BOARD AND SUPERINTENDENT WORKING AGREEMENTS
2016-2017

Purpose
The Board of Directors is the educational policy making body for Eugene School District 4J. To ensure student success, the school board and superintendent must function together as a leadership team. To ensure effective group functioning, agreements must be in place. The following are the group agreements for the board and superintendent.

Governance
1. The board and superintendent will work in a cooperative and collaborative partnership aligned toward a common mission.
2. The board will focus on policy making, planning and evaluation, and will recognize and respect the superintendent’s responsibility to manage the school district and to direct employees in district and school matters.
3. The board will recognize that individual members have no authority to take individual action in policy or district and school administrative matters.
4. The board will support decisions of the majority after honoring the right of individual members to express opposing viewpoints and vote his or her convictions.
5. The board will actively solicit input, listen to all perspectives and give careful consideration to all issues.
6. The board will operate as representatives of, and make decisions in the best interest of the whole district.
7. The board will represent the district, when possible, by attending school and community functions.

Meeting Operational Agreements
1. Board members will start meetings on time.
2. Board members will attend regular and special meetings, and contact the superintendent and chair if a conflict makes attendance impossible.
3. Board members will cast a vote on all matters except when a conflict of interest is identified.
4. Board members will hold all meetings at accessible locations.

Communication
1. Board members will communicate directly with the superintendent when relaying a concern or problem presented by a member of the community or a staff member.

2. Board members will communicate questions and/or concerns about agenda items to the superintendent and board chair prior to the board meeting.

3. Board members will communicate directly with the superintendent and board chair prior to raising new issues or concerns in public.

4. Board members will give the principal a courtesy call or e-mail before visiting a school.

5. The board chair or designee is the spokesperson for the entire board.

6. Requests for information that require staff time will be made to the superintendent. The superintendent has the authority and discretion to assign such a request to staff.

7. Board members may request that an item be added to a future agenda at regular board meetings. In addition to the board member making such a request, there must be at least two other board members who concur with the request.

**Annual Planning and Evaluation**

1. Board members will participate in an annual self-assessment of the board’s performance; the annual review is to be completed ideally within the context of the board’s annual spring retreat.

2. Board members will annually review the Board of Directors Guiding Beliefs and Values statement.

3. Board members will participate in establishing annual expectations and goals for the superintendent.

4. Board members will objectively evaluate the superintendent’s performance and provide appropriate feedback.

**Role of Board Leadership**

1. Board leadership is the annually elected chair and vice chair; terms for these roles normally begin on July 1 and end on June 30.

2. The board chair will speak on behalf of the members of the board to describe board process and positions.

3. The chair and vice chair will meet regularly with the superintendent to develop and set the agenda and determine whether an item should be scheduled for action or future action, to provide input on information needed by board members for decision-making, to plan meeting processes, and to distribute assignments.

4. Board leadership will ensure that information exchanged with the superintendent is shared equally with all board members and that all information is accessible.

**Expectations of the Superintendent**
1. The superintendent will respect and acknowledge the role of the board in setting policy and overseeing the performance of the superintendent.

2. The superintendent will prepare preliminary goals annually for the boards consideration.

3. The superintendent will inform the board of all critical information including relevant trends, anticipated adverse media coverage, or critical external or internal change, and provide follow-up information to board members on concerns and issues they have referred to the superintendent.

4. The superintendent will work with the chair and vice chair to effectively bring issues and information to the board.

5. The superintendent will conduct a self-assessment prior to the board’s evaluation of the superintendent’s job performance.

6. The superintendent will represent the school district by being visible in the community.