

## BOARD EVALUATION

Evaluation is essential to the continual improvement and success of a School District. The School Board shall annually conduct a written evaluation of its functioning as a Board, with the goal of improving its operations and functions as the governing body in the District.

In recognition of the fact that the Board has authority only as a collective body and not as individuals, the Board will be evaluated as a whole and not as individuals. The evaluation will focus on the operations and performance of the Board as a body. Concerns about the performance of individual Board members (e.g., excessive absences, lack of preparation for meetings, inappropriate meeting demeanor) will be addressed by the Board President in private conversation with that Board member.

The School Board evaluation will include both a self-evaluation component, completed by members of the Board, and a concurrent evaluation by members of the Administrative Team. These evaluations will be conducted during the second semester of each school year, using the processes described below.

### Self Evaluation:

1. In January of each year, Board members will be provided a copy of the Board evaluation instrument. The Board will review this instrument, make any necessary changes, and establish timelines for completion of the evaluation.
  2. Following any needed revisions to the form; Board members will individually complete the evaluation instrument. Completed forms will be submitted to the Board President (or his/her designee).
  3. The Board President (or his/her designee) will compile a summary of the individual evaluations. The summary will report individual numerical ratings on each item, as well as an average score for each item. The summary will also include a listing of all narrative responses.
  4. The Board President will present this summary to members of the Board, after which a discussion of the evaluation may be held as needed.
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Administrator Evaluation:

1. The Administrative Team evaluation of the School Board will be conducted by the Superintendent, in coordination with the timelines set forth by the Board for their self-evaluation.
2. The Superintendent will distribute Board evaluation forms to each member of the Administrative Team. Team members will complete these forms individually, and submit their forms to the Superintendent.
3. The Superintendent will compile a summary of the individual evaluations. The summary will report individual numerical ratings on each item, as well as an average score for each item. The summary will also include a listing of all narrative responses.
4. The Superintendent will present this summary to members of the Board, after which a discussion of the evaluation may be held as needed. The Administrative Team may be invited to join the Board in discussion of this evaluation summary, at the Board's discretion.

Adopted: January 8, 2003

Last Revision: September 14, 2016

Last Review: September 14, 2016

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