|  | **Strongly Agree** | **Somewhat Agree** | **Somewhat Disagree** | **Strongly Disagree** |
| --- | --- | --- | --- | --- |
| **RESPONSIBILITY 1: Determine the School’s Mission and Purpose** |
| 1.1 All board members are familiar with the school’s mission and vision statements. |  |  |  |  |
| 1.2 The current mission and vision statements are appropriate for the school’s role in the next two to four years. |  |  |  |  |
| 1.3 The board’s policy decisions and the school’s programs and services reflect the mission. |  |  |  |  |
| **RESPONSIBILITY 2: Select and Support the School Leader and Review His or Her Performance Periodically** |
| 2.1 A written job description clearly spells out the responsibilities of the school leader? |  |  |  |  |
| 2.2 The board respects the responsibilities distinct to the school leader? |  |  |  |  |
| 2.3 The board conducted its last search for a school leader in a professional and competent manner? |  |  |  |  |
| 2.4 The board assesses the school leader in a systematic and fair way on a regular basis? |  |  |  |  |
| **RESPONSIBILITY 3: Approve and Monitor the School’s Programs and Services** |
| 3.1 The board is knowledgeable about the school’s current programs and services? |  |  |  |  |
| 3.2 The board knows the strengths and weaknesses of each major program? |  |  |  |  |
| 3.3 The board periodically considers adopting new programs, and modifying or discontinuing current programs? |  |  |  |  |
| **RESPONSIBILITY 4: Ensure Adequate Resources** |
| 4.1 The board understands the fundraising strategy for the school? |  |  |  |  |
| 4.2 The full board provides financial support to the school on an annual basis? |  |  |  |  |
| 4.3 Board members actively ask others in the community to provide financial support to the school? |  |  |  |  |
| 4.4 The board has a clear policy on the individual board members’ responsibility to raise money? |  |  |  |  |
| **RESPONSIBILITY 5: Ensure Effective Fiscal Management** |
| 5.1 The board discusses thoroughly the annual operating budget of the school before approving it? |  |  |  |  |
| 5.2 The board takes advantage of the budget process to consider the most effective allocation of limited resources? |  |  |  |  |
| 5.3 The board receives financial reports on a regular basis that are understandable, accurate, and timely? |  |  |  |  |
| 5.4 The board requires an annual audit and considers all recommendations made in the independent auditor’s report and management letter? |  |  |  |  |
| **RESPONSIBILITY 6: Engage in Strategic Planning** |
| 6.1 The board focuses much of its attention on long-term significant policy issues rather than on short-term administrative matters? |  |  |  |  |
| 6.2 The board has a strategic vision of how the school should be evolving over the next three to five years? |  |  |  |  |
| 6.3 The board periodically engages in a strategic planning process that helps it consider how the school should meet new opportunities and challenges? |  |  |  |  |
| **RESPONSIBILITY 7: Carefully Select and Orient New Board Members** |
| 7.1 The board has an effective process to identify the qualification and expertise that new board members should bring to the school? |  |  |  |  |
| 7.2 The board’s composition reflects the diversity needed by the school? |  |  |  |  |
| 7.3 The board cultivates and recruits candidates who possess the qualities needed to strengthen board composition? |  |  |  |  |
| 7.4 The board provides new members with a comprehensive orientation to board responsibilities, the school’s programs and services, and administrative procedures? |  |  |  |  |
| 7.5 The board has established policies for length of board service and rotation of board members? |  |  |  |  |
| **RESPONSIBILITY 8: Understand the Relationship between Board and Staff** |
| 8.1 The respective roles of the board and staff are clearly defined and understood? |  |  |  |  |
| 8.2 A climate of mutual trust and respect exists between the board and the school leader? |  |  |  |  |
| 8.3 The board gives the school leader enough authority and responsibility to lead and manage the school successfully? |  |  |  |  |
| 8.4 The board has adopted adequate polices for staff selection, training, promotion, and grievance procedures? |  |  |  |  |
| **RESPONSIBILITY 9: Enhance the School’s Public Image** |
| 9.1 The board has approved an effective marketing and public relations strategy for the school? |  |  |  |  |
| 9.2 Board members promote a positive image of the school in the community? |  |  |  |  |
| 9.3 The board understands who can serve as the official spokesperson for the school? |  |  |  |  |
| **RESPONSIBILITY 10: Organize Itself so that the Board Operates Efficiently** |
| 10.1 Board members are familiar with the bylaws and charter contract? |  |  |  |  |
| 10.2 The board regularly reviews its policies, procedures, bylaws, and charter contract? |  |  |  |  |
| 10.3 Board members receive clear and succinct agendas and supporting written material sufficiently prior to board and committee meetings? |  |  |  |  |
| 10.4 The agendas of board meetings focus on substantive issues appropriate for board consideration? |  |  |  |  |
| 10.5 Board members have adequate opportunities to discuss issues and ask questions? |  |  |  |  |
| 10.6 Board meetings are preserved for strategic discussions, not information sharing. |  |  |  |  |
| 10.7 Current committee structure contributes to board productivity? |  |  |  |  |
| 10.8 Committee assignments reflect the interests, experience, and skills of the board members? |  |  |  |  |
| 10.9 Each committee has a stated purpose and an annual plan of work? |  |  |  |  |
| 10.10 Policies regarding committee assignments offer adequate opportunities for leadership development? |  |  |  |  |
| **RESPONSIBILITY 11: Ensure Sound Risk Management Policies** |
| 11.1 The board has approved a policy to enable the school to manage and reduce risks to a tolerable level? |  |  |  |  |
| 11.2 The board has an adequate amount of liability insurance to cover board members and staff in the event of lawsuits filed against them as individuals or against the school as a whole? |  |  |  |  |
| 11.3 The board periodically reviews all of the insurance carried by the school to ensure that it is adequate, meets the requirements of the charter contract, and is competitively priced (e.g., directors’ and officers’, general liability, workers’ compensation)? |  |  |  |  |
| **INDIVIDUAL SELF-EVALUATION** |  |  |  |  |
| 1. I understand the school’s mission and vision. |  |  |  |  |
| 2. I support the mission and vision. |  |  |  |  |
| 3. I have a good working relationship with other board members and the school leader. |  |  |  |  |
| 4. I am knowledgeable about the school’s philosophy of education, major programs, and services? |  |  |  |  |
| 5. I follow trends and important developments in education and charter school policy. |  |  |  |  |
| 6. I assist in fundraising by, for example, identifying prospective donors, personally asking others to make a contribution, or signing thank-you letters to contributors. |  |  |  |  |
| 7. I give or get an annual financial gift to the school in an amount that is personally meaningful |  |  |  |  |
| 8. I read and understand the school’s financial statements. |  |  |  |  |
| 9. I act knowledgeably and prudently when making recommendations about how the school’s funds should be invested or spent. |  |  |  |  |
| 10. I focus my attention on long-term and significant policy issues rather than short-term administrative matters. |  |  |  |  |
| 11. I recommend qualified individuals with relevant skills and experience as possible nominees for the board. |  |  |  |  |
| 12. I prepare for and participate at board committee meetings, as well as other activities of the school. |  |  |  |  |
| 13. I willingly volunteer and use my special skills to further the school’s mission. |  |  |  |  |
| 14. I complete all assignments in a responsible and timely manner. |  |  |  |  |
| 15. I take advantage of opportunities to enhance the school’s public image by periodically speaking to leaders in the community about the work of the school. |  |  |  |  |
| 16. I respect the confidentiality of the board’s executive sessions. |  |  |  |  |
| 17. I respect and support board decisions when made, even if I was a dissenting vote when the decision was made. |  |  |  |  |
| 18. I speak for the board or school only when authorized to do so. |  |  |  |  |
| 19. I suggest agenda items for future board and committee meetings. |  |  |  |  |
| 20. I advise and assist the school leader when your help is requested. |  |  |  |  |
| 21. I avoid burdening the staff with requests for special favors. |  |  |  |  |
| 22. I ensure that any communication with staff below the school leader does not undermine the relationship between the school leader and the staff. |  |  |  |  |
| 23. I avoid, in fact and in perception, conflicts of interest that might embarrass the board or school and disclose to the board in a timely manner any possible conflicts. |  |  |  |  |
| 24. I am heard and considered when I give my opinions and views. |  |  |  |  |
| 25. I find serving on the board to be a satisfying and rewarding experience. |  |  |  |  |