

BOARD AND SUPERINTENDENT OPERATING AGREEMENTS

PURPOSE

The board of directors is the educational policy making body for Oregon's public schools. To effectively meet district challenges, the school board and superintendent must function together as a leadership team. In order to ensure unity among team members, effective group agreements must be in place. The following are examples of agreements from various districts and the OSBA.

INFORMATION REQUESTS

**** Individual board member information requests shall go to the superintendent and the superintendent will respond back to all board members.***

* The superintendent will determine how to proceed with board requests that require staff work. If a request entails a large amount of staff time, the request will be added to a future board agenda for the board to determine if the request is a reasonable use of staff time.

PERSONNEL ISSUES

**** Board members must recognize they supervise only one employee and that is the superintendent.***

* Board members must realize that they individually do not direct the staff; they direct the superintendent as a board.

* When board members have concerns they shall refer them to the superintendent. Board members will not make their own investigations.

SPEAKING WITH ONE VOICE

**** Board members must publically support decisions of the majority after honoring the right of individual members to express opposing viewpoints and vote their convictions.***

* Board members will show respect for all, this includes fellow board members, staff, and the community.

* The board chair, vice chair and superintendent will confer with each other, when possible, before responding to the media and community as the official voice of the board and one of the three will act as the spokesperson each time. The remaining board members will be notified immediately regarding the message.

SUPERINTENDENT AND BOARD RELATIONS

**** The superintendent will communicate with the board in a timely manner about issues of concern to the district.***

* The board chair and vice chair will meet with the superintendent monthly to plan and set board meeting agendas and strategize on how to address key issues.

**** The board and superintendent will review, revise and recommit to these agreements yearly.***

*** Board members will remind one another in a respectful manner when a member is violating one of these agreements.**

* The superintendent and board members will be open to suggestions for improvement.

* The superintendent, unless circumstances prevent it, will provide the board with a weekly summary report of what has happened in the district the past week and include comments about the coming week.

MEETINGS AND AGENDAS

* The board packet will be sent to board members at least five days prior to regularly scheduled board meetings. The board will be notified if there is a delay.

**** Board members will contact the superintendent prior to meetings with any questions about agenda items. The superintendent's response will be shared with all board members.***

* Board members will come prepared for the meetings by having read all packet materials.

* The board and superintendent will seek to include multiple perspectives on agenda items of key concern for the community in order to provide balanced conversations.

* The superintendent will have the role of parliamentarian at board meetings to help ensure each motion is clear and there is not any missing or misunderstood information.

* Individual board members may request that items be added to the agenda by contacting the superintendent or board chair. At the end of each meeting, the board chair may allow time to discuss future agenda items.

* Public input may be limited to three minutes per person unless adjusted by the board chair for a particular meeting. Groups will be encouraged to appoint a spokesperson so the same information is not repeated. Individuals must sign in and identify themselves prior to speaking at board meetings.

* When applicable, student representatives to the board shall be given opportunities to express opinions on action items prior to the board taking a vote.

SCHOOL VISITATIONS

*Board members are encouraged to visit schools. Such visits will be planned in advance with the superintendent and school principal. During these visits board members will wear a district badge that indicates the individual is a board member. When board members visit schools as a parent or volunteer they will sign in at the office and ask for a visitor's badge.