



NYSED Board Meeting Evaluation Criteria

Compliance with Open Meeting

- Meeting time and place is posted properly on school website and/or onsite at school.
- If meeting includes board member participation via videoconference (e.g. Skype), the notice includes the locations of all members who will be participating via videoconference, and states that these sites are available to the public for attendance.
- All board members can see and hear one another during the meeting, including those board members participating via videoconference.
- A quorum (majority of the total board, including counting vacant seats not yet eliminated) is present when the board meeting is convened and/or any item on the agenda is being considered.
- One set of board materials is available for public inspection on the school's website.
- Only board members who have been approved by NYSED can vote.
- Actions taken by board, including description of any amendments, are clearly articulated. (Board members are clear what they are voting on).
- Meeting *generally* follows approved agenda
- The board meeting is accessible pursuant to ADA at all sites.
- One set of board materials is available for public inspection on the school's website.
- If the board goes into Executive Session, the board votes to do so: agenda and minutes show a valid reason to go into Executive Session which are:
 - a. matters which will imperil the public safety if disclosed;
 - b. any matter which may disclose the identity of a law enforcement agent or informer;
 - c. Information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
 - d. discussions regarding proposed, pending or current litigation;
 - e. collective negotiations pursuant to article fourteen of the civil service law;
 - f. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
 - g. the preparation, grading or administration of examinations; and
 - h. the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

Key Contractual Performance Areas Discussed

- Academic Performance related to benchmark 1 in Performance Framework is reviewed and discussed.
- The School's Financial Performance, including the school's budget, for the current school year is reviewed and discussed. Budgeted/Actual Enrollment:



NYSED Board Meeting Evaluation Criteria

- The school's enrollment, including current enrollment in relation to the school's maximum approved enrollment, is reviewed and discussed.
- The school's enrollment of SWDs, ELL/MLL, and ED students, including this enrollment in relation to the school's district of location, is reviewed and discussed.
- If applicable, strategies toward achieving equitable enrollment of SWDs, ELL/MLL, and/or ED students compared to the school's district of location, are reviewed and discussed.
- Plans for board training and development are discussed at the meeting or meaningful discussion/reflection occurs related to recent training attended by one or more board members.
- The board discusses, references, or utilizes the board's/the school's strategic plan.
- If the school has a Corrective Action Plan, the status of the plan and progress toward plan goals is reviewed and discussed.

Best Practices for Strong Boards

- The board has community representation or ensures that community voice has a presence at the board meeting.
- All board members present participate in the meeting.
- The meeting starts on time.
- There is a participant sign-in sheet.
- Meeting materials, if any, are distributed to all present.
- There is a portion of the board meeting as indicated in the meeting agenda for public comment.
- Members of the community attend the meeting such as parents, school staff, CBOs/partners, and students.
- The board makes use of its committees. For example, if the board has a finance committee, did that committee meet and make a recommendation to the board about the financial matters discussed at the meeting?
- The board's legal counsel is present or referred to regarding any needed follow-up.

School management presents information on the following:

- Attendance
- Suspensions/Expulsions
- School safety and climate (DASA related incidents)
- Parent engagement
- Data in a dashboard or in another format
- Special populations (such as SWDs, ELLs/MLLs, and EDs)