Roles and Responsibilities

Lighthouse Project/Research

Five Roles to Increase Student Achievement (Best Practices):

1. Learn as a board team
2. Set clear expectations
3. Provide support for success
4. Hold the system accountable
5. Create the public will to succeed

See appendix for additional details about the early research or check out: http://ccsdut.granicus.com/MetaViewer.php?view_id=2&clip_id=64&meta_id=2619

For additional OSBA information: http://www.osba.org/Resources/Article/Improving_Education/Lighthouse_project.aspx

BEST PRACTICE ROLES:

Learning

Setting Expectations

Providing Resources

Holding the system accountable

Creating the will to succeed

Three Legal Roles/Authority:

1. Legislative
2. Executive
3. Judicial

LEGAL ROLES:

Legislative

Executive

Judicial
# DIVISION OF DUTIES

<table>
<thead>
<tr>
<th>Board Work</th>
<th>Superintendent Work</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GOVERN</strong></td>
<td><strong>MANAGE</strong></td>
</tr>
<tr>
<td>Hire Superintendent</td>
<td>Hire Staff</td>
</tr>
<tr>
<td>Set Goals &amp; Vision (with help)</td>
<td>Turn Goals &amp; Vision into Action</td>
</tr>
<tr>
<td>Adopt Policy</td>
<td>Develop Administrative Regulations</td>
</tr>
<tr>
<td>Set Budget</td>
<td>Plan Expenditures</td>
</tr>
<tr>
<td>Approve Contracts</td>
<td>Employee Relations</td>
</tr>
<tr>
<td>Monitor Progress</td>
<td>Report Progress</td>
</tr>
<tr>
<td><strong>WHAT NEEDS DONE</strong></td>
<td><strong>HOW TO DO IT</strong></td>
</tr>
<tr>
<td><strong>THE ENDS</strong></td>
<td><strong>THE MEANS</strong></td>
</tr>
</tbody>
</table>

**NOTES:**

Board Work: __________________________________________
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Superintendent Work: __________________________________________
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COMMON ISSUES BOARDS FACE

Complaints:
- Policy KL, KL-AR
- Be familiar with the policy, direct others to it. Stick to it.
- Let the superintendent know so that there are no surprises.

Board Communication and Public Meeting Law:
- Avoiding “parking lot” conversations
- Less than a quorum can also be problematic
- Email among board members (see separate page in this handout.)

Board – Staff Communications:
- Policy BG
- Board to staff goes through the superintendent.
- Staff to Board goes through the superintendent.
- Visits to schools arranged through the superintendent with full board knowledge.

Public Participation at Board Meetings:
- Policy BDDH
- It is the board’s meeting being held in public, not the public’s meeting.
- Stick to your policy.

Ethics & Nepotism:
- Policies BBF, BBFA, & BBFB
- See separate page in this handout for summary.

No Surprises:
- Board-superintendent agreements or board protocols.
- Call the superintendent before the meeting with questions.
- Ask your questions again in public.

Speak with one voice:
- Board protocols (see sample section, if interested.)
- The board is a single entity therefore it can only have one voice.
- Individual board members have a right to free expression, just make sure that the listeners know that the individual is speaking for him or herself not on behalf of the board.
- Be united, not uniform.
Board’s Role in Hiring

• The law is not crystal clear.
• It is generally accepted that the Board is not approving the individual but rather the contract for that individual.
• If the board rejects the superintendent’s recommendation then what is the reason(s) for the non-approval? If the reasons were outside the board’s hiring process then legal issues could arise.

Superintendent Evaluation:

• Policy CBG
• Plan in advance and determine the timing and criteria for the evaluation. (District goals, AASA Superintendent Standards, job description, other?)
• Determine where to gather information from and how to receive it (superintendent self-evaluation, board member ratings, 360 evaluation).
• Schedule a meeting for the board and superintendent to discuss and clarify the results the evaluation documents.
• Come to conclusion of the board’s evaluation and create a written document to place in the superintendent’s personnel folder.
• Share with the community the results of the evaluation and progress toward the district goals.

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EMAIL

Email has the potential to lead to improper (illegal) meetings under Oregon’s Public Meeting Laws. All email are also subject to Oregon’s Public Records Laws. Therefore, it’s necessary to ensure that email is used properly to take care of necessary business and avoid its use when it could lead to a violation of Public Meeting Law.

Appropriate uses for email by board members:

- Dissemination of information by a board member to other board members with NO discussion. One-way – no reply! (However, if the board ever discusses this topic at a board meeting, the material should later be included in that meeting’s packet.)
- Dissemination of information where the reply is not a matter or matters over which the board has supervision, control, jurisdiction or advisory power, i.e. availability for a meeting.
- Polling of board members by a member of the administration or press or public. The results of the polling of the members is not shared with the other members.

Avoid using email in these instances:

- Discussions between more than two board members on a matter over which the board has authority even though the number of school board members involved does not constitute a quorum.
- Forwarding of a school board member’s comments to another board member on a matter over which the board has authority.
- Polling the board members by a board member.
- Play it safe and don’t ever hit “reply” or “reply all” unless it is an email of the type in the 2nd bullet above.
- Keep in mind that whatever is put in an email can end up on the front page of the newspaper.