



Board Evaluation Model

Friends Select School 2006-2007

Featured in:

[Principles of Good Practice for Friends School Boards and Every Friends School Trustee](#)

Friends Council on Education

1507 Cherry Street – Philadelphia, PA 19102

www.friendscouncil.org - www.friendscouncil.net - www.bookstore.friendscouncil.org



DRAFT

FRIENDS SELECT SCHOOL

2006-07

(Name)

PART I: EVALUATING THE BOARD

MISSION	Always	Sometimes	Never
The board articulates and champions the school's mission, vision and strategic goals.			
1. There are current mission, vision and strategic goal statements that help shape the board's work.			
2. The board's policies and plans are consistent with these statements.			
3. The board monitors the success of the school in fulfilling its mission, vision and strategic goals.			
The board is committed to the Quaker identity and character of the school.			
1. The board articulates and makes known the Quaker values, beliefs and practices at the heart of the school and encourages others within the school to articulate and make known these values, beliefs and practices.			
2. The board supports the school in nurturing a meaningful connection to the Religious Society of Friends, its Meetings and other institutions. The board works to strengthen and nurture the school's relationship with CPMM and MMFP and encourages the head and others in the school community to take initiative in this area, as well.			
3. The board conducts its business using Friends decision-making practices. There are adequate opportunities for board members to learn about Friends decision-making practices.			
Comments			
PLANNING FUNCTION	Always	Sometimes	Never
The board accepts that its primary work and focus is long-range and strategic, not the management of day-to-day operations.			
1. The board undertakes a formal strategic planning process on a periodic basis, setting intermediate as well as long-range goals related to the strategic plan.			
2. The board measures and evaluates progress toward its planning goals.			
Comments			

*Adapted from *Principles of Good Practice: For Friends School Boards & Every Friends School Trustee* (Friends Council on Education, 2005)

FIDUCIARY RESPONSIBILITY	Always	Sometimes	Never
The board welcomes its stewardship of the financial stability and future of the school, including strategic financial planning, the establishment and preservation of endowments, the raising of money and the oversight of operating budgets.			
1. The members of the board exercise strong and willing leadership in the areas of advancement, development and fundraising.			
2. The board articulates an expectation that all members will make the annual fund, as well as capital campaigns, a philanthropic priority at an individually appropriate level. The board educates about why this is an important aspect of each member's service on the board.			
3. The board works with the head to cultivate and maintain good relations with the school's donors.			
Comments			

BOARD ORGANIZATION AND DEVELOPMENT	Always	Sometimes	Never
The board concerns itself with its own development and well functioning.			
1. The board works to ensure that all members are actively involved in the work of the board and its committees.			
2. The composition of the board reflects the diversity, skills and experience needed to achieve the school's mission.			
3. The board conducts a periodic evaluation of itself and its work. The board sets goals for the coming year as well as takes time to review progress in achieving prior goals.			
4. The board develops itself through new trustee orientation and ongoing education, not only in areas related to independent schools, but also in areas related to Quaker values, and decision-making in the manner of Friends			
5. The board prepares for leadership succession.			
The board writes, reviews and maintains the governing documents of the school and keeps accurate records of its meetings.			
The board keeps full and accurate records of its meetings, committees and policies, making known its decisions while keeping its deliberations confidential.			
Comments			

RELATIONSHIP WITH THE HEAD	Always	Sometimes	Never
The board selects, nurtures, supports and evaluates the head. It contracts with the head and sets the head's compensation.			
1. The board works well, in partnership with the head, to fulfill the school's mission. In relationship with the head, the board is careful to be clear about those areas where either the board or the head has primary responsibility.			
2. The board, or a committee of the board, conducts an annual evaluation of the head. The board, or a committee of the board, works with the head to establish goals for the coming year and reviews progress in achieving prior goals.			
3. A committee of the board undertakes an annual review of the head's compensation and offers renewal of the head's contract in a timely way.			
Comments			

COMMUNITY RELATIONS	Always	Sometimes	Never
The board ensures that the school and the board operate in compliance with applicable laws and regulations.			
The board ensures the school's compliance with applicable laws and regulations.			
The board engages proactively with the head of school in cultivating and maintaining good relations with the wider community.			
The board works to ensure a good relationship with the wider community, including neighbors, fire and police departments, municipal and state authorities and community service organizations.			
Comments			

**FRIENDS SELECT SCHOOL
2006-07**

(Name)

PART II: EVALUATING MYSELF AS A TRUSTEE

MISSION	Always	Sometimes	Never
A trustee is knowledgeable about, and actively promotes the school's mission, vision, strategic goals and policies.			
I have taken the time to familiarize myself with the school's mission, vision and strategic goals. I feel comfortable speaking about them on behalf of the school.			
A trustee articulates and supports the Quaker identity and character of the school.			
I have educated myself about the Quaker values, beliefs and practices at the heart of the school. I am able to represent them to the wider community.			
Comments			

FIDUCIARY RESPONSIBILITY	Always	Sometimes	Never
A trustee makes giving to the annual fund, as well as participation in capital campaigns, a philanthropic priority at an individually appropriate level.			
I understand what it means for me to make the school a philanthropic priority and have participated appropriately.			
Each trustee, not just the treasurer and finance committee, has a fiduciary responsibility for the stewardship of the school's financial stability and future.			
I assume, and share with others, fiduciary responsibility for the school. I ask questions and share with others concerns as they may arise for me.			
Comments			

PARTICIPATION AND SUPPORT	Always	Sometimes	Never
A trustee stays fully informed about current operations and matters relevant to the board's ongoing agenda.			
I attend meetings regularly. I come well prepared and I participate.			
A trustee has the responsibility to support the school and its head.			
I demonstrate my support in the following ways			
• I take the time to visit the school one day each school year when the school is in session.			
• I am active on at least one committee.			
• I attend school functions.			
• I support the school within the community.			
Comments			

AUTHORITY AND CONCERNS	Always	Sometimes	Never
Authority is vested in the board as a whole, and not in individual trustees.			
1. When I learn of an issue of importance to the school, I bring it to the attention of			
• the head of school			
• the clerk of the board			
2. I honor an expectation that individual trustees refrain from responding to specific situations individually.			
	Always	Sometimes	Never
The board sets policy and focuses on long-range and strategic issues.			
I understand that individual trustees should not become directly involved in the day-to-day operations of the school, including involvement with management, personnel and curricular issues.			
Comments			

DECISION-MAKING	Always	Sometimes	Never
A trustee is knowledgeable about Friends decision-making practice.			
I am knowledgeable about Friends decision-making practice.			
A trustee supports board decisions.			
1. Once a decision has been made, I accept that the board speaks with one voice, requiring the support of each trustee.			
2. I accept that a trustee's responsibility is to bring his or her concerns to board committees and board meetings, and that concerns shared elsewhere have destructive potential.			
A trustee keeps all board deliberations confidential, although decisions may be made public.			
1. I am careful to make a distinction between board deliberations and board decisions.			
2. I treat board deliberations confidentially.			
Comments			

CONFLICTS OF INTEREST	Always	Sometimes	Never
A trustee takes care to separate the interest of the school from the specific needs of a particular child or constituency.			
I am able to set aside my individual interests and desires for the long-range health of the school.			
A trustee guards against conflict of interest, whether personal or business related.			
I have made known any potential conflicts of interest I may have.			
Comments			

Additional comments: