



BOARD MEETING DATE
October 24, 2011

**SCHOOL BOARD & SUPERINTENDENT
OPERATING AGREEMENT FOR 2011 - 2012**

POLICY ISSUE/SITUATION

The School Board and Superintendent Operating Agreement for 2011 – 2012 are being presented for approval.

RECOMMENDATION:

(11-90) BE IT RESOLVED that the School Board approve the School Board and Superintendent Operating Agreement for 2011-2012.

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans' status, genetic information or disability in any educational programs, activities or employment.

BEAVERTON SCHOOL BOARD & SUPERINTENDENT OPERATING AGREEMENT FOR 2011-2012

The Board is the educational planning and policy-making body for the District. The Superintendent is responsible for the operational execution of the District's goals and plans. To meet the District's challenges effectively, the Board and Superintendent must work together as a high-functioning leadership team. Toward that end, these operating agreements serve to clarify the complementary roles and responsibilities of the Board and Superintendent.

This document will be reviewed and amended annually to reflect current philosophy and procedures.

The Board and the Superintendent shall:

- Be dedicated toward the success of the students and staff of the District.
- Operate in a positive, honest and transparent manner.
- Treat each other with dignity and respect.

1. Governance

The Board shall:

- Lead through strategic-planning, policy-making, resource allocation, and community outreach.
- Recognize and support the Superintendent's authority to manage the day-to-day operations of the District.
- Monitor the District's progress and implementation of strategic goals.
- Agree to raise and discuss any issues of non-compliance with these operating agreements.

2. Communication & Complaint Process

The Board shall:

- Be committed to District communications that promote openness, understanding and inclusion of the diverse perspectives of the community.
- Effectively and tactfully use a variety of communication tools (i.e., e-mail, telephone).
- Clearly indicate that he/she is voicing his or her individual opinion, and not speaking on behalf of the Board, when discussing District issues outside of school board meetings.
- Recognize and support the Chair's role in responding to media requests and speaking on behalf of the Board.
- Refer community or staff concerns or complaints to the appropriate person in the system according to District Policy KL. If there is confusion on the person or department to pursue, the e-mail can be forwarded to the Superintendent's Office to be delegated appropriately.
- Direct Board questions or concerns directly with the Superintendent and/or members of the Superintendent's Council.

3. Meetings and Decisions

The Board shall:

- Govern as a legal entity and makes decisions only as a whole Board at properly noticed meetings. Board members recognize that individual members have no authority to take individual action.
- Follow a two-phase approach to decision-making on major issues. The first phase includes discussion, dialogue, and study. The second phase involves Board decision.
- Communicate in a polite and respectful manner even though disagreements may occur. Discussions between Board members will serve as a model for positive and constructive public dialogue.
- Honor the right of individual members to express opposing viewpoints and vote their convictions and then support decisions of the majority.
- Attempt to ask questions and communicate with the Superintendent and Superintendent's Council in a timely manner regarding agenda items prior to actual meetings.
- Actively participate in Board meetings with a focus on key policy issues and problem solving. Come to meetings with an open mind, and seek to clarify issues by soliciting each other's points of view.
- Focus on problem solving and move as a group toward consensus building/decision-making.
- Abstain from conducting Board business or decision-making outside of Board meetings or executive sessions.
- Respect the confidentiality requirement of Board Meeting Executive Sessions.

The Board Chair shall:

- Speak on behalf of the Board to the media with regard to Board policy and decisions.
- Ensure that new Board members are oriented to Board processes.
- Ensure the Board follows its own operating agreements and performance standards.
- Manage the communication flow for information requests.
- Work together with the Superintendent to develop efficient agendas with input from other Board members and staff, and encourage knowledgeable participation, thoughtful discussion and effective decision-making.
- Facilitate the meeting in a collaborative, focused and timely manner.

The Superintendent shall:

- Be responsible for the day-to-day operations of the District.
- Acknowledge the Board's role in planning, policy-making, evaluation and overseeing the performance of the Superintendent.
- Each year, prepare preliminary Superintendent goals and a self-evaluation for the Board's consideration.
- Provide data to the Board in order that data-driven decisions can be made.
- Inform the Board of significant information including anticipated adverse media coverage and significant developments related to Board policy.
- Work together with the Chair to develop efficient agendas with input from other Board members and staff, and encourage knowledgeable participation, thoughtful discussion and effective decision-making.
- Represent the District throughout the community.
- Visit school campuses regularly.
- Agree to raise and discuss any issues of non-compliance with these operating agreements.