



SAMPLE

BOARD SELF-EVALUATION

SECTION 1

POLICY 2 – ROLE OF THE BOARD



BOARD SELF-EVALUATION – ROLE OF THE BOARD

- 5: Always
- 4: Most of the time
- 3: About half the time
- 2: Once in a while
- 1: Rarely or never

Board Perspective

<i>Our Board does well in this component of its overall role</i>	Rarely					Always		
	1	2	3	4	5	Yes	No	N/A
1. Accountability to the Provincial Government								
Acts in accordance with all statutory requirements to implement provincial and educational standards and policies								
Performs Board functions as required by governing legislation								
Passes a resolution to opt in or out of the Alberta School Foundation Fund (ASFF) and advise the Minister and local municipalities forthwith, subsequent to the date of a general election and before December 31 of the same year								
Appoints a Returning Officer in an election year								
Sets the Board calendar annually								

COMMENTS:

<i>Our Board does well in this component of its overall role</i>	Rarely					Always		
	1	2	3	4	5	Yes	No	N/A
2. Accountability to the Bishop								
Acts in accordance with Canon Law (793-806/Appendix A) and other relevant documents in regard to Catholic education								
Are guided in our actions and policies by the teachings of the Catholic Church i.e. “Second Vatican Council” and the “Sacred Congregation for Catholic Education								
Meets annually with the Archbishop (or his designate) regarding Catholic education								

Policy 2 – Appendix B

COMMENTS:

<i>Our Board does well in this component of its overall role</i>	Rarely			Always		Yes	No	N/A
	1	2	3	4	5			
3. Accountability to the Community								
Lives our mission statement								
Models a culture of caring, respect and integrity								
Approves Board participation in community and Catholic fundraisers, events and programs on an individual basis which reflects Catholic community values and represents the best interests of the entire Division								
Consults formally and informally with community stakeholders (i.e. CWL, K of C, Parish Council, Parish Priest, municipal councils)								
Reports Division results annually								
Develops procedures for and hears appeals as required by statute and/or Board policy								
Meets annually with school councils								
Reviews school council annual reports and financial statements								
Suspends a school council if deemed warranted Yes or No								
Recognizes staff, students and community								

COMMENTS:

<i>Our Board does well in this component of its overall role</i>	Rarely			Always		Yes	No	N/A
	1	2	3	4	5			
4. Faith Development								
Ensures that a strong Faith Development component is provided for all students and staff								
Participates in ACSTA and Division Faith Development opportunities								

Policy 2 – Appendix B

<i>Our Board does well in this component of its overall role</i>	Rarely			Always		Yes	No	N/A
	1	2	3	4	5			
4. Faith Development (continued)								
Approves the Annual Board Faith Development plan as per the Board Annual Work Plan								
Provides Faith Development opportunities at all Board meetings								
Provides key Catholic education resources for reference for Trustees and the Board; both in hardcopy and/or electronic formats								
Supports parish functions in the communities served by the Division								
Approves the names of all Division schools and facilities and ensure compliance with Canon Law (793-806/Appendix A)								

COMMENTS:

<i>Our Board does well in this component of its overall role</i>	Rarely			Always		Yes	No	N/A
	1	2	3	4	5			
5. Political Advocacy								
Develops a plan for political advocacy including focus, strategies, and key messages								
Monitors legislative changes and advocates, advises and informs the appropriate government ministries and stakeholders about issues pertinent to publicly funded education								
Monitors legislative changes and advocates, advises and informs the appropriate government ministries and stakeholders about issues pertinent to Catholic education								
Maintains a strong relationship with Members of Parliament; Members of the Legislative Assembly; municipal councils; parish priests; parish councils; Catholic Women’s League; Knights of Columbus; etc								
Liaises with other school Boards regarding common interests and concerns								
Supports community events and organizations at the discretion of the Board (excluding political party fundraisers)								

Policy 2 – Appendix B

COMMENTS:

<i>Our Board does well in this component of its overall role</i>	Rarely			Always		Yes	No	N/A
	1	2	3	4	5			
6. Strategic Planning								
Provides overall direction for the Division by establishing mission, vision, beliefs, strategic priorities and key results								
Approves annually Three Year Education Plan / AERR processes and timelines								
Identifies Board priorities at the outset of the annual Three Year Education Plan / AERR process								
Approves annually the Three Year Education Plan / AERR for submission to Alberta Education by the due date								
Monitors progress toward the achievement of student outcomes and other desired results								
Evaluates annually the effectiveness of the Division in achieving established goals and desired results								
Approves annually the Budget (driven by the Three Year Education Plan / AERR)								
Approves annually the distribution of the Three Year Education Plan / AERR to the public								
Approves locally developed/acquired senior high school complementary courses								
Approves alternative instructional programs								
Approves Division school year calendars								
Approves out of province field trips								

COMMENTS:

Policy 2 – Appendix B

<i>Our Board does well in this component of its overall role</i>	Rarely			Always			Yes	No	N/A	
	1	2	3	4	5					
7. Superintendent/Board Relations										
Selects the Superintendent										
Approves the Superintendent job description, qualifications and remuneration										
Provides the Superintendent with clear corporate direction, through Board motions										
Delegates administrative authority and identifies responsibilities subject to the provisions and restrictions in the Education Act										
Evaluates annually the Superintendent as outlined in the Superintendent’s job description; the Superintendent Evaluation Process Criteria and Timelines document and reviews compensation										
Provides for Superintendent succession planning as required										

COMMENTS:

<i>Our Board does well in this component of its overall role</i>	Rarely			Always			Yes	No	N/A
	1	2	3	4	5				
8. Policy Development									
Develops policies in keeping with the mission, vision, beliefs, core values and strategic and operational priorities of the Division									
Reviews all policies annually									
Approves policies as per Roberts Rules of Order									
Monitors policy effectiveness									

COMMENTS:

Policy 2 – Appendix B

<i>Our Board does well in this component of its overall role</i>	Rarely			Always			Yes	No	N/A
	1	2	3	4	5				
9. Fiscal Accountability									
Monitors fiscal management of the Division with timely monitoring reports									
Approves necessary banking arrangements									
Determines the basis for annual resource allocations									
Approves the budget annually and ensures resources are allocated to achieve desired results									
Makes budget adjustments when necessary									
Receives annual financial audit report and ensures quality indicators are met									
Approves contracts and agreements of financial auditors and any other auditors required by the Board									
Appoints annually signing authorities									
Approves allocations of one-time exceptional funding									
Solicits advice (from Superintendent and Consultant) to set the mandates for collective agreement negotiations									
Ratifies memorandum of agreement with bargaining units									
Approves annually the schedule of fees, including curricular, transportation fees, international student tuition and non-resident fees									
Approves annually the capital and facility plans for submission to Alberta Education by the due date									
Advises the Superintendent regarding the hiring of a Secretary-Treasurer									
Reviews annually Trustee honoraria and reimbursement									
Ensures the Division has adequate insurance coverage									
Approves all contracts where the procurement value is: a) \$75,000 or greater for services of an architect; or b) \$200,000 or greater for construction and modernization projects									
Approves the acquisition and disposal of land and buildings (Capital Assets)									
Approves 'initial' leases and changes in rental fees and be made aware of other significant agreements (e.g. Joint Use Agreement)									

COMMENTS:

Policy 2 – Appendix B

<i>Our Board does well in this component of its overall role</i>	Rarely			Always		Yes	No	N/A
	1	2	3	4	5			
10. Board and Trustee Development								
Evaluates annually Board effectiveness								
Develops a plan for Trustee development including increased knowledge of role, processes and issues to be reviewed on an annual basis								
Considers and utilizes provincial and national Board associations, (such as ASBA, ACSTA, CSBA, CCSTA and Newman College)								
Develops and implements the Board Annual Work Plan								
Ensures new Trustees to the Board are provided appropriate orientation opportunities for support and mentoring at the local and provincial levels								

COMMENTS:



BOARD SELF-EVALUATION

SECTION 2

ACCOMPLISHMENTS, REGRETS, OPPORTUNITIES & THREATS



BOARD SELF-EVALUATION – ACCOMPLISHMENTS, REGRETS, OPPORTUNITIES & THREATS

I believe the St. Thomas Aquinas Roman Catholic Schools Board of Trustees experienced the following Accomplishments, Regrets, Opportunities & Threats during 20__ - 20__:

		Accomplishments	Regrets
P A S T			
		Opportunities	Threats
F U T U R E			



BOARD SELF-EVALUATION

SECTION 3

- TRUSTEE COMPORTMENT-**
- TRUSTEE RESPONSIBILITIES-**
- BOARD CHAIR RESPONSIBILITIES-**



BOARD SELF-EVALUATION – ROLE OF THE TRUSTEE

- 5: Always
- 4: Most of the time
- 3: About half the time
- 2: Once in a while
- 1: Rarely or never

INDIVIDUAL TRUSTEE

	Rarely		Always			Yes	No	N/A
	1	2	3	4	5			
Trustee Comportment								
My colleagues realize that priorities must be established and used to make sound and defensible decisions								
My colleagues utilize a clearly defined decision-making process for the Board								
My colleagues come to Board and Committee meetings prepared								
My colleagues engage in open, frank discussions with each other								
My colleagues think independently, gain knowledge and rely on facts rather than hearsay in making decisions								
My colleagues display good listening skills								
My colleagues respect each other’s ideas and opinions								
My colleagues avoid making reactive decisions on the basis of single-issue pressures; i.e. individual parental concern								
My colleagues speak and vote their conscience, but support majority decisions								
My colleagues avoid committing the Board to a position with public comments except when Board policy is already clearly established								
My colleagues exhibit good character and self-discipline								
My colleagues avoid using Board membership or any particular issue for personal gain								
My colleagues are willing to work through defined channels of authority and responsibility								
My colleagues attend meetings, workshops and seminars which contribute to their knowledge and understanding of education								
My colleagues make attending all Board meetings a priority								
My colleagues attend Board meetings regularly and on time								

Policy 2 – Appendix B

	Rarely			Always		Yes	No	N/A
	1	2	3	4	5			
Trustee Comportment <i>Continued</i>								
Speaks honestly and frankly with the Superintendent about concerns								
Submits requests in a timely manner								
Respects and understands superintendent and Board governance roles								
Focuses on the whole division; not on our local concerns or our personal circumstances								
Exercises realistic expectations of our Superintendent and Division Office staff; i.e. turnaround time, research, etc.								
Maintains and models respect for the Superintendent and Division staff								

COMMENTS:

	Rarely			Always		Yes	No	N/A
	1	2	3	4	5			
Trustee Responsibilities								
I become familiar with Division policies and procedures, meeting agendas, and reports in order to participate in Board business								
I refer issues or concerns regarding administrative matters, to the Principal or Superintendent. I, upon being informed of an issue or complaint from a parent or community member about operations or personnel, refer the individual in accordance with the flowchart found in Policy 3, Appendix A								
I re-direct issues and concerns regarding potential appealable matters to the Secretary-Treasurer for action								
I re-direct Issues and concerns regarding the Superintendent to the Board Chair for action as applicable								
I re-direct issues and concerns that come to my attention (i.e. correspondence) and not covered by Board policy to the Superintendent								
I keep the Superintendent and the Board informed in a timely manner of all matters coming to my attention that might affect the Division								
I assist the Superintendent with counsel and advice, providing the benefit of the my judgment, experience and familiarity with the community								

Policy 2 – Appendix B

	Rarely			Always		Yes	No	N/A
	1	2	3	4	5			
Trustee Responsibilities <i>Continued</i>								
I attend meetings of the Board; participate in, and contribute to, the decisions of the Board in order to provide the best solutions possible for education within the Division								
I model the values and requirements of a practicing Catholic and participate in parish and church activities								
I ensure that Catholic values and principles are reflected at all times in the Board’s policies and practices								
I support the decisions of the Board and refrain from making any statements that may give the impression that such a statement reflects the corporate opinion of the Board when it does not								
When delegated responsibility, I exercise such authority within the defined limits in a responsible and effective way								
I participate, subject to Board approval, in Board/trustee development sessions so that the quality of leadership and service in the Division can be enhanced								
I stay current with respect to provincial, national and international educational issues and trends								
I share the materials and ideas gained with fellow trustees at the Board meeting immediately following a trustee development activity								
I strive to develop a positive and respectful learning and working culture both within the Board and the Division								
I attend Division or school community functions when possible								
I have become familiar with, and adhere to, the Trustee Code of Ethics								
I report any violation of the Trustee Code of Ethics to the Board during an in-camera session								

COMMENTS:

Policy 2 – Appendix B

	Rarely			Always		Yes	No	N/A
	1	2	3	4	5			
Board Chair Responsibilities								
Presides over all Board meetings and ensures that such meetings are conducted in accordance with the Education Act and the policies and procedures as established by the Board								
Meets with the Vice-Chair and Superintendent to review items to be included on the agenda, the order of these items, and becomes thoroughly familiar with them								
Maintains the order and proper conduct and decorum of the meeting so that motions may be formally debated								
Ensures that all issues before the Board are well-stated and clearly expressed								
Displays firmness, courtesy, tact, impartiality, and willingness to give everyone an opportunity to speak on the subject under consideration								
Ensures that debate is relevant. The Chair, in keeping with their responsibility to ensure that debate must be relevant to the question, does, when they are of the opinion that the discussion is not relevant to the question, remind members that they must speak to the question								
Decides questions of order and procedure, subject to an appeal to the rest of the Board. The Chair speaks to points of order in preference to other members, and decides questions of order, subject to an appeal to the Board by any two members duly moved								
Submits motions or other proposals to the final decision of the meeting by a formal show of hands								
Ensures that each trustee present votes on all issues before the Board								
Extends hospitality to trustees, officials of the Board, the press, and members of the public								
Keeps informed of significant developments within the Division								
Keeps the Superintendent and the Board informed in a timely manner of all matters coming to their attention that might affect the Division								
Is in regular contact with the Superintendent to maintain a working knowledge of current issues and events								
Conveys directly to the Superintendent such concerns as are related to them by trustees, parents, students or employees which may affect the administration of the Division.								
Provides counsel to the Superintendent, when requested to do so								
Brings to the Board all matters requiring a corporate decision of the Board								

Policy 2 – Appendix B

	Rarely			Always			Yes	No	N/A
	1	2	3	4	5				
Board Chair Responsibilities <i>Continued</i>									
Acts as the chief spokesperson for the Board except for those instances where the Board has delegated this role to another individual or group									
Acts as ex-officio member, with all rights and privileges, to all committees appointed by the Board									
Acts as a signing officer for the Division									
Represents the Board, or arranges alternative representation, at official meetings or other public functions									
Addresses inappropriate behaviour on the part of a trustee									
Ensures that the Board engages in regular assessments of its effectiveness as a Board									
The Chair, in conjunction with the Vice-Chair, reviews trustees' remuneration and expense claims									
The Chair, in conjunction with the Vice-Chair, reviews Superintendent expense claims									

COMMENTS:

DATE

NAME