

B. Policy Making

The Board: Regards policy making as a key responsibility and ensures that a comprehensive review of district policies occurs at least once every three years.

Reviews district policies on an ongoing basis to ensure that they are clear, complete, current, and consistent with district goals.

Has studied the policy manual and is aware of its structure and contents.

Asks the superintendent for recommendations before adopting policy.

Distinguishes between policy and administrative procedure.

Adopts written policies on a timely basis that are in compliance with State Board rules and state and federal laws.

Makes policy decisions, only after full discussion at publicly held board meetings, readily accessible to staff and the public.

Ensures that there is appropriate dissemination of policy and that there is free and easy access to policy information.

Adheres to and supports adopted board policies.

Exceed Expectations

Meets Expectations

Below Expectations

Comments: _____

C. Goal Setting

The Board: Ensures that planning and evaluation includes facilities, management, curriculum, instruction, staff development, student achievement, and other district domains as specified in legislation.

Requires that campus planning include involvement of professional staff, parents, and community members.

Ensures that the superintendent and staff develop and implement objectives and action plans to accomplish district goals.

Communicates with the public to ensure support and understanding of district goals and practices.

Adopts clear and definite short-term and long-range goals.

Provides funds for the district to accomplish its goals.

Approves campus plans that are in line with the district's mission, goals, and plans.

Uses academic excellence indicators, campus performance objectives, and local performance objectives, and local performance data to evaluate each campus and the district's instructional program.

Bases evaluation of the superintendent in part upon the accomplishment of the district goals.

Exceed Expectations

Meets Expectations

Below Expectations

Comments: _____

D. Personnel

The Board: Demonstrates support and respect for the superintendent as the chief administrative employee of the district.

Adopts policies that clearly define guidelines for salaries and benefits.

Follows appropriate policies on employee complaints.

Receives recommendation from the superintendent before employing or dismissing staff members.

Encourages the staff to grow professionally by providing enough funds for in-service education as approved by the superintendent.

Develops sound personnel policies involving the staff when appropriate.

Hears employee complaints only after they have been processed through appropriate administrative channels.

Exceed Expectations

Meets Expectations

Below Expectations

Comments: _____

E. Finance

The Board: Evaluates the income and spending of the district in terms of the quality of education that should be provided and the ability of the community to provide support.

Takes the lead in securing community support for additional funding as necessary.

Authorizes the administration to prepare the annual budget.

Holds the administration accountable for the spending of funds in compliance with law and sound business practice.

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

Exceed Expectations

Meets Expectations

Below Expectations

Comments: _____

F. Board Meetings

The Board: Paces the use of meeting time, encourages members to be concise and to the point, and concludes at a reasonable time.

Is friendly, open, and projects a positive public image.

Insists that meeting dates are legally posted and publicized.

Uses agendas prepared cooperatively by the board and administration and makes sure that agenda information is received before the meeting.

Calls meetings or work sessions only when necessary and as authorized under state law.

Maintains confidentiality of executive session.

Holds regularly scheduled board meetings with all members in attendance and on time.

Focuses debate on issues and does not allow discussion to become personal.

Does not generally take action without first requesting a staff recommendation.

Uses care when criticizing a staff recommendation.

Is prepared to discuss material that was sent out in advance.

Adopts and follows effective parliamentary procedures.

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

Exceed Expectations Meets Expectations Below Expectations

Comments: _____

G. Instruction

The Board: Understands that student learning is the top priority.

Receives frequent up-dates regarding school program and student achievement.

Is knowledgeable about the instructional program and informed about instructional requirements dictated by the Legislature and the State Board of Education.

Exceed Expectations Meets Expectations Below Expectations

Comments: _____

H. Relationships with Community

The Board: Has clear procedures for the citizens to communicate with the board at board meetings.

Ensures that there is an appropriate program to disseminate public information regarding the schools.

Protects the school and staff from unjust criticism and the efforts of special interest groups.

Directs all concerns, complaints, and criticisms of the school system to the superintendent or as otherwise specified by policy.

Exceed Expectations Meets Expectations Below Expectations

Comments: _____

I. Personal Qualities

Each Board Member: Demonstrates respect for the leadership team by supporting group decisions.

Demonstrates a willingness to devote the time necessary to become an effective board member.

Demonstrates a sincere and unselfish interest by making decisions in the best interest of all students.

Annually completes school board member training hours.

Exceed Expectations Meets Expectations Below Expectations

Comments: _____

J. Board Relationships

The Board Members: Listen to ideas and opinions of other board members.

Have confidence and trust in each other.

Remain cordial and businesslike when disagreeing on issues.

Support publicly the decision of the majority once a vote has been taken.

Work together as a team in a spirit of cooperation.

Exceed Expectations Meets Expectations Below Expectations

Comments: _____
