

# Contoocook Valley School District Policy

(Also BK-E)

## EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES

### Instructions

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—Poor                   3—Adequate           5—Excellent  
              2—Inadequate       4—Good

The Board Chairman 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	A. RELATIONSHIP WITH SUPERINTENDENT
----- _____	----- _____	1. Establishes written policies for the guidance of 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. 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 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.





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Individual  
Rating

Composite  
Rating

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31. Makes provisions for the complaints of employees to be heard, and after full study if staff dissatisfaction is found to exist, takes action to correct the situation through appropriate administrative channels.

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32. Is receptive to suggestions for improvement of the school system.

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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.

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34. Make the staff aware of the esteem in which it is held.

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35. Provides a written policy protecting the academic freedom of teachers.

## E. RELATIONSHIP TO THE INSTRUCTIONAL PROGRAM

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

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37. Realistically faces the community to support a quality education for its children.

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38. Resists the efforts of special interest groups to influence the instructional program if the effect would be detrimental to the students.

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

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40. Weighs all decisions in terms of what is best for the students.

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41. Provides a policy outlining the district's educational objectives against which the instructional program can be evaluated.

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Rating

Composite  
Rating

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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

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\_\_\_\_\_

43. Equates the income and expenditures of the district in terms of the quality of education that that should be provided and the ability of the community to support such a program.

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44. Takes the leadership in suggesting and securing community support for additional financing when necessary.

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45. Establishes written policies which will ensure efficient administration of purchasing, accounting, and payroll procedures, and the risk management program.

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46. Authorizes individual budgetary allotments and special non-budgeted expenditures only after considering the total needs of the district.

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47. Makes provision for long-range planning for acquisition of sites, additional facilities, and plant maintenance.

## G. PERSONAL QUALITIES

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48. A sincere and unselfish interest in public education and in the contribution it makes to the development of children.

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49. A knowledge of the community which the school system is designed to serve.

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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.

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Individual  
Rating

Composite  
Rating

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- 51. A deep sense of loyalty to other Board 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 Board member.

April 2, 1991

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