THE AAIE INTERNATIONAL SCHOOL BOARD EVALUATION INSTRUMENT

v. 2.0
September 1, 2020

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Part I. Rate the degree to which the Board performs each element of the seven indicators of an effective Board of Trustees.

4 = Fully, 3 = To a great degree, 2 = Partially, 1 = Inadequately

1. PERFORMING ROLES & FULFILLING RESPONSIBILITIES	4	3	2	1	I don't know	Comments
a. The Board governs in a way that balances taking care of routine matters, (including fiduciary oversight) with long-term thinking and strategic decision making.						
b. The Board focuses on strategic policy issues, leaving the operational matters to the Head.						
c. Board Policies are current, clearly express the Board's intent, reflect the school's mission, vision and values, and are consistent with the foundational documents (Bylaws, etc.). Administrative procedures are aligned with Board policies.						
d. Trustees, especially the chair/president, understand and fulfill their roles.						

2. MEETING FIDUCIARY RESPONSIBILITIES	4	3	2	1	I don't know	Comments
a. The Board exercises oversight regarding the school's finances and assets to ensure sustainability for the future						
b. The Board effectively manages risks that may impact the school through good strategic decisions and fiduciary oversight.						
c. Trustees understand and abide by the Board's Conflict of Interest Policy and its statement of ethics, including maintaining confidentiality.						
d. The Board annually reviews the school's crisis preparedness, including clarification of the Board's role during a crisis.						
e. Relations with the community are healthy.						
f. The Board employs protocols that ensure it fulfills its responsibilities as the school's fiduciaries.						

3. BUILDING AND SUSTAINING THE BOARD	4	3	2	1	I don't know	Comments
a. The current Board structure (size; how constituted; how selected) promotes effectiveness, efficiency and organizational sustainability.						
b. Board members are identified, recruited, selected, and inducted (with effective orientation) in light of the current needs of the school and with conscious reference to the school's mission, vision, and values.						
c. The Board appraisal process is effective in enhancing the Board's performance.						
d. The Board participates in high quality professional development that enhances its ability to work together effectively and efficiently.						
e. Trustees abide by policies ~~and~~ operating norms. If a Trustee consistently or egregiously deviates from these norms, the situation is addressed by the Board chair/Board and resolved effectively.						

4. HIRING AND SUSTAINING THE HEAD	4	3	2	1	I don't know	Comments
a. The Board supports the Head through demonstrating respect for his/her role, encouraging and funding his/her professional development, and publicly demonstrating its confidence in him/her.						
b. The Board conducts a formal and growth-focused evaluation of the Head's performance annually based on his/her job description and board-approved goals.						
c. The Chair maintains a close, supportive and positive relationship with the Head						

5. OPTIMIZING BOARD OPERATIONS	4	3	2	1	I don't know	Comments
a. Board meetings are productive and collaborative, as evident in meeting artifacts (agendas, reports, minutes, etc.) and a positive "atmosphere" at meetings.						
b. The Board utilizes standing committees and task forces effectively and efficiently to support the work of the Board.						
c. Guidelines for between-meeting Board member behavior are clear and adhered to, particularly observing established communication protocols.						
d. Decision making by the Board is done carefully, thoroughly, collaboratively and in a timely manner. Decisions are aligned with the school's mission, vision, and values. e. Provisions are in place for virtual meetings and decision making in the event of emergencies.						

6. BEING STRATEGIC	4	3	2	1	I don't know	Comments
a. The Board formally affirms the school's guiding documents (e.g. mission, vision, values) annually and consistently demonstrates a commitment to them in its discussions and decision making.						
b. The Board has and references relevant mid- to long-term financial, strategic, and facilities plans in its discussions and decision-making.						
c. The Board consistently maintains a strategic focus.						

7. BEING ACCOUNTABLE	4	3	2	1	I don't know	Comments
a. The Board monitors the School’s performance based on indicators grounded in the school’s mission, vision, and values.						
b. The Board utilizes relevant performance indicators, measured over time, to inform its decision making.						

Part II. Fill-in the first column with specific Board Goals for the year and then rate the degree to which the Board achieved those goals.

4 = Fully, 3 = To a great degree, 2 = Partially, 1 = Inadequately

Board Goal for the Year	4	3	2	1	Comments
1.					
2.					
3.					
4.					