Board Meeting Observation Sheet

This observation sheet can be used individually or by a full board to periodically assess how effectively and efficiently meetings are being prepared and run. It is helpful to attach a copy of the board meeting agenda.

Board: _____

Meeting Date: _____ Meeting started at _____ and the public session ended at _____

Observer: _____

Scoring: Use a 5-point scale for each item with 5, the highest mark, and 1, the lowest. Use a 0 for unable to tell. Also, 5 indicates the board seems to do this routinely. 1 indicates the board rarely or never does this.

Criteria	Score	Comments
These criteria are easily observed.		
01. Board members speak loudly and clearly enough so everyone present can hear them.		
02. The meeting is conducted in a business-like manner and follows accepted parliamentary procedures and rules.		
03. The chairman takes charge of the meeting and keeps the meeting under control.		
04. Board members treat school personnel and each other politely and with respect during the meeting.		
05. The appropriate school personnel are present at the meeting to supply information for agenda items.		
06. The location and setting of the meeting is comfortable and conducive to getting business done with adequate room for the public and media.		
07. A conscious effort is made to make the public feel welcome at board meetings, providing them with copies of the agenda, etc.		
08. The policy for public participation is explained at each meeting by the board chairman and is followed to maintain order.		

Criteria	Score	Comments
09. The meeting starts on time and ends within a reasonable time.		
10. Board members appear familiar with the materials provided to them prior to the board meeting.		
These criteria may not be as easily observed. See notes after each criteria.		
11. The agenda is received by board members within sufficient time for them to study and review it prior to the meeting. *NOTE: You may have to listen to comments from the board members or ask board chair when materials were received.*		
12. The agenda is accompanied by an appropriate amount of rationale and/or data. *NOTE: Are board members requesting additional information on most items?*		
13. Appropriate procedures are in place to permit any member to add items to the agenda. *NOTE: Consider the meeting as a whole.*		
14. If new issues surface at the meeting, the superintendent is given sufficient time to research those issues so the board is not forced to make a decision on the spot. *NOTE: Consider the meeting as a whole.*		
15. Board members display good listening skills, a spirit of compromise when problems arise, and work to achieve unity. *NOTE: Consider the meeting as a whole.*		
16. Board members vote their conscience, but support the majority decisions. *NOTE: This may not occur at the meeting you attend.*		
17. The board follows its role as a policy body and does not become involved in making administrative decisions at the meeting. *NOTE: Jot down any examples of veering into administrative areas, then weigh the big picture of the meeting.*		

Criteria	Score	Comments
18. Items are rarely added to the agenda at the last minute in order to avoid "surprises" for either board members, the superintendent, or administrative staff. *NOTE: Base your response of what happens at the meeting you attend.*		
Use your best judgment on Statements 19 & 20 based on the agenda and the flow of the meeting.		
19. The agenda is divided into action items and information items with consideration given to appropriate timing and placement for board discussion and public discussion.		
20. There is a rational relationship between how long the board spends on an agenda item and the importance of the item.		

General Comments: Please share any general observations about the meeting and any specific examples of actions – positive or negative – that you feel need to be mentioned.

TOTAL SCORE