

Work Session

April 4, 2019 5:00 PM

Central Services Board Room

1. Call to Order-Mrs. Teresa Boston
2. Discussion of Director of Schools Evaluation
3. Board Self Evaluation
4. Other Discussion
5. Adjournment

CUMBERLAND COUNTY SCHOOLS
PERFORMANCE EVALUATION

JANET GRAHAM, DIRECTOR OF SCHOOLS
2017---2018

Rating Scale

- 1 Never Meets Expectations
- 2 Seldom Meets Expectations
- 3 Usually Meets Expectations
- 4 Consistently Meets Expectations
- 5 Exceeds Expectations

BOARD RELATIONSHIP		RATING
1	Keeps all board members informed on issues, needs, and operation of the school system.	
2	Supports board policy and actions to the public and staff.	
3	Has a harmonious relationship with the board.	
4	Upon request, provides clear explanations of alternatives for recommendations.	
5	Works toward creating and maintaining a high degree of understanding and respect between staff and the board.	
6	Advises the board on need for new or revised policies.	
7	Refrains from criticism of the board or members of the board.	
8	Exercises good judgment and objectivity in making recommendations to the board.	
9	Offers professional advice to the board on items requiring board action, with appropriate recommendations based on thorough study and analysis.	
10	Understands and executes the intent of board policy.	
11	Seeks and accepts constructive criticism of his/her work.	
12	Keeps board informed of employment, promotion and dismissal of personnel.	
TOTAL CATEGORY		

COMMUNITY RELATIONSHIPS		RATING
1	Is an effective spokesperson for the school system.	
2	Is respected and supported by the community in conducting the operation of the schools.	
3	Builds public support for the school district.	
4	Defends principles in the face of pressure or partisan influence.	
5	Develops cooperative relationships with the news media.	
6	Participates actively in community life and affairs.	
7	Achieves status as a community leader in public education.	
8	Works effectively with public and private agencies.	
9	Establishes strong relationships with public and private agencies.	
TOTAL CATEGORY		

STAFF AND PERSONNEL RELATIONSHIPS		RATING
1	Develops good staff morale and loyalty to the organization.	
2	Treats all personnel fairly, without favoritism or discrimination, while insisting upon performance of duties.	
3	Delegates authority to staff members appropriate to the position each holds.	
4	Recruits and assigns the best available personnel.	
5	Represents the best interests of the board in working with teachers and their organization.	
6	Solicits input from staff in planning activities.	
7	Maintains up---to---date job descriptions for all personnel.	
8	Ensures that adequate planning and evaluation of curriculum and instruction occurs.	
9	Develops and empowers staff, resulting in an effective educational team.	
10	Has a vision and communicates a mission for the school system.	
TOTAL CATEGORY		

EDUCATIONAL LEADERSHIP		RATING
1	Understands and keeps informed regarding all aspects of instructional program.	
2	Participates with staff, board, and community in studying, problem---solving and developing curriculum and instruction improvements.	
3	Organizes a planned program of staff evaluation and improvement.	
4	Models the highest professional standards to staff and community.	
5	Is an effective advocate of lifelong learning.	
6	Creates an environment that encourages staff to constantly strive for improvement.	
7	Incorporates technology as a teaching---learning strategy.	
8	Encourages staff to be innovative in problem---solving.	
TOTAL CATEGORY		

BUSINESS AND FINANCE		RATING
1	Has an understanding of the needs of the school program, facilities, equipment, supplies, and budget required.	
2	Supervises operations, insisting on competent and efficient performance.	
3	Ensures that funds are spent wisely, and adequate control and accounting are maintained.	
TOTAL CATEGORY		

STRATEGIC PLANNING SKILLS		RATING
1	Works efficiently with board, staff, and community to develop both long and short---range strategic plans.	
2	Keeps board and community informed of progress towards short and long---range plans.	
3	Develops a Five Year Plan which includes strategies, goals, and projected student outcomes.	
TOTAL CATEGORY		

TOTAL EVALUATION MEAN =

Cumberland County School Board Self---Assessment

Instructions

Below is a list of several statements connected with your position as a school board member. For each item you are requested to give two ratings.

- a. Current status?
- b. How IMPORTANT is this to me?

As you rate the questions, use a scale from 1 to 6 where low numbers represent low or minimum amounts and high numbers represent high or maximum amounts.

There are NO right or wrong answers.

Board Meetings

1. The board has sufficient time and opportunity to review the agenda and supporting materials before a board meeting.

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

2. The board encourages participation by each board member.

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

3. Board members come to meetings prepared to focus on discussion issues and keep comments relevant and brief.

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

4. All board members are routinely familiar with the agenda materials and are ready to discuss and decide important items.

[illegible]

5. Adequate background information on issues to come before the board is routinely provided in advance of the board meeting.

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

6. The board weighs all decisions in terms of what is best for the students of the school system.

[illegible]

Team Building

1. The board is able to disagree on matters and still maintain an attitude of mutual respect and trust.

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

2. The board is open and honest with each other, as well as administrators and is able to maintain an attitude of mutual trust and respect.

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

3. The district has a planned program to orient newly---elected board members.

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

4. Once a decision has been made, all members respect the decision and the board speaks with one voice.

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

5. Board members do not attempt to individually speak on behalf of the board or commit the board.

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

Board/Superintendent/Staff Relations

1. The board and superintendent trust and respect one another.

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

2. Each member of the board understands and respects the distinction between the board's responsibilities and the superintendent's duties.

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

3. Our board and superintendent agree on how complaints or concerns to board members should be handled.

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

4. Board members work to avoid surprises by sharing concerns or questions with the superintendent in advance of the board meeting.

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

5. The superintendent is given direction by the board as a whole rather than by individual members.

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

6. The board recognizes staff accomplishments.

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

	1	2	3	4	5	6
Current Status?	0	0	0	0	0	0
How IMPORTANT is this item to me?	0	0	0	0	0	0

	1	2	3	4	5	6
Current Status?	0	0	0	0	0	0
How IMPORTANT is this item to me?	0	0	0	0	0	0

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

Vision/Planning

1. A vision/mission statement for the district exists and is periodically reviewed by the board and widely disseminated in the district.

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

2. The vision reflects community priorities.

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

3. Discussion of major items before the board routinely includes consideration of their impact on meeting district goals.

	1	2	3	4	5	6
Current Status?	0	0	0	0	0	0
How IMPORTANT is this item to me?	0	0	0	0	0	0

4. The superintendent's evaluation considers how well the superintendent has addressed the district goals.

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

5. The board emphasizes setting and monitoring district goals, instead of how staff should achieve these goals.

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

6. The board does not get bogged down discussing operation details of the district or schools.

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

7. The board regularly solicits input from the community when establishing the future vision of the district.

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

Board Policy

1. Our board sets policies needed for the operation of the school district.

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

2. Before adopting a policy which affects them, our board actively seeks the input of employees, students and community members.

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

3. Board policies are administered consistent with the intent of the policy.

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

4. The board has developed an ongoing system to review and update all policies annually.

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

Student Achievement

1. The board holds itself ultimately responsible for high achievement by all students.

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

2. The board regularly examines data to determine where achievement gaps exist and how much progress is being made to reduce those gaps.

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

3. The board provides a quality educational program imposing high individual academic standards for each student.

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

4. Student academic performance is regularly presented to the board.

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

5. The board regularly recognizes student accomplishments at board meetings.

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

Board/Community Relations

1. The board provides for involvement of the public in the operating of our schools.

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

2. Our board actively promotes the school district to the public.

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

3. Our school board is respected by the community.

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

4. Our board is accountable to the community.

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

5. The board refrains from committing to a position on an issue before all relevant facts are present.

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

6. Members of the board refrain from speaking for the board on issues on which the board has no official position.

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

Advocacy

1. Our board takes the initiative to establish and maintain positive personal relationships with other locally---elected officials/funding body.

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

2. Our board strives to keep local officials up---to---date on board activities and school district needs.

[illegible]

3. Our board understands the need to influence statewide legislation and works diligently to develop a positive relationship with local members of the General Assembly.

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

4. Our board, collectively and individually, regularly contacts legislators

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

5. Our board is represented at TSBA's Day on the Hill meeting.

	1	2	3	4	5	6
Current Status?	O	O	O	O	O	O
How IMPORTANT is this item to me?	O	O	O	O	O	O

Budget/Finance

1. The board understands the basic principles of school finance, including state, federal and local sources of revenue.

	1	2	3	4	5	6
Current Status?	☐	☐	☐	☐	☐	☐
How IMPORTANT is this item to me?	☐	☐	☐	☐	☐	☐

2. The budget reflects the strategic plan and supports the district's goals and objectives for student achievement and citizenship.

	1	2	3	4	5	6
Current Status?	☐	☐	☐	☐	☐	☐
How IMPORTANT is this item to me?	☐	☐	☐	☐	☐	☐

3. The budget reflects the district's vision and mission.

	1	2	3	4	5	6
Current Status?	☐	☐	☐	☐	☐	☐
How IMPORTANT is this item to me?	☐	☐	☐	☐	☐	☐

4. The board requires proper accountability for the expenditure of school district funds.

	1	2	3	4	5	6
Current Status?	☐	☐	☐	☐	☐	☐
How IMPORTANT is this item to me?	☐	☐	☐	☐	☐	☐

5. Please enter your name and school board below.