

# Amador County Public Schools

District                      X County

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**AGENDA ITEM #:**   5.1  

**Motion:** \_\_\_\_\_

**Second:** \_\_\_\_\_

**Vote:** \_\_\_\_\_

**SUBJECT:** A Governance Team Workshop – Discussion/Action (Dr. Russell)

**BACKGROUND INFORMATION:**

The purpose of this workshop is to begin the process of Self-Evaluation as a County Board

**ATTACHMENTS**

1. 2020 Annual Board Self-Evaluation

**FISCAL IMPLICATIONS**

None

**RECOMMENDATION**

Superintendent Russell recommends that the Board have discussion and take action as needed.

**PRESENTED BY:**

Dr. Robert Russell, Superintendent of Schools

## ACOE Governing Team Self Evaluation Spring 2020

**Purpose:** The intent of this instrument is to record the range of perceptions regarding internal functions of the board as the first step in a self-evaluation process. These results should be tabulated and shared with trustees to inform a productive discussion regarding how the board can increase its effectiveness.

Definitions:

*Trustee:* An individual elected to serve on the board.

*Board:* The entity with legal authority to govern the County Office, made up of elected trustees.

*Governance Team Members (GTMs):* The elected trustees with the superintendent.

This evaluation is based on the six dimensions of board competency, a description of successful board practices uncovered during the Trustee Demonstration Project. This five-year study involved trustee boards from more than 20 colleges, schools and non-profit organizations in the United States. Listed under each of the six major headings are statements describing a variety of related board actions.

Rating Scale: Never – 1 2 3 4 5 6 7 8 9 10 – Frequently

Dimension I: Contextual

1. Board takes the time to learn about important issues facing schools through actions such as allowing teachers, students, and administrators to report at meetings.

2020		1	2	3	4	5	6	7	8	9	10	
				1								

2. Board discusses events and trends in the larger community that may affect schools.

2020		1	2	3	4	5	6	7	8	9	10	
		1										

3. Board reviews County Office mission statement.

2020		1	2	3	4	5	6	7	8	9	10	
		1										

4. Board recognizes and supports the superintendent as chief executive officer and educational leader of the County Office.

2020		1	2	3	4	5	6	7	8	9	10	
									1			

5. I have been present at board meetings where discussions about the values of the County Office were key factors in reaching a conclusion to a problem.

2020		1	2	3	4	5	6	7	8	9	10	
		1										

6. Board communicates its decisions to all affected by them through public meetings and posted agenda and minutes.

2020		1	2	3	4	5	6	7	8	9	10	
											1	

7. Board keeps abreast of policies mandated by state and federal law.

2020		1	2	3	4	5	6	7	8	9	10	
		1										

8. Board establishes and maintains a systematic plan for feedback on policies to determine effectiveness, their worth, and whether they need to be amended, modified, or canceled.

2020		1	2	3	4	5	6	7	8	9	10	
		1										

9. Board keeps informed about what students are learning through reports on academic achievement, career technical education programs, and the impact of extracurricular activities.

2020		1	2	3	4	5	6	7	8	9	10	
		1										

10. Board stays aware of the fiscal health of the County Office and sets priorities based on total financial needs of the system and maintaining an adequate reserve.

2020		1	2	3	4	5	6	7	8	9	10	
											1	

**Dimension II: Educational**

11. Board assigns new members a mentor to help them learn the Board's roles and responsibilities and provides new members with detailed explanation of the board's mission.

2020		1	2	3	4	5	6	7	8	9	10	
		1										

12. Board requests a decision be postponed until further information can be obtained, as needed.

2020		1	2	3	4	5	6	7	8	9	10	
			1									

13. Board conducts an annual spring/summer explicit examination of its responsibilities and its performance.

2020		1	2	3	4	5	6	7	8	9	10	
		1										

14. Board has an annual fall/winter retreat or special session to collaborate and participate in professional learning.

2020		1	2	3	4	5	6	7	8	9	10	
		1										

15. Board is given and reads the agenda and background materials well in advance of the meeting.

2020		1	2	3	4	5	6	7	8	9	10	
											1	

16. Board participates in professional learning opportunities at local, regional, state and/or national levels.

2020		1	2	3	4	5	6	7	8	9	10	
		1										

17. I have participated in Board discussions about what the Board should do differently as a result of past history and experience.

2020		1	2	3	4	5	6	7	8	9	10	
		1										

18. Board leadership goes out of its way to make sure that all members have the same information on important issues.

2020		1	2	3	4	5	6	7	8	9	10	
						1						

19. I have read and am familiar with the Board's policies, procedures and bylaws.

2020		1	2	3	4	5	6	7	8	9	10	
											1	

20. Board has discussions about the effectiveness of its performance.

2020		1	2	3	4	5	6	7	8	9	10	
		1										

**Dimension III: Interpersonal**

21. Board's split decisions do not result in a split board.

2020		1	2	3	4	5	6	7	8	9	10	
											1	

22. Board members hold confidential items in confidence.

2020		1	2	3	4	5	6	7	8	9	10	
											1	

23. Board president and superintendent confer often and provide regular written communication to all Board members.

2020		1	2	3	4	5	6	7	8	9	10	
				1								

24. Board members are able to speak their minds without fear of being ostracized.

2020		1	2	3	4	5	6	7	8	9	10	
											1	

25. Without violating the Brown Act, I have discussed with fellow Board members' common interests we share outside the boardroom.

2020		1	2	3	4	5	6	7	8	9	10	
											1	

26. Once a decision is made, the Superintendent sees that it is accepted and implemented with any needed follow-up communication to the Board ("closing the loop").

2020		1	2	3	4	5	6	7	8	9	10	
		1										

27. At our Board meetings, there is at least as much dialogue among the Board members as there is among the Board members and staff who are presenting the items for consideration.

2020		1	2	3	4	5	6	7	8	9	10	
						1						

28. Board has adopted some explicit goals for itself, distinct from County Office goals.

2020		1	2	3	4	5	6	7	8	9	10	
		1										

29. Board members have opportunities to share biological information that helps them get to know one another better.

2020		1	2	3	4	5	6	7	8	9	10	
											1	

30. Board handles conflict openly and constructively.

2020		1	2	3	4	5	6	7	8	9	10	
											1	

**Dimension IV: Analytical**

31. Board explicitly examines the "downside" or possible pitfalls of any important decision it is about to make.

2020		1	2	3	4	5	6	7	8	9	10	
					1							

32. Board questions administrative proposals, allowing the superintendent to clarify and elaborate regarding his/her recommendations.

2020		1	2	3	4	5	6	7	8	9	10	
									1			

33. Board is attentive to how it reaches conclusions.

2020		1	2	3	4	5	6	7	8	9	10	
										1		

34. When making decisions, the Board considers how one issue may influence how the Board handles other issues.

2020		1	2	3	4	5	6	7	8	9	10	
									1			

35. When faced with an important issue, the Board often brainstorms generating a list of creative approaches or solutions to the problem.

2020		1	2	3	4	5	6	7	8	9	10	
		1										

36. Board seeks outside assistance from consultants or other County Offices when considering its work.

2020		1	2	3	4	5	6	7	8	9	10	
		1										

37. Board does not take immediate action on new issues of a complex nature unless deemed an emergency situation.

2020		1	2	3	4	5	6	7	8	9	10	
						1						

38. Before reaching a decision on important issues, Board requests the Superintendent to gather and report on input from students or staff likely to be affected by the decision.

2020		1	2	3	4	5	6	7	8	9	10	
							1					

39. Board handles issues that are ambiguous and complicated by appointing subcommittees to conduct in-depth research.

2020		1	2	3	4	5	6	7	8	9	10	
			1									

**Dimension V: Political**

40. Board shows an awareness of the impact its decisions will have on the community.

2020		1	2	3	4	5	6	7	8	9	10	
							1					

41. Board encourages the public to attend Board meetings.

2020		1	2	3	4	5	6	7	8	9	10	
											1	

42. Board President and Superintendent actively cooperate with the news media to share information about school programs.

2020		1	2	3	4	5	6	7	8	9	10	
		1										

43. Board has formed ad hoc committees'/task forces that include staff and community representatives as well as Board members.

2020		1	2	3	4	5	6	7	8	9	10	
						1						

44. Board offers committees referenced in #43 opportunities to report at meetings.

2020		1	2	3	4	5	6	7	8	9	10	
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						1						
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45. Governance Team members maintain channels of communication with key community leaders.

2020		1	2	3	4	5	6	7	8	9	10	
						1						

46. If the Board thinks a group of constituents is likely to disagree with an action it's considering; it makes sure to understand what is in the best interest of all students before rendering a decision.

2020		1	2	3	4	5	6	7	8	9	10	
						1						

47. Board has adopted a policy on parent and public relations/involvement, which it references and reviews.

2020		1	2	3	4	5	6	7	8	9	10	
											1	

48. Board withstands the pressure of special interest groups.

2020		1	2	3	4	5	6	7	8	9	10	
										1		

49. Board is actively involved in state and federal education legislative updates and advocacy opportunities.

2020		1	2	3	4	5	6	7	8	9	10	
		1										

**Dimension VI: Strategic**

50. Board devotes more time to preparing for the future than it devotes to putting out fires.

2020		1	2	3	4	5	6	7	8	9	10	
		1										

51. Board sets clear organizational priorities for the year ahead.

2020		1	2	3	4	5	6	7	8	9	10	
		1										

52. At least once a year, Board asks the superintendent to articulate his/her vision for the County Office future and offer strategies to realize that vision.

2020		1	2	3	4	5	6	7	8	9	10	
		1										

53. Board discusses where the County Office will be five years from now.

2020		1	2	3	4	5	6	7	8	9	10	
		1										

54. Within the past year, Board has reviewed County Office strategies for attaining long-term goals.

2020		1	2	3	4	5	6	7	8	9	10	
		1										

55. I have been at Board meetings where discussion focused on identifying areas for needed improvement.

2020		1	2	3	4	5	6	7	8	9	10	
		1										

56. Board intentionally makes use of long-term priorities of the County Office in dealing with current issues.

2020		1	2	3	4	5	6	7	8	9	10	
		1										

57. Board compares reports on schools' progress with the County Office long-term goals.

2020		1	2	3	4	5	6	7	8	9	10	
		1										

58. Board is periodically advised of outside funds when they are available such as state and federal grants, special programs, community resources, research programs, and special construction funds.

2020		1	2	3	4	5	6	7	8	9	10	
										1		

**Comments:**

This is a baseline for future growth as a County Office Board. I suggest we do a deep dive into County Office programs and the goals and expectations for each. Our ACOE Board goals could be based on this study.





Amador County Office of Education

**Board of Trustees Self-Evaluation**  
**[Date]**

**Board Self-Evaluation: Internal Functions**

**Purpose:** The intent of this instrument is to record the range of perceptions regarding internal functions of the board as the first step in a self-evaluation process. These results should be tabulated and shared with trustees to inform a productive discussion regarding how the board can increase its effectiveness.

**Definitions:**

*Trustee:* An individual elected to serve on the board.

*Board:* The entity with legal authority to govern the district, made up of elected trustees.

*Governance Team Members (GTMs):* The elected trustees with the superintendent.

**Rating Scale** 1 = Strong Disagree 2 = Disagree 3 = Agree 4 = Strongly Agree

**Board Unity**

	<b>Rating Scale</b>			
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1. GTMs share a common understanding of governance.			x	
2. GTMs are committed to the district's mission and values.			x	
3. GTMs do not undermine decisions of the board.		x		

**Board Role**

	<b>Rating Scale</b>			
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
4. GTMs agree on the role of the Superintendent, the board and the relationship between them.		x		
5. Trustees do not attempt to direct staff.				x
6. GTMs agree on the role of the Board President.			x	
7. the board does not micromanage or rubber stamp.				x

**Board Culture**

	<b>Rating Scale</b>			
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
8. GTMs treat each other with respect and actively identify and address conflicts among team members.		x		
9. GTMs are comfortable holding team members accountable for their behavior.			x	
10. There are no surprises between the board and the superintendent.	x			



11. GTMs model the district's values in their behavior.			x	
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**OVER**

**Board Structure**

Rating Scale	1	2	3	4
12. The board has written agreements to clarify how it operates.				x
13. The board actively uses and abides by these agreements.			x	
14. The board uses these agreements to evaluate its effectiveness, and uses the results to improve its own performance.				x

**Preparing for Meetings**

Rating Scale	1	2	3	4
15. Trustees receive sufficient information on agenda items necessary to make informed decisions.		x		
16. All trustees receive the <i>same</i> information.				x
17. Board members come to meetings thoroughly familiar with the agenda, backup reports and other materials.				x

**Conducting Meetings**

Rating Scale	1	2	3	4
18. Meetings begin on time, and are efficient and productive.			x	
19. Agendas are focused on the district's priorities and goals.				x
20. Deliberations are productive, surface various points of view, and provide trustees opportunities to be informed by one another.			x	
21. GTMs actively listen to each other and demonstrate understanding of different opinions.			x	
22. All GTMs actively participate in board deliberations.				x

**Managing Transitions**

Rating Scale	1	2	3	4
23. All trustees understand the board's plan for identifying officers.				x
24. The board effectively orients new trustees.				x
25. The board reviews its written agreements for board				x



operations.				
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**Comments:**