

ROLE AND EVALUATION OF THE SCHOOL BOARD

The Albemarle County School Board establishes the vision and mission for the school division. The Division goals are based on this vision and mission. By June 30, the Board reviews and revises its Biennial Board/Superintendent Priorities to support the achievement of these goals.

The Albemarle County School Board and the Superintendent are bound in a partnership of mutual trust, vision, and mission. Together, the School Board and Superintendent take primary responsibility for ensuring the Albemarle County Public School Division is one in which resources are organized and delivered to assure that all students have the opportunity to reach their full potential. In order to reaffirm their partnership in fulfilling this responsibility, the School Board and the Superintendent share common areas of evaluation.

Responsibilities of the School Board

The specific responsibilities of the School Board include the following:

1. Establish and communicate a clear vision, mission, goals and a Strategic Plan.
2. Ensure school laws are properly explained, enforced, and observed.
3. Provide for the erecting, furnishing, and equipping of school buildings and the maintenance thereof.
4. Provide for the consolidation of schools or redistricting of school boundaries as deemed necessary.
5. Operate and maintain the public schools in the school division and determine the length of the school calendar.
6. Approve the curriculum and learning resources used in the school division.
7. Establish instructional and management priorities to support the achievement of the Division vision, mission, and goals.
8. Develop and adopt policies that determine the operation of the Albemarle County Public Schools.
9. Recruit, hire, and evaluate the Superintendent.
10. Adopt an annual budget.
11. Ensure that all funds are accurately accounted for according to the adopted budget.

12. Establish policies governing salaries and salary schedules, terms and conditions of employment, fringe benefits, leave, professional development, and equitable evaluation for all employees.
13. Act on personnel recommendations of Superintendent and enter into contracts with such personnel as required by law.
14. Communicate with various constituencies to receive input and gather support for public education.
15. Act as final adjudicator as delineated by policy, federal and state regulations, and statutes.
16. Follow School Board guidelines as defined in School Board Policy BG.

Evaluation of the School Board

Each year the School Board engages in an evaluation process that includes:

- Evaluation of the School Board/Superintendent Priorities (updated quarterly through the School Division Balanced Scorecard)
- Evaluation of individual School Board members (completed quarterly through School Board Member Quarterly Report to the Community)
- Evaluation of the School Board as a collective body (completed for review at June Retreat)

Adopted:	July 1, 1993
Amended:	March 24, 1997; August 10, 2006
Reviewed:	March 8, 1999; June 28, 2001; February 9, 2006

Legal Ref.:	Code of Virginia, 1950, as amended, Sections 22.1-78 and 22.1-79.
Cross Ref.:	BA, <i>Board Member Authority and Duties</i> CBA, <i>Role, Qualifications, and Evaluation of the Superintendent</i> (Evaluation of the Annual School Board/Superintendent Priorities) KN, <i>Sex Offender Registry Notification</i>

Timetable of Evaluation Process

The timeline below describes the School Board evaluation process beginning in January.

January	Organizational Meeting of the School Board Retreat
End of March	Individual School Board Member Report to the Community posted
June	Retreat of the School Board to complete evaluation of the School Board as a collective body and begin review and revision of School Board/Superintendent Priorities School Board's evaluation of the Superintendent Individual School Board Member Report to the Community posted Revised School Board/Superintendent Priorities approved by the School Board
September	Individual School Board Report to the Community posted
December	Individual School Board Report to the Community posted

Attending to Responsibilities
School Board Member Quarterly Report to the Community



Name:

Date:

Quarter 1 ☐ Quarter 2 ☐ Quarter 3 ☐ Quarter 4 ☐

#	Responsibility	Status	Comments/Date(s)
1.	I have adhered to School Board adopted Code of Conduct.	☐ Yes ☐ No	
2.	I have followed established School Board guidelines in Policy BG, Board-Staff Communications.	☐ Yes ☐ No	
3.	Prepared and publish on the division website quarterly School Board member Reports to the Community.	☐ Yes ☐ No	
4.	I have prepared for School Board meetings in advance of the meeting by reading and reviewing all agenda items and supporting material.	☐ Yes ☐ No	
5.	I have regularly attended School Board meetings.	☐ Yes ☐ No	
6.	I have honored the confidentiality of School Board closed meetings.	☐ Yes ☐ No	
7.	I have participated on at least one sub-committee and/or School Board assignment (e.g. PEF, CATEC, PREP) and provided updates to the School Board as needed.	☐ Yes ☐ No	
8.	I have checked personal school board related email at least twice a week.	☐ Yes ☐ No	
9.	I have monitored VSBA and NSBA communications.	☐ Yes ☐ No	

#	Responsibility	Status	Comments/Date(s)
10.	I have made personal contact with a local, state, or federal legislator at least once per year to maintain relationship and focus on educational issues of concern.	☐ Yes ☐ No	
11.	I have delivered at least one presentation about Albemarle County Public Schools to a community organization.	☐ Yes ☐ No	
12.	I have attended a minimum of two (2) functions at schools per quarter.	☐ Yes ☐ No	
13.	I have participated in a minimum of two (2) VSBA/NSBA Professional Development opportunities (conferences, webinars, regional meetings, etc.).	☐ Yes ☐ No	
14.	I have participated in Freedom of Information Act training as provided by the School Board Attorney.	☐ Yes ☐ No	
15.	I have attended the high school graduation ceremonies.	☐ Yes ☐ No ☐ Not Applicable	
16.	I have attended at least one of the following completion ceremonies: GED, Ivy Creek, Summer School, Post High, and CATEC.	☐ Yes ☐ No ☐ Not Applicable	
17.	I have attended the New School Board Member Orientation provided by VSBA (New School Board Members).	☐ Yes ☐ No ☐ Not Applicable	
18.	I have attended the Chairman/Vice-Chairman Orientation provided by the VSBA (Chairman/Vice-Chairman).	☐ Yes ☐ No ☐ Not Applicable	

School Board Member
Evaluation of the School Board as Collective Body Form



Name:

Date:

#	Responsibility	Rating	Comments
1.	We have established and communicated a clear, vision, mission, goals and Strategic Plan.	☐ Yes ☐ No	
2.	We have ensured school laws are properly explained, enforced, and observed.	☐ Yes ☐ No	
3.	We have provided for the erecting, furnishing, and equipping of school buildings and the maintenance thereof.	☐ Yes ☐ No	
4.	We have provided for the consolidation of schools or redistricting of school boundaries as deemed necessary.	☐ Yes ☐ No	
5.	We have operated and maintained the public schools in the school division and determined the length of the school calendar.	☐ Yes ☐ No	
6.	We have approved the curriculum and learning resources used in the school division.	☐ Yes ☐ No	
7.	We have established instructional and management priorities to support the achievement of the Division vision, mission and goals.	☐ Yes ☐ No	
8.	We have developed and adopted policies that determine the operation of Albemarle County Public Schools.	☐ Yes ☐ No	

#	Responsibility	Rating	Comments
9.	We have recruited, hired, and evaluated the Superintendent.	☐ Yes ☐ No	
10.	We have adopted an annual budget.	☐ Yes ☐ No	
11.	We have ensured that all funds are accurately accounted for according to the adopted budget.	☐ Yes ☐ No	
12.	We have established policies governing salaries and salary schedules, terms and conditions of employment, fringe benefits, leave, professional development, and equitable evaluation for all employees.	☐ Yes ☐ No	
13.	We have acted on personnel recommendations of the Superintendent and entered into contract with such personnel as required by law.	☐ Yes ☐ No	
14.	We have communicated with various constituencies to receive input and gather support for public education.	☐ Yes ☐ No	
15.	We have acted as the final adjudicator as delineated by policy, federal and state regulations, and statutes.	☐ Yes ☐ No	
16.	We have followed School Board guidelines as defined in Policy BG, Board-Staff Communications.	☐ Yes ☐ No	