

CLATSKANIE SCHOOL DISTRICT BOARD AND SUPERINTENDENT WORKING AGREEMENTS

Purpose:

The Board of Directors is the educational policy making body for Clatskanie School District. To effectively meet the District's challenges the School Board and Superintendent must function together as a leadership team. To ensure unity among team members, effective group agreements must be in place. The following are the group agreements for the Board and Superintendent.

The Board Job Description:

Priority Agreements

1. Set the long-term direction of the District through the mission, vision, and goals.
2. Recognize and respect the Superintendent's responsibility to manage the school district and to direct employees in district and school matters.
3. Supervise the hiring, performance evaluation and other personnel management processes related to the Superintendent.

Additional Agreements

4. Work with the Superintendent as a team, recognizing that the Superintendent is the Board's advisor.
5. Be accountable for the financial stewardship of the District, including aligning financial resources with goals, setting expectations, and monitoring progress.
6. Focus on policy making, planning and evaluation, rather than day-to-day operations.
7. Make decisions as a whole Board only at properly called meetings. Board members recognize that individual members have no authority to take individual action in policy or district and school administrative matters.
8. Members will give careful consideration to all issues brought to you by individuals and special interests. Actively solicit input and listen to all perspectives. Will operate as representatives and make decisions in the best interest of the whole district. Value the role we play in the community and represent the district, when possible, by attending school and community functions.

Role of the Board Leadership (Chair):

Priority Agreements

1. Recognize the role of the Chair to speak for, and about, the Board, and to describe the Board's process and positions. Recognize the role of the Chair to convene meetings, develop the agenda with the Superintendent and execute documents as appropriate.
2. Assist the Superintendent in communicating important information to the full board. Keep Board members apprised of information exchanged with the Superintendent.
3. Practice of avoiding surprise items at board meetings.

Additional Agreements

4. Communicate with individual Board members' concerns shared with the chair by other board members regarding issues agreed to in the working agreements or group operating norms.
5. A willingness to participate in professional development activities at the local, state and national level.
6. An effort to foster unity, harmony and open communications within the Board.
7. An understanding of the relative or complementary role of the Superintendent and Board in policy making.
8. Insistence on all available facts and data before making a decision.
9. Willingness to study and evaluate educational issues affecting the school district.
10. Integrity of the highest order.

Meeting Operational Agreements:

Priority Agreements

1. Attend regularly scheduled Board meetings unless prevented by sickness or prior notice not to exceed four consecutive board meetings in a row.
2. If a Board member misses four consecutive board meetings in a row, the Board may take action to remove the member.
3. Actively solicit input, listen to all perspectives and give careful consideration to all issues. It is important to include multiple perspectives on agenda items of key concern for the community or staff in order to provide a balanced conversation. Make decisions in the best interest of the whole district, always keeping students in mind.
4. Demonstrate confidentiality of matters discussed in Executive Session Board meetings, as required by law.

Additional Agreements

5. The board packet will normally be delivered to Board Members five days in advance of regularly scheduled Board meetings. The Board will be notified if there is a delay.
6. Prepare for the board meetings by reading material ahead of the meeting and asking questions that you have of the Superintendent or members of the Executive Time people to the day of the meeting if possible. If, after you have asked questions, you intend to pull something from consolidated action, please notify the Board Chair and/or Superintendent before the meeting.
7. Board members will show respect at Board meetings and refrain from surprising or embarrassing other Board Members, administrators, staff members or the audience.
8. The Superintendent will act as parliamentarian at Board Meetings to help ensure each motion is clear and there is no missing or misunderstood information.
9. Support decisions that have been made by the Board after honoring the right of the individual members to express opposing viewpoints and vote their convictions.
10. Whenever possible, Board members and the Superintendent should not introduce new items for discussion unless other Board members and the Superintendent have had prior notice and understand the issue in question. Last minute items which fall within the

budget but are necessary for the ongoing, timely operation of the district will be allowable (approving hires, meeting grant deadlines, etc.)

11. The Board and Superintendent will strive to not have any surprises by keeping each other and the Superintendent fully informed before the meeting of issues or controversial situations which they are aware of and may come up at the meeting.

Superintendent: The superintendent will provide data to the board so that data driven decisions are made.

The board acts as a body to make effective decisions.

Board: No board member has the authority to speak for the board without board action and direction. All board members should support board decisions regardless of how individuals voted.

Superintendent: The superintendent will follow board policy when making daily decisions and will keep the board apprised of key initiatives, decisions, and personnel changes.

Signatures of Agreement

Adopted: 9/12/2023

Superintendent: DH

Board Chair: Megan Evenson

Board Vice Chair: Karen Nais

Board Member: [Signature]

Board Member: [Signature]

Board Member: Leahy Longel