

**INDEPENDENT SCHOOL DISTRICT #139**  
**SCHOOL BOARD AND SUPERINTENDENT**  
**ESSENTIAL AGREEMENTS**

*DRAFT Presented for consideration July 30, 2015*

*Updated July 31, 2015*

*Reviewed August 20, 2015*

*Presented for Approval September 17, 2015*

**Purpose:**

The Rush City School District Board is the educational policy making body for District #139. To effectively meet the District's challenges the School Board and Superintendent must function together as a leadership team. To ensure unity among team members, essential agreements must be in place. The following are the essential agreements for the School Board and Superintendent.

*As the District leadership team it is extremely important that we enhance community awareness and involvement with school matters through positive and proactive communication. We will govern our actions and decisions through policy anchored in honesty, trust, integrity and respect. Set expectations of the highest standard for all learners, and to render decisions based on the needs of our students. Therefore...*

**As School Board Members, We Agree To:**

1. Function together with the Superintendent as the District leadership team.
2. Set the long-term direction of the District through the mission, beliefs, strategic plan, and goals
3. Be accountable for the financial stewardship of the District, including aligning financial resources with goals, setting expectations, and monitoring progress.
4. Focus on policy making and planning, rather than day-to-day operations.
5. Make decisions as a whole Board only at properly called meetings. Board members recognize that individual members have no authority to take individual action in policy or district and school administrative matters.
6. Support decisions of the majority after honoring the right of individual members to express opposing viewpoints and vote their convictions. *Diversity in discussion, unity in action*
7. Communicate with Board members promptly and effectively.
8. Treat all Board members professionally.
9. Recognize and respect the Superintendent's responsibility to manage the school district and to direct employees to her in district and school matters.
10. Value the role we play in the community and represent the district, when possible, by attending school and community functions.

**As Superintendent, I Agree to:**

1. Function together with the School Board as the District leadership team.
2. Work with the Board to set the long-term direction of the District through the mission, beliefs, strategic plan, and goals
3. Serve as the Educational leader and manage the day-to-day operations of the District.
4. Attend all meetings of the Board except those concerned with my own contract status and take part in deliberations as non-voting member.
5. Assist the Board in reaching sound judgments, establishing policies and approving those matters, which the law requires the Board to approve. Provide the Board necessary and helpful facts, comparisons, investigations, information and reports. Utilize other personnel/consultants to provide input on special or technical matters to assist the Board in their decision making process.
6. Prepare preliminary goals annually for the Board's considerations.

7. Provide data to the Board members in order to ensure data driven decisions can be made.
8. Inform the Board of all critical information including relevant trends, anticipated adverse media coverage or critical external or internal change.
9. Distribute appropriate information to all Board members.
10. Treat all Board members professionally. Communicate promptly, effectively, openly and honestly with all board members.
11. Represent the school district by being visible in the community.
12. Provide follow-up information to Board members on concerns and issues they have referred to the Superintendent.

**School Board Members and Superintendent Agree To:**

1. Make decisions in the best interest of the whole district always keeping students and learning at the center of our decision-making.
2. Foster unity, harmony and open communications within the community.
3. Abide by our own rules, policies and code of ethics (Policy 209).
4. Acknowledge and follow the chain of command of the school district.
5. Participate in professional development activities at the local, state and national level.
6. Consider all available facts and data before making a decision.

We further agree to prepare for School Board meetings by reading materials ahead of the meeting and asking questions that of the Superintendent or members of the Administrative Team prior to the day of the meeting if possible. If, after questions have been asked, and there is a request to pull something from consent agenda items, please notify the Board Chair and/or Superintendent before the meeting.

We will actively solicit input, listen to all perspectives and give careful consideration to all issues. We agree it is important to allow the time needed to include multiple perspectives on agenda items of key concern for the community or staff in order to provide a balanced conversation.

The Superintendent will act as parliamentarian at Board meetings to help ensure each motion is clear and there is no missing or misunderstood information. Whenever possible, Board members and the Superintendent should not introduce new items for discussion unless other Board members and the Superintendent have had prior notice and understand the issue in question. Last minute items, which fall within the budget and are necessary for the ongoing, timely operation of the district, will be allowable (approving hires, meeting grant deadlines, etc.).

The Superintendent may provide clarification or raise awareness of situations during Board meeting discussions. During meetings, Board members will direct questions for staff/administrators through the Chair and Superintendent. At the designated time on board agendas, the community may offer objective criticism of district operations and programs, but the Board will not hear complaints concerning individual district personnel. The Chair will direct the person with a concern to the appropriate means for District consideration of complaints involving individuals. Complainants may appeal decisions to the next higher level. All formal complaints appealing the Superintendent's decision to the School Board must be put in writing and signed by the complainant. These are submitted in accordance with School Board Policy 206.

When a Board member receives an informal complaint, we agree to listen respectfully and politely and refer the complainant to the individual staff member to solve the problem at the closest level, yet may also suggest they inform the appropriate administrator. By doing so, we acknowledge and follow the practice of directing concerns to staff members or their immediate supervisor.

School Board members agree to communicate directly with the Superintendent when a question arises, or a staff member, student, and parent or community member voices a concern. We agree to communicate one-on-one, when an individual concern arises, with the Superintendent or other

Board members as appropriate. The Board and Superintendent encourage input; however, anonymous calls or letters will not receive Board or Superintendent discussion or response, and will not result in action. All community concerns brought to a School Board member should be channeled through the superintendent's office.

**Media Communications, We Agree:**

1. The Board Chair shall be the official spokesperson for the Board to the media/press on issues of media concern.
2. The Superintendent will be the spokesperson for the district.
3. All Board members who received calls from the media shall direct the media to the appropriate person and notify the Superintendent and Board Chair of the call.
4. Individual board members can submit media publications but are encouraged to identify it as a personal opinion rather than representing the board.

**School Board and Superintendent Annual Planning and Evaluation Agreements:**

1. Annually affirm the long-term direction of the District through the mission, beliefs, strategic plan, and goals.
2. Annually set priorities for School Board and Superintendent professional development.
3. Participate in annual self-assessment of the Board's performance.
4. Participate in establishing annual expectations and goals for the Superintendent.
5. Objectively evaluate the Superintendent's performance and provide appropriate feedback.

This document will be reviewed annually. This document can be revisited at any time by request of a School Board member or Superintendent. Signatures below indicated each Board Members and Superintendent's commitment to uphold our essential agreements.

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School Board Member

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School Board Member

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School Board Member

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School Board Member

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School Board Member

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School Board Chair

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Superintendent