

<p><b>Intended for:</b> Boards seeking to assess their own performance <b>Objective:</b> Encourage for board members to rate their individual performance <b>Time Required:</b> 30 minutes <b>Comments:</b> Can be used individually as internal checklist.</p>
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**SCORE 10 POINTS FOR EACH QUESTION ANSWERED YES**

Below 70: Poor

70-80: Fair

80-90: Good

90-100: Excellent

The following instruments are for individual assessment for each board member in the areas of:

1. Relationship with other board members.
2. Community Responsibility.
3. Working with the Head of the School and Staff.
4. Operational Methods.
5. Assessing team-work.

**INDIVIDUAL BOARD SELF ASSESSMENTS  
HOW GOOD AM I??**

**I. Relationships with other board members:**

	<b>Yes</b>	<b>No</b>
1. I respect others' opinions.	_____	_____
2. I recognize authority exists only with the board while in session, not with an individual board member.	_____	_____
3. I don't make disparaging remarks about other members of the board in or out of the regular meetings.	_____	_____
4. I do not commit myself to a vote on issues prior to the board meeting until all facts and points of view are properly presented.	_____	_____
5. I support and encourage the delegation of detailed matters to the head of school.	_____	_____
6. I insist that special committees be appointed to serve only in an investigative or advisory capacity to the board and that a formal charge be given these committees.	_____	_____
7. I encourage that executive sessions be held only in dire emergencies and then only in matters of extreme confidentiality.	_____	_____
8. I do not participate in any secret sessions that may be called by other board members.	_____	_____
9. I insist that the head of school be present at any executive session unless he or she is personally involved.	_____	_____
10. I keep the information discussed with other board members in an executive session in confidence	_____	_____

## HOW GOOD AM I??

### II. My community responsibility:

	Yes	No
1. I continually work toward securing adequate financial support for the school	___	___
2. I interpret to the other members of the board, as best I can, the needs and attitudes of the community which I represent.	___	___
3. After board meetings I avoid gossiping with my friends about board business.	___	___
4. I attempt to appraise fairly both the present and future educational needs of the community	___	___
5. I insist that all business transactions of the school be ethical and open to the public.	___	___
6. I do not use the school to buy materials for personal use.	___	___
7. I work to promote positive relationships and build bridges with the local Masjids and other organizations in the community	___	___
8. I listen to community complaints but make no promise nor take any independent action.	___	___
9. I try to interpret the school's aim, goals and priorities to the community.	___	___
10. I try not to exert influence nor create community pressure groups because of dissatisfaction with other board members or the decisions made by majority vote of the board.	___	___

## HOW GOOD AM I??

### III. Working with the Head of School and staff:

	Yes	No
1. I do not undermine the principal's authority and leadership for my own personal reasons whether he/she takes a disciplinary action against my children in the school or against personal friends working under his/her supervision.	_____	_____
2. I give the Head of School authority commensurate with his/her position and hold him/her responsible for the administration of the schools.	_____	_____
3. I elect or approve employees for hire only on recommendations of the Head of School.	_____	_____
4. I approve policies only after considering the Head of School's complete information and recommendations.	_____	_____
5. I demand that the Head of School keep the board fully informed through both oral and written reports.	_____	_____
6. I spend more time in board meetings on educational problems and procedures than on business details.	_____	_____
7. I feel obligated to give the Head of School friendly counsel and advice with no special orders or mandates.	_____	_____
8. I refer all complaints to the Head of School as per the board's policies in these matters.	_____	_____
9. I insist that all complaints coming to the board be in writing and signed by the complainant.	_____	_____
10. I present any personal criticisms of employees to the Head of School.	_____	_____

## HOW GOOD AM I?

### IV. Operational methods:

	Yes	No
1. We operate as a board according to written policies.	_____	_____
2. Policies are updated yearly.	_____	_____
3. Meetings are regularly scheduled and advertised to the community	_____	_____
4. Staff members frequently make presentations to the board on matters of educational consequence in the school system.	_____	_____
5. The Board strives to improve its own growth through a planned in-service program with the help of its Head of School.	_____	_____
6. The Board has a long range plan containing clearly developed goals and priorities. These are shared with the community.	_____	_____
7. The Board participates and is actively involved in local and regional organizations of common educational interest.	_____	_____
8. Agendas are prepared by the Head of School and distributed in advance of meetings to board members.	_____	_____
9. Procedures for community members to address the board are clearly defined.	_____	_____
10. Minutes of the meetings are kept in a convenient place and open for public inspection.	_____	_____

## HOW GOOD AM I?

### V. Assessing Team-work.

1. Do we trust one another? \_\_ usually \_\_ sometimes \_\_ rarely

Comments:

2. Are we genuinely interested in and concerned about one another? \_\_ usually  
\_\_ sometimes \_\_ rarely

Comments:

3. Do we communicate openly? \_\_ usually \_\_ sometimes \_\_ rarely

Comments:

4. Do we understand our team's goals? \_\_ usually \_\_ sometimes \_\_ rarely

Comments:

5. Are we committed to our goals? \_\_ usually \_\_ sometimes \_\_ rarely

Comments:

6. Do we make use of each person's talents? \_\_ usually \_\_ sometimes \_\_ rarely

Comments:

7. Do we handle conflict successfully? \_\_ usually \_\_ sometimes \_\_ rarely

Comments:

8. Does everyone participate in meetings? \_\_ usually \_\_ sometimes \_\_ rarely

Comments:

9. Do we respect our individual differences? \_\_ usually \_\_ sometimes \_\_ rarely

Comments:

10. Do we enjoy being members of this team? \_\_ usually \_\_ sometimes \_\_ rarely

Comments: