



Charter School Board of Directors Self-Assessment Template

Issue/Concept	Complete	In Progress	Little/No Progress	Not Applicable
A Solid Foundation				
School has a well-drafted charter contract with its sponsoring agency				
School has well-drafted articles and bylaws				
School's legal and financial status are clear and well-understood				
Appropriate liability insurance and risk management practices are maintained at all times				
School has developed a long-term/strategic plan and revisits/revises on an annual basis				
Long-term plans are translated into annual action plans/goals				
Board Operations/Relations				
Board members understand their legal and ethical responsibilities (duty of care/loyalty, conflict of interest)				
New board members are oriented and fully briefed prior to being seated				
Board is composed of individuals with a broad and appropriate range of expertise and experience. Board seeks outside counsel for matters beyond its expertise.				
Board conducts annual self-evaluation				
Board member election/selection process ensures a broad and appropriate range of expertise and experience				
Meetings are well planned with clear agendas focused on appropriate policy and action items				
Board chair is a strong, capable meeting facilitator				
Board has developed meeting norms				
Meetings are conducted pursuant to common ground rules (e.g.; Robert's Rules) that are well understood by all members				

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Board committees have clear scope of responsibility and charges				
Individual board members prepare for meetings and participate constructively				
Board has a process for addressing ineffective, destructive, or absentee board members				
Meeting minutes record each board meeting and are distributed promptly after each meeting				
Relationship w/ School Director/Principal				
Board selects the director/principal				
Board develops performance goals/targets and evaluates director performance each year				
Board has established a plan for succession in the event the director/principal leaves/retires				
Board has clear understanding with staff regarding where board responsibilities begin				
Personnel & Staffing				
Board has adopted/approved a comprehensive set of personnel policies that are in line with all applicable state/federal laws & regulations. Policies are updated at least every third year				
Clear job descriptions and staffing plans are in place				
Budget & Finance				
Board adopts an annual budget that maximizes the schools resources in support of mission/vision				
Board monitors budget throughout the year				
Board contracts with independent auditor each year, reviews audit report, and takes any needed follow up action				
Board has adopted a long-term (e.g.; 5-year) financial plan in coordination with the school's overall long-term plans				
Board has adopted a comprehensive set of fiscal management and controls policies				
Board oversees all fund-raising activities on behalf of the school				

Issue/Concept	Complete	In Progress	Little/No Progress	Not Applicable
Instruction and Assessment				
Board has adopted/approved the school's curriculum and instructional program				
Board has adopted/approved student achievement goals/standards				
A broad-based assessment system is in place to measure progress toward instructional goals/standards				
Instructional program is in alignment with state requirements and terms of charter				
Student assessment data is assembled in a comprehensive, coherent fashion, presented to the board, and reviewed and analyzed in-depth on a regular basis				
School reports on student achievement to charter granting agency on a regular basis as part of ongoing oversight and renewal process				
Other				

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