

# Klamath County School District

## School Board and Superintendent Operating Agreement (BOA)

For the purpose of enhancing teamwork among members of the board and between the board and the administration, we, the members of the Klamath County School District Leadership Team (board and superintendent) do hereby publicly commit ourselves collectively and individually to the following operating protocol:

1. **Children's interests come first.** The school district leadership team will always represent the needs and interests of all the children in our district!
2. The school district leadership team commits itself individually and collectively to **speak with one voice**, to maintain a positive culture, to facilitate an orderly decision-making process; and to do its work openly.
3. The **main functions of the school board** include: but are not limited to, policymaking, set and monitor the strategic direction, financial stewardship, maintain a governance (not management) perspective and the evaluation of the superintendent. This includes aligning resources with goals and priorities, setting expectations and monitoring progress especially in areas of student achievement.
4. The **role of board leadership** (chair/vice chair) will include management of the board's processes; convene meetings; develop the board agenda with the superintendent, seeking board member input; and execute documents, as appropriate; be the official spokesperson for the board and communicate with individual board members regarding issues agreed to in the working agreements or group operating norms including district policy.
5. **Utilize CEO input.** The board has one employee, the superintendent. The superintendent is the chief executive officer of the school district leadership team and should make recommendations, proposals or suggestions on most matters that come before the board. The superintendent will manage the day-to-day operations of the district and direct employees in district and school matters without exception.
6. **Don't spring surprises** on other board members or the superintendent. Surprises to the board or the superintendent will be the exception, not the rule. We agree to ask the board chair or the superintendent to place an item on the agenda instead of bringing it up unexpectedly at the meeting.

7. **Communication between staff and the board** is encouraged as long as it follows board policy. The school district leadership team recognizes that good, timely, open, and constant communication regarding school district issues is extremely important. All formal communication to the board will be submitted through the superintendent. All official board communication to staff members will be communicated through the superintendent. School visits by board members will be regarded as informal, not inspections or for administrative purposes.
8. **Follow the chain of command.** The last stop, not the first, will be the board. We agree to follow the chain of command and insist that others do so. While the board is eager to listen to its constituents and staff, each inquiry is to be referred to the person who can properly and expeditiously address the issue. All formal complaints must be put in writing, dated and signed by the complainant. These are heard at the school or district level as appropriate (policy KL). Complainants may appeal the superintendent's decision to the school board.
9. **Own the collective decision-making process.** The school district leadership team will support decisions made by the board and/or the administrative team once a decision is made. We will support the decision(s) of the majority.
10. **Annually conduct a self-assessment/evaluation.** The board will address its behavior with a yearly self-evaluation and/or by addressing itself to any individual problems, such as poor meeting attendance or leaks of confidential information when needed.
11. **Clearly state goals.** The board will set clear goals for themselves and the superintendent. The board and superintendent will set clear goals for the district.
12. **Board acts only as a body.** Individual board members do not have authority. Only the board as a whole has authority. We agree that an individual board member will not take unilateral action. The board chairperson will communicate the position(s) of the board.
13. **Meeting protocol.** Conduct at a board meeting is very important. We desire to have a legacy of a well-functioning, effective board. We agree to avoid words and actions that create a negative impression on an individual, the board or the district. We will be open minded and willing to deeply listen to all speakers/presenters. We agree that we can disagree and will do so using common courtesy and respect for others. We will not respond to public comments on the spot but may direct them to the appropriate process.

14. **Avoid marathon board meetings.** To be efficient and effective, long board meetings must be avoided. Points are to be made in as few words as possible; speeches at board meetings will be minimal. If a board member believes she/he does not have enough information or has questions, the superintendent is to be called before the meeting. All board members are expected to prepare for board meetings by reading materials ahead of the meeting. If you intend to modify the agenda in any way, please notify the board chair prior to the meeting.
  15. **Practice efficient decision-making.** Board meetings are for decision-making, action and votes, not endless discussion. We agree to move to the question when discussion is repetitive.
  16. **Speak to agenda issues.** The board will not play to the audience. We agree to speak to the issues on the agenda and attend to our fellow board members. Facts and information needed from the administration will be referred to the superintendent.
  17. **Executive sessions** will be held only for appropriate subjects. Executive sessions will be held only when specific needs arise. Board members will be extremely sensitive to the legal ramifications of their meetings and comments. Content discussed in executive session is confidential.
- 

**Board's priority expectations of the Superintendent:**

1. Work with the board to establish a clear vision and goals for the school district.
2. Promptly and effectively communicate all critical and appropriate information with board members and provide follow-up information as needed.
3. Represent the school district by being visible in the community.


**Superintendent's priority expectations of the Board:**

1. Provide assistance in gaining acceptance and support in the community.
2. Demonstrate a willingness to acknowledge and follow the chain of command of the school district.
3. Practice avoiding surprise items at board meetings.
4. Show a willingness to share the success and failures of the school system with the superintendent.
5. Demonstrate an effort to foster unity, harmony and open communications within the board.

**Signatures**

  
\_\_\_\_\_  
Marc Staunton

  
\_\_\_\_\_  
Steve Lowell

  
\_\_\_\_\_  
Brooke Kliewer

  
\_\_\_\_\_  
John Rademacher

  
\_\_\_\_\_  
Jill O'Donnell

  
\_\_\_\_\_  
Glen Szymoniak, Superintendent