

Adopted: 6/26/2017  
Revised: \_\_\_\_\_

Non-MSBA

## 110 GOVERNANCE OF THE COOPERATIVE

### I. PURPOSE

The purpose of this policy is to define the duties of the bodies directly and indirectly related to the governance of the Cooperative. The policy helps ensure that the Board's business is conducted with maximum effectiveness, efficiency, and integrity.

### II. DESCRIPTION OF ROLES

- A. **Joint Powers Board:** The board membership is defined in the Southern Plains Education Cooperative Joint Powers Agreement. Key roles of the Joint Powers Board are:
1. Advocate for the educational welfare of the students receiving Cooperative programs and services, as well as their families and Cooperative staff.
  2. Attend all regularly scheduled and special Board meetings insofar as possible.
  3. Approve annual budgets, contracts, hiring of personnel, and policies.
  4. Hire, develop, annually evaluate, and/or dismiss the Executive Director.
  5. Be informed concerning the issues to be considered at board sessions and formal meetings.
  6. Initiate and maintain constructive, transparent, and professional two-way dialogue with Cooperative administration and the member district's local board as a means to engage all clients and stakeholders in the work of the Board and the Cooperative.
  7. Representing the Cooperative to the Board member's local district board and community in a timely and professional manner that fosters public confidence and respect.
  8. Maintain a working rapport with other members of the Board and the Director grounded in assumptions of trust and competence.
  9. Respect the rights of other to hold and express opinions.
  10. Recuse self when in a position of conflict of interest, and not use the Board for a position of personal or partisan gain.
  11. Take no private action that will compromise the Board or Cooperative administration.
  12. Respect the confidentiality of information that is privileged under applicable law.
  13. Operate with unity of voice after decisions of the Board, both privately and publicly, while retaining the right to seek changes in such decisions through Robert's Rules of Order.

- B. **Executive Director:** The Executive Director is hired by the Joint Powers Board to lead and manage the Cooperative. Key roles of the Executive Director are:
1. Advocate for the educational welfare of the students receiving Cooperative programs and services, as well as their families and Cooperative staff.
  2. Consider the best interest of the Cooperative as a whole when making recommendations as an ex-officio nonvoting member of the Joint Powers Board.
  3. Recruit, interview, and recommend employment of employees of the Cooperative
  4. Assign, supervise, develop, evaluate, retain, or dismiss employees of the Cooperative.
  5. Recommend policies and guidelines for the operation of each program and service offered by the Cooperative.
  6. Assess each expenditure area, recommend budgets, and ensure appropriate billing of services in alignment with the Joint Powers Agreement.
  7. Initiate and maintain oversight of the programming for students at-risk within the member districts in order to provide compliant, efficient, and effective services insofar as reasonably possible.
  8. Initiate and maintain constructive, transparent, and professional two-way dialogue with the Cooperative board and administration as a means to engage all clients and stakeholders in the work of the Board and the Cooperative.
- C. **Member District School Boards:** The member district boards as identified within the Southern Plains Education Cooperative Joint Powers agreement. Key roles of the member district boards:
1. Appoint a member to the Joint Powers Board and ensure the board member is an active participant on the Joint Powers Board.
  2. Vote on any expenditures related to levy funds or changes in the Joint Powers Agreement.
  3. Be supportive of decisions made by Joint Powers Board as a member of the Joint Powers Cooperative.
- D. **Superintendent Advisory Committee:** The Executive Director will meet with Superintendents on a regular basis for initiating a two-way dialog with member districts and gathering perspectives for developing recommendations to the Joint Powers Board. Key roles of the Superintendents are:
1. Initiate and maintain constructive transparent, and professional two-way dialogue with Cooperative administration and the member district's local board as a means to engage all clients and stakeholders in the work of the Board and the Cooperative.
  2. Communicate district needs, desires, and concerns in a pro-active manner

to the Executive Director.