

EVALUATION OF SCHOOL BOARD

Each Board member and each administrator asked to evaluate the Board's effectiveness is to rate the Board on each criterion, using a number on a scale from 1 to 5.

The Key: 1 – Never; 2 – Occasionally; 3 – Sometimes; 4 – Frequently; 5 – Always

The board chairperson or superintendent will collect all copies of the rating instrument, tally the scores, determine the composite average, and record it on the graph provided. Each member of the board will be given a copy of the composite results.

Individual Rating	Composite Rating
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A. RELATIONSHIP WITH SUPERINTENDENT

- | | | | |
|-------|-------|-----|---|
| _____ | _____ | 1. | Establishes written policies for the guidance of the superintendent in the operation of the schools. |
| _____ | _____ | 2. | Provides the superintendent with a clear statement of the expectation of performance and personal qualities against which he/she will be measured periodically. |
| _____ | _____ | 3. | Creates confidence in the superintendent by inviting communication from the superintendent. |
| _____ | _____ | 4. | Reaches decisions on the basis of study of available background data and consideration of the recommendation of the superintendent. |
| _____ | _____ | 5. | Requests information through the superintendent and only from staff members with the knowledge of the superintendent. |
| _____ | _____ | 6. | Provides a climate of mutual respect and trust offering commendation whenever earned and constructive criticism when necessary. |
| _____ | _____ | 7. | Matters tending to alienate either board member or superintendent are discussed immediately rather than being permitted to fester and deteriorate. |
| _____ | _____ | 8. | Provides opportunity and encouragement for professional growth of the superintendent. |
| _____ | _____ | 9. | Provides time for the superintendent to plan. |
| _____ | _____ | 10. | Takes the initiative in maintaining a professional salary for the superintendent comparable with salaries paid for similar responsibility in and out of the profession. |

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B. COMMUNITY RELATIONSHIPS

- ___ ___ 11. Encourages attendance of citizens at Board meetings.
- ___ ___ 12. Fosters cooperation with various news media for the dissemination of information about the school program.
- ___ ___ 13. Ensures a continuous planned program of public information regarding the schools.
- ___ ___ 14. Participates in community affairs.
- ___ ___ 15. Channels all concerns, complaints, and criticisms of the school system through the superintendent with the expectation that he/she will report back to the board if action is required.
- ___ ___ 16. Protects the superintendent from unjust criticism and the efforts of vocal special interest groups.
- ___ ___ 17. An individual board member does not commit him/herself 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 facts about the school system.
- ___ ___ 18. Encourages citizen participation in an advisory capacity in the solution of specific problems.
- ___ ___ 19. Is aware of community attitudes and the special interest groups which seek to influence the district's program.

C. BOARD MEETINGS

- ___ ___ 20. Has written policies or procedures for conducting meetings.
- ___ ___ 21. Conducts meetings in facilities that allow the board's business affairs to be effectively conducted by the board and administrative.
- ___ ___ 22. Selects a chairperson on the basis of his or her ability to properly conduct a meeting; alternatively, selects a chairperson consistent with applicable Board policy.
- ___ ___ 23. New items of a complex nature are not introduced for action if they are not listed on the agenda, but are presented for listing on a subsequent agenda.
- ___ ___ 24. Definitive action is withheld until asking if there is a staff recommendation and what it is.
- ___ ___ 25. Care is used in criticizing a staff recommendation.
- ___ ___ 26. The privilege of holding over matters for further study is not abused.

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- _____ 27. Each member makes a sincere effort to be informed on all agenda items listed prior to the meeting.
- _____ 28. Controversial, complex, or complicated matters are held over or placed on the agenda for discussion only, prior to consideration for adoption.

D. STAFF AND PERSONNEL RELATIONSHIPS

- _____ 29. Develops sound personnel policies, involving the staff when appropriate.
- _____ 30. Authorizes the employment or dismissal of staff members only upon the recommendation of the superintendent.
- _____ 31. Adheres to board policy relative to receiving complaints about school staff and refers such complaints through correct administrative protocol.
- _____ 32. Is receptive to suggestions for improvement of the school system.
- _____ 33. Encourages professional growth and increased competency through:
- a. Attendance by staff members at educational meetings.
 - b. Training on the job.
 - c. Salary increments which recognize training and experience beyond minimum qualifications for a given position.
- _____ 34. Makes the staff aware of the esteem in which it is held.
- _____ 35. Provides a written policy protecting the academic freedom of teachers.

E. RELATIONSHIP TO INSTRUCTIONAL PROGRAM

- _____ 36. Understands the instructional program and the general restrictions imposed on it by then Legislature, State Board of Education and college and university requirements.
- _____ 37. Realistically faces the community to support a quality education for its children.
- _____ 38. Resists the efforts of special interest groups to influence the instructional program if the effect would be detrimental to the students.
- _____ 39. Encourages the participation of the professional staff in the development of the curriculum.
- _____ 40. Weighs all decisions in terms of what is best for the students.
- _____ 41. Provides a policy outlining the district's educational objectives against which the instructional program can be evaluated.

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- _____ 42. Keeps abreast of new development in course content and teaching techniques through attendance and participation in school boards association conferences and meetings of other educational groups and by reading of selected books and periodicals.

F. RELATIONSHIP TO FINANCIAL MANAGEMENT OF THE SCHOOLS

- _____ 43. Equates the income and expenditures 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.
- _____ 44. Takes the leadership in suggesting and securing community support for additional financing when necessary.
- _____ 45. Establishes written policies which will ensure efficient administration of purchasing, accounting, and payroll procedures, and the risk management program.
- _____ 46. Authorizes individual budgetary allotments and special non-budgeted expenditures only after considering the total needs of the district.
- _____ 47. Makes provision for long-range planning for acquisition of sites, additional facilities, and plant maintenance.

G. POLICY DEVELOPMENT

- _____ 48. The board had adopted all policies required by law.
- _____ 49. The board has developed a policy development system or process to ensure that all board policies are up to date, regularly reviewed, and reflect the goals of the school district.
- _____ 50. All board policies are easily accessible by the public, staff, administrators and others.
- _____ 51. All board members have a current copy of the policy manual.

H. RISK MANAGEMENT

- _____ 52. The school district has identified and evaluated the risks and loss exposures inherent in district programs and operations to ensure the health and safety of every employee and student in the district.
- _____ 53. The district acquires, reviews and administers the district's insurance protection programs (including pooled risk management) for liability, property and workers compensation programs.
- _____ 54. In partnership with its brokers and carriers analyzes and compares the various options that are available to the district to reduce, eliminate or transfer the district's loss exposures and to optimize safety.

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