

EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES

Boards of education expect a high level of performance from those who are employed to run the schools. Stakeholders also expect a high level of performance from those who are elected to govern the schools.

Each Board should set aside some time on a regular basis to compare individual assessments of how well the governing body is functioning. It is important for the Board to establish a plan to regularly analyze its method of operation. The results of evaluation should be used in setting goals for improved operations in the future.

SELF-EVALUATION INSTRUMENT

Using the numbering system below, rate each item: 1 - ineffective; 2 - somewhat ineffective; 3 - somewhat effective; 4 - effective; 5 - highly effective.

Board Meetings - Official action can be taken only when the Board is in session. Therefore, each meeting must be organized for maximum efficiency.

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	The Board:
_____	_____	_____	_____	_____	reads agenda and background materials well in advance of meeting.
_____	_____	_____	_____	_____	makes public feel welcome; provides agenda, minutes and related materials.
_____	_____	_____	_____	_____	assures that meeting time, place and facilities are convenient for Board, staff and public.
_____	_____	_____	_____	_____	does not present new issues of complex nature for immediate action.
_____	_____	_____	_____	_____	does not abuse privilege of tabling important issues.
_____	_____	_____	_____	_____	demonstrates knowledge and use of good parliamentary procedure.

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	The Board:
_____	_____	_____	_____	_____	makes distinction between Board's role and function of administrators.
_____	_____	_____	_____	_____	expects staff input and Superintendent's recommendation on key issues.
_____	_____	_____	_____	_____	equally applies the public participation policy to all speakers.
_____	_____	_____	_____	_____	makes the most productive use of meeting time.
_____	_____	_____	_____	_____	conducts all meetings in accordance with the Open Meetings Act (Sunshine Law).
_____	_____	_____	_____	_____	selects officers on basis of ability.
_____	_____	_____	_____	_____	has procedure for submitting agenda items.

Board-Community Relations - As elected officials, Board members have the responsibility to be representative, to be responsive and to be effective agents of change. The Board:

_____	_____	_____	_____	_____	actively seeks input from the community in establishing goals and objectives.
_____	_____	_____	_____	_____	gives full support and cooperation to parent and community organizations with student-centered missions.
_____	_____	_____	_____	_____	establishes a close working relationship with other units of government.
_____	_____	_____	_____	_____	is actively involved in state and federal education legislation.
_____	_____	_____	_____	_____	maintains effective two-way communication between District officials and residents of the District.
_____	_____	_____	_____	_____	ensures the best possible relationship between District officials and the media.

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| <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | The Board: |
| _____ | _____ | _____ | _____ | _____ | makes best use of facilities and resources in meeting needs of the community. |
| _____ | _____ | _____ | _____ | _____ | provides leadership in securing maximum community support for a good educational program. |
| _____ | _____ | _____ | _____ | _____ | approves an annual budget within resources that can be certified in the “fiscal certificate.” |

Board-Administrator Relations - The Board:

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| _____ | _____ | _____ | _____ | _____ | evaluates the performance of both the Superintendent and Treasurer on a regular basis and pursuant to State law. |
| _____ | _____ | _____ | _____ | _____ | assures that the Superintendent complies with Board policies regarding annual staff evaluations. |
| _____ | _____ | _____ | _____ | _____ | works and plans with District administrators in the spirit of mutual trust and confidence. |
| _____ | _____ | _____ | _____ | _____ | recognizes the Superintendent as the chief executive officer and educational leader of the District. |
| _____ | _____ | _____ | _____ | _____ | provides District administrators opportunity for professional growth. |
| _____ | _____ | _____ | _____ | _____ | avoids interference with duties which are the responsibility of District administrators. |
| _____ | _____ | _____ | _____ | _____ | solicits input from the Superintendent in developing and maintaining a comprehensive and legally compliant Board policy manual. |
| _____ | _____ | _____ | _____ | _____ | addresses potential problems between the Board and District administrators promptly as issues arise. |

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| <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | The Board: |
| _____ | _____ | _____ | _____ | _____ | defends District administrators from unjust and unfounded criticism. |
| _____ | _____ | _____ | _____ | _____ | utilizes the management team concept of operating the District. |

Board-Staff Relations – The Board seeks maximum input from staff on educational issues while retaining decision-making authority and responsibility for the operation of the District. The Board:

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|-------|-------|-------|-------|-------|--|
| _____ | _____ | _____ | _____ | _____ | approves job descriptions for all positions. |
| _____ | _____ | _____ | _____ | _____ | adopts appropriate personnel policies in the areas of employment evaluation, reduction in force and related matters. |
| _____ | _____ | _____ | _____ | _____ | encourages professional growth through staff development, in-service programs, visitations and conferences. |
| _____ | _____ | _____ | _____ | _____ | refers complaints to appropriate District administrators for discussion and resolution. |
| _____ | _____ | _____ | _____ | _____ | preserves and maintains management rights in all labor relations agreements. |

Instructional Program - The Board:

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|-------|-------|-------|-------|-------|---|
| _____ | _____ | _____ | _____ | _____ | provides equal access to curriculum as well as cocurricular and extracurricular activities to all students. |
| _____ | _____ | _____ | _____ | _____ | approves all curriculum changes including course additions and deletions. |
| _____ | _____ | _____ | _____ | _____ | balances the overall needs of students and community with efforts of special interest groups to influence the curriculum. |

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	The Board:
_____	_____	_____	_____	_____	encourages suggestions for curriculum improvement from students, staff and community.
_____	_____	_____	_____	_____	safeguards the privacy of student records.
_____	_____	_____	_____	_____	encourages a positive approach to student discipline.
_____	_____	_____	_____	_____	safeguards the rights of students to due process.
_____	_____	_____	_____	_____	provides policies that implement the educational standards of the State Board of Education.

Personal Qualities - Maximum results as a school board member will be achieved only if high ethical standards of conduct are maintained in all personal, business and public activities. As a Board member, I:

_____	_____	_____	_____	_____	am courteous and respectful of fellow Board members.
_____	_____	_____	_____	_____	keep the education and welfare of students as my primary concern.
_____	_____	_____	_____	_____	represent the best interests of all stakeholders rather than special interest groups.
_____	_____	_____	_____	_____	understand the need for compromise; abide by decisions of the majority.
_____	_____	_____	_____	_____	channel complaints and potential problems through proper administrative channels.
_____	_____	_____	_____	_____	have made the time commitment necessary to become an informed and effective Board member.
_____	_____	_____	_____	_____	reach decisions on the merits of issues and the best available evidence.
_____	_____	_____	_____	_____	participate in in-service programs at regional, state and national levels.

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	As a Board member, I:
_____	_____	_____	_____	_____	do not individually or unilaterally make decisions or commitments on the Board's behalf.
_____	_____	_____	_____	_____	am open and honest with other Board members and administrators, share information and avoid "surprises" whenever possible.
_____	_____	_____	_____	_____	am familiar with and abide by the OSBA Board Member Code of Ethics.

Additional Comments:
