

**SHERIDAN SCHOOL DISTRICT 48J**  
**BOARD OF DIRECTORS WORKING AGREEMENT 2016/2017**

**Purpose:**

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

**The Board Job Description:**

1. Members of the Board and the Superintendent shall work together as a team.
2. Focus on policymaking, planning and evaluation, rather than day-to-day operations.
3. Establish district goals and monitor the progress toward their accomplishment.
4. Hire, evaluate, support, and dismiss the Superintendent.
5. Make decisions as a whole Board only at properly called meetings. Board Members recognize that individual members have no authority to take individual action in policy or district and school administrative matters.
6. Recognize and respect the Superintendents responsibility to manage the school district and to direct employees in district and school matters.
7. We will actively solicit input and listen to the community's perspectives in order to give careful consideration to all issues brought by individuals and special interests. We will operate as representatives and make decisions in the best interest of the whole district.
8. Value the role we play in the community and, when possible, attend school and community functions.

**Annual Planning and Evaluation:**

1. Establish annual goals and expectations and plan for monitoring goals and evaluation of board decisions. Prioritize our agenda items and work session topics. Periodically review our meeting topics.
2. Establish annual expectations and goals for the Superintendent.
3. Objectively evaluate the Superintendents performance on established

expectations and provide appropriate feedback.

4. Annually set priorities as a Board for Board professional development.
5. Participate in annual formal self-assessment of the Board's performance.

#### **Meeting Operational Agreements:**

1. Every effort will be made to come to meetings prepared, including requesting information 4 days prior to the meeting.
2. Perspective agenda items are communicated to the Board Chair.
3. Uphold the legal requirement for confidentiality on all matters arising from the Board Meeting Executive Session.
4. Public comment for non-agenda items will be heard at the beginning of the meeting. Public comment related to specific agenda items will be heard at the beginning of the agenda item. All public comments will be limited to three minutes. At no time will the Board engage in discussion with persons making public comment. Those making public comment will be thanked.
5. Start our meetings and target an end time and strive to end our meetings on time. The Chair will set estimated time frames for agenda items.
6. Attend regularly scheduled Board Meetings unless a situation occurs that makes attendance impossible.
7. Cooperate in scheduling special meetings and/or work sessions for planning and training purposes.

#### **Communication Agreements:**

1. Route questions or concerns voiced by a staff member, student, parent, or community member to the appropriate staff person. Ask them to let you know if the issue is not resolved. If the issue is not resolved, communicate directly with the Superintendent.
2. Communicate directly with the Superintendent or Board Chair prior to meetings of the Board to address questions and/or concerns about agenda items.
3. Support decisions of the majority after honoring the right of individual members to express opposing viewpoints and vote their convictions.
4. Communicate one-on-one, when an individual concern arises, with the Superintendent or other Board Members, as appropriate.

5. No individual Board Member, regardless of their position, has the authority to speak for the Board unless so authorized by the Board or articulating a board adopted position.
6. Allow board decisions to be implemented and plan for monitoring and evaluation of major board decisions.
7. Respect the ideas and opinions of other Board Members. Focus on issues, not personalities.
8. Two Board Members may request data from the Superintendent, unless the gathering of the data will take more than one hour of staff time. If the request will take more than one hour of staff time, the Board Member will refer the request to the full board. Information shared with one Board Member will be shared with all members.

**Role of the Chair:**

1. Publicly represent the Board and to describe the Board's process and positions.
2. Recognize the role of the Chair to develop the agenda with the Superintendent, convene meetings, and manage time in meetings.
3. Execute documents, as appropriate.

**Orientation of New Board Members:**

1. Assure timely orientation of new board members.
  - a. If workshop is available: need to attend Roles and Responsibilities Course

**Expectations of the Superintendent:**

1. Work as a team with Board Members.
2. Respect and acknowledge the Board's role in setting policy and overseeing the performance of the Superintendent.
3. Work with the Board to establish a clear vision for the school district.
4. Work collaboratively with the Board on strategic planning and to develop annual goals.
5. Provide objective data to the Board so that data driven decisions can be made.
6. Possess a working knowledge of all legal and local policies.

7. Inform the Board of all critical information, including relevant trends, anticipated adverse media coverage, or critical external or internal changes.
8. Distribute information to all Board Members.
9. Communicate with Board Members promptly and effectively.
10. Distribute the Board agenda by Friday prior to the regularly scheduled board meeting on Wednesday of the following week. Provide relevant reports prior to the meetings, when available.
11. Respect the confidentiality requirement of Board Meeting Executive Sessions.
12. Treat all Board Members professionally.
13. Communicate to individual Board Members if a problem or issue is observed developing with an individual Board Member.
14. Conduct a self-assessment prior to the Board's evaluation of the Superintendent's job performance.
15. Represent the school district by being visible in the community.
16. Provide follow-up information to Board Members on concerns and issues they have referred to the Superintendent.

Board Members:

Judy Breeden	Date	Steven Sugg, Superintendent	Date
Larry Deibel	Date		
Michael Griffith	Date		
Terry Chrisman	Date		
Jeff Ashlock	Date		