

# Three Rivers School District

## Board-Superintendent Operating Agreement

### Purpose

The board of directors is the legally constituted governing body of the Three Rivers School District. The Superintendent is the chief executive office appointed by the school board responsible for administration and operation of the district, consistent with board policies. As such it is imperative that the school board and the Superintendent have a strong, effective working relationship.

### Board Roles and Responsibility

The role of the school board is governance, leadership and accountability, not the day-to-day administration of the school district. The board is responsible for setting direction, establishing policy, ensuring legal compliance and providing oversight to ensure the district fulfills its educational mission.

### Setting Vision and Goals

- Adopt the district's mission, vision, values, and long-term goals.
- Ensure that district priorities reflect community values and state educational requirements.

### Adopting policy and Providing Governance

- Adopt, revise and repeal board policies governing the operation of the district.
- Ensure district policies are consistent with state and federal law.
- Act as the final authority on matters of district policy

### Ensuring Legal and Ethical Compliance

- Ensure the district complies with applicable laws, regulations, and court decisions.
- Conduct Board business in compliance with Oregon public meetings, public records, and ethics laws.
- Act in the best interests of all students and the district as a whole.

### Fiscal Stewardship

- Adopt an annual budget and ensure responsible use of public funds.
- Approve contracts, expenditures and financial commitments as required by law.
- Provide oversight of district financial practices and long-term financial stability.

### Educational Oversight

- Approve curriculum, instructional programs, and the school calendar consistent with state standards.
- Monitor student achievement and program effectiveness.
- Ensure safe and supportive learning environments

### Employ and Evaluate the Superintendent

- Hire the Superintendent as the district's chief executive officer.
- Establish clear expectations and performance goals for the Superintendent.
- Conduct regular and fair evaluations of the Superintendent
- Support the Superintendent in carrying out the board adopted goals and policies.

### **Community Accountability**

- Serve as a link between the community and the District
- Encourage public engagement and transparent decision-making
- Communicate district priorities and decisions clearly and respectfully

### **Superintendent Roles and Responsibility**

The Superintendent is the chief executive and is responsible for the day-to-day operations of the school district in alignment with board policies and strategic direction.

### **Implementation of Board Policy**

- Implement Board policies and decisions.
- Develop administrative regulations consistent with Board policy

### **Manage District Operations**

- Direct and Supervise all district staff
- Oversee daily operations of schools and programs.
- Ensure effective and lawful management of personnel, facilities, and resources.

### **Provide Leadership**

- Foster a culture of continuous improvement, equity, and student success.
- Promote professional standards and ethical conduct throughout the district.

### **Advise and Inform the Board**

- Keep the Board informed of district operations, challenges, and opportunities.
- Provide accurate, timely, and complete information to support Board decision-making.

### **Ensure Legal Compliance**

- Ensure district operations comply with applicable laws and regulations.
- Advise the Board when proposed actions may pose legal or policy concerns.

### **Fiscal Responsibility**

- Prepare and recommend the annual budget.
- Administer the budget as adopted by the Board.
- Safeguard district assets and ensure sound financial practices.

### **Community and Government Relations**

- Serve as district's primary spokesperson unless otherwise designated.
- Maintain effective relationships with families, staff, community partners, and governmental agencies.

### **Collaborative Governance:**

- Board members and the Superintendent shall attend board meetings prepared. This includes reviewing the agenda ahead of time and arriving prepared for discussion and voting.
- Board members shall communicate directly with the Superintendent and the Board Chair prior to meetings of the board to address questions, concerns or to request agenda items.
- The board shall make decisions only at properly called meetings. Board members recognize individual members have no authority to take individual action in policy or district and school administrative matters.
- Uphold the legal, compliance and confidentiality requirements on all matters arising from board meetings and executive sessions.
- Board members and the Superintendent agree that conduct at board meetings is very important. Board members and the Superintendent will treat each other, staff and the public with dignity and respect. We will be willing to listen with an open mind.
- The Board will not react to impromptu complaints/comments on the spot but will respond to any individual that the school district will follow up. Board Members will direct any complaints to the appropriate policy.
- The Board shall refrain from directing individual staff members or becoming involved in operational matters.
- Board members shall follow the chain of command and communicate directly with the Superintendent when a question arises, or a concern or complaint is voiced by a staff member, student, parent or community member.