

# School Board Meeting Evaluation

Date \_\_\_\_\_

Evaluator \_\_\_\_\_

Items in this rating form are based in part on the Missouri School Board Association's (MSBA) *Foundational Principles of Effective Governance* and in part on standard principles of good meeting procedure.

1. "The Board clarifies the District's purpose. As its primary function the Board continually defines, re-defines and articulates district goals and vision." (MSBA)

How much time did the Board spend discussing, clarifying, articulating its vision for the district?

- no time  
 very little time  
 some time  
 much time

Comments \_\_\_\_\_

2. "The Board connects with the community. (It) engages in on-going two-way conversation with the entire community" (MSBA)

How much evidence do you see that the board is conducting two-way conversation with the entire community – either within the meeting or outside it?

- No evidence of two-way communication with community  
 little evidence of 2-way conversation with community  
 some conversation  
 on-going communication

Comments \_\_\_\_\_

3. "The Board employs and evaluates one person – the superintendent – and holds that person accountable for the performance of the school district. The board delegates the authority for employing and evaluating district staff to the superintendent...The employment relationship between a school board and superintendent consists of sincere mutual respect and a clear understanding of respective roles and responsibilities" (MSBA)

- a. Did the Board act to build a positive relationship of mutual respect with the superintendent?

- no evidence of building positive relationship  
 little evidence  
 some evidence  
 strong evidence of positive relationship with the superintendent

Comments \_\_\_\_\_

- b. To what degree did you see evidence that the Board engages in directing, criticizing, evaluating or defining responsibilities of other staff?

- no interference with staff  
 a little interference with staff  
 some interference  
 a good deal of interference with staff

Comments \_\_\_\_\_

4. “The board delegates authority to the superintendent to manage the district and provide leadership for the staff...empowers staff to pursue board ends...without fear that the board will do (or re-do) staff work.” (MSBA). In the Board’s discussion, what evidence did you see of “micromanagement”, i.e. trying to run District operations?

- no micromanagement evidenced  
 a little micromanagement  
 some micromanagement  
 much micromanagement

Comments \_\_\_\_\_

5. “The board constantly monitors progress toward district ends and compliance with written board policies”...uses data to determine whether delegated authority is being used properly. (MSBA)

- no demonstration of monitoring progress toward goals,  
 a little evidence of monitoring progress  
 some evidence  
 much evidence of monitoring progress

Comments \_\_\_\_\_

6. Was student performance data discussed in the meeting through questions, looking at charts, using student performance in decision-making?

- no discussion of student performance data  
 little discussion of student performance data  
 some discussion of student performance data  
 a good deal of discussion of student performance data

7. “The board, collectively and individually, takes responsibility for its...own activity and behavior”. The board monitors its performance to see that it follows its own written rules and standards. (MSBA)

- no demonstration of board monitoring/evaluating its performance  
 a little demonstration of monitoring,  
 some demonstration of monitoring,  
 much evidence of monitoring

Comments \_\_\_\_\_

8. Following proper meeting procedures. The Board has officially adopted Roberts Rules of Order (RR) as the procedure for governing meetings. Check the rules that the board DID NOT follow consistently.

- Spoke only when recognized by the chair and given the floor  
 Refrained from interrupting other members who had the floor  
 Stayed on the topic, didn’t stray into other topics  
 Addressed the Board a maximum of two times on any motion

9. Observing proper decorum. (RR) Check the behaviors that board members DID NOT observe.

- Treated other members and staff with respect  
 Listened to others without interrupting  
 Discussed topics in a calm, business-like manner  
 Refrained from speaking a second time on an issue until others had spoken.