

BOARD AND SUPERINTENDENT WORKING AGREEMENT

Purpose:

The Board of Directors is the educational policy making body for Multnomah Education Service District. To effectively meet the District's challenges the MESD Board ("Board") and Superintendent must function together as a leadership team. To ensure unity, the following values, roles, and operational policies are hereby adopted by the Board and Superintendent.

Board Roles and Values:

1. Members of the Board and the Superintendent shall work together as a team.
2. There shall be a commitment by the Board to focus on policy making, planning and evaluation, rather than day-to-day operations.
3. The Board shall support decisions of the majority after honoring the right of individual members to express opposing viewpoints and carefully considering the recommendations made by the Superintendent and all available facts and data.
4. The Board shall recognize and respect the Superintendent's responsibility to manage school district relationships and MESD employees in district and school matters.
5. The Board shall give careful consideration to all issues brought to its attention by third parties.
6. The Board shall review agenda packet materials prior to meetings, and when possible send in questions to the Board secretary in order to give staff time to give meaningful input into the answers. This also shows a Board member's commitment to being prepared for the meeting.
7. The Board shall actively solicit input and listen to all perspectives, and make decisions in the best interest of the whole district in connection with the Board and Agency Equity Lens.
8. The Board shall value the role it plays in the community and represent the district, when possible, by attending school and community functions.
9. The Board shall be an advocate for public education in the district, region and state level on behalf of public education whenever required and through the best appropriate means.
10. The Board shall avoid seeking personal privilege.
11. The Board shall demonstrate a willingness to participate in professional development activities as the local, state and national level, and annually set priorities for Board professional development.
12. The Boards shall make an effort to foster unity, harmony and open communications within the Board and between the Superintendent and all Board staff.

13. The Board shall participate in annual self-assessment of its performance.
14. The Board shall participate in establishing annual expectations and goals for the Superintendent.
15. The Board shall objectively evaluate the Superintendent's performance and provide appropriate feedback.
16. The Board will reply to emails and other communications from the Superintendent and Board staff in a timely manner. The Board will acknowledge receipt of emails or other communication that warrants a response within 48 hours. Board members will notify the Board Chair and Executive Secretary when it is necessary to be out of communication for extended periods of time.
17. Communicate directly with the Superintendent and cc the Board Secretary when operational questions arise. The Board will approve information requests that allocate significant staff effort.
18. The Board shall adhere to the Public and Media Communications Agreement.

Superintendent Roles and Values:

1. The Superintendent shall respect and acknowledge the Board's role in setting policy and overseeing the performance of the Superintendent.
2. The Superintendent shall work with the Board to establish a clear vision and set priorities and goals for the agency using the Agency Equity Lens.
3. The Superintendent shall provide data to the Board members so that data driven decisions can be made, and possess a working knowledge of all legal and local policies.
4. The Superintendent shall inform the Board of all critical information including relevant trends, anticipated adverse media coverage or critical external or internal change.
5. The Superintendent shall distribute any and all appropriate information to all Board members and communicate with Board members promptly and effectively, providing follow-up information as needed on any issues and concerns.
6. The Superintendent shall treat all Board members professionally and communicate to individual Board members if a problem or issue is observed.
7. The Superintendent shall conduct a self-assessment prior to the Board's evaluation of the Superintendent's job performance.

Meeting Process Guidelines:

1. Any Board member may request that an item be placed on the agenda for Board consideration by contacting the Superintendent/Designee or the Board Chair. This needs to be done by 10am on the first Monday of the month so it may be reviewed by Board leadership in their agenda planning session. This will not guarantee inclusion of an item in the agenda for that month.
2. The Board shall be concise in meetings without extemporaneous observations on unrelated topics, out of respect for each other's time and the importance of our mission.
3. The Board and Superintendent shall demonstrate confidentiality of matters discussed in Executive Session Board meetings, as required by law.
4. The Board and the Superintendent shall attend regularly scheduled board meetings and work sessions unless a situation occurs that makes attendance impossible.
5. The Board shall respond within 48 hours to requests for scheduling special meetings and/or work sessions for planning and training purposes.
6. The Board shall cast a vote on all matters except when a conflict of interest arises.
7. Board members will be cognizant of how statements are made and how they may be interpreted by the public at meetings and while interacting with the public in general when representing the district.

This document will be reviewed annually. This document can be revisited at any time by request of a Board member or Superintendent.

Signatures below indicated each Board Member's commitment to a transparent, collegial, and democratic process.

Board Member

Board Member

Board Member

Board Member

Vice Chairperson

Board Member

Chairperson

Superintendent