

# Three Rivers School District

## BOARD - SUPERINTENDENT OPERATING AGREEMENT

### PURPOSE:

The Board of Directors is the educational policymaking body for Three Rivers School District. To effectively meet the system's challenges the School Board and Superintendent must function together as a 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.

### COLLABORATIVE GOVERNANCE:

1. Members of the Board and the Superintendent shall work together as a team; modeling lifelong learning and collaboration.
2. Board members and the Superintendent shall attend board meetings prepared. This includes reviewing the agenda ahead of time and arriving prepared for discussion and voting.
3. Board members shall recognize and respect the Superintendent's responsibility and role to manage the school district and to direct employees in district and school matters.
4. The Board shall make decisions 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.
5. Uphold the legal, compliance and confidentiality requirements on all matters arising from board meetings and executive sessions.
6. Board members and the Superintendent agree that conduct at board meetings is very important. We agree to avoid words and actions that create a negative impression on an individual, the board or the district. We will be open minded and willing to listen to all speakers/presenters. We agree that we can disagree and will do so using common courtesy and respect for others. We will not react to impromptu complaints on the spot, but will assure any individual(s) that the school district will follow up.

### COMMUNICATION AGREEMENTS:

1. Board members shall follow the chain-of-command and communicate directly with the Superintendent when a question arises, or a concern or complaint is voiced by a staff member, student, parent or community member.
2. Board Members shall communicate directly with the Superintendent and the Board Chair prior to meetings of the board to address questions and/or concerns about agenda items.
3. Board members and the Superintendent shall communicate one-on-one, when an individual concern arises with any member of the board-superintendent team as appropriate.

### BOARD EXPECTATIONS OF THE SUPERINTENDENT:

1. Work with the board to establish a clear vision for the school district.

2. Respect and acknowledge the board's role in setting policy and overseeing the performance of the superintendent.
3. Provide data to the board members so that data-driven decisions can be made.
4. Possess a working knowledge of all legal and local policies.
5. Inform the Board Chair of all critical information including relevant trends, anticipated adverse media coverage or critical external or internal change.
6. Distribute the board agenda by Friday at 5:00pm prior to the regularly scheduled board meetings on Wednesday of the following week, except when major holidays fall on Friday.
7. Communicate to individual board members if a problem or issue is observed developing with an individual board member.
8. Provide follow-up information to board members on concerns and issues they have referred to the superintendent-close the communication loop.
9. Represent the school district by being visible in the community.

#### **SUPERINTENDENT'S EXPECTATIONS OF THE BOARD:**

1. Recognition of the superintendent as the educational leader of the school district. The superintendent is the chief executive officer of the senior leadership team and should make recommendations, proposals or suggestions on matters that come before the board.
2. Willingness to abide by the board's own rules, policies and code of ethical conduct.
3. Willingness to acknowledge and follow the chain of command of the school district.
4. Practice of avoiding surprise items at board meetings. We agree to ask the board chair or the superintendent to place an item on the agenda instead of bringing it up unexpectedly at the meeting.
5. Insistence on all available facts and data before making a decision.
6. Careful consideration of each recommendation made by the superintendent.
7. Assistance in gaining acceptance and support in the community.
8. Focus on governance: policy-making, passing the budget, and evaluation of the Superintendent.
9. Support decisions of the majority. Once a decision is made, members will support the decision of the majority.