



Guidance for County Board of Education Self-appraisal

February 2022



West Virginia DEPARTMENT OF
EDUCATION





**West Virginia Board of Education
2021-2022**

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Guidance for County Board of Education Self-appraisal

Introduction

Annually, each county board of education shall assess its performance using an instrument approved by the West Virginia State Board of Education (WVBE). The attached instrument was developed in consultation with the West Virginia School Board Association (WVSBA), supports research-based best practices for highly effective school boards, and meets the requirements set forth in W. Va. Code §18-5-1c and WVBE Policy 2322: *West Virginia System of Support and Accountability*. County boards of education may choose to use this instrument or develop their own for approval by the WVBE.

Beginning with the 2021-22 school year, WVBE Policy 2322 requires completion of a self-appraisal to demonstrate fulfillment of the Indicator of Efficiency for County Board of Education Effectiveness and will be used in determining the annual County Approval Status designation.

The self-appraisal process requires county board of education members to reflect on the performance of the schools and county regarding the following: (1) dealing with various constituency groups and the general public; (2) providing a proper framework and governance strategies necessary to monitor and improve student achievement on a continuing basis; and (3) enhancing the effective utilization of a policy approach to governance. The process of self-evaluation and reflection will assist county boards of education in developing the required public summary of collective findings and addressing any areas in which the board concludes improvement is warranted.

A summary of the collective results will be made available to the public and will be submitted to the West Virginia Department of Education (WVDE) by August 15 each year to be used in determining the annual County Approval Status designation.

Each county board may choose to use the WVBE-approved self-appraisal instrument for the statutorily required, annual self-appraisal or adopt or create a different self-appraisal instrument, and obtain WVBE approval prior to administering.

Checklist

This section provides guidance for counties who use the WVBE-approved instrument as they conduct the statutorily required, annual self-appraisal.

Accessing and Sharing the Template

- The board president and superintendent will receive an email from the Office of Support and Accountability containing the hyperlink to the Microsoft Form template of the self-appraisal instrument.
- Save the template as your county's self-appraisal instrument in Microsoft Forms.
- Provide to all board members a link to your county's self-appraisal requesting they complete the survey and submit it.

Completing the County's Self-appraisal

- Each board member will complete the self-appraisal.
- Provide all board members with a copy of the self-appraisal quick guide to assist them, if needed.
- Instruct all board members to print or save a PDF copy of their responses for their records.

Reviewing, Sharing with Public, and Submitting the County's Summary of the Self-appraisal

- Once all board members have submitted their responses, the data chart summary generated in Microsoft Forms will be shared with all board members by the board president and/or superintendent.
- The board members will make available to the public the data chart and/or a written summary of the results.
- To meet the annual accountability requirements, the board president or superintendent will submit the data chart and/or a written summary via email to Dr. Stacey Murrell slmurrell@k12.wv.us at the WVDE by August 15 each year.

County Board of Education Member Self-appraisal

See County Superintendent and/or Board President for link to this form.

** Required*

Clear and Focused Mission

The board has a purpose and approach to support learning for all.

1. I can communicate the county's mission. *
 - Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree

2. I believe in learning for all, whatever it takes. *
 - Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree

3. I make decisions as a board member based on the established mission of our county. *
 - Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree

4. Board members share a commitment to the county's mission. *
 - Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree

5. Our board meetings include meaningful discussion about county goals and means of achieving them. *
 - Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree

High Expectations for Success

The board purposefully provides resources and policies in which all students can learn and succeed.

6. Our board expects central office staff to be committed to all students obtaining mastery of state standards. *
 - Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree

7. My role as a board member impacts my decisions, actions, and expectations for students and staff. *
 - Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree

8. Our board evaluates the superintendent based on board goals, expectations for student achievement, and compliance with state and local policy, and W. Va. Code. *
 - Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree

9. Our board members provide feedback to the superintendent when appropriate. *
 - Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree

10. Our board upholds clear expectations of performance and professional qualities when hiring and evaluating the superintendent. *
 - Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree

Frequent Monitoring of Student Progress

A variety of data is used as the basis for evaluating and adjusting board goals.

11. As a board member, I have the necessary information to make decisions that come before the board. *
- Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree
12. Student performance and well-being are effectively measured in my county. *
- Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree
13. Our board engages in frequent, meaningful conversations about improving student achievement throughout the county. *
- Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree
14. Our board has specific, measurable goals, frequently monitors progress toward meeting them, and makes changes as needed. *
- Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree

Leadership and Advocacy

The board leads through informed decision making and effective policy governance.

15. Our board operates effectively as a policy-making body. *
- Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree

16. Decisions and actions of the board are grounded in state and local policy as opposed to focusing on the management of the school system. *
- Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree
17. All potential county-wide issues are referred to the superintendent to be addressed and managed.*
- Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree
18. Our board has established a schedule for reviewing policies for relevance and alignment with state policy and W. Va. Code. *
- Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree
19. Our board's behaviors align with established norms and effective operating procedures. *
- Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree
20. Our board allows and expects the superintendent to serve as the chief executive officer and run the day-to-day operations of the school system. *
- Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree

21. The relationship between the board and the superintendent is one of mutual respect, open communication, trust, and confidence. *

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

22. The authority of our board is as a corporate body and not as individual members. *

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

County and Community Relationships

Purposeful relationships exist among families, community, and the county.

23. Our board's goals are established and communicated to all stakeholders. *

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

24. Our board has an established process for communicating information with the public. *

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

25. Our board meetings effectively allow time for both board business and input from community members. *

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

26. Our board procedures for allowing public comment are fair, clear, and consistent. *
- Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree
27. Board members attend school, county, and community events throughout the year when possible. *
- Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree
28. When speaking publicly regarding a county issue, board members align their statements with the board's official position on the issue. *
- Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree
29. Our board communicates with government leaders (local, state, and national) on issues dealing with public education. *
- Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree

Sample County Board of Education Member Self-appraisal Results

5

Responses

02:40

Average time to complete

Active

Status

1. I can communicate the county's mission.

- Strongly Agree 1
- Agree 4
- Disagree 0
- Strongly Disagree 0



2. I believe in learning for all, whatever it takes.

- Strongly Agree 3
- Agree 2
- Disagree 0
- Strongly Disagree 0



3. I make decisions as a board member based on the established mission of our county.

- Strongly Agree 0
- Agree 4
- Disagree 1
- Strongly Disagree 0



4. Board members share a commitment to the county's mission.

- Strongly Agree 1
- Agree 2
- Disagree 2
- Strongly Disagree 0





W. Clayton Burch
West Virginia Superintendent of Schools