

On January 25, 2021, members of the Central Linn School Board met with OSBA representative, Janet Avila-Medina, to create its first Board Operating Agreement. The meeting began at approximately 6:05 p.m. via Zoom virtual meeting.

**Members Present:** Jennifer Duringer, Brian Tenbusch, David Karo, Rebekah Schneiter, Parker Leigh, Tony Isom and Randy Smith

**Others:** Brian Gardner, Celeste Van Cleave, Dena Crowell, Janet Avila-Medina

Janet began the meeting by asking everyone “What Inspires Them” or “What Motivates Them”? Janet then asked the board what they hoped to learn during the work session. Responses were; to set clear expectations of the board, how to have better communication between the board and superintendent, to have a clear structure and to set goals.

It was reiterated that the board is to act as one voice and acts as a single entity. The board’s culture affects the direction of the schools, its instruction and in the end, student achievement. The board worked together to identify areas they would like to include while creating a Board Operating Agreement (BOA). After lengthy conversation and consideration, the board created a draft agreement, which will be brought to the February Board Meeting for adoption or revision. The drafted Board Operating Agreement:

#### HOW WE COMMUNICATE

1. The Board Secretary will respond to community inquires/email sent to the board with an auto-generated message.
2. If possible, board members will communicate directly with the superintendent as soon as possible when information is needed or a question arises from the board, from staff, or a community member. Specific questions concerning information contained in the board packet may be addressed to the person providing the information while at the board meeting and not prior to the meeting.
3. No individual board member has the authority to make a decision or judgment on behalf of the board. The board is one single entity and board decisions are made as a group; therefore, the board is united not uniform.
4. Be mindful that you represent the board in public and that no individual board member has the authority to speak for the board without prior board approval or decision of the message being shared.
5. The board cannot meet publicly or privately, outside of a board meeting, in groups more than three.

## **HOW WE OPERATE BOARD WORK SESSIONS**

- 1. The board will establish who is facilitating the work session before the work session begins at the board meeting prior to the work session.**
- 2. The work session facilitator will ensure work sessions are 1-2 hours and will start and end on time.**

## **SET DISTRICT GOALS**

- 1. The board and superintendent will participate annually in establishing goals and objectives for themselves and the district.**

**The BOA sets clear expectations and is to be reviewed periodically. Janet recommended that the board celebrate its successes and to speak up when issues arise; to revise the BOA as needed. The board, when conducting a self-assessment based on standards of Conduct & Ethics, Vision, Structure, Accountability and Advocacy & Communication, can use the BOA to address areas of concern and use it when setting goals. The meeting adjourned at 8:32 p.m.**

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**Dena Crowell, Board Secretary**

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**Jennifer Duringer, Board Chairman**

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**Date Approved**

**Board meeting minutes approved on February 8, 2021.  
Original minutes with signatures on file at the District Office.**