

Meeting Evaluation 2

Rate the items below using the following scale. Select the rating for each item that best represents your opinion of performance at most of your board meetings.

E=Excellent

S=Satisfactory

N=Needs Improvement

	Ratings		
	E	S	N
1) The board holds meetings only when necessary.	E	S	N
2) The superintendent prepares agendas in cooperation with the board president.	E	S	N
3) The board receives the agenda and background information it expects with sufficient time to prepare before the meeting.	E	S	N
4) All members come to meetings on time and prepared to discuss material received in advance.	E	S	N
5) The board and superintendent are seated in a way that enables them to see and speak directly to each other during deliberations.	E	S	N
6) The public is provided copies of the agenda, can adequately hear board discussions, and can see visual aids presented to the board.	E	S	N
7) The board paces the meeting, encourages members to be concise and to the point, and concludes at a reasonable time.	E	S	N
8) Board members are courteous, open, and project a positive, professional image during the meeting.	E	S	N
9) The board conducts closed sessions according to state law and maintains confidentiality of discussions held there.	E	S	N
10) The board makes decisions based on what is best for all students and will accomplish district goals.	E	S	N

What can the board do to improve meeting effectiveness?

Meeting Evaluation 3

For each item below, place a check in the column to the right if you believe it was accomplished at this meeting.

	Check if "Yes"
1) Was the agenda adequately prepared and easy to follow?	
2) Were the supporting materials relevant?	
3) Were the agenda and supporting materials available far enough in advance to be useful?	
4) Were board leaders prepared?	
5) Was the superintendent prepared?	
6) Were participants prepared?	
7) Were the physical arrangements adequate?	
8) Were provisions for members of the media adequate?	
9) Were full and accurate records kept of the meeting?	

What should we consider or not consider changing for the next meeting if we could not check each item?

Adapted from the Pennsylvania School Boards Association Academy Notebook, Pennsylvania School Boards Association

Meeting Assessment 4

Complete the items below using the following scale:

Ineffective	Below Average	Average	Good	Very Effective
1	2	3	4	5

Select the number for each item that best represents your opinion of the meeting.

1) An agenda was used and followed.	
2) Discussion focused on areas of board authority.	
3) The board discussed all available options.	
4) Everyone was on time and prepared to work.	
5) Decisions were clear, informed, and focused on the district's priorities.	
6) Facts and feelings about issues were discussed.	
7) Members had an opportunity to use their skills and gain new ones.	
8) Disagreements (conflicts) were dealt with, not avoided.	
9) Rewards (compliments and/or thanks) for good work were handed out during meeting.	
Total Score	

How did you score the meeting?

41–45 Very effective

32–40 Good

23–31 Average

14–22 Below average

0–13 Ineffective

Source:

Pennsylvania Association of School Boards Academy Notebook
 Pennsylvania Association of School Boards
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