

THE BOARD SELF-EVALUATION INSTRUMENT CAP YEAR 2007-9

A School Board Self-Assessment
Process and Form

School Corporation: _____

Date: _____

Please check if this assessment is being performed as partial requirement for Master Board or Exemplary Board recognition.

- Master Board
 Exemplary Board

PLEASE RETURN COMPLETED ASSESSMENTS TO THE:

**DIRECTOR OF BOARD SERVICES
INDIANA SCHOOL BOARDS ASSOCIATION
ONE NORTH CAPITOL, SUITE 1215
INDIANAPOLIS, INDIANA 46204**

DIRECTIONS

Please rank every item in the “CURRENT” column on a scale of 1 – 5 with “1” being the lowest or least favorable response and “5” being the greatest or most favorable response. At the same time, rank each item for its importance to school governance, as you perceive it to be within your school system, in the “VALUE” column, similarly using a scale of 1 – 5, with a “1” being of minimal importance and “5” being very important.

Be sure to review the completed assessment to assure you have responded to every item. The assessment analysis relies on the board’s average answers for each question and overall averages for each category. Failing to answer questions will artificially skew the analysis, thereby minimizing the assessment’s value or potentially invalidating the entire assessment.

Lastly, your responses should only reflect your own perceptions and values, not what you anticipate will be the responses of other board members.

| BOARD MEETINGS | CURRENT | VALUE |
|--|----------------|--------------|
| 1.1 Board members have a means whereby they can place an item on the board meeting agenda. | | |
| 1.2 Board members are adequately prepared for board meetings. | | |
| 1.3 Sufficient time and opportunity exists for board members to review the agenda before a board meeting. | | |
| 1.4 The board focuses its discussions on issues rather than personalities. | | |
| 1.5 The board confines its meetings to a reasonable length of time. | | |
| 1.6 The board solicits participation by each board member. | | |
| 1.7 Board members refrain from introducing items of a complex or controversial nature (surprises) not listed on the agenda. | | |
| 1.8 All subjects discussed in executive session are those that are legal under the law. | | |
| TEAM BUILDING | CURRENT | VALUE |
| 2.1 The board is able to disagree on matters and still maintain an attitude of mutual respect and trust. | | |
| 2.2 Other members of your school board pay attention to what you are saying. | | |
| 2.3 Members of your school board encourage each other to work as a team. | | |
| 2.4 Other school board members have confidence and trust in you. | | |
| 2.5 You have confidence and trust in other school board members. | | |
| DECISION-MAKING | CURRENT | VALUE |
| 3.1 Board members refrain from making commitments outside of board meetings. | | |
| 3.2 The board treats confidential information as such for protection of the individual member and the board. | | |
| 3.3 The board avoids conflict of interest situations and the appearance of it. | | |
| 3.4 The board is comprised of members who vote their convictions. | | |
| 3.5 The board is comprised of members who display the willingness to devote the necessary time to become as effective as possible. | | |
| 3.6 The board represents the entire school corporation rather than a segment or geographic portion. | | |
| 3.7 The board provides for a quality educational program in the school corporation within present financial constraints. | | |

| | | |
|---|----------------|--------------|
| 3.8 The board is involved in management of the school corporation by setting management goals and priorities. | | |
| 3.9 Members support majority decision of the board even when individual views may differ from the majority decision. | | |
| 3.10 The board reaches decisions by studying all available background data and through careful consideration of the superintendent's recommendation. | | |
| 3.11 All members on your school board are given an opportunity to influence the opinions of board members. | | |
| 3.12 Differences and disagreements between members of the school board are accepted as normal and then worked through, rather than being neglected and allowed to continue. | | |
| PLANNING | | |
| | CURRENT | VALUE |
| 4.1 The board has developed and/or adopted a vision for the school corporation. | | |
| 4.2 The board is involved in establishing yearly goals and objectives. | | |
| 4.3 The board evaluates its progress in achieving its goals and objectives. | | |
| 4.4 The board provides for the development of three to five-year plans for the school corporation. | | |
| 4.5 The board shares its vision and goals with the public. | | |
| COMMUNICATIONS | | |
| | CURRENT | VALUE |
| 5.1 Information about important activities and circumstances is shared with school board members. | | |
| 5.2 Communication among members on your school board is honest and free from distrust and cover-up. | | |
| 5.3 Your superintendent keeps the school board informed about the school board's progress and matters affecting its work. | | |
| MOTIVATION | | |
| | CURRENT | VALUE |
| 6.1 Your school board members are committed to performing their responsibilities as board members. | | |
| 6.2 Members of your on your board feel responsible to attain the goals of the school board. | | |
| 6.3 Your input is taken into account when decisions are made. | | |

| BOARD/SUPERINTENDENT/STAFF RELATIONS | CURRENT | VALUE |
|--|----------------|--------------|
| 7.1 The board expects the administrative staff to present options the board may consider in its decision-making role, including probable consequences of each alternative. | | |
| 7.2 The board expects the superintendent to be present at all meetings of the board (including closed meetings) except where employment of the superintendent is being considered or otherwise by mutual consent. | | |
| 7.3 The board receives reports from, or at the direction of, the superintendent regarding school corporation performance in such areas as student progress, finance and budgeting, public opinion and other agreed upon factors. | | |
| 7.4 The board communicates with the superintendent in a climate of trust and mutual respect, offering commendation when earned and constructive criticism when necessary. | | |
| 7.5 The superintendent is given direction by the board as a whole rather than by individual members. | | |
| 7.6 The board establishes written policies for the guidance of the superintendent and staff in the operation of the schools? | | |
| 7.7 The board evaluates the superintendent at least on an annual basis and in a confidential manner. | | |
| 7.8 The board views its superintendent as its administrative leader and expects its leader to supervise day-to-day operation of the total school corporation. | | |
| 7.9 The board encourages the superintendent's professional growth through attendance at conferences, workshops, and other meetings designed to upgrade the professional performance of the superintendent. | | |
| COMMUNITY RELATIONS | | |
| | CURRENT | VALUE |
| 8.1 The board provides opportunities for citizens to visit the schools and to attend school functions. | | |
| 8.2 The board solicits input from all segments of the community in establishing goals for the district. | | |
| 8.3 The board has procedures that assure proper follow-up of citizen concerns. | | |
| 8.4 The board allows adequate time for public participation at board meetings. | | |
| 8.5 The board prevents a single individual or group from dominating discussion. | | |
| 8.6 The board has policies that deal with the use of school corporation facilities by civic groups and other local organizations. | | |

| POLICY | CURRENT | VALUE |
|---|----------------|--------------|
| 9.1 Your school board establishes all policies. | | |
| 9.2 Your school board actively seeks the contributions of faculty, students, and community members (where applicable) before drawing up new policies. | | |
| 9.3 Policies are systematically reviewed and evaluated for their effectiveness. | | |
| 9.4 Board policies are administered without compromising the principles laid down by the board? | | |
| | | |
| FINANCE | CURRENT | VALUE |
| 10.1 Your school board understands the budget? | | |
| 10.2 Your school board participates in the budget building process? | | |
| 10.3 The board assumes responsibility for pursuing an adequate and stable system of financing the public schools? | | |