

**Sheridan School Board/Superintendent  
Operating Agreement**

**Purpose:**

To effectively meet District challenges, the School Board and the Superintendent must function together as a leadership team. To ensure unity among team members, effective group agreements must be in place. (Board policy BBF)

**To Keep Us Focused On Our Different Roles And Responsibilities:**

1. Board focus should be K-12 all schools, all kids – we are a unified district.
2. The amount of information shared with the Board by the Superintendent is appropriate. She will make clear to the Board when she is providing “information only” regarding operations or personnel issues and when she is asking for input.
3. The Superintendent will give the Board direct feedback if it strays from its role of providing district direction and formulating policy. The Board will not micromanage.

**To Maximize The Success Of Our Meetings:**

1. The Superintendent will continue her regular emails and her practice of keeping the Board well informed of district activities.
2. The Board Chair will actively manage Board meetings and make sure that all Board members are heard and that all contribute who wish to do so, rather than having discussions dominated by only a few.
3. Board members should address the Chair when wishing to speak. Individuals in the audience who wish to speak should stand and identify themselves. Tables/chairs will be arranged so we can all see and hear one another.
4. School improvement presentation will be restructured around a few key questions prompted by the data rather than school-by-school presentations. The data will be distributed in advance.
5. Supporting materials for Board meetings should be included with the initial mailing rather than distributed at the meeting.
6. The Superintendent will delegate taking minutes to support staff.

**To Maximize Our Success As A Team:**

1. Board members should work through the Superintendent regarding any concerns related to the operation of the School District, not the principals or staff members.
2. Board members will not act as “independent problem solvers” or talk outside of regular or executive sessions regarding sensitive issues. If we need a spokesperson, it will be a designated Board member or the Superintendent.
3. Board members will avoid surprising one another or the Superintendent in meetings. Issues for discussion should be presented to the Board Chair or Superintendent prior to the meeting.
4. We will treat each other, other staff members and all members of the public with dignity and respect.
5. We will be careful regarding comments about specific individuals in a public setting.
6. The Board will make clear their individual and collective positions on issues rather than allowing assumptions to be made about group direction – straw votes shall be utilized by the Chair when appropriate.