



SCHOOL BOARD EVALUATION INSTRUMENT



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Part I. Rate the degree to which the Board performs each element of the seven indicators of an effective Board of Trustees.

4 = Fully, 3 = To a great degree, 2 = Partially, 1 = Inadequately

1. PERFORMING ROLES & FULFILLING RESPONSIBILITIES

	4	3	2	1	I don't know	Comments
a. The Board governs in a way that balances taking care of routine matters, (including fiduciary oversight) with long-term thinking and strategic decision making.						
b. Trustees are aware of and the abide by the <i>NAIS Principles of Good Practice</i> and their accreditation agency's governance standards.						
c. The Board focuses primarily on strategic and policy issues, leaving operational matters to the Head.						
d. The Board regularly reviews its policies, ensuring they are current and aligned with the school's mission, vision and values.						
e. Board officers, especially the chair/president, understand and fulfill their roles.						



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2. MEETING FIDUCIARY RESPONSIBILITIES

	4	3	2	1	I don't know	Comments
a. The Board effectively manages risks that may impact the school through good strategic decisions and fiduciary oversight.						
b. The Board acts on the annual financial audit in the best interest of the school.						
c. Trustees understand, have signed, and abide by the Board's Conflict of Interest Policy.						
d. The Board handles legal issues, making decisions that prevent problems; and, when problems arise, addressing and resolving them.						
e. The Board understands and annually reviews the school's crisis response preparedness plan.						
f. Relations with the community are healthy, as indicated by trend data.						
g. Trustees adhere to the Board's statement of ethics, especially re: confidentiality and conflict of interest.						
h. The Board receives regularly calendared reports from the administration; and exercises appropriate oversight to insure it fulfils its responsibilities as the school's fiduciaries.						



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3. GROWING AND SUSTAINING THE BOARD

	4	3	2	1	I don't know	Comments
a. The current Board structure (size; how constituted; how selected) promotes effectiveness, efficiency and organizational sustainability.						
b. The Board has an effective process in place to identify, recruit and vet potential new Trustees in light of the school's and board's current needs; and to orient them to their roles and responsibilities.						
c. The Board's annual self-appraisal process is effective in enhancing the performance of the Board over time.						
d. The Board participates in high quality professional development, including an annual retreat, to enhance its effectiveness and efficiency.						
e. Trustees abide by board policies and agreed-upon norms of conduct. If a board member habitually deviates from these norms, the situation is addressed and resolved effectively.						
f. The Board has a written Code of Ethics consistent with the school's mission, vision, and values. It is understood and adhered to by all Trustees.						



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4. HIRING AND SUSTAINING THE HEAD

	4	3	2	1	I don't know	Comments
a. The Board supports the Head through demonstrating respect for his/her role, supporting his/her professional development, and publicly demonstrating its support of him/her.						
b. The Board evaluates the Head's performance annually based on his/her job description and annual board-approved goals.						
c. The Chair maintains a close, supportive and positive relationship with the Head; the strength of that relationship is evident to the school community						
d. The Board has clear and comprehensive "Guidelines for a Head Search" ready to be implemented if needed.						

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5. OPTIMIZING BOARD OPERATIONS

	4	3	2	1	I don't know	Comments
a. Board meetings are well-run, productive and efficient; and make use of standardized formats for agendas, reports, minutes, etc. Meetings are characterized by a collegial, purposeful atmosphere.						
b. The Board has an appropriate number of committees; utilizes task forces; and has clear terms of reference for both committees and task forces to insure they support the Board's work effectively and efficiently.						
c. Guidelines for between-meeting Board member conduct are clear and are observed.						
d. Decision making by the Board is done carefully, thoroughly, collaboratively and in a timely manner. Decisions are aligned with the school's mission, vision, and values.						



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6. BEING STRATEGIC

	4	3	2	1	I don't know	Comments
a. The Board formally affirms the school's foundation documents (e.g. mission, vision, values) annually and consistently demonstrates a commitment to them in its discussions and decision-making.						
b. The Board has and utilizes a relevant mid- to long-term financial plan in its discussions and decision-making.						
c. The Board has and utilizes a relevant mid- to long-term facilities plan in its discussions and decision-making.						
d. The Board has and utilizes a relevant mid- to long-term strategic plan in its discussions and decision-making.						
e. The Board consistently practices strategic thinking.						
f. As appropriate, the Board employs the generative mode of governance effectively and usefully.						



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7. BEING ACCOUNTABLE

	4	3	2	1	I don't know	Comments
a. The Board measures its own performance against established principles of good practice; fidelity to the school's mission, vision and values; and its own goals (see Part II).						
b. The Board utilizes relevant mission-relevant data, measured over time, to inform its decision-making and to assess school performance and progress toward its goals.						
c. The Board recognizes, communicates, and celebrates school success.						

Part II. Fill-in the first column with specific Board Goals for the year and then rate the degree to which the Board achieved those goals.

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BOARD GOAL FOR THE YEAR	4	3	2	1	I don't know	Comments
1.						
2.						
3.						
4.						