

Board Governance

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's major policy focus will be on the intended long-term benefits for students. The Board will provide leadership to the district through the establishment of written policies.

Accordingly:

1. The Board will:
 - cultivate a sense of group responsibility
 - 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. The Board has a process in place to orient newly-elected or appointed board members.
4. The Board will allow no officer, individual or committee of the Board to hinder or be an excuse for not fulfilling its commitments.
5. The Board will monitor its process and performance annually through a self-evaluation.

1.2 Board Member Covenants

Board members shall maintain a system of communication and interaction that builds upon mutual respect and trust and encourage open discussion and diverse opinions in addressing important and sensitive issues.

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.
- ▶ No surprises- Bring special issues to the attention of the Superintendent and/or Board Chair in a timely fashion.

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
- ▶ keep in mind 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, businesslike 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 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 not attempt to exercise individual authority over the organization.
 - a. Individual board members will avoid interference with the Superintendent's duties.
 - b. Board members will recognize that they have no individual authority over the Superintendent or staff unless explicitly authorized by the Board.
 - c. When interacting with the public or the press, individual Board members will speak for the entire Board only by reporting explicitly stated Board decisions.
 - d. 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, or removing him/herself from the room when the remainder of the Board considers the contract or purchase of materials. 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.
 - 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 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. 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 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 will 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, when used, will be used to support the work of the Board.

Accordingly,

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, any resultant direction from those recommendations shall evolve from the Board.
3. The Board Committee policy applies only to committees that are formed by Board action, whether or not the committees include Board members.
4. Membership on Board committees will be appointed and identified annually and/or as needed.

1.8 Development of Governance Policies

It is the Board's responsibility to develop governing policy. A systematic, predictable means of developing 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 another first reading.

If the policy, with or without amendments, meets with approval of a majority of the Board it will be placed on the agenda for the next regular board 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.

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

3 Third Reading

Upon third reading 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 at the next regular board 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.

Revised: 2-25-2009

1.9 Development of Operational Policies

The Board will require the Superintendent to develop and maintain operational policies, administrative procedures and/or rules and regulations for the successful operations of the district. Operational policies, administrative procedures, and/or rules and regulations shall be developed and approved as follows:

1. The Superintendent shall provide recommendations to the Board for new, repealing, and/or revising of operational policies, administrative procedures, and/or rules and regulations at any regular or special board meeting.
2. The Board shall consider the Superintendent's recommendation on new, repealing or revising of operational policies, administrative procedures, and/or rules and regulations at any regular or special board meeting.
3. Upon acceptance by the Board, the operational policies, administrative procedures, and/or rules and regulations become the operational mode for the district.

The Superintendent may deviate from approved operational policies, administrative procedures, and/or rules and regulations for good cause or in case of emergency. However, all deviations must be reported to the Board at the next board meeting.

Adopted: 4/9/2008

Revised: 2/25/2009, 6/23/10

2.1 GENERAL

BOARD

1. The Board will support the distinction between the Board's role and the role of the Superintendent.
2. The Board's responsibility for the day to day operation of the district is through the Superintendent as defined by policy or as otherwise required by law.
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 require administrative procedures, rules and regulations from the Superintendent, which conform to district policy.
5. The Board will provide to the Superintendent written policies which prescribe the organizational and student achievement expectations.
6. The Board will meet at least annually with the community to involve parents/guardians, students and staff in developing expectations for the district.
7. Only the requests, decisions and directives issued *by the majority of the Board*, are binding on the Superintendent.
8. The Board will provide community leadership on educational issues and will advocate on behalf of all students and public education at the local, state and federal levels.
9. The Board will participate in professional 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 recommend a comprehensive district plan to meet student achievement expectations.
3. The Superintendent will coordinate the operation of the schools, and the supervision and management of the district instructional programs and personnel.
4. The Superintendent will provide leadership to the Board, staff, students and community in meeting district expectations.
5. The Superintendent will identify needs of the district and make recommendations to the Board regarding their resolution.

6. Annually, the Superintendent will develop a plan for board consideration to promote involvement of the community, parents/guardians, staff and students in developing expectations for the district.
7. The Superintendent will keep the Board aware of local, state and national educational developments and changes.
8. The Superintendent will assist them in board development and leadership training.
9. 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, undignified or in violation of Board policy.
10. The Superintendent will continually upgrade his/her professional knowledge and qualifications through membership and participation in professional associations, conferences and workshops.
11. The Superintendent will bring special issues to the attention of the Board in a timely fashion.

2.2 POLICY

BOARD

1. The Board sets a “clear direction” for the district, by establishing written policies for district governance, vision, mission, goals, and student achievement expectation(s) for the instructional program of the district. The Board’s major policy focus will be on long-term benefits for students.
2. The Board will clarify for the Superintendent the intent of Board policies.
3. The Board reserves the right to review and/or revise administrative procedures, rules and regulations at its discretion.
4. The Board and Superintendent set a process for the assessment of student progress and performance.

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 operate with written operational policies, administrative procedures, rules and regulations that are consistent with law and Board policy that ensure reasonable progress toward achieving the district’s expectations.
3. The Superintendent will provide assistance to the Board as they regularly monitor progress on expectations.
4. Utilizing input from staff, students, parents and other community members, the Superintendent will develop and maintain current administrative procedures and rules and regulations necessary to implement the Board’s policies.

2.3 MEETINGS

BOARD

1. All Board meetings will be held in public and all actions will be 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 session provisions as defined in the Public Meetings Law.
4. The Board will establish the operational procedures for meetings.
5. The Superintendent interprets, clarifies, presents data, and provides professional guidance and assistance to the Board.
6. The Board will identify, for the superintendent, specific information needed to assist the Board in making final decisions.
7. The Board will determine when they will receive their agenda materials to review prior to meetings.

SUPERINTENDENT

1. The Superintendent will serve as an advisor to the Board during 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, in consultation with the board chairman and/or vice-chairman, will develop the meeting agenda.
5. In a time frame agreed upon by the Board, the superintendent will provide the agenda and accompanying materials, prior to scheduled board meetings and provide recommendations for Board action on agenda items.

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LEADERSHIP GOVERNANCE BOARDS...



Focus on the POLICY



Not on the ISSUE

2.4 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 in the development of the budget.
3. The Board will adopt a fiscally responsible budget based on the district's vision and mission, and will continuously monitor the fiscal health of the district.
4. The Board will meet with the auditor to discuss the internal controls of the district.

SUPERINTENDENT

1. The Superintendent will be responsible for a detailed budget based on the Board's priorities and parameters.
2. The Superintendent will present a budget to the Board and/or budget committee for consideration and approval in a summary format that is understandable to the Board.
3. The Superintendent will administer the budget assuring that all legal requirements are met.
4. 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 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.
5. The Superintendent shall ensure that assets are reasonably protected, adequately maintained and appropriately used with minimal risk.
6. The Superintendent will use a competitive bidding procedure, as provided by law.
7. The Superintendent will act as a resource to the Board within the framework of the district audits.

2.5 INSTRUCTION

BOARD

1. The Board annually establishes expectations for student achievement and monitors progress toward those target expectations during the school year.
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 report student achievement to the community.
4. The Board will adopt graduation requirements conforming to district, state and federal standards.
5. The Board requires the Superintendent to report progress on all expectations at designated intervals during the year.
6. The Board will approve the annual district calendar.

SUPERINTENDENT

1. The Superintendent will provide leadership to the Board, staff and community in the continuous development, implementation, and evaluation of the instructional programs.
2. The Superintendent will provide leadership in meeting the district, state and federal standards and the general academic educational needs of each student in the district.
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 various segments of assessments and instructional programs as needed or requested by the Board.
5. The Superintendent will inform the Board of the instructional materials, textbooks and equipment which will meet the educational philosophy of the district.
6. The Superintendent will prepare and recommend a district calendar for the next school year that provides the number of instructional and contract hours/days determined by the Board and includes the dates for all staff in-service programs that best meets the instructional needs of the students.

2.6 PERSONNEL

BOARD

1. The Board will give instruction only to the Superintendent, except as required by law.
2. The Board will regularly monitor and semi-annually evaluate the written expectations for the Superintendent.
3. The Board will participate in disciplining employees, other than the Superintendent, only when required by law.
4. The Board will participate in interviewing and evaluating the superintendent.
5. The Board will employ staff only after consideration of the recommendation of the Superintendent.
6. The Board will promote good working relations with all personnel through the district's chain of command.
7. The Board will receive and consider all recommendations of the Superintendent on all personnel.

SUPERINTENDENT

1. The Superintendent will make a recommendation to the Board regarding the employment of all staff. Either the Superintendent or a member of the board may initiate the dismissal of certified and classified staff.
2. The Superintendent will be responsible for the supervision of all employees.
3. 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.
4. The Superintendent will establish job descriptions, assign staff, hold district personnel accountable and inform the Board.
5. The Superintendent will serve as the Board's liaison with staff.

2.7 COMMUNITY RELATIONS

BOARD

1. The Board will hold itself accountable to the citizens of the district by endeavoring to take action that supports achieving the vision, mission and expectations of the district for student achievement.
2. The Board will utilize multiple avenues to acquire 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 Superintendent in an effort toward resolving them at the administrative level prior to board review.

SUPERINTENDENT

1. The Superintendent will inform district patrons 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 that cannot be resolved at the administrative level.
4. The Superintendent will serve as the Board's liaison with appointed standing and advisory committees.
5. The Superintendent will take reasonable steps so that the district maintains an effective accountability program to the district patrons.
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 students, parents and district patrons.

2.8 LABOR RELATIONS

BOARD

1. The Board will establish guidelines for the salary discussion process for both certified and classified personnel.
2. The Board will adopt salary schedules and/or set salaries of all employees.
3. The Board will solely administer the Superintendent's contract, benefits and Salary.

SUPERINTENDENT

1. The Superintendent will develop and recommend to the Board compensation and benefit plans that reward employees consistent with the applicable marketplace, with organizations of comparable size and type and within available resources.
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 regulations.

2.9 STUDENT SERVICES

BOARD

1. The Board will focus the district on learning and achievement for all students.
2. The Board requires that the Superintendent develop and implement operational policies, administrative procedures, and/or rules and regulations for maintaining student services.
3. The Board requires that the Superintendent develop and consistently maintain operational policies, 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 operational policies, 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 operational policies, administrative procedures, and/or rules and regulations to deal with health and safety issues, including emergencies.
4. The Superintendent will promote the success of all students.
5. The Superintendent will provide for the direction and supervision of student activities.
6. The Superintendent will not cause or knowingly allow any condition in the District that is or has a reasonable potential of being unsafe.

2.10 FACILITIES, TRANSPORTATION, FOOD SERVICES

BOARD

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

SUPERINTENDENT

1. The Superintendent will develop and implement operational policies, 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 upkeep of facilities and prioritize long-range plans for preventive maintenance of buildings, grounds and equipment.
3. The Superintendent will develop and implement operational policies, administrative procedures, and/or rules and regulations in the supervision of the district's transportation service, food service program and assign staff as appropriate.

Adopted: 4/9/2008
Review: 12/10/2008, 6/9/2011
Revised: 6/23/10

2.11 BOARD ORIENTATION OF PROFESSIONAL DEVELOPMENT

BOARD

1. The Board has a process in place to orient newly-elected or appointed board members.
2. This process of orientation shall include the following components:
 - * details the differences in responsibilities between the Board and administration,
 - * review of the Leadership Governance manual,
 - * explains the educational relationships and chains of command.
3. The Board may subscribe to and 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 uses 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.

Revised: 6/23/10

3.1 District Vision

Our vision is to foster a learning environment that will inspire all students to utilize their given abilities to their highest potential.

3.2 District Mission

Our students will have the knowledge and skills to become ethical, responsible, productive citizens and life-long learners.

3.3 Board Expectations

85%-100% of students will be proficient or above in the following areas, as measured by district or state assessments:

- reading,
- writing,
- mathematics,
- science,
- social studies
- technology
- vocational
- arts
- health and physical education

The percentage of students who are novice and/or partially proficient will decrease each year as measured by district or state assessments.

The percentage of students who are proficient and/or advanced will increase each year as measured by district or state assessments.

Revised: 3/27/2013

Weston County School District # 1 85% - 100% Student Proficiency Goal

Board Governance Goal:

WCSD # 1 will have 85%-100% of students at each grade level/content area proficient or higher on the State Proficiency Exam and Local Common Assessments.

Evaluation of Goal:

Schools will use the State Proficiency Exam, Teacher Judgment, and at least one Local Common Assessment to determine their 85%-100% proficiency level.

Adopted: 10/8/08

Revised: 8/12/09, 3/10/10, 12/8/10, 4/3/12, 6/20/12