

**Board of Education Self-Evaluation Instrument**

**AR-7210**

Directions: After reading each statement, rate the statement by placing a checkmark beneath the word or words that best express your feelings as to the degree the statement is being achieved. In the space below the statement, please list any suggestions or comments which you might have.

STATEMENT	ACCEPTABLE	IMPROVEMENT NEEDED
<p><b>School Board Orientation:</b></p> <p>1. An on-going orientation program is conducted by the superintendent of schools and school district employees to provide members of the board of education with information and learning opportunities pertinent to their responsibilities.</p> <p>Suggestions:</p>	<p>_____</p>	<p>_____</p>
<p>2. A systematic program is conducted by school district employees to orient newly appointed members of the board of education o the nature of their duties and responsibilities and to acquaint them with board policies and operating procedures.</p> <p>Suggestions:</p>	<p>_____</p>	<p>_____</p>
<p>3. Resources of local and state agencies and organizations (i.e., state school boards association) are used whenever possible to bring information to the board of education and involve board members in learning.</p> <p>Suggestions:</p>	<p>_____</p>	<p>_____</p>
<p>4. Professional publications, educational periodicals, and other pertinent printed materials are made available to the board of education.</p> <p>Suggestions:</p>	<p>_____</p>	<p>_____</p>

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<p>5. Board of education members attend state and national meetings of school board associations, state department of education, and pertinent professional meetings.</p> <p>Suggestions:</p>	<p>=====</p>	<p>=====</p>
<p><b>School-Community Relations:</b></p> <p>1. Board members are representatives of the general citizenry and are committed to the welfare of the public schools and students.</p> <p>Suggestions:</p>	<p>=====</p>	<p>=====</p>
<p>2. The board of education has set policy stating its commitment to an informed and involved citizenry and has identified persons with authority and responsibility to carry out a program of school-community relations.</p> <p>Suggestions:</p>	<p>=====</p>	<p>=====</p>
<p>3. The board of education has authorized school district employees to establish channels of communication.</p> <p>Suggestions:</p>	<p>=====</p>	<p>=====</p>
<p>4. When appropriate, the board of education appoints citizen's committees to study specific issues within a certain time and report recommendations or findings to the board of education.</p> <p>Suggestions:</p>	<p>=====</p>	<p>=====</p>

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<p>5. <del>When possible, the board of education names citizens as resource people on its own committees.</del></p> <p>Suggestions:</p>	<p>=====</p>	<p>=====</p>
<p>6. <del>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.</del></p> <p>Suggestions:</p>	<p>=====</p>	<p>=====</p>
<p>7. <del>The board of education holds public hearings on the annual budget, new construction plans, and other important issues before taking final action.</del></p> <p>Suggestions:</p>	<p>=====</p>	<p>=====</p>
<p>8. <del>Representatives for the board of education meet frequently with representatives of other local governing bodies to discuss matters of mutual concern.</del></p> <p>Suggestions:</p>	<p>=====</p>	<p>=====</p>
<p><b>Meetings of the Board:</b></p> <p>1. <del>Regular meetings of the board of education are scheduled at times and locations, convenient to the board members, school district employees, and the community residents.</del></p> <p>Suggestions:</p>	<p>=====</p>	<p>=====</p>

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<p>2. Procedures which permit board members to include items on the agenda are specified in the board of education's operating policy manual.</p> <p>Suggestions:</p>	<p>=====</p>	<p>=====</p>
<p>3. 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.</p> <p>Suggestions:</p>	<p>=====</p>	<p>=====</p>
<p>4. Background and other written materials are made available by the superintendent to board members in advance of board meetings.</p> <p>Suggestions:</p>	<p>=====</p>	<p>=====</p>
<p>5. Community leaders and other interested persons are sent agendas and other appropriate information in advance of board meetings.</p> <p>Suggestions:</p>	<p>=====</p>	<p>=====</p>
<p>6. Minutes of regular and special meetings are kept and are available to school district employees and patrons.</p> <p>Suggestions:</p>	<p>=====</p>	<p>=====</p>
<p>7. Special meetings of the board of education are kept to a minimum and open to the public.</p> <p>Suggestions:</p>	<p>=====</p>	<p>=====</p>

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<p>8. <del>Committee meetings are open to the public whenever possible.</del></p> <p>Suggestions:</p>	<p>=====</p>	<p>=====</p>
<p>9. <del>Executive meetings are held for matters dealing with student and employee personnel matters, working papers association with exploratory projects, land acquisitions, and contract negotiations.</del></p> <p>Suggestions:</p>	<p>=====</p>	<p>=====</p>
<p>10. <del>The board of education avoids recessing to an executive session during a regular board meeting. Executive sessions are held only before or after regular meetings, whenever possible.</del></p> <p>Suggestions:</p>	<p>=====</p>	<p>=====</p>
<p>11. <del>Whenever possible school district employees present brief background reports on matters of consequence at board meetings.</del></p> <p>Suggestions:</p>	<p>=====</p>	<p>=====</p>
<p><b>Operational Methods:</b></p> <p>1. <del>The board of education operates according to written board adopted policies.</del></p> <p>Suggestions:</p>	<p>=====</p>	<p>=====</p>
<p>2. <del>Board policies, rules, and regulations governing the schools are adopted, published, and made available in all school offices.</del></p> <p>Suggestions:</p>	<p>=====</p>	<p>=====</p>

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<p>3. Policies, rules, and regulations are updated at least yearly; changes are considered whenever necessary.</p> <p>Suggestions:</p>	<p>=====</p>	<p>=====</p>
<p>4. The board recognizes the superintendent's recommendations on policy matters.</p> <p>Suggestions:</p>	<p>=====</p>	<p>=====</p>
<p>5. The board delegates to administrators and school district employees the responsibility for administering board policy.</p> <p>Suggestions:</p>	<p>=====</p>	<p>=====</p>
<p>6. The board seeks, through surveys, advisory committees, or public hearings, community reaction and opinion before making major policy decisions.</p> <p>Suggestions:</p>	<p>=====</p>	<p>=====</p>
<p>7. All meetings, except executive sessions, are open to the public and advertised well in advance.</p> <p>Suggestions:</p>	<p>=====</p>	<p>=====</p>
<p><b>Planning:</b></p> <p>1. The board of education has a school improvement plan for construction, improvement of academic programs, advancement of school district employees, expansion of services, etc.</p> <p>Suggestions:</p>	<p>=====</p>	<p>=====</p>

STATEMENT	ACCEPTABLE	IMPROVEMENT NEEDED
<p>2. <del>The school improvement plan is reviewed and updated annually.</del></p> <p>Suggestions:</p>	<p>=====</p>	<p>=====</p>
<p>3. <del>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 short term goals.</del></p> <p>Suggestions:</p>	<p>=====</p>	<p>=====</p>
<p>4. <del>The board of education consults with service organization associations, the State Department of Education, governing bodies, and others when necessary.</del></p> <p>Suggestions:</p>	<p>=====</p>	<p>=====</p>
<p>5. <del>The board of education appoints short term advisory committees to help it plan goals when needed.</del></p> <p>Suggestions:</p>	<p>=====</p>	<p>=====</p>
<p>6. <del>The board of education requires the superintendent and school district employees to establish performance objectives, review progress, and set new goals annually.</del></p> <p>Suggestions:</p>	<p>=====</p>	<p>=====</p>
<p><b>Continued Development:</b></p> <p>1. <del>Board members attend regional, state, and national meetings of school board associations.</del></p> <p>Suggestions:</p>	<p>=====</p>	<p>=====</p>

STATEMENT	ACCEPTABLE	IMPROVEMENT NEEDED
<p><del>2. The board of education makes a regular practice of discussing currently legislative proposals and state regulations affecting the governance of public education.</del></p> <p>Suggestions:</p>	<p>=====</p>	<p>=====</p>
<p><del>3. The board of education regularly communicates with local officials and state legislators concerning pertinent educational topics.</del></p> <p>Suggestions:</p>	<p>=====</p>	<p>=====</p>
<p><del>4. Board members take part in various school board association training and leadership services, including legislative and public relations activities.</del></p> <p>Suggestions:</p>	<p>=====</p>	<p>=====</p>
<p><del>5. Board members advise school board association headquarters about actions taken locally relevant to state issues and policies.</del></p> <p>Suggestions:</p>	<p>=====</p>	<p>=====</p>

AR Adopted: May, 2008  
AR Deleted: March 9, 2017