

**PURPOSE**

The Beaverton School Board is the policy-making body for the district, responsible for determining policies and establishing the long-range direction and vision of the school district as detailed in its strategic plan. The superintendent is its chief executive officer and educational leader, responsible for administering the operations of the district, interpreting and implementing board policies, and executing the district's strategic plan and goals. To meet the needs of all students, the board and the superintendent must work together in a positive and transparent manner as a high-functioning leadership team. Toward that end, these school board operating agreements serve to clarify the roles and responsibilities of the board and distinguish them from the roles and responsibilities of the superintendent, as they collaborate with dignity and respect for the success of all students and staff in the district.

**1. ROLES & RESPONSIBILITIES OVERVIEW**

<b>School Board</b> <b>GOVERNS</b>	<b>Superintendent</b> <b>OPERATIONALIZES &amp; ADMINISTERS</b>
Hires and evaluates the superintendent, as the board's sole employee	Responsible for all district staff
Determines the long-range direction and vision of the district as detailed in the BSD Strategic Plan; reviews and updates the plan on a regular basis	Operationalizes, implements, and manages the day-to-day operations of the district, including that of the strategic plan
Establishes policies to govern the conduct of the board and guide the direction of the district	Establishes regulations and oversees the implementation of board policy; serves as the chief executive officer to whom the board has delegated administrative authority
Adopts, reviews, and modifies district policies consistent with State Board of Education rules and with local, state and federal laws.	Recommends policy adoptions and modifications, and implements policies approved by the board
Oversees the district's financial affairs: <ul style="list-style-type: none"> <li>• Adopts the district's annual budget</li> <li>• Authorizes large contracts that exceed the authority delegated to the superintendent (\$150,000)</li> <li>• Approves agreements with employee groups</li> </ul>	Manages the district's financial affairs: <ul style="list-style-type: none"> <li>• Formulates the annual budget for recommendation to the budget committee and school board</li> <li>• Approves expenditures within delegated authority (\$150,000) and recommends to the board authorization of expenditures for large contracts beyond delegated authority</li> <li>• Negotiates and approves contracts as authorized by the board or within delegated authority</li> <li>• Negotiates and approves interagency agreements such as intergovernmental agreements and memoranda of understanding</li> <li>• Negotiates agreements with employee groups, subject to board parameters and board approval</li> </ul>
Advocates for education with local and state leaders	Advocates for education with local and state leaders; advises board on advocacy
Calls elections on bonds, levies and other funding proposals	Provides information and recommendations to inform board decisions on funding proposals; provides information to community to inform voters about board-directed ballot measures
Communicates and engages with the community to represent public interest	Communicates and engages with the community; directs district communications
Considers appeal of decisions on complaints and student and staff disciplinary processes as provided by law, policy or contract	Determines district response to complaints and student and staff disciplinary processes; provides information to board to inform consideration of appeals

## **2. GOVERNANCE PRINCIPLES: The board will...**

- A. Work with the superintendent in a cooperative and collaborative partnership aligned toward a common mission and goals.
- B. Focus on the responsibilities of policy-making, planning and evaluation of the superintendent, and fiscal oversight, rather than day-to-day operations.
- C. Solicit input, listen to all perspectives and give careful consideration to all issues before the board.
- D. Make decisions only as a whole board at properly convened meetings; individual directors have no authority to take action or direct the superintendent to action in policy or organizational matters.
- E. Support decisions of the majority after honoring the right of individual directors to express opposing viewpoints and vote their convictions.

## **3. BOARD OPERATING AGREEMENTS: Board members will...**

- A. Make decisions in the best interest of students and the district as a whole.
- B. Assume positive intent while actively working to maintain trust.
- C. Listen actively and respectfully to all perspectives without sidebar conversations.
- D. Commit to attending all meetings of the board, and will notify board leadership and the superintendent in advance if illness or another unavoidable circumstance prevents attendance or requires virtual attendance.
- E. Review information before meetings and come prepared to participate fully in discussions.
- F. Share discussion time with other board members and not dominate airtime.
- G. Maintain decorum and be respectful of other board members, staff and the public.
- H. Cast a vote on all matters; abstentions should be rare and generally limited to when a conflict is identified.
- I. Maintain confidentiality of all matters and materials discussed in executive session.
- J. Communicate directly with the superintendent and board chair in advance of board meetings regarding questions and concerns about agenda items and board processes.
- K. Communicate directly with the superintendent and board chair before raising new issues or concerns at board meetings or in other arenas.
- L. Refer questions and concerns about district operations to the superintendent.
- M. Bring issues pertaining to other board members to the board chair.
- N. Recognize the impact of information requests on staff time, and understand that inquiries requiring considerable work (more than ~15 minutes) must be approved by leadership or the full board.
- O. Abide by Oregon public meetings laws, and refrain from discussing any board matter outside of public meetings with a majority of the board participating, whether verbally or in writing, simultaneously or serially.

## **4. BOARD LEADERSHIP: The board chair will...**

- A. Work with the superintendent to develop efficient and effective agendas for board meetings.
- B. Facilitate meetings in a focused and timely manner, starting meetings on time and ending on time to the extent possible.
- C. Monitor that the board follows operational agreements and legal requirements, and arrange to provide training as needed to provide awareness and address issues.
- D. Speak on behalf of the board to the media and the public.

## 6. BOARD COMMUNICATIONS

### A. Agenda Setting

- a. The board chair is responsible for convening meetings and setting meeting agendas in collaboration with the superintendent.
- b. Board members may request an agenda topic by contacting board leadership and the superintendent, or making the request in their individual comments in a board meeting.
- c. Topics requested by board members will be reviewed by board leadership and considered for next steps, which may include information provided to the board in the superintendent's weekly memo, an item for information or an item for future action on an upcoming board meeting agenda.

### B. Spokesperson & News Media

- a. The board chair speaks to the media on behalf of the board. The superintendent or designee, such as the communications officer, may also provide information about board policy, processes and decisions.
- b. No board member other than the board chair or designee has the authority to speak for the entire board. Media inquiries received by other board members regarding board matters should be referred to the district's communications officer and the board chair for response.
- c. Individual board members may choose to share their individual viewpoint but must clarify that they are speaking for themselves rather than the entire board. Board members who opt to make a statement to media about their individual viewpoint will notify the board chair and superintendent.

### C. Communications With the Public

- a. Community members may contact the entire school board by email at [school\\_board@beaverton.k12.or.us](mailto:school_board@beaverton.k12.or.us), or may contact a school board member individually.
- b. The board has divided the district into seven geographic zones. Board members must reside within their board zone, but they are elected by voters district-wide, and represent and are responsible to the entire community. The board also has opted to assign several schools for each board member to focus on and serve as the primary community contact point. These school assignments are largely but not always located in the assigned board member's zone.
- c. A board member contacted by someone from their zone or related to one of their assigned focus schools will strive to respond in a timely manner and will copy the board chair and the superintendent.
- d. If a board member receives an inquiry from someone in another zone or a school they are not assigned, they will consult with the board member from that zone and/or the chair before responding.
- e. If a communication is sent to all board members, the chair or vice chair will respond on behalf of the board, copying the superintendent.
- f. When board members receive complaints or requests for action from staff, students, families or community members, the information will be conveyed to the superintendent and the complainant will be referred to the superintendent and/or to the appropriate district process.
- g. Board members will not seek to resolve operational questions and concerns that are conveyed to them, and will relay them to the superintendent for follow-up.
- h. Board members will utilize social media websites judiciously and will not denigrate the district, district staff or fellow board members, nor post confidential information about students, staff or district business.
- i. The board will serve as a model for positive and constructive public dialogue by communicating in a polite and respectful manner to and about fellow board members, staff, students and the public, even though disagreements may occur.
- j. Board members will maintain confidentiality of information gained through association with the district, respecting the privacy rights of individuals.

#### **D. Communications with Staff**

- a. The board's sole employee is the superintendent. The superintendent is responsible for overseeing and directing the work of all other district staff.
- b. Board members will direct questions and comments to the superintendent and executive leadership where appropriate. Board members will not directly contact other district employees, even if there is a previous relationship established.
- c. Board members will not intervene in the administration of the district or its schools. No individual board member may direct the superintendent to action without board authorization.
- d. Board members will communicate directly with the superintendent regarding district operations, and with the board chair and the superintendent regarding board processes.
- e. Information requests by individual board members that can be expected to require more than 15 minutes of staff work or staff resources may be referred by the superintendent to board leadership or the full board to determine if the use of resources aligns with board and district priorities.
- f. A request for a legal opinion by a board member must be approved by board leadership or a majority vote of the board before the request is made to legal counsel. If the legal opinion sought involves the superintendent's employment or performance, the request should be made to the board chair.

#### **E. Visits to Schools**

- a. Board members are encouraged to visit district schools and programs, by arrangement with the superintendent. Board members will contact the superintendent's office to coordinate desired visits.
- b. Board members are invited to attend public school events such as performances and athletic events, and will notify the superintendent of their attendance.
- c. Board members may volunteer in schools in a capacity not related to their board role and not acting as a board member. The board member will inform the superintendent and board chair of their volunteer role.
- d. Board members will be mindful of the impact of their board position on how their presence and interaction is perceived. When volunteering at a school or attending a public event, board members will clearly convey that their presence is not for board-related purposes.
- e. Board members will be aware of confidentiality and privacy requirements and will not share identifiable photos or information about students without prior explicit consent of the student's parent or guardian.

## **BSD POLICIES AND REGULATIONS**

### **Section A/B: Board Governance and Operations**

[ACA - Americans with Disabilities Act](#)

[ACB - Every Student Belongs](#)

[AE - Strategic Plan](#)

[BBA - Board Powers and Duties](#)

[BBAA - Individual Board Member's Authority and Responsibility](#)

[BBB - Board Elections](#)

[BBBA - Board Member Qualifications](#)

[BBD - Board Member Removal from Office](#)

[BBE - Vacancies on the Board](#)

[BBF - Board Member Ethics](#)

[BBFA - Board Member Conflicts of Interest](#)

[BBFB - Board Member Ethics and Nepotism](#)

[BCB - Board Officers](#)

[BCE - Board Committees](#)

[BCF - Advisory Committees to the Board](#)

[BCFAA - Community Partnership Teams](#)

[BD/BDA - Board Meetings](#)

[BDC - Executive Sessions](#)

[BDD - Board Meeting Procedures](#)

[BDDC - Board Meeting Agenda](#)

[BDDG - Minutes of Board Meetings](#)

[BDDH - Public Comment in Board Meetings](#)

[BF - Policy Development](#)

[BFC - Adoption and Revision of Policies](#)

[BFCA - Administrative Regulations](#)

[BFD - Board Policy Implementation](#)

[BG/GBD - Board-Staff Communications](#)

[BH/BHA - Orientation for New Board Members](#)

[BHB - Board Member Development](#)

[BHD - Board Member Compensation and Expense Reimbursement](#)

[BHE - Board Member Liability Insurance](#)

[BK - Evaluation of Board Operational Procedure](#)

### **Section C: General Administration**

### **Section D: Fiscal Management**

### **Section E: Support Services**

### **Section F: Facilities Development**

### **Section G: Personnel**

### **Section H: Personnel**

### **Section I: Instruction**

### **Section J: Students**

### **Section K/L: District–Community Relations**

Approved by the Beaverton School Board on \_\_\_\_\_, 2023

I, the undersigned, have read and understand these working agreements. I agree to operate under these agreements during my term as an elected school board member.

\_\_\_\_\_  
Karen Pérez, Chair, Zone 2

\_\_\_\_\_  
Sunita Garg, Vice Chair, Zone 4

\_\_\_\_\_  
Susan Greenberg, Zone 1

\_\_\_\_\_  
Melissa Potter, Zone 3

\_\_\_\_\_  
Ugonna Enyinnaya, Zone 5

\_\_\_\_\_  
Justice Rajee, Zone 6

\_\_\_\_\_  
Tammy Carpenter, Zone 7

