

Rochester STEM Academy  
 District #4204  
**BOARD MEETING MINUTES**  
 Wednesday, September 19th, 2018 5:00 p.m.  
 Rochester Math and Science, 415 16<sup>th</sup> St. SW, Rochester, MN

**Call to order:** Mohamoud Hamud called the meeting to order at 5:08 p.m.  
**Board Members Present:** Zach Jones, Mohamoud Hamud, Abdulkadir Abdalla,  
**Absent:** Ayan Mumin, Mohamed Abdalla  
**Others present:** Bryan Rossi, Robert Procaccini

***Vision***

*A community focused school providing a rigorous STEM education.*

***Mission***

*The mission of Rochester STEM Academy is to provide a highly supportive learning environment for minority, immigrant, and other students currently underserved in traditional area high schools and greatly underrepresented in Rochester’s STEM (Science, Technology, Engineering, and Mathematics) industries through a challenging program that emphasizes creativity, accountability, ongoing assessments, college-preparation, and high academic achievement.*

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**Approval of the agenda and minutes:**

<b>Motion:</b> To review and approve the agenda, and the minutes from August 29, 2018.			
<b>Made by:</b> Zach Jones		<b>Seconded by:</b> Abdulkadir Abdalla	
<b>Discussion:</b>			
<b>Vote:</b>	<b>Yea:</b> 3	<b>Nay:</b> 0	<b>Abstain:</b>
<b>Decision:</b> Motion carries unanimously			

**Business:**

<b>Motion:</b> To approve the financials from August, 2018.			
<b>Made by:</b> Abdulkadir Abdalla		<b>Seconded by:</b> Zach Jones	
<b>Discussion:</b> Cash flow projects to be strong. Estimated hold back is \$31,208. School is getting paid on 135 students and current enrollment is 139 students. The board would like to see the financial impact from PSEO since there are more PSEO students/credits than what was budgeted for.			
<b>Vote:</b>	<b>Yea:</b> 3	<b>Nay:</b> 0	<b>Abstain:</b>
<b>Decision:</b> Motion carries unanimously			

<b>Motion:</b> To approve the director's report.			
<b>Made by:</b> Zach Jones		<b>Seconded by:</b> Mohamoud Hamoud	
<b>Discussion:</b> This includes Kadra Mohamed's contract of \$26,000/year for a SpEd paraprofessional position, and Cynthia Frericks as cleaning assistant; \$20/hour x 10 hours/week. There are 32 PSEO students with a total of 310 credit hours. This is above the projected 25 students and 208 credits, and we need to monitor this. Applied for MDE School Safety Grant for \$45,815.00, and awaiting notification from MDE.			
<b>Vote:</b>	<b>Yea:</b> 3	<b>Nay:</b> 0	<b>Abstain:</b>
<b>Decision:</b> Motion carries unanimously			

**Other business:**

**Comments from Community Members:**

**Meeting Adjourned:** 5:22 p.m.

**Next Meeting:** Wednesday, November 21, 2018 at 5:00 pm – Administration Center, 920 Mayowood Road, Rochester, MN 55902

Respectfully submitted by Zach Jones, Vice Chair, and Secretary



October 15, 2018

Bryan Rossi  
Rochester STEM Academy  
415 16th St. SW  
Rochester, MN 55902

Dear Bryan:

Enclosed are the following reports for the year ended June 30, 2018:

- Audited Financial Statements (7 copies)
- Audit Management Letter (7 copies)

We have forwarded copies directly to the Minnesota State Auditor's Office and the Minnesota Department of Education (via email cc'd you). We understand you will coordinate any other distributions, including the School's sponsor.

Thank you for the opportunity to be of service. Please call me if you have any questions regarding the reports.

Sincerely,

REDPATH AND COMPANY, LTD.

A handwritten signature in black ink that reads "Andrew P. Hering".

Andrew P. Hering, CPA

APH/bab

ROCHESTER STEM ACADEMY

Year End June 30, 2018

2018.4204.07.RochesterSTEM.FinStm.District

2018.4204.07.RochesterSTEM.MgtLtr.District

Submission Date: October 18, 2018

<submitted via email>

Minnesota Department of Education

Division of School Finance

[MDE.FinMgt@state.mn.us](mailto:MDE.FinMgt@state.mn.us)

Office of the State Auditor

[SingleAudit@osa.state.mn.us](mailto:SingleAudit@osa.state.mn.us)



## AUDIT MANAGEMENT LETTER

To the Board of Directors  
Rochester STEM Academy  
Charter School No. 4204  
Rochester, Minnesota

We have audited the financial statements of the governmental activities and each major fund of Rochester STEM Academy (the School) for the year ended June 30, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 17, 2018. Professional standards also require that we communicate to you the following information related to our audit.

### **Qualitative Aspects of Accounting Practices**

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the School are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2018. We noted no transactions entered into by the School during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We believe the most sensitive estimates affecting the School's financial statements are the calculation of receivables due from the Minnesota Department of Education, as well as factors used to calculate the net pension liability, pension related deferred outflows and inflows of resources and pension expense. Receivables due from the Minnesota Department of Education are based on expenditures, reported enrollment and entitlements. Estimates relating to pension amounts are based on actuarial studies. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. We believe the disclosure most likely to be considered sensitive is Note 4 – Defined Benefit Pension Plans.

The financial statement disclosures are neutral, consistent, and clear.

### **Difficulties Encountered in Performing the Audit**

We encountered no difficulties in dealing with management in performing and completing our audit.

### **Corrected and Uncorrected Misstatements**

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. There were no uncorrected misstatements that have an effect on our opinion on the financial statements. There were no corrected misstatements identified during the audit.

### **Disagreements with Management**

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### **Management Representations**

We have requested certain representations from management that are included in the management representation letter dated October 15, 2018.

### **Management Consultations with Other Independent Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the School's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### **Other Audit Findings or Issues**

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the School's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### **Use of Debit Card**

The School uses a debit card to make various purchases. Transactions are withdrawn from a debit card account at Venture Bank, which is funded by transfers from the School's checking account at Venture Bank.

The Minnesota Office of the State Auditor issued a Statement of Position titled *Credit Card Use and Policies*. The following is an excerpt from the Statement of Position:

“Some public entities have obtained debit cards instead of or in addition to credit cards. While entities have the authority to make purchases using credit cards, the authority to use debit cards is less clear. Debit cards allow funds to be immediately withdrawn from the entity’s financial account, provide fewer protections than credit cards provide, and circumvent statutory claims approval safeguards. We recommend that entities use credit cards, and not debit cards, to make purchases for the public entity.”

### **Other Matters**

We applied certain limited procedures to the management’s discussion and analysis, the budgetary comparison schedules, and the pension information, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the individual fund financial statements and the Uniform Financial Accounting and Reporting Standards Compliance Table, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory section, which accompanies the financial statements but is not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

### **Other Reports**

Various reports on compliance and internal controls were contained in the Other Required Reports section of the audited financial statements document. In those reports, we noted no reportable findings for the period under audit. The reader should refer to those reports for further detail.

**Restriction on Use**

This information is intended solely for the use of the Board of Directors and management of Rochester STEM Academy and is not intended to be, and should not be, used by anyone other than these specified parties.

*Redpath and Company, Ltd.*

REDPATH AND COMPANY, LTD.  
St. Paul, Minnesota

October 15, 2018

## Director's Report • November 28, 2018

1. Enrollment update
  - a. Enrollment, as of September 19, 2018 was 138 students and today it now is 145 students.
  - b. Recruitment Plan – recruitment. Expanded Parent Meetings with a meal and student activities from Student Leadership are also part of that budget. We have spent \$6,000 of the \$10,300 student recruitment budget.
2. Academics
  - a. This year our PSEO numbers are 32 students with a total of 310 credit hours. This is above the projected 125 students and 208 credits. We are monitoring this closely.
  - b. We are still crunching fall NWEA scores.
3. Staffing updates: None. Evaluating hiring one additional licensed teacher.
4. Activities
  - a. Parent/Board visits to school – we track those.
  - b. Open house to the new temporary site at Bear Creek Church was well attended.
  - c. Parent Meetings: Parent meetings resume the first Wednesday of each month which include discussion and input on Special Education, Title I Programs, DEED Mentoring Grant, Worlds Best Work Force, and the ISO 9001 Quality Review Process/Sustainability. The March 7, 2018 meeting was equally successful getting updates on the building plans, World's Best Work Force, PSEO, and feedback on the lunch program.
  - d. Service Learning – FreeRice, Food Drive, Clothing Drive, National Honor Society
    - i. Activities – Fencing, Soccer, Poetry Club, Student Leadership
  - e. Grants
    - i. Artists in Residence - COMPAS Grant has been awarded - \$14,420.
    - ii. MDE Security Grant \$45,000
    - iii. IBM \$2,000 Grant (Phil Oliveto)
    - iv. Salvage – \$650.00 (John Kruesel)
    - v. IMAA \$2,100 – (Somalia Youth)
    - vi. Best Buy \$1,200 (Video Grant with the Childrens Museum)
5. Operations/Facility/Property updates.
  - a. Bond Closing September 4, 2018; Real Estate closing on September 7, 2018.
  - b. Technology system updates and contract are focused on cleaning up and documenting the technology infrastructure for long-term success. We are now at one-to-one device per student. Tech is perhaps the most robust we have ever had.
6. Budget
  - a. See budget revisions from finance section on agenda.
7. Other
  - a. Transition to Bear Creek has gone amazingly well even with some hiccups and a few bumps. Staff and students are maintaining a great attitude and adaptation. Bear Creek Church has kept religious icons out of view...there are some Christmas tree decoratuons.
  - b. Staff is working on ISO 9001 Quality Management Systems Certification for system sustainability.
  - c. Parents have been very supportive. See Parent Survey from October 3, 2018.



Unleashing education from convention

# 2019 Membership Dues Calendar Year Membership Form

## Membership Dues for January 1, 2019 – December 31, 2019

School Name: Rochester STEM Academy

Pupil Count: 113 (MDE, October 2017)

2019 Dues: \$2,104.06

Per Pupil Dues: \$18.62

Minimum Dues: \$1,420.00

Maximum Dues: \$7,132.00

## Payment Plans *(Select a Plan)*

**Plan 1- Automatic Monthly Payment Withdrawal (Ongoing Renewal)**

Monthly Payment: \$175.24 (Based on 12 Months)

The school authorizes MACS to automatically renew membership annually and continue ACH payments **until the school provides written notification to MACS to cancel membership**. The school will receive an annual notice of next year's annual dues. Monthly payment withdrawals are made on the 10th of the month.

**Plan 2 - Full Annual Payment**

Annual Payment: \$2,104.06

Make checks payable to: **Minnesota Association of Charter Schools**

## Authorization

School Director/Board Chair Name (Print): \_\_\_\_\_

School Director/Board Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Send (1) Membership Dues Form, and (2) either ACH Form or Check to:**

MN Association of Charter Schools  
161 St. Anthony Avenue, Suite 1000  
St. Paul, MN 55103

*For MACS Office use only:*

Date Rec'd: \_\_\_\_\_ Payment Type: \_\_\_\_\_ Transaction ID: \_\_\_\_\_

# Best Buy Foundation

## PROGRAM BUDGET

### Budget

Description of Item	Amount Granted
Stipend for Industry Professionals Programming Time, Use of Equipment, and purchase of materials as needed	\$2,500.00
MN Children's Museum Rochester Staff Time, Use of Space, Equipment, and coordination	\$1,000.00
STEM Academy Staff Time, Use of Space, and Equipment	\$1,000.00
Materials for End of the Program Showcase for Community & Families of Students	\$400.00
Student Transportation Stipend	\$100.00
<b>TOTAL Requested</b>	<b>\$5,000</b>

# 2018 IBM CORPORATION CONTRIBUTION CERTIFICATION FORM

This form must be completed and signed by an officer of your organization that is legally authorized by your organization to sign documents and make commitments on its behalf. The signed form must be returned to IBM Corporate Citizenship. IBM may seek written reaffirmation of this form as it deems appropriate.

## CERTIFICATION SECTION:

I do hereby certify that the Recipient Organization named below is currently described in 170(c) of the Internal Revenue Code and has NOT received notice from the Internal Revenue Service that it will be deleted from such status.

I further certify that a contribution in the amount of \$2,000 cash in market value has been received from IBM Corporation and -zero- in goods and/or services have been provided to IBM, if any, in return for the above donation. Therefore, the net deductible charitable contribution that IBM may use is \$2,000.00.

The cash or equipment received from IBM shall not be used to:

- influence the outcome of legislation or any specific public election;
- carry on, directly or indirectly, any voter registration drive within the meaning of Section 4945(d)(2) of Internal Revenue Code;
- make any political expenditure within the meaning of Section 4955(d) of the Internal Revenue Code; or
- undertake any activity for any purpose other than the one specified in Section 170(c)(2)(B) of the Internal Revenue Code.

I further certify that the IBM Corporation has not designated its grant for:

- any specific individual for travel, study, or other similar purposes by such individual, unless such grant satisfies the requirements of Section 4945(g) of the Internal Revenue Code;
- any organization other than the one which is described in Section 509(a)(1), 509(a)(2), or 509(a)(3) or an exempt operating foundation defined in 4940(d)(2) of the Internal Revenue Code.

**Rochester STEM Academy**

90-0642816

Name of Recipient Organization

Fed EIN #



November 4, 2018

Signature of Certifying Individual

Date

Bryan Rossi Executive Director

Name and Title of Certifying Individual

## RETURN COMPLETED FORM VIA SCAN/EMAIL to:

IBM Corporation

Lisa Lonien

[lisal@us.ibm.com](mailto:lisal@us.ibm.com)

Donee # 50695

Program 300

State MN

Proposal # 20181024014

Name \_\_\_\_\_

STEM Students \_\_\_\_\_

Parent Night Survey Questions		A - No opinion = 0 point	B - Strongly Disagree = 1 points	C - Disagree = 2 points	D - Agree = 3 points	E - Strongly Agree = 4 points
Q1	Your student enjoys going to Rochester STEM Academy.					<del>    </del> <del>    </del> <del>    </del> <del>    </del> <del>    </del> = 25
Q2	Your student likes teachers at Rochester STEM Academy.					<del>    </del> <del>    </del> <del>    </del> <del>    </del> <del>    </del> = 24
Q3	Your student likes the the classes and coursework at STEM Academy.					<del>    </del> <del>    </del> <del>    </del> <del>    </del> <del>    </del> = 29
Q4	You student thought the classes and coursework were challenging.					<del>    </del> <del>    </del> <del>    </del> <del>    </del> <del>    </del> = 27
Q5	Your student thinks the teachers are caring.					<del>    </del> <del>    </del> <del>    </del> <del>    </del> <del>    </del> = 22
Q6	Your student is motivated at Rochester STEM Academy.					<del>    </del> <del>    </del> <del>    </del> <del>    </del> <del>    </del> = 26
Q7	Your students made friends at Rochester STEM Academy					<del>    </del> <del>    </del> <del>    </del> <del>    </del> <del>    </del> = 22
Q8	Your student became a better reader at Rochester STEM Academy.					<del>    </del> <del>    </del> <del>    </del> <del>    </del> <del>    </del> = 23
Q9	Your student became a better writer at Rochester STEM Academy.					<del>    </del> <del>    </del> <del>    </del> <del>    </del> <del>    </del> = 22
Q10	Your student is learning a lot about computers and technology at STEM.					<del>    </del> <del>    </del> <del>    </del> <del>    </del> <del>    </del> = 19
Q11	You like the learning environment at Rochester STEM Academy.					<del>    </del> <del>    </del> <del>    </del> <del>    </del> <del>    </del> = 22
Q12	You think the director and staff are very accessible.					<del>    </del> <del>    </del> <del>    </del> <del>    </del> <del>    </del> = 23
Q13	You think the staff is very welcoming and supportive of students.					<del>    </del> <del>    </del> <del>    </del> <del>    </del> <del>    </del> = 22
Q14	You think the staff is very welcoming and supportive of parents.					<del>    </del> <del>    </del> <del>    </del> <del>    </del> <del>    </del> = 23
Q15	You think the teachers and staff are knowledgeable and competent.					<del>    </del> <del>    </del> <del>    </del> <del>    </del> <del>    </del> = 23
Q16	You like the emphasis on PSEO and Strategy 2018.					<del>    </del> <del>    </del> <del>    </del> <del>    </del> <del>    </del> = 23
Q17	You like the variety of activities and field trips.					<del>    </del> <del>    </del> <del>    </del> <del>    </del> <del>    </del> = 22
Q18	You would recommend Rochester STEM Academy to friends or others.					<del>    </del> <del>    </del> <del>    </del> <del>    </del> <del>    </del> = 22
Comments: Other ideas						
Or						
Rochester Math and Science Academy is planning to build an addition on the school and remodel the entire building. What are some of your thoughts about things we might do to Rochester STEM Academy space if it were at all possible.						
		A - No opinion = 0 point	B - Strongly Disagree = 1 points	C - Disagree = 2 points	D - Agree = 3 points	E - Strongly Agree = 4 points
Q19	Remodel the bathrooms					<del>    </del> <del>    </del> <del>    </del> <del>    </del> <del>    </del> = 27
Q20	Fresh paint through out the building					<del>    </del> <del>    </del> <del>    </del> <del>    </del> <del>    </del> = 29
Q21	New and larger drinking fountains					<del>    </del> <del>    </del> <del>    </del> <del>    </del> <del>    </del> = 29
Q22	Replace worn or old carpet					<del>    </del> <del>    </del> <del>    </del> <del>    </del> <del>    </del> = 22
Q23	Refurbish the auditorium seating					<del>    </del> <del>    </del> <del>    </del> <del>    </del> <del>    </del> = 20
Q24	Take over the RMSA old gym and lunch room					<del>    </del> <del>    </del> <del>    </del> <del>    </del> <del>    </del> = 29
Q25	Other Ideas					

## Board Member Self Assessment Tool

1. **If called upon, I am comfortable chairing a board meeting.**  
1-Disagree 2-Somewhat disagree 3-Not sure 4-Agree 5-Strongly agree
2. **I often make motions at a board meeting.**  
1-Disagree 2-Somewhat disagree 3-Not sure 4-Agree 5-Strongly agree
3. **I have served on other non-profit boards (church, community group. Etc.).**  
1-Disagree 2-Somewhat disagree 3-Not sure 4-Agree 5-Strongly agree
4. **I feel I am an effective board member.**  
1-Disagree 2-Somewhat disagree 3-Not sure 4-Agree 5-Strongly agree
5. **I feel I am an effective board committee member.**  
1-Disagree 2-Somewhat disagree 3-Not sure 4-Agree 5-Strongly agree
6. **I know how to take minutes at a meeting.**  
1-Disagree 2-Somewhat disagree 3-Not sure 4-Agree 5-Strongly agree
7. **I understand board financial statements and can explain them to others.**  
1-Disagree 2-Somewhat disagree 3-Not sure 4-Agree 5-Strongly agree
8. **I understand our annual audit and can explain it to others.**  
1-Disagree 2-Somewhat disagree 3-Not sure 4-Agree 5-Strongly agree
9. **I know if the annual audit has any material findings.**  
1-Disagree 2-Somewhat disagree 3-Not sure 4-Agree 5-Strongly agree
10. **I know how to read a monthly Statement of Financial Position (Balance Sheet) and can explain it to others.**  
1-Disagree 2-Somewhat disagree 3-Not sure 4-Agree 5-Strongly agree
11. **I know how to read a monthly Statement of Operations (Income or Profit/Loss Statement) and can explain it to others.**  
1-Disagree 2-Somewhat disagree 3-Not sure 4-Agree 5-Strongly agree
12. **I know how to read an Annual Statement of Changes in Net Assets (Income Statement) and can explain it to others.**  
1-Disagree 2-Somewhat disagree 3-Not sure 4-Agree 5-Strongly agree
13. **I know what the current fund balance is and can explain it to others.**  
1-Disagree 2-Somewhat disagree 3-Not sure 4-Agree 5-Strongly agree
14. **I know my school's mission and vision statements.**  
1-Disagree 2-Somewhat disagree 3-Not sure 4-Agree 5-Strongly agree
15. **My board/school has a core values statement as part of our mission/vision.**  
1-Disagree 2-Somewhat disagree 3-Not sure 4-Agree 5-Strongly agree
16. **I know the board/school's goals for this year.**  
1-Disagree 2-Somewhat disagree 3-Not sure 4-Agree 5-Strongly agree
17. **We have and I understand our current strategic plan and long-range goals.**  
1-Disagree 2-Somewhat disagree 3-Not sure 4-Agree 5-Strongly agree
18. **I communicate regularly with board members, staff and parents (several times with each in a month).**  
1-Disagree 2-Somewhat disagree 3-Not sure 4-Agree 5-Strongly agree

## Board Member Self Assessment Tool

19. I feel we have an effective board (meetings are characterized by open debate and questioning, and an atmosphere of mutual trust and respect among the members.)  
1-Disagree 2-Somewhat disagree 3-Not sure 4-Agree 5-Strongly agree
20. The board has an annual retreat where we self assess our effectiveness and identify areas for board improvement.  
1-Disagree 2-Somewhat disagree 3-Not sure 4-Agree 5-Strongly agree
21. The board reviews a part of adopted policies each year.  
1-Disagree 2-Somewhat disagree 3-Not sure 4-Agree 5-Strongly agree
22. I feel the board does an effective job reviewing the director's annual performance.  
1-Disagree 2-Somewhat disagree 3-Not sure 4-Agree 5-Strongly agree
23. I understand the difference between the board's role (governance) and the director's role (management) and can explain it to others.  
1-Disagree 2-Somewhat disagree 3-Not sure 4-Agree 5-Strongly agree
24. I have an "elevator speech" (a 30 second story about why our school and board is so great) and can deliver it at a moment's notice.  
1-Disagree 2-Somewhat disagree 3-Not sure 4-Agree 5-Strongly agree
25. The board and administration has a process and knows how to deal respectfully and appropriately with complaints from staff, parents, or students.  
1-Disagree 2-Somewhat disagree 3-Not sure 4-Agree 5-Strongly agree

You can use this tool to help you understand what specific issues you might have regarding board governance. You can also add up your scores from each of the four areas to determine strengths and weaknesses. This can also help determine areas where the board can focus on training objectives for individuals and the board overall.

Of course, high scores or all 5's in a particular area show your strengths and expertise and can indicate where your leadership and mentoring roles as a board member may be put to use.

A-Board procedures	B Board finances	C -Board planning	D - Board oversight
1	9	14	21
2	10	15	22
3	11	16	23
4	12	17	24
5	13	18	25
6		19	
7		20	
8			
Total	Total	Total	Total