

# 202.03E1 Board Self-Evaluation Instrument

Friday, August 11, 2023

## BOARD SELF-EVALUATION INSTRUMENT

Directions:

After reading each statement, place a (v) in the appropriate column. In the space below the column, please list any suggestions or comments that you might have.

STATEMENT DOES NOT APPLY	SATISFACTORY	UNSATISFACTORY
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### School Board Orientation and Updates:

1. Newly appointed BOE members attend NASB New Board Member Workshop.

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Suggestions:

2. Newly appointed members of the board of education are provided with orientation opportunities as to the nature of their duties and responsibilities and are acquainted with board policies and operating procedures.

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Suggestions:

3. On-going up-dates are provided by the superintendent of schools and other administrative staff to provide members of the board of education with information and learning opportunities pertinent to their responsibilities.

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Suggestions:

4. Resources of local and state agencies and organizations, for example the state school boards assoc., are used whenever possible to bring information to the board of education and involve board members in learning.

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Suggestions:

5. Professional publications, educational periodicals, and other pertinent printed materials are made available to the board of education. \_\_\_\_\_

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Suggestions:

STATEMENT            SATISFACTORY            UNSATISFACTORY            DOES NOT APPLY

**School-Community Relations:**

1. Board members are not representatives of special interest groups and are committed to the welfare of the public schools.

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Suggestions:

2. The board of education has a set of policies stating its commitment to an informed and involved citizenry.

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Suggestions:

3. The board of education has authorized the staff to establish channels of communication, for example, newsletters, news releases, reports, and radio and television programs, audiovisual presentations, and meetings, so that residents may learn about what the school system is doing and why.

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Suggestions:

4. When appropriate, the board of education appoints citizens' committees to study specific issues within a certain time and report recommendations or findings to the board of education.

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Suggestions:

5. When possible, the board of education names citizens as resource people on its own committees.

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Suggestions:

6. Vacancies on the board of education are filled by appointment after the board has solicited nominations from the community and has studied each nominee according to the board development criteria.

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Suggestions:

STATEMENT	SATISFACTORY	UNSATISFACTORY	DOES
NOT APPLY			

7. The board of education holds public hearings on the annual budget, new construction plans, and other important issues before taking final action.

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Suggestions:

8. Representatives for the board of education meet frequently with representatives of other local governing bodies to discuss matters of mutual concern when needed.

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Suggestions:

**Meetings of the Board:**

1. Regular meetings of the board of education are scheduled at times and locations convenient to the board members, the staff, and the community residents. \_

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Suggestions:

2. Agendas are prepared by the superintendent, sent to board members, and made available to the public well in advance of meetings.

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Suggestions:

3. Procedures that permit board members to include items on the agenda are specified in the board of education's operating policy manual.

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Suggestions:

4. A procedure for citizens to address the board is specified in the board's policy manual. Generally, citizens are allowed to address the board members early in a meeting.

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Suggestions:

STATEMENT	SATISFACTORY	UNSATISFACTORY	DOES NOT APPLY
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5. Background and other written materials are made available by the superintendent to board members in advance of board meetings.

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Suggestions:

6. Community leaders and other interested persons are sent agendas and other appropriate information, upon request, in advance of board meetings.

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Suggestions:

7. Minutes of regular and special meetings are published and are available to staff and district patrons. \_\_\_\_\_

Suggestions:

8. Special meetings of the board of education are kept to a minimum and open to the public.

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Suggestions:

9. Committee meetings are open to the public whenever possible.

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Suggestions:

10. Closed sessions are held for matters dealing with the protection of the public interest or to prevent needless injury to reputation of an individual.

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Suggestions:

11. Closed sessions are held near the end of board meetings if possible.

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Suggestions:

STATEMENT	SATISFACTORY	UNSATISFACTORY	DOES NOT
APPLY			

12. Whenever possible at board meetings, staff members present brief background reports on matters of consequence in the school system.

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Suggestions:

Operational Methods:

1. The board of education operates according to written policies.

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Suggestions:

2. Board policies, rules, and regulations governing the school are adopted, published, and made available.

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Suggestions:

3. Policies, rules, and regulations are updated at least yearly; changes are considered whenever necessary.

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4. The board recognizes the superintendent's recommendations on policy matters.

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Suggestions:

5. The board delegates to the superintendent and staff the responsibility for administering board policy.

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Suggestions:

6. The board seeks, through surveys, advisory committees, or public hearings, community reaction and opinion before making major policy decisions.

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Suggestions:

STATEMENT NOT APPLY	SATISFACTORY	UNSATISFACTORY	DOES
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7. All meetings, except closed sessions, are open to the public and advertised well in advance.

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Suggestions. Planning: 1

.. The board of education has a seven year plan for construction, improvement of academic programs, advancement of staff, expansion of services, etc.

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Suggestions:

2. The seven-year plan is reviewed and updated yearly.

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Suggestions:

3. In addition to the seven-year plan, the board of education adopts short-term goals each year, reviews progress 12-18 months later, and sets new shortterm goals.

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Suggestions:

4. The board of education consults with service organization associations, the State Department of Education, governing bodies, and others when necessary.

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Suggestions:

5. The board of education appoints temporary committees to help it plan goals when needed.

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Suggestions:

6. The board of education directs the superintendent and staff to establish performance objectives, review progress, and set new goals annually.

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Suggestions:

STATEMENT  
DOES NOT APPLY

SATISFACTORY

UNSATISFACTORY

**Continued Development:**

1. Board members attend regional, state, and national meetings of the school board association.

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Suggestions:

2. The board of education makes a regular practice of discussing current legislative proposals and state regulations affecting the governance of public education.

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Suggestions:

3. The board of education regularly communicates with local officials and state legislators.

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Suggestions:

4. Board members take part in various school board association training and leadership services, including legislative and public relations activities.

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Suggestions:

5. Board members advise school board association headquarters about actions taken locally relevant to state issues and policies.

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Suggestions: