

# Sample Board Questions for Progress Reports or Presentations at Board Meetings

Initial ideas for a Template

\_\_\_\_\_ Board Session

The intent of these questions (which may be revised and adopted by the board and superintendent) is to guide the format of presentations and progress reports shared by staff and community.

1. **What is this action/initiative intended to improve?**  
(describe the desired result, outcome or purpose as succinctly as possible)
2. **Which goal is this action/initiative aligned with?**  
(describe the link between this action/initiative and a goal or priority it is intended to address)
3. **What does it take to do or implement this well?**  
(please focus on the big picture or balcony view essential elements or supports it takes to "make this work". For example: time, training, resources, leadership, financial elements, etc.)
4. **What is the impact of this action/initiative? How do we know its impact (data/information)?**  
(What is the anticipated impact of this action/initiative? How will we know its impact?)
5. **What are the key roadblocks or challenges to doing this well?**  
(What are the likely ways to work around these roadblocks or challenges?)
6. **What are some of the key implications of this presentation/progress report for the board (and superintendent)?**  
(implications might include areas such as: board learning, board leadership/advocacy, sharing common messages with the public/staff, "staying the course", providing time/resources/financial support, etc.)
7. **What other options were considered and why was this option recommended over others? What potential negatives are there?**  
(The board needs to know *all* reasons for the recommendation including those that challenge it; so as to be sure they make the best decision possible.)

