Corbett School District Board and Superintendent Working Agreements

For the purpose of enhancing teamwork among members of the board and between the board and the administration, we, the members of the School District Senior Leadership Team (board and superintendent), do hereby publicly commit ourselves, collectively and individually, to the following operating protocol:

- **Board Roles and Responsibilities**
  - We serve our school district with integrity and respect.
  - We center the academic, social-emotional, and long-term well-being of students in every decision.
  - We attend all Board meetings, in person or virtually, to the greatest extent possible.
  - We focus on governance: policy-making, strategic planning and evaluation (curriculum, district performance and superintendent).
  - We conduct an annual Board self-evaluation.
  - We do not have a role in District personnel matters except as outlined in Board Policy.
  - We route complaints in accordance with Policies BBA and KL.

- **How the Board Engages with the Superintendent and District**
  - We provide direction and counsel, while the Superintendent and District Staff run the day-to-day operations of our District.
  - We follow District policies and agreed channels of communication.
  - We set goals for the Board and the Superintendent, with regular check-ins and a clear and fair evaluation process.
  - We seek to understand the type of input required from the board when receiving District presented materials, and provide the requested information and feedback.
  - We proactively communicate, sharing questions with the superintendent in advance of board meetings, reaching out as needed with questions/concerns or to share information, and responding to communications in a timely manner.
  - The Board Chair is the primary liaison between the Superintendent and the Board. The Chair's responsibilities include setting Board meeting agendas with the Vice Chair, chairing Board meetings, and other collaboration with the Superintendent as needed. The Chair also responds to emails sent to the board and includes the Vice Chair in their responses.
  - The Superintendent will communicate with the Board in a variety of ways, including: Friday Board updates, interim updates as needed, texts during crisis/evolving events, regularly scheduled 1:1 meetings, phone calls as needed, and 2 or 3:1 meetings as needed.
  - The Superintendent will routinely invite the Board to events that are happening in the District.

- **How We Operate and Make Decisions Together**
  - We aim for no surprises between Board Members, the Superintendent, District Staff, and our community at large.
  - We prioritize public transparency where possible, including on the Consent Agenda and other non-confidential issues.
  - We maintain confidentiality where it is required and aim to adhere to the letter and spirit of Oregon Public Meetings Law.

- We notify building leadership before making a site visit in our capacity as board members.
- We engage in open conversation, seek different perspectives, and listen with curiosity and respect.
- We take our responsibilities seriously, make decisions thoughtfully, and then support those decisions as a unified board even when consensus is not achieved.
- We are equally thoughtful when we discuss District business outside of meetings, including on social media, recognizing that such conversations may violate Oregon Public Meetings Law and erode community trust in the Board and District.
- We conduct our meetings efficiently and effectively, ensuring that all participants have the necessary information to fully participate.