

## WORK SESSION MINUTES

7/Board members met in a work session on October 23, 2019.

### 1. CALL MEETING TO ORDER

Chair Zach Bessett welcomed those in attendance and called the work session to order in the Board Room of the District Administration Center at 5:07 p.m. and led the Pledge of Allegiance.

#### Attendance

Board members present included Board Chair Zach Bessett, Vice Chair Naomi Raven, Lisa Barrager and Todd Mann. Dr. Emilio Hernandez was excused.

Others in attendance included Superintendent Todd Hamilton, David Collins, Brett Yancey, Brian Megert, Jeff Michna, Jenna McCulley, Dustin Reese, Judy Bowden, Anne Goff and Jack Moran.

### 2. APPROVAL OF THE AGENDA

There were no changes made to the agenda.

**MOTION:** Mr. Mann moved to approve the agenda as presented. Ms. Raven seconded the motion.

Motion passed: 4-0

### 3. THE BOARD'S ROLES AND RESPONSIBILITIES

Renee Sessler from the Oregon School Boards Association led a training on the school board's roles and responsibilities. She used a PowerPoint presentation and provided board members and district officials with an OSBA handout titled "Basic Roles and Responsibilities Workshop."

Board members and Superintendent Hamilton shared with Ms. Sessler topics of individual interest and concern related to their roles.

Ms. Sessler said the agenda included four main topics: the basic rules of school board work; government vs. management; individual board member authority; and a board-superintendent operating agreement. Individual board members then shared with Ms. Sessler additional questions they would like to see addressed during the meeting.

School board members and staff completed a written quiz covering individual responsibilities that fall to either the board or the superintendent, in order to better understand roles. Ms. Sessler said answers largely depend on district policies.

Ms. Sessler subsequently discussed the Oregon Lighthouse Project research study and presented information on school board best practices, as detailed in the OSBA handout. She emphasized the school board is responsible for setting the district's strategic direction, and also discussed specific roles of the board.

Ms. Sessler said board members are unique in that they represent the community's wishes in the school district and also represent the district in the community.

Board members discussed the importance of measuring board goals, and how they might in the future use the OSBA "focus framework" tool for establishing board direction in key areas.

On the topic of governance vs. management, Ms. Sessler summarized the division of duties between the board and the superintendent. She said the board is the district's policy making body. The superintendent, meanwhile, is responsible for district operations, personnel and various regulations.

Ms. Sessler advised the board to not set goals without the superintendent's involvement, and to avoid interfering with day-to-day district operations. Ms. Sessler also spoke of the importance of the board's operating agreement with the superintendent.

October 23, 2019

Page 1 of 2

The board took a meal break at 6:21 p.m. The meeting resumed at 6:35 p.m.

Ms. Sessler then reviewed the quiz completed by board members and staff earlier in the meeting, covering individual responsibilities that fall to either the board or the superintendent. The discussion included a review of specific district policies and related OSBA expectations.

Ms. Sessler provided an overview of Oregon Public Meetings Law, and detailed the different types of meetings the board may schedule. Superintendent Hamilton offered additional information regarding differences between board work sessions and regular business meetings.

Ms. Sessler then discussed the topic of official meeting minutes. In response to a question from the board, she mentioned the requirements of state law and noted that audio recordings of public meetings are available to the public. She added that a local government may decide the level of detail it wants in official minutes.

From the handout, as well as in response to questions from board members, Ms. Sessler offered information and advice on how the board may address public comment received during meetings. She further advised the board on how individual members may interact with media.

The presentation then turned to board-superintendent working agreements. Ms. Sessler said such agreements provide opportunities for a board to state its expectations of a superintendent, as well as for a superintendent to state expectations of a board.

Board members discussed whether they want to maintain the district's current agreements with the superintendent, or if changes should be made.

Ms. Sessler recommended the parties conduct regular "check-ins" to review aspects of the agreements. In response to a question from Ms. Raven, she also mentioned differences between an operating agreement and a working agreement, which could be separate documents.

The discussion regarding board-superintendent agreements will continue at the next board meeting.

#### **4. NEXT MEETING**

Chair Bessett said the next Board meeting was scheduled for October 28, 2019, which would be a Fall Planning Work Session to be held at the District Office in the Board Room.

#### **5. ADJOURNMENT**

With no other business, Chair Bessett adjourned the meeting at 8:00 p.m.

*(Minutes recorded by Jack Moran)*