

Attending to Responsibilities
School Board Member Quarterly Report to the Community



Name:

Date:

Quarter 1 ☐ Quarter 2 ☐ Quarter 3 ☐ Quarter 4 ☐

#	Responsibility	Status	Comments/Date(s)
1.	I have adhered to School Board adopted Code of Conduct.	☐ Yes ☐ No	
2.	I have followed established School Board guidelines in Policy BG, Board-Staff Communications.	☐ Yes ☐ No	
3.	I have developed and published on the division website individual School Board member SMART goal(s).	☐ Yes ☐ No	
4.	Prepared and publish on the division website quarterly School Board member Reports to the Community.	☐ Yes ☐ No	
5.	I have prepared for School Board meetings in advance of the meeting by reading and reviewing all agenda items and supporting material.	☐ Yes ☐ No	
6.	I have regularly attended School Board meetings.	☐ Yes ☐ No	
7.	I have honored the confidentiality of School Board closed meetings.	☐ Yes ☐ No	
8.	I have participated on at least one sub-committee and/or School Board assignment (e.g. PEF, CATEC, PREP) and provided updates to the School Board as needed.	☐ Yes ☐ No	
9.	I have checked personal school board related email at least twice a week.	☐ Yes ☐ No	
10.	I have monitored VSBA and NSBA communications.	☐ Yes ☐ No	

#	Responsibility	Status	Comments/Date(s)
11.	I have made personal contact with a local, state, or federal legislator at least once per year to maintain relationship and focus on educational issues of concern.	☐ Yes ☐ No	
12.	I have delivered at least one presentation about Albemarle County Public Schools to a community organization.	☐ Yes ☐ No	
13.	I have attended a minimum of two (2) functions at schools per quarter.	☐ Yes ☐ No	
14.	I have participated in a minimum of two (2) VSBA/NSBA Professional Development opportunities (conferences, webinars, regional meetings, etc.).	☐ Yes ☐ No	
15.	I have participated in Freedom of Information Act training as provided by the School Board Attorney.	☐ Yes ☐ No	
16.	I have attended the high school graduation ceremonies.	☐ Yes ☐ No ☐ Not Applicable	
17.	I have attended at least one of the following completion ceremonies: GED, Ivy Creek, Summer School, Post High, and CATEC.	☐ Yes ☐ No ☐ Not Applicable	
18.	I have attended the New School Board Member Orientation provided by VSBA (New School Board Members).	☐ Yes ☐ No ☐ Not Applicable	
19.	I have attended the Chairman/Vice-Chairman Orientation provided by the VSBA (Chairman/Vice-Chairman).	☐ Yes ☐ No ☐ Not Applicable	