



## CUSTOM BOARD RETREAT

District Name: \_\_\_\_\_

### SCHOOL BOARD OPERATING PROCEDURE SURVEY

#### Instructions to complete the survey:

Each board member should complete the School Board Operating Procedure Survey. When submitting electronically, first, save file as .PDF. Complete the survey and save changes. Send as an attachment to the contact listed at the bottom of pg 3.

Please consider for each item listed: **Does this procedure need attention?**

**Answer YES if:**

- You believe that discussion of this procedure is an important step in improving board/superintendent team effectiveness, and/or
- The procedure has been a source of confusion, inefficiency or conflict.

**Answer NO if:**

- The procedure is well understood and is being followed, and/or
- The procedure is not a source of conflict among the board/superintendent team.

**If you don't know enough about the procedure to check Yes or No, check I Don't Know in the last column.**

Team Communication	Does this procedure need attention?		
	Yes	No	I Don't Know
1) Adding an item to a board meeting agenda			
2) Communicating with each other between board meetings and/or using email			
3) Visiting schools as a board member			
4) Responding to community or employee complaints			
5) Communicating with the media			
6) Communicating with the school attorney			

Board Meetings	Does this procedure need attention?		
	Yes	No	I Don't Know
7) Preparing for meetings			
8) Requesting information about an agenda item			
9) Managing public comment sessions			
10) Participating in discussion, debate, and voting			
11) Disclosing confidential information related to executive session			
12) Electing board officers			
13) Selecting and operating board committees			

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<b>Team Development</b>	<b>Does this procedure need attention?</b>		
	<b>Yes</b>	<b>No</b>	<b>I Don't Know</b>
14) Orienting new members			
15) Planning professional development for the board			
16) Conducting a board self-evaluation			
17) Expressing opinions about another board member's performance or behavior			

<b>Planning</b>	<b>Does this procedure need attention?</b>		
	<b>Yes</b>	<b>No</b>	<b>I Don't Know</b>
18) Requesting information about a non-agenda item			
19) Establishing and reviewing the district's vision, mission, and annual goals			
20) Developing a process for adopting the district budget			
21) Developing and/or reviewing district policy			
a) Creating an activity calendar			

<b>Personnel</b>	<b>Does this procedure need attention?</b>		
	<b>Yes</b>	<b>No</b>	<b>I Don't Know</b>
22) Evaluating the superintendent			
23) Communicating opinions about the superintendent's performance (apart from formal evaluation process)			
24) Hiring personnel other than the superintendent			

**1.) What issues are presenting obstacles to governing as a cohesive team (if any)? Are there any recent actions, behaviors, or issues that have occurred which would be helpful for members of the board to openly discuss?**

2.) Do board members communicate openly and share information with all members?

Yes    No    I Don't Know

If NO, what do you perceive are the obstacles to open communication?

3.) When there is conflict among governance team members, is the team able to resolve it satisfactorily?

Yes    No    I Don't Know

If NO, please describe the barriers to conflict resolution:

4.) What would you identify as the strengths of the governance team?

Please send this survey back to Judy Defibaugh. For questions, call (800) 342-3360.  
Email: Attach and send to [judy.defibaugh@nyssba.org](mailto:judy.defibaugh@nyssba.org), or FAX to (518) 783- 3546, attention: Judy Defibaugh.