



Baker School District 5J Board of Directors

Kevin Cassidy—Chair
Melissa Irvine—Vice Chair
Andrew Bryan
Chris Hawkins

Baker 5J Guiding Principle Statement

The Baker 5J schools exist to be the center of community vitality eliminating the barriers for gratifying individual educational experiences in order to have capable contributing citizens with character.

Baker 5J Board of Directors Working Agreement with the Superintendent

Purpose of these Agreements

The Board of Directors is the educational decision making body for the Baker 5J School District. In order to effectively meet the District's guiding principles, the School Board and the Superintendent must function together as a leadership team. Effective group agreements must be in place to ensure unity among team members. The following are the group agreements for the Baker 5J School Board and Superintendent.

Governance Principles for the Board

- ◆ Work with members of the Board and the Superintendent in a cooperative and collaborative partnership aligned toward a common mission.
- ◆ Set the long-term direction of the District through the mission, vision, goals, priorities and strategic planning.
- ◆ Focus on policy making, planning and evaluation, rather than day-to-day operations.
- ◆ Make decisions as a whole Board only at properly called meetings. Baker 5J Board members recognize that individual members have no authority to take individual action on policy or district and school administrative matters.
- ◆ Support decisions of the majority after honoring the right of individual members to express opposing viewpoints and vote their convictions.
- ◆ Deliberate and make decisions in accordance with public meeting laws.
- ◆ Recognize and respect the Superintendent's responsibility to manage the school district and to direct employees in district and school matters.
- ◆ Give careful consideration to all issues brought to you by individuals, listen to all perspectives, and actively solicit input. We will operate as representatives and make decisions in the best interest of the whole district.
- ◆ Work as a team with the Superintendent, recognizing that the Superintendent is the Board's advisor.
- ◆ Participate in establishing annual expectations and goals for the Superintendent.
- ◆ Objectively evaluate the Superintendent's performance and provide appropriate feedback.
- ◆ Value the role the Board plays in the community and represent the district, when possible, by attending school, community functions and community meetings.



Expectations of the Superintendent

- ◆ **Manage the day-to-day operations of the District.**
- ◆ **Maintain an open door policy.**
- ◆ **Work together as a team with Board members.**
- ◆ **Respect and acknowledge the Board's role in setting policy and overseeing the performance of the Superintendent.**
- ◆ **Work with the Board to establish a clear vision for the school district.**
- ◆ **Collaborate with the Board and prepare preliminary annual District goals and priorities for the Board's consideration.**
- ◆ **Provide information about standards and supporting data as it relates to student outcomes.**
- ◆ **Communicate with Board members promptly, effectively and equally.**
- ◆ **Communicate to individual Board members if a problem or issue is observed developing with an individual Board member.**
- ◆ **Respect the confidentiality requirement of board meeting Executive Sessions.**
- ◆ **Distribute the Board agenda and packet by the Wednesday prior to the regularly scheduled board meetings on the 3rd Tuesday of each month. Board members will be called if a situation causes any delay.**
- ◆ **Provide follow-up information to Board members on concerns and issues they have referred to the Superintendent.**
- ◆ **Represent the School District by being visible in the schools, community and at school functions.**
- ◆ **Oversee the completion of all certified and classified staff evaluations each year.**
- ◆ **Communicate with integrity, honesty and transparency.**
- ◆ **Mentor Administration to expectations of the Superintendent.**

Communication Agreements

- ◆ **Communicate directly with the Superintendent when a question arises, or a concern is voiced by a staff member, student, parent or community member.**
- ◆ **Whenever possible, communicate directly with the Superintendent or Board Chair prior to meetings of the Board to identify questions/or concerns about agenda items so that the Board Chair and staff can prepare for the meeting discussion.**
- ◆ **When a Board member receives an informal complaint, listen carefully and empathetically. Direct the person to solve the problem at the lowest level.**
 - A. **Have you talked with the teacher.**
 - B. **Have you talked with the principal.**
 - C. **Talk with the Superintendent.**
- ◆ **Formal complaints must be put in writing and signed by the complainant. These are heard by the Superintendent or designee. Complainants may appeal the Superintendent's decision to the School Board.**



Communication Agreements Continued...

- ◆ If a complainant is unwilling to speak to the Superintendent, a Board member may share the issue and the source of the complaint, concern or criticism of the District. The Superintendent will keep the Board informant "source" confidential at the request of a Board member, but every effort should be made to encourage trust and open communication. This is the best hope for full understanding and resolution.
- ◆ No individual Board member, other than the Board Chair or designee, has the authority to speak for the entire Board. Individual Board members may always share their individual viewpoint but must clarify that they are speaking only for themselves, rather than the entire Board.
- ◆ The Board recognizes that changing technology and the growing use of social media will affect the way individual Board members communicate to and interact with constituents and receive and process information.
- ◆ The Board and the Superintendent recognize that most conflicts can ultimately be solved by effective communication processes.

Media Communications

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


Meeting Operation and Organization Agreements

- ◆ Start meetings on time.
- ◆ Focus on remaining on task for the duration of each meeting. It is the intent of the Board and Superintendent to keep to a two-hour time limit on all regular meetings. This does not include executive and work sessions.
- ◆ Acknowledge that two (2) Board members must agree before an item is placed on a meeting agenda.
- ◆ Attend all regularly scheduled Board meetings unless a situation occurs that makes attendance impractical. If possible, Board members can teleconference into scheduled meetings when feasible.
- ◆ Cooperate in scheduling special meetings and/or work sessions for planning and training purposes.
- ◆ Uphold the legal requirement for confidentiality on all matters arising from the Board meeting in Executive session.
- ◆ Prepare for Board meetings by reading materials and Board Packet ahead of the meeting and ask questions that you have of the Superintendent or members of the administrative team prior to the day of the meeting if possible.
- ◆ Make it a goal to make no new proposals on the night that the Board is scheduled to make a decision or take action.
- ◆ Communicate concerns or questions to Board Chair and the Superintendent prior to a public meeting. Try to avoid surprises.

Role of Board Chair

- ◆ Recognize the role of the Chair to speak for, and about, the Board and to describe the Board's process and positions. Recognize the role of the Chair to convene meetings and execute documents as appropriate. The board chair also recognizes that two board members can convene a meeting.
- ◆ Recognize the role of the Chair to meet regularly with the Superintendent to develop the agenda (seeking Board member input) and determine whether an item should be scheduled for action or future action, to provide input on information needed by the Board for decision-making, to plan meeting processes, and to distribute assignments.
- ◆ Serve as the authorized spokesperson for the Board with regard to Board policy, process and decisions. The Chair may delegate this responsibility to other Board members and/or the Superintendent.
- ◆ The Vice Chair will perform these duties when the Chair is not available.

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 of the parties commitment to these agreements.


Board Chair 9/15/15
Date


Superintendent 9/15/15
Date


Vice Chair 9/15/15
Date


Board Director 9/15/15
Date


Board Director 9-15-15
Date


Board Director 9-15-15
Date