

1.1 Commitment

The Board believes that its primary responsibility is to act in the best interests of each student in the district. The Board is also committed to;

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

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

The Board will;

- govern with emphasis on district vision that focuses on students and student achievement
- focus on strategic leadership rather than administrative detail
- create clear distinction, through policy, between Board and superintendent roles and responsibilities
- make collective decisions rather than individual decisions
- govern proactively rather than reactively.

Accordingly;

1. The Board's major policy focus will be on the intended long-term benefits for students. The Board will direct, and inspire the district through the careful establishment of written policies reflecting the values of the Board and the community.
2. The Board will;
 - cultivate a sense of group responsibility
 - work in partnership with the Superintendent, staff, students, parents and the community
 - use the expertise of individual Board members to enhance the ability of the Board to govern as a body.
3. The Board will hold itself accountable for governing with excellence which includes;
 - attendance
 - preparation for meetings
 - adherence to policy making principles
 - respect of Board and Superintendent roles
 - to ensure the continuity of governance capability.
4. Existing board members and the superintendent will review the Leadership Governance process and policies for new board members as soon as possible after being sworn into office. This same process will be followed upon employment of a new Superintendent.
5. The Board will continually monitor its governance process and performance.

1.2 Board Chairman

1. The Chairman of the Board will direct the Superintendent when authorized to do so by the Board.
2. The Chairman of the Board will ensure the integrity of the Board's processes.
3. The Chairman of the Board will represent the Board to outside parties in announcing Board stated positions, decisions and interpretations. The Chairman may delegate this authority to other Board members or the Superintendent, but remains accountable for its use.
4. 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.
5. The Chairman will attend a leadership training session specifically for board chairmen as soon as possible after election as Chairman.
6. The Chairman will encourage all board members to attend appropriate training.
7. Membership on Board committees will be appointed by the Chairman and identified annually and as needed.

1.3 Board Committees

Board committees act only in an advisory capacity to the Board.

Accordingly,

1. Board committees may not speak or act for the Board. Expectations will be carefully stated by the Board to the committee.
2. Board committees are to make recommendations to the Board.
3. A committee is a Board committee only if its existence and charge comes from the Board and its work is intended to support the Board's work.

1.4 Board Member Code of Conduct

The Board commits itself and its members to ethical, businesslike and lawful conduct, including proper use of authority and appropriate decorum. The Board in its legislative capacity shall have the authority and responsibility to interpret and apply these standards of conduct.

Accordingly:

1. Board members will represent the interests of the patrons of the entire school district. This accountability supersedes any conflicting loyalty to other advocacy or interest groups. It also supersedes the personal interest of any Board member who is a parent of a student in the district or a family member of an employee of the district.
2. Board members may not attempt to exercise individual authority over the organization.
 - a. When interacting with the Superintendent or with staff, Board members must recognize they act alone except when authorized by the Board.
 - b. When interacting with the public, press or other entities, Board members may not speak for the Board except to repeat stated Board decisions.
 - c. Members will not publicly express negative judgments about personnel performance; such expressions should only be made when the Board is meeting in executive session.
3. Board members will maintain the confidentiality of executive session and of other issues of a confidential or sensitive nature.

1.5 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 personalities
- make every reasonable effort to protect the integrity and positive image of the district and 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 in a timely manner to avoid surprises.
- 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

1.6 Board Member Conflict of Interest

Public office is a trust. It is the responsibility of the Board to advance public interests, not personal gain. Members of the Board are responsible for safeguarding the public confidence in the integrity of government by avoiding appearances of impropriety and conduct unbecoming a public official. To preserve this confidence, the Board and its individual members will operate in a manner that will avoid situations that have the appearance of a conflict of interest.

1. A Board member shall not furnish directly any labor or equipment to the district without disclosing his/her interest and abstain from voting when 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. 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.
3. Board members will adhere to the Wyoming Ethics and Disclosure Act and all other applicable conflict of interest laws.

1.7 Process for Addressing Board Member Violations

The Board and its members are committed to comply with the Board policies. When determined by the chairman or the board that a member has violated policy, the Board will seek remedy by the following process:

1. Constructive conversation in a private setting between the Board member and the chairman and/or other member as directed by the Board.
2. Discussion in executive session between the Board member and the full Board regarding the violations.
3. As a last resort, public censure of the Board member.

1.8 Development of Governance Policies

It is the Board's responsibility to develop governing policy. 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 and its' rationale.
- 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 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.

At this time a motion and second may be entertained. 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 monthly business meeting.

2. Second Reading

A policy that is placed on the agenda pursuant to paragraph 3 above, shall receive a second reading. After the reading, the Board will open discussion to those attending the meeting.

3. Adoption

After the second reading, upon motion and second, the Board will discuss the policy. The policy may then 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 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.

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 which shall be developed and approved as follows:

1. The Superintendent shall provide and the Board shall consider the recommendation on new, repealing or revising of operational policies, administrative procedures, and/or rules and regulations at any regular or special board meeting.
2. Upon adoption 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 as soon as possible.