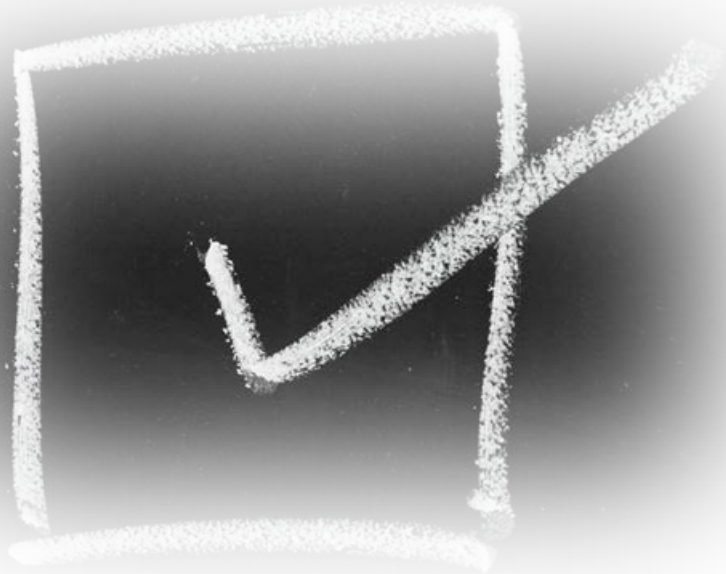




# **WASB SCHOOL BOARD MEETING SELF-EVALUATION**



Prepared by the WISCONSIN ASSOCIATION OF SCHOOL BOARDS

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# WASB SCHOOL BOARD MEETING SELF-EVALUATION TOOL

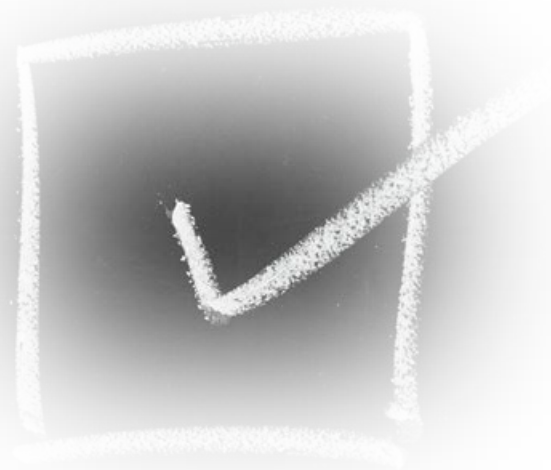
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Effective and efficient school board meetings are productive, conducive to good decision making, and are focused on the board's goals and priorities. A question that can be useful and important to answer is how a district's leadership team perceives its own meetings in light of their own expectations and general characteristics of effective meetings. The *WASB School Board Meeting Self-Evaluation Tool*\* allows a district's leadership team to evaluate their own meetings as often as they would like.

In Part I, the evaluation questions are presented from the perspective of evaluating a group of recent board meetings *in general*. For example, a school board could ask its leadership team to consider the regular board meetings that have been held over the last 6 months. In Part II, the same questions have been re-worded in order to facilitate the evaluation of a single (and likely very recent) board meeting.

The tool can be used on its own or in conjunction with the WASB/School Perception's *Annual Board Development Tool*. The *Meeting Self-Evaluation Tool* can also be further adapted to best fit the self-evaluation goals of an individual board. If needed, WASB consultants are available to facilitate discussions and improvements in effective and efficient school board meetings.

\*Important: The *WASB School Board Meeting Self-Evaluation Tool* is intended to facilitate an evaluation of regular school board meetings held in open session. Closed sessions and special meetings may not be appropriate to evaluate using this tool. School boards should evaluate and consider discussing with district legal counsel the open meetings law and public records law implications of using this or any similar tool. For example, written meeting evaluations may potentially be subject to disclosure under the public records law, which is a point each member of the district leadership team should be aware of before engaging in the process.



# Part I: Evaluating Multiple Meetings

## Meeting Preparation

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- 1. The agendas for the meetings were established and provided to the board in a timely fashion.**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure
- 2. The agenda for each of the meetings has been realistic to accomplish in the time allotted.**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure
- 3. The agendas/notices of the meetings have included all relevant topics that the board wished to address at the meetings and have prioritized items appropriately.**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure
- 4. The board’s packets of supporting/background material were sufficiently comprehensive (at the appropriate level of detail to prepare the board to discuss and make decisions on the agenda items without providing so much detail that important points were lost).**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure
- 5. The board’s packets of supporting/background material have been appropriately focused on providing key facts and data, and on the identification and evaluation of relevant options/choices.**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure
- 6. The board’s packets of supporting/background material were provided in a timely fashion.**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure
- 7. Board members sufficiently prepared for the meetings in advance (reviewed materials, sought clarification from the administration in advance to “avoid surprises,” etc.).**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

**8. The right people were available at the meetings to serve as topic-specific resources.**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

**9. The administrators who were present were adequately prepared to address the topic(s) that were relevant to their area(s).**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

**10. The district provided appropriate opportunities for stakeholder input into key decisions that were before the board during the meetings.**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

**11. The board used committees effectively with respect to any of the long-term initiatives and key decisions that were addressed during the meetings.**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

## The Meetings

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**12. At least a portion of each meeting was dedicated to an update on key district goals, strategic priorities, or improvement initiatives that have been established by the board.**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

**13. The board recognized students, staff and/or community members for an achievement at each of the meetings.**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

**14. The right amount of time was spent on the various agenda items.**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

**15. The board avoided extensive debate on non-critical details of issues that should have been seen primarily as operational/administrative concerns and that, therefore, should have been left to the discretion of the administration/staff.**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

**16. Board members had an adequate opportunity to discuss and understand the impact of decisions before taking action.**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

**17. The total length of each meeting was appropriate.**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

**18. The board did not encounter any procedural issues that interfered with the meetings or with taking action on any item (e.g., questions about rules of order, making and amending motions, etc.).**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

**19. The public comment periods worked well from a procedural standpoint (e.g., speakers were identified and given the floor through an efficient, orderly, and fair process aligned with a board policy).**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

**20. The public comment periods were used in a manner that is consistent with the board's goals and expectations for this portion of the meetings.**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

**21. Public comments were appropriately referred for follow-up, if needed.**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

**22. It is probable that each of the meetings, taken as a whole, served as evidence to the community that the district is governed by a committed leadership team working together toward common goals.**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

**23. The participants in each meeting modeled mutual respect, effective interpersonal communication, and professional behavior (e.g., convictions, criticisms, and concerns were presented in a constructive, rather than confrontational or personalized, manner).**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

# Post-Meeting

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**24. The final motions reflected in the minutes of the meetings provide a clear record of the board’s decisions.**

- Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

**25. If a consent agenda was used, the minutes provide a sufficient record of the board’s action with respect to each action that was consolidated within the consent agenda.**

- Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

**26. On any issue where the board requested follow-up research, information, etc., the administration had a clear record/understanding of what was requested and when the information was expected.**

- Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

**27. The administration planned to take the necessary steps to implement the actions taken by the board at the meetings.**

- Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

# Open-Ended Questions

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**28. What went well at the meetings?**

**29. What concerns, if any, do you have about the meetings?**

**30. How could these meetings have been improved?**

# Part II: Evaluating a Single Meeting

## Meeting Preparation

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- 1. The agenda for the meeting was established and provided to the board in a timely fashion.**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure
- 2. The agenda for the meeting was realistic to accomplish in the time allotted for the meeting.**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure
- 3. The agenda/notice for the meeting included all relevant topics that the board wished to address at the meeting and prioritized items appropriately.**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure
- 4. The board's packet of supporting/background material was sufficiently comprehensive (at the appropriate level of detail to prepare the board to discuss and make decisions on the agenda items without providing so much detail that important points were lost).**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure
- 5. The board's packet of supporting/background material was appropriately focused on providing key facts and data, and on the identification and evaluation of relevant options/choices.**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure
- 6. The board's packet of supporting/background material was provided in a timely fashion.**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure
- 7. Board members sufficiently prepared for the meeting in advance (reviewed materials, sought clarification from the administration in advance to "avoid surprises," etc.).**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

**8. The right people were available at the meeting to serve as topic-specific resources.**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

**9. The administrators who were present were adequately prepared to address the topic(s) that were relevant to their area(s).**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

**10. The district provided appropriate opportunities for stakeholder input into key decisions that were before the board at this meeting.**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

**11. The board used committees effectively with respect to any of the long-term initiatives and key decisions that were addressed during this meeting.**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

## The Meeting

---

**12. At least a portion of the meeting was dedicated to an update on key district goals, strategic priorities, or improvement initiatives that have been established by the board.**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

**13. The board recognized students, staff and/or community members for an achievement at the meeting.**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

**14. The right amount of time was spent on the various agenda items.**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

**15. The board avoided extensive debate on non-critical details of an issue that should be seen primarily as operational/administrative concerns and that, therefore, should be left to the discretion of the administration/staff.**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure



**16. Board members had an adequate opportunity to discuss and understand the impact of decisions before taking action.**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

**17. The total length of the meeting was appropriate.**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

**18. The board did not encounter any procedural issues that interfered with the meeting or with taking action on any item (e.g., questions about rules of order, making and amending motions, etc.).**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

**19. The public comment period worked well from a procedural standpoint (e.g., speakers were identified and given the floor through an efficient, orderly, and fair process aligned with a board policy).**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

**20. The public comment period was used in a manner that is consistent with the board's goals and expectations for this portion of the meeting.**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

**21. Public comments were appropriately referred for follow-up, if needed.**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

**22. It is probable that the meeting, taken as a whole, served as evidence to the community that the district is governed by a committed leadership team working together toward common goals.**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

**23. The participants in the meeting modeled mutual respect, effective interpersonal communication, and professional behavior (e.g., convictions, criticisms, and concerns were presented in a constructive, rather than confrontational or personalized, manner).**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

# Post-Meeting

---

**24. The final motions reflected in the minutes provide a clear record of the board's decisions.**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

**25. If a consent agenda was used, the minutes provide a sufficient record of the board's action with respect to each action that was consolidated within the consent agenda.**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

**26. On any issue where the board has requested follow-up research, information, etc., the administration has a clear record/understanding of what was requested and when the information is expected.**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

**27. The administration plans to take the necessary steps to implement the actions taken by the board at the meeting.**

Fully achieved     Mostly achieved     Partially achieved     Not achieved     NA/Not sure

# Open-Ended Questions

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**28. What went well at this meeting?**

**29. What concerns, if any, do you have about this meeting?**

**30. How could this meeting have been improved?**