



LARAMIE COUNTY SCHOOL DISTRICT 2

Students First

Leadership/Governance Manual

Vision Statement

Laramie County School District #2 will be the premier college and/or career readiness center in the state of Wyoming!

Mission Statement

In partnership with parents and community, we will provide a safe environment where students' essential knowledge, skills, and attitudes will ensure success in their changing world.

What We Value

We value a dedication to learning, personal accountability, and the perseverance to pursue the highest goals through successes and failures.

Our Goals

We will create and promote a district wide culture of academic readiness, in which we aspire to the following statements:

- District students will independently demonstrate proficiency in all grade level content areas, including reading and mathematics, which will lead to graduation in four years, to be career or college ready;
- District schools will reach the "Meeting Expectation" level or higher on the summative score as reported through the Wyoming School Performance rating model;
- The district staff will encourage and support the implementation of varied technology skills to enhance student learning and teaching.

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INTRODUCTION

The Leadership Governance policies are designed to focus the Board's attention on the following priorities:

1. Creating realistic expectations
2. Delineating clear roles and responsibilities
3. Increasing accountability for results
4. Basing leadership on policy rather than administrative detail
5. Making decisions collaboratively
6. Governing proactively rather than reactively
7. Continual learning for boards, staff, students, and community

By implementing the policies listed herein, it is the goal of the Board of Trustees to become a highly functional board focused on priorities listed above.

BOARD OF TRUSTEES

Mike Olson, Chairman

Billie Wilson, Vice-Chair

Heidi Romsa, Clerk

Dave Keiter, Treasurer

Julianne Randall

Michael Lerwick

Cody Nusbaum

Matt Haas

Kendra Roeder

Justin Pierantoni, Superintendent of Schools

GOVERNANCE POLICIES:

Section 1

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.

1. The Board will:
 - a. govern with emphasis on organizational mission and vision and core values;
 - b. encourage diversity in viewpoints;
 - c. focus on strategic leadership rather than administrative detail;
 - d. observe clear distinction, through policy, between Board and Superintendent roles and responsibilities;
 - e. Work in partnership with the Superintendent, staff, students, parents, and the community.
 - f. Govern transparently;
 - g. Utilize the expertise of individual Board members to enhance the ability of the Board 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 to hinder the operation of the Board.
4. The Board of Trustees will evaluate its performance throughout the year and summarize annually and review and update its governance policies as necessary.

1.2 Board of Trustees Chairman

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 or delegate will preside at all meetings and collaborate to develop the agenda with the assistance of the Superintendent and input from the other trustees.

1.3 Board of Trustees Committees

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

1. Board committees will speak or act for the Board of Trustees only 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.

1.4 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.
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 the Superintendent, Trustees, or staff performance. Any such expressions should be made only 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.

1.5 **Board of Trustees Covenants**

The 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. General Communications:
 - a. Focus on issues that deal primarily with policy formulation, financial health, and Superintendent performance.
 - b. Promote candor in discussions while supporting the integrity and promoting the positive image of the Board, individual board members, and the district.
2. Listening:
 - a. Listen to understand and respect all points of view.
 - b. Use appropriate non-verbal behavior.
 - c. Avoid engaging in side conversations verbally or electronically.
3. Speaking:
 - a. Stay calm and respectful in conversation.
 - b. Contest a person's position, but resist questioning his/her integrity or motivation.
 - c. Share any knowledge or expertise regarding the issue.
 - d. Be brief, honest, and clear when expressing ideas, thoughts or concerns.
 - e. Focus on exchange of ideas and finding consensus.
4. Decision Making:
 - a. Withhold judgment until fully informed on the issue.
 - b. Ask for additional information as needed.
 - c. Focus on the district's vision, mission, core values and goals.
 - d. Identify areas of agreement and options for solutions.
 - e. Acknowledge and support implementation of the Board's decision even when you disagree as an individual.

1.6 Board of Trustees Conflict of Interest

The Board of Trustees will operate in a manner that will avoid 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. Board members will adhere to the Wyoming Ethics and Disclosure Act (W.S. 9-13-101 to 9-13-109) and all other applicable conflict of interest laws, which shall include but 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.

1.7 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 an 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 reopen 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 recommend 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.

1.8 Development and Adoption of Board of Trustees Governance Policies

It is the Board of Trustees 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:

1. 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.
2. 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 for good cause or in case of emergency by a majority vote of the Board.

1.9 Board of Trustees Operational Policy Development

The Board of Trustees will follow the process for policy development as established.

GOVERNANCE POLICIES:

Section 2

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, revising, and reporting on the Strategic Plan for the district.
6. The Board will provide leadership and advocacy for public education.
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 the needs of the district to the Board.
2. The Superintendent will coordinate, supervise, and manage the operation of the district.
3. The Superintendent will provide leadership to the Board, staff, students, and community in meeting district expectations.
4. The Superintendent will keep the Board aware of local, state, and national educational developments and changes.
5. The Superintendent will continually upgrade his/her professional knowledge and qualifications.
6. The Superintendent is empowered to delegate authority and responsibilities to staff members, as he/she deems appropriate.
7. The Superintendent will implement Board policy and directives.
8. The Superintendent provides regulations, instructions, and follow-up for employees regarding district policies.
9. The Superintendent ensures that the district functions within legal and regulatory parameters and communicates those expectations to others.

2.2 Focus on Maximizing Student Learning/Strategic Planning

BOARD OF TRUSTEES

1. The Board sets high expectations and a clear direction for the district and all students by establishing the District Strategic Plan, vision and mission statement, governance policies, roles and responsibilities policies, and student achievement expectations.
2. The Board and Superintendent collaborate on the development, implementation, and evaluation of the District's Strategic Plan.
3. The Board requires the Superintendent to ensure progress on the District Strategic Plan is reported to the Board, including student achievement expectations.
4. The Board provides a model for the district by serving as a collaborative learning community focused on improvement.
5. The Board supports a comprehensive planning and improvement process that incorporates best practice regarding change management and the limitation and prioritization of strategic initiatives.
6. All Jr and Sr High School students are encouraged to be involved in at least one intra or extra-curricular activity within the school or community.

SUPERINTENDENT

1. The Superintendent will provide assistance to the Board in setting a "clear direction" as they establish the District Strategic Plan, vision and mission statement, governance policies, roles and responsibilities policies, and student achievement expectations.
2. The Superintendent demonstrates the use of data and research to drive decisions and policies.
3. The Superintendent ensures progress on the District Strategic Plan is reported to the Board, including student achievement expectations.
4. The Superintendent ensures that high expectations for achievement, growth, and equity in opportunities are implemented for all students.
5. The Superintendent supports and creates a collaborative learning organization focused on improvement.
6. The Superintendent recommends a comprehensive planning process to maintain a district-wide focus on student achievement and improved instruction.
7. The Superintendent guides and provides support for improvement initiatives, including the use of appropriate strategies to guide the organization through change.

8. The Superintendent collaborates with others to limit the number of initiatives and ensures that the strategies selected are aligned to strategic priorities and supported by research.
9. The Superintendent ensures that a system of accountability for students' academic success and career readiness is developed.

2.3 Policy

BOARD OF TRUSTEES

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

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 or have the potential of being unlawful, unethical, unsafe, disrespectful, undignified or in violation of Board policy.

2.4 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 policies when, in the Board's judgment, they fail to implement properly the regulations adopted by the Board.

SUPERINTENDENT

1. The Superintendent will develop and maintain current, up-to-date 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 and will notify the Board in a reasonable time frame.

2.5 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 (Legal Ref: WS 16-4-405).
4. The Board will establish and value the operational procedures for meetings.
5. The Board Chairman and/or Vice Chairman will assist the Superintendent in developing the meeting agenda. Board members may request the addition of an item(s) to an upcoming meeting agenda and work session, and the Chairman and Superintendent will make every reasonable effort to add the item at the next meeting or as soon as practicable.
6. The Board will identify, for the Superintendent, specific information needed to assist the Board in making final decisions.

SUPERINTENDENT

1. The Superintendent will serve as an advisor to the Board during official 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 he/she participates in Board meetings, including executive sessions, in accordance with state statutes. (Legal Ref: WS 16-4-403 - 405)
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 give to the Board as much information as deemed necessary, or as requested, to allow Board members to make informed decisions.
6. The Superintendent will provide the Board with the agenda and supporting materials within 24 hours of the scheduled meeting.

2.6 **Budget/Finance**

BOARD OF TRUSTEES

1. The Board, in collaboration with the Superintendent and Business Manager will annually establish priorities for the financial management of the district.
2. The Board will provide the Superintendent and Business Manager with the Board's priorities and parameters for the 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 continually monitor the fiscal health of the district.
4. The Board will ensure that an annual independent external audit is in place and meet with the auditor to discuss the internal controls of the district.

SUPERINTENDENT

1. The Superintendent, or designee, will present to the Board a detailed budget based upon the collaboratively agreed priorities and parameters.
2. The Superintendent shall take reasonable steps to ensure that all legal requirements are met in the administration of the budget.
3. The Superintendent shall take steps to ensure that:
 - a. The fiscal condition of the district is consistent with the district's vision, mission, core values and expectations.
 - b. The long-term and short-term financial health of the district is sound.
 - c. Monthly financial reports are given to the Board.
 - d. 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.
 - e. The Board's ultimate authority to determine the financial matters of the district is adhered to.
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.

2.7 Instruction

BOARD OF TRUSTEES

1. The Board will adopt the District Strategic Plan, vision, mission, and expectations for the instructional program of 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 review the data of the district on an annual basis.
4. The Board will adopt graduation requirements conforming to district, state, and federal standards.
5. The Board will approve the annual district calendar.

SUPERINTENDENT

1. The Superintendent oversees the establishment of the District Strategic Plan and/or school improvement plans of the district on an annual basis and over a long-range period.
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 provide leadership in meeting the district, state, and federal student learning expectations and the general academic educational needs of each student in the district.
4. The Superintendent will recommend appropriate promotion standards and methods to measure the attainment of those standards.
5. The Superintendent regularly schedules presentations and reports by staff on various assessments of student achievement and instructional programs as requested by the Board.
6. The Superintendent will prepare and recommend a district calendar.
7. The Superintendent works collaboratively with staff to implement an instructional framework.
8. The Superintendent establishes instructional practices that are challenging, collaborative, relevant and student-centered.
9. The Superintendent promotes the improvement of the district's instructional program by ensuring an assessment system which includes the use of formative assessments is developed.

2.8 Personnel

BOARD OF TRUSTEES

1. The Board will hire the Superintendent and, at a minimum, evaluate annually. Any Board member may initiate the dismissal of 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, in dealing with personnel complaints or concerns, will adhere to the district's chain of supervision as per district policy. CCA/CCA-E section C - General School Administration
5. The Board will consider the Superintendent's recommendations before acting on personnel matters.
6. The Board will appoint an interim Superintendent in an emergency.

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 or dismissal of all certified staff.
3. The Superintendent will be responsible for the employment of all employees of the district.
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 ensure conditions, procedures, actions or decisions that result in lawful, ethical, safe, respectful and dignified treatment of staff and volunteers.
7. The Superintendent will make reasonable background inquiries and checks prior to hiring any paid personnel, or accepting volunteers who have contact with students, or utilizing the services of any volunteer who has unsupervised contact with students.

8. The Superintendent will evaluate district administrators and others that report directly to the Superintendent through an annual performance plan.
9. The Superintendent will report to the Board those employees who are under suspension or Plans of Improvement.
10. The Superintendent is empowered to delegate authority to staff members, as he/she deems appropriate.
11. The Superintendent will take reasonable steps to maintain the fiscal integrity of the district in his/her employment compensation and benefits recommendations for employees.
12. The Superintendent, with approval of the Board, will take reasonable steps to develop and implement an evaluation system that links employee performance with the district's mission statement and belief system, complies with state law and measures employee performance in terms of achieving the Board's vision.

2.9 Community Relations

BOARD OF TRUSTEES

1. The Board will hold itself accountable to the citizens of the district by focusing on the District Strategic Plan, vision, mission, core values and expectations of the district.
2. The Board will receive input from students, staff, parents, and the community.
3. The Board will maintain an awareness of community values, concerns and interests.
4. The Board will channel all complaints and/or grievances through the district's chain of supervision as per district policy. CCA/CCA-E General School Administration

SUPERINTENDENT

1. The Superintendent will be responsible for informing students, staff, parents, and the community 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 for resolution of complaints not resolved at the administrative level.
4. The Superintendent will serve as the Board's liaison with standing and advisory committees.
5. The Superintendent will take reasonable steps to ensure conditions, procedures, actions, or decisions that result in lawful, ethical, safe, respectful, and dignified treatment of students, parents, staff, and community.

2.10 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 shall ensure a compensation and benefits plan is presented to the Board.
2. The Superintendent will provide factual data to the Board and/or salary committee for the review of salary schedules.
3. The Superintendent will administer contracts and/or agreements in accordance with all regulations.

2.11 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 develops and implements administrative procedures for maintaining student services and to ensure 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 success for all students.
5. The Superintendent will provide for the direction and supervision of student services.

2.12 Facilities, Transportation, Food Services, and 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 and the State of Wyoming 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/or 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, for the supervision of the district's transportation service and food service programs and assign staff as appropriate.

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.

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 responsive to Board requests and directives for information.
4. The Superintendent keeps the Board informed of district programs, operations, the condition of the schools, and other issues or problems.
5. The Superintendent brings special issues to the attention of the Board in a timely fashion.
6. The Superintendent will assist the Board in Board development leadership training.

2.14 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:
 - a. differences in responsibilities between the Board and administration
 - b. review of the Leadership Governance manual
 - c. budget
 - d. explanation of the educational relationships and chains of supervision
 - e. attendance at a new Board member training
 - f. District Personnel Evaluation System orientation
3. The Board will stay informed on matters required to carry out its responsibilities and promote its own professional development which may include 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 make available the LCSD2 Leadership/Governance Manual to orient trustees and candidates.

GOVERNANCE POLICIES:

Section 3

3.1 **Superintendent Evaluation**

- September - Evaluation of Superintendent
 - Superintendent Self-Evaluation due
 - Goal Setting
 - Element Focus
 - Time frame
 - Target (Metric)
 - Action Steps
- October - Contract Discussion at Regular Board Meeting
- April - Mid-Year Check-in - COW
- “State of the District” on Superintendent goals every month during COW