

OPERATING AGREEMENTS BETWEEN THE SUPERINTENDENT OF SCHOOLS
and
MEMBERS OF THE BOARD OF EDUCATION
TRINIDAD S.D. #!
2008-2009

INTRODUCTION

Operating agreements are interpersonal behavioral expectations designed to promote positive communication and proactively establish parameters which facilitate the management of potential interpersonal conflict between and among the Superintendent of Schools and members of the Board of Education. The overall goals are to ensure mutual understanding of role behaviors which create a professional environment of intellectually honest harmony and to support informed collective action to fulfill the mission of the school district.

1.0 The Management Team (“TEAM”) is defined as the members of the Board of Education (“B.O.E.”) and Superintendent of Schools (“Superintendent”).

2.0 The TEAM recognizes that conflict between and among members can be managed with at least the following considerations:

- take an issue directly to the other party involved.
- refrain from passive participation in a discussion when a colleague or district is the subject of attack or criticism.
- praise and reinforce the positive behavior of team members; accentuate the positive in an authentic manner.
- police each other in regard to the agreed upon guidelines.
- disagree agreeably
- provide constructive feedback.
- don't assume a member knows what one is talking about or believes what is said (verify assumptions).

3.0 Board members recognize that the power of the B.O.E. is restricted to the collective action of the total Board not the action or agenda or personal motives of an individual Board member. Board members agree to make no promises to staff and refrain from politicizing personnel issues.

4.0 The TEAM will share information with each other in a timely fashion. Having a common information base promotes trust between and among members and facilitates enlightened decision-making.

5.0 The Superintendent will submit a weekly report to all members of the B.O.E. regarding salient information to ensure all members of the B.O.E are informed of critical issues, incidents and activity that occurred during the week. The Superintendent must

include response to information requested by an individual member. Other information which arises incidentally at any time during the week which is deemed to be highly political, high stakes or systemic will be conveyed in a timely fashion. A calendar of school activities (for an ensuing month) for all schools will be included in one of the weekly reports to ensure that B.O.E. has enough time to plan attendance, if desired.

6.0 Information derived from executive session is by nature confidential and will not be breached by any member participating in a session.

7.0 Communication received by individual Board members from District unions will be conveyed to the Superintendent. This information will be shared with all B.O.E. members by the Superintendent as soon as is practicable.

8.0 The supervision of District Administrators and other District staff is the sole responsibility of the Superintendent or designee.

9.0 A Board member will inform the Superintendent of information, concerns, problems or commendations received from staff and community. The Superintendent will share this information with all members of the Board.

10.0 The President or designee is the B.O.E spokesperson to the media, community and staff for official District business.

11.0 The Superintendent will consult with the B.O.E. President to determine Board agenda to include any other Board member who desires to participate.

12.0 A Board member has until Monday noon of the week of a B.O.E. meeting to pull an item from the agenda for cause. The Superintendent will inform all Board members and adjust the agenda. The Board member who requested that the item be removed will provide information regarding reasons for the request. The Superintendent will provide that information to all Board members. A decision to reschedule the item will be made by the B.O.E. President in cooperation with the Superintendent.

13.0 A Board member will contact the Superintendent before a Board meeting with requests for additional information on an agenda item (no last minute surprises). The Superintendent will provide that information to all Board members before the meeting is called to order.

14.0 When establishing direction for the District, the TEAM will remember the concepts of ensuring clear focus, establishing a common information base, involving those directly affected and attending to people in a change condition. The goal is to promote shared ownership and leadership for a District endeavor (WIN-WIN regardless of who gets the credit).

15.0 The TEAM recognizes the importance of B.O.E. involvement in District activities and encourages attendance and participation in any District or School function as an observer. Any observation of instruction should be pre-arranged by the Superintendent in cooperation with the school principal. As a matter of courtesy and reinforcement of open communication and trust, a member of the B.O.E. should inform of the Superintendent of other visitation intentions and provide any relevant feedback as result of a visit.

16.0 The TEAM will review operating agreements at any time but at least twice a year with an outside facilitator. The agreements are a work-in-progress and are designed to assure harmonious, business-like demeanor of all TEAM members.

17.0 All members of the TEAM will maintain a focus on student needs and achievement with unequivocal PASSION!