

Arlington Public Schools
"Providing the means to accomplish dreams"

Supportive Information Sheet

Subject: BOARD/SUPERINTENDENT WORKING AGREEMENT

Action

Page(s): Two (2), including cover

Submitted by: Dr. Kristine McDuffy, Superintendent

Date: February 23, 2009

Background Information:

Per our work at the last two Board Retreats, we are presenting our Board/Superintendent Working Agreement for your consideration.

Administrative Considerations:

This foundational document will serve as a guide to clarify roles, expectations, and operating principles, as well as help us to be the best team we can be.

Superintendent's Recommendation:

That the Board approves the *Board/Superintendent Working Agreement*.



Board/Superintendent Working Agreement

Expectations of the Board

- The Board will focus first on the primary work of the Board, which is to clarify District purpose, direction and goals.
- The Board has one employee – the Superintendent. The Board and Superintendent work together to fulfill their mutually complementary roles. Trust, combined with open and honest communication, is our intent. The Board does not provide direction or oversight of other school district staff.
- The Board commits itself individually and collectively to stand by its code of conduct, to “speak with one voice”, to maintain a positive culture and orderly decision-making processes, and to do its work openly.
- Board members will give careful consideration to all issues brought to them. They will actively solicit input and listen to all perspectives. The Board will operate as representatives and make decisions in the best interest of the whole Board.
- Board members will uphold confidentiality on all matters arising from the Board meeting in executive session.
- Board members will attend scheduled Board meetings and work sessions unless a situation occurs that makes attendance impossible.
- Board members will cast a vote on all matters except when a legal conflict of interest arises.
- Board members will arrive at meetings having read and carefully reviewed packet material. Any questions will be called/emailed in prior to the meeting to the Board Chair or Superintendent so that the administration will be prepared with answers.
- Board members will communicate directly with the Superintendent when a question arises or a concern is voiced by a staff member, student, parent or community member.
- Board members will acknowledge and follow the chain of command of the school district.
- No individual Board Member, regardless of his or her position, has the authority to speak for the Board unless designated by the Board to do so.
- The Board will establish annual expectations and goals for the District.
- Annually, the Board will objectively evaluate the Superintendent’s performance based on goals and expectations, and provide appropriate feedback.
- Board members commit to a practice of “no surprises” at meetings.

Expectations of the Superintendent

- The Superintendent will be knowledgeable about, understand and clearly follow, all Board policies.
- The Superintendent will respect and acknowledge the Board's role in setting policy and overseeing the performance of the Superintendent.
- The Superintendent will keep the Board informed about District events and operations and will, whenever possible, strive to let the Board members know about controversial situations, anticipated adverse media coverage or critical external or internal change, before they become public.
- The Superintendent will provide data to the Board members in a timely fashion so that data driven decisions can be made.
- Board meeting packets will be made available to all Board members at least three days prior to the scheduled meeting.
- The Superintendent will treat all Board members equally and professionally, providing appropriate information for all Board members.
- The Superintendent will respect confidentiality of Board meeting executive sessions.
- The Superintendent will provide follow-up information to Board members on issues and concerns they have referred to the Superintendent.
- The Superintendent will represent the school district by being visible in the community.
- The Superintendent will prepare preliminary goals annually for the Board's consideration.
- The Superintendent commits to a practice of "no surprises" at meetings.

Signed this 23rd day of February 2009.

Kay Duskin, President

Jeff Huleatt, Vice President

Carolyn Erickson, Board Member

Jim Weiss, Board Member

Bob McClure, Board Member

E. Kristine McDuffy, Superintendent