





**IS THIS AN EFFECTIVE SCHOOL BOARD MEETING?**



For each question mark “thumbs up” for positive reaction or  
“thumbs down” for negative reaction.

		<u><b>OBSERVATIONS</b></u>
		Was the agenda for the meeting posted online or made available prior to the beginning of the meeting?
		Are copies of the agenda available for all citizens/guests prior to the start of the meeting?
		Is the meeting located in an easily accessible location and scheduled at a convenient time for most citizens/participants to attend?
		Is there ample seating for all guests/citizens at the meeting?
		Do you have a clear view of all board members?
		Can you hear all of the discussion?
		Does the meeting begin on time?
		Is the meeting conducted in a friendly, comfortable manner, not stiff and formal, so that it encourages citizens to attentively listen and does not generate animosity?
		Is there a quorum of board members present at the beginning of the meeting?
		Does the Board Chair guide the meeting swiftly through such items as roll call, salute to the flag, approval of minutes, etc. in a way that it appears that there was prior authorization for these items?
		Do board members receive the previous meetings' minutes prior to the meeting so that the minutes are not read aloud?
		Is there an appointed time on the agenda for public comment from participants and citizens?
		Does the school board publicize the procedure for citizens/guests to speak or to get items on the agenda?
		Are board members respectful in the manner in which they relate to presenters?
		Do school board members argue publicly?

		<b><u>OBSERVATIONS</u></b>
		Do the board members follow Robert's Rules (or some other form) of Order?
		Does the Board Chairman run the meeting and not delegate, by default, the job to the Board Secretary or Superintendent?
		Does the Board Chair or President allow appropriate discussion by each board member, but also move the meeting along in a timely manner?
		Is there a lot of rehashing and restating of already presented ideas and positions, instead of recommending a motion?
		Does the Board Chair let anyone dominate the meeting, including himself/herself?
		Is the Superintendent provided enough opportunity to report about student achievement and work of the district?
		Does the Superintendent dominate the meeting?
		Are there enough administrators at the meeting to handle most questions so that no board members or citizens leave the meeting having his/her questions unanswered?
		Is the School Board attorney present or participating by webcam during the meeting?
		Does the Board Attorney participate in non-legal issues during the meeting?
		Do the board members go into executive session by first going into a closed meeting to determine whether a matter should be handled in executive session? Do they announce the reasons for doing so?
		Does the Board save executive session business for the end of the meeting?
		Or do they use executive session frequently to discourage the citizens/guests from staying at the meeting?
		Do board members explain actions taken during executive session?
		Does the meeting last a reasonable amount of time?
		Upon leaving the meeting, do you feel positive about the school district work that was accomplished during the meeting?
<b><u>TOTAL</u></b>	<b><u>TOTAL</u></b>	<b>EFFECTIVE OR INEFFECTIVE BOARD MEETING?</b>

**More observations:**

For more information, please contact:  
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