

EVALUATION OF SCHOOL COMMITTEE OPERATIONAL PROCEDURES

Instructions:

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

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

The School Committee Chair 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 School Committee will be given a copy of the composite results.

Individual	Composite	A. <u>RELATIONSHIP WITH SUPERINTENDENT</u>
_____	_____	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 expectations of performance and personal qualities against which he/she will be measured periodically.
_____	_____	3. Engenders confidence in the Superintendent by inviting communication from the Superintendent.
_____	_____	4. Reaches decisions only on the basis of study of all available background data and consideration of the recommendation of the Superintendent.
_____	_____	5. Requests information through the Superintendent and only from staff members with 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 School Committee 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.

Individual	Composite
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Rating

Rating

_____ _____ 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.

B. COMMUNITY RELATIONS

_____ _____ 11. Encourages attendance of citizens at School Committee meetings.

_____ _____ 12. Actively fosters cooperation with various news media for the dissemination of information about the school program.

_____ _____ 13. Insures a continuous planned program of public information regarding the schools.

_____ _____ 14. Participates actively in community affairs.

_____ _____ 15. 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 School Committee if action is required.

_____ _____ 16. Protects the Superintendent from unjust criticism and efforts of vocal special interest groups.

_____ _____ 17. An individual School Committee member does not commit him/herself to a position in answer to an inquiry or in public statement unless School Committee 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 specific interest groups which seek to influence the District's program.

C. SCHOOL COMMITTEE MEETINGS

_____ _____ 20. Has established written procedures for conducting meetings which include ample provision for the public to be heard but prevents a single individual or group from dominating discussions.

Individual
Rating

Composite
Rating

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| | | 21. Conducts its meetings in facilities that allow the District's business affairs to be conducted by the School Committee and its administrative staff effectively. |
| | | 22. Selects a chairman on the basis of his/her ability to properly conduct a meeting rather than on seniority or rotation. |
| | | 23. New items of a complex nature are not introduced for action if they are not listed on the agenda but are presenting 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. |
| | | 27. Each member makes a sincere effort to be informed on all agenda items prior to the meeting. |
| | | 28. Controversial, complex or complicated matters are held over or placed on an agenda for discussion only, prior to consideration for adoption. |

D. STAFF AND PERSONNEL RELATIONSHIPS

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| | | 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. Makes provision for the complaints of employees to be heard, and after further study if staff dissatisfaction is found to exist, takes action to correct the situation through appropriate administrative channels. |
| | | 32. Is receptive to suggestions for improvement of the school system. |

Individual
Rating

Composite
Rating

_____ 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 THE INSTRUCTIONAL PROGRAM

_____ 36. Understands the instructional program and the general restrictions imposed on it by the Legislature, the State Board of Education and college/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 students.

_____ 39. Encourages the participation of the professional staff, and in certain instances the public, in the development of the curricula.

_____ 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.

_____ 42. Keeps abreast of new developments in course content and teaching techniques through attendance and participation in schools 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 programs.

Individual
Rating

Composite
Rating

_____ 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 insurance 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. PERSONAL QUALITIES

- _____ 48. A sincere and unselfish interest in public education and in the contribution it makes to the development of children.
- _____ 49. A knowledge of the community which the school system is designed to serve.
- _____ 50. An ability to think independently, to grow in knowledge, and to rely on fact rather than prejudice, and a willingness to hear and consider all sides of a controversial question.
- _____ 51. A deep sense of loyalty to other School Committee members and respect for group decisions cooperatively reached.
- _____ 52. A respect for, and interest in, people and ability to get along with them.
- _____ 53. A desire to work through defined channels of authority and responsibility.
- _____ 54. A willingness to devote the necessary time to become an effective School Committee member.

Comments:
