

EDMONTON PUBLIC SCHOOLS

May 10, 2011

TO: Board of Trustees

FROM: Trustee H. MacKenzie, Board Evaluation Committee
Trustee K. Shipka, Chair, Board Evaluation Committee
Trustee C. Spencer, Board Evaluation Committee

SUBJECT: Report from the Board Evaluation Committee

ORIGINATOR: T. Taylor, Director, Executive and Board Relations

RESOURCE
STAFF: Anne Sherwood, Tash Taylor

RECOMMENDATION

That the Board Self-Evaluation Questionnaire in Appendix I be approved for 2010-2011.

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Each year, the Board of Trustees undertakes a self-evaluation to assess the Board's effectiveness. The attached questionnaire has been updated by the Board Evaluation Committee to simplify the instrument, and reflect the current Board's direction, values and priorities.

A copy of the evaluation will be emailed to Trustees and will also be available on the Trustee's Online Reading Room. Trustees are asked to complete the questionnaire by May 24, 2011.

Results from the questionnaire will be compiled and brought back to the Board in June. This information will serve as a foundational piece in the Board's annual Strategic Planning Retreat in the Fall.

TT:ee

APPENDIX I – Board Self-Evaluation 2010-2011

BOARD SELF-EVALUATION 2010-2011

About the Board Evaluation Questionnaire

The questionnaire is organized into sections around the Board's Role and Responsibility statement. The Board has a number of reference/source documents which address board governance and how the board will carry out its role and responsibilities:

- Province of Alberta School Act
http://www.qp.alberta.ca/574.cfm?page=s03.cfm&leg_type=Acts&isbncln=9780779733941
- Board Role and Responsibility Statement
http://www.epsb.ca/policy/tr_sectionone_board_role_and_responsib.shtml
- Principles of Board Operation
http://www.epsb.ca/policy/tr_sectionone_principles_of_board_oper.shtml
- Board Committees http://www.epsb.ca/policy/tr_sectionone_board_committees.shtml
- ASBA – Role of the School Trustee http://www.asba.ab.ca/trusteeship/trustee_role.asp
- Trustee Code of Ethics
http://www.epsb.ca/policy/tr_sectionfour_asbocode_of_ethics.shtml

District Vision, Mission and Priorities

Vision

All students will learn to their full potential and develop the ability, passion, and imagination to pursue their dreams and contribute to their community.

Mission

We work with families and community partners to provide safe, caring, healthy, diverse, inclusive and equitable learning experiences that engage students to achieve their full potential in an increasingly interdependent world.

District Priorities 2011-2014

1. Provide supports and programs that will enable all students to complete high school.
2. Deepen students' understanding of equity and empathy as key citizenship traits.
3. Ensure all students and their families are welcomed, respected, accepted, and supported in every school.
4. Promote health and wellness for all students and staff.
5. Listen to staff, honour their contributions, and support their opportunities for collaboration, growth and professional development.

Completing the Board Evaluation Questionnaire

For each section of the questionnaire, there is a listing of Board objectives derived from some of the source documents related to the section question(s) for trustee reference and consideration. Trustees may want to refer to the specific source documents or consider other indicators such as significant board events and decisions over the past year.

For each question, Trustees are asked to indicate whether the board has been *Very Effective*, *Effective*, *Ineffective* or *Very Ineffective* by marking an X in the appropriate box. Trustees are encouraged to provide comments under each question with reference to the indicators, activities, events and resources that may be relevant to the question.

**Submit completed survey by Tuesday, May 24th
to Tash Taylor, Director, Executive and Board Relations.**

A. DECISION MAKING

Principles of Board Operation

- Ensuring that board committees understand their role in facilitating board decision-making
- Ensuring all trustees are aware of their duties and responsibilities as a trustee and member of the board
- Ensuring that trustees assist each other and the board chair in preserving the integrity of board process and respecting rules of order
- Ensuring that every trustee is confident in bringing concerns, ideas and perspectives to the table
- Ensuring that differences of opinions between trustees are dealt with effectively and constructively
- Staying informed about major areas of district operation

Board Role and Responsibilities

- Representing the values of the community in decision-making
- Limiting the use of in-camera meetings to essential matters as required by legislation or board policy
- Ensuring the board takes into consideration the impact of its decisions on staff

Protocols

- Ensuring trustees model ideals of democracy, by engaging fully in debate in which they are open to the ideas and opinions of others and present their own ideas as accurately as they are able

A. DECISION MAKING

A. 1. Representing the interests of the community and reflecting the values of the community in its decision making.

Very Effective	Effective	Ineffective	Very Ineffective

a) What are we doing well?

b) What do we need to improve?

c) Any additional comments?

A. DECISION MAKING

A.2. Respectfully and constructively working together to explore topics and think decisions through in a critical manner.

Very Effective	Effective	Ineffective	Very Ineffective

a) What are we doing well?

b) What do we need to improve?

c) Any additional comments?

A. DECISION MAKING

A.3. Supporting the needs of the Board through its Committee structures and processes.

Note: This question is not intended to derive feedback about one a specific committee, but about the Board's Committee work in general.

Very Effective	Effective	Ineffective	Very Ineffective

a) What are we doing well?

b) What do we need to improve?

c) Any additional comments?

B. ADVOCACY

Board Role and Responsibilities

- Serving as an advocate for public education
- Seeking increased funding and support for public education through well-reasoned requests to the provincial government MLAs and Minister of Education
- Maintaining effective communications with the non-parent community
- Maintaining effective communications with the MLA's
- Maintaining effective communications with the Minister of Education
- Maintaining effective communications with the media
- Maintaining effective communications with parents of students
- Maintaining effective communications with other educational institutions
- Maintaining effective communications with other educational associations
- Maintaining effective communications with civic and community organizations and agencies
- Initiating and maintaining co-operative relations with a variety of external local, provincial and federal agencies to enhance the goals of the school system

B. ADVOCACY

B.1. Serving as an advocate of public education.

Very Effective	Effective	Ineffective	Very Ineffective

a) What are we doing well?

b) What do we need to improve?

c) Any additional comments?

B. ADVOCACY

B.2. Building relationships and enhancing communication with other levels of government and organizations that impact the Board’s ability to fulfill its vision and mission.

Very Effective	Effective	Ineffective	Very Ineffective

a) What are we doing well?

b) What do we need to improve?

c) Any additional comments?

C. LEADERSHIP AND DIRECTION

Principles of Board Operation

- Having trustees respect the corporate decisions of the board
- Ensuring that trustees are well-prepared and committed to mutual cooperation in undertaking the work of the board

Board Role and Responsibilities

- Generating original thoughts and ideas
- Engaging in creative/innovative in governance
- Contributing towards a district culture of accountability
- Fulfilling the mission statement of the district
- Establishing major goals, objectives and priorities for the district
- Establishing policies for the appropriate management of the district (including physical assets)

Activities/Events

- Budget and Results Reviews
- Financial Statements
- Quarterly, Mid-term reports
- Annual Education Results Report

C. LEADERSHIP AND DIRECTION

C.1. Setting priorities and policies to provide leadership and overall direction for the district.

Very Effective	Effective	Ineffective	Very Ineffective

a) What are we doing well?

b) What do we need to improve?

c) Any additional comments?

C. LEADERSHIP AND DIRECTION

C.2. Focusing the board's work and aligning its energy and time on actions in support of the district vision, mission and priorities.

Very Effective	Effective	Ineffective	Very Ineffective

a) What are we doing well?

b) What do we need to improve?

c) Any additional comments?

D. RESOURCES

- Alberta School Act, part 1, Students, p.18
- Alberta School Act, part 6, Finance, p.107

Activities/Events

- Budget and Results Reviews
- Financial Statements
- Quarterly, Mid-term reports
- Annual Education Results Report
- Appointment of Auditor and review audit results

D. RESOURCES

D.1. Allocating resources in a manner that supports the district’s vision, mission and priorities.

Very Effective	Effective	Ineffective	Very Ineffective

a) What are we doing well?

b) What do we need to improve?

c) Any additional comments?

E. MONITORING/EVALUATING/ACCOUNTABILITY

- Alberta School Act
- Alberta School Act, part 6, Finance, p.107

Board Role and Responsibilities

- Ensuring that its priorities and district standards are the focus for planning in schools
- Requiring appropriate accountability for the expenditure of funds in the district
- Ensuring the monitoring of actual and forecast expenditures
- Ensuring that appropriate procedures are in place for policy development, implementation and evaluation
- Evaluating the superintendent of schools based on results achieved
- being transparent about district practices, successes and challenges

Activities/Events

- Achievement Tests Results
- Satisfaction Survey Results
- Ten-year Facilities Plan
- Three-year Capital Plan
- Three-year Education Plan
- Annual Education Results

E. MONITORING/EVALUATING/ACCOUNTABILITY

E.1. Monitoring the implementation of policies.

Very Effective	Effective	Ineffective	Very Ineffective

a) What are we doing well?

b) What do we need to improve?

c) Any additional comments?

E. MONITORING/EVALUATING/ACCOUNTABILITY

E.2. Evaluating results achieved in the district.

Very Effective	Effective	Ineffective	Very Ineffective

a) What are we doing well?

b) What do we need to improve?

c) Any additional comments?

F. REPORTING/COMMUNICATION

Principles of Board Operation

- Ensuring that trustees channel requests for information, complaints, concerns and potential problems-appropriately
- Ensuring that trustees share important information amongst themselves and with the superintendent
- Ensuring that trustees respect the principle of confidentiality of information while communicating openly and honestly with the public whenever possible.

Board Role and Responsibilities

- Reporting the results achieved to the public
- Communicating the district's major goals, objectives and priorities
- Actively promoting public support for public education
- Maintaining visibility by ensuring board representation at school and community events
- Serving as a communication bridge between the community and the district
- Dealing effectively with complaints and concerns of community members
- Informing the community about the district's budget, revenues, expenditures and financial needs
- Fostering open and meaningful communication with stakeholders of Edmonton Public Schools

Protocols

- Ensuring trustee communications reflect Board values, policies and priorities
- Ensuring trustees refrain from expressing how the trustee will vote prior to board decisions
- Ensuring trustees respect and demonstrate support for a board decision once made
- Ensuring trustees avoid speaking for the board in areas where the Board has not yet taken a position
- Ensuring trustees avoid criticism of the intentions or actions of other board members, current or former

Activities/Events

- Board Meetings and posting agendas online
- Live webcasting of board meetings
- Board Policies & Regulations online
- Achievement Test Results
- Satisfaction Survey Results
- Ten-year Facilities Plan
- Three-Year Capital Plan
- Three-Year Education Plan
- Annual Education Results Report
- Financial Statements
- Student Awards Night and Journal publication
- Partner Program
- Community Events Board Staff Recognition Events
- District Priorities Consultation
- Public Consultations on policies, e.g. web-surveys, focus groups and task forces
- Budget and Results Reviews
- Metro Class Calendar inserts
- Media Releases
- School Events
- District Recognition Evening
- Profile events, e.g. Confucius Institute

F. REPORTING/COMMUNICATION

F.1. Reporting results achieved to the public.

Very Effective	Effective	Ineffective	Very Ineffective

a) What are we doing well?

b) What do we need to improve?

c) Any additional comments?

F. REPORTING/COMMUNICATION

F.2. Serving as a communication bridge between the community and the organization.

Very Effective	Effective	Ineffective	Very Ineffective

a) What are we doing well?

b) What do we need to improve?

c) Any additional comments?

G. STAFF RELATIONS

Principles of Board Operation

- Holding the superintendent responsible for results achieved by the district
- Giving the superintendent clear direction
- Establishing a positive relationship between the board and the district's staff
- Working with the superintendent in a climate of mutual respect and professional confidence
- Keeping the superintendent informed on issues and concerns

Protocols

- Ensuring trustees respect the confidentiality of private conversations and correspondence
- Ensuring trustees are respectful of staff, community members and their own time
- Ensuring trustees model respect and courtesy in choice of words, body language and actions

Board Role and Responsibilities

- Evaluating the superintendent of schools

Activities/Events

- Board Staff Recognition events
- Board meetings
- School events

G. STAFF RELATIONS

G.1. Providing clear direction to the superintendent of schools.

Very Effective	Effective	Ineffective	Very Ineffective

a) What are we doing well?

b) What do we need to improve?

c) Any additional comments?

G. STAFF RELATIONS

G.2. Listening to staff, honouring their contributions, and supporting their opportunities for collaboration, growth and professional development.

Very Effective	Effective	Ineffective	Very Ineffective

a) What are we doing well?

b) What do we need to improve?

c) Any additional comments?

LOOKING FORWARD

- 1. Please reflect on your responses and identify one priority area for Board improvement and provide an explanation.*

- 2. With respect to the Board's Self- Evaluation, are there other Board roles or areas of emphasis that you believe should be addressed in the questionnaire?*

- 3. Do you have suggestions for improvement in the Board's Self-Evaluation?*