

# Myrtle Point School District 41

Code: **BK-AR**  
 Adopted: 5/10/04  
 Orig. Code(s): BK-AR

## Evaluation of Board Operational Procedures

This form will be used to evaluate how the Board works as a team in governing the district. Using the numbering system below, Board members are to rate each item and return this form, unsigned, to the superintendent's office.

<b>Evaluation Form</b>		<b>Board Member's Numerical Rating for Each Item</b>
1 = Excellent 2 = More than expected 3 = As expected	4 = Less than expected 5 = Poor	
1.	A systematic, ongoing program is conducted by the superintendent and staff to provide Board members with information pertinent to their responsibilities.	
2.	A systematic program is conducted by the staff to orient newly elected or appointed Board members to their responsibilities and to acquaint them with Board policies and operating procedures.	
3.	The Board operates according to written policies, and reviews policies at least annually; policy revisions are considered whenever necessary.	
4.	Both Board and staff adhere to policy once policy is adopted.	
5.	The Board acts as policy-making and governance body and hold the superintendent responsible for the administration and evaluation of district programs.	
6.	The Board, before deciding any matter (other than the superintendent's contract), provides the superintendent with ample opportunity to develop staff recommendations for action.	
7.	The Board does not respond to emotional pressure. It provides the superintendent with opportunity to develop policy proposals and does not write "instant policy" under the gun of emergencies.	
8.	The Board conducts its meetings in a climate of free, open but orderly discussion.	
9.	The Board has adequate understanding of and skill in following parliamentary procedures.	

10. Board members come to meetings prepared to contribute to discussions and do not require meeting time to ask for information that has already been provided.	
11. Board members are representatives of the entire community and not of special interest groups, and are committed to the welfare of the public schools.	
12. When considering recommendations of citizens' and special interest groups, the Board reports its reactions and reasons which may not allow it to implement all recommendations.	
13. The Board and superintendent work comfortably together and in a spirit of mutual confidence. The superintendent respects the governance responsibility of the Board; the Board respects the day-to-day executive responsibility of the superintendent.	
14. The Board and superintendent are diligent in writing policies that are sufficiently comprehensive; the administration has the authority to deal with most day-to-day problems without turning to the Board for guidance.	
15. The Board has developed, in cooperation with the superintendent, a set of criteria which are used as the basis for evaluating the performance of the superintendent and administrative assistant.	
16. The Board approaches its evaluation of the superintendent fairly and diligently.	
17. Official actions of board members concern only the welfare of the school system; no member uses the office of school board member for personal profit, advancement or patronage.	
18. Members are careful to speak on issues in the community as individual board members remembering that only the entire Board can decide a certain course of action.	
19. The Board regards the setting of goals and objectives, making of long-range plans, establishing of priorities, and developing of policies as its major ongoing responsibilities.	