EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES

Boards of education expect a high level of performance from those who are employed to run the schools. School patrons and other taxpayers also expect a high level of performance from those who are elected to govern the schools.

Ultimately, the performance of an individual Board member is measured at election time. However, that is not enough. Each Board should set aside some time on a regular basis to compare individual assessments of how well the governing body is functioning. The instrument or scoring system is not important. What is important is for the Board to establish a plan to regularly analyze its method of operation. The results of evaluation should be used in setting goals for improved operations in the future.

SELF-EVALUATION INSTRUMENT

<u>Board Meetings</u> - Official action can be taken only when the Board is in session. Therefore, each meeting must be organized for maximum efficiency.

Adequate	Inadequate	The Board of Education:
		receives agenda and background materials well in advance of meeting
		makes public fees welcome; provides agenda, minutes and related materials
		assures that meeting time, place and facilities are convenient for Board, staff and public
		does not present new issues of complex nature for immediate action
		does not abuse privilege of tabling important issues
		demonstrates knowledge and use of good parliamentary procedure
		makes distinction between Board's role and function of administrators
		expects staff input and Superintendent's recommendation on key issues
		ensures that a good public participation policy is in effect
		endeavors to make most productive use of meeting time
		conducts all meetings in accordance with the "Sunshine Law"
		selects officers on basis of ability

Adequate	Inadequate	The Board of Education:
		- The schools belong to the people. As elected officials, Board members epresentative, to be responsive and to be effective as agents of change.
		actively seeks input from community in establishing goals and objectives
		gives full support and cooperation to PTA and other citizens
		establishes close working relationship with other units of government
		is actively involved in State and Federal education legislation
		maintains effective two-way communication between school officials and residents of the District
		ensures best possible relationship between school District officials and the media
		makes best use of facilities and resources in meeting needs of community
		provides leadership in securing maximum community support for a good educational program
		approves annual budget within resources that can be certified in the "fiscal certificate"
		adopts policies which ensure sound management and fiscal control
successful		ns - A good Board-administrator relationship does not guarantee a ram. It is doubtful, however, if a good program will exist in districts with ations.
		evaluates performance of Superintendent and Treasurer on a regular basis
		assures that all other personnel are evaluated on a regular basis by Superintendent and staff
		works and plans with administration in spirit of mutual trust and confidence
		recognizes Superintendent as chief executive officer and educational leader of the District
		provides administrators encouragement and opportunity for professional growth 2 of 4

Adequate	Inadequate	The Board of Education:
		avoids interference with duties which are the responsibility of administrators
		solicits input from professional staff in development of Board policies
		addresses potential problems between Board and administrators at earliest opportunity
		is willing to defend administrators from unjust and unfounded criticism
		has explored the management team concept of operating the schools
maximum i		d education depends on good teachers. It is incumbent on Boards to seek n educational issues while retaining the authority and responsibility for the
		approves job descriptions for all approved positions
		adopts appropriate personnel policies in the areas of employment evaluation, reduction in force and related matters
		encourages professional growth through staff development, in-service programs, visitations and conferences
		refers complaints to appropriate person for discussion
		preserves and maintains adequate management rights in any labor relations agreement
students.		purpose of public schools is to provide educational opportunities for alust be determined what are educationally valuable experiences and how
		provides equal access to curriculum and co-curricular activities for al students
		approves course additions and deletions to the curriculum
		balances the overall needs of students and community with efforts of special interest groups to influence the curriculum
		encourages suggestions for curriculum improvement from students staff and community
		safeguards the privacy of student records encourages a positive approach to student discipline safeguards the rights of students to due process 3 of 4

Adequate	inadequate	The Board of Education:
		provides policies that implement the educational standards of the State Board of Education
		m results as a school board member will be achieved only if high ethical aintained in all personal, business and public activities.
Adequate	Inadequate	As a Board of Education member, I:
		keep the education and welfare of children as my primary concern
		represent the best interests of all patrons rather than special interest groups
		understand the need for compromise; abide by decisions of the majority
		channel complaints and potential problems to proper authority
		have made the time commitment necessary to become an informed and effective Board member
		reach decisions on the merits of issues and on the basis of best available evidence
		participate in inservice programs at regional, State and national levels
		do not individually or unilaterally make decisions or commitments on the Board's behalf
		am open and honest with other Board members and administrators; share information and avoid "surprises" whenever possible
		am familiar with and abide by the OSBA Code of Ethics
Additional (Comments:	