

EVALUATING THE SCHOOL BOARD

BOARD OF EDUCATION SELF-EVALUATION BONDURANT-FARRAR COMMUNITY SCHOOL

You will do your own testing and scoring. Each question should be answered with one of three words -- yes, some, no. If the majority of your answers are "yes" (Y) you and your board are doing a good job as public servants. If the majority is "some" (S) there is room for improvement. A "no" (N) majority indicates the need for considerable board improvement.

ROUTINE FUNCTIONING

A successful school board must have its routine responsibilities organized so as to reserve the majority of its time, energy, and thinking for the important matters of District policy development.

- _____ 1. Does the board have a preplanned meeting agenda?
- _____ 2. Are copies of the agenda, financial reports, and supplementary materials distributed to board members four or more days prior to the meeting?
- _____ 3. Are meetings businesslike and kept on the subject?
- _____ 4. Does the board operate under parliamentary procedure?
- _____ 5. Are the board meetings held regularly with the attendance of all members?
- _____ 6. Do the board meetings begin promptly at the announced time of meeting?
- _____ 7. Do all board members arrive at board meetings promptly at the designated time?
- _____ 8. Does the board have access to and receive reliable information?
- _____ 9. Do all board members familiarize themselves with the materials in the packet and the agenda prior to board meetings?
- _____ 10. Are all decision(s) made while the board is in official session?
- _____ 11. Does each board member understand the routine responsibilities and duties of the board officers?
- _____ 12. Do all board members carry out assignments promptly?
- _____ 13. Do board members strive to keep informed on current educational matters?

SCHOOL BOARD IMPROVEMENT

The best school boards make constant efforts at improvement of their internal operation and effectiveness in school advancement. Programs of self-study, school study, and increasing board effectiveness should be continually in effect.

- _____ 1. Do all board members attend the annual Iowa Association of School Board's state meeting?
- _____ 2. Does the board conduct a yearly evaluation of its methods of procedure and action?
- _____ 3. Do board members take time to visit the schools within the district?
- _____ 4. Does the board generate and/or participate in community/school study efforts?
- _____ 5. Has each board member attended one or more IASB workshop(s) during the past twelve months?

- _____ 6. Does the board take time to read publications relating to education and school board activities?
- _____ 7. Does each board member attend school activities within the district?

COMMUNITY RELATIONS

The most effective school boards are those with strong public support. To gain this support, boards keep the community informed as to the kind of program it has and what needs to be done to improve it.

- _____ 1. Are arrangements made for regular newspaper and other press coverage of board meetings, studies, and other activities?
- _____ 2. Does the board initiate any reports to the community?
- _____ 3. Are board policies printed and made available to the public?
- _____ 4. Has the school sponsored any community meetings on educational topics?
- _____ 5. Is the board receptive to offers of help and suggestions from citizens?
- _____ 6. Does the board use the help of community organizations and citizens' committees in meeting school problems?

IMPROVING INSTRUCTION

Leading school boards feel a responsibility for providing the conditions necessary to the improvement of instruction in the schools.

- _____ 1. Does the board review the financial allotment for instructional equipment requests and costs yearly?
- _____ 2. Are adequate media centers available to all children?
- _____ 3. Does the board review the in-service training program recommendations?
- _____ 4. Does the board encourage further teacher training?
- _____ 5. Does the board monitor student progress regularly?
- _____ 6. Are yearly instructional goals established and reported back to the board?
- _____ 7. Is the school's curriculum continually updated and reviewed by the board?
- _____ 8. Is the board knowledgeable about non-instructional personnel policies, wages and benefits?
- _____ 9. Does the board know where our students rank in comparison to other Iowa schools?

EDUCATIONAL POLICY DEVELOPMENT

One of the most important functions of the school board is policy development. This records the objectives, procedures, and philosophy of the school board.

- _____ 1. Is your board policy so written as to be understandable and so organized as to be usable?
- _____ 2. Does the policy define the roles of the board, superintendent, principals, and teachers and make clear their responsibilities and relationships to one another?
- _____ 3. Is the policy comprehensive enough that routine problems are covered by it?
- _____ 4. Does the board allow the superintendent to carry out policy and confine itself to policy making?
- _____ 5. Does the policy include the board's philosophy of education?
- _____ 6. Does the policy include a procedure for the development of annual goals?
- _____ 7. Does the policy include relations with the non-instructional staff?

- _____ 8. Does the policy govern the internal procedures of the board?
- _____ 9. Does the policy include procedures for receiving visitors?
- _____ 10. Is the majority of policy development devoted to educational matters?
- _____ 11. Does the board consider community wishes and suggestions in policy development?
- _____ 12. Does the board seek the professional advice of the superintendent in policy formulation?
- _____ 13. Do board members know how to access and use board policies?
- _____ 14. Do board members make every effort to carry on board functions in accordance with the approved board policy?
- _____ 15. Do board members attempt to keep up with changing conditions in order to change policy to meet the new conditions?
- _____ 16. Do board members respect the office of superintendent and refrain from unwarranted interference in administrative affairs?
- _____ 17. Are board members aware of the fact that consistent board policy inspires confidence among personnel and the public?
- _____ 18. Are board members aware of the fact they have no authority as a board member except when the board is legally in session?

EDUCATIONAL PLANNING

Most leading school boards plan ahead, at least as many as ten years in advance. Birth statistics, community growth trends, and many other indices of change point to the demands and needs of the future. Many future educational crises can be prevented by planning today.

- _____ 1. Has the board studied figures giving the probable enrollment in each grade in the upcoming five-year period?
- _____ 2. Has the board on the basis of probable enrollment in coming years determined whether additional space will be needed and if so how and where it will be provided?
- _____ 3. Has an adequate school site(s) been obtained for future school facilities?
- _____ 4. Has the board made plans for future building facilities?
- _____ 5. Is the board planning now to attract the best teachers to its system for its future needs?
- _____ 6. Is the board studying the financial base of the schools to determine future financial needs and resources?
- _____ 7. Has the community been consulted regarding the type of school program(s) to be offered in the future?
- _____ 8. Do board members keep apprised of industrial and social trends and their effects on your local school system?

EVALUATION

Leading school boards are informed continually as to the effectiveness of their school systems in the education of children. On the basis of the evaluative information, steps can be taken to better the school system.

- _____ 1. Does the board receive periodic reports regarding the success of the school system in reaching its objectives?
- _____ 2. Have studies been made to show the college success of our students?
- _____ 3. Have studies been made to show the success of our non-college student graduates?
- _____ 4. Has an outside education agency surveyed the system in recent years? _____
when _____
- _____ 5. Does the board take action to improve the schools on the basis of the needs revealed by the

- _____ evaluative studies?
- _____ 6. Do you base your opinion as to the effectiveness of your school system to complete factual information rather than hearsay?
- _____ 7. Do you understand that evaluation should lead to improvement rather than criticism?
- _____ 8. Do you rely upon your superintendent to provide the board with accurate information as to the school system's effectiveness?
- _____ 9. Are you acquainted with the characteristics of an "effective" school system?

SCHOOL FINANCE

- _____ 1. Does the board understand the Iowa School Finance Law?
- _____ 2. Does the board understand and utilize the special levies to help meet the perceived needs of the school district?
- _____ 3. Are tax levies comparable to neighboring districts?
- _____ 4. Is the board aware of the requirements and procedures of collective bargaining?

REVIEW TARGETED GOALS FOR THE YEAR

Adopted: 12/13/1999;
Reviewed: 12/31/1995; 11/08/1999; 10/28/200; 10/10/2005; 01/26/2010; 02/10/2014; 02/22/2021
Revised: 12/13/1999; 11/11/2002; 02/24/2014