

**COOS BAY PUBLIC SCHOOLS  
BOARD OF DIRECTORS  
MILNER CREST EDUCATION CENTER  
1255 HEMLOCK AVE., COOS BAY, OR 97420  
September 23, 2013**

**AGENDA**

**6:00 PM**     **SPECIAL BOARD MEETING** — Pledge of Allegiance and Welcome

**1.     APPROVE AGENDA**

**2.     BOARD ITEMS**

- A.    \*Review Board and Superintendent Working Agreement
- B.    \*Review 2012-13 Board Goals; Draft 2013-14 Board Goals
- C.    \*Review 2012-13 Superintendent Goals; Draft 2013-14 Goals

**3.     ADJOURN MEETING**

**CALENDAR**

<b>Date</b>	<b>Event</b>
10/1	Superintendent's Education Conversation with Staff @ Blossom Gulch, 4:00
10/2	Coos Bay Schools Facilities Outreach Committee @ Milner Crest @ 5:30
10/14	Regular School Board Meeting @ Milner Crest, 6:00 PM
10/17	OSBA Regional Meeting @ Bandon High School, 6:00 PM
11/14 - 11/17	OSBA Annual Convention in Portland, OR

Visit the District's Webpage at <http://www.cbd9.net>

\*        Material attached.

\*\*       Material available at meeting.

# **COOS BAY PUBLIC SCHOOLS BOARD AND SUPERINTENDENT WORKING AGREEMENT**

## **A. PURPOSE OF AGREEMENTS**

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

## **B. THE BOARD JOB DESCRIPTION AND RELATIONSHIP WITH SUPERINTENDENT**

1. Set the long-term direction of the District through the mission, vision, goals, and priorities.
2. Focus on policymaking, planning and evaluation.
3. Maintain effective two-way communication with students, staff and the public.
4. Understand that as an individual, a Board member has no authority. It is when acting as a body that a majority of the Board has influence.
5. Be accountable for the financial stewardship of the District, including aligning resources with goals and priorities, setting expectations, and monitoring progress.
6. Manage Board processes, including operating agreements. Actively pursue opportunities to give and receive feedback regarding Board member performance as responsible communicators. Participate in an annual self-assessment of the Board's performance.
7. Deliberate and make decisions in accordance with public meeting law.
8. Set priorities for Board professional development annually.
9. Supervise the hiring, performance evaluation and other personnel management processes related to the Superintendent.
10. Work with the Superintendent as a team, recognizing that the Superintendent is the Board's advisor.
11. Respect the Superintendent's responsibility to manage the day-to day operations of the District and to direct employees in District and school matters.
12. Integrity of the highest order.

## **C. ROLE OF BOARD LEADERSHIP (CHAIR)**

1. Manage the Board's process; convene meetings; develop the Board agenda with the Superintendent, seek Board member input; and execute documents, as appropriate.
2. Serve as the authorized spokesperson for the Board with regard to Board policy, processes and decisions. The Chair may delegate this responsibility to other Board members and/or the Superintendent.

3. 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.
4. Facilitate the orientation of new Board members.
5. Assist the Superintendent in communicating important information to the full Board. Keep Board members apprised of information exchanged with the Superintendent.
6. The Vice Chair will perform these duties when the Chair is not available.

#### **D. ROLE OF THE SUPERINTENDENT**

1. Manage the day-to day operations of the District.
2. Work as a team with Board members.
3. Work with the Board to establish a clear vision for the District and affirm it annually.
4. Collaborate with the Board to set annual District goals.
5. Provide data to the Board members so that data driven decisions can be made.
6. Inform the Board of all critical information including relevant trends, anticipated adverse media coverage or critical external or internal change.
7. Communicate with Board members promptly and effectively. Treat all Board members professionally.
8. Work with the Chair and Vice Chair to effectively bring information and issues to the Board so that it can make proactive data driven decisions on policy and budget/revenue issues.
9. Represent the school district by being visible in the community.

#### **E. MEETING OPERATIONS AND DECISION MAKING**

1. Respect the schedule starting and ending times for meetings.
2. Attend regularly scheduled Board meetings unless prevented by sickness or an unavoidable cause.
3. Uphold the legal requirement for confidentiality on all matters arising from the Board meeting in Executive Session.
4. Cooperate in scheduling special meetings and/or work sessions for planning and training purposes.
5. Prepare for Board meetings by reading materials ahead of the meeting and asking questions that you have of the Superintendent or Board chair prior to the day of the meeting if possible.
6. Make it a goal to make no new proposals on the night that the Board is schedule to make a decision or take action. Communicate concerns or questions to Board Chair and the Superintendent prior to a public meeting. Try to avoid Surprises.
7. Cast a vote on all matters except when a conflict of interest arises.
8. Uphold decisions that have been made by the Board.

#### **F. COMMUNICATION**

1. Communicate openly and honestly.
2. Respect differences and listen well and for positive intent.

3. Operate as representatives and make decisions in the best interest of the whole District.
4. Focus on the situation, issue, or behavior, not the person.
5. When a Board member receives an informal complaint, listen carefully and empathetically. Direct the person to solve the problem at the lowest level.
  - a) Please talk with the teacher
  - b) Please talk with the principal.
  - c) Please talk with the Superintendent
6. Formal complaints must be put in writing and signed by the complainant. These are heard by the Superintendent or designee pursuant to Board policy. Complainant may appeal the Superintendent's decision to the School Board.
7. If a complainant is unwilling to speak to the Superintendent, a Board member may share the issue and the source of the complaint, concern, or criticism of the District to the Superintendent. The Superintendent will keep the Board informant "source" confidential at the request of a Board member but every effort should be made to encourage trust and open communication. This is the best hope for full understanding and resolution.
8. When the Board receives communication from the community, the chair will respond or will delegate that responsibility to another Board member. A "footnote" statement will be added to the bottom of the chair's email so that patrons understand that it is the practice of the Board that the chair will be responding on behalf of the Board. The footnote will state, "The Board Chair responds to communications sent to the full Board. School Board members only deliberate when gathered as a quorum as outlined in the Public Meeting Law. To assure that Board conversations and deliberations do not occur on communications, the Board Chair will respond on behalf of the Board. All Board members receive communications that come from the community and the response given by the Board Chair."
9. When a single Board member receives a communication from a member of the public she/he may respond to that patron as an individual. The Board member may elect to forward the email and his/her response to the Board chair if she/he wishes.
10. Responses to community communications should occur within 36-72 hours of receipt of the communication. The chair will delegate if he/she is unable to meet this time frame.

Signed this 10<sup>th</sup> day of September, 2012

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Superintendent

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Board Chair

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Board Member

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# COOS BAY PUBLIC SCHOOLS

Blossom Gulch Elementary School ★ Madison Elementary School  
Millicoma School ★ Sunset School ★ Marshfield High School ★ Harding Learning Center

**LEARNING FOR ALL – WHATEVER IT TAKES!**

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## COOS BAY PUBLIC SCHOOLS SCHOOL BOARD GOALS 2012-2013

### **Student Achievement**

- The School Board will seek continuous improvement of the district's educational programs through collaborative planning, policy implementation and professional learning communities.
- The School Board will adopt a long range plan to support student achievement through the implementation of the Common Core State Standards and the implementation of the achievement compact.
- The School Board will conduct ongoing data driven assessments of calendar, grade structure and curricular options.
- School Board members will support a system that recruits, develops and retains highly qualified educators.

### **Accountability**

- The School Board will continue its professional development by attending educational conferences, reading research-based books and journal articles, and increasing its awareness of best practices in education.
- The School Board will adopt and adhere to School Board agreements to guide their work and inform the work of school district staff.
- The School Board will develop measurable Superintendent Goals around communication, accountability, facility infrastructure, and student achievement. The School Board will hold our Superintendent accountable for these goals.

### **Communication**

- The School Board will engage in a community visioning process.
- The School Board will adhere to high ethical standards in all communications.
- School Board members will regularly visit school facilities and attend school events, strengthening the relationship with the schools and their families.
- The School Board will work with labor representatives in a fair, honest, respectful, and conscientious manner in order to mutually negotiate labor contracts based on the needs of the District and economic conditions.

### **Facility & Infrastructure Management**

- The School Board will develop, with continued and increased involvement of the public, a comprehensive facilities plan for all real property that will not only improve educational opportunities for all students, but place the district in a position to meet the challenges facing education now and in the coming years.

**Coos Bay Public Schools  
Superintendent Goals  
2012-2013**

**Student Achievement**

**The Superintendent will lead the district in the collaborative implementation of non-negotiable goals for student learning and instruction, creating a culture where student learning is our primary focus. Support a system which supports learning as our top priority and one that is supported by every other goal we put into place.**

The Superintendent will:

- \*Lead and empower the Coos Bay School District's Professional Development Committee so that all educators in the district belong to at least one high functioning professional learning community (PLC) focusing on student learning improvement goals for 2012-2013.

- \*Facilitate the work of the Professional Development Committee in implementation of data driven decision making in instruction and staff development for student achievement throughout the school year.

- \*Lead the district Achievement Compact work to assure equitable access to excellence in education including developing a diverse team to oversee this effort as per legislation, monitoring the goals and setting new goals for 2013-2014.

- \*Continue to lead the implementation of the new Common Core State Standards k-12 district-wide. All PLCs will have standards-based common formative assessments in use by second semester.

- \*Facilitate the implementation of Synergy to ensure visibility of accurate student data to staff.

- \*Support our district to engage, educate and empower parents as partners in both district and school improvement efforts through Title and Site Teams as well as the Superintendent Advisory Team as evidenced by the creation and implementation of Parent Compacts, the review and editing of the Parental Involvement Board Policy and support documents, and tracking of parent involvement as indicated by grant requirements.

**Accountability**

**In a culture where teaching and learning are the top priority, the individuals within the system are accountable to and for one another. The Superintendent will set clear guidelines and expectations and provide resources, training and create systems to monitor efforts toward student achievement. There must be collaborative goal setting, alignment of resources to support these goals, modeling of learning and improvement from all levels of administration, and shared accountability through continuous assessment and improvement.**

The Superintendent will:

- \*Model and monitor instructional leadership for administrators. Building administrators will be in classrooms and common areas supporting teaching and learning – every classroom every week with high quality instructional feedback provided to licensed staff monthly

- \*Work collaboratively to develop new evaluation systems for licensed and administrative staff by April, 2013.

- \*Evaluate principals and department heads in relation to student learning and achievement compact goals.
- \*Actively participate with the School Board in the Lighthouse Project through OSBA.
- \*Collaboratively evaluate the new weekly schedule and other potential models for our district and make recommendations to Board and make recommendations for 2013-2014 by January 2013.
- \*Assure educator and administrator access to resources and training to improve student achievement so that 100% of staff participation in out of district PD is monitored and assessed for impact on student learning.
- \*Facilitate Assessment Reports of student learning and achievement compact goals to Board and community twice per annum.

## **Communication**

**Public school systems are interdependent with the communities they serve. The Superintendent will maintain positive and effective communication which supports a community understanding of and engagement in the work of our schools and our focus on student achievement.**

The Superintendent will:

- \*Maintain a schedule and demeanor which allow for and encourage availability of the Superintendent to those we serve and allow for 10 hours per week in the schools, attendance at PD and administrative meetings, participation in a community service group, partnership with a community coalition: Coos County Nurturing Community Coalition, updated quarterly website letter and 10 listening sessions in 2012-2013 reaching 300 parents.
- \*Conduct intentional and comprehensive efforts to create and improve communication systems which facilitate parental empowerment, staff and community collaboration and educational efficiency.

## **Infrastructure**

**The work of our dedicated and skilled staff must be supported by infrastructures (facilities, technology, structures and equipment) which assure not only a safe, warm and welcoming environment, but one which is conducive to excellence in instruction and results in improved student achievement. The Superintendent will allocate and leverage assets, supervise the development of both a short and long term plan for and monitor the efficiency of our current infrastructure.**

The Superintendent will:

- \*Facilitate the collaboration of Curriculum and Technology staff to evaluate current technology and infrastructure for efficiency/redundancy and support of student learning to make presentation to the Board regarding technology supporting education in March 2013.
- \*Continue to work with the Facilities Committee in the Community Visioning Process.