

1.1 Commitment

Board members are expected to govern responsibly and hold themselves to the highest standards of ethical conduct.

The Board will provide leadership to the district through the establishment of written policies.

The Board believes that its primary responsibility is to act in the best interests of all students in the district.

The Board is committed to:

- students
- parents/guardians
- members of the communities
- district employees
- laws pertaining to public education
- the established policies of the district.

The Board will:

- govern with emphasis on the District's vision, mission and expectations
- encourage diversity in viewpoints
- focus on strategic leadership rather than administrative detail
- establish, through policy, Board and Superintendent roles and responsibilities
- make collaborative decisions rather than individual decisions
- govern proactively rather than reactively.

The Board's major policy focus will be on the intended long-term benefits for students. Accordingly:

1. The Board will:
 - cultivate a sense of group responsibility
 - work in partnership with the Superintendent with input from staff, students, parents and the communities
 - use the expertise of individual board members to enhance the ability of the Board to govern as a body.
2. The Board will hold itself accountable for governing with excellence. This self-discipline will apply, but not be limited to:
 - attendance at meetings
 - preparation for meetings
 - respect for differentiation of roles.
3. Existing Board members and the Superintendent will facilitate a review of the Leadership Governance process and policies for new members as soon as possible after being sworn into office. This same process will be followed upon employment of a new Superintendent.
4. The Board will allow no officer or individual board member, to hinder or be an excuse for not fulfilling its commitments.
5. The Board will monitor its process and performance on a monthly basis .

1.2 Board Member Covenants

Board members shall maintain a system of communication and interaction that builds upon mutual respect and trust.

Accordingly, members will participate within the following guidelines:

General Communications:

- ▶ focus on issues
- ▶ promote candor in discussions while supporting the integrity and promoting the positive image of the Board, individual board members, and the district.

Listening:

- ▶ listen to each person who speaks and respect all points of view
- ▶ when dealing with an individual use appropriate non-verbal behavior
- ▶ avoid engaging in side conversations.

Speaking:

- ▶ stay calm in conversation
- ▶ contest a person's position, but resist questioning his/her integrity or motivation
- ▶ share any knowledge or expertise regarding the issue
- ▶ be brief, honest, and clear when expressing ideas, thoughts or concerns

- ▶ focus on exchange of ideas and consensus.

Decision Making:

- ▶ withhold judgment until fully informed on the issue
- ▶ focus on the district's vision, mission and expectations
- ▶ identify areas of agreement and options for solutions
- ▶ support the board's decision.

1.3 Board Member Code of Conduct

The Board commits itself and its members to ethical, professional and lawful conduct. The Board acting in its legislative capacity will have the authority and responsibility to interpret and apply standards of conduct.

1. Board members will represent the interests of the students and patrons of the entire school district. This representation supersedes any conflicting loyalties including: interest groups, parental conflicts, and relationships with employees of the district.
2. Board members will recognize that they have no individual authority over the Superintendent or staff unless explicitly authorized by the Board.
3. When interacting with the public, individual board members, when speaking for the entire Board, will only report on explicitly stated board decisions.
4. Board members will not publicly express individual negative judgments about Superintendent or staff performance. Any such expressions should only be made when the Board is meeting in executive session.
5. Board members will maintain the confidentiality of issues discussed in executive session and of other issues of a confidential or sensitive nature.

1.4 Board Member Conflict of Interest

Board members will operate in a manner that will avoid actual and apparent conflicts of interest. A conflict of interest arises when a board member is unable to devote complete loyalty and singleness of purpose to the interests of the district.

1. A Board member shall not furnish directly any labor or equipment to the district without disclosing his/her interest. He/she shall not attempt to influence the Board in making its decision, and will not vote on the issue before the Board.
2. Board members will adhere to the Wyoming Ethics and Disclosure Act and all other applicable conflict of interest laws, which shall include but is not limited to the following:
 - a. A board member shall not apply for a position as an employee of the district until he/she has duly resigned his/her position on the Board.
 - b. No board member will make or vote on an official decision if he or she has a material personal interest in the matter.
 - c. No board member may use the position or any public funds, time, personnel, facilities or equipment for his or her private benefit or that of another unless the use is authorized by law.
 - d. No board member may participate in the employment, transfer, discipline, or advancement of a family member in the district.

1.5 Process for Addressing Board Member Violations

Board members will comply with the provisions of the board's policies. In the event of a member's violation of policy, the Board will seek remedy by utilizing part or all of the following process:

1. Constructive conversation in a private setting between the board member and the board chairman and/or other board member.
2. Discussion in executive session between the board member and the full Board regarding the violation.
3. Mediation may be offered to the board member.
4. As a last resort, public censure of the board member.

1.6 Board Chairman

1. The Chairman of the Board will supervise or direct the Superintendent only when explicitly authorized to do so by the Board.

2. The Chairman of the Board will be the official board spokesperson for stating board positions and decisions to the media. The Chairman may delegate this authority to other board members or the Superintendent.
3. The Chairman will be the official liaison between the Superintendent and the Board, understanding that individual board members may communicate with the Superintendent at any given time.
4. The Chairman will attend a leadership training session specifically for board chairmen as soon as possible after his/her initial election as Chairman.
5. The Chairman/Vice Chairman will preside at all meetings and will assist the Superintendent in developing the agenda with input from the other trustees.

1.7 Board Committees

Board committees, when used, will be used to support the work of the Board.

1. Board committees will speak or act for the Board only when formally given such authority.
2. A board committee will make recommendations to the Board, but any resultant actions from those recommendations will be the responsibility of the Board.
3. The board committee policy applies only to committees that are formed by board action.
4. Membership on board committees will be appointed as needed.

1.8 Development and Adoption of Policies

It is the Board's responsibility to develop governing and operational policy. A systematic, predictable means of developing and adopting policy will promote community, school, parent and student involvement in policy decisions of the Board and encourage careful and well informed decision making by the Board. Accordingly, the Board will develop new policy, repeal or substantially revise existing policy as follows:

Policy Introduction

- a. A board member may introduce a new or revised policy if the board member has notified the Board Chairman in sufficient time for the item to be considered and placed on the board agenda.
- b. A community member, student, parent, staff member, teacher or administrator may seek introduction of a new or revised policy by submitting it in writing to the Superintendent or Board Chairman at least seven days prior to the next scheduled board meeting.

First Reading

Any policy that is formally introduced pursuant to "Policy Introduction" above, shall be given a first reading by the Board at the scheduled time on the agenda. After the first reading, the Board will open discussion to those attending the meeting. After all comments have been received, the Board will discuss the policy.

If the policy fails to meet the approval of a majority of the Board, the policy may be redrafted and resubmitted for formal introduction or eliminated from further discussion.

If the policy, with or without amendments, meets with approval of a majority of the Board it will be placed on the agenda for second reading at the next business meeting.

Second Reading

A policy that is placed on the agenda pursuant to "First Reading" above, shall receive a second reading. After the reading, the Board will open discussion to those attending the meeting. After all comments have been received, the Board will discuss the policy.

Adoption

After the second reading, upon motion and second, the policy may be adopted with or without amendments, by approval of a majority of the Board. If extensive or controversial amendments are necessary the Board may table and reschedule another reading pursuant to "Second Reading" above for the next business meeting.

Form of Readings

Readings may be aloud or silent, at the discretion of the Chairman. Copies of the proposal will be available for review at the district office after first reading.

Any portion of this policy may be waived by a majority vote of the Board, for good cause or in case of emergency.

2.1 GENERAL

BOARD

1. The Board's link to the operation of the district is through the Superintendent, except as otherwise required by law.
2. The Board's requests, decisions and directives when acting as an entity, are the only requests, decisions and directives binding on the Superintendent.
3. The Board will invest the Superintendent with the authority and the responsibilities that are in accordance with board policy and state and federal laws.
4. The Board will involve the community, parents/guardians, students and staff in developing expectations for the district.
5. The Board will provide community leadership on educational issues and will be advocates for public education at the local, state and federal levels.

SUPERINTENDENT

1. The Superintendent will coordinate, supervise and manage the operation of the district.
2. The Superintendent will provide leadership to the Board, staff, students and community in meeting district expectations.
3. The Superintendent will keep the Board aware of local, state and national educational developments and changes.
4. The Superintendent will continually upgrade his/her professional knowledge and qualifications.
5. The Superintendent will implement board directives within the parameters of policy and law.

2.2 POLICY

BOARD

1. The Board will establish all written governance and operational policies.
2. The Board, when necessary, will clarify for the Superintendent the intent of board policies.
3. The Board will review and monitor the district vision, mission, and governance policies
4. The Board will review and revise operational policies as needed.
5. The Board will provide to the Superintendent written governance policies which prescribe the expectations to be achieved.

SUPERINTENDENT

1. The Superintendent will implement board policies.
2. The Superintendent will act as an advisor to the Board in areas needing policy development or revision.
3. The Superintendent will maintain a current, up-to-date manual of adopted governance policies and operational policies.

4. The Superintendent will take reasonable steps to avoid actions or decisions that violate board policy.

2.3 REGULATIONS

BOARD

1. The Board need not review administrative procedures, rules and regulations prior to their issuance but will be informed of substantive changes at the time of the change.
2. The Board reserves the right to review administrative procedures and regulations at its discretion.
3. The Board will direct the Superintendent to revise regulations when, in the Board's judgment, they fail to properly effect the policies adopted by the Board.

SUPERINTENDENT

1. The Superintendent will develop and maintain a current, up-to-date manual of administrative procedures, rules and regulations.
2. The Superintendent will operate with written procedures, rules and regulations that are consistent with law and board policy.
3. The Superintendent may deviate from administrative procedures, and/or rules and regulations for good cause or in case of emergency

2.4 MEETINGS

BOARD

1. The Board will perform all actions in public board meetings in accordance with local, state and federal laws.
2. The Board will hold all meetings, including executive sessions, in the presence of the Superintendent, or his/her designated administrator, except when his/her contract and salary are under consideration or when due process requires his/her absence from the meeting.
3. The Board will utilize executive sessions in accordance with state statutes.
4. The Board will establish the operational procedures for meetings.
5. The Board Chairman or Vice-Chairman will assist the Superintendent to develop the meeting agenda.
6. The Board will request information from the Superintendent as needed.

SUPERINTENDENT

1. The Superintendent will serve as an advisor to the Board during official meetings.
2. The Superintendent will ensure compliance with all legal requirements relative to the posting of notices and maintenance of meeting records.
3. The Superintendent, with assistance from the Chairman or Vice-Chairman, will develop the meeting agenda.

4. The Superintendent will give the Board information to assist board members in making well-informed decisions.
5. The Superintendent will provide the Board with the agenda, administrative and financial reports, and other supporting materials at least three days prior to the scheduled board meeting.

2.5 BUDGET/FINANCE

BOARD

1. The Board will establish priorities for the financial management of the district.
2. The Board will adopt a fiscally responsible budget based on the district's vision and mission, and will monthly monitor the fiscal health of the district.
3. The Board will ensure that internal financial controls are in place.

SUPERINTENDENT

1. The Superintendent will present to the Board a detailed budget that is based upon the board's priorities and parameters.
2. The Superintendent will administer the budget ensuring that all legal requirements are met.
3. The Superintendent shall take steps to ensure that:
 - the fiscal condition of the district is consistent with the board's vision and expectations
 - the long-term financial health of the district is sound
 - the Board is notified prior to any spending that materially deviates from the annual budget adopted by the Board.
4. The Superintendent shall ensure that assets are reasonably protected, adequately maintained and appropriately used.
5. The Superintendent will act as a resource to the Board on all financial matters of the district.

2.6 INSTRUCTION

BOARD

1. The Board, in collaboration with the Superintendent, will establish the vision, mission and expectations for the district.
2. The Board will adopt new and/or changes to standards and instructional programs as appropriate to meet district, state and federal requirements.
3. The Board will adopt graduation requirements conforming to district, state and federal standards.
4. The Board will approve the annual district calendar.

SUPERINTENDENT

1. The Superintendent is responsible for the continuous development, implementation, and evaluation of the instructional programs that focus on student learning and performance.
2. The Superintendent will provide leadership to meet district, state and federal standards.

3. The Superintendent will schedule presentations and reports by staff on assessments and instructional programs.
4. The Superintendent will prepare and recommend a district calendar for the next school year.
5. The Superintendent will annually report to the community the status of education in the district.

2.7 PERSONNEL

BOARD

1. The Board will employ the Superintendent after a reasonable background and reference check.
2. The Board is responsible for evaluating the Superintendent at least annually.
3. The Board will give direction only to the Superintendent, except as required by law.
4. The Board will not participate in disciplining employees, other than the Superintendent, unless required by law.
5. The Board will employ certified staff only after consideration of the recommendation of the Superintendent.
6. The Board in dealing with personnel complaints, or concerns, will adhere to the district's chain of command.
7. The Board will act on personnel matters after consideration of the superintendent's recommendations.

SUPERINTENDENT

1. Except as otherwise provided by law, all authority over staff members of the district shall rest with the Superintendent and all staff members of the district shall be accountable to the Superintendent.
2. The Superintendent will make a recommendation to the Board regarding the employment or dismissal of all certified and classified staff.
3. The Superintendent will establish job descriptions, assign staff, and establish a comprehensive evaluation system for all staff.
4. The Superintendent will serve as the board's liaison with staff.
5. The Superintendent will take reasonable steps to ensure actions or decisions that result in lawful, and ethical, treatment of staff and volunteers.
6. The Superintendent will ensure reasonable background inquiries and checks are made prior to hiring any paid personnel.
7. The Superintendent will evaluate district administrators.
8. The Superintendent will report to the Board those employees who are under disciplinary or instructional plans.
9. The Superintendent is empowered to delegate authority to staff members, as he/she deems appropriate.

2.8 COMMUNITY RELATIONS

BOARD

1. The Board will hold itself accountable to the citizens of the district by focusing on the vision, mission and expectations of the district.
2. The Board will consider input from students, staff, parents, and the community.
3. The Board will maintain an awareness of community values, concerns and interests.
4. The Board will channel all complaints and/or grievances through the district's chain of command policy.

SUPERINTENDENT

1. The Superintendent is responsible for ensuring district patrons are informed of school programs and activities.
2. The Superintendent will establish a working relationship with the news media.
3. The Superintendent will make recommendations to the Board for resolution of complaints not resolved at the administrative level.
4. The Superintendent will take reasonable steps to ensure actions or decisions result in lawful, and ethical treatment of students, parents and district patrons.

2.9 LABOR RELATIONS

BOARD

1. The Board will participate in the salary discussion process for certified and classified personnel.
2. The Board at the recommendation of the Superintendent will adopt salary schedules and/or set salaries.
3. The Board is responsible for the Superintendent's contract, benefits and salary.

SUPERINTENDENT

1. The Superintendent will develop and recommend to the Board, compensation and benefit plans
2. The Superintendent will administer contracts and/or agreements in accordance with all regulations.

2.10 STUDENT SERVICES

BOARD

1. The Board will establish district policies and expectations for student programs that focus the district on learning and achievement for all students.
2. The Board requires that the Superintendent develop and implement administrative procedures, and/or rules and regulations to ensure that a safe and appropriate educational environment is provided to all students.

SUPERINTENDENT

1. The Superintendent will take reasonable steps to create a school environment that is safe, conducive to the learning process and free from unnecessary disruption to ensure success for all students.
2. The Superintendent will develop and implement administrative procedures, and/or rules and regulations to deal with health and safety issues, including emergencies.
3. The Superintendent will provide for the direction and supervision of student services.

2.11 FACILITIES, TRANSPORTATION, FOOD SERVICES

BOARD

1. The Board, in collaboration with the Superintendent, will prioritize construction and building renovation needs of the district.
2. The Board will develop and adopt policies for governing facilities, transportation and food services.

SUPERINTENDENT

1. The Superintendent will develop and implement administrative procedures, and/or rules and regulations that adhere to district policy, for the supervision of public use of buildings, grounds, facilities and equipment.
2. The Superintendent will be responsible for the upkeep of facilities and prioritize long-range plans for preventive maintenance of buildings, grounds and equipment.
3. The Superintendent will develop and implement administrative procedures, and/or rules and regulations that adhere to district policy, for the supervision of the district's transportation service, food service program and assign staff as appropriate.

2.12 BOARD SUPERINTENDENT RELATIONSHIPS

BOARD

1. The Board will support the distinction between the Board's role and the role of the Superintendent.
2. The Board and individual board members will avoid interference with the Superintendent's duties.
3. The Board encourages open discussion and diverse opinions in addressing important and sensitive issues.
4. The Board will maintain open communication between the Board and the Superintendent.

SUPERINTENDENT

1. The Superintendent interprets, clarifies, assembles data, and provides professional guidance and assistance to the Board.
2. The Superintendent provides recommendations for Board action on agenda items.
3. The Superintendent will respond to Board requests and directives for information.
4. The Superintendent provides regulations, instructions, and follow-up for employees regarding district policies.

5. The Superintendent keeps the Board informed of district programs, operations, condition of the schools, and other issues or problems as soon as possible.
6. The Superintendent will assist the Board in board development leadership training.

2.13 PLANNING

BOARD

1. The Board sets a “clear direction” for the district, by establishing the district vision, mission, goals, and student achievement expectation(s).
2. The Board annually establishes expectations for student achievement and regularly monitors progress toward those expectations during the school year.
3. The Board and Superintendent collaborate on the development of long and short term expectations.
4. The Board and Superintendent will develop a process for the assessment of progress and performance through the use of an annual Superintendent Evaluation and Board Self Evaluation.
5. The Board requires the Superintendent to report progress on all expectations at least quarterly during the year.

SUPERINTENDENT

1. The Superintendent will provide assistance to the Board in setting a “clear direction” as they establish the district vision, mission, and student achievement expectations.
2. The Superintendent will provide assistance to the Board in the establishment of annual expectations for student achievement.
3. The Superintendent will provide assistance to the Board as they regularly monitor progress on expectations.
4. The Superintendent will report progress to the Board on expectations at least quarterly during the year.

2.14 BOARD ORIENTATION OF PROFESSIONAL DEVELOPMENT

BOARD

1. The Board will have a process in place to orient newly-elected or appointed board members.
2. This process of orientation shall include, but is not limited to, the following components
 - * details the differences in responsibilities between the Board and administration,
 - * explains the “Principles of Operation” for the board and superintendent team,
 - * explains the educational relationships and chains of command.
3. The Board will read professional publications and educational periodicals.
4. The Board will stay informed and promote its own professional development.
5. The Board will attend training opportunities, i.e. conferences, workshops and training sessions.

6. The Board will use pertinent data, research, and consulting services as needed.

SUPERINTENDENT

1. The Superintendent will assist the Board in establishing a process to orient newly-elected or appointed board members.
2. The Superintendent will provide the Board with updates on professional development, conferences and workshops.
3. The Superintendent will provide the Board with relevant data and research.