

## **School Board Hearing Common Format**

- I. Open the record—establish spokespersons and identify witnesses.
- II. Union spokespersons open with overview of case (opening statement).
- III. District spokesperson often opens, but can reserve opening until union concludes its case.
- IV. Union presents its evidence.
  - A. Call witnesses (witness sworn in)
    1. Direct examination
    2. Cross-examination
    3. Redirect
    4. Recross
  - B. Introduce documents and other exhibits
  - C. Union “rests.”
- V. District spokesperson opening statement (if reserved in Item III, above.)
- VI. District puts on its case
  - A. Call witnesses (witness sworn in)
    1. Direct examination
    2. Cross-examination
    3. Redirect
    4. Recross

B. Introduce documents and other exhibits

C. District “rests.”

VII. Union “rebuttal”—counter District's case with further witnesses and/or evidence.

VIII District “rebuttal”—counter union’s rebuttal.

IX. Union’s closing argument

XI. District’s closing argument

**\*\*NOTE:** When employer carries burden of proof (e.g., just cause grievances), the employer must go first