

**PARK COUNTY SCHOOL DISTRICT #6**  
**BOARD GOVERNANCE POLICIES**

**1.1 Commitment**

Board members are expected to govern responsibly and hold themselves to high-standards of ethical conduct.

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

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:

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

The Board will:

- establish, through policy, Board and Superintendent roles and responsibilities
- govern with emphasis on organizational mission
- focus on strategic leadership rather than administrative detail
- govern proactively rather than reactively
- make collective decisions
- accept diversity in viewpoints.

The Board's major policy focus will be on the long-term benefits for students.

Accordingly:

1. The Board will:
  - cultivate a sense of group responsibility
  - work in partnership with the Superintendent with input from 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 professionalism. This self-discipline will apply to:
  - attendance at meetings
  - preparation for meetings
  - respect for differentiation of roles.
3. Existing Board members and the Superintendent will facilitate a review of the Leadership Governance process and policies for new members as soon as possible after being sworn into office.

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4. Existing Board members will facilitate a review of the Leadership Governance process and policies as soon as possible after employment of a new Superintendent.
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 annually.

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**1.2 Board Member Covenants**

- We will treat all people with dignity and respect, with courtesy and tolerance.
- We will respect the knowledge and intelligence of others.
- We will listen first - to understand.
- We will all be learners. When we are engaged in dialogue, we will suspend our biases as we seek to learn.
- We will be proactive. We will be problem solvers.
- We will respect each other's time. We will begin promptly, we will end when scheduled, and for each meeting the board chairman will facilitate and manage the meeting.
- We will maintain confidences with each other and the team.
- We will model professional behavior - how we are perceived is what others will believe of us, as individuals and as a team.
- We will be positive in our relationships with all people.

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**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 all students and all patrons of the entire school district. This representation supersedes any conflicting loyalties.
2. Board members will maintain the confidentiality of issues discussed in executive session and of other issues of a confidential or sensitive nature.
3. Board members will recognize that they have no individual authority over the Superintendent or staff unless explicitly authorized by the Board.
4. When interacting with the public, individual board members, when speaking for the entire Board, will report on explicitly stated board decisions.
5. Board members will not publicly express individual negative judgments about Superintendent, staff members or students. Any such expressions should only be made when the Board is meeting in executive session.

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**1.4 Board Member Conflict of Interest**

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

1. A Board member shall not furnish directly any labor or equipment to the district without disclosing his/her interest. He/she shall not attempt to influence the Board in making its decision, and will not vote on the issue of personal or material interest before the Board.
2. Board members will adhere to the Wyoming Ethics and Disclosure Act and all other applicable conflict of interest laws, which shall include but is not limited to the following:
  - 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. A board member may not make a motion, second or vote, or engage in discussion, on an official decision if he or she has a material personal interest in the matter.
  - c. A board member may not use his or her individual position to secure any public funds, time, personnel, facilities, or equipment for his or her personal benefit or that of another individual unless the use is authorized by law.
  - d. A board member is excluded from participating in discussion or decision-making with regard to the employment, transfer, discipline, or advancement of a family member in the district.

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**1.5 Process for Addressing Board Member Violations**

Board members will comply with all board policies. In the event of a member's violation of policy, the Board will seek remedy by utilizing part or all of the following process:

1. Constructive conversation in a private setting between the board member and the board chairman and one other board member.
2. Discussion in executive session between the board member and the full Board regarding the violation.
3. Mediation may be offered to the board member.
4. Public censure of the board member by action of a quorum of the board.

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**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 or the official board spokesperson will communicate board positions and decisions to the media.
3. The Chairman will be the official liaison between the Superintendent and the Board, understanding that individual board members may communicate with the Superintendent.
4. The Chairman will attend a leadership training session specifically for board chairmen as soon as possible after election as Chairman.
5. The Chairman, followed by the Vice-Chairman, then Clerk, will preside at all meetings and develop the agenda with the assistance of the Superintendent and input from the other trustees.
6. The Chairman will keep board members informed of issues occurring in the school district.

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**1.7 Board Committees**

Board committees, committees whose members are appointed by the board, will be used to support the work of the Board.

1. The board committee policy applies only to committees that are formed by board action, whether or not the committees include board members.
2. Board committees will speak or act for the Board only when formally given such authority.
3. A board committee will make recommendations to the Board, but any resultant actions from those recommendations will be the responsibility of the Board.
4. Membership on board committees will be appointed as needed.

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**1.8 Development and Adoption of Policies**

It is the Board's responsibility to develop governing and operational policy. A systematic, predictable means of developing and adopting policy will promote community, school, parent, and student involvement in policy decisions of the Board and encourage careful and well informed decision making by the Board. Accordingly, the Board will develop new policy, repeal, or substantially revise existing policy as follows:

Policy Introduction

- a. A board member may introduce a new or revised policy if the board member has notified the Board Chairman six days in advance of a regularly scheduled board meeting so the item may be placed on the board agenda in a timely fashion.
  
- 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 and Board Chairman at least six days in advance of a regularly scheduled board meeting.

First Reading

Any policy that is formally introduced pursuant to "Policy Introduction" 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 and may direct the Superintendent to seek legal review of the policy. During the discussion of the policy proposal, the views of the public and staff will be considered. Amendments may be proposed by board members.

Second Reading

The proposal shall be presented for a second reading, discussion, and the consideration of amendments. Board members may propose amendments.

Third Reading

The proposal shall be presented for a third reading, discussion, and final adoption. An amendment shall not require that the policy go through an additional reading except as the Board determines that the amendment needs further study and that an additional reading would be desirable.

Any portion of this policy may be waived by a majority vote of the Board, for good cause or in case of emergency; however, the above procedure shall be required before the policy shall be considered final.

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**2.1 GENERAL**

**BOARD**

1. The Board will provide community leadership on educational issues and will be advocates for public education at the local, state, and federal levels.
2. The Board will involve the community, parents, guardians, students, and staff in developing goals for the district.
3. The Board will adopt and monitor a comprehensive plan to meet the mission of the district.
4. The Board will delegate to the Superintendent authority in accordance with board policy, state, and federal laws.
5. The Board oversees the operation of the district through the Superintendent, except as otherwise required by law.
6. The Board's lawful requests, decisions, and directives when acting as an entity, are the only requests, decisions, and directives binding on the Superintendent.
7. The Board will participate in training and development and commit the time and energy necessary to be informed and effective leaders.

**SUPERINTENDENT**

1. The Superintendent will develop and recommend a comprehensive district plan to meet the mission of the district adopted by the Board.
2. The Superintendent will provide leadership to the Board, staff, students, and community in meeting the district mission.
3. The Superintendent will implement district policies and board directives.
4. The Superintendent will manage and supervise the operation of the district.
5. The Superintendent will report needs of the district to the Board.
6. The Superintendent is empowered to delegate authority and assign directives to staff members, as he/she deems appropriate.
7. The Superintendent will keep the Board aware of local, state, and national educational developments and changes.
8. The Superintendent will continually, formally and informally, upgrade his/her professional knowledge and qualifications.

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**2.2 POLICY**

**BOARD**

1. The Board will review and monitor the district mission statement, in relation to governance policies, roles and responsibilities policies, and expectation policies.
2. The Board will develop and adopt all written governance policies.
3. The Board will evaluate, modify as necessary, and adopt all operational policies.
4. The Board will provide to the Superintendent written policies which prescribe the expectations to be achieved.
5. The Board will clarify for the Superintendent the intent of board policies.

**SUPERINTENDENT**

1. The Superintendent will implement board policies.
2. The Superintendent will act as an advisor to the Board in areas needing policy development or revision.
3. The Superintendent will maintain a current, up-to-date manual of adopted governance policies and operational policies.
4. The Superintendent will take reasonable steps to avoid causing or allowing conditions, procedures, actions, or decisions that are in violation of board policy.

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**2.3 REGULATIONS**

**BOARD**

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

**SUPERINTENDENT**

1. The Superintendent will develop and maintain a current, up-to-date manual of operational policies, rules and regulations.
2. The Superintendent will operate within written operational policies, procedures, rules, and regulations that are consistent with law and board policy.
3. The Superintendent may deviate from rules and regulations for good cause or in case of emergency.

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**2.4 BOARD MEETINGS**

**BOARD**

1. The Board will perform all actions in public board meetings in accordance with local, state and federal laws.
2. The Board will utilize executive sessions in accordance with state statutes.
3. The Board will establish the operational procedures for meetings.
4. The Board chairman and/or vice-chairman, with assistance from the Superintendent will develop the meeting agenda.
5. The Board, and or individual board members, will identify for and request from the superintendent, specific information needed to assist the Board in making final decisions.
6. The Board will hold 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.

**SUPERINTENDENT**

1. The Superintendent will ensure compliance with all legal requirements relative to the posting of notices and maintenance of meeting records.
2. The Superintendent will advise the board as to the requirements of state statutes for open meetings and executive sessions.
3. The Superintendent will assist the chairman and/or vice-chairman in developing the meeting agenda.
4. The Superintendent will provide the Board with the agenda and supporting materials in an agreed upon time frame.
5. The Superintendent will provide to the Board information to allow board members to make informed decisions. Such information provided and/or requested shall be supplied to all board members.
6. The Superintendent will serve as an advisor to the Board during meetings.

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**2.5 BUDGET/FINANCE**

**BOARD**

1. The Board will adopt a fiscally responsible budget based on the district's vision and mission, and will monitor the fiscal health of the district.
2. The Board will ensure that internal financial controls are in place.
3. The Board will establish priorities while developing the annual budget.

**SUPERINTENDENT**

1. The Superintendent will administer the budget assuring that all legal requirements are met.
2. The Superintendent shall take steps to ensure that:
  - the fiscal condition of the district is consistent with the board's priorities
  - the Board is notified prior to any spending that materially deviates from the annual budget adopted by the Board
  - the financial operations of the district are fiscally responsible and legal
  - the long-term financial health of the district is sound
3. The Superintendent shall ensure that assets are reasonably protected, maintained, and used.
4. The Superintendent will direct the Business Manager to present to the Board a detailed budget that is based upon the board's priorities.
5. The Superintendent will act as a resource to the Board on all financial matters of the district.

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**2.6 INSTRUCTION**

**BOARD**

1. The Board will establish the mission and expectations for the district.
2. The Board will adopt new and/or changes to standards as appropriate to meet district, state, and federal requirements.
3. The Board will adopt graduation requirements conforming to district, state, and federal standards.
4. The Board will annually report to the community the status of education in the district.
5. The Board will approve the annual district calendar.

**SUPERINTENDENT**

1. The Superintendent will provide leadership in meeting the district, state, and federal standards.
2. The Superintendent is responsible for the continuous development, implementation, and evaluation of the instructional programs that focus on student learning.
3. The Superintendent will recommend appropriate promotion standards and methods to measure their attainment.
4. The Superintendent will schedule presentations and reports by staff to the Board on assessments and instructional programs.
5. The Superintendent will prepare and recommend a district calendar for the next school year.

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**2.7 PERSONNEL**

**BOARD**

1. The Board will employ and evaluate the Superintendent.
2. The Board will give direction only to the Superintendent, or designee, except as required by law.
3. The Board will employ all staff and will act on personnel matters after consideration of the recommendation of the Superintendent.
4. The Board in dealing with personnel complaints, or concerns, will adhere to the district's chain of command.
5. The Board will participate in disciplining employees, other than the Superintendent, only when required by law.

**SUPERINTENDENT**

1. Except as otherwise provided by law, all authority over all district employees of the district shall rest with the Superintendent and all district employees of the district shall be accountable to the Superintendent.
2. The Superintendent will serve as the board's liaison with staff.
3. The Superintendent will take reasonable steps for lawful, ethical, safe, respectful, and dignified treatment of all staff and volunteers.
4. The Superintendent will make a recommendation to the Board regarding the employment and/or dismissal of all staff.
5. The Superintendent will make reasonable background checks prior to hiring any paid personnel.
6. The Superintendent is responsible for ensuring a comprehensive evaluation system is in place for all staff.
7. The Superintendent will evaluate district administrators and supervisors.
8. The Superintendent will be responsible for all job descriptions and staff assignments.
9. The Superintendent will report to the Board those employees who are subject to significant disciplinary or substantial performance plans.
10. The Superintendent is empowered to delegate authority to staff members, as deemed appropriate.

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**2.8 COMMUNITY RELATIONS**

**BOARD**

1. The Board will hold itself accountable to the citizens of the district by focusing on the mission and goals of the district.
2. The Board will designate a Board spokesperson for stating official Board positions and decisions.
3. The Board will maintain an awareness of community values, concerns, and interests.
4. Board members will serve on standing committees, advisory committees, and as school liaisons and report to the Board.
5. The Board will acquire input from students, staff, parents, and the community.
6. The Board will channel all complaints and/or grievances into the district's chain of command.

**SUPERINTENDENT**

1. The Superintendent will take reasonable steps to ensure that the district maintains accountability to all district standards and programs.
2. The Superintendent will take reasonable steps to ensure conditions, procedures, actions, or decisions result in lawful and respectful treatment of students, parents, and district patrons.
3. The Superintendent will assist the Board in acquiring input from students, staff, parents, and the community.
4. The Superintendent will make recommendations to the Board for resolution of complaints and grievances not resolved at the administrative level and appealed to the Board.
5. The Superintendent will serve as the board's liaison with standing and advisory committees.
6. The Superintendent will inform district patrons of school programs and activities.
7. The Superintendent will establish a working relationship with the news media.

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**2.9 LABOR RELATIONS**

**BOARD**

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

**SUPERINTENDENT**

1. The Superintendent will develop and recommend to the Board, compensation and benefit plans for all employees.
2. The Superintendent will provide factual data to the Board for the adoption of salary schedules.
3. The Superintendent will administer contracts and/or agreements in accordance with all policies and regulations.

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**2.10 STUDENT SERVICES**

**BOARD**

1. The Board shall establish policies for student service programs which include educational and personal needs of 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, 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 success and a safe and appropriate educational environment for all students.
5. The Superintendent will provide for the direction and supervision of student activities.

Revised 9/16/14

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**2.11 FACILITIES, TRANSPORTATION, FOOD SERVICES**

**BOARD**

1. The Board will develop and adopt policies governing the use of public buildings, grounds, and equipment.
2. The Board will prioritize construction and building renovation needs of the district in conjunction with the School Facilities Commission.
3. The Board will develop and adopt policies governing transportation and food services.

**SUPERINTENDENT**

1. The Superintendent will develop and implement administrative procedures, rules, 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/or rules and regulations that adhere to district policy and State and Federal laws for the supervision of the district's transportation service, and food service.

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**2.12 BOARD SUPERINTENDENT RELATIONSHIPS**

**BOARD**

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 interference with the Superintendent's duties.
3. The Board encourages open discussion and diverse opinions with the Superintendent in addressing important and sensitive issues.
4. The Board will provide opportunities for open communication between the Board and the Superintendent at scheduled work sessions and trainings.

**SUPERINTENDENT**

1. The Superintendent interprets, clarifies, assembles data, and provides professional guidance and assistance to the Board.
2. The Superintendent provides recommendations for Board action on agenda items.
3. The Superintendent is responsible for following up on Board requests and directives for information.
4. The Superintendent provides regulations, instructions, and follow-up for employees in such a way as to oversee the Board of Trustee's implementation of district policies.
5. The Superintendent keeps the Board informed of district programs, operations, condition of the schools, and other issues or problems.
6. The Superintendent brings special issues to the attention of the Board in a timely fashion.
7. The Superintendent will assist the Board in board development leadership training.

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**2.13 PLANNING**

**BOARD**

1. The Board sets the direction for the district by establishing the district mission, goals, and student achievement expectation(s) for the instructional program of the district.
2. The Board and Superintendent collaborate on the development of long and short-term expectations and a process for the assessment of progress and performance. The use of an annual Superintendent Evaluation and Board Self-Evaluation will assist in the monitoring of this process.
3. The Board establishes expectations for student achievement after review and recommendation by Superintendent and staff, and at least annually monitors progress toward those target expectations during the school year.
4. The Board requires the Superintendent to report progress on all expectations at designated intervals during the year.

**SUPERINTENDENT**

1. The Superintendent will provide assistance to the Board in setting the direction to establish the district mission and student achievement expectations.
2. The Superintendent will provide assistance to the Board in the establishment of annual expectations for student achievement.
3. The Superintendent will provide assistance to the Board as they regularly monitor progress on expectations.
4. The Superintendent will report progress to the Board on expectations at designated intervals during the year.

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**2.14 BOARD ORIENTATION OF PROFESSIONAL DEVELOPMENT**

**BOARD**

1. The Board shall have a process in place to orient newly elected or appointed board members. This process of orientation shall include but not be limited to the following components:
  - \* details the differences in responsibilities between the Board and administration,
  - \* review of the Leadership Governance manual,
  - \* explains the institutional relationships and chain of command,
  - \* explains funding resources and the foundation guarantee.
2. The Board will make a commitment to increase their professional knowledge regarding effective schools.
3. The Board will attend training opportunities, i.e. conferences, workshops and training sessions.
4. The Board shall use pertinent data, research, and consulting services as needed.

**SUPERINTENDENT**

1. The Superintendent shall assist the board chairman/designee in providing the orientation for 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 as deemed timely and appropriate.

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**VOCABULARY**

**Mission Statement**

A short written statement that answers the question, “Why does an organization exist.” For example, “Schools exist for the purpose of educating children to be successful people.”

**Reasonable Steps**

Includes acting with logic and reason to arrive at a conclusion that is fair, responsible and just.

**Ethical Conduct**

A moral set of rules or principles prescribing the way people ought to behave.

**Public Censure**

Formal or official (generally public) disapproval. A reproach declared for public or professional behavior that is deemed not to be in the best interest of the organization and a violation of commonly accepted and expected behavior.

**Material Deviation**

A departure from an established practice or direction.

**Material Interest**

An interest which may conflict with the duty as a Board Member and could be perceived as unfair, or supportive of personal or professional gain.

**Chain of Command**

A defined means by which decision-making occurs up and down the line of authority of an organization.

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