

1.1 Commitment

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

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:

- 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 organizational vision,
- encourage diversity in viewpoints,
- focus on strategic leadership rather than administrative detail,
- establish, through policy, Board and superintendent roles and responsibilities,
- make collective decisions rather than individual decisions,
- govern proactively rather than reactively.

The Board will provide leadership to the district through the establishment of written policies focusing on the intended long term benefits for students.

Accordingly:

1. The Board will:
 - be accountable to board policy and district expectations,
 - work in partnership with the Superintendent, 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 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 not allow any trustee or committee of the Board to hinder its commitments.
5. The Board will monitor its process and performance annually.

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 not on personalities,
- ▶ protect the integrity and promote the positive image of the district and of one another.

Listening:

- ▶ listen to each person who speaks and respect all points of view,
- ▶ when dealing with a district patron, assume a non-defensive posture, make eye contact, listen carefully, and ask questions for clarification,
- ▶ avoid engaging in side conversations.

Speaking:

- ▶ stay calm in conversation,
- ▶ contest a person's position, but resist questioning their 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 and persuasion, not force.

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 to ethical, businesslike and lawful conduct. The Board has the authority and responsibility through policy to interpret and apply standards of conduct.

1. Board members will represent the interests of the citizens 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 not attempt to exercise individual authority over the district.
 - a. Board members will recognize that they have no individual authority over the Superintendent or staff unless official action is taken by the Board.
 - b. When interacting with the public or the press, individual Board members will speak for the entire Board only by reporting explicitly stated Board decisions.
 - c. 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.
3. 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; including but not limited to:
 - 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 move 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 all or part 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.
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 official action is taken by the Board.
2. The Chairman of the Board will represent the Board to outside parties in stating Board positions and decisions. The Chairman may delegate this authority to other Board members or the Superintendent.
3. The Chairman will be the liaison between the Superintendent and the Board, understanding that individual board members may communicate with the Superintendent at any given time.
4. The Chairman is encouraged to attend a leadership training session specifically for board chairmen as soon as possible after election as Chairman.
5. The Chairman will preside at all meetings and develop the agenda with the assistance of the Superintendent and input from the other Trustees.

1.7 Board Committees

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

1. A Board committee and its members will speak or act within the specific parameters of that committee.
2. A Board committee will make recommendations to the Board; any actions from those recommendations shall come from the Board.
3. Membership on Board committees will be appointed and identified annually and/or 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:

1. Formal Introduction

- a. A Board member may introduce a new or revised policy if the Board member has notified the Board Chairman in sufficient time so that the proposed policy can be placed on the agenda and each Board member can be provided with a copy of the policy.
- 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 who will present it to the board.

1 First Reading

Any policy that is formally introduced pursuant to paragraph 1 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, it will be eliminated from further discussion. The policy may be redrafted and resubmitted for formal introduction.

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 monthly business meeting.

2 Second Reading

A policy that is placed on the agenda pursuant to paragraph 2 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.

3 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 paragraph 3 under First Reading above for the next monthly business meeting.

4 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.

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 chain of command for the operational organization of the district is through the Superintendent, except as otherwise required by law.
2. The Board's decisions and directives when acting as an entity, are the only decisions and directives binding on the Superintendent.
3. The Board will provide to the Superintendent written policies which prescribe the expectations to be achieved.
4. The Board will require administrative procedures, rules and regulations from the Superintendent.
5. The Board will invest the Superintendent with the authority and the responsibilities that are in accordance with board policy and state and federal laws.
6. The Board will annually gather information from the community, parents/guardians, students and staff in developing expectations for the district.
7. The Board will provide community leadership on educational issues and will be advocates for public education at the local, state and federal levels.
8. The Board will participate in professional board development and commit the time and energy necessary to be informed and effective leaders.

SUPERINTENDENT

1. The Superintendent will implement Board policies and directives.
2. The Superintendent will report needs of the district to the Board.
3. The Superintendent will recommend a comprehensive district plan to meet expectations adopted by the board.
4. The Superintendent will coordinate, supervise and manage the operation of the district.
5. The Superintendent will provide leadership to the Board, staff, students and community in meeting district expectations.

6. The superintendent will notify the board of irregular or unusual happenings.
7. The Superintendent will keep the Board aware of local, state and national educational developments and changes.
8. The Superintendent will take reasonable steps to avoid causing or allowing conditions, procedures, actions or decisions that are or have the potential of being unlawful, unethical, unsafe, disrespectful, or in violation of Board policy.
9. The Superintendent will continually upgrade his/her professional knowledge and qualifications.
10. The Superintendent is empowered to delegate authority and responsibilities to staff members, as he/she deems appropriate within the parameters of board policy.

2.2 Policy

BOARD

1. The Board will establish written policies defining and reflecting the Board's vision and mission of:
 - governance
 - roles and responsibilities
 - expectations
2. The board, when necessary, will clarify for the Superintendent the intent of all Board policies.
3. The Board will review and monitor at least annually the following:
 - district vision and mission
 - governance policies
 - roles and responsibilities policies
 - expectation policies
4. The Board will approve all policies.

SUPERINTENDENT

1. The Superintendent will act as an advisor and communicate to the Board the need to draft new or revise existing policies.
2. The Superintendent will maintain a current manual of the following policies:
 - board governance
 - roles and responsibilities
 - expectations
 - operational

2.3 REGULATIONS

BOARD

1. The Board has the right to review administrative procedures and regulations.
2. The Board need not review administrative procedures, rules and regulations prior to their issuance.

SUPERINTENDENT

1. The Superintendent will develop and maintain a current manual of administrative procedures, rules and regulations.
2. The Superintendent will operate the district 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 only for good cause or in case of emergency. All deviations must be communicated to the Board within 24 hours.
4. The Superintendent will revise regulations when, in the Board's judgment, they fail to properly address the policies previously adopted.

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 as permitted by law.
4. The Board will establish the operational procedures for meetings.
5. The Board chairman and/or vice-chairman, with assistance from the superintendent, will develop the meeting agenda.
6. The Board will identify, for the superintendent, specific information needed to assist the Board in making final decisions.

SUPERINTENDENT

1. The Superintendent will serve as an advisor to the Board during official meetings.
2. The Superintendent will assure compliance with all legal requirements relative to the posting of notices and maintenance of meeting records.
3. The Superintendent will assure that board meetings, including executive sessions, meet the requirements of law.
4. The Superintendent will assist the chairman and/or vice-chairman in developing the meeting agenda.
5. The Superintendent will give to the Board as much information as necessary to allow Board members to make informed decisions.
6. The Superintendent will provide the board with the agenda and supporting materials in an agreed upon time frame.

2.5 BUDGET/FINANCE

BOARD

1. The Board will establish priorities for the financial management of the district.
2. The Board will provide the Superintendent with the Board's priorities and parameters for development of the budget.
3. The Board will adopt a fiscally responsible budget based on the district's vision and mission. In addition, the Board will monitor the fiscal health of the district by reviewing the Superintendent's quarterly reports on the general status of the district budget.
4. 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 assuring 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, expectations and goals,
 - 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,
 - the Board's ultimate authority to determine the financial matters of the district is adhered to,
 - the Board will be supplied with detailed quarterly financial reports,
 - the Board will be notified of discrepancies over \$5,000.
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 will establish the vision, mission, goals 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 annually report to the community, at the reorganizational meeting and in the local newspaper, the status of education in the district.
5. The Board, in order to monitor and maintain accountability for student learning, will request reports from the superintendent relative to assessments and instructional programs.
6. 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.
2. The Superintendent will provide leadership in meeting the district, state and federal standards.
3. The Superintendent will recommend appropriate promotion standards and methods to measure their attainment.
4. The Superintendent will schedule presentations and reports by staff on assessments and instructional programs to permit the Board to monitor and maintain accountability for student learning.
5. The Superintendent will inform the Board of the instructional materials, textbooks and equipment which will meet the expectations of the district.
6. The Superintendent will prepare and recommend a district calendar for the next school year.

2.7 PERSONNEL

BOARD

1. The Board will employ, regularly monitor and evaluate the Superintendent.
2. The Board will give direction only to the Superintendent, except as required by law.
3. The Board will participate in disciplining employees, other than the Superintendent, only when required by law.
4. The Board will employ certified staff only after consideration of the recommendation of the Superintendent.
5. The Board in dealing with personnel complaints or concerns, will adhere to the district's chain of command.
6. The Board will act on personnel matters only after consideration of 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 of all certified staff. Either the Superintendent or a member of the board may initiate the dismissal of certified and classified staff.
3. The Superintendent will be responsible for the employment of classified staff.
4. The Superintendent will establish job descriptions, assign staff, and establish a comprehensive evaluation system for all staff and report to the Board thereon.
5. The Superintendent will serve as the Board's liaison with staff.
6. The Superintendent will take reasonable steps to ensure conditions, procedures, actions or decisions that result in lawful, ethical, safe, respectful and dignified treatment of paid and volunteer staff.
7. The Superintendent will make reasonable background inquiries and checks prior to hiring any paid personnel.

8. The Superintendent will evaluate administrators, using a comprehensive, approved evaluation plan.
9. The Superintendent will report to the Board those employees who are under disciplinary or instructional plans.
10. The Superintendent is empowered to delegate authority to staff members, as he/she deems appropriate. However, an officer who delegates or re-delegates authority does not divest himself or herself of the power to exercise that authority, nor does the delegation relieve that official of the responsibility for actions taken pursuant to the delegation.

Revised: Feb 14, 2017

APPROVED: MAY 13, 2008

2.8 COMMUNITY RELATIONS

BOARD

1. The Board will hold itself accountable to the citizens of the district by achieving the vision, mission and expectations of the district.
2. The Board will maintain an awareness of community values, concerns and interests.
3. The Board will channel all complaints and/or grievances through the district's chain of command.

SUPERINTENDENT

1. The Superintendent will ensure that district patrons are notified of school programs and activities.
2. The Superintendent will maintain 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 serve as the Board's liaison with standing and advisory committees.
5. The Superintendent will take reasonable steps to ensure conditions, procedures, actions or decisions that result in lawful, ethical, safe, respectful and dignified treatment of students, parents and district patrons.

2.9 LABOR RELATIONS

BOARD

1. The Board will establish guidelines for the salary discussion process for certified and classified personnel.
2. The Board will adopt salary schedules and/or set salaries for all employees.
3. The Board is solely 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 provide factual data to the Board and/or salary committee for the adoption of salary schedules.
3. The Superintendent will administer contracts and/or agreements in accordance with all policies and regulations.

2.10 STUDENT SERVICES

BOARD

1. The Board will establish district policies and expectations for student programs.
2. The Board will focus the district on learning and achievement for all students
3. The Board requires that the Superintendent develop and implement administrative procedures, and/or rules and regulations for maintaining student services.
4. The Board requires that the Superintendent develop and consistently maintain 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.
2. The Superintendent will develop and implement administrative procedures, and/or rules and regulations to maintain adequate student services including admission, attendance, activities, discipline, rights and responsibilities.
3. The Superintendent will develop and implement administrative procedures, and/or rules and regulations to deal with health and safety issues, including emergencies.

2.11 FACILITIES, TRANSPORTATION, FOOD SERVICES

BOARD

1. The Board requires the Superintendent to develop and maintain administrative procedures, and/or rules and regulations as necessary for the governing of, and the operating of district buildings, grounds and equipment.
2. The Board will prioritize construction, building renovation, and major maintenance needs of the district.
3. The Board will require the superintendent to develop and maintain administrative policies, and/or rules and regulations as necessary for the governing of, and the operating of transportation and food services.

SUPERINTENDENT

1. The Superintendent will develop and implement administrative procedures, and/or rules and regulations in the supervision of public use of buildings, grounds, facilities and equipment.
2. The Superintendent will be responsible for the maintenance 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 for the supervision of the district's transportation service, food service program and assign staff as appropriate.