

EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES

Instructions

Each Board member and each administrator asked to evaluate the Board's effectiveness is to rate the

Board on each criterion, using a number on a scale from 1 to 5.

The Key: 1--Poor 2--Inadequate 3--Adequate 4--Good 5--Excellent

The Board Chairperson or Superintendent will collect all copies of the rating instrument, tally the scores, determine the composite average, and record it on the graph provided. Each member of the

Board will be given a copy of the composite results.

Individual
SUPERINTENDENT

Composite

A. RELATIONSHIP WITH

Rating

Rating

_____ 1. Establishes written policies for the guidance of the Superintendent in the operation of the schools.

_____ 2. Provides the Superintendent with a clear statement of the expectation of performance and personal qualities against which he/she will be measured periodically.

_____ 3. Engenders confidence in the Superintendent by inviting communication from the Superintendent.

_____ 4. Reaches decisions only on the basis of study of all available background data and consideration of the recommendation of the Superintendent.

_____ 5. Requests information through the Superintendent and only from staff members with the knowledge of the Superintendent.

_____ 6. Provides a climate of mutual respect and trust offering commendation whenever earned and constructive criticism when necessary.

_____ 7. Matters tending to alienate either Board member or Superintendent are discussed immediately rather than being permitted to fester and deteriorate.

_____ 8. Provides opportunity and encouragement for professional growth of the Superintendent.

_____ 9. Provides time for the Superintendent to plan.

_____ 10. Takes the initiative in maintaining a

professional salary for the Superintendent comparable with salaries paid for similar responsibility in and out of the profession.

B. COMMUNITY RELATIONSHIPS

_____ 11. Encourages attendance of citizens at Board meetings.

_____ 12. Actively fosters cooperation with various news media for the dissemination of information about the school program.

_____ 13. Ensures a continuous planned program of public information regarding the schools.

_____ 14. Participates actively in community affairs.

_____ 15. Channels all concerns, complaints, and criticisms of the school system through the Superintendent for study with the expectation that he/she will report back to the Board if action is required.

_____ 16. Protects the Superintendent from unjust criticism and the efforts of vocal special interest groups.

_____ 17. An individual Board member does not commit him/herself to a position in answer to an inquiry or in public statements unless Board policy is already established and clear or the question addressed to him/her requires merely a recitation of facts about the school system.

Individual

Composite

Rating

Rating

_____ 18. Encourages citizen participation in an advisory capacity in the solution of specific problems.

_____ 19. Is aware of community attitudes and the special interest groups which seek to influence the district's program.

C. BOARD MEETINGS

_____ 20. Has established written procedures for conducting meetings which include ample provision of the public to be heard but prevents a single individual or group from discussions.

_____ 21. Conducts its meetings in facilities that allow the division's business affairs to be conducted by the Board and its administrative staff effectively.

_____ 22. Selects a chairperson on the basis of his or her ability to properly conduct a meeting rather than on seniority or rotation.

_____ 23. New items of a complex nature are not introduced for action if they are not listed on the agenda but are presented for listing on a subsequent agenda.

_____ 24. Definitive action is withheld until asking if there is a staff recommendation and what it is.

_____ 25. Care is used in criticizing a staff recommendation.

_____ 26. The privilege of holding over matters for further study is not abused.

_____ 27. Each member makes a sincere effort to be informed on all agenda items listed prior to the meeting.

Individual Composite

Rating

Rating

_____ 28. Controversial, complex, or complicated matters are held over or placed on the agenda for discussion only, prior to consideration for adoption.

D. STAFF AND PERSONNEL RELATIONSHIPS

_____ 29. Develops sound personnel policies, involving the staff when appropriate.

_____ 30. Authorizes the employment or dismissal of staff members only upon the recommendation of the Superintendent.

_____ 31. Makes provision for the complaints of employees to be heard, and, after full study if staff dissatisfaction is found to exist, takes action to correct the situation through appropriate administrative channels.

_____ 32. Is receptive to suggestions for improvement of the school system.

_____ 33. Encourages professional growth and increased competency through:

a. Attendance by staff members at educational meetings.

b. Training on the job.

c. Salary increments which recognize training and experience beyond minimum qualifications for a given position.

_____ 34. Makes the staff aware of the esteem in which it is held.

_____ 35. Provides a written policy protecting the academic freedom of teachers.

Individual Composite

Rating

Rating

E. RELATIONSHIP TO INSTRUCTIONAL PROGRAM

_____ 36. Understands the instructional program and the general restrictions imposed on it by the Legislature, the State Board of Education, and college and university requirements.

_____ 37. Realistically faces the community to support a quality education for its children.

_____ 38. Resists the efforts of special interest groups to influence the instructional program if the effect would be detrimental to the students.

_____ 9. Encourages the participation of the professional staff, and in certain instances the public, in the development of the curricula.

_____ 40. Weighs all decisions in terms of what is best for the students.

_____ 41. Provides a policy outlining the district's educational objectives against which the instructional program can be evaluated.

_____ 42. Keeps abreast of new development in course content and teaching techniques through attendance and participation in School Boards association conferences and meetings of other educational groups and by reading of selected books and periodicals.

F. RELATIONSHIP TO FINANCIAL

MANAGEMENT OF THE SCHOOLS

_____ 43. Equates the income and expenditures of the district in terms of the quality of education that should be provided and the ability of the community to support such a program.

_____ 44. Takes the leadership in suggesting and securing community support for additional financing when necessary.

Individual

Composite

Rating

Rating

_____ 45. Establishes written policies which will ensure efficient administration of purchasing, accounting, and payroll procedures, and the risk management program.

_____ 46. Authorizes individual budgetary allotments and special non-budgeted expenditures only after considering the total needs of the district.

_____ 47. Makes provision for long-range planning for acquisition of sites, additional facilities, and plant maintenance.

G. PERSONAL QUALITIES

Each Board Member Exhibits:

_____ 48. A sincere and unselfish interest in public education and in the contribution it makes to the development of children.

_____ 49. A knowledge of the community which the school system is designed to serve.

_____ 50. An ability to think independently, to grow in knowledge, and to rely on fact rather than prejudice, and a willingness to hear and consider all sides of a controversial question.

_____ 51. A deep sense of loyalty to other Board members and respect for group decisions cooperatively reached.

_____ 52. A respect for, and interest in, people and ability to get along with them.

_____ 53. A desire to work through defined channels of authority and responsibility.

_____ 54. A willingness to devote the necessary time to become an effective Board member.

See Policy BA

First Reading: September 14, 2010

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Final Adoption: October 12, 2010