

1.1 COMMITMENT

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

The Board provides 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:

- **Students**
- **Parents/guardians**
- **Members of the communities**
- **District employees**
- **Laws pertaining to public education**
- **Established policies of the district.**

The Board:

- **Governs with emphasis on the CCSD Strategic Plan**
- **Encourages diversity in viewpoints**
- **Focuses on strategic leadership**
- **Establishes through policy Board and Superintendent roles and responsibilities**
- **Makes collective decisions while respecting individual viewpoints**
- **Governs proactively.**

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

1. The Board:

- **Cultivates a sense of group responsibility**
- **Works in partnership with the Superintendent with input from staff, students, parents, and communities**
- **Uses the expertise of individual board members to enhance the ability of the Board to govern as a body.**

2. The Board holds itself accountable for governing with excellence by:

- **Preparation for meetings**
- **Attendance at meetings**
- **Respect for differentiation of roles between the Board and Superintendent.**

3. Existing board members and the Superintendent facilitate a review of the Leadership Governance process and policies for new members within three months after being sworn into office. This same process will be followed upon employment of a new superintendent.

4. The Board continually monitors its governance process and performance.

1.2 BOARD MEMBER COVENANTS

Board members shall maintain a system of communication and interaction that builds upon mutual respect and trust.

Accordingly, members participate within the following guidelines:

1. General Communications

- **Focus on issues.**
- **Participate candidly in group interactions and personal communications, including electronic means and social media, while supporting the integrity and promoting the positive image of the Board, individual board members, and the District.**

2. Listening

- **Listen to each person who speaks, and respect all points of view.**
- **Use appropriate non-verbal behavior when dealing with an individual.**
- **Avoid engaging in disruptive side conversations.**
- **Avoid technology disruptions.**

3. Speaking

- **Stay calm in conversation.**
- **Address a person's position, but resist questioning his or 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 consensus.**

4. Decision Making

- **Withhold judgment until fully informed on the issue.**
- **Focus on the District's Strategic Plan and expectations.**
- **Identify areas of agreement and options for solutions.**
- **Support the Board's decision.**

1.3 BOARD MEMBER CODE OF CONDUCT

The Board commits itself and its members to ethical, businesslike, and lawful conduct. The Board, acting in its legislative capacity, has the authority and responsibility to interpret and apply standards of conduct.

- 1. Board members 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.**
- 2. Board members recognize that they have no individual authority over the Superintendent or staff.**
- 3. Board members will not publicly express individual negative judgments about the Superintendent or staff performance. Any such expressions should be made only when the Board is meeting in executive session.**
- 4. Board members shall maintain confidentiality of issues discussed in executive sessions. Confidentiality prohibits the disclosure of any information discussed in executive session to any individual who did not participate in the executive session, other than current board members who were not in attendance at the executive session. Minutes from executive sessions are confidential and copies of the minutes shall not be retained by board members. Board members shall maintain confidentiality on other issues of a confidential or sensitive nature.**

1.4 BOARD MEMBER CONFLICT OF INTEREST

Board members operate in a manner that avoids 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. Board members shall neither sell nor lease any labor or equipment to the District without disclosing their interest. They shall not attempt to influence the Board in making its decision and will not vote on the issue before the Board.**
- 2. Board members adhere to the Wyoming Ethics and Disclosure Act and all other applicable conflict of interest laws, with the following being specific examples for review:**
 - Board members shall not apply for a position as an employee of the District until he or she has duly resigned his or her position on the Board.**
 - Board members shall neither make a motion nor vote on an official decision if he or she has a material personal interest in the matter.**
 - Board members shall neither use the position nor 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.**
 - Board members shall not participate in the employment, transfer, discipline, or advancement of a family member in the district.**

1.5 PROCESS FOR ADDRESSING BOARD MEMBER VIOLATIONS

Board members comply with the provisions of the Board's policies. In the event of a member's violation of policy, the Board seeks 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/or another 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, pursuant to a majority vote of the board excluding the member subject to censure.**

1.6 BOARD CHAIRMAN

- 1. The Chairman of the Board supervises or directs the Superintendent only when explicitly authorized to do so by the Board.**
- 2. The Chairman of the Board is the official board spokesperson for stating board positions and decisions to the media. The chairman may delegate this authority to other board members or the Superintendent.**
- 3. The chairman is the official liaison between the Superintendent and the Board, understanding that individual board members may communicate with the Superintendent at any given time.**
- 4. The chairman attends a leadership training session specifically for the board chairman as soon as possible after election as chairman.**
- 5. The chairman presides at all meetings, and with input from the other Trustees assists the Superintendent with the development of the agenda. If the chairman is not available, the vice-chairman assumes the chairman's duties.**

1.7 BOARD COMMITTEES AND APPOINTMENTS

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

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

1.8 DEVELOPMENT AND ADOPTION OF POLICIES

It is the Board’s responsibility to develop governing and operational policies. A systematic approach to developing, monitoring, reviewing, adopting, and disseminating policy will be followed. It is the intent of the Board to develop policies so they may serve as guidelines and goals for the successful and efficient functioning of Campbell County School District.

The policies of the Board are framed, and are meant to be interpreted, in terms of Wyoming laws, rules and regulations of the State Board of Education, and all other regulatory agencies within our county, state, and federal levels of government.

Changes in needs, conditions, purposes, and objectives will require revisions, deletions, and additions to the policies of present and future boards. The Board will welcome suggestions for ongoing policy development.

- 1. Policy Development – The following represents the policy development process:**
 - **A need is recognized by the Board, the Superintendent or his or her constituents, or by legal requirement.**
 - **The Superintendent or designee prepares an abstract which defines the issue and suggests an approach to address the issue.**
 - **The Superintendent and cabinet review the abstract and take a position on the issue regarding scope and priority.**
 - **The Superintendent or designee prepares a draft of the policy and obtains legal counsel when necessary.**

- 2. Policy Adoption – Except for policy actions to be taken on emergency measures, the adoption of Board policies shall follow this sequence which will take place at a minimum of two (2) regular meetings of the Board. The following represents the policy adoption process:**
 - **New Policies**
 - a. **Announcement and distribution of the proposed new policy, which will be placed on the regular board meeting agenda as an item of information “First Reading”. The Board reviews the draft of the policy at this time and can make suggestions regarding substance and wording.**
 - b. **Two public hearings will be held to offer concerned groups the opportunity to comment regarding the policy.**
 - c. **Discussion and final action during a regular board meeting “Second Reading” will take place.**
 - d. **The final vote to adopt or not to adopt shall occur at least four weeks from the meeting at which policy proposal was first placed on the agenda, except where otherwise provided.**

 - **Policy Revision With Major Changes**
 - a. **Depending on the scope of revisions, the policy may follow the same process as a new policy, or the policy may be taken to a regular board meeting for approval on “First and Final Reading”.**
 - b. **Depending on the scope of revisions, public hearings may or may not be recommended for public comments.**
 - c. **If the policy revision requires a “First Reading”, “Public Hearing”, and “Second Reading”, the final vote to adopt or not to adopt the policy shall occur at least four weeks from the meeting at which policy proposal was first placed on the agenda, except where otherwise provided.**

- **Policy Revision With Minor Changes**
 - a. Minor or grammatical changes to a policy will not be taken to public hearings.
 - b. Minor or grammatical changes to a policy will move directly to the regular board meeting consent agenda for approval and bypass “First Reading and “Second Reading”.
- 3. **Emergency Policy Adoption – On matters of unusual urgency, the Board may waive the four-week limitation and take immediate action to adopt new, or revise existing policies (For example at a special meeting of the Board). When such immediate action is necessary, the Superintendent and the Board shall state for the record and/or provide notice of the reasons for this necessity.**
- 4. **Policy Review – At least every five (5) years, the Board will review its policies for the purpose of revising or deleting policies mandated by changing conditions. It shall evaluate how the policies have been executed by District staff and weigh the results. The Board shall rely on the Superintendent or designee to provide evidence of the effect of the adopted policies.**

The Superintendent is given the responsibility of bringing to the Board’s attention all policies that need revision.

The following criteria shall be used when evaluating the policies for possible revision, updating, or elimination:

- **Is the policy within the scope of the Board’s discretionary authority as granted by state statutes?**
- **Is the policy consistent with state and federal law and with the provisions of the United States Constitution?**
- **Is the policy legitimate in its purpose of being educationally valid or capable of producing a desirable outcome or objective?**

Legal counsel shall be sought when in the opinion of the Superintendent or the Board a question exists regarding the legality of the policy.