

# Peak to Peak Board of Directors Self-Assessment - Spring 2001

Issue/Concept	Complete	In Progress	Little/No Progress	Not Applicable	Notes
<b>A Solid Foundation</b>					
School has a well-drafted charter contract with its sponsor agency (BVSD)	0				
School has well-drafted articles and bylaws	0				
School's legal and financial status are clear and well-understood	0				
Appropriate liability insurance and risk management practices are maintained at all times.		0			Need to review D&O status and new building status
School has developed a long-term/strategic plan and revisits/revises on an annual basis.	0				
Long-term plans are translated into annual action plans/goals		0			Need to annualize long term goals.
School has a crisis/emergency plan that is reviewed with staff on a regular basis.	0				Need to review and revise. Needs to be communicated to new teachers
<b>Board Operations/Relations</b>					
Board members understand their legal and ethical responsibilities (duty of care/loyalty, conflict of interest)	0				
New board members are oriented and fully briefed prior to being seated.		0			In process
Board is composed of individuals with a broad and appropriate range of expertise and experience. Board seeks outside counsel for matters beyond its expertise.	0				
Board conducts annual self-evaluation.	0				
Board member election/selection process ensures a broad and appropriate range of expertise and experience.	0				Need to formalize.
Meetings are well planned with clear agendas focuses on appropriate policy and action items.		0			Need to tighten up our meetings.
Board chair is a strong, capable meeting facilitator.	0				
Meetings are conducted pursuant to common ground rules (e.g. Roberts Rules) that are well understood by all members.		0			

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Board committees have clear scope of responsibilities and charges	0				
Individual board members prepare for meetings and participate constructively.		0			Need more preparation
Board has a process for addressing ineffective, destructive, or absentee board members.	0				
Meeting minutes record each board meeting and are distributed promptly after each meeting.	0				Beth excels at this.
<b>Relationship with School Director/Principal</b>					
Board selects the director/principal	0				
Board develops performance goals/targets and evaluates director performance each year.	0				
Board has established a plan for succession in the event the director/principal leaves/retires			0		Need to develop a plan, with vice principal.
Board has clear understanding with staff regarding where board responsibilities leave off and staff responsibilities begin.		0			Need to develop guidelines/policy.
<b>Personnel and Staffing</b>					
Board has adopted/approved a comprehensive set of personnel policies that are in line with all applicable state/federal laws and regulations. Policies are updated at least every third year.		0			Need review
Clear job descriptions and staffing plans are in place.	0				Need to update for new positions.
<b>Budget and Finance</b>					
Board adopts an annual budget that maximizes the school's resources in support of mission/vision	0				
Board monitors budget throughout the year.	0				
Board contracts with independent auditor each year, reviews audit report, and takes any needed follow-up action.		0			Need to schedule Audit.

Board has adopted a long-term (e.g.5-year) financial plan in coordination with school's overall long-term plans.	Ö				
Board has adopted a comprehensive set of fiscal management and controls policies.	Ö				
Board oversees all fund-raising activities on behalf of the school.	Ö				
<b>Instruction and Assessment</b>					
Board has adopted/approved the school's curriculum and instructional program.	Ö				Updating Middle School
Board has adopted/approved student achievement goals/standards.	Ö				
A broad-based assessment system is in place to measure progress toward instructional goals/standards.	Ö				
Instructional program is in alignment with state requirements and terms of charter.	Ö				
Student assessment data is assembled in a comprehensive, coherent fashion, presented to the board, and reviewed and analyzed in-depth on a regular basis.			Ö		To be done
School reports on student achievement to the charter granting agency on a regular basis as part of ongoing oversight and renewal process.			Ö		Annual report.
<b>Other</b>					
Board solicits feedback from parents, teachers and staff on a regular basis.			Ö		This should be at least and annual event.

General comments: Many of the items marked as complete will require periodic review and update.

Completed May 5, at the CLS board retreat by Tore Christensen, Scott Shafer, Beth Hickernell, Sue Williams, Kevin Drummond, Jim Taleric.