

## Board of Distinction Checklist

To recognize outstanding performance by a board as a whole, TSBA has established a Board of Distinction Program. Complete the following checklist to document that your board is meeting the challenge of leadership in every area of board responsibility.

### PLANNING

- \_\_\_\_\_ 1. Participated in a retreat of at least 7 hours.
- \_\_\_\_\_ 2. Conducted a superintendent evaluation.
- \_\_\_\_\_ 3. Developed/updated Five-year Plan, which included vision statement, mission statement and shared beliefs.

### POLICY

- \_\_\_\_\_ 4. Conducted an annual review and maintenance of the entire policy manual.
- \_\_\_\_\_ 5. Adopted and adhered to policies for effective board operations.
- \_\_\_\_\_ 6. Adopted the TSBA Boardsmanship Code of Ethics policy.

### PROMOTION

- \_\_\_\_\_ 7. Developed/maintained a plan for promotion of the school system.
- \_\_\_\_\_ 8. Was represented the last two years at the TSBA Delegate Assembly.
- \_\_\_\_\_ 9. Designated a TLN representative.

### BOARD DEVELOPMENT

- \_\_\_\_\_ 10. Participated in a board self evaluation and developed a plan for improvement.
- \_\_\_\_\_ 11. Had a board meeting critiqued by a team of Level III or greater board members from at least two other school boards. (Evaluation form may be obtained from TSBA.)
- \_\_\_\_\_ 12. Was represented at Fall District Meeting the last two years by a majority of the Board.
- \_\_\_\_\_ 13. Was represented at TSBA Convention the last two years by a majority of the Board.
- \_\_\_\_\_ 14. Achieved (at least 1/3 of the board) Level II in the TSBA Boardsmanship Program.
- \_\_\_\_\_ 15. Each board member has attended at least 75 percent of the board meetings during the last two years.

Our board has completed each of the above items within a two-year period immediately preceding the date of our signatures on this form.

\_\_\_\_\_  
Board Chairman

\_\_\_\_\_  
School Board

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

PLEASE MAKE A COPY FOR YOUR FILES BEFORE SENDING TO:  
525 Brick Church Park Drive – Nashville, TN 37207 – 800/448-6465 – Fax: 615/815-3911