

XBSS Board Performance Rubric

Responsibilities	Unsatisfactory	Basic	Proficient	Distinguished	Comments
Clarify the school's mission as a Catholic secondary school under the sponsorship of the Xaverian Brothers	Does not consider the mission of the school or of XBSS	Uses mission statement as part of Board meeting prayer; has copies of "stained glass windows" booklets; participates in mission effectiveness process	Board provides itself time to reflect on and come to a deeper understanding of the mission and vision of the school and XBSS	Uses the mission statement in making Board decisions; supports faith formation for all constituencies; finds ways to extend the benefits of Xaverian education to the poor and marginalized	
					Priority for next two years: Low Medium High
Monitor and evaluate the performance of the Chief Administrator	Does not provide feedback or formal evaluation to Chief Administrator	Board chair meets with Administrator after executive session to share feedback	Management letter with feedback is provided to Administrator with copies to Board members; formal end of the year evaluation process based on goals set for the year	Annual goals that support the professional growth of the Chief Administrator are established and monitored	
					Priority for next two years: Low Medium High
Develop and approve long-range plans for the school	No long range plan other than re-accreditation process	Long range plan is outlined but implementation is not monitored	Board provides leadership for long-range plan and implementation	Board uses strategic plan in establishing annual goals and driving the work of the committees	
					Priority for next two years: Low Medium High
Periodically review policies and procedures in light of applicable state and federal regulations	No review by Board; assumes school administration does review	Legal counsel performs periodic review	Included in charge to appropriate committees and with reports back to the Board as needed	Board keeps current and monitors compliance; has a process for reviewing policies and procedures in light of regulations and mission	Priority for next two years: Low Medium High

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Secure financial solvency	Little or inconsistent budget monitoring; emphasis on fund-raising rather than development	Board receives quarterly financial statements and final audit report; development committee seeks sources of funding	Active finance and development committees; Board uses audit information in reviewing trends and establishing benchmarks for the future	Board develops 3 to 5 year financial forecasts updated annually; has a plan for tuition and development goals	<div style="border: 1px solid black; padding: 2px;"> Priority for next two years: Low Medium High </div>
Require legal and ethical integrity and maintain accountability	No review of Board Handbook or monitoring of business relationships	Conflict of interest forms are signed annually; Board handbook is reviewed	Board conducts periodic "audits" as outlined in conflict of interest policy	Board aims for transparency; regularly reviews major business relationships to verify they are in the school's best interests	<div style="border: 1px solid black; padding: 2px;"> Priority for next two years: Low Medium High </div>
Develop adequate communication between the Board and the school community, the diocese, the local church and civic community	No efforts to communicate	Board membership and initiatives are identified in major school publications/ communications	Collaborative relationship is established between Board and school community and between school and diocese and XBSS schools and sponsorship office	Board builds an atmosphere of collegiality among all elements of the school, local communities, diocese and XBSS	<div style="border: 1px solid black; padding: 2px;"> Priority for next two years: Low Medium High </div>
Evaluate the performance of the Board as a whole and of individual members.	No evaluation process	Nominating committee keeps list of representative strengths and constituencies on Board	Nominating committee proposes assessment process and results are used for goal setting	Board regularly assesses its own effectiveness and communicates its formational needs to the XBSS office.	<div style="border: 1px solid black; padding: 2px;"> Priority for next two years: Low Medium High </div>