



West Linn-Wilsonville School District 3Jt

School Board Operating Agreements

Purpose: To enhance the teamwork among members of the board, we commit ourselves individually and collectively to the following operating agreements:

We believe children's interests come first. The board will represent the needs and interests of all the children in our district.

Board Roles & Responsibilities

1. Focus on governance: policy-making, strategic planning (e.g. District Goals, Long Range Plan, Capital Bonds, District Work Plan) and evaluation of the superintendent.
2. Uphold the legal, compliance and confidentiality requirements on all matters arising from board meetings and executive session.
3. Recognize the role of the chair to speak for and about the board to the press and public groups. Recognize the role of the chair to convene meetings, execute documents as appropriate, and develop the agenda with the vice chair and superintendent.
4. The board will participate annually in establishing goals and objectives for themselves and the district. The board may perform a self-evaluation to receive feedback on the board's effectiveness with the district and community, build professional understanding of board roles, or develop further as a functioning group.
5. The board will act as ambassadors to the schools, the community and the district. Notify the superintendent and school administration before visiting a school in the role of school board member.

How We Operate & Make Decisions

6. Make decisions as a whole board only at properly called meetings.
7. Support decisions of the majority. Once a decision is made, members will support the decision of the majority in public and in the community. Refrain from revisiting the topic unless new information impacts the decision and needs the full board's consideration.
8. For an item to be added to a meeting agenda, two board members must make the request.
9. Avoid surprises to other board members or the superintendent. Use the process to place items on the agenda. Inform the rest of the board and superintendent if a member has invited a special speaker/organization for public comment.
10. If a board member needs more information about an agenda item, the superintendent (or appropriate designee) will make themselves available prior to the meeting.
11. Strive to start and end meetings on time. When possible, set "actionable" items that require more deliberation earlier in the agenda before "information only" items.

How We Communicate

12. The Chair responds to group email sent to the board.
13. Be mindful that you represent the board in public and that no individual board member has the authority to speak for the board.
14. Board members will communicate with one another should an issue or problem develop between them.
15. Communicate directly with the superintendent when information is needed or a question arises. The superintendent will arrange a meeting with another staff member if needed.

16. Direct public complaints to the district complaint process and policy, remembering that the board is the “last stop” and not the “first stop”.

Board Expectations of the Superintendent

17. Work toward becoming a team with board members.
18. Respect and acknowledge the board’s role in setting policy and overseeing the performance of the superintendent.
19. Work with the board to establish a clear vision for the school district and prepare goals annually.
20. Timely inform the board of all critical information and data including the latest in educational research and important happenings within the district.
21. Listen closely and provide follow up information to board members on concerns and issues they have referred to the superintendent to close the communication loop.

Superintendent’s Expectations of the Board

22. Recognition of the superintendent as the educational leader of the school district, including, careful consideration of each recommendation made by the superintendent.
23. Assistance in gaining acceptance and support in the community by in part, sharing the successes and failures of the school system with the superintendent.
24. Show district staff the respect and consideration due skilled, professional employees in public and at board meetings.
25. To increase transparency and set the board and superintendent up for success, timely inform the superintendent of all critical information and issues.
26. Willingness to abide by its own rules, policy and code of ethical conduct, displaying integrity of the highest order.