Executive Committee

Monday, June 2, 2014 4:30 PM
Executive Committee, L.P. Wilson Community Center, Superintendent's Conference Room, 601 Matianuck Avenue, Windsor, CT 06095

1. **Call to Order**
2. **Set the agenda for the Regular Board Meeting on Tuesday, June 17, 2014**
3. **Review BOE Self-evaluation form**
4. **Miscellaneous**
5. **Adjournment**

WINDSOR PUBLIC SCHOOLS
BOARD OF EDUCATION SELF-EVALUATION
2012-2013

INSTRUCTIONS FOR COMPLETING YOUR
BOARD SELF-EVALUATION

Please complete the survey responding with a numeric rank, which reflects your feelings and perceptions on each item as follows:

5 - Excellent

4 - More than acceptable

3 - Acceptable

2 - Less than acceptable; needs some improvement

1 - Less than acceptable; needs major improvement

0 – Not enough experience with or knowledge of the topic to rate)

At the end of each section is space for you to write any additional or explanatory comments. These comments will be included in the tabulated data but the authors will not be identified.

BOARD OF EDUCATION SELF-EVALUATION

Board Member_____
(Optional)

Instructions: Rate the current practice of the board for each item from 1 (lowest rating) to 5 (highest rating). Unless you indicate otherwise, all scores and comments will be typed and distributed to the board, but without your name –they will be anonymous. Please identify any confidential comments you do not wish to share with the whole board.

BOARD MEMBERS

1. Each board member acts in the best interest of the entire district rather than one segment of the district or a special interest group.

   0 1 2 3 4 5

2. Board members attempt to assure that community values are adequately reflected at the board table.

   0 1 2 3 4 5

3. Board members attempt to assure that community educational aspirations are adequately reflected at the board table.

   0 1 2 3 4 5

4. During the decision making process, board members think independently but are careful not to make statements or commitments on behalf of the board.

   0 1 2 3 4 5

5. Once a decision is made, all board members respect and support the decision; the board speaks with one voice.

   0 1 2 3 4 5

6. Board members preserve the confidentiality of items discussed in closed session.

   0 1 2 3 4 5

7. Board members work to strengthen public confidence in the board and district leadership.

   0 1 2 3 4 5

8. Board Members Understand the district's programs and policies.

   0 1 2 3 4 5

9. Board Members effectively communicate their needs to the staff.

   0 1 2 3 4 5

AVERAGE EVALUATION:_____

GENERAL COMMENTS ON BOARD MEMBERS

MEETINGS OF THE BOARD

10. All meetings comply with the Connecticut open meeting laws.
0 1 2 3 4 5

11. The board president and superintendent jointly develop an agenda that reflects the needs and goals of the board, superintendent, and district for education, policy, and governance.
0 1 2 3 4 5

12. The board receives a packet of materials including: a) an agenda and b) as appropriate, analysis and recommendations on agenda items, well in advance of each meeting.
0 1 2 3 4 5

13. All board members come prepared for each meeting.
0 1 2 3 4 5

14. The meeting is of appropriate length - usually two hours or less.
0 1 2 3 4 5

15. The meeting time, place and facilities accommodate the board and staff to the fullest extent possible.
0 1 2 3 4 5

16. The meeting time, place, and facilities accommodate the public to the fullest extent possible.
0 1 2 3 4 5

17. Meetings are run efficiently; parliamentary procedure is followed.
0 1 2 3 4 5

18. Board members treat each other with respect.
0 1 2 3 4 5

19. Board members treat all stakeholders with respect.
0 1 2 3 4 5

20. All board members understand the procedure for placing items on the agenda.
0 1 2 3 4 5

21. Board members are provided the opportunity to express their opinions.
0 1 2 3 4 5

AVERAGE EVALUATION:_____

GENERAL COMMENTS ON MEETINGS OF THE BOARD

VISION AND PLANNING

22. The board, on behalf of the community, considers its most important job to be setting a clear direction for the district.
0 1 2 3 4 5

23. The board is engaged in two-way conversation with the community, gathering information that enables it to speak on behalf of the community and provide educational leadership for the community.
0 1 2 3 4 5

24. The board has provided a clear vision (direction) for the district.
0 1 2 3 4 5

25. The board, superintendent, and staff have developed clear attainable and measurable goals that move the district toward achieving its vision.
0 1 2 3 4 5

26. The district's programs, services and staff development are aligned with the board's vision, mission, goals and priorities.
0 1 2 3 4 5

27. The school board engages the community in securing support and

resources.

0 1 2 3 4 5

28. The school board engages the community in securing support for achieving the vision, mission, and goals of the district.

0 1 2 3 4 5

29. The board regularly reviews and evaluates progress toward achieving the district's goals.

0 1 2 3 4 5

AVERAGE EVALUATION:_____

GENERAL COMMENTS ON VISION & PLANNING

POLICY

30. The board, recognizing that most board decisions are policy decisions, develops written policies that are essential to effective governance and implementing the district's vision.

0 1 2 3 4 5

31. The board has a process to review its policies and keep its policy manual current with changes in state or federal law and its own priorities.

0 1 2 3 4 5

32. Prior to adopting policy, the board requires input from affected parties - the superintendent, staff and community - through announcements, meetings or other appropriate methods.

0 1 2 3 4 5

33. The board ensures that each policy is written as clearly as possible so that it can support the superintendent in his/her reasonable interpretation.

0 1 2 3 4 5

34. The school board regularly monitors district policy for effective implementation and compliance.

0 1 2 3 4 5

AVERAGE EVALUATION:_____

GENERAL COMMENTS ON POLICY:

FISCAL MANAGEMENT

35. The board ensures the development of annual fiscal forecasts based on clearly identified assumptions and rational.
0 1 2 3 4 5

36. The board and superintendent treat the annual financial plan as an expression of agreed upon district priorities.
0 1 2 3 4 5

37. District financial reports and audits provide board members with a clear understanding of the district's financial health.
0 1 2 3 4 5

38. The district has found a proper balance among competing claims: fiscal responsibility, responsiveness to the community, and meeting the needs of all students.
0 1 2 3 4 5

39. The Board has a clear and complete district financial plan.
0 1 2 3 4 5

AVERAGE EVALUATION:_____

GENERAL COMMENTS ON FINANCE:

BOARD/SUPERINTENDENT RELATIONS

40. The board and superintendent trust and respect one another.
0 1 2 3 4 5

41. The board delegates authority to the superintendent for implementing district policies and does not interfere with the superintendent's exercise of authority.
0 1 2 3 4 5

42. The board, with the assistance of the superintendent, has formulated clear written expectations against which the superintendent's performance can be measured.
0 1 2 3 4 5

43. At least annually, the board conducts a superintendent evaluation based on its performance expectations.

0 1 2 3 4 5

44. Board Members re-direct specific complaints and requests to the superintendent or other staff members as appropriate.

0 1 2 3 4 5

45. Board members treat staff members in a respectful manner at all times.

0 1 2 3 4 5

46. The board reserves statements critical of the superintendent's performance and evaluation of the superintendent for executive sessions.

0 1 2 3 4 5

47. Directions to the superintendent come from the board as whole not from individual members of the board.

0 1 2 3 4 5

AVERAGE EVALUATION:_____

GENERAL COMMENTS ON BOARD/SUPERINTENDENT RELATIONS:

SCHOOL BOARD ORIENTATION & DEVELOPMENT

48. Board members keep abreast of new and ongoing educational programs in the school district.

0 1 2 3 4 5

49. Board members are current on legislation and regulations, which affect public education in Connecticut.

0 1 2 3 4 5

50. All board members regularly attend local and state seminars presented by the CABE.

0 1 2 3 4 5

51. The board communicates effectively with local legislators.

0 1 2 3 4 5

52. Board retreats and/or workshops are informative and focused on district and/or board development.

0 1 2 3 4 5

53. The board is properly structured to meet its goals and the needs of the district.

0 1 2 3 4 5

54. The committees of the board function properly and meet the needs of the board and the district.

0 1 2 3 4 5

55. The Board provides orientation for new members which should include bylaws section 9000 and major policies.

0 1 2 3 4 5

AVERAGE EVALUATION:_____

GENERAL COMMENTS ON SCHOOL BOARD DEVELOPMENT:

Relationships and Communications between Board and Community

BOARD/COMMUNITYRELATIONS

56. The board and individual members demonstrate respect and cooperation in their relationships with the community

0 1 2 3 4 5

57. The board communicates and seeks input from the community using forums, groups, the media and/or other vehicles following agreed upon procedures.

0 1 2 3 4 5

58. The board has collaborative relationships with stakeholders including local officials, municipal agencies, community partners and other stakeholders.

0 1 2 3 4 5

59. The Board encourages the community to attend and participate in all board meetings except executive session.

0 1 2 3 4 5

60. The board encourages members, superintendent, and staff to submit timely school information to the media on a regular basis.

0 1 2 3 4 5

AVERAGE EVALUATION:_____

GENERAL COMMENTS ON BOARD/COMMUNITIES RELATIONS:

SUMMARY OF EVALUATION ELEMENTS

Board Members Meetings	_____
of the Board Vision and	_____
Planning Policy	_____
Finance Board/Superintendent	_____
Relations	_____
School Board Development Board/Community	_____
Relations	_____
Individual Board Members Average:	_____