

SCHOOL BOARD STANDARDS



*Coming together is a **beginning***

*Staying together is **progress***

*Working together is **success***



Standards and Indicators

Vision (V1-V4)

The board, with extensive community participation, envisions the community's educational future and then formulates goals, defines outcomes and sets the course for its public schools.

Standards	Indicators
<p>V1. The board keeps the district focused on the educational welfare of all.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The priorities for board meeting time are issues related to student achievement. <input type="checkbox"/> The board has adopted goals, approved student-performance objectives and established policies that provide a well-balanced curriculum resulting in improved student learning. <input type="checkbox"/> Other _____
<p>V2. The board, working with the communities, has developed and adopted a written statement of the district's mission.</p> <p><i>MSBA/MASA Policy 104 – School District Mission Statement</i></p> <p>Mission Statement: The mission of the Waterville-Elysian-Morristown School District is to prepare our students for the future, helping them achieve their highest potential through an educational system which is characterized by a safe, respectful, learning environment. We will provide an equitable and quality environment for students to learn, where their creative abilities can be used to become productive citizens in this highly technological society.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The district mission statement is posted and published in prominent places. <input type="checkbox"/> Decisions are guided by the district's goals. <input type="checkbox"/> Other _____

Vision continued

Standards	Indicators
<p>V3. The board has a process to review, update and communicate the mission to and for the district.</p> <p><i>MSBA/MASA Policy 104 – School District Mission Statement</i></p> <p>Mission Statement: The mission of the Waterville-Elysian-Morristown School District is to prepare our students for the future, helping them achieve their highest potential through an educational system which is characterized by a safe, respectful, learning environment. We will provide an equitable and quality environment for students to learn, where their creative abilities can be used to become productive citizens in this highly technological society.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The board demonstrates its commitment to the vision, mission and goals by clearly communicating them to the superintendent, staff and community. <input type="checkbox"/> There is written process in policy for periodic review of the vision and goals: MSBA/MASA Policy 104. <input type="checkbox"/> Other _____
<p>V4. The board has developed and adopted long-and short-range plans to work toward achieving the mission of the district.</p> <p><i>MSBA/MASA Policy 616 – School District System Accountability Report</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> The district has an active staff advisory committee for comprehensive, continuous improvement of student achievement. <input type="checkbox"/> The district incorporates recommended and approved goals into district planning to ensure gains in student achievement. <input type="checkbox"/> Other _____

Structure (S1-S7)

To achieve the vision, the board establishes a structure and creates an environment to ensure all students the opportunity to attain maximum potential through a sound organizational framework.

Standards	Indicators
<p>S1. The board has written policies that are clear, concise, current and in compliance with all laws.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The district has a process for policies requiring annual review: MSBA/MASA Policies 413 – Harassment and Violence, 414 – Mandated Reporting of Child Neglect or Abuse, 415 – Mandated Reporting of Maltreatment of Vulnerable Adults, 506 – Student Discipline, 522 – Student Sex Nondiscrimination, 524 – Internet Acceptable Use and Safety Policy. <input type="checkbox"/> At a minimum, all policies are reviewed on a 3-year cycle. <input type="checkbox"/> The school board has an active policy committee. <input type="checkbox"/> Other _____
<p>S2. The board uses the superintendent as its CEO to lead and manage the district and delegates through written policy full authority for the superintendent to manage district affairs.</p> <p><i>MSBA/MASA Policy 301- Superintendent Job Description</i></p> <p><i>MSBA/MASA Policy 209 – Board Code of Ethics</i></p> <p><i>MSBA Online Training: Board-Supt. Relations</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Appropriate roles of the board and superintendent are in written policy. <input type="checkbox"/> The board understands the distinction between its role as a policy-making body and that of administration. <input type="checkbox"/> Other _____
<p>S3. The board oversees district management by employing a superintendent and evaluating his/her performance in providing leadership, managing operations and performing duties assigned by law.</p> <p><i>MSBA/MASA Policy 301- Superintendent Job Description</i></p> <p><i>MSBA/MASA Guidelines at www.mnmsba.org → board development → standards → MSBA/MASA guidelines</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Superintendent contracts are ratified with appropriate public disclosure and as a separate agenda item. <input type="checkbox"/> Superintendent job description is current, updated and reviewed every three years by the board. <input type="checkbox"/> An annual evaluation of superintendent performance is conducted. <input type="checkbox"/> Other _____

Structure continued

Standards	Indicators
<p>S4. The board adopts a budget that incorporates sound fiscal practices and allocates resources to best achieve the mission and goals.</p> <p><i>MSBA/MASA Policies 701 - Establishment and Adoption of School District Budget 701.1 – Modification of School District Budget</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> The budget process allows an opportunity to examine and discuss allocations as they relate to vision and goals. <input type="checkbox"/> During the fiscal year, the board periodically reviews the budget and ends the fiscal year within agreed-upon parameters. <input type="checkbox"/> Other _____
<p>S5. The board authorizes the employment, leave of absence, discipline and dismissal of staff after considering the superintendent’s recommendation.</p> <p><i>MSBA Service Manual Ch. 1; Ch. 13 Law Bulletin M-FMLA MSBA Model Teacher Contract Ch. 3 Appendix 5</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> The district has a written hiring procedure, leading to a recommendation to the school board. <input type="checkbox"/> The board honors district contracts. <input type="checkbox"/> Other _____
<p>S6. The board provides safe, adequate facilities.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The district has a current five-year facilities plan and budget. <input type="checkbox"/> The board reviews safety guidelines and addresses any out-of-compliance reports. <input type="checkbox"/> District facilities are periodically evaluated in terms of the district mission, and goals. <input type="checkbox"/> Other _____
<p>S7. The board encourages and supports working cooperatively with families, businesses, community organizations and other agencies.</p> <p><i>MSBA/MASA Policy 902 – Use of Facilities and Grounds</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> The board actively involves local civic organizations in support of the district mission and collaborates with other agencies. <input type="checkbox"/> The district welcomes active community involvement and seeks parental involvement. <input type="checkbox"/> The district building-use policy encourages community use of facilities. <input type="checkbox"/> Other _____

Accountability (A1-A4)

Because the board is accountable to the community, it regularly assesses student achievement, staff and all conditions affecting education.

Standards	Indicators
<p>A1. The board reviews key policies for effective implementation.</p> <p><i>MSBA/MASA Policy 208 – Development, Adoption, and Implementation of Policies</i></p> <p><i>MSBA Accountability Report at www.mnmsba.org → board development → standards</i></p> <p><i>Department of Education CLASS data site at www.education.state.mn.us</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> The board uses a review-and-comment process for those implementing key policies and those affected by the outcomes. <input type="checkbox"/> The board uses agreed-upon data (i.e., curriculum, goals, budget and other indicators) to evaluate outcomes of policies over time. <input type="checkbox"/> Other _____
<p>A2. The board provides for itself, the superintendent and all staff ample opportunity for professional growth and increased competency through training and inservice.</p> <p><i>Phase Orientation information at www.mnmsba.org → board development → phase series</i></p> <p><i>MSBA/MASA Policies 212 – School Board Member Development; 425 – Staff Development</i></p> <p><i>www.mnmsba.org → board development → standards → local orientations</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Board members attend Phases I-IV and other training opportunities on a regular basis. <input type="checkbox"/> Funds are budgeted to support training for board and staff. <input type="checkbox"/> The board has a process to share training information at board meetings. <input type="checkbox"/> The board has a process for experienced members to offer a local orientation to incoming board members. <input type="checkbox"/> Board members attend the annual school board leadership conference. <input type="checkbox"/> Other _____
<p>A3. The board ensures progress toward the achievement of district goals.</p> <p><i>MSBA/MASA Policy 616 – School District System Accountability</i></p> <p><i>www.mnmsba.org → board development → standards → sample accountability reports</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> The board reviews the system accountability report for curriculum instruction and assessment to monitor progress of student achievement. <input type="checkbox"/> The board encourages and evaluates ongoing staff training. <input type="checkbox"/> Other _____

Accountability continued

Standards	Indicators
<p>A4. The board demonstrates fiscal responsibility.</p> <p><i>MSBA/MASA Policy 703 – Annual Audit</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> The board reviews and accepts the annual audit. <input type="checkbox"/> Board members are accessible. <input type="checkbox"/> Other _____

Advocacy (AD1-AD3)

The board serves as education’s key advocate on behalf of students and their schools in the community to advance the vision.

Standards	Indicators
<p>AD1. The board promotes the welfare of the district and all children through the political process at the local, state and national level.</p> <p><i>MSBA Lobby Line: 800-864-6722</i></p> <p><i>MSBA Governmental Relations information at www.mnmsba.org → governmental relations</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Board members serve as representatives on other agency boards. <input type="checkbox"/> The board is active in the MSBA legislative resolution and reporting processes. <input type="checkbox"/> Board members get to know their local legislators and invite them into the district. <input type="checkbox"/> The board ensures the impact of major legislative actions is reported to the public. <input type="checkbox"/> Other _____
<p>AD2. The board recognizes the achievements of students, staff and others in education.</p> <p><i>www.mnmsba.org → board development → standards → sample agendas</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> There is a section on the agenda devoted to recognitions. <input type="checkbox"/> The board recognizes students, staff and others via letters of commendation, awards or events. <input type="checkbox"/> Other _____

Advocacy continued

Standards	Indicators
<p>AD3. The board takes leadership in securing community support for the district’s mission, and goals and the resources needed to achieve them.</p> <p><i>MSBA Ambassadors for Public Education at www.msbamn.org → communications → ambassadors</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Board members are willing to speak at community meetings and events. <input type="checkbox"/> The board initiates referendums as needed to meet district needs. <input type="checkbox"/> The board recognizes parent groups, clubs, and organizations within the district <input type="checkbox"/> Other _____

Conduct and Ethics (CE1-CE6)

The board performs in a manner that reflects service to the community on behalf of students by conducting district business in a fair, respectful and responsible manner.

Standards	Indicators
<p>CE1. The board creates an atmosphere of openness and respect by seeking input from students, staff and community members on specific issues when appropriate.</p> <p><i>MSBA/MASA Policy 206 – Public Participation in School Board Meeting/Complaints About Persons at School Board Meetings and Data Privacy Considerations</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> The board utilizes a task force or board forum when necessary. <input type="checkbox"/> There is a process of student representation to the board. <input type="checkbox"/> The board has a policy of allowing public comment. <input type="checkbox"/> Other _____
<p>CE2. The board, its members and the superintendent work together in a climate of trust and mutual respect.</p> <p><i>Code of Ethics, Service Manual, Ch. 1 MSBA/MASA Policy 209 – Code of Ethics</i></p> <p><i>Phase III information at www.mnmsba.org → board development → phase series</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> The board strives for open communication among its members, the superintendent and other administration via appropriate channels. <input type="checkbox"/> Board members exhibit courage in deliberations and decisions. <input type="checkbox"/> Board members avoid demeaning verbal or nonverbal communication. <input type="checkbox"/> Other _____

Conduct and Ethics continued

Standards	Indicators
<p>CE3. The board redirects specific complaints and requests to the superintendent or other staff members as appropriate.</p> <p><i>MSBA/MASA Policy 206 - Public Participation in School Board Meeting/Complaints About Persons at School Board Meetings and Data Privacy Considerations</i></p> <p><i>Meet and Confer, Service Manual, Ch, 3</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> The board has and follows a policy dealing with complaints. <input type="checkbox"/> No specific concerns are dealt with at the board level until appropriate channels have been followed. <input type="checkbox"/> The district schedules meet and confer four times a year, as directed by law. <input type="checkbox"/> Other _____
<p>CE4. The board develops skills in teamwork, problem-solving and decision-making.</p> <p><i>MSBA/MASA Policy 213 – School Board Committees</i></p> <p><i>Phase III information at www.mnmsba.org → board development → phase series</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> The workload is divided among members. <input type="checkbox"/> The work of subcommittees is honored. <input type="checkbox"/> The board uses methods (such as study sessions, regular meetings, work groups or public forums) to study, analyze and build understanding of issues. <input type="checkbox"/> Other _____
<p>CE5. The board respects the majority decision after honoring the right of members to express opposing viewpoints and vote their convictions.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Individual members refrain from undermining a decision made by the majority of the board. <input type="checkbox"/> Board members do not publicly criticize individual opinions and decisions. <input type="checkbox"/> Other _____
<p>CE6. The board establishes and follows local policies, procedures and ethical standards governing the conduct and operation of the board.</p> <p><i>MSBA/MASA Policies 203.1 – School Board Procedures; Rules of Order and 205 – Opening Meetings and Closed Meetings</i></p> <p><i>MSBA Online Training: Parliamentary Procedure</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Members recognize they have no authority to take individual action in policy on district and building administrative matters. <input type="checkbox"/> The meeting time, place and facilities accommodate the board, staff and public to the fullest extent possible. <input type="checkbox"/> The board has adopted and follows rules of order and the Open Meeting Law. <input type="checkbox"/> Other _____