

Melrose School Committee Self Evaluation for 2011

1. Achievement of Our Responsibilities and Goals

1a. Strategic Planning

- Committee receives regular reports to monitor Strategic Plan implementation?
- All Committee decisions are based on the Strategic Plan?
- Committee provides appropriate guidance to the district in the area of educational leadership?
- Committee refrains from micromanaging the district?

1b. Educational Programs and Personnel

- Process to adopt curriculum and revisions is collaborative and appropriate?
- Review of superintendent is honest and useful?
- Superintendent goals are realistic?
- Superintendent goals were developed using a collaborative process?
- Professional Development Plan follows Strategic Plan and District Goals?

1c. Policy and Planning

- Process for approval of School Improvement Plans and School Handbooks is collaborative and supportive?
- Initiate policies, monitor implementation, and enforce existing policies in an appropriate and collaborative manner?
- School Calendar is approved and distributed in a timely manner?
- Self-evaluation is honest and useful?

1d. Finance and Facilities

- Budget approval process is open?
- Budget reflects Strategic Plan and District Goals?
- Monitor budget including changes driven by Strategic Plan and SIPs?
- Capital Plan reflects Strategic Plan and District Goals?

1e. Advocacy

- All members engage in advocacy on behalf of students and schools?
- All members collaborate with other elected officials/government bodies?

1f. Goals

- Committee crafts quality goals in a collaborative manner?
- All members share responsibility for goal accomplishment?
- Goal progress and implementation are monitored in a timely and useful manner?
- This year's goals were substantially completed? (rate individually)
 1. Committee members should take part in additional educational opportunities to help them make more informed decisions.
 2. Committee members should increase their advocacy work on behalf of the

Melrose Public Schools.

3. Roles of committee members need to be more clearly defined and understood by all members.
4. The types and frequency of communications and information requests from the Melrose School Committee should be more clearly delineated.
5. Published procedures and protocols for committee operations need to be clearer.
6. Continue improvement to the budget process with a focus on openness and understandability.

2. Operations/Member Relations/Conduct

2a. Operations/Meeting Structure

- Committee follows an effective meeting structure?
- All members prepare for, and actively participate in, meetings, working groups, etc.?

2b. Conduct of meetings

- All members follow Roberts Rules and the meeting Agenda?
- All members understand the Committee's roles and responsibilities and employ them appropriately?

2c. Member Relations

- Engage respectfully and effectively with each other?
- Engage respectfully and effectively with Superintendent?
- Engage respectfully and effectively with meeting participants (presenters/guests)?

2d. Community Relations

- Committee receives regular reports to monitor Communication Plan implementation?
- Committee delivers pertinent information to community in useful and timely manner?
- Committee uses community feedback effectively and reports it appropriately?

Rating Scales:

Performance:

7 – Outstanding

6 - Very Good

5 – Good

4 – Average / Neutral

3 - Below Average

2 – Needs improvement

1 – Not satisfactory

Completion:

7 – Fully completed

6 – Mostly completed

5 – Substantially completed

4 – Partially completed

3 – Minimal completion

2 – Substantially incomplete

1 – Not started