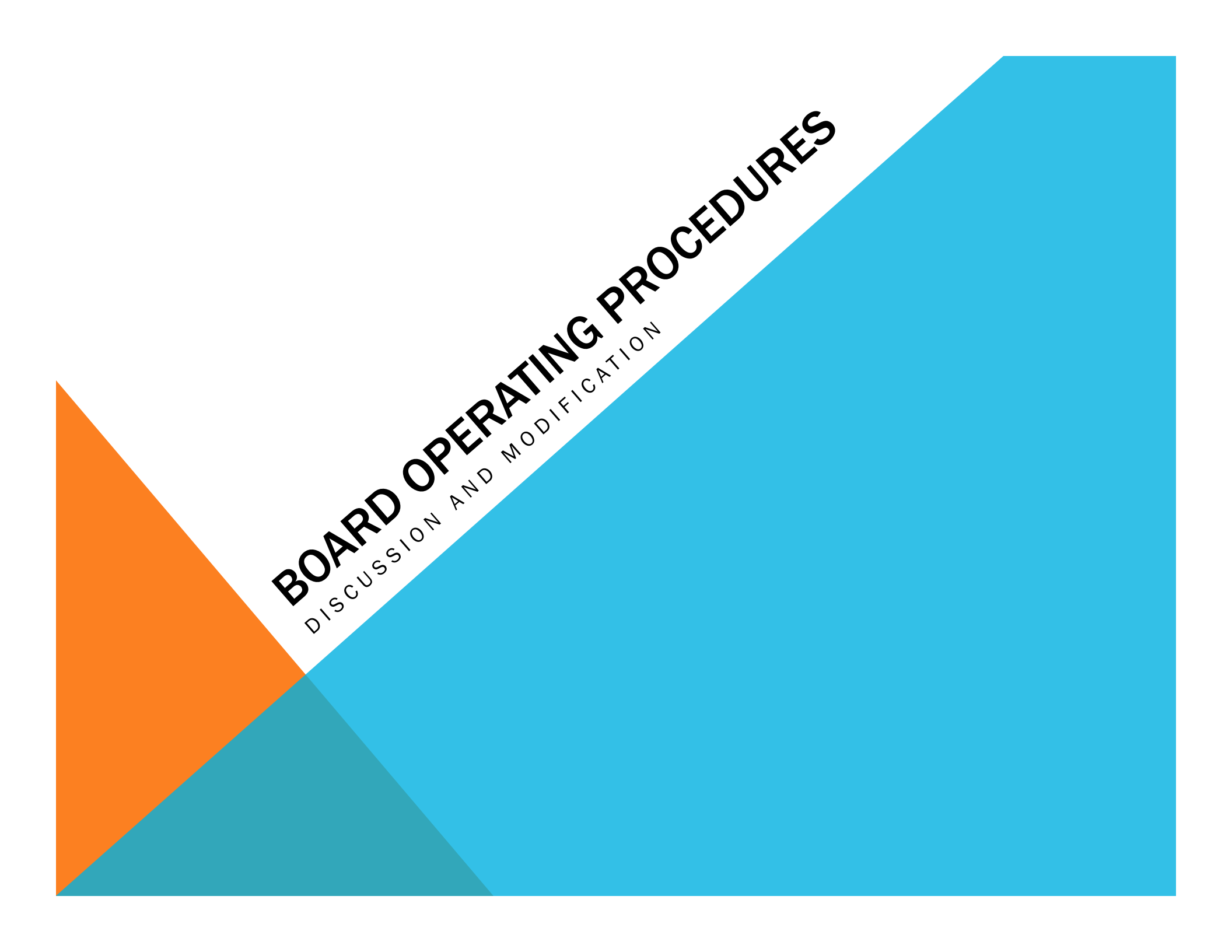


ROLES, PROCESS AND COMMUNICATION

DISCUSSION



BOARD OPERATING PROCEDURES

DISCUSSION AND MODIFICATION

SCHOOL BOARD MEMBER VISITS WITH SUPERINTENDENT

The Superintendent will schedule a one-on-one meeting with each School Board Member on a ~~quarterly~~ monthly basis.



SCHOOL BOARD MEMBER VISITS TO SCHOOL CAMPUS

As a courtesy, School Board Members shall attempt to notify the principal or main office and the superintendent of visits to campuses in advance, even if attending a scheduled activity or attending to a parental duty. For regularly scheduled meetings, the principal may not request notification. Upon arrival at the campus, School Board Members must check in at the main office during the school day. (Policy KK)



COMMUNICATIONS PROTOCOL

Format

Diagram – flow of communication

Links – headings with links to person

Chart – topic that shows first response moving to next if not resolved



SCHOOL BOARD COMMUNICATION WITH ADMINISTRATION AND STAFF

In addition, the School Board desires to develop and maintain the best possible working relationship with the employees of the school division. ~~The School Board welcomes the viewpoints of employees, and it shall allow time at its meetings for employees to be heard (Policy BG)~~



MEDIA INQUIRIES TO THE SCHOOL BOARD

School Board Members may respond to questions related to their personal position on an issue but must clearly indicate they are speaking for themselves. Examples of personal positions include:

- 1. The Board Member's vote on a particular motion;**
- 2. The Board Members' campaign positions;**
- 3. Current events.**



SCHOOL BOARD LIAISON ASSIGNMENTS

School Board Members are assigned by the Chair to serve as Board Liaisons to individual schools, advisory committees, and City Council, as well as various community groups, boards and commissions.

Board Liaisons shall regularly communicate current information disseminated by the Division.

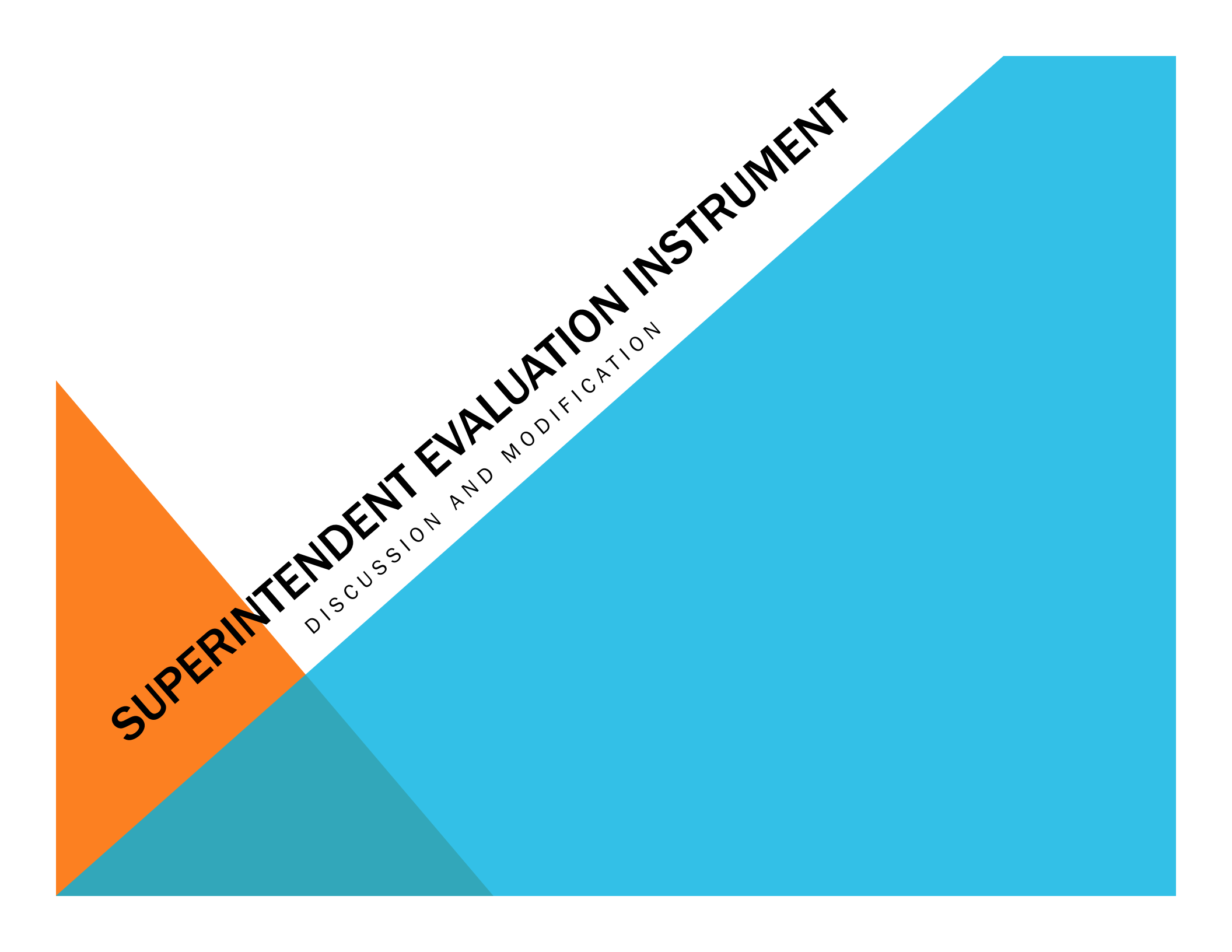
Board Liaisons shall report information regarding campus issues to the Superintendent when appropriate.



ACCOUNTABILITY

Whenever a Board Member believes that another has violated the School Board Operating Procedures, it is incumbent on him or her to bring the issue to the Member first, then to the Board Chair, who shall immediately investigate the allegation, and if substantiated and not resolved with the individual Member, bring the issue to the full Board in closed meeting.



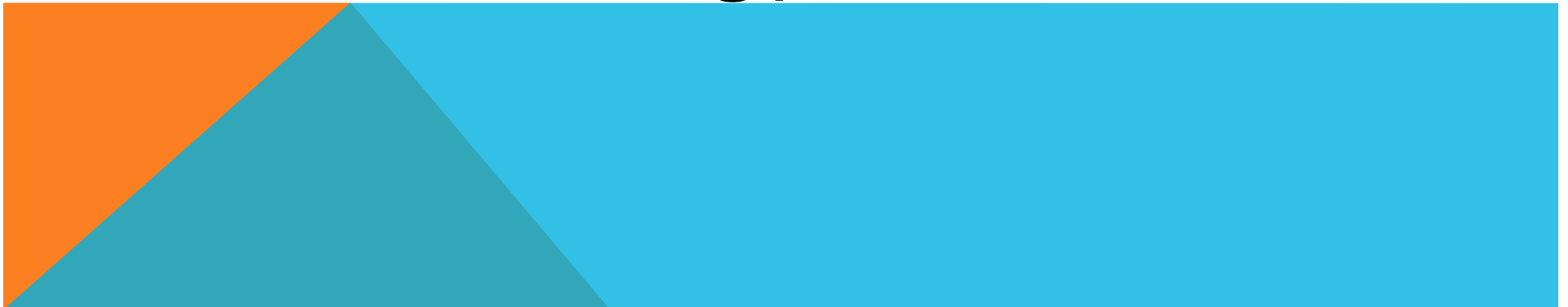


SUPERINTENDENT EVALUATION INSTRUMENT
DISCUSSION AND MODIFICATION

WHY AN EVALUATION INSTRUMENT

**Fulfills the School Board governing role
Vision, Structure, Accountability,
Advocacy**

**High performing School Boards focus
on student achievement through all
decision making processes.**



EVALUATION SHOULD BE

- **Positive and objective**
 - **Structured communication between School Board and community**
 - **A tool for informed change**
 - **A method for promoting goals, values and division progress**
 - **Performed in a supportive environment**
- **Not a surprise**



CONSIDERATIONS

- What changes do we want to see next year?
- What is the Superintendent's role in leading those changes?
- How do we measure progress?
- When do we want a report on the progress?
- What documentation or evidence is needed?
- 360 Degree Evaluation?
- Only evaluate on the agreed performance objectives.



TIMELINE

April, 2019 – Adopt Superintendent Evaluation Instrument

September, 2019 – informal evaluation, discussion by School Board and Superintendent. School Board assessment.

December, 2019 – submit evaluation document to School Board to evaluate individually and submitted to Board Chair. Superintendent also completes.

December 19, 2019 - Formal Evaluation. Superintendent to present progress and requested documentation for each item. Discussion with School Board and Superintendent of findings and self-evaluation. School Board to review all comments and complete one evaluation together. School Board and Superintendent discuss overall evaluation.



FUTURE TIMELINE

June – August, 2019 – Goal Setting by School Board and Superintendent. School Board Assessment.

September, 2019 – Adopt Superintendent Evaluation Instrument

January, 2020 – Evaluation period begins

March, 2010 - Informal evaluation, discussion by School Board and Superintendent

June, 2010 – Submit evaluation document to School Board to evaluate individually and submitted to Board Chair.

September, 2020 – Informal evaluation, discussion by School Board and Superintendent. School Board assessment.

December, 2020 - Formal Evaluation. Superintendent to present progress and requested documentation for each item. Discussion with School Board and Superintendent of findings. School Board to review all comments and complete one evaluation together. School Board and Superintendent discuss overall evaluation.

