

SOUTHERN OREGON ESD

BOARD & BOARD-SUPERINTENDENT OPERATING AGREEMENT

PURPOSE:

The board of directors is the educational policymaking and governing body for Southern Oregon Education Service District (SOESD). To effectively meet the system's challenges the ESD board and superintendent must function together as a leadership team. To ensure unity among team members, the board and superintendent will follow these group agreements.

BOARD AGREEMENTS:

1. **Children's interests come first.** The board will improve student learning and enhance the quality of instruction provided to all students.
2. **Support and own the collective decision-making process.** The board recognizes that decisions are made by a majority vote; and that once a decision is made it should be supported by all board members.
3. **Exemplify the governance and oversight role.** The board and superintendent will support the policies the ESD has in place. We will continue to stay informed, review policies for effectiveness and appropriately engage key stakeholders in the development and review of policies. We will maintain and apply policies consistently while being cognizant of and recognizing the potential uniqueness of any given situation.
4. **Meeting protocols.** Conduct at a board meeting is very important. We desire to have a legacy of a well-functioning, effective board. We agree to avoid words and actions that create a negative impression on an individual, the board or the ESD. We will be open-minded and willing to listen to all board members, the superintendent, speakers, and presenters. We agree that we can disagree and will do so using common courtesy and respect for others.
5. **Avoid marathon board meetings.** We will practice efficient decision-making. Board meetings are for decision-making, action and votes, not endless discussion. We agree to come prepared, read the board packet in advance and practice parliamentary procedure in meetings. To be efficient and effective, long board meetings should be avoided. If a board member believes they don't have enough information or have questions, they should communicate directly with the superintendent or board chair before the meeting.
6. **Speak to agenda issues.** The board will follow the appropriate public comment policy and not converse with the audience. We agree to speak about the issues on the agenda and attend to our fellow board members. Facts and information needed from the ESD administration, staff, and community members will be referred to the superintendent.
7. **Don't spring surprises.** The board recognizes that "good," "timely," "open" and "constant" communication regarding ESD issues is extremely important. We agree to be respectful and ask the board chair or the superintendent to place an item on the agenda instead of bringing it up unexpectedly at the meeting. We will communicate directly with the superintendent or board chair prior to meetings to address questions and/or concerns about agenda items. Surprises to the board or the superintendent will be the exception, not the rule.
8. **Follow the chain of command.** Board members will follow the chain of command and communicate directly with the superintendent when a question arises, or a concern or complaint is voiced by staff, students, or community members. The board is the last stop, not the first; and will follow the appropriate public complaint policy, KL/KL-AR.



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9. Per policy BG – board-staff communications. The basic line of communication will be through the superintendent. Visits by board members will be conducted only under Board authorization and with full knowledge of staff, including the superintendent and other supervisors.
10. We agree to avoid serial communications. The board will not discuss board business even if it constitutes less than a quorum via emails, texts, social media or other electronic applications.
11. The board will use their board ESD email for correspondence. Per policy IIBGA-AR, e-mail sent or received by a Board member or employee in connection with the transaction of public business may be a public record and subject to state archivist rules for retention and destruction.

BOARD EXPECTATIONS OF THE SUPERINTENDENT:

1. Work with the board to establish a clear vision for the ESD.
2. Provide data to the board members so that data-driven decisions can be made about the services we provide.
3. Inform the board of all critical information including relevant trends, anticipated adverse media coverage or critical external or internal change.
4. Provide follow-up information to board members on concerns and issues they have referred to the superintendent—close the communication loop when doable/allowable.
5. Distribute the board agenda by end of day Friday prior to the regularly scheduled board meetings on Wednesday of the following week, except when major holidays fall on Friday.

SUPERINTENDENT’S EXPECTATIONS OF THE BOARD:

1. Willingness to share the success, challenges or concerns of the ESD with the superintendent.
2. Practice of avoiding surprise items at board meetings.
3. Recognition of the superintendent as the educational leader of the ESD.
4. Study and evaluate issues affecting the ESD, while also considering the superintendent’s recommendations and input.

SIGNATURES OF AGREEMENT:

Date _____



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