

COOS BAY PUBLIC SCHOOLS
BOARD OF DIRECTORS
Milner Crest Education Center
1255 Hemlock Ave., Coos Bay, OR 97420
October 24, 2016

AGENDA

- 5:30 PM** **CALL TO ORDER**
Pledge of Allegiance and Welcome
- 1.** **APPROVE AGENDA**
- 2.** **DISMISS TO EXECUTIVE SESSION**
Based on ORS 192.660(2)(a) To consider the employment of a public officer, employee, staff member or individual agent.
- 3.** **ACTION ITEMS TO CONSIDER**
A. **Approve Temporary Hire
B. **Approve Staff Request
- 4.** **WORKSHOP**
A. **Board/Superintendent Working Agreement
- 5.** **ACTION ITEM TO CONSIDER**
A. Approve Board/Superintendent Working Agreement
- 6.** **ADJOURN MEETING**

The meeting location is accessible to persons with disabilities. Request for other accommodations should be made to Peggy Ahlgrim at 541-267-1310, 541-269-5366 (fax) or peggya@coos-bay.k12.or.us

* Available in packet

** Available at meeting

Visit the District's Webpage at www.cbd9.net

Upcoming Events

Date	Event
10/25	Policy Committee @ 8:00 AM at Milner Crest
11/2	Policy Committee @ 8:00 AM at Milner Crest
11/11 – 11/13	OSBA Annual Convention in Portland
11/14	Regular School Board Meeting
11/16	Policy Committee @ 8:00 AM at Milner Crest

COOS BAY PUBLIC SCHOOLS BOARD AND SUPERINTENDENT WORKING AGREEMENT

2014-20152015-2016

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 to engage in ongoing professional developmentprofessional 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.~~
- 4.3. Collaborate with the Board to set annual District goals.
- 5.4. Provide data to the Board members so that data driven decisions can be made.
- 6.5. Inform the Board of all critical information including relevant trends, anticipated adverse media coverage or critical external or internal change.
- 7.6. Communicate with Board members promptly and effectively. Treat all Board members professionally.
- 8.7. 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.
- 9.8. 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 a n-informal complaint or concern, 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 processed according to Board policy. ~~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.~~
- 8.7. 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."
- 9.8. 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.
- 10.9. Responses to community communications should occur within 36-72 hoursthree working days 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

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 that 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, including 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 the 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 that each motion is clear and that 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 that 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.