

Woodrow Wilson Academy Board of Directors

Board Responsibilities, Duties and Self-Evaluation

1. The board is responsible for implementing the vision and mission statements as well as the school’s philosophy and objectives. Further, the board is responsible for periodic evaluation of WWA, taking into consideration the school’s philosophy and goals as stated in the vision and mission statements.

How satisfied are you that:	Not Satisfied	Satisfied	Not Sure	NA
1.a. all board members are familiar with the current vision and mission statements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.b. all board members support the current vision and mission statements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.c. the vision and mission statements are appropriate for the school in the next two to four years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.d. the board’s policy decisions support the vision and mission statements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.e. the board evaluates the school periodically as compared to the school’s philosophy and goals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How can the board do better in this area?

2. The board is responsible for developing and implementing a strategic plan in order to establish the school’s direction and major goals.

How satisfied are you that:	Not Satisfied	Satisfied	Not Sure	NA
2.a. the board has a strategic vision of how the organization should be evolving over the next 3 to 5 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.b. the board periodically engages in strategic planning in order to establish the school’s direction and major goals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.c. the board has identified key indicators for tracking progress toward the school’s strategic goals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.d. the board is knowledgeable about the school’s current programs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.e. the board knows the strengths and weakness of each major program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.f. the board’s process for tracking program performance is effective and well communicated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.g. the board periodically considers adopting new programs and modifying or discontinuing current programs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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How can the board do better in this area?

3. The board is responsible for establishing policies for the Principal's operation of WWA as well as ensuring that the provisions of the corporation's Articles of Incorporation, Bylaws, the charter, and other contracts or agreements with the Jefferson County R-1 School District are being followed. Further, the board is responsible for keeping full and accurate minutes of board meetings and those of its committees.

How satisfied are you that:	Not Satisfied	Satisfied	Not Sure	NA
3.a. board policies are relevant and meet the needs of the school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.b. all board members know the key components of the Articles, Bylaws, charter and other agreements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.c. all board members know which waivers the school has in order to operate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.d. the board keeps accurate corporate records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.e. the board communicates its policies, minutes and records to its stakeholders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How can the board do better in this area?

4. The board is responsible for establishing fiscal policy and boundaries, including but not limited to, budgets and financial controls for the school.

How satisfied are you that:	Not Satisfied	Satisfied	Not Sure	NA
4.a. the board ensures that the budget reflects the priorities established in the strategic plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.b. the board receives understandable, accurate and timely financial reports on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.c. the board has instituted appropriate financial controls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.d. the board requires an annual financial audit and considers all recommendations made in the management letter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.e. the board has established sound facility financing policies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.f. the board has an adequate amount of liability insurance for the school and the board,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

collectively or individually?				
4.g. the board periodically reviews or causes to be reviewed all of the insurance carried by the school to ensure that it is adequate and competitively priced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.h. the board has adopted adequate and up-to-date human resource policies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How can the board do better in this area?

5. The board is responsible for selecting and employing a Principal. Moreover, the board is responsible for conducting a written annual evaluation of the performance of the Principal and establishing his/her performance goals for the following year.

How satisfied are you that:	Not Satisfied	Satisfied	Not Sure	NA
5.a.a written job description clearly delineates the responsibilities of the Principal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.b.the board assess the Principal's performance in a systematic and fair way on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.c the board conducted its last Principal search in a professional and competent manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.d.the respective roles of the board and Principal are clearly defined and understood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.e a climate of mutual trust and respect exists between the board and Principal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.f. the board gives the Principal enough authority and responsibility to lead the staff and manage the school successfully?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.g. board members refrain from attempting to direct the work of staff members?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How can the board do better in this area?

6. The board is responsible for establishing necessary committees and ensuring that all directors are actively involved in appropriate committee assignments.

How satisfied are you that:	Not Satisfied	Satisfied	Not Sure	NA
6.a. the current committee structure contributes to board productivity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.b. committee assignments reflect the interests, experience, and skills of the members of the board?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6.c. each committee has a written purpose and plan of work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.d. policies regarding committee assignments offer adequate opportunities for leadership development?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How can the board do better in this area?

7. The board is responsible for developing and maintaining a communication link to the community.

How satisfied are you that:	Not Satisfied	Satisfied	Not Sure	NA
7.a. the board effectively communicates the governance structure to its school community?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.b. the school community understands the respective roles of the Principal & board?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.c. board members understand who is the official spokesperson for the school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.d. board members promote a positive image of the school in the community?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.e. the school has an effective public relations & marketing strategy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How can the board do better in this area?

8. The board is responsible for conducting a written annual self-evaluation, including consideration of whether the board and its committees are independently knowledgeable concerning school matters or is relying too heavily upon the Principal and other school personnel for guidance in establishing and maintaining policies.

How satisfied are you that:	Not Satisfied	Satisfied	Not Sure	NA
8.a. the board evaluates itself at least annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.b. individual board members are very knowledgeable about the school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.c. most board members are actively engaged in the work of the school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.d. the frequency of meetings is effective for the reasonable discharge of the board's responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.e. the committee structure enhances the board's productivity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8.f. committee assignments reflect individual board member's expertise and skills?

How can the board do better in this area?

9. General Assessment

- a. What issues should occupy the board's time and attention during the coming year?
- b. How can the board's organization or performance be improved in the next year?
- c. What other comments or suggestions would you like to offer related to the board's performance?

DRAFT