

FOUNDATIONS AND BASIC COMMITMENTS

File: AFA

EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES

The School Board conducts a formal self-evaluation annually in May or June to ensure the proper discharge of its responsibilities to the community. The evaluation has two major components:

First, and most important, is the assessment of the School Board and Superintendent in meeting the Biennial Board/Superintendent Priorities. Second is the assessment of the effectiveness of the School Board in the discharge of its role, both individually and as a collective body.

The Board's Annual Self-Evaluation includes and is based on the following items, provided yearly:

1. a completed copy of the Board Self-Evaluation Instrument; and
2. a completed copy of the Evaluation of the Biennial Board/Superintendent Priorities.

The Chair or Designee collates the results. The results are provided to School Board members and the Superintendent in advance of the annual June Board meeting designated to discuss evaluations and priorities.

The Biennial Board/Superintendent Priorities support the achievement of the School Division's mission and goals. The Strategic Plan provides the evidence by which the School Board can measure achievement on the five division goals.

The following conditions apply to the School Board self-evaluation process:

1. School Board members are involved in the development of an instrument by which they will evaluate themselves.
2. The school board evaluation instrument is completed by individual board members and submitted to the school board Chairman, or Designee, for compilation of the individual results.
3. The School Board meets, with a quorum of members present, to review and discuss the composite opinions and total results.
4. Each judgment is supported with as much rational and objective evidence as possible.

Upon final discussion of this self-evaluation, the School Board develops and/or adjusts the Biennial Board/Superintendent Priorities based on the Strategic Plan as required by the Virginia Standards of Quality, the goals adopted by the School Board, and the results of the Board's self-evaluation. The Strategic Plan coupled with the Division Goals serve as the

cornerstone for long-range improvement for the school division. These priorities will ensure continued proficiency in its area of excellence and will strengthen the performance of the School Division.

When the annual Progress Report is provided to the School Board, the data is used to measure the system's progress toward meeting the Biennial Board/Superintendent Priorities.

Mid-Year Review: Each year, the School Board reviews progress toward accomplishing the Biennial Board/Superintendent Priorities. This review will allow any needed mid-year course corrections.

Upon completion of the process annually, the School Board considers revisions to the School Board self-evaluation process.

Guidelines for the Board/Superintendent Evaluation Process

June Meeting/Retreat	Evaluation of priorities includes preliminary development of Board/Superintendent Biennial Priorities for next year.
By August 31st	Revise and finalize Board/Superintendent Priorities.
November/December	Superintendent provides update on Board/Superintendent Biennial Priorities. Have initial discussions of the midyear review. In open session discuss progress on priorities. In closed session, give feedback to the Superintendent on his/her job performance. In closed session the Superintendent provides an overview of performance of key administrators.
May/June	Superintendent provides update on priority progress allowing sufficient time for School Board to fill out evaluation forms for the June Meeting/Retreat. School Board collates evaluations.
June Meeting/Retreat	In open session evaluate school division progress on Board/Superintendent Biennial Priorities. In open session board self-evaluation. In Closed Session evaluate Superintendent.
By June 30th	Board provides Superintendent with a detailed oral evaluation in Closed Meeting. Board Chair, at the direction of the board, provides a summary written evaluation to include any compensation adjustments for the next school year.

Adopted: July 16, 1998
Revised: May 4, 2006
Reviewed: December 20, 2007
Reviewed: June 25, 2013
Reviewed: June 26, 2014
Revised: August 1, 2019

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-78.

Cross Refs.: AE School Division Goals and Objectives
AF Comprehensive Plan
BBA School Board Powers and Duties

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