

# Level V – MASTER SCHOOL BOARD MEMBER Portfolio Criteria

**Submit the following to TSBA by September 15:**

Tab	Submissions
<b>1</b>	<b>Sample policies.</b> Submit a copy of the most significant policy for which you have been critically involved in the development and adoption. Explain your leadership role in its development and adoption and describe the effectiveness of the policy.
<b>2</b>	<b>References from colleagues.</b> Submit and label one reference letter from each of the following categories: 1) school administrators, 2) local government officials, 3) the community at large, and 4) staff. Each letter must cite at least one major contribution. TSBA will send your fellow board members and superintendent a confidential reference form. A positive recommendation from the majority of your board colleagues is required.
<b>3</b>	<b>Self-evaluation.</b> Review the self-evaluation you completed at Level IV of the Boardsmanship Award Program. Discuss on a single page at least three things you have done since the self-evaluation to improve your effectiveness as a board member. Include a copy of your completed self-evaluation.
<b>4</b>	<b>Presentation/Teaching.</b> Choose one of the following five options: <ol style="list-style-type: none"> <li>1. Serve as a mentor to a new board member for at least three months. Submit a record of mentoring activities outside board meetings which includes at least three hours of time or five separate interactions, and a letter from the person being mentored and a summary of results.</li> <li>2. Participate as a member of a team to evaluate another school board’s meetings and operations. Submit the report that your team prepared and your personal observations of the meeting.</li> <li>3. Serve as a mentor to another board for at least three months. Submit a record of consulting activities which includes at least three hours of time or three separate interactions, a letter from the chairman of the board being mentored and a summary of results.</li> <li>4. Make a presentation at a TSBA or NSBA function within the last three years. Submit a summary along with a copy of the evaluation, if available.</li> </ol>
<b>5</b>	<b>Advocacy.</b> Submit and label five different pieces of evidence (articles, stories, editorials, audio recordings of radio spots, video recordings of TV interviews, speech to civic club or county commission or letters to legislators) of how you have demonstrated your leadership role to build support for public education on each of the following levels: 1) state, 2) local and 3) national.
<b>6</b>	<b>Essay.</b> Choose one of the following three options and indicate in your portfolio which option you have chosen: <ol style="list-style-type: none"> <li>1. Submit an essay (proposed for improvement) on one of the following topics: How Our Board Should Deal With: A) Finance            B) Curriculum            C) Planning            D) Policy</li> <li>2. Participate in the SBA eBoardsmanship Module and submit a written plan of self-improvement.</li> <li>3. Write an article for NSBA or TSBA that is accepted by the Editorial Advisory Board for publication and provide a copy.</li> </ol>