EDUC 564  
SCHOOL BOARD ACTIVITY  
SCORING GUIDE  

In order to receive complete scoring points for this assignment, the document needs to address the following:  

1. Critical or significant players are identified – by title, not by name (e.g. board chair, board members, superintendent, other administrators, union rep(s), staff, community, students, etc.).  
2. The atmosphere and interaction are described (e.g. cordial, tense, hostile, formal, informal, business-like, etc.).  
3. How visitors are addressed is noted (e.g. welcomed, ignored, board meeting procedures provided, etc.).  
4. Process for audience interaction is noted, if process exists.  
5. The person or persons who control the meeting is/are noted, as is the degree of formality (e.g. formal and focused or rather loose).  
6. If presentations are made, the process is described (e.g. formal with supportive materials, Power Point, etc. or more of a discussion).  
7. Any unusual or unexpected interactions are noted, if present.  
8. Any informal or “hidden” agendas are noted, if present.  
9. Overall reaction to the meeting – your thoughts, your “Ahas!”, reflections, etc.