

CSS Board Meeting Observation Form

Board Meeting Date: ____/____/____

Charter School _____

	Yes	No	NA	Notes/Comments
1. The meeting is conducted in a professional manner using appropriate norms and values set by the Chairman.				
2. The meeting follows an approved agenda posted and amended appropriately by Directors.				
3. The board meeting is conducted in accordance with <i>Robert's Rules of Order</i> .				
4. Board members demonstrate knowledge of the vision/mission and take them into consideration in decision making.				
5. The board effectively seeks information and input utilizing administrative reports, financial updates, legal advice, surveys, subcommittees and committees to make efficient and effective decisions.				
6. The board demonstrates their fiduciary responsibility for the school finances by adopting budgets, monitoring monthly and quarterly financials and carefully reviewing external audits in compliance with the state FPP Manual.				
7. Board minutes are recorded, approved and stored appropriately.				
8. Board members exhibit a variety of learning styles through the use of questioning, probing, paraphrasing and summarizing for specificity, clarity and completeness.				
9. Board members have productive, intentional discussions during the meeting and prior to making decisions leading to appropriate board actions.				
10. The board has a process to develop, approve and adopt board policies.				
11. The board enters in to executive session only after it being properly noticed, after a board vote and in compliance with statute.				
Observations by	Frequently		Occasionally	Rarely
Chairman attempts to clarify or redefine goals, processes or outcomes when things become hazy or confusing				
Members understand the issue being discussed and/or the decision, motion or action being made				
Meeting norms and values lead to the development of processes and/or policies for the members to follow, or methods for organizing tasks, communications and board work.				
The board uses their strategic plan to implement the school's vision and mission to drive and implement the board's work.				