

**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