Dundee Community Schools

Board Self-Evaluation

Adopted 12/9/2013
Revised 12/9/2013
Statement of Purpose

Self-evaluation is an important responsibility of the Board of Education. The purpose of the Board’s self-evaluation will be to:

1. Raise the Board’s awareness of its responsibilities.
2. Determine how well the Board is carrying out its responsibilities.
3. Determine those areas in which improvement is needed.

The evaluation results should be used by the Board to set goals for the Board. The results should also be used as a basis for planning a program of board development. Progress toward these goals should be evaluated during the ensuing year.

The rating scale is based on the reasonable expectations of the Board of Education and consists of five options:

1. = Unsatisfactory
2. = Needs Improvement
3. = Satisfactory
4. = Good
5. = Excellent

**Ratings of 1 (Unsatisfactory) and 5 (Excellent) should be discussed and supported by written comments.**
I.  Board/Superintendent Relations

The Board

a.  **Promptly communicates all expectations, compliments, concerns, or criticisms of the school system to the superintendent with the expectation of feedback when appropriate.**
   
   1 2 3 4 5
   
   Comments:

b.  **Refraints from infringing on the superintendent’s area of administration and follows administrative procedures as agreed upon by the board and superintendent in communicating with the staff.**
   
   1 2 3 4 5
   
   Comments:

c.  **Refraints from public criticism of the superintendent.**
   
   1 2 3 4 5
   
   Comments:

d.  **Provides, through policy, a clear set of expectations of performance and personal qualities against which the superintendent will be measured periodically.**
   
   1 2 3 4 5
   
   Comments:

e.  **Maintains a professional salary for the superintendent.**
   
   1 2 3 4 5
   
   Comments:

II.  Board Meetings
The Board

a. *Conducts all board meetings efficiently and effectively.*
   1  2  3  4  5
   Comments:

b. *Provides opportunities for public participation in board meetings.*
   1  2  3  4  5
   Comments:

c. *Has procedures, as agreed upon between the board and the superintendent, for developing the agenda and getting materials to board members in advance of meetings.*
   1  2  3  4  5
   Comments:

d. *Makes a sincere effort to be informed on all agenda items prior to meetings.*
   1  2  3  4  5
   Comments:

e. *Has an accepted code of ethics and adheres to it.*
   1  2  3  4  5
   Comments:

f. *Confines their activities to policy issues rather than management issues.*
   1  2  3  4  5
   Comments:

g. *Conflicts among board members—or board members and administrators—are
confronted and quickly handled by the board president.

Comments:

h. Board members arrive on time for board meetings.

Comments:

i. We deal successfully with controversial items and attempt to develop solutions acceptable to all board members.

Comments:

III. Board/Community Relations
The Board

a. *Refrains from committing to a position on an issue before all relevant facts are presented.*
   
   Comments:

b. *Refrains from speaking for the board on issues for which the board has no official position.*
   
   Comments:

c. *Allows for citizen input through public hearings, advisory committees, etc.*
   
   Comments:

d. *Supports the chair in his or her roles as spokesperson for the board.*
   
   Comments:

e. *Has an established procedure for the dissemination of information to the public.*
   
   Comments:

f. *Strives to maintain an open dialog with its local and state governmental leaders.*
   
   Comments:

g. *Talks positively about the school district to the public.*
   
   Comments:

IV. Board Qualities
The Board

a. Displays a sincere and unselfish interest in public education which develops and contributes to the growth of students.
   1  2  3  4  5
   Comments:

b. Possesses a knowledge of the educational process and the needs of the community.
   1  2  3  4  5
   Comments:

c. Strives to improve boardsmanship skills.
   1  2  3  4  5
   Comments:

d. Weighs all decisions in terms of what is best for the students of the school district.
   1  2  3  4  5
   Comments:

e. Is visible in the community.
   1  2  3  4  5
   Comments:

f. Is independent and open-minded and respects the decisions of individual board members and administrators on various issues.
   1  2  3  4  5
   Comments:

g. Members represent the whole district and not special interest groups.
   1  2  3  4  5
Comments:

h.  *Board members are satisfied with the overall operation of the board.*

   |   |   |   |   |
   | 1 | 2 | 3 | 4 | 5 |

   Comments:

i.  *Board members enjoy serving on the board.*

   |   |   |   |   |
   | 1 | 2 | 3 | 4 | 5 |

   Comments:

V. Personnel Relations
The Board

a. *Has sound personnel policies, including job descriptions.*

   1  2  3  4  5

   Comments:

b. *Authorizes the employment and assignment of staff members only upon the recommendation of the superintendent.*

   1  2  3  4  5

   Comments:

c. *Encourages professional growth and increased competency of the staff through attendance at educational meetings and staff development activities.*

   1  2  3  4  5

   Comments:

d. *Provides appropriate staffing based on the needs of the school system.*

   1  2  3  4  5

   Comments:

e. *Yearly adopts a compensation plan which draws and/or retains a highly qualified staff.*

   1  2  3  4  5

   Comments:

f. *Provides for input from school system personnel.*

   1  2  3  4  5

   Comments:

VI. Board/Instructional Programs Relations

The Board
a. *Sets instructional goals.*

1  2  3  4  5

Comments:

b. *Understands the local instructional programs and the basic curriculum goals of the school district.*

1  2  3  4  5

Comments:

c. *Provides a mechanism to continually revise/update the instructional program.*

1  2  3  4  5

Comments:

d. *Encourages the participation of the professional staff, the public, and students in the development of the curricula.*

1  2  3  4  5

Comments:

e. *Keeps abreast of new developments in curricula content and teaching strategies through participation in conferences, meetings, and by reading selected articles and periodicals.*

1  2  3  4  5

Comments:

VII. Financial Management

The Board
a. Equates the income and expenditures of the school district in terms of the quality of education that should be provided and the ability of the community to support such a program.
   1  2  3  4  5
   Comments:

b. Takes the leadership in suggesting and securing community support for additional financing when necessary.
   1  2  3  4  5
   Comments:

c. Understands the basic principles of school finance, including state, federal, and local sources of revenue.
   1  2  3  4  5
   Comments:

d. Provides for public input during the budgetary process.
   1  2  3  4  5
   Comments:

e. Provides formal and informal opportunities for employees to have input during the budgetary process.
   1  2  3  4  5
   Comments:

f. Monitors the financial status of the school system monthly.
   1  2  3  4  5
   Comments:

VIII. Board In-service

The Board
a. All members of the board participate in the in service through the MASB.

\begin{tabular}{cccc}
1 & 2 & 3 & 4 & 5 \\
\end{tabular}

Comments:

b. Keeps informed by reading current literature regarding board practices and procedures.

\begin{tabular}{cccc}
1 & 2 & 3 & 4 & 5 \\
\end{tabular}

Comments:

c. Keeps abreast of educational issues by attending education workshops and conferences at the local, state, regional, or national levels.

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1 & 2 & 3 & 4 & 5 \\
\end{tabular}

Comments:

d. Provides a new board member orientation before he/she attends his/her first board meeting.

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1 & 2 & 3 & 4 & 5 \\
\end{tabular}

Comments:

IX. Policy Development
The Board

a. *Develops sound written policies, and maintains an up-to-date organized policy manual, which provides ready access to each policy.*
   1 2 3 4 5
   Comments:

b. *Cooperatively establishes policies with the administration for the operation of the schools.*
   1 2 3 4 5
   Comments:

c. *Allows public input into the policy development process.*
   1 2 3 4 5
   Comments:

d. *Provides for periodic policy review and revision, when appropriate.*
   1 2 3 4 5
   Comments:

e. *Allows for a waiting period between new policy proposal and adoption except in emergency situations.*
   1 2 3 4 5
   Comments:

X. Goal Setting and Planning

The Board
a. Establishes clearly identified goals based on the assessed needs of the school system.
1 2 3 4 5
Comments:

b. Plans and implements appropriate activities to address the needs identified in the board evaluation process.
1 2 3 4 5
Comments:

c. Has an adopted long-range plan which is annually reviewed and revised.
1 2 3 4 5
Comments:

d. Sets goals which encourage positive public participation in the school system.
1 2 3 4 5
Comments:

e. Adopts a process and time line for the preparation of the budget.
1 2 3 4 5
Comments:

XI. Media Relations

The Board
a. *Ensures a continuous, planned program of public information regarding the schools.*
   1 2 3 4 5
   Comments:

b. *Cooperates with the various media for the dissemination of information about the school system.*
   1 2 3 4 5
   Comments:

c. *Encourages media to attend board meetings by providing adequate space and notice of meetings.*
   1 2 3 4 5
   Comments:

d. *Provides for the media, through the superintendent, adequate explanation of complicated matters.*
   1 2 3 4 5
   Comments:

Please list any items (areas) you feel we need to work on.

1.

2.

3.