

**Section 200 – School Board  
School Board Member Conduct  
Board Self-Evaluation Instrument**

**File: 202.03 - R1**

The O'Neill Board of Education will conduct a self-evaluation of the Board at its February meeting. The results of the self-evaluation shall form the basis of both short and long-term goals of the school. The results shall also be compared to the philosophy of the school to determine if actual beliefs of the Board members agree with the collective ideals cited in the Board's Philosophy of Education.

**4 = Excellent 3 = Above Average 2 = Needs Improvement 1 = Missing**

**ORIENTATION**

\_\_\_\_\_ An ongoing orientation program is conducted by the Superintendent and staff to provide Board members with information and learning opportunities pertinent to their responsibilities.

***Suggestions:***

\_\_\_\_\_ A systematic program is conducted by the staff to orient newly elected or appointed Board members to the nature of their duties and responsibilities and to acquaint them with Board policies and operating procedures.

***Suggestions:***

\_\_\_\_\_ Resources of local and state agencies and organizations, e.g., the State School Board Association, are used whenever possible to bring information to the Board and involve Board members in learning activities.

***Suggestions:***

\_\_\_\_\_ Professional publications, educational periodicals, and other pertinent printed materials are made available to the Board.

***Suggestions:***

\_\_\_\_\_ Board members attend state and national meetings of School Board Associations, Nebraska Department of Education, and associations of educators.

***Suggestions:***

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**SCHOOL - COMMUNITY RELATIONS**

\_\_\_\_\_ Board members are not representatives of special interest groups and are committed to the welfare of the public schools.

***Suggestions:***

\_\_\_\_\_ The Board has set policy stating its commitment to an informed and involved citizenry and has identified persons with authority and responsibility to carry out a program of school-community relations.

***Suggestions:***

\_\_\_\_\_ The Board has authorized the staff to establish channels of communication, e.g., newsletters, new releases, reports, radio, and television programs, audio-visual presentations and meetings, so that residents may learn about what the school system is doing and why.

***Suggestions:***

\_\_\_\_\_ When appropriate, the Board appoints citizens' committees to study specific issues within a certain time and report recommendations or findings to the Board.

***Suggestions:***

\_\_\_\_\_ When possible the Board names citizens as resource people on its own committees.

***Suggestions:***

\_\_\_\_\_ Vacancies on the Board are filled by appointment after the Board has solicited nominations from the community and has studied each nominee according to the Board-developed criteria.

***Suggestions:***

\_\_\_\_\_ The Board holds public hearings on the annual budget, new construction plans, and other important issues before taking final action.

***Suggestions:***

\_\_\_\_\_ Representatives for the Board meet frequently with representatives of other local governing bodies to discuss matters of mutual concern.

***Suggestions:***

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**MEETINGS OF THE BOARD**

\_\_\_\_\_ Regular meetings of the Board are scheduled at times and locations convenient to Board members, staff, and patrons.

***Suggestions:***

\_\_\_\_\_ Agendas are prepared by the Superintendent and sent to Board members, news media, and interested staff and citizens well in advance of meetings.

***Suggestions:***

\_\_\_\_\_ Procedures which permit Board members to include items in the agenda are specified in the Board's operating policy manual.

***Suggestions:***

\_\_\_\_\_ A procedure for citizens to use to address the Board is specified in the Board's manual. Generally, citizens are allowed to address the Board early in a meeting.

***Suggestions:***

\_\_\_\_\_ Background and other written materials are made available through and by the Superintendent to the Board in advance of the Board meetings.

***Suggestions:***

\_\_\_\_\_ Community leaders and other interested persons are sent agendas and other appropriate information in advance of Board meetings.

***Suggestions:***

\_\_\_\_\_ Minutes of regular and special Board meetings are kept and are available to staff and residents.

***Suggestions:***

\_\_\_\_\_ Special Board meetings are kept to a minimum and open to the public.

***Suggestions:***

\_\_\_\_\_ Committee meetings are open to the public whenever possible.

***Suggestions:***

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\_\_\_\_\_ Executive meetings are held for matters dealing with student and employee personnel matters, working papers associated with exploratory projects, land acquisitions, and contract negotiations.

***Suggestions:***

\_\_\_\_\_ The Board avoids recessing to an executive session during a regular Board meeting. Executive sessions are held only before or after regular meetings when possible.

***Suggestions:***

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**OPERATIONAL METHODS**

\_\_\_\_\_ The Board operates according to written policies.

***Suggestions:***

\_\_\_\_\_ Board policies, rules and regulations governing the schools are adopted, published, and made available in all schools.

***Suggestions:***

\_\_\_\_\_ Policies, rules, and regulations are updated at least yearly; changes are considered whenever necessary.

***Suggestions:***

\_\_\_\_\_ The Board recognizes the Superintendent's recommendations on policy matters.

***Suggestions:***

\_\_\_\_\_ The Board delegates to the Superintendent and staff the responsibility for administering Board policy.

***Suggestions:***

\_\_\_\_\_ The Board seeks through surveys, advisory committees, or public hearings community reaction and opinion before making major policy decisions.

***Suggestions:***

\_\_\_\_\_ All meetings except executive sessions are open to the public and advertised well in advance.

***Suggestions:***

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**PLANNING**

\_\_\_\_\_ The Board has a 7-year plan for construction, improvement of academic programs, advancement of staff, expansion of services, etc.

***Suggestions:***

\_\_\_\_\_ This plan is reviewed and updated each year.

***Suggestions:***

\_\_\_\_\_ In addition to the 7-year plan, the Board adopts short-term goals each year, reviews progress 12-18 months later, and sets new short-term goals.

***Suggestions:***

\_\_\_\_\_ The Board consults with service associations, the state department of education, governing bodies, and others when necessary.

***Suggestions:***

\_\_\_\_\_ The Board appoints short-term advisory committees to help it plan goals when needed.

***Suggestions:***

\_\_\_\_\_ The Board requires the Superintendent and staff to establish performance objectives, review progress, and set new goals annually.

***Suggestions:***

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**CONTINUED DEVELOPMENT**

\_\_\_\_\_ Board members attend regional, state, and national meetings of the school board association.

***Suggestions:***

\_\_\_\_\_ The Board makes a regular practice of discussing current legislative proposals and state regulations affecting the governance of public education.

***Suggestions:***

\_\_\_\_\_ The Board regularly communicates with local officials and state legislators.

***Suggestions:***

\_\_\_\_\_ Board members take part in various school board association training and leadership services, including legislative and public relations activities.

***Suggestions:***

\_\_\_\_\_ Board members advise school board association headquarters about actions taken locally relevant to state issues and policies.

***Suggestions:***