replacement



Outdated
Switchgear

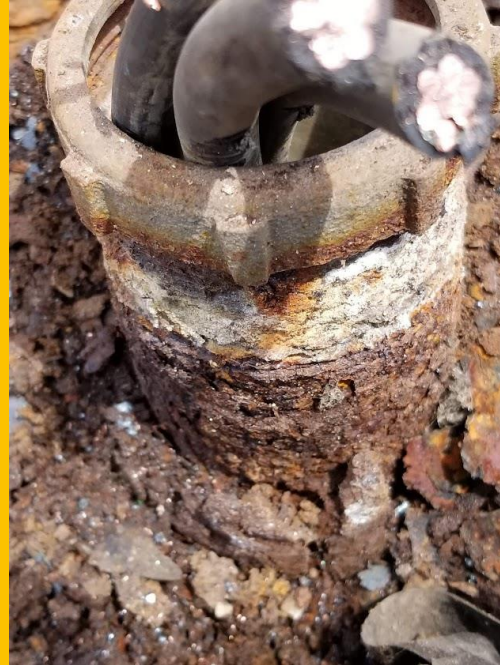
Results:

Safety

Replacement
Parts

Reliability

Field Lights - Replacement



Remove Old Poles

Field Lights - Replacement



Install New Poles

New Electrical
Infrastructure

Upgrade Lights

Results:

Structural Safety

Consistent Lighting

#5: Behind The Scenes

- ▶ Show efforts made - staff value and endorsement
- ▶ Tools used - efficiencies



Preventative Maintenance / Indoor Air Quality



Uni-Vent Cleaning/
Bearing Repair

Uni-Vent
Disinfection/Cleaning

Preventative Maintenance / Indoor Air Quality



Uni-Vent Cleaning/
Bearing Repair

Uni-Vent
Disinfection/Cleaning

Preventative Maintenance / Indoor Air Quality



Uni-Vent Cleaning/
Bearing Repair

Uni-Vent
Disinfection/Cleaning

New Process & Equipment



Results:
Efficiency
Quality

#6: Impact Evidence

- ▶ Show proof of impact - reporting
- ▶ Credibility
- ▶ Management & monitoring value

Energy Tracking

MyPortfolio | [Sharing](#) | [Reporting](#) | [Recognition](#)

JEF - East Elementary

120 S. Sanborn Ave., Jefferson, WI 53549 | [Map It](#)
Portfolio Manager Property ID: 6057652
Year Built: 1938
[Edit](#)

ENERGY STAR Score (1-100)
Current Score: 91
Baseline Score: 46
[Change Metric](#)

Summary | [Details](#) | [! Energy](#) | [Water](#) | [Waste & Materials](#) | [Goals](#) | [Design](#)

[Refresh](#) to see **Source EUI** Trend
[Change Metric](#)

Metrics Summary

Metric Change Metric	Dec 2013 (Energy Baseline) Change Metric	Aug 2019 (Energy Current) Change Metric	Change ?
ENERGY STAR Score (1-100)	46	91	45.00 (97.80%)
Source EUI (kBtu/ft²)	122.3	66.0	-56.30 (-46.00%)
			-11.70

[Change Metrics](#)
[Change Time Periods](#)

#7: Vision & Future Needs

- ▶ Strategic direction for department
- ▶ Value to district

Future of SDOJ



Part 2

School Board Walk Through

Old Approach to Walk Through

- ▶ Guided Tour
- ▶ Focus on Cleanliness
- ▶ Show New Installations

Old Approach to Walk Through

- ▶ Didn't Know What They Were Missing
- ▶ Low Engagement
- ▶ Few Understood
- ▶ Questions Remained

New Walk Through Goals

- ▶ Engagement
- ▶ Understanding
- ▶ Credibility
- ▶ Support

School Board Walk Through

#1: More Time - Use it

- ▶ Sole Purpose
- ▶ Elaborate on Big Items
- ▶ Include Smaller Items



School Board Walk Through

#2: Opportunity for 1:1

- ▶ Get to know each member
- ▶ Encourage questions - develop relationship
- ▶ No reporters -
 - elaborate to the level needed
 - no hesitancy in asking questions

School Board Walk Through

#3: Opportunity to Educate

- ▶ Understand the facilities experience
- ▶ Supplement the tour with reference documentation
- ▶ Tailor to level of the audience

School Board Walk Through

#4: Drive It Home

- ▶ Share more details
- ▶ Tell the story
- ▶ Explain why
- ▶ Elaborate on the risks

School Board Walk Through

#5: Reference Material

- ▶ Organized Like Your Itinerary
- ▶ Photos
- ▶ Supplemental Reports
 - ▶ Engineering
 - ▶ Inspection



Thank you

Any Questions?