

SWEETWATER COUNTY SCHOOL DISTRICT NO. 2

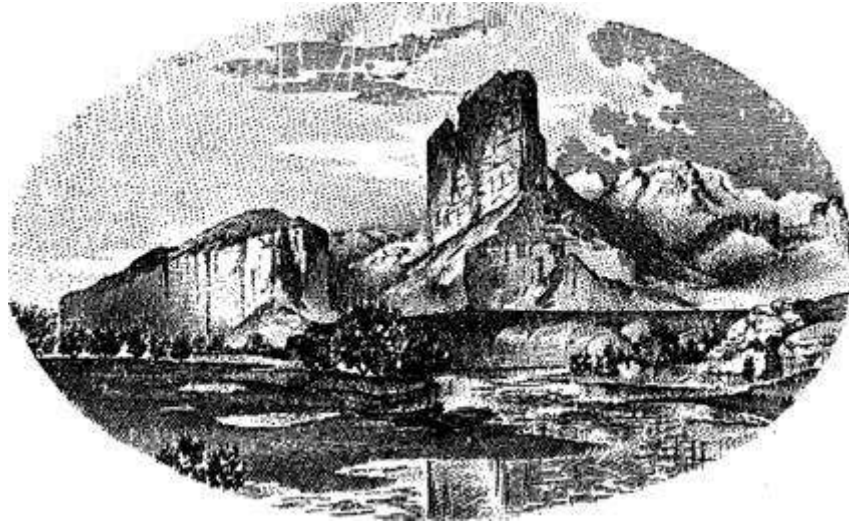
Green River, Wyoming

Leadership Governance

Policies

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Monitoring Assessments



2019-2020

1.1 Commitment

The Board believes its primary responsibility is to act in the best interests of every student in the district. The Board is committed to all members of the community, laws pertaining to public education, and 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 organizational vision rather than on personal issues;
- encourage diversity in viewpoints;
- focus on strategic leadership rather than administrative detail;
- observe clear distinction, through policy, between Board and Superintendent roles and responsibilities;
- make collective rather than individual decisions;
- govern proactively rather than reactively.

Accordingly:

1. The Board will:
 - cultivate a sense of group responsibility;
 - work in partnership with the Superintendent, staff, students, parents and the community;
 - be responsible for excellence in decision-making;
 - use the expertise of individual Board members to enhance the ability of the Board as a body.
2. The Board will hold itself accountable to excellence. This self-discipline will apply to attendance, preparation for meetings, adherence to policymaking principles, continuity of leadership and respect of roles.
3. The Board will direct, and inspire the district through the careful establishment of written policies. The Board's major policy focus will be on the intended long-term benefits for students and employees.
4. An orientation of the Board's governance process will be conducted by the existing Board members and Superintendent for new members and/or Superintendent as soon as possible after taking office.
5. The Board will allow no officer, individual or committee of the Board to hinder or be an excuse for not fulfilling its commitments.
6. The Board will monitor its process and performance at least annually.

1.2 Board Chairman

1. The Chairman of the Board will ensure the integrity of the Board's processes.
2. The Chairman will represent the Board to outside parties in announcing Board stated positions and in stating decisions and interpretations. The chairman may delegate this authority to other Board members or the Superintendent, but will remain accountable. Individual Board members may answer questions and state their opinions when solicited providing that it is clear that they are not speaking for the entire Board as a whole.
3. The Chairman will not act in isolation regarding supervision and/or direction of the Superintendent.
4. The Chairman will be the liaison between the Superintendent and the Board, with the understanding that individual board members may communicate with the Superintendent at any given time.
5. The Chairman will be encouraged to attend a leadership training session specifically for Board Chairman as soon as possible after election as Chairman.
6. The Chairman will encourage all board members to attend appropriate training relative to their board roles.

1.3 Board Committees

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 or is required by law.

Accordingly,

1. These committees may be utilized to make recommendations only to the Board.
2. The committee shall not interfere with the authority of the Board or the Superintendent.
3. These committees may not speak for the Board except when formally given such authority by the Board.
4. Any direction to the Superintendent related to a committee recommendation must come from the full Board.
5. Membership on Board committees will be appointed as needed.

1.4 Board Member Code of Conduct

The Board commits itself and its members to ethical, businesslike and lawful conduct. The Board shall have the authority and responsibility to interpret and enforce standards of conduct unless limited by statute.

Accordingly:

1. Board members will represent the interests of the citizens of the entire school district. This accountability to the whole district supersedes any conflicting loyalty to other advocacy or interest groups. It 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. Members' interaction with the Superintendent or with staff must recognize the lack of authority vested in individuals except when explicitly authorized by the Board.
 - b. Members' interaction with the public, press or other entities must recognize the same limitation and the inability of any Board member to speak for the Board except to repeat explicitly stated Board decisions.
 - c. Members will not publicly express individual negative judgments about the Superintendent or staff performance. Negative opinions of district employees will be expressed through the appropriate chain of command or in executive session.
3. Board members shall maintain the confidentiality of issues discussed in executive session and 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:

1. exercise honesty in all communication
2. demonstrate respect for others' opinions
3. focus on issues rather than on personalities
4. maintain focus on expectations
5. communicate in a timely manner to avoid surprises
6. support majority decisions of the board
7. withhold judgment on issues until fully informed
8. criticize privately, praise publicly
9. use executive sessions appropriately and judiciously
10. keep confidential matters confidential
11. follow the district's chain of command
12. share personal concerns, issues and agendas
13. take the initiative to communicate and ask questions for clarification
14. share information and knowledge
15. not give direction or make decisions as an individual
16. make every reasonable effort to protect the integrity and promote the positive image of the district and one another
17. communicate a common vision

1.6 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. 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.
 - a. No Board member will make or vote on an official decision if he or she has a material personal interest in the matter.
 - b. 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.
 - c. No Board member may participate in the employment, transfer, discipline, or advancement of a family member in the District.

1.7 Process for Addressing Board Member Violations

The Board and its 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. Supportive conversation in a private setting between the Board member and the Board Chairman and/or other board member as designated by the Board Chairman. If the violation is by the Board Chairman, the Vice-Chairman or his/her designee will initiate the conversation.
2. Discussion in executive session between the Board member and the full Board regarding the policy issues involved.
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. The Board will promote community, school, parent and student involvement. Accordingly, the Board will develop new policy, repeal or substantially revise existing policy as follows:

1. **Informal Introduction**

New governance policy concepts may be introduced informally by any patron of the district during the public comment portion of the Board meeting. This policy, as presented, may or may not be discussed by the Board, may be scheduled for in-depth discussion at a Board workshop or may be referred for further drafting.

2. **Formal Introduction**

Prior to consideration, all new or revised governance policies must be submitted to the Board in writing.

a. A community member, student, parent, staff member, teacher or administrator may seek introduction of a new or revised governance policy by discussing it with a board member and/or Superintendent and providing it in writing. A Board member and/or Superintendent may at their discretion introduce it as provided in paragraph "b".

b. A Board member and/or Superintendent may introduce a new or revised governance policy through placement on the Board meeting agenda.

3. **First Reading**

Any new or revised governance policy that is formally introduced pursuant to paragraph 2 above shall be given a first reading by the Board.

If the policy fails to meet the approval of majority of the Board, it will be eliminated from further discussion. The policy may be resubmitted for another first reading.

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

4. **Second Reading**

A policy that is placed on the agenda as an action item pursuant to paragraph 3 above, as requested by a Board member, shall receive a second reading.

5. **Adoption**

After the first or second reading, upon motion and second, the policy may be adopted by approval of a majority of the Board.

6. **Waiver**

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

1.9 Development of Operational Policies

1. The Superintendent shall develop and maintain operational policies, administrative procedures, rules and regulations for the successful operations of the district.
2. Upon the Superintendent's recommendation, and approval by the Board, the operational policies, administrative procedures, rules and regulations become the operational procedure for the district.
3. The Superintendent may deviate from approved operational policies, administrative procedures, rules or regulations in case of emergency. All deviations shall be reported to the Board as soon as possible and no later than the next board meeting.
4. Operational policies, administrative procedures, rules and regulations suggested by patrons will be referred to the Superintendent.

2.1 GENERAL

BOARD

1. The Board's main connection to the operational organization of the district is the Superintendent, except as otherwise required by law.
2. The Board's requests and decisions, not individual requests, are binding on the Superintendent.
3. The Board will provide the Superintendent written policies, which specify the organizational, and student achievement expectations.
4. The Board will provide oversight on administrative procedures, rules and regulations.
5. The Board will invest the Superintendent with powers and duties in accordance with board policy and state and federal laws.
6. The Board will, on an ongoing basis, involve the community, parents/guardians, students and staff in developing expectations for the district, focused on learning and achievement, and responsive to the needs of all students.
7. The Board will provide community leadership on educational issues and will advocate on behalf of students and public education at the local, state and federal levels.
8. The Board will participate in professional development and commit time and energy necessary to be informed and effective leaders.

SUPERINTENDENT

1. The Superintendent will implement Board policies and directives.
2. The Superintendent will continually inform the board on the status of student achievement expectations.
3. The Superintendent will coordinate the operation of the school district.
4. The Superintendent will provide leadership to the Board, staff, students and community.
5. The Superintendent will identify needs of the district and report them to the Board.
6. The Superintendent will inform the Board of local, statewide and national educational developments and changes.
7. The Superintendent will take reasonable steps to avoid conditions, procedures, actions or decisions that are or have the potential of being unlawful, unfair, inequitable, unethical, unsafe, disrespectful, undignified or in violation of Board policy.

8. The Superintendent will advocate on behalf of students and public education at the local, state and federal level.
9. The Superintendent will continually upgrade his/her professional knowledge and qualifications through membership and participation in professional associations, conferences and workshops.

2.2 POLICY

BOARD

1. The Board will establish written governance policies, roles and responsibilities policies and expectation policies, reflecting the Board's vision, mission and district-wide student achievement expectations.
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 and mission, governance policies, roles and responsibilities policies, and expectation policies.
4. The Board will review and adopt operational policies.

SUPERINTENDENT

1. The Superintendent will act as an advisor to the Board in areas needing policy development or revision.
2. The Superintendent will maintain a current, up-to-date manual of adopted board governance policies, roles and responsibilities policies and expectations policies.
3. The Superintendent will develop and maintain a current up-to-date manual of adopted operational policies.
4. The Superintendent will communicate to the Board circumstances which indicate the need to draft new or revise existing operational policies.

2.3 REGULATIONS

BOARD

1. The Board reserves the right to review administrative procedures and regulations at its discretion. The Board will direct the Superintendent to revise regulations when they fail to properly comply with the policies adopted by the Board.
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, 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. However, all deviations must be reported to the Board as soon as possible and no later than the next board meeting.

2.4 MEETINGS

BOARD

1. The Board will comply with the Public Meeting Law and will perform all business at a Board meeting held in public.
2. The Board will hold all meetings, including executive sessions, in the presence of the Superintendent, and/or designated administrator, except when his/her contract and salary are under consideration, or when due process requires he/she absent himself/herself from the meeting.
3. The Board will establish the operational procedures for meetings.
4. The Board Chairman and/or Vice-Chairman, in consultation with the Superintendent, will develop the meeting agenda.
5. The Board will work cooperatively with the Superintendent to make responsible 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 assist the Chairman in identifying business meeting agenda items.
4. The Superintendent will provide information to the Board to facilitate the decision making process. The Board will receive their agenda materials no later than five (5) days prior to Board meetings.
5. The Superintendent will implement Board decisions and instructions developed at Board meetings.
6. The Superintendent will assure all Board meetings, including executive sessions, meet the requirements of law.

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 in the development of the budget.
3. The Board will adopt a fiscally responsible budget in accordance with legal statutes. The budget will be based on the district's vision, mission and expectations.
4. The Board will on a regular basis review and monitor the financial condition of the district.
5. The Board will comply with all laws requiring a financial audit and will review the audit in an open meeting

SUPERINTENDENT

1. The Superintendent will prepare a detailed budget based on the Board's priorities and parameters.
2. The Superintendent will present a budget to the Board for consideration and approval in a summary format that is understandable to the Board.
3. The Superintendent will administer the budget assuring that the expenditures of district funds are within the legal requirements of the budget.
4. The Superintendent shall take reasonable steps to avoid:
 - Causing or allowing any fiscal condition that is inconsistent with achieving the Board's vision/expectations
 - Disregarding the Boards ultimate authority to determine financial matters of the district
 - Placing the long-term financial health of the district in jeopardy
 - Causing a material deviation in spending from the annual budget adopted by the Board
5. The Superintendent shall not allow assets to be unprotected, inadequately maintained, inappropriately used or unnecessarily risked.
6. The Superintendent will comply with all state and federal statutes in all financial transactions of the district.

2.6 INSTRUCTION

BOARD

1. The Board will establish the expectations for the instructional program of the district.
2. The Board will adopt new and/or changes to standards and instructional programs.
3. The Board will ensure accountability for student learning by monitoring student progress.
4. The Board will periodically request reports from the Superintendent relative to assessments and instructional programs in order to monitor and maintain accountability for student learning.
5. The Board will report through the Superintendent, at least annually, to the community the status of education in the district.
6. The Board will adopt graduation requirements.
7. The Board will approve the district calendar.

SUPERINTENDENT

1. The Superintendent will provide leadership to the Board and staff in the continuous development, implementation, and evaluation of the instructional program to meet district, state and federal standards.
2. The Superintendent will recommend appropriate criteria for student promotion.
3. The Superintendent will regularly schedule presentations and reports by staff on various segments of assessment and instructional programs.
4. The Superintendent will assure the instructional materials, textbooks and equipment used in the district meet the expectations for the instructional programs as adopted by the Board.
5. The Superintendent will prepare and present to the Board a district calendar for the following school year by the April board meeting that provides the number of instructional and contract hours/days determined by the Board and including the dates for all staff in-service programs that best meets the instructional needs of the students.

2.7 PERSONNEL

BOARD

1. The Board authorizes the Superintendent to supervise all staff members of the district. The Board will avoid giving instructions to persons who report directly or indirectly to the Superintendent.
2. The Board will, at least annually, monitor and evaluate the written expectations of the Board and the Superintendent.
3. Except as required by law, the Board will not participate in disciplining employees other than the Superintendent.
4. The Board will not participate in evaluating employees other than the Superintendent.
5. The Board will employ or terminate certified district employees upon the recommendation of the Superintendent.
6. The Board will promote positive working relations with staff through the district's chain of command.

SUPERINTENDENT

1. The Superintendent will make a recommendation to the Board regarding the employment or dismissal of all certified district employees.
2. The Superintendent will be responsible for the supervision of all employees of the district and will hold district personnel accountable for their duties.
3. The Superintendent will be responsible for the job assignments of all employees.
4. The Superintendent will establish job descriptions for all district employees.
5. The Superintendent will serve as the Board's liaison with district employees.
6. The Superintendent will take reasonable steps to avoid conditions, procedures, actions or decisions that are or have the potential of being unlawful, unethical, inequitable, unsafe, disrespectful, undignified, or are disruptive or are in violation of Board policy in the treatment of volunteers and paid employees.
7. The Superintendent will comply with all statutes concerning background checks for employees and volunteers.
8. The Superintendent, with approval of the Board, will develop and implement an employee evaluation system that complies with state law.
9. The Superintendent will provide open and honest communications with district employees.
10. The Superintendent will delegate authority to district employees, as appropriate.

2.8 COMMUNITY RELATIONS

BOARD

1. The Board is accountable to the citizens of the district by supporting the vision, mission and expectations of the district for student achievement and excellent organizational performance.
2. The Board will maintain an awareness of community values, concerns and interests and will represent the community in the development of instructional programs and expectations of the district.
3. The Board will channel all complaints and/or grievances through the district's chain of command.

SUPERINTENDENT

1. The Superintendent will inform and interpret school programs and activities to the community.
2. The Superintendent will establish a working relationship with the news media.
3. The Superintendent will bring to the Board, for resolution, complaints that cannot be resolved at the administrative level.
4. The Superintendent and/or designated board member will serve as the Board's liaison with appointed standing and advisory committees.
5. The Superintendent will maintain an effective and ethical accountability system that supports the district and community vision, mission and expectations.
6. The Superintendent will take reasonable steps to avoid conditions, procedures, actions or decisions that are or have the potential of being unlawful, unethical, inequitable, unsafe, disrespectful, undignified, disruptive or are in violation of Board policy in the treatment of students, employees, parents and community.

2.9 LABOR RELATIONS

BOARD

1. The Board will negotiate with GREA for employment compensation and benefits for all district employees except administrators, supervisors and technology personnel.
2. The Board will adopt salary schedules and/or set salaries for all employees.
3. The Board will solely administer the Superintendent's contract, benefits and salary.
4. The Board will exercise fiscal responsibility with regard to employment compensation and benefits of the district.

SUPERINTENDENT

1. The Superintendent will advise the Board of appropriate compensation and benefits for negotiations with GREA.
2. The Superintendent will recommend to the Board compensation and benefits for administrators, supervisors and technology personnel.
3. The Superintendent will administer contracts and/or agreements as appropriate.

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 the Superintendent to develop and implement administrative procedures, and/or rules and regulations for maintaining student services.
4. The Board requires the Superintendent to develop and consistently maintain administrative procedures, and/or rules and regulations to ensure a safe and appropriate educational environment is provided to all students.

SUPERINTENDENT

1. The Superintendent will take reasonable steps to create a safe school environment 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.
4. The Superintendent will promote the success of **all** students.
5. The Superintendent will provide for the direction and supervision of student activities.

2.11 FACILITIES, TRANSPORTATION, FOOD SERVICES.

BOARD

1. The Board will ensure that operational policies, administrative procedures, and/or rules and regulations exist for governing the use of public buildings, grounds and equipment.
2. The Board will adopt construction/building renovation and maintenance plans to meet the needs of the district.
3. The Board will require operational policies, administrative policies, and/or rules and regulations for governing transportation and food services.

SUPERINTENDENT

1. The Superintendent will provide for the upkeep of facilities and the maintenance of grounds and equipment.
2. The Superintendent will prioritize long-range plans for construction/renovation and maintenance of buildings, grounds and equipment and present the plan to the Board for adoption.
3. 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.
4. The Superintendent will develop and implement operational policies, administrative procedures, and/or rules and regulations in the supervision of the district's transportation services and food services program and assign staff as appropriate.

3.1 District Vision

Inspiring Excellence Every Day

3.2 District Mission

Learning for All

3.3 District Goals

- Improve student Achievement
- Improve Wellness and Safety
- Improve Communication and Collaboration