

Charlottesville City Schools
School Board Self-Evaluation
June 7, 2006

Exhibit: Evaluation Form for the Role and Evaluation of the School Board

Instructions: Circle a rating for each dimension listed. Definitions for the ratings are as follows:

BE Below expectations; demonstrates a need for attention to areas of concern in order to improve effectiveness

ME Meets expectations; demonstrates effective skills and proficiency

AE Exceeds expectations; demonstrates exemplary initiative and innovation

Board Members should review Becoming a Better Board Member, National School Boards Association, latest edition.

Ratings below expectations must be supported by comment.

School Board Role

A. Individual Evaluation (for individual use ONLY; will be discussed in Open Meeting as this evaluation relates to the performance of yourself and how you perceive the School Board as a collective body, where appropriate)

Role	Rating			Comments
1.1 Regularly attends School Board meetings	BE	4 ME	3 AE	
1.2 Openly discusses issues and respects Board members' different points of view	BE	4 ME	3 AE	
1.3 Honors confidentiality of executive Board sessions	BE	2 ME	5 AE	
1.4 Seeks advice of counsel on issues related to conflict of interest	BE	5 ME <i>1 Not Applicable</i>	1 AE	Probably not applicable to most board members.
1.5 Participates in professional meetings and training programs	1 BE	4 ME	2 AE	
1.6 Refrains from directing and/or interfering in the daily administration of the school division	1 BE	5 ME	1 AE	Looking forward to retreat so we can more clearly define the Board's roles and responsibilities. Define "interfering".
1.7 Attends school, staff and community functions	2 BE	4 ME	1 AE	Need organized approach to covering community meetings (cover all bases)

B. School Board as a Collective Body				
1.1 Adopts policy to provide for the day-to-day supervision of schools.	4 BE	3 ME	AE	Board has improved in this area but need to go further.
1.2 See that school laws are properly explained, enforced and observed.	1 BE	6 ME	AE	Need better system for reporting/monitoring.
1.3 Secure, by visitation or otherwise, as full information as possible about the conduct of public schools in the school division and take care that they are conducted according to the law with the utmost efficiency.	BE	6 ME	AE	Odd question; need more/better information.
	<i>1 No Response</i>			
1.4 Care for, manage and control the property of the school division and provide for the erecting, furnishing, equipping, and non-instructional operating of necessary school buildings and appurtenances and the maintenance thereof by purchase, lease, or other contracts.	1 BE	5 ME	1 AE	N/A generally to our board
1.5 Provide for the consolidation of schools or redistricting of school boundaries or adopt pupil assignment plans whenever such procedure will contribute to the efficiency of the school division.	1 BE	5 ME	AE	N/A generally to our board
	<i>1 Not Applicable</i>			
1.6 Insofar as not inconsistent with State statutes and regulations of the State Board of Education, operate and maintain the public schools in the school division and determine the length of the school term, the studies to be pursued, the methods of teaching and the government to be employed in the schools.	BE	7 ME	AE	
1.7 Act as a policy-making body and through its own action; legislate to make its policy effective.	3 BE	4 ME	AE	Need to work on getting policies in better order. Don't know what end half of this means – how different from 1.1?
1.8 Act upon recommendations that may come to it through the administration or	1 BE	5 ME	1 AE	

School Board Self-Evaluation

Page 3

its own members which concern the progress and improvement of the schools.				
1.9 Prescribe qualifications of all employees of the Charlottesville City Schools and fix salary schedules for such employees.	1 BE	5 ME	AE	Board does not prescribe qualifications of all employees. Hope HR study has done so. Board obligation – why ask?
		<i>1 No Response</i>		
1.10 Employ a Superintendent and establish the salary and terms of contract, provided said terms shall be in conformity with existing laws and regulations of the Commonwealth of Virginia.	BE	3 ME	3 AE	Board obligation
		<i>1 No Response</i>		
1.11 On the recommendation of the Superintendent, employ teachers and other personnel as may be needed for the efficient operation of the schools.	BE	6 ME	1 AE	Board obligation
1.12 Adopt broad goals and objectives for each aspect of the school system's operation based upon the identified needs of the community.	1 BE	5 ME	1 AE	About to adopt Strategic Plan. Has taken many years to get to this point
1.13 Establish basic policies to implement these goals and objectives and provide a framework of general rules and guidelines for school system administration affecting major educational and financial problems of the Charlottesville City School Division.	3 BE	3 ME	AE	About to adopt Strategic Plan. Has taken many years to get to this point
		<i>1 No Response</i>		
1.14 Act upon all recommendations of the Superintendent as they relate to implementation of School Board policy.	BE	7 ME	AE	
1.15 Evaluate the performance and progress of the Charlottesville City School Division against the stated goals and objectives.	5 BE	2 ME	AE	Set to do this next year but not regularly done in past. Need to begin with new Strategic Plan. Need more data, better assessment tools.
1.16 Evaluate the Superintendent's performance on a continuing basis, as per Board policy.	3 BE	3 ME	AE	Just this year established evaluation instrument. New evaluation instrument and contract should help.
		<i>1 No Response</i>		

School Board Self-Evaluation

Page 4

				Applicable this year
1.17 Review and approve the annual operating budget of the school system prepared by the Superintendent and staff to provide prudent utilization of public resources.	BE	7 ME	AE	
1.18 Provide leadership in presenting needs of the school system to local, regional, state and federal government or agencies, the general public or the media by a planned program of external relations.	3 BE	4 ME	AE	Always room for improvement. Two separate issues – We’ve been pretty good about communicating w/ Council, VBOE and Legislature – improving our communication w/public
1.19 review and act upon the recommended attendance boundaries within the division in compliance with state and federal mandates.	BE	4 ME	AE	NA NA
1.20 Authorize expenditures and approve bills presented for payment of said expenditures.	BE	6 ME <i>1 Not Applicable</i>	AE	NA Not Board Responsibility Required – we don’t review very closely.
1.21 Act upon legal matters with advice from attorneys.	BE	5 ME <i>1 Not Applicable</i> <i>1 No Response</i>	AE	NA this year
1.22 Act upon textbooks, instructional resources and courses of study recommended by the Superintendent.	2 BE	4 ME <i>1 Not Applicable</i>	AE	Area that board members should probably be better informed on
1.23 Act as a body of final administrative appeal for employees and patrons in cases which may be appealed from the decision of the Superintendent in accordance with established law and policy.	1 BE	4 ME <i>2 Not Applicable</i>	AE	Need better policy in this area – board role not sufficiently defined. NA this year.
1.24 Present merit awards, certificates, and plaques in accordance with	BE	4 ME	2 AE	Need to do even more to recognize students whose achievements are

School Board Self-Evaluation

Page 5

<p>established guidelines to retiring employees, outstanding students, citizens and/or employees for specific achievement or services.</p>	<p><i>1 Not Applicable</i></p>	<p>not as mainstream and to recognize staff.</p> <p>We give out a lot of certificates!</p>
<p>2005 - 2006 School Board Annual Goals</p>		
<p>1. Conduct search for new superintendent.</p>	<p>BE 3 ME 4 AE</p>	<p>Goals 1 and 2 – Achievements extremely important and hopefully we have helped lay a foundation to help the division move forward quickly.</p>
<p>2. Work with staff and community to revise the Division's five-year strategic plan.</p>	<p>BE 5 ME 2 AE</p>	<p>Not Finished yet.</p>
<p>3. Develop a communications plan.</p>	<p>4 BE 2 ME AE</p> <p><i>1 No Response</i></p>	<p>Haven't seen it.</p> <p>Have initiated many measures to improve community outreach, no Strategic Plan for communications or update of communication policy.</p> <p>Getting there but still much to be done.</p> <p>Did a lot of community relations things with many improvements over last year.</p> <p>Did not create a plan due to need for staff position to take on identified PR needs.</p>
<p>4. Review and revise the superintendent evaluation instrument and create a school board evaluation instrument.</p>	<p>BE 5 ME 2 AE</p>	