

**COOS BAY PUBLIC SCHOOLS
BOARD OF DIRECTORS**
MILNER CREST EDUCATION CENTER
1255 HEMLOCK AVE., COOS BAY, OR 97420
August 22, 2015

AGENDA

9:00 AM **SPECIAL BOARD MEETING** — Pledge of Allegiance and Welcome

1. APPROVE AGENDA

2. LIGHTHOUSE PROJECT

- A. The Year in Review
- B. The Year Ahead
 - 1. Distributed Leadership
 - 2. Community Connections
 - 3. **Goal-Setting

3. BOARD ITEMS

- A. Oregon School Board Association (OSBA) Fall Regional Convention and Annual State Convention, November 12 – 15, 2015
- B. ** Review Board and Superintendent Working Agreement
- C. ** Review 2014-2015 Board Committee Assignments; Draft 2015-2016 Committee Assignments

4. ADJOURN MEETING

CALENDAR

Date	Event
8/24	Special Board Meeting with Executive Session, 5:30 @ Milner Crest Education Center
8/25	Special Board Meeting with Executive Session, 5:30 @ Milner Crest Education Center (if necessary)
8/26	Special Board Meeting with Executive Session, 5:30 @ Milner Crest Education Center (if necessary)
8/25 & 8/26	New Staff Orientation Days @ Milner Crest
8/26 – 8/28	Registration at the schools. Go to www.cbd9.net for more information
8/31	All staff return to work
9/1	All Staff Inservice @ 10:00 AM, MHS Auditorium
9/7	Labor Day Holiday
9/8	First day of school for 1 st – 7th Grades and Orientation for MHS 8 th Grade
9/8 – 9/11	Week of Kindergarten Orientation appointments
9/9	First day for MHS 9 th – 12 th
9/14	First day for Kindergarten @ Blossom Gulch & Madison Elementary Schools
9/14	Regular School Board Meeting at Milner Crest, 6:00 PM
11/12 - 11/15	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

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

LEARNING FOR ALL – WHATEVER IT TAKES!

SCHOOL BOARD GOAL

2014-15

Professional learning teams will be fully implemented throughout the district.

- 1. Identified curricular standards in every class/subject**
- 2. Curriculum analyzed for scope and sequence/pace**
- 3. Common formative assessments created and implemented**
- 4. Data from common formative assessments used to design targeted standards based instruction**
- 5. Ongoing analysis of student achievement and adjustment of instruction**
- 6. The Superintendent will facilitate progress monitoring a minimum of three times a year**

Adopted September 15, 2014



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!

SUPERINTENDENT GOAL 2014-2015

During the 2014-2015 school year, the Superintendent will facilitate a Professional Learning System in Coos Bay Schools assuring the full implementation of Professional Learning Communities including standards-based instruction, data driven classified and certified professional development, the use of common formative, interim and summative assessments, targeted standards-based interventions and continuous improvement of instruction and learning.

To reach this goal the Superintendent will assure that:

1. Identified curricular standards are in place and used in every class/subject by January 2015.
2. Curricular agreements are in place in every core course/subject regarding scope and sequence/pacing by January 2015.
3. Common formative assessments are created and implemented across teacher teams and within like courses/grade levels/subjects for core classes by January 2014 and for all courses/grade levels/subjects by June 2015.
4. Data from these common formative assessments will be used to design targeted standards based instruction in every school.
5. Ongoing analysis of student achievement and appropriate adjustment of instruction occurs
 - a. In every classroom- every instructional period
 - b. In every teacher team- at least every other week
 - c. At every school- monthly
 - d. District-wide- quarterly
6. Progress monitoring will be facilitated a minimum of three times a year

COOS BAY PUBLIC SCHOOLS BOARD AND SUPERINTENDENT WORKING AGREEMENT

2014-2015

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 15th day of September, 2014

Superintendent

Board Chair

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member

COOS BAY PUBLIC SCHOOLS
BOARD OF DIRECTORS
COMMITTEE & BOARD REPRESENTATIVE
APPOINTMENTS
2014-2015 School Year
(By Committee)

Committee

Administrative Compensation	Moore, Christiana, Martin
Facilities Planning	Place, Martin, Aley
Negotiations - Classified	Martin, Christiana, Moore Alternate: Place
Negotiations - Licensed	Martin, Moore, DeLeon Alternate: Place
Policy	DeLeon, Martin, Christiana Alternate: Martin
Superintendent Evaluation	DeLeon, Place, Fields

Representatives

Professional Services Evaluation	Place
Resource Link Advisory Council	Fields
Scholarship Committee	Aley
ESD Budget Committee	DeLeon
Insurance Committee	Fields
Licensed Evaluation Committee	Fields, Moore
Administrative Evaluation Committee	Martin

Adopted 2014-09-15