

Part II: Evaluating a Single Meeting

Meeting Preparation

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

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?