

**BOARD EVALUATION INSTRUMENT**

**Part I. Assessing Individual School Board Member Performance**

Before completing Part II, School Board Evaluation Questionnaire, please complete the following personal assessment of your boardsmanship. This form will not be shared with others but will be for your review only. The following rating scale should be used for each statement, and a check should be placed to the appropriate box:

- 4. Always
- 3. Frequently
- 2. Sometimes
- 1. Never

	1	2	3	4
1. Familiarize myself with school policies and laws which are important for meetings.				
2. Attend all School Board meetings.				
3. I read the agenda and supporting material prior to the Board meeting.				
4. I reserve all decisions on matters until the Board is in session.				
5. I keep personal matters personal and discuss non-related concerns at appropriate times and places.				
6. I use the chain of command and direct questions to the superintendent when contacted by a district resident.				
7. I attend WASB workshops and meetings.				
8. I read school publications sent to my home.				
9. I visit schools within the district.				
10. I am informed about community feelings toward the schools.				
11. I take every opportunity to take, write, or make personal contacts and tell people about their schools.				
12. I respect the superintendent's office and refrain from unwarranted interferences with the administrator's affairs.				
13. I believe in long-range planning and recognize that changing trends change school needs.				
14. I believe the district should place great emphasis on professional growth.				
15. I have high expectations for student achievement.				

16.	I know that I have no authority as a Board member except when the Board is legally in session. Board officers have specific duties that are occasionally performed outside of Board sessions.				
17.	I rely on the superintendent to provide the Board with accurate information on the school systems				
18.	I take part in Board in-service and orientation programs.				
19.	Even through I may disagree, I support publicly positions taken by the whole Board.				
20.	I work toward mutual trust between Board members and administration and keep criticism of either to private sessions				
21.	I recognize that governance and policy duties belong to the Board and administrative duties belong to the district's administrators.				
22.	I support budgetary provision and encourage the professional growth of the superintendent.				
23.	I support strong professional growth programs for all school personnel.				
24.	I attend PTO meetings, concerts, plays, athletic contests, and other school events.				
25.	I am familiar with the budgeting process of the district.				
26.	I am familiar with the curriculum and graduation requirements of the district.				

**Part II. Assessing the School Board’s Performance**

The following list of 20 items pertaining to the operation of the School Board is the basis for an annual self-evaluation of the Board.

Each Board member should complete the rating scale for each item as follows:

- 4. Always
- 3. Frequently
- 2. Sometimes
- 1. Never

	1	2	3	4
<b>A. Board Relationship with the Superintendent</b>				
1. The Board keeps the superintendent informed on issues, needs, and complaints in a manner allowing him/her the opportunity to solve related problems in a professional matter.				
2. The Board clearly interprets its position on controversial matters pertaining to the school district, thereby enabling the superintendent to properly carry out the wishes of the Board.				
3. The Board supports the superintendent’s administrative regulations and decisions to the public and staff members and relays any disagreement in a private or executive session.				
4. The Board disregards personalities and considers the recommendations of the superintendent in an unbiased and objective manner.				
<b>B. Board Relationship with the Community</b>				
1. The Board recognizes that their fellow citizens have entrusted them with the educational development of the children and youth of this community.				
2. The Board recognizes that the community expects their first and greatest concern to be in the best interest of all students in the district without distinction as to who they are or what their background may be.				
3. The Board enacts policies supporting the efforts of the administration in helping all the people of this community to have all the facts all the time about their schools including the status of the student performance in the district.				
<b>C. Board Relationship Between Members During Meeting</b>				
1. Individual members of the Board treat other members of the Board and professional staff with respect during Board meetings.				
2. Differences of opinion influencing Board member votes are based on the issues at hand and not on personalities.				

3.	Each member of the Board conducts himself/herself in such a manner as to emphasize that individual Board members have authority only when convened in a legally conducted Board meeting with at least a quorum present.				
<b>D. Board Relationship with Staff and Personnel</b>					
1.	The board delegates hiring of the staff to the superintendent and holds him/her accountable to the broad parameters defined in the policies.				
2.	The Board creates a climate of support for staff in the district.				
3.	The Board members maintain personal friendships with district personnel without allowing them to affect overall Board decisions and/or policies.				
<b>E. Board Relationship to the Instructional Program</b>					
1.	The Board makes every effort to keep informed about the instructional program.				
2.	The Board ensures instructional program decisions are based on research on effective schools and learning.				
3.	The Board maintains policies necessary to enable the educational program required to meet the student's needs in a global society.				
4.	The Board knows how to analyze the data and sets goals to improve student learning.				
<b>F. Board Relationship to the Financial Management of the Schools</b>					
1.	The Board establishes the policies and provides the necessary resources to properly manage the finances of the school district.				
2.	The Board requires the proper accountability for the expenditure of funds in the school district.				
3.	The Board provides funding to maintain educational programming in the district that is based on the belief that all students can learn at high levels.				
4.	The Board keeps the community informed about financial needs of the school district.				

