



**DRAFT**

Amador County Office of Education

**Board of Trustees Self-Evaluation**  
[Date]

### Board Self-Evaluation: Internal Functions

**Purpose:** The intent of this instrument is to record the range of perceptions regarding internal functions of the board as the first step in a self-evaluation process. These results should be tabulated and shared with trustees to inform a productive discussion regarding how the board can increase its effectiveness.

Definitions:

*Trustee:* An individual elected to serve on the board.

*Board:* The entity with legal authority to govern the district, made up of elected trustees.

*Governance Team Members (GTMs):* The elected trustees with the superintendent.

**Rating Scale** 1 = Strong Disagree 2 = Disagree 3 = Agree 4 = Strongly Agree

#### Board Unity

	Rating Scale	1	2	3	4
1. GTMs share a common understanding of governance.					
2. GTMs are committed to the County Office mission and values.					
3. GTMs do not undermine decisions of the board.					

#### Board Role

	Rating Scale	1	2	3	4
1. GTMs agree on the role of the Superintendent, the board and the relationship between them.					
5. Trustees do not attempt to direct staff.					
6. GTMs agree on the role of the Board President.					
7. The board does not micromanage or rubber stamp.					

#### Board Culture

	Rating Scale	1	2	3	4
8. GTMs treat each other with respect and actively identify and address conflicts among team members.					
9. GTMs are comfortable holding team members accountable for their behavior.					
10. There are no surprises between the board and the superintendent.					



11. GTMs model the County Office values in their behavior. 

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**Board Structure**

Rating Scale	1	2	3	4
12. The board has written agreements to clarify how it operates.				
13. The board actively uses and abides by these agreements.				
14. The board uses these agreements to evaluate its effectiveness, and uses the results to improve its own performance.				

**Preparing for Meetings**

Rating Scale	1	2	3	4
15. Trustees receive sufficient information on agenda items necessary to make informed decisions.				
16. All trustees receive the <i>same</i> information.				
17. Board members come to meetings thoroughly familiar with the agenda, backup reports and other materials.				

**Conducting Meetings**

Rating Scale	1	2	3	4
18. Meetings begin on time, and are efficient and productive.				
19. Agendas are focused on the district's priorities and goals.				
20. Deliberations are productive, surface various points of view, and provide trustees opportunities to be informed by one another.				
21. GTMs actively listen to each other and demonstrate understanding of different opinions.				
22. All GTMs actively participate in board deliberations.				

**Managing Transitions**

Rating Scale	1	2	3	4
23. All trustees understand the board's plan for identifying officers.				
24. The board effectively orients new trustees.				
25. The board reviews its written agreements for board operations.				



**Suggestions for addition:**

Rating Scale	1	2	3	4
GTM works collaboratively with Supt. to review and discuss County Office values, goals and mission.				
GTM values, goals and mission are key factors in reaching a conclusion to a problem.				
GTM participates in professional learning opportunities with regards to County Office Programs.				

Rating Scale	1	2	3	4
As an active member of the Governance Team, the Supt. keeps the Team well informed through regular board reports and board communications.				
At least once a year, the board asks the Supt. to articulate his/her vision for the County Office and offers strategies to realize that vision.				
GTM compares current progress to set goals.				

**Comments:**

**Goal Suggestions:**

- Work collaboratively to review/set County Office values, goals and mission and use them in decision making.
- Participate in professional learning opportunities with regards to County Office Programs.