

Melrose School Committee Self-Evaluation Instrument
Adopted September 27, 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?
 - List our goals here

1g. District Performance

- Have Budget and Curriculum actions by the Committee improved District Performance?
- Have Committee decisions been made with improved District Performance as a driving force?

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

Only whole numbers will be allowed in the self evaluation rating.