

## **Portland Public Schools Board and Superintendent/Staff Expectations and Operating Protocols**

### **I. Roles and Responsibilities**

As elected members of the Board of Education for Portland Public Schools, our roles and responsibilities are outlined in Board policy; these expectations and protocols do not replace or override Board Policy or Oregon laws and administrative directives.

Highlights of board responsibilities include :

- A. Establishing an overarching educational vision for the district and setting actionable district goals and priorities to equitably provide the highest quality educational experience for each PPS student,
- B. Providing financial oversight and direction for the District, including reviewing and adopting a student-focused annual budget, establishing general financial goals, issuing bonds, and exercising taxing authority,
- C. Hiring, setting goals for, and evaluating the Superintendent annually; maintaining a mutually supportive relationship with the Superintendent in pursuit of established district goals,
- D. Focusing on policy making, goal setting, monitoring, and evaluation to further the goals and priorities.
- E. Acting as an ambassador to the community, both sharing District information with the public, including ensuring that students and the community are aware of the goals and priorities, and communicating public thought to the District.

As Board members do this work responsibly, they commit to:

- A. Utilizing the Racial Equity Lens tool in decision-making with the goal of closing the achievement and opportunity gap for our students of color and historically underserved students.
- B. Respecting the role of the Superintendent as the manager of the District, which includes sole authority over directing employees in District and school matters.
- C. Making decisions as a whole Board only at public meetings. individual members have no authority to take stand-alone action in policy or in district and school administrative matters or to speak on behalf of the Board without express delegation of authority.
- D. Complying with Board policies, understanding our fiduciary responsibilities, and being aware that our actions at all times reflect on the integrity, reputation, and functionality of PPS.
- E. Encouraging and modeling constructive public discourse in Board decision making.
- F. Honoring student voice.

## Practices of the Board of Education:

### II. Priority Setting and Board and Superintendent Evaluation

#### A. Priority Setting

1. The Board will align their work with the District vision, theory of action, strategic plan, goals, and budget process.

2. The Board will co-create with the Superintendent a strategic plan and establish, at a public meeting, goals in alignment with the District's vision and strategic plan and will regularly monitor the District's progress in meeting these goals.

3. Board Leadership will meet regularly with the Superintendent and key staff to evaluate past Board meetings and determine the agenda for upcoming Board meetings. The Board Leadership will solicit input from Board members. 4. Board leadership will regularly check in with the full Board regarding the Board meeting structure, and progress on Board priorities.

#### B. Board Professional Development and Evaluation

1. The Board will self-assess its performance at least annually. Board leadership will regularly evaluate Board meetings and work sessions. All Board members are encouraged to provide feedback to the Board leadership to improve the Board's performance. The Board leadership will annually set expectations and priorities for Board professional development. Board leadership will annually review the Board Office budget to ensure there are sufficient funds to support the Board's professional development.

#### C. Superintendent's Evaluation

1. The Board will establish annual goals and metrics for the Superintendent's performance and engage in a process that provides for thoughtful and deliberative assessment of the Superintendent's work based on those goals at least annually.
2. The Board will check-in with the Superintendent at the mid-year point to collaboratively assess progress toward achieving district goals, identify any barriers to success, and make course corrections as necessary.

### III. Meetings

A. Board members will be prepared for each meeting by reviewing materials in advance and agree to attend regularly scheduled Board meetings unless a situation occurs that makes attendance impossible. Board members will cooperate in scheduling special meetings and/or work sessions for planning and training purposes.

B. The times allotted at board meetings for each agenda item are estimates and are to be used as a guideline by the Chair in managing the meeting; however, there are not specific end times.

C. Board members agree to strive to start and end meetings on time.

D. Board members agree to uphold the legal requirement for confidentiality on all matters arising from Board executive sessions and any other confidential communications or information.

E. Board members agree to communicate with a focus on problem solving. Members will seek to clarify issues by soliciting each other's points of view.

F. Board members agree to listen carefully and with courtesy when other people are speaking during Board meetings. Discussions between Board members will serve as a model for acceptable public dialogue.

G. Board members are expected to cast a vote on all matters except when a conflict of interest arises.

H. If they miss a meeting, Board members and Leadership Team staff agree to review the video of that meeting to remain current on the Board and district's work.

I. All Board meetings will be videotaped, rebroadcast, and archived on the PPS website.

**Sections removed and given to the Scott/Eilidh/Julia team**

VI. Committee Protocols

A. At the beginning of each academic year, Board leadership determines the committee structure and appoints membership and leadership of each committee. Committees act on behalf of the full Board and are intended to provide a mechanism for deeper monitoring and analysis of complicated issues. Committees are expected to keep the full Board apprised of important issues under their purview and produce recommendations for action to be considered for adoption.

B. The annual agenda and meeting agendas for Committee and Task Force meetings are co-developed by the Committee Chair and staff lead[s]. Committee meeting materials will be provided at least 48 hours in advance of the meeting. Committee meetings will be publicly noticed 48 hours ahead of time and agendas will be posted prior the meeting.

B. Recommendations coming from a Committee are referenced in staff or committee chair reports for discussion items and resolutions for action items before the full Board.

C. The Committee Chair will review all minutes before they are sent to the rest of the Committee and posted on the Committee web page.

D. All Committee meetings will be audio recorded for record keeping purposes and are available upon request.