



Policy 1.8.1FR

EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES RUBRIC

Effective: 2/19/1980

Each Board member and each administrator asked to evaluate the Board's effectiveness is to give a rating on each criterion according to the following scale:

1-Poor 3-Adequate 5--Excellent
 2-Inadequate 4---Good

Individual Rating	Composite Rating	A. RELATIONSHIP WITH THE SUPERINTENDENT
		1. Acts as policymaking and governance body and holds the Superintendent responsible for the administration and evaluation of school programs.
		2. Adopts written policies for the guidance of the Superintendent in the operation of the schools.
		3. Engenders confidence in the Superintendent by inviting communication from the Superintendent.
		4. Works comfortably with the Superintendent in a spirit of mutual confidence. The Superintendent respects the governance responsibility of the Board; the Board respects the day-to-day executive responsibility of the Superintendent.
		5. Requests information through the Superintendent's Office and only from staff members with the knowledge of the Superintendent.
		6. Discusses matters tending to alienate either Board members or the Superintendent immediately rather than their being permitted to fester and deteriorate.
		7. Provides a climate of mutual respect and trust, offering commendation whenever earned and constructive criticism when necessary.

Individual Rating	Composite Rating	
		8. Provides opportunity and encouragement for professional growth of the Superintendent.
		9. Provides time for the Superintendent to plan.
		10. Develops, in cooperation with the Superintendent, a set of criteria which is used as the basis for evaluating the performance of the Superintendent at least annually.
		11. Takes the initiative in maintaining a professional salary for the Superintendent comparable with salaries paid for similar responsibilities in and out of the profession.
		B. BOARD FUNCTIONS
		12. Equates the income and expenditure of the District in terms of the quality of education that should be provided and the ability of the community to support such a program.
		13. Plans for acquisition of sites, additional facilities, and plant maintenance.
		14. Establishes written policies which will ensure efficient administration of purchasing, accounting, payroll procedures, and the insurance program.
		15. Assures a systematic program by the Superintendent and staff to provide Board members with information pertinent to their responsibilities.
		16. Assures a systematic program by the staff to orient newly-elected or appointed Board members to their responsibilities and to acquaint them with Board policies and operating procedures.

Individual Rating	Composite Rating	
		17. Regards setting of goals and objectives, making of long-range plans, establishing priorities, and developing policies as its major ongoing responsibilities.
		18. Ensures that representatives of the entire community and not of special interest groups are committed to the welfare of the public schools.
		C. BOARD MEETINGS
		19. Establishes written procedures for conducting meetings which include a provision for the public to be heard but prevents a single individual or group from dominating discussions.
		20. Arranges the Board Room in such a manner as to allow meetings to be conducted in a businesslike manner. A clear line of demarcation between the Board and the audience is evident.
		21. Accepts responsibility as individual members to be informed on all agenda items.
		22. Understands and follows proper parliamentary procedures.
		23. Withholds definitive action until asking if there is a staff recommendation and what it is.
		24. Seeks to use care in criticizing a staff recommendation in terms of implying a criticism of the Superintendent or a member of his/her staff.
		25. Ensures that the privilege of holding over matters for further study is not abused.

Individual Rating	Composite Rating	
		D. COMMUNITY RELATIONSHIPS
		26. Understands community attitudes and the special interest groups which seek to influence the District's program.
		27. Encourages citizens' attendance at Board meetings.
		28. Channels concerns, complaints, and criticisms of the school system through the Superintendent for study with a report back to the Board if action is required.
		29. Speaks carefully on educational issues in the community as individual Board members in reflection of the fact that only the entire Board can decide a certain course of action.
		30. Participates in community affairs.
		31. Enforces a policy of ensuring a continuous planned program of public information regarding the schools.
		32. Enforces a policy of actively fostering cooperation with various news media for the dissemination of information about the school system.
		33. Develops conditions for school-community cohesiveness, as well as continuous academic and social growth for the students.
		34. Concerns itself with the welfare of the school system; no member uses the office of school board member for personal profit, advancement, or patronage.
		E. STAFF AND PERSONNEL RELATIONSHIPS
		35. Adopts sound personnel policies involving the staff.
		36. Establishes written policies on staff evaluation.

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		37. Considers suggestions for improvement of the school system originating with the staff and approved by the Superintendent.
		38. Recognizes, through salary, training, and experience beyond minimum qualifications for a given position.
		39. Makes the staff aware of the esteem in which it is held.
		40. Makes provision for the complaints of Employees to be heard.
		41. Encourages professional growth and increases competency through granting of absence in accordance with Board policy.
		42. Authorizes the employment or dismissal of staff members only upon the recommendation of the Superintendent.
		43. Attends appropriate school-sponsored functions.
		F. RELATIONSHIP TO THE INSTRUCTIONAL PROGRAM
		44. Demonstrates an understanding of the instructional program and the requirements imposed on it by the State Board of Education and the North Central Association.
		45. Involves the community, students, and teachers in developing and updating the philosophy, goals, and objectives at the District level and at each school site.
		46. Provides a policy outlining the District's educational objectives against which the instructional program can be evaluated.
		47. Provides written Board policy on the evaluation of programs.

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		48. Encourages the participation of the professional staff in the development of the curricula.
		49. Keeps abreast of new developments in education through attendance and participation in School Board Association conferences, meetings of other educational groups, and by the reading of selected books and periodicals.
		50. Resists the efforts of special interest groups to influence the instructional program if the effect would be detrimental to the students.
		51. Encourages the staff to present information and demonstrations about instructional programs and practices.
		G. RELATIONSHIP TO ORGANIZATION AND MANAGEMENT OF THE SCHOOLS
		52. Devises a plan for the administrative organization and structure of the entire School District which shows lines of responsibility and relationships.
		53. Operates according to written policies and updates policies periodically. Changes are considered whenever necessary.
		54. Adheres, along with staff, to policy once it is adopted.
		55. Establishes procedures and policies for hiring school personnel.
		56. Provides clerical help to relieve professional staff of non-professional functions.

COMMENTS: (Please use other side)

Former Policy Number: BKE
 Adopted: ND
 History BOE: 2/19/1980
 Revised: