

Board Retreat
Saturday, February 20, 2021 11:00 AM

Virtual

Agenda

- I. 11:00 am - Guardrails
- II. 11:30 am - Leadership Election Process Discussion
- III. 12:45 pm - Break
- IV. 1:15 pm - Communications Protocols
- V. 2:15 pm - Ethics Statement
- VI. 3:00 pm - Adjourn

IV. Communication

A. Board members agree to communicate directly with the Superintendent and/or members of the Superintendent's Leadership Team when a question arises, or when a serious concern is voiced by a staff member, student, parent, or other community member.. To ensure optimal communication on substantive issues, Board members shall copy the Superintendent and Board Office Manager on their emails to the Superintendent's Leadership Team, and staff will do the same in replies.

For administrative, or scheduling issues, it is acceptable to email without copying other parties. Board members will not direct staff work and board members should share if an information request is time sensitive, especially if it relates to an action item on a board meeting agenda, an executive session, or a public meeting the board is participating in .

Recognizing that Board members may have full-time professional responsibilities in addition to their board service, staff will take into account that board members need adequate time to review materials before a board meeting, work session or executive session and that materials should not arrive or be changed late in the process.

B. When receiving communications from Board members, the Superintendent and staff will confirm receipt of the email or other form or communication and indicate how and when a response will be made

C. Board members will apply the racial equity lens tool to communications with constituents. Board members often field complaints or concerns from individuals and will actively listen and empathize with constituents. Board members may hear more from communities and individuals who already have a lot of social capital in our system. Board members should proactively engage with historically underrepresented communities/constituents to broaden their understanding of the entire system.

D. The Board and staff should operate on a "no surprises" basis. A high level of communication between board members and senior staff is appropriate, desired, and beneficial.

E. Board members are requested to communicate directly with the Board Chair or Board Vice Chair(s) when concerns arise about other Board members. If there are concerns about District staff, board members should address that with the Superintendent and Board leadership. When disagreeing with other Board members, Board members and staff should maintain a respectful dialogue in their communications. Board members retain the right to express individual opinions in a variety of settings, and when doing so, will clearly state that the opinion is his/hers and not that of the Board unless they are speaking of action that the Board has already taken

F. Specific personnel complaints submitted to the Board or individual Board members should be referred to the Superintendent or designee.

G. From time to time, the Board may be required to make findings of fact that can be appealed to another government agency (i.e., personnel matters or charter school application hearings). In these situations, no Board member will discuss the substance of the matter with any

person(s) directly involved in the issue, other than PPS staff, outside the formal hearing and deliberation process.

V. Requests for Information or Decision making

A. Information Requests of Staff

1. When a Board member has an information request of staff (but does not require any particular decision to be made), the Board member should feel free to communicate their request to any member of the Superintendent's Leadership team and the Board Office Manager. The Superintendent or his/her designee should be copied on any written requests to keep him/her apprised of issues of concern to the Board. If the information request is unrelated to a future Board action or decision, the timing of the fulfillment is at the discretion of the Superintendent and should not interfere with other staff work. Staff will respond to Board members requests and provide options for information fulfillment if the request is time consuming

B. Providing Documents to Board for Review in Advance of Meetings. The Board Chair and Vice-Chair(s) in consultation with the Superintendent will establish the agenda and major business agenda items for full Board meetings approximately 10 days prior to the Board meeting.

C. Notes from agenda setting meetings are sent out to the entire Board by the Board office. Board agendas are made up of action and discussion items, with reports from the Student Representative and Superintendent.

D. The majority of items that require Board action are first reviewed in a Board Committee meeting, an executive session, or a Board meeting.

E. Staff and the Superintendent will have the Board book, and any supporting documentation, available at least four days prior to the Board meeting except under extenuating circumstances.

F. In order for Board members to be adequately prepared for staff presentations and to take action on an agenda item, the Board office will provide meeting materials to all Board members on the Thursday prior to a Board meeting.

G. If a PowerPoint presentation will be given by staff during a Board meeting, it will be included in the Board packet as well, with the understanding that there may be changes at the final Board presentation and any changes will be noted for the Board. Copies of final materials and presentations will be posted as part of the meeting materials.

H. For contracts listed in the Business Consent Agenda, staff will provide memos for each and the actual contract will be available electronically. These will be posted as part of the meeting materials four days in advance of the meeting.

I. If staff is unable to answer a question that comes up during Board discussion, the Board office will note the question and provide follow up to the Board.

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.