

### Clatskanie School District Board/Superintendent Working Agreements

Clatskanie School Board	Superintendent
Governs Decides What Considers Issues Creates, Reviews, and Adopts Policy Establishes vision and Approves and Reviews Plans Monitors Progress Contracts with Personnel Approves Evaluation Criteria and Procedures Reviews and Approves Budget Represents Public Interests	Leads Decides How Seeks and Provides Information Provides Recommendations Recommends and Carries Out Policy Implements Vision and Plans Supervises Hiring Process and Practices Supervises and Evaluates personnel Formulates Budget Acts in Public Interests

Our Working Agreements reflect our beliefs, values, and methods of working together. Successful organizations are the result of effective and dynamic leadership. The Board serves as a model for the entire District. The topics that follow outline the manner in which we agree to conduct Board business and foster positive District relations.

#### Communication

***Through appropriate channels, frequent, shared with Board/Superintendent team:***

***Superintendent to Board:*** The superintendent will inform the board of pertinent activities and any potentially “newspaper worthy” news. The superintendent will use email to communicate routine matters to the board weekly. During crisis situations, the superintendent or designee will send an email text, or phone call to all board members. The superintendent will communicate individual board members questions, concerns, and responses to the entire board in the weekly notes as appropriate. The superintendent will inform the board of all critical information including relevant trends, anticipated adverse media coverage, and critical external or internal change.

***Board to Superintendent:*** Board members are encouraged are encouraged to inform the superintendent of any communications from district patrons either positive or negative. The superintendent takes direction from the board as a whole, individual board member should refrain from making requests of the superintendent and from giving direction to the superintendent regarding district business. Communications are intended to foster unity, harmony and open communications within the board.

***Board to District Staff:*** Board members are encouraged to channel formal communications to district administrators or other employees through the superintendent. Any substantial requests for information or action should come through the board chair to the superintendent, and should reflect the board as a whole. Individual board members shall not give directives to any school administrator or employee, publicly or privately.

## **Follow the chain of command and Board Policy**

**All:** The last stop, not the first, will be the board. We follow the chain of command and board policy and insist that others do too. All issues will be attempted to be resolved at the lowest level possible. We abide by our district policies and code of ethical conduct.

## **Effective Meetings**

### ***No surprises:***

**Board:** Board members should share ideas about new programs and new directions with the superintendent or other members of the board before presenting them publicly.

**Superintendent:** The superintendent will bring matters to the board in a timely fashion; present programs and projects far enough in advance so board members suggestions can be addressed without upsetting activities already in progress.

### ***Be Prepared:***

**Board:** The board members will read materials and seek clarification and information as needed from the superintendent or board chair prior to the board meeting. When possible, board members will explain major concerns about a proposal to the superintendent in advance.

**Superintendent:** The superintendent will develop recommendations that combine the best interests of students and the needs of the district with the focus and direction the board desires. Board input during work sessions and the discussion component of meetings may provide direction. The board agenda will be distributed to the board members no later than the Thursday before a board meeting.

### ***When situations are controversial, exemplify the governance role, own the decision making process and support one another:***

**Board:** A variety of strategies may be used in dealing with controversial or sensitive issues. Following are a few examples: 1) the chair may call a short recess to allow for regrouping or regaining composure, 2) a special meeting could be organized to address the topic that may need more time to discuss, and 3) the chair may ask the superintendent to investigate the concern.

Generally, the board does not take final action on a complaint during the meeting at which it is presented. The board does not hear complaints related to individuals in open session. To protect the rights of individuals, such complaints are dealt with in executive session with the appropriate parties present.

**Superintendent:** Complaints will be resolved at appropriate administrative levels. The superintendent will prepare and forewarn the board of any concern likely to come its way. The superintendent will follow board policy.

## **Decision Making**

**Board:** The board will make decisions based on relevant and accurate data and information.