

## **INTERNAL BOARD POLICIES**

### **Board of Education Self Assessment**

The Okemos Board of Education shall strive to provide excellent governance to promote the district's vision and mission through an ongoing process for board development that shall include periodic self-assessment.

The board shall utilize the Okemos Public Schools Board of Education Self Assessment Instrument (Attachment A) to facilitate evaluating and improving its governance roles and responsibilities. This instrument shall identify "standards of practice" to be assessed on a routine basis as determined by the board.

1. Board members will receive a copy of the self assessment instrument in a December and a July board mailing/packet to provide the option of making informal, personal notes for themselves as well as completing the quarterly formal assessment as outlined below.
2. Board members will complete the self assessment instrument on a formal semi-annual schedule established by the board during its annual organizational meeting.
  - 2.1 The instrument will be completed by scoring the board's performance in the stated "Standard of Practice" areas using the following numeric scale: 3 = An area of strength; 2 = Making progress; and 1 = Needs improvement.
  - 2.2 The completed instruments will be submitted to the board parliamentarian to create a tally, with written summary, of the evaluations.
3. Board members will discuss the results of the semi-annual formal self-assessment in a special work session established by the board.
  - 3.1 The results of the tally of the semi-annual self assessment, with a written summary, will be provided to all board members prior to the special work session.
  - 3.2 The date/time/place of the semi-annual special work session will be posted in accordance with the Open Meetings Act.

The self-assessment instrument may be periodically reviewed and updated by the board at its discretion.

Legal Reference: Michigan Compiled Laws as Amended

See Also: Board Policy

8110: General Powers/Responsibilities of the Board of Education

8400: Board Member Ethics and Responsibilities

8401: Code of Cooperation for Individual Board Members

Policy

Adopted: 12-08-08

Amended

Reviewed: 04-11-11

**Okemos Public Schools Board of Education**  
**Self Assessment Instrument**  
*A Tool for Improving Board Governance*

*We, the members of the Okemos Public Schools Governance Team, recognize that district success comes from committing to working together toward our common goals. We also recognize that our words and actions serve as a model of professional behavior for our students, teachers and staff. Therefore...*

*We commit to following and assessing the following Standards of Practice in order to provide outstanding leadership in service to the students of our community.*

*Scoring:*                    *3 = An area of strength*  
                                      *2 = Making progress*  
                                      *1 = Needs improvement*

<b>Standard of Practice</b>	<b>Score</b>	<b>Notes</b>
1. Lead by example and be role models and ambassadors for the district and community.	_____	
2. Arrive on time for meetings (having read the board packet) prepared to address business that comes before the board.	_____	
3. Respect the agenda order and meeting protocol.	_____	
4. Address issues that come before the board in a focused manner.	_____	
5. Understand our role as primarily a policy-setting body and focus on this—leaving the day-to-day operations/management of the district to the superintendent and the staff.	_____	
6. Foster open communication among ourselves and from our constituents.	_____	
7. Honor the district’s process to resolve parent and staff issues at the appropriate level.	_____	
8. Build positive relationships between the board, district personnel and other stakeholders based on trust and honest/open communications.	_____	
9. Base our relationships with each other on courtesy, trust and respect.	_____	

**Standard of Practice****Score****Notes**

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10. Work as a team to build trust. Avoid unnecessary surprises. Call the superintendent or board president ahead of time with questions or concerns rather than putting someone on the spot in public without notice. \_\_\_\_\_
11. Represent/reflect all segments of the community and base decisions on sound policy and ethical principle that is in the best interest of students. \_\_\_\_\_
12. Act in concert with our strategic plan and make decisions in accordance with the mission, vision, values and goals of the plan. \_\_\_\_\_
13. Include and consider all points of view before making decisions and respect board members' individuality in the decision-making process. \_\_\_\_\_
14. Be clear that the board speaks only through its collective decisions, not through any single individual. \_\_\_\_\_
15. Support board decisions (after having the opportunity to share views and influence the decision), even if contrary to our personal vote on any single issue. \_\_\_\_\_
16. Listen for understanding and be united once final decisions are made, even though we may disagree on issues. Keep an open mind and be tolerant and respectful of dissent. \_\_\_\_\_
17. Respect all confidential/privileged information received and refrain from disclosing opinions expressed in confidence by each other and by the superintendent. \_\_\_\_\_
18. Acknowledge and respect the leadership roles of the board president and superintendent and support them in their efforts to lead the board and the district. \_\_\_\_\_
19. Participate in ongoing professional development opportunities to improve our governance abilities. \_\_\_\_\_