

**LINCOLN COUNTY SCHOOL DISTRICT**  
**Board of Directors- Work Session**  
**Thursday, October 2, 2014– 1:00 p.m.**  
**Newport Recreation Center**  
**Newport, Oregon**

**Minutes**

**PRESIDING:** Liz Martin, Chairman

**Present:** Liz Martin, Chairman; Karen Bondley, Vice Chairman; Ron Beck, Kelley Ellis, Terri Woodd, Directors

**Also Present:** Steve Boynton, Superintendent; Laurie Urquhart, Secretary; Jill Zurschmeide- OSBA

**Handout-** “Protocols and Goals Workshop” from OSBA

**Call to Order- Establishment of a Quorum**

Chairman Liz Martin convened the meeting and called the session to order at 1:00 p.m. with a quorum of four board members present. Director Woodd was excused from the meeting.

**Boardsmanship (continued from July Workshop)**

OSBA Consultant Jill Zurschmeide conducted an ‘ice breaker’ activity for board members to get to know something new about each other. She urged them to be comfortable in the work session setting.

Ms. Zurschmeide noted the role of the board is to set policy (structure), provide support (budget and resources), ensure accountability (evaluation of the superintendent), and act as community leaders through community engagement and advocacy. She noted the difference between board work and superintendent work, saying the superintendent is responsible for operations, regulations and personnel.

She presented several scenarios for board members to consider, including how they might react under certain circumstances (a patron tells them of a bad teacher; a request by a patron for the district to become nut-free; and a patron informing them of inappropriate behavior by a teacher).

She suggested adding criteria on each board agenda under the “Communications” section that the board may not hear specific complaints about personnel at a board meeting. She said the criteria could also ask that any given topic be limited to one speaker on that topic.

## **Board/Superintendent Working Agreements (Protocols)**

Ms. Zurschmeide presented three versions of Board/Superintendent Working Agreements, including one that had been used the last several years. After much discussion, the board reached consensus to use Example 2 (behind the red sheet) as a template. They added partial statements from all three versions to develop the draft made part of these minutes (attached). The agreement was slated for discussion at the board regular session October 14, 2014.

## **Board Goal Setting**

Board members reached consensus to put forth the following draft goals for further discussion:

1. The Board will assist the superintendent and district in using the resources available in the most efficient way possible to increase student opportunity.
2. The Board will educate itself on the district's needs and plans to increase student achievement and be able to communicate about it to the community.
3. The Board will recognize and celebrate the completion of the capital improvements projects.
4. The Board will negotiate with LCEA and OSEA representing the needs and interests of the children of the district.

The goals were scheduled for further discussion at the October 14, 2014 meeting.

Director Ellis noted she would like the superintendent to provide appropriate responses board members may use in responding to issues and concerns. She suggested developing a button or other type of communication tool heralding the "culture of learning." Superintendent Boynton said he would develop talking points, including information on social/emotional learning.

Director Beck asked when someone from LCSD would present at the Oregon School Boards Association conference. The Superintendent replied he would do so when the district can demonstrate student growth.

## **Format, 14/15 Superintendent Evaluation**

The Board briefly discussed the on-line evaluation tool used in 2012/13 for the superintendent's performance evaluation, and reached consensus to use the same tool again. Mr. Boynton noted the evaluation is a tool to help him get better at his job.

## **Engaging the Community in Shared Vision/Culture**

Superintendent Boynton noted this topic was included as an Indistar (a web-based continuous improvement process required by ODE) goal. The Superintendent noted engaging the community can be accomplished through site councils, PTA groups, etc.

**Other**

The Superintendent noted STAR testing is ongoing in grades K-8. The testing will accurately reflect a student’s abilities and will allow instruction to be adjusted accordingly. Results will be shared with parents after additional tests are administered to give a more accurate picture.

Mr. Boynton also noted the state requirements for the expanded options program are significantly lower than what the district currently offers. He said the district must offer opportunities to students who have “maxed out” the system, and suggested a “two plus two” program may better fit the district’s needs.

The meeting was adjourned at 5:00 p.m.

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Chairman

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Superintendent

## **Lincoln County School Board Board of Directors/Superintendent Working Agreements**

**All decisions will be made based on the needs and interests of children in our district.**

### **I. BOARD ROLES & RESPONSIBILITIES**

#### **The Board will:**

1. Focus on governance: policy-making, strategic planning, and evaluation (curriculum, district performance, and superintendent).
2. Uphold the legal, compliance, and confidentiality requirements on all matters arising from board meetings and executive session. (BD/BDA, BDC)
3. Recognize the role of the chair to speak for and about the board to the press and public groups. Recognize the role of the chair to convene meetings, execute documents as appropriate, and develop the agenda with the vice chair and superintendent.
4. Participate annually in establishing goals and objectives for themselves.
5. Act as ambassadors to the schools, the community, and the district. (KA/KAA, KB)
6. Follow the chain of command. The last stop, not the first, will be the board. All personnel complaints and criticisms received by the board or its individual members will be directed to the superintendent. (KL)

### **II. HOW WE OPERATE & MAKE DECISIONS**

#### **The Board agrees that:**

7. Surprises will not be sprung on other board members or the superintendent at a board meeting. Two board members must agree before an item is placed on a meeting agenda. (BDDC)
7. The Board will make decisions as a whole board only at properly called meetings. (BBAA, BD/BDA, BDD)
8. The board acts only when in formal session. An individual board member will not take a unilateral action. When a board member serves on a school committee, his or her role shall be defined by the board as silent observer or active participant. (BBAA, BDA)
9. The Board will support decisions of the majority after honoring the right of individual members to express opposing viewpoints and vote their convictions. Once a decision is made, members will support the decision of the majority. (BBAA)
10. The Board will cast votes on all matters except when a conflict of interest arises. (BBFA)

11. The Board will start meetings on time, and avoid marathon board meetings. If a board member believes she or he doesn't have enough information or has questions, either the superintendent or the board chair is to be called before the meeting.
12. The superintendent shall provide data to the board members so that data driven decisions can be made.
13. The superintendent shall distribute information to all board members in a timely manner.

### **III. HOW WE COMMUNICATE**

#### **The Board will:**

14. Communicate directly with the superintendent when information is needed or a question arises. (BG)
15. Rely on the chair to respond to group e-mail sent to the board.
18. Rely on the superintendent to inform the board of all critical information including relevant trends, anticipated adverse media coverage, or external or internal changes.
19. Communicate with one another should an issue or problem develop between ~~them~~ members
20. Give careful consideration to all issues brought forth by individuals and special interests. Board members will operate as representatives and make decisions in the best interest of the whole district. (KA/KAA, KB)
21. Share their expertise and points of view as topics arise at meetings.