

Meeting Management Assessment

Below is a board meeting management assessment for evaluators to use in critiquing a board meeting for the Board of Distinction Award. The column on the left represents the ideal condition. In the middle column circle from 1 (lowest) to 4 (highest) as to how you rate the school board meeting. In the right column make any additional comments about the board meeting. Please be advised that some items cannot be evaluated by observation only; therefore, the school board should provide the evaluators with their written policies for conducting a meeting (#7) and their annual agenda (#8) as well as minutes from the previous two meetings.

PREPARATION FOR THE MEETING						
				COMMENTS		
1.	Board meeting facilities provided the best environment for board meetings.	1	2	3	4	
2.	The Board provided seating arrangements which allowed the Board's business to be conducted openly to the public.	1	2	3	4	
3.	New items of a complex nature not on the agenda were not introduced for action.	1	2	3	4	
4.	Each agenda item had an appropriate amount of time allocated to it.	1	2	3	4	
5.	Routine agenda items were acted upon through a consent agenda.	1	2	3	4	
6.	Arrangements are made for appropriate media access to Board meetings.	1	2	3	4	

7.	The Board had written policies for conducting meetings which allow the public to be heard, but prevent anyone from dominating or disrupting its meeting.	1	2	3	4	
8.	An annual agenda is used to insure important items are addressed at the appropriate time.	1	2	3	4	
9.	The items on the agenda reflect the current needs of the system as well as long range planning and issues around student achievement.	1	2	3	4	
10.	Board members made informed comments and asked appropriate questions regarding agenda items.	1	2	3	4	

OPERATION OF THE MEETING

11.	Agenda items were reviewed and any changes in priority are set by the board as it adopted the agenda.	1	2	3	4	
12.	Closure on each agenda item was obtained before the Board moved to the next item.	1	2	3	4	
13.	The Board chairman truly ran the meetings and controlled the length of discussion in a timely fashion.	1	2	3	4	
14.	The Board guarded against consuming meeting with administrative details; time and energy was used for important governance issues; policy-making, planning and promotion.	1	2	3	4	

DECISION MAKING DURING THE MEETING

15.	In discussing agenda items the board thought through the problems and their causes before reaching decisions.	1	2	3	4	
16.	When issues came up in the meetings they were thoroughly explored until everyone understood the issue.	1	2	3	4	
17.	The Board withheld definite Board action until after the superintendent's recommendation was presented.	1	2	3	4	
18.	Decisions were in accord with full discussion and deliberation; so that all members had full attention paid to their point of view.	1	2	3	4	
19.	The Board made timely decisions even when controversy was inevitable.	1	2	3	4	
20.	The Board attempted to arrive at decisions which express a consensus before formalized votes were taken.	1	2	3	4	
21.	When a decision was made, it was clear who should carry it out and when.	1	2	3	4	

BOARD MEMBER PARTICIPATION DURING THE MEETING

22.	Board members strived to work closely together as a Board and avoided negative “political” practices such as alliances, trade-offs, etc.	1	2	3	4	
23.	All Board members were involved and attention to the business being discussed.	1	2	3	4	
24.	Board members kept their comments or questions focused on the agenda items under discussion.	1	2	3	4	
25.	Board members used the Board meeting time for genuine discussion and problem solving.	1	2	3	4	
26.	The Board chairman made certain all Board members had equal opportunity to present their views.	1	2	3	4	
27.	The Board assured interested parties that matters brought to their attention would be taken under consideration and a report would be forthcoming at a later date.	1	2	3	4	

PROCEDURES FOLLOWING THE MEETING

28.	Responsibility for staff action was recorded where appropriate in the board minutes.	1	2	3	4	
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**SUMMARY
of
Meeting Management Assessment for**

School System

Please forward this page to the school board after the evaluation team has complete its critique. Please make recommendations you feel are necessary for a more efficient operation of school board meeting. Comments or suggestions will not prohibit the board from attaining Board of Distinction.

Recommendations of the Evaluators

Recommendation 1.

Recommendation 2.

Recommendation 3.

Signatures of Evaluators

Name

Name

Name

School Board

School Board

School Board