

Raymond School District Policy – BAA-R

EVALUATION OF SCHOOL BOARD

Instructions

Board Member:_____ Date of Review:_____

Each Board member is asked to evaluate the Board's effectiveness.

Rating Scale: *3 - Excellent 2 – Good 1 – Needs Improvement*

The Board Chairperson will collect all copies of the rating instrument, tally the scores, determine the composite average, and record it. Each member of the Board will be given a copy of the composite results.

A. TEAM BUILDING

- _____ 1. Board members encourage each other to work together and with the Superintendent as a team.
- _____ 2. Board members are committed to overall district goals adopted by the school board.
- _____ 3. Board members are able to disagree on issues and still maintain respect and trust.
- _____ 4. The Board is sensitive to the cultural diversity of the district.
- _____ 5. The board adheres to its adopted code of ethics.

Comments:

B. DECISION MAKING

- _____ 1. The board avoids voting cliques and does not allow personal conflict to affect its actions, but reaches decisions solely on the merits of the issues.
- _____ 2. Board members support majority decisions of the board even when individual views may differ from the majority decisions.

- _____ 3. The Board treats confidential information as such and especially keeps information from non-public sessions confidential, according to NH law.
- _____ 4. The Board makes decisions which advance the district toward its strategic goals.
- _____ 5. All Board requests for information go to the Superintendent.
- _____ 6. Individual board members refrain from making commitments on behalf of the entire board.
- _____ 7. The board reaches decisions on the basis of study of all available data including the recommendations of the Superintendent.

Comments:

C. RELATIONSHIP WITH SUPERINTENDENT

- _____ 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. Reaches decisions only on the basis of study of all available background data and consideration of the recommendation of the Superintendent.
- _____ 4. Provides a climate of mutual respect and trust offering commendation whenever earned and constructive criticism when necessary.
- _____ 5. Matters tending to alienate either Board member(s) or Superintendent are discussed immediately rather than being permitted to fester and deteriorate.
- _____ 6. Provides opportunity and encouragement for professional growth of the Superintendent.
- _____ 7. Provides time for the Superintendent to plan.
- _____ 8. Takes the initiative in maintaining a professional salary for the Superintendent comparable with salaries/benefits paid for similar responsibility in and out of the profession.
- _____ 9. The Board regards the Superintendent as its chief executive officer,

responsible for all personnel matters.

_____ 10. The Board recognizes the Superintendent as its chief executive officer and seeks his/her recommendations on all matters.

_____ 11. The role of the Board and the role of the Superintendent are clearly understood by all Board members.

_____ 12. The Board and Superintendent hold workshops several times each year to improve their leadership and teamwork on strategic goals.

_____ 13. The Board refrains from public criticism of the Superintendent.

Comments:

D. COMMUNITY RELATIONSHIPS

_____ 1. Encourages attendance of citizens at Board meetings.

_____ 2. Actively fosters cooperation with various news media for the dissemination of information about the school program.

_____ 3. Participates actively in community affairs.

_____ 4. 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.

_____ 5. Protects the Superintendent from unjust criticism and the efforts of vocal special interest groups.

_____ 6. An individual Board member does not commit him/herself to a position in answer to an inquiry or in public statements.

_____ 7. Encourages citizen participation in an advisory capacity in the solution of specific problems.

_____ 8. Is aware of community attitudes and the special interest groups which seek to influence the district's program.

_____ 9. The Board supports a planned program of public information about the district.

_____ 10. Members of the Board attend school functions when possible.

_____ 11. The Board advocates with the public, government, and business on behalf of the district, schools and students.

_____ 12. The Board accepts responsibility for advocating the district's budget and programs within the community.

Comments:

E. POLICY

- _____ 1. The Board actively seeks the contributions of community, faculty and students before making a major policy decision.
- _____ 2. Policies are revised and updated to make sure they are effective and current with law.
- _____ 3. The Board knows and adheres to district policies.

Comments:

F. BOARD MEETINGS

- _____ 1. Has established written procedures for conducting meetings which include ample provision for the public to be heard.
- _____ 2. Conducts its meetings in facilities that allow the district's business affairs to be conducted by the Board and its administrative staff effectively.
- _____ 3. Selects a chairperson on the basis of his or her ability to properly conduct a meeting rather than on seniority or rotation.
- _____ 4. New items are not introduced for action if they are not listed on the agenda. The exception would be for a pressing need.
- _____ 5. The Board voices disagreements tactfully.
- _____ 6. The privilege of holding over matters for further study is not abused.
- _____ 7. Each member makes a sincere effort to be informed on all agenda items listed prior to the meeting.

- _____ 8. The Board Chairperson ensures that meetings proceed in a business-like manner, while allowing opportunity for full discussion.
- _____ 9. All Board meetings are conducted efficiently and effectively.

Comments:

G. STRATEGIC PLANNING

- _____ 1. The Board provides leadership in establishing and annually updating the strategic plan for the district.
- _____ 2. The Board requires the Superintendent and staff to annually establish action plans that advance the district toward the strategic goals.
- _____ 3. The Board solicits input from all segments of the community in establishing the strategic plan for the district.
- _____ 4. The Board sets goals which encourage positive public, staff and student participation in the school system.
- _____ 5. The Board works with the Superintendent to achieve these strategic goals.

Comments:

H. STAFF AND PERSONNEL RELATIONSHIPS

- _____ 1. Develops sound personnel policies, involving the staff when appropriate.
- _____ 2. Authorizes the employment or dismissal of staff members only upon the recommendation of the Superintendent.
- _____ 3. Makes provision for the complaints of employees to be heard and takes action to address the situation through appropriate administrative

channels.

- _____ 4. The Board is receptive to suggestions for improvement of the school system.
- _____ 5. The Board encourages professional development and increased competency.
- _____ 6. Makes the staff aware of the esteem in which it is held.

Comments:

I. RELATIONSHIP TO INSTRUCTIONAL PROGRAM

- _____ 1. Understands the instructional program and the general restrictions imposed on it by the Legislature, the State Board of Education, and college and university requirements.
- _____ 2. The Board resists efforts to influence the instructional program if the effect would be detrimental to the students.
- _____ 3. Encourages the participation of the professional staff and the public in the development of the curricula.
- _____ 4. Weighs all decisions in terms of what is best for the students.
- _____ 5. The Board provides policies outlining the district's educational objectives against which the instructional program can be evaluated.
- _____ 6. Keeps abreast of new development in course content and teaching techniques through attendance and participation in conferences and meetings of educational groups and by reading of selected books and periodicals.

Comments:

J. RELATIONSHIP TO FINANCIAL MANAGEMENT OF THE SCHOOLS

- _____ 1. Effectively uses revenue and expenditures of the district to provide a quality education and also the ability of the community to support and fund such a program.
- _____ 2. Takes the leadership in suggesting and securing community support for additional financing when necessary.
- _____ 3. Establishes written policies which will ensure efficient administration of purchasing, accounting, and payroll procedures, and the risk management program.
- _____ 4. Thoroughly reviews, develops, and approves the annual school district budget after considering the total needs of the district.
- _____ 5. Thoroughly reviews, develops and approves non-operating budget revenue and expenditures such as capital improvements and bonds.
- _____ 6. Makes provision for long-range planning for acquisition of sites, additional facilities, and plant maintenance.
- _____ 7. The Board delegates to the Superintendent the administration of the Budget, and monitors the financial status of the school system monthly.
- _____ 8. The Board has adopted procedures and timeline for the preparation of the annual school district budget.

Comments:

K. PERSONAL QUALITIES

Each Board Member Exhibits:

- _____ 1. A sincere and unselfish interest in public education and in the contribution it makes to the development of children.
- _____ 2. A knowledge of the community which the school system is designed to serve.
- _____ 3. 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.
- _____ 4. A deep sense of loyalty to other Board members and respect for group

decisions cooperatively reached.

- _____ 5. A respect for, and interest in, people and ability to get along with them.
- _____ 6. A desire to work through defined channels of authority and responsibility.
- _____ 7. A willingness to devote the necessary time to become an effective Board member.

Comments:

L. NEGOTIATIONS

- _____ 1. Develops bargaining strategies based upon bargaining laws and processes.
- _____ 2. Identifies contract language issues and proposes modifications.
- _____ 3. Board members participate in the collective bargaining process as determined by the Board.

Comments:

Adopted: June 6, 2002

Revised: May 18, 2011