

## **Evaluation of the Superintendent**

### **Purpose of Agreements**

The Board of Directors is the educational decision making body for the Sherman County School District. In order to effectively meet the district's challenges, 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 school board and superintendent.

### **Expectations of the Superintendent**

1. Manage the day-to-day operations of the district.
2. Maintain an open door policy.
3. Work together as a team with Board members.
4. Respect and acknowledge the Board's role in setting policy and overseeing the performance of the superintendent.
5. Work with the Board to establish a clear vision for the school district.
6. Collaborate with the Board and prepare preliminary annual district goals and priorities for the Board's consideration.
7. Provide data to the Board so that data driven decisions can be made.
8. Communicate with Board members promptly, effectively and equally.
9. Communicate to individual Board members if a problem or issue is observed developing with an individual Board member.
10. Respect the confidentiality requirement of board meeting executive sessions.
11. Distribute the Board agenda and packet by the Wednesday prior to the regularly scheduled board meetings on the 2nd Monday of each month. Board members will be called if a situation causes any delay.
12. Provide follow-up information to Board members on concerns and issues they have referred to the superintendent.

13. Represent the school district by being visible in the schools and community.
14. Oversee the completion of all certified and classified staff evaluations each year.
15. Always work with integrity and honesty.
16. Continue a relentless work ethic.

### **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.

### **Communication Agreements**

1. Communicate directly with the superintendent when a question arises, or a concern is voiced by a staff member, student, parent or community member.
2. 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.
3. When a Board member receives an informal complaint, listen carefully and empathetically. Direct the person to solve the problem at the lowest level.
  - a. Please talk with the teacher.
  - b. Please talk with the principal.
  - c. Please talk with the Superintendent.
4. 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.
5. 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.
6. 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.
7. 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.

8. The Board and the superintendent recognize that most conflicts can ultimately be solved by effective communication processes.

### **Role of Board Leadership**

1. 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.
2. 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.
3. 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.
4. The vice chair will perform these duties when the chair is not available.

### **Role of Vice Chair**

1. Attends board agenda formulation meetings.
2. Acts as the "Good Will Ambassador" for the Board.
3. Ensure that harmony and balance occurs within the district. When there are disagreements/ contention between parties (administrators vis a vis board members) they intervene/facilitate communication to ensure the district is moving forward in the best interests of our students.
4. Orchestrate the board committees to ensure an active board presence within the district to counteract the bureaucratic "red tape". This checks and balance is essential to foster an optimal learning environment within the county.