

Education Council Self-Evaluation

Rate yourself and your council in each of these categories by circling one of the areas listed below:

A. Outstanding B. Very Good C. Average D. Poor

Membership		
Area	Self	Council
The council includes alumni and business people	A B C D	A B C D
Members are recruited for talents and connections to the broader community	A B C D	A B C D
Prior to nomination, members are interviewed to assess commitment, etc.	A B C D	A B C D
Members are “doers and shakers.”	A B C D	A B C D
Ownership		
Council members are certain that they are shareholders.	A B C D	A B C D
Council members are involved in crafting and affirming the program’s philosophy or mission	A B C D	A B C D
Members set agendas for the council through long and short range planning.	A B C D	A B C D
Through consensus, members have opportunities to articulate their support or non-support along with reasons why.	A B C D	A B C D
Responsibilities		
Council involvement in the budget and finances has positively affected the school’s/program’s financial health.	A B C D	A B C D
Council involvement in policy ensures justice for staff and students as well as the school’s/program’s future.	A B C D	A B C D
Council involvement in the mission/philosophy impacts the manner in which it is lived out.	A B C D	A B C D
Council has a plan for its work and plays a leadership role in the school’s/program’s strategic plan.	A B C D	A B C D
Rate the council’s programs for:		
-Council plays a strong role in development.		A B C D
-Council is active in marketing.		A B C D
-Council is active in public relations.		A B C D
-Council actively recruits students.		A B C D
Estimate the percent of time spent on each area:		
_____ Budget and Finances	_____ Marketing	_____ Planning
_____ Student Recruitment	_____ Policy	_____ Development
_____ Mission/Philosophy	_____ Public Relations	

Council Goals								
Area	Self				Council			
Goals are set annually.	A	B	C	D	A	B	C	D
Goals are assigned to committees.	A	B	C	D	A	B	C	D
Goals flow from the mission.	A	B	C	D	A	B	C	D
Accomplishments are celebrated.	A	B	C	D	A	B	C	D
List council goals and rate the council's achievement in each.								
	A	B	C	D	A	B	C	D
	A	B	C	D	A	B	C	D
	A	B	C	D	A	B	C	D
	A	B	C	D	A	B	C	D
Committees								
Committees are established.	A	B	C	D	A	B	C	D
Committees have specific charges and goals.	A	B	C	D	A	B	C	D
Committees have scheduled and productive meetings.	A	B	C	D	A	B	C	D
Committees submit regular reports sent with agendas.	A	B	C	D	A	B	C	D
Committee membership has the needed expertise	A	B	C	D	A	B	C	D
Communications Council develops and implements a plan to communicate with:								
-- One another	A	B	C	D	A	B	C	D
-- With faculty	A	B	C	D	A	B	C	D
-- With families	A	B	C	D	A	B	C	D
-- With businesses, corporations, government, media, etc.	A	B	C	D	A	B	C	D
Mission								
Members are familiar with the mission/philosophy	A	B	C	D	A	B	C	D
Members are committed to the mission.	A	B	C	D	A	B	C	D
Decisions, policies, etc, reflect the mission/philosophy.	A	B	C	D	A	B	C	D
Resources are targeted to support all aspects of the mission.	A	B	C	D	A	B	C	D
Meetings								
Frequency of meetings has been determined.	A	B	C	D	A	B	C	D
A calendar of meeting topics has been set.	A	B	C	D	A	B	C	D
Members have been trained in conflict management skills.	A	B	C	D	A	B	C	D
Agenda is prepared with time allotments and expected outcomes.	A	B	C	D	A	B	C	D
Each member is prepared and participates.	A	B	C	D	A	B	C	D
The room is prepared prior to the meeting.	A	B	C	D	A	B	C	D
The chairperson keeps the agenda moving within the set time frame.	A	B	C	D	A	B	C	D

Council's Assessment of the Administrator's Service to the Council

The administrator rates him/herself, and the council rates the administrator in each area.

Gives Direction		
Area	Administrator	Council
Together, the administrator and the council chair build the council's agenda.	A B C D	A B C D
The administrator identifies school needs for the council's attention.	A B C D	A B C D
The administrator offers ideas for the council's in-service opportunities.	A B C D	A B C D
The administrator prepares an initial school budget draft.	A B C D	A B C D
The administrator makes policy recommendations for council formulation.	A B C D	A B C D
Provides Information		
The administrator prepares a written report for each council meeting.	A B C D	A B C D
The administrator informs the council about processes for evaluation of the curriculum.	A B C D	A B C D
The administrator keeps the council informed regarding results of national and/or diocesan testing programs.	A B C D	A B C D
The administrator informs the council about school-wide problems and concerns.	A B C D	A B C D
The administrator invites the council and provides opportunities for the council to participate in special activities and events, i.e. graduation, Catholic Schools Week.	A B C D	A B C D
Relationship with the Council		
The administrator gives to the council and its individual members public loyalty.	A B C D	A B C D
The administrator sees that the council has adequate clerical assistance and help with arrangements for its activities.	A B C D	A B C D
The administrator assists in recruiting new council members.	A B C D	A B C D
The administrator sees that committees have adequate assistance (data, personnel, materials) to carry out their tasks.	A B C D	A B C D
Demonstrates Accountability		
The administrator is responsible for fulfilling his/her job description in a satisfactory manner as it relates to the council.	A B C D	A B C D
The administrator is responsible for implementing loyal and diocesan policies.	A B C D	A B C D
The administrator is responsible for completing the tasks assigned as an outgrowth of the council's formal goal setting sessions.	A B C D	A B C D
The administrator is responsible for compliance with diocesan guidelines.	A B C D	A B C D