

Leadership Governance Talking Points

What is Leadership Governance? Leadership Governance is a collaborative effort providing consistency between the Board, Superintendent, and the District through a shared understanding of policies and a delineation of clearly defined roles and responsibilities for the best outcome of students.

Why would the Board of Education participate in the Leadership Governance framework? To understand the responsibilities between the Board and the Superintendent. Leadership Governance drives the work of the Board. The Trustees would like to use the language of the Professional Learning Communities (PLC) framework as the Board is learning and growing. The Board of Education believes in this process as policy work is a primary function of the Board.

How does it affect students? Leadership Governance allows the Board to focus on what matters most which is to help all students improve and grow. Leadership Governance supports the quality of education our students receive. As the Board of Education works together the improvement of the organization as a whole also improves.

BOARD OF EDUCATION – LEADERSHIP GOVERNANCE POLICIES

1.1 Commitment

The Board of Trustees recognizes that, as members of a public school board, it is fulfilling a position of public trust, responsibility, and authority endowed by the State of Wyoming. The Board of Trustees commits to governing responsibly and holding itself to the highest standards of ethical and professional conduct.

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

The Board of Trustees believes that its primary responsibility is to act in the best interests of all students in the district and to that end will endeavor to work cooperatively with all patrons of the district.

The Board is committed to:

- **Students**
- **Student Achievement**
- **Parents/guardians**
- **Members of the communities**
- **District employees**
- **Laws pertaining to public education**
- **The established policies of the district**
- **Employment of those persons best qualified to serve**
- ~~Regular impartial evaluations of all staff~~

1. The Board of Trustees will:

- ~~govern~~ **prioritize** with emphasis on organizational vision, mission, and core values;
- encourage **and respect** diversity in viewpoints;
- focus on strategic leadership;
- establish, through policy, Board and Superintendent roles and responsibilities;
- govern transparently **and proactively**;
- ~~develop a sense of teamwork~~;
- work in partnership with the Superintendent with input from staff, students, parents and the community;
- ~~use the expertise and experience of individual board members to enhance the ability of the Board to govern as a body; and~~ hold itself accountable for governing with excellence;

2. Existing Board members and the Superintendent will facilitate a review of the Leadership Governance process and policies for new members as soon as possible. This same process will be followed upon employment of a new Superintendent.
3. The Board of Trustees will not allow ~~an~~ individual board member(s) to ~~hinder~~ **disrupt** the operation of the Board.
4. The Board of Trustees will evaluate its performance throughout the year and ~~summarize~~ annually. ~~and~~
5. **The Board of Trustees** ~~review~~ **evaluate** and update its governance policies as necessary.
6. **The evaluation of the Strategic Plan is included in the Board self-evaluation and annual Superintendent evaluation.**

1.2 Board of Trustees Covenants

Board of Trustees shall maintain a system of communication and interaction that builds upon mutual respect and trust among each other and the stakeholders.

Accordingly, members will participate within the following guidelines:

1. Board Member Authority:

- **Because all powers of the Board lie in its action as a group, individual board members exercise their authority at a legal meeting of the board.**

2. General Communications:

- focus on issues that deal primarily with policy formulation, financial health, and Superintendent performance.
- promote candor in discussions while supporting the integrity and promoting the positive image of the Board, individual board members, and the district.

3. Listening:

- listen to each person who speaks and respect all points of view.
- use appropriate non-verbal behavior.
- avoid engaging in side conversations verbally or electronically.

4. Speaking:

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

5. Decision Making:

- withhold judgment until fully informed on the issue.
- ask for additional information as needed.
- focus on the district's vision, mission, core values and goals.
- identify areas of agreement and options for solutions.
- acknowledge and support implementation of the board's decision even when you disagree as an individual.

6. Board /Superintendent Relationship:

- **Strive to provide adequate safeguards around the superintendent and other staff members to the end that they can live happily and comfortable in the community and discharge their educational functions on a thoroughly professional basis.**

1.3 Board of Trustee Code of Conduct

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

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

1.4 Board of Trustees Conflict of Interest and Code of Ethics

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

1. A Trustee shall not furnish directly any labor or equipment to the district for compensation without disclosing his/her interest. In cases where a conflict of interest may exist, a Trustee shall not attempt to influence the Board in making its decision, and the Trustee will not vote on the issue before the Board.
2. Trustees will adhere to the Wyoming Ethics and Disclosure Act (W.S.A. 9-13-101) and all other applicable conflict of interest laws, which shall include but is not limited to the following:
 - a. No Trustee shall apply for a position as an employee of the district until the Trustee has duly resigned his or her position on the Board.
 - b. No Trustee will vote on an official decision if the Trustee has a material personal interest in the matter.
 - c. No Trustee may use the Trustee's position, or any public funds, district personnel, facilities or equipment for his or her private benefit or the benefit of another unless the use is authorized by law.
 - d. No Trustee may participate in the employment, transfer, discipline, or advancement of a family member in the district.

Code of Ethics

~~3. As a member of my local board of education I will strive to improve public education, and to that end I will:~~

~~Attend all regularly scheduled board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;~~

~~Recognize that I should endeavor to make policy decisions only after full discussion at publicly held board meetings;~~

~~Render all decisions based on the available facts and my independent judgement, and refuse to surrender that judgement to individual or special interest groups;~~

~~Encourage the free expression of opinion by all board members, and seek systematic communications between the board and students, staff, and all elements of the community;~~

~~Work with other board members to establish effective board policies and to~~

~~delegate authority for the administration of the schools to the superintendent;~~

~~Communicate to other board members and the superintendent expressions of public reaction to board policies and school programs;~~

~~Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school boards associations;~~

~~Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;~~

~~Avoid being placed in a position of conflict of interest, and refrain from using my board position for personal or partisan gain;~~

~~Take no private action that will compromise the board or administration, and respect the confidentiality of information that is privileged under applicable law; and~~

~~Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.~~

CROSS REFS.: BBFA, Board Member Conflicts of Interest
BBF – E, Code of Ethics for School Board Members
LEGAL REF.: WYOMING STATUTE 9-13-101 et seq.

1.5 Process for Addressing Board of Trustee Violations

Trustees will comply with the provisions of the Board's policies.

Any Board member may report to the Board of Trustees or the office of the Superintendent an allegation of a Trustee's noncompliance with Board policies.

In the event of such an allegation, the following procedures shall be followed.

1. The substance of the allegation shall be confidentially communicated to the Chairman, or, if the violation involves the Chairman, to the next ranking Trustee.
2. The Chairman (or ranking Trustee) shall informally investigate the matter, or assign another Trustee or person designated by the Superintendent to informally investigate the alleged violation and report findings. The informal investigation should, to the extent practicable, maintain confidentiality and include a discussion with the Trustee alleged to have violated Board policies to understand his or her response to the allegation. Board counsel should be consulted in appropriate cases.
3. If, upon completing informal investigation, the allegation is deemed to have no merit, the matter will be closed and summarily reported to the Board in executive session. No further action is necessary, but the Board shall have discretion to re-open the matter if it disagrees with the findings.
4. If, upon completing informal investigation, the allegation is found to warrant further action, the Chairman (or Ranking Trustee) shall first discuss the findings with the offending Trustee and attempt to reach a consensus on corrective action.
 - a. If the offending Trustee acknowledges wrongdoing and agrees to corrective action (including ceasing further misconduct and taking steps necessary to remediate or correct the violation where possible) the Chairman (or ranking Trustee) will report the violation and corrective action to the Board in executive session. No further action is necessary, but the Board shall have discretion to impose additional or different corrective action, including possible public censure or reprimand.
 - b. If the offending Trustee refuses to acknowledge wrongdoing or agree to corrective action, the Chairman (or ranking Trustee) will present the findings of the investigation and recommended corrective action to the Board for hearing in executive session. The Trustee alleged to have violated Board policies shall then be permitted to present a defense.
 - i. If the Board finds no violation, the matter shall be closed.

- ii. If the Board finds a violation has occurred, it will take whatever corrective action it deems necessary, including possible public censure or reprimand.

5. In cases involving a corrective action of public censure or reprimand, the offending Trustee shall be entitled to make a statement for the record.

6. In the case where a majority of the Board is in the violation of a law or policy, the remaining Trustees will contact the Board legal counsel for further guidance on how to proceed.

LEGAL REF.: WYOMING STATUTE 21-3-124

1.6 Board of Trustees Chairman, the Vice Chairman, Clerk, and Treasurer

1. The Chairman of the Board of Trustees will supervise or direct the Superintendent only when explicitly authorized to do so by the Board.
2. The Chairman of the Board of Trustees will be the official board spokesperson for stating Board positions and decisions to the media. The Chairman may delegate this authority to other trustees or the Superintendent.
3. The Chairman will be the official liaison between the Superintendent and the Board of Trustees, understanding that individual trustees 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 the Board of Trustees 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.~~
5. The Chairman shall be mindful of situations and circumstances where it may be necessary to recuse himself/herself from the Chair in order to debate.

LEGAL REFS.: WYOMING STATUTE 21-3-113; 21-3-114; 21-3-115; 21-3-117

1.7 Board of Trustees Committees

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

1. Board committees will **not** speak or act for the Board of Trustees ~~only~~ **except for** when formally given such authority.
2. A Board committee will make recommendations to the Board of Trustees, but any resultant actions from those recommendations will be the responsibility of the Board of Trustees.
3. The Board committee policy applies only to committees that are formed by Board action, whether or not the committees include trustees.
4. Membership on Board committees will be appointed annually and/or as needed.
5. The Board Chairman will appoint individuals to serve as liaison with various organizations or as representatives on district or interdistrict committees as the term dictates.
6. The superintendent or his designee shall be an ex officio member of all appointed committees.
7. The Chairman will appoint individual Board members to committees, considering input from the board members.

1.8 Development and Adoption of Board of Trustees Governance Policies

It is the Board of Trustees's responsibility to develop governance policies and update them as necessary. The Board of Trustees will develop new policy, repeal or substantially revise existing governance policy as follows:

7. A Trustee or the Superintendent may introduce a new or revised policy if the Trustee or Superintendent has notified the Board of Trustees Chairman in sufficient time for the item to be considered and placed on the Board agenda as an information item for discussion.
8. The new or revised governance policy may be placed on the Board agenda for the next regularly scheduled meeting for action.

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

~~Board Policy Development — Policy BF~~

~~Every school board in the state of Wyoming is required to formulate and enforce policies, rules, and regulations for the efficient and orderly operation of the schools under their control. Adopted policies serve as a guide for the administration and help to promote common understanding and uniformity in the basic procedures and operations of the schools of the district. It also is imperative for a board to have definite statements of policy in order to resolve the increasing and conflicting demands thrust it.~~

~~Policies are not infallible and must be reevaluated and appraised periodically in order that they may serve all in the best possible manner. Thus, policy development is an ongoing process.~~

~~The Board sincerely believes that by establishing a clear-cut course of communication between the Board, school officials, employees, and the community, it can provide stimulating and effective education and educational environment. The Board therefore shall involve staff members and citizens of the district in its policy development process.~~

CROSS REFS.: BF, Board Policy Development
BF – R, Board Policy Development
BFA, Policy Development System
BFC, Policy Adoption
BFF, Suspension of Policies
BFG-BFGA, Policy Review and Evaluation/Manual Accuracy Check

LEGAL REF.: WYOMING STATUTE 21-3-110

1.9 Board of Trustees Operational Policy Development

The Board of Trustees will follow the process for policy development as established in Chapter II of The Board of Trustees Policy Manual.

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2.1 GENERAL

BOARD OF TRUSTEES

1. The Board will focus the district on learning and achievement for all students.
2. The Board's link to the operation of the District is through the Superintendent, except as otherwise required by law.
3. The Board's requests, decisions and directives, when approved by a majority, are the only requests, decisions and directives from Board members binding on the Superintendent.
4. The Board authorizes the Superintendent with the responsibilities that are in accordance with board policy, state and federal laws.
5. The Board will encourage involvement of the community, parents/guardians, students and staff in developing expectations for the district.
6. The Board will provide community leadership on educational issues and will be advocates for public education at the local, state and federal levels.
7. 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 report needs of the district to the Board.
2. The Superintendent will recommend a comprehensive strategic plan to meet the expectations adopted by the Board.
3. The Superintendent will coordinate, supervise and manage the operation of the district.
4. The Superintendent will provide leadership to the Board, staff, students and community in meeting district expectations.
5. The Superintendent will keep the Board aware of local, state and national educational developments and changes.
6. The Superintendent will continually upgrade his/her professional knowledge and qualifications.
7. The Superintendent is empowered to delegate authority and responsibilities to staff members, as he/she deems appropriate.
8. The Superintendent will implement board directives.

2.2 POLICY

BOARD OF TRUSTEES

1. The Board will develop and approve all written Board governance policies. The Board will approve all written operational policies.
2. The Board, when necessary, will clarify for the Superintendent the intent of governance and operational policies.
3. The Board will review and monitor the district vision, mission, core values, governance policies, roles and responsibilities policies, and expectation policies.
4. The Board will provide to the Superintendent written policies identifying student expectations to be achieved.

SUPERINTENDENT

1. The Superintendent will implement Board policies.
2. The Superintendent will advise the Board in areas needing policy development or revision.
3. The Superintendent will maintain current ~~manuals~~ of adopted board policies **in a publicly available format.**
4. 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.

CROSS REF.: BFG-BFGA, Policy Review and Evaluation/Manual Accuracy Check

2.3 REGULATIONS

BOARD OF TRUSTEES

1. The Board of Trustees reserves the right to review administrative procedures and regulations at its discretion.
2. The Board of Trustees will direct the Superintendent to revise regulations when, in the Board's judgment, they fail to implement properly the policies adopted by the Board.

SUPERINTENDENT

3. The Superintendent will develop, implement, and maintain a current manual of administrative procedures and regulations **in a publicly available format**.
4. The Superintendent will operate with written procedures and regulations that are consistent with law and Board policy.
5. The Superintendent may deviate from administrative procedures and regulations for good cause or in case of emergency, providing notice to the Board of Trustees as soon as is reasonably practicable.

CROSS REF.: BFG-BFGA, Policy Review and Evaluation/Manual Accuracy Check

2.4 MEETINGS

BOARD OF TRUSTEES

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, evaluation, or salary are under consideration, or when due process requires his/her absence from the meeting.
3. The Board will utilize executive sessions in accordance with state statutes.
4. The Board will establish the operational procedures and follow a modified Robert's Rules of Order for meetings.
5. The Board Chairman or the person next in the leadership structure will review and approve all meeting agendas.
6. The Board will identify, for the Superintendent, specific information needed to assist the Board in making final decisions.
7. **The Board will create an opportunity for open discussion of topics of interest to the Board.**

SUPERINTENDENT

1. The Superintendent will serve as an advisor to the Board during meetings.
2. The Superintendent will ensure compliance with all legal requirements relative to the posting of notices and maintenance of meeting records.
3. The Superintendent will ensure that board meetings, including executive sessions, meet the requirements of law.
4. The Superintendent will develop all meeting agendas for review and approval by the Board Chairman or the person next in the leadership structure.
5. The Superintendent will provide to the Board information necessary to allow trustees 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 OF TRUSTEES

1. The Board in collaboration with the Superintendent 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, mission, core values and expectations and will continuously monitor the fiscal health of the district.
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 collaboratively agreed 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, mission, core values and expectations.
 - the long-term and short-term financial health of the district is sound.
 - monthly financial reports are given to the board.
 - the Board is notified of any spending that substantially deviates from the annual budget adopted by the Board and Board approval is sought as required by law.
 - the Board's ultimate authority to determine the financial matters of the district is adhered to.
 - internal financial controls are in place.
4. The Superintendent shall ensure that assets are inventoried, reasonably protected, adequately maintained and appropriately used.
5. The Superintendent is accountable for the budget and is the primary resource to the Board on all financial matters of the District.

CROSS REF.: DA, Fiscal Management Goals

LEGAL REF.: WY STATUTE 21-13-313

2.6 INSTRUCTION

BOARD OF TRUSTEES

1. The Board will adopt the vision, mission, core values 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 review the annual district report card to the community as to the status of educational expectations in the district.
5. 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 student learning expectations.
3. The Superintendent will recommend appropriate promotion standards and methods to assess student achievement.
4. The Superintendent will report on assessments, instructional programs, and student achievement.
5. The Superintendent will recommend a district calendar two school years in advance.

CROSS REF.: IF, Education Program Development et seq.
LEGAL REF.: WY STATUTE 21-9-101; 21-2-304(a)

2.7 PERSONNEL

BOARD OF TRUSTEES

1. The Board will employ and evaluate the Superintendent.
2. The Board will give direction only to the Superintendent.
3. The Board will participate in disciplining employees, only when required by law, other than the Superintendent.
4. The Board will consider recommendations of the Superintendent before employing certified staff.
5. The Board in dealing with personnel complaint, or concerns, will adhere to the district's chain of supervision as per district policy.
6. The Board will consider the Superintendent's recommendations before acting on personnel matters.

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 an authorized member of the Board may initiate the notice of recommendation of termination, suspension or the dismissal of certified staff. (Wyo. Stat. §§ 21-7-106)
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.
5. The Superintendent will serve as the Board's liaison with staff.
6. 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 concerning the treatment of staff and volunteers.

7. The Superintendent will follow established hiring procedures.
8. The Superintendent will evaluate district administrators and principals at least annually.
9. The Superintendent is empowered to delegate authority to staff members, as appropriate. Delegating authority does not relieve the Superintendent of accountability for district programs.

CROSS REF.: GB, General Personnel Policies

LEGAL REF.: Wyo. Stat. §§ 21-7-106; 21-7-110; 21-7-111

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2.8 COMMUNITY RELATIONS

BOARD OF TRUSTEES

1. The Board will hold itself accountable to the citizens of the district by focusing on the vision, mission, core values and expectations of the district.
2. The Board will seek input from students, staff, parents, and the community.
3. The Board will maintain an awareness of community values, concerns and interests by being involved in community activities.
4. The Board will channel all complaints and/or grievances through the district's chain of supervision as per district policy.
- ~~5. The Board Chair in consultation with Superintendent will respond to communication from the public addressed to the Chair or individual Board members.~~

SUPERINTENDENT

1. The Superintendent will be responsible for informing 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 of Trustees for resolution of complaints brought to the Board and not resolved.
4. The Superintendent will serve as the Board's liaison with district committees as needed.
- ~~5. The Superintendent will take necessary steps to ensure that the district maintains accountability to all district standards and programs.~~
6. The Superintendent will take necessary steps to ensure conditions, procedures, actions or decisions that result in lawful, ethical, safe, respectful and dignified treatment of students, parents and district patrons.

CROSS REF.: KD, Public Participation at Board Meetings
BDDH, Public Participation at Board Meetings

2.9 LABOR RELATIONS

BOARD OF TRUSTEES

1. The Board will establish guidelines for the salary discussion process for certified and classified personnel.
2. The Board will adopt salaries and benefits for all employees.
3. The Board is responsible for determining the Superintendent's contract, benefits and salary.

SUPERINTENDENT

1. The Superintendent will make salary and benefit recommendations to the Board of Trustees.
2. The Superintendent will provide data to the Board of Trustees to support proposed salaries and benefits.
3. The Superintendent will administer contracts and/or agreements in accordance with regulations.
4. The Superintendent will ensure that the District honors negotiated agreements between the Board of Trustees and employee groups.

2.10 STUDENT SERVICES AND ENVIRONMENT

BOARD OF TRUSTEES

1. The Board will approve District policies and expectations for student programs.
2. The Board will require the Superintendent to take reasonable steps to create a school environment that is safe, conducive to the learning process and free from unnecessary disruption.
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, but not limited to, 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 an environment that focuses on the educational success of all students.
5. The Superintendent will provide for the direction and supervision of student activities.

2.11 FACILITIES, TRANSPORTATION, AND FOOD SERVICES, ~~TECHNOLOGY~~

BOARD OF TRUSTEES

1. The Board will adopt policies for governing the use of public buildings, grounds and equipment.
2. The Board will work in collaboration with the Superintendent, State of Wyoming, and community stakeholders to prioritize construction, building renovation, and major maintenance needs of the district.
3. The Board will adopt policies for governing transportation, food services, and technology.

SUPERINTENDENT

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

CROSS REF.: FB, Facilities Planning
EEA, Student Transportation Services
EF, Food Services Management

2.12 TECHNOLOGY

BOARD OF TRUSTEES

1. The Board will adopt policies for governing the use of technology by students and staff.
2. The Board will be aware of the changing technology landscape in our world.
3. The Board will focus on technology as a component of student education.
4. The Board will work in collaboration with the Superintendent on how best to use technology to inform District constituents.

SUPERINTENDENT

1. The Superintendent will develop and implement administrative procedures, and regulations that adhere to District policy, for the supervision of District technology.
2. The Superintendent will inform the Board of technological changes as they relate to current education.
3. The Superintendent will advise staff on how best to use technology in the classroom.
4. The Superintendent will be responsible for the maintenance and upkeep of District technology.

CROSS REF.: EH, Electronic Document Storage and Retention Guidelines et seq.

LEGAL REF.: Wyo. Stat. § 21-2-202 (a)(xxxvii); and 21-3-110 (a)(xxxv)

2.13 BOARD SUPERINTENDENT RELATIONSHIPS

BOARD OF TRUSTEES

1. The Board will support the distinction between the Board's role and the role of the Superintendent.
2. The Board and individual board members will avoid performing the duties of the Superintendent.
3. The Board encourages open discussion and diverse opinions in addressing important and sensitive issues.
4. The Board will provide regular opportunities for open communication between the Board and the Superintendent.
5. **The Board will publicly support the Superintendent's decisions.**

SUPERINTENDENT

1. The Superintendent will interpret, clarify and assemble data, and provide professional guidance and assistance to the Board.
2. The Superintendent will provide guidance and/or recommendations for Board action on agenda items.
3. The Superintendent will be responsive to Board requests and directives for information.
4. The Superintendent will provide procedures, regulations, instructions, and follow-up for employees in such a way as to reinforce Board policies.
5. The Superintendent will keep the Board informed of district programs, operations, condition of the schools, and other issues or problems.
6. The Superintendent will bring special issues to the attention of the Board in a timely fashion.
7. The Superintendent will join the Board in board development leadership training.
8. **The Superintendent will publicly support the Board's decisions.**

CROSS REF.: BCD, Board-Superintendent Relationship

2.14 PLANNING

BOARD OF TRUSTEES

1. The Board will ~~establish~~ **develop, review, and monitor** the District vision, mission, core values, and student achievement goals ~~for the instructional program~~ of the district.
- ~~2. The Board will monitor progress toward those goals.~~
3. The Board and Superintendent will collaborate on the development of goals and a process for the assessment of progress and performance through the use of an annual Superintendent evaluation and Board self-evaluation.
4. The Board will require the Superintendent to report progress on goals.

SUPERINTENDENT

1. The Superintendent will provide assistance to the Board in establishing the district vision, mission, core values, and student achievement goals.
- ~~2. The Superintendent will provide assistance to the Board in the establishment of goals for student achievement.~~
3. The Superintendent will provide assistance to the Board as they monitor progress on goals.
4. The Superintendent will report progress to the Board on goals.

2.15 BOARD ORIENTATION AND PROFESSIONAL DEVELOPMENT

BOARD OF TRUSTEES

1. The Board has a responsibility to orient new trustees.
2. This process of orientation shall include at least the following components:
 - differences in responsibilities between the Board and administration
 - review of the Leadership Governance manual
 - budget
 - explanation of the educational relationships and chains of supervision
 - attendance at a new Board member training
 - district Personnel Evaluation System orientation
 - **review of the District Strategic Plan**
3. The Board will stay informed on matters required to carry out its responsibilities and promote its own professional development ~~which may include~~**ing** professional publications, conferences, workshops, training sessions, consultants, data research, etc.

SUPERINTENDENT

1. The Superintendent will assist the Board in establishing a process to orient newly-elected or appointed trustees.
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 as deemed timely and appropriate.
4. **The Superintendent will attend formal trainings with the Board when appropriate and possible.**

CROSS REF.: BHA, New Board Member Orientation
BHB, Board Member Development Opportunities