

**SCHOOL BOARD STANDARDS:
WITH INDICATORS FOR YOUR SELF-EVALUATION**

School District _____ Name _____

Below is a list of several characteristics or qualities connected with your position as a school board or leadership team member. As you rate the questions, it is important to think of the school board and superintendent as a team.

For each of the standards, please rate the questions on a scale from 1-7, where low numbers represent low or minimum performance and high numbers represent high or maximum performance. Indicators are listed below each standard to help guide your thinking as you evaluate your performance on the standards. There are NO right or wrong answers. Please use the “Don’t Know” response only as absolutely necessary.

		PERFORMANCE						
		LOW					HIGH	
I. VISION								
V1.	The board keeps the district focused on the educational welfare of all.	1	2	3	4	5	6	7
	A. The priorities for board meeting time are issues related to student achievement.		Yes	No	Don’t Know			
	B. The board has adopted goals, approved student-performance objectives and established policies that provide a well-balanced curriculum resulting in improved student learning.		Yes	No	Don’t Know			
	C. Other _____ _____		Yes	No	Don’t Know			
	D. Comments _____ _____							
V2.	The board, working with its community, has developed and adopted a written statement of the district’s vision.	1	2	3	4	5	6	7
<i>MSBA/MASA Policy 104</i>								
<i>Sample vision statements at www.mnmsba.org - board development - standards - vision statements</i>								
	A. The district vision/mission statement is posted and published in prominent places.		Yes	No	Don’t Know			
	B. Decisions are guided by the vision.		Yes	No	Don’t Know			
	C. Other _____ _____		Yes	No	Don’t Know			

D. Comments _____

V3. The board has a process to review, update and communicate the vision to and for the district. **1 2 3 4 5 6 7**

MSBA/MASA Policy 104

A. The Board demonstrates its commitment to the vision, mission and goals by clearly communicating them to the superintendent, staff and community. **Yes No Don't Know**

B. There is a written process in policy for periodic review of the vision and goals: MSBA/MASA Policy 104. **Yes No Don't Know**

C. Other _____
_____ **Yes No Don't Know**

D. Comments _____

V4. The board has developed and adopted long- and short-range plans to work toward achieving the vision of the district. **1 2 3 4 5 6 7**

MSBA/MASA Policy 616

A. The district has an active advisory committee for comprehensive, continuous improvement of student achievement. **Yes No Don't Know**

B. The district incorporates recommended and approved goals into district planning. **Yes No Don't Know**

C. Other _____
_____ **Yes No Don't Know**

D. Comments _____

II. STRUCTURE

S1. The board has written policies that are clear, concise, current and in compliance with all laws. **1 2 3 4 5 6 7**

A. The district has a process for policies requiring annual review: MSBA/MASA Policies 413, 414, 415, 506, 522, 524. **Yes No Don't Know**

B. At a minimum, all policies are reviewed on a 3-year cycle. **Yes No Don't Know**

C. Other _____ **Yes** **No** **Don't Know**

D. Comments _____

S2. The board uses the superintendent as its CEO and delegates through written policy full authority for the superintendent to manage district affairs. **1 2 3 4 5 6 7**

MSBA/MASA Policy 304 (Supt. duties)
MSBA/MASA Policy 209 (Code of Ethics)
MSBA Online Training: Board-Supt. Relations

A. Appropriate roles of the board and superintendent are in written policy. **Yes** **No** **Don't Know**

B. The board understands the distinction between its role as a policy-making body and that of administration. **Yes** **No** **Don't Know**

C. Other _____ **Yes** **No** **Don't Know**

D. Comments _____

S3. The board oversees district management by employing a superintendent and evaluating his/her performance in providing leadership, managing operations and performing duties assigned by law. **1 2 3 4 5 6 7**

MSBA/MASA Policy 304
MSBA/MASA Guidelines at www.mnmsba.org - board development - standards - MSBA/MASA Guidelines

A. There is a current written job description for the superintendent on file **Yes** **No** **Don't Know**

B. The board conducts an annual, written evaluation of the superintendent in which all board members participate. **Yes** **No** **Don't Know**

C. Superintendent contracts are ratified with appropriate public disclosure and as a separate agenda item. **Yes** **No** **Don't Know**

D. Other _____ **Yes** **No** **Don't Know**

E. Comments _____

S4. The board adopts a budget that incorporates sound fiscal practices and allocates resources to best achieve the vision, mission, and goals. **1 2 3 4 5 6 7**

MSBA/MASA Policies 701 & 701.1

Sample budget timeline at www.mnmsba.org - board development - standards - budget timeline

A. The budget process allows an opportunity to examine and discuss allocations as they relate to vision and goals. **Yes No Don't Know**

B. During the fiscal year, the board periodically reviews the budget and ends the fiscal year within agreed-upon parameters. **Yes No Don't Know**

C. Other _____ **Yes No Don't Know**

D. Comments _____

S5. The board authorizes the employment, leave of absence, discipline & dismissal of staff after considering the superintendent's recommendation. **1 2 3 4 5 6 7**

MSBA Service Manual Ch. 1

Ch. 13 Law Bulletin M

MSBA Model Teacher Contract Ch. 3

Appendix 5

A. The district has a written hiring procedure, leading to a recommendation to the school board. **Yes No Don't Know**

B. The board honors district contracts. **Yes No Don't Know**

C. Other _____ **Yes No Don't Know**

D. Comments _____

S6. The board provides safe, adequate facilities. **1 2 3 4 5 6 7**

A. The district has a current five-year facilities plan and budget. **Yes No Don't Know**

B. The district meets safety guidelines and has received no out-of-compliance reports. **Yes No Don't Know**

C. District facilities are periodically evaluated in terms of the district mission, vision, and goals.	Yes	No	Don't Know
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D. Other _____ _____	Yes	No	Don't Know
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E. Comments _____

S7. The board encourages & supports working cooperatively with families, businesses, community organizations, and other agencies.	1	2	3	4	5	6	7
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MSBA/MASA Policy 902

A. The board actively involves local civic organizations in support of the district vision and collaborates with other agencies.	Yes	No	Don't Know
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B. The district welcomes active community involvement and seeks parental involvement.	Yes	No	Don't Know
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C. The district building-use policy encourages community use of facilities.	Yes	No	Don't Know
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D. Other _____ _____	Yes	No	Don't Know
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E. Comments _____

III. ACCOUNTABILITY

A1. The board reviews key policies for effective implementation. **1 2 3 4 5 6 7**

MSBA/MASA Policy 208

MSBA Accountability Report at www.mnmsba.org - board development - standards

Department of Education CLASS data site at www.education.state.mn.us

A. The board uses a review-and-comment process for those implementing key policies and those affected by the outcomes. **Yes No Don't Know**

B. The board uses agreed-upon data (i.e., curriculum, goals, budget) to evaluate outcomes of policies over time. **Yes No Don't Know**

C. Other _____ **Yes No Don't Know**

A2. The board provides for itself, the superintendent and all staff ample opportunity for professional growth and increased competency through training and inservice. **1 2 3 4 5 6 7**

Phase Orientation information at www.mnmsba.org - board development - phase series

MSBA/MASA Policies 212 & 425

Sample local orientation information at www.mnmsba.org - board development - standards - local orientations

A. Board members attend Phases I-IV and other training opportunities on a regular basis. **Yes No Don't Know**

B. Funds are budgeted to support training for board and staff. **Yes No Don't Know**

C. The board has a process to share training information at board meetings. **Yes No Don't Know**

D. The board has a process for experienced members to offer a local orientation to incoming board members. **Yes No Don't Know**

E. Other _____ **Yes No Don't Know**

- | | | | |
|---|------------|-----------|-------------------|
| B. The board is active in the MSBA legislative resolution and reporting processes. | Yes | No | Don't Know |
| C. Board members get to know their local legislators and invite them into the district. | Yes | No | Don't Know |
| D. The board ensures the impact of major legislative actions is reported to the public. | Yes | No | Don't Know |
| E. Other _____
_____ | Yes | No | Don't Know |
| F. Comments _____
_____ | | | |

AD2. The board recognizes the achievements of students, staff and others in education. **1 2 3 4 5 6 7**

Sample agendas at www.mnmsba.org - board development - standards - sample agendas

- | | | | |
|---|------------|-----------|-------------------|
| A. There is a section on the agenda devoted to recognitions. | Yes | No | Don't Know |
| B. The board recognizes students, staff and others via letters of commendation, awards or events. | Yes | No | Don't Know |
| C. Other _____
_____ | Yes | No | Don't Know |
| D. Comments _____
_____ | | | |

AD3. The board takes leadership in securing community support for the district's mission, vision and goals and the resources needed to achieve them. **1 2 3 4 5 6 7**

MSBA Ambassadors for Public Education at www.mnmsba.org - communications - ambassadors

- | | | | |
|---|------------|-----------|-------------------|
| A. Board members are willing to speak at community meetings and events. | Yes | No | Don't Know |
| B. The board initiates referendums as needed to meet district needs. | Yes | No | Don't Know |
| C. Other _____
_____ | Yes | No | Don't Know |
| D. Comments _____
_____ | | | |

V. CONDUCT & ETHICS

CE1. The board creates an atmosphere of openness and respect by seeking input from students, staff and community members on specific issues when appropriate. **1 2 3 4 5 6 7**

MSBA/MASA Policy 206

A. The board has used a task force or board forum within the last three years. **Yes No Don't Know**

B. There is a process of student representation to the board. **Yes No Don't Know**

C. The board has a policy of allowing public comment. **Yes No Don't Know**

D. Other _____ **Yes No Don't Know**

E. Comments _____

CE2. The board, its members and the superintendent work together in a climate of trust and mutual respect. **1 2 3 4 5 6 7**

*Code of Ethics, Services Manual, Ch. 1
MSBA/MASA Policy 209*

Phase III information at www.mnmsba.org - board development - phase series

A. The board strives for open communication among its members, the superintendent and other administration via appropriate channels. **Yes No Don't Know**

B. Board members exhibit courage in deliberations and decisions. **Yes No Don't Know**

C. Board members avoid demeaning verbal or nonverbal communication. **Yes No Don't Know**

D. Other _____ **Yes No Don't Know**

E. Comments _____

CE3. The board redirects specific complaints and requests to the superintendent or other staff members as appropriate. 1 2 3 4 5 6 7

MSBA/MASA Policy 206

Meet and Confer, Service Manual, Ch. 3

A. The board has and follows a policy dealing with complaints. Yes No Don't Know

B. No specific concerns are dealt with at the board level until appropriate channels have been followed. Yes No Don't Know

C. The district schedules meet and confer three times a year, as directed by law. Yes No Don't Know

D. Other _____ Yes No Don't Know

E. Comments _____

CE4. The board develops skills in teamwork, problem-solving and decision-making. 1 2 3 4 5 6 7

MSBA/MASA Policy 213

Phase III information at www.mnmsba.org - board development - phase series

A. The workload is divided among members. Yes No Don't Know

B. The work of subcommittees is honored. Yes No Don't Know

C. The board uses methods (such as study sessions, regular meetings, work groups or public forums) to study, analyze and build understanding of issues. Yes No Don't Know

D. Other _____ Yes No Don't Know

E. Comments _____

CE5. The board respects the majority decision after honoring the right of members to express opposing viewpoints and vote their convictions. 1 2 3 4 5 6 7

A. Individual members refrain from undermining a decision made by the majority of the board. Yes No Don't Know

B. Board members do not publicly criticize individual opinions and decisions. Yes No Don't Know

C. Other _____ Yes No Don't Know

D. Comments _____

CE6. The board establishes and follows local policies, procedures and ethical standards governing the conduct and operation of the board. 1 2 3 4 5 6 7

MSBA/MASA Policies 203.1 & 205

MSBA Online Training: Parliamentary Procedure

A. Members recognize they have no authority to take individual action in policy on district and building administrative matters. Yes No Don't Know

B. The meeting time, place and facilities accommodate the board, staff and public to the fullest extent possible. Yes No Don't Know

C. The board has adopted and follows rules of order and the Open Meeting Law. Yes No Don't Know

D. Other _____ Yes No Don't Know

E. Comments _____

*** * For the purpose of returning this evaluation back to you after the feedback session, please put your PIN number or something you will recognize in the space after "Name." * ***