

SUNAPEE SCHOOL BOARD – SELF EVALUATION

Instructions:

Each School Board member should complete this tool as a part of a process of assessing the Board's effectiveness. **You are evaluating the BOARD, not the individuals.**

Use the numbered rating scale below.

Key:

- 0 = Not able to judge
- 1 = Needs improvement
- 2 = Poor
- 3 = Fair
- 4 = Good
- 5 = Excellent
- 6 = Outstanding

The Superintendent will collect all copies of this document, will tally the scores and determine the composite average. Each Board member will be given a copy of the composite results. The Superintendent will also provide the board with an overview of the additional comments.

Relationship with the Superintendent

- _____ 1) Establishes and reviews periodically all written policies for the guidance of the Superintendent in the operation of the Sunapee schools.
- _____ 2) Provides the Superintendent with clear instructions and realistic expectations of performance against which he/she will be measured.
- _____ 3) Reaches Board-level decisions in collaboration with the Superintendent.
- _____ 5) Requests and reports information only through the Chair and Superintendent.
- _____ 6) Encourages and supports time for professional growth opportunities and task completion for the Superintendent.

Community Relationships

- _____ 1) Encourages attendance of citizens at Board meetings.
- _____ 2) Effectively promotes and communicates information about the Sunapee School District throughout the community.
- _____ 3) Channels all concerns, complaints, and criticisms of the school system through the Superintendent for study with the expectation that he/she will report back to the Board if action is required.
- _____ 4) Does not commit himself/herself as an individual board member to a position in answer to an inquiry or in public statements, unless board policy is already established and clear, or the question addressed to him/her requires merely a recitation of the facts about the school system.
- _____ 5) Is aware of community attitudes and special interest groups which seek to influence the district's programs and shares that information with the Superintendent, Board Chair and full Board as appropriate.

Board Meetings

- _____ 1) Has established written procedures for conducting meetings, which include ample provision for public input to be heard, but prevents a single individual or group from dominating discussion.
- _____ 2) Selects a chairperson on the basis of ability to properly conduct a meeting, rather than on seniority or rotation, and the ability to spend the necessary time collaborating with the Superintendent.
- _____ 3) New items of a complex nature are introduced for presentation, discussion, and questions through the meeting packet and placed on the agenda. Decisions regarding complex items are seldom made at the first meeting during which it is discussed. Every attempt is made to delay decisions until members have been given at least two meetings to consider decisions.
- _____ 4) Asks the administration for its recommendation before taking a definitive action.
- _____ 5) Reads Board packets and is prepared for all meetings.
- _____ 6) Attends special non-meetings for negotiations, workshops and non-public meetings as needed.

Staff and Personnel Relationships

- ___ 1) Acts upon the employment or dismissal of certified staff members only upon the recommendation of the superintendent.
- ___ 2) All personnel discussion and procedures are handled through appropriate administrative channels.
- ___ 3) Is receptive to suggestions for improvement of the school system based upon the recommendations of the Superintendent.

Instructional Program

- ___ 1) In consultation with the Superintendent, determines the educational goals of the district, develops long range plans, and identifies measurable (attainable) short-term objectives.
- ___ 2) Weighs all policy and budgetary decisions in terms of what is best and required for all students.
- ___ 3) Learns about new developments in curriculum and instruction through presentations at Board meetings, conferences and workshops.

Financial Management of the Sunapee School District

- ___ 1) Works with the administration to create and adopt annual budgets that comply with all federal and state laws to support the school system.
- ___ 2) Works with the administration to garner community support for annual budgets and warrant articles.
- ___ 3) In collaboration with the Superintendent, makes provisions for long range planning for facilities, maintenance and capital improvement needs.
- ___ 4) In collaboration with the Superintendent, works to negotiate contracts with the Sunapee Teachers Association and foster good faith bargaining and a strong working relationship.

Personal Qualities

Each Board member exhibits:

- ___ 1) A sincere and unselfish interest in public education and in the contribution it makes to the development of young people.
- ___ 2) A knowledge of the community which the school system is designed to serve.
- ___ 3) An ability to think independently, to grow in knowledge, to rely on fact rather than prejudice, and to hear and consider all sides of an issue.
- ___ 4) A deep sense of loyalty to other board members and respect for group decisions made collaboratively and cooperatively.
- ___ 5) An ability to get along with all kinds of people.
- ___ 6) A desire to work through defined channels of authority and responsibility.
- ___ 7) A willingness to devote the necessary time and effort to become an effective board member.
- ___ 8) An acceptance that being a board member is being a member of a team and that authority may only be exercised by the Board as a corporate body.
- ___ 9) An understanding that board action is confined to policy-making, planning, preparing an annual budget, and appraisal of results.

Please use the following space for individual comments regarding the Board's performance this year. Also use this space to share thoughts and concerns about the performance of the Board Chair. Just as we give the Superintendent guidance each year, the Board Chair needs guidance as well.

Review: October 2, 2013