

On August 27, 2021, members of the Central Linn School Board met with OSBA representative, Steve Kelley, to discuss Central Linn's collaborative governance, superintendent evaluation and roles and responsibilities. The meeting began at approximately 8:45 a.m. in Ms. Adam's room of the Central Linn Junior High Building and via Zoom.

Members Present: David Karo, Suzy Parker, Kirt Glenn, Parker Leigh, Tony Isom, Brian Tenbusch

Members Absent: Randy Smith

Others Present: Brian Gardner, Candace Pelt, Celeste Van Cleave, Dena Crowell, Steve Kelley

After introductions Steve Kelley, OSBA Representative, started a Power Point presentation on collaborative governance, superintendent evaluation and roles and responsibilities.

COLLABORATIVE GOVERNANCE

Mr. Kelley explained that collaborative governance is an approach that utilizes effective partnerships to learn and lead together in an environment of trust and respect with a shared focus. An effective partnership can occur within the board, from the board to superintendent and from the board to the community. One of the most important jobs of the board is the superintendent evaluation and when conducted effectively, the process can strengthen the board and superintendent relationship.

SUPERINTENDENT EVALUATION

Reviewed the district's current superintendent evaluation system and timelines. Last year's board utilized the OSBA Superintendent Evaluation Handbook and its eight standards. Mr. Kelley recommends that the board adopt an evaluation process and conduct a pre-evaluation plan and check-in meetings with the superintendent, through executive session, a few times prior to the evaluation; this allows time to open up a superintendent search in the spring if a contract is not renewed. Periodic check-ins will allow time to discuss the performance of the superintendent and can provide a 'heads up' for areas of improvement and/or positive feedback prior to the final evaluation. By utilizing this process the board will be empowering our superintendent and removes the element of surprise. Mr. Kelley recommends keeping the evaluation process simple this year since there's nothing to base goals on just yet since this is Candace's first year as superintendent.

Three ways to gather information for an evaluation; direct interaction with the superintendent, a superintendent self-evaluation and by creating a targeted feedback survey. When scoring standards (ex; OSBA's eight standards), do not average results unless it starts the conversation as to why there is a disagreement or the average is below a '4'. Mr. Kelley recommends indicating the spread of all seven scores with each comment outlined. During executive session, the board can review the raw data and compile into a consensus summary statement for each standard. During public meeting, the evaluation summary is voted upon and becomes part of public record. A press release on the summary can be shared to the community; a sample press release is available through OSBA.

ROLES AND RESPONSIBILITIES

Mr. Kelley created an interactive activity to determine the board's top five expectations of the superintendent. The board chose these top five expectations of the superintendent:

- **Serve as the CEO, charged with implementing the policies of the board and be responsible for the effective administration of the school district.**
- **Provide follow-up information to board members on concerns and issues they have referred to the superintendent – close the communication loop as per established protocol.**
- **Provide the board with the information analysis and sound professional advice it needs in formulating policy and monitoring district operations/student achievement.**
- **Possess a working knowledge of all legal and local policies.**
- **Be visibly present in the schools and participate in community events/organizations to underscore the most important interactions that occur are in the classrooms.**

The superintendent team (Candace, Celeste and Dena) chose these top five expectations of the board:

- **Willingness to share the success and failures of the school system with the superintendent.**
- **Willingness to abide by its own rules, policies and code of ethical conduct.**
- **Willingness to acknowledge and follow the chain of command of the school district.**
- **Respect the confidentiality requirement of board meeting executive sessions.**
- **Practice of avoiding surprise items at board meetings.**

Mr. Kelley recommended the board to revise the current Board Operating Agreement to include each of the ten expectations. He also recommended the board know A/B Board Policy sections with particular discussion on Policy BDDDB/BDDC, Board Meeting Agenda; BBAA, Individual Board Member's Authority and Responsibilities; BBF, School Board Member Ethics; BG, Employee-Board Relations and KL, Public Complaints. Through policy BBAA, Mr. Kelley emphasized that an individual board member exercises the authority and responsibility of their position when the board is in legal session only, not individually, and board members do not have special rights to personnel information. Through policy BBF, Mr. Kelley reminded board members they set the standards for the district through policy but do not manage the district's business and to understand the chain of command for problems/complaints; that decisions made by a quorum vote are final decisions of the board and should be supported by each member, even if that individual did not agree with the vote.

Mr. Kelley explained that the moment a board member talks to three other members, even via private text/email, that is a violation of public meeting law. However, the superintendent can talk with each individually without violation of public meeting law. One way email communication is okay but do not engage in a two way conversation or hit "reply all" due to conversation turning into an illegal meeting.

Part of receipt protocol for letters and emails to the board can be to respond that the individual's message was received. If there is an item that the public expects to be addressed, a board member can recommend the chairman add it to the agenda but the board is not to discuss the item outside of a public meeting. During public comment, it's not recommended to engage with the speaker due to the lack of preparation of the presented item and keep in mind that the board needs to 'speak as a whole'. After public comment, the board chair may or may not follow up concerns by amending to the current agenda or by adding to future agendas.

When complaints go to a board member, do not handle them individually. Instead, redirect the complainant to Policy KL, Public Complaints. A board member should listen, remain neutral (or educate the person without taking sides), redirect him to Policy KL, then inform the superintendent there may be an issue arising. If a board member gets involved, they will need to recuse themselves from board decision because their involvement can be used against them in a court of law. Candace went through her crisis board communication protocol – she will send individual texts to the board stating them to check their email. Through email, the crisis situation will be outlined in a memo; asking each to individually reach out to Candace if anyone has additional questions.

The board participated in a Roles and Responsibilities quiz. Bases on situations each board member was to determine who was responsible for the presented situation, whether the situation was a board issue or a superintendent issue. Mr. Kelley reminded the board that the board ‘governs the what’ of the district and the superintendent ‘manages the how’.

Mr. Kelley explained the board’s role in the licensed/administrative staff hiring process. The board is not to reject a recommended individual’s hire except for one of three reasons; the position is not included in the budget, the hiring process was not followed or if there is an issue with the contract. The board should not undermine the authority of a superintendent’s recommendation but to trust that the hiring process was followed.

When asked, “Is bond work board work or superintendent work?” Mr. Kelley stated that bond work is primarily the responsibility of the board though the superintendent is a huge part of the process. The fiscal responsibility, by law, makes a bond primarily board work. Public employees cannot be political campaign advocates but can be a resource during bond work. He reminded the board that collaborative community partnership ground work will need to be made for the possibility of a successful bond campaign.

Board Retreat adjourned at 2:49 p.m.

Dena Crowell, Board Secretary

Brian Tenbusch, Board Chairman

Date Approved

Board meeting minutes approved on October 11, 2021.
Original minutes with signatures on file at the District Office.