

EXECUTIVE SESSIONS

Executive sessions may be convened by the Board, at the call of the chairman, and with the approval of the Board for discussion relating to the following:

1. Matters relating to the employment or dismissal or other charges against district personnel;
2. Matters relating to litigation or proposed litigation in which the Board or School District is a party;
3. Consideration of the selection of a site or purchase of real estate, when publicity would cause a likelihood of an increase in price;
4. Consideration of the acceptance of gifts, bequests, or donations where confidentiality has been requested by the donor;
5. To consider or receive any information classified as confidential by law (i.e., legal advice);
6. Consideration of accepting or tendering wage and benefit offers and to discuss terms of employment during all negotiations; and
7. Consideration of suspension, expulsion, or disciplinary action in connection with a student.

The motion to go into executive session shall state the purpose of the executive session, which shall be one of the areas listed above. The only persons who may attend executive sessions are Board members, the superintendent (except when his appointment or salary are under consideration), and other individuals the Board may invite to be present.

Any decision discussed and deliberated upon during an executive session shall be formally acted upon at an open meeting following the executive session.

No action shall be taken at executive sessions. Minutes of executive sessions shall be recorded but not published. Minutes of executive session shall be maintained in confidential files of the District not open to the public. That such a session will be, or was held, shall be recorded in the minutes of the preceding or subsequent open meeting.

Board members and other persons attending an executive session are duty bound not to disclose matters discussed at the executive session.

Established by law

LEGAL REFS. W.S. 16-4-405 and Attorney General's opinion

August 3, 1973

First Reading: February 17, 2020

Second Reading: March 09, 2020

AGENDA FORMAT

The order of business at all regular meetings will follow the sample agenda below.

- I. Call to order - Pledge to the flag
- II. Approval of the Agenda
- III. "Good Things Happening"
- IV. Visitors' comments
- V. Consent Agenda
 - A. Approval of Minutes
 - B. Approval of Claims
- VI. Action Items
 - A. Old Business
 - B. New Business
- VII. Information items (no action necessary)
 - A. Reports
 - B. Correspondence
- VIII. Advanced planning
- IX. Adjourn

Rationale of Agenda Format: Whenever possible, issues to be considered are announced by listing them under "Future Agenda Items". The issue is next presented, at a future Board meeting, as a report of the issue of the proposed position on the issue. The next step is to move it to the New Business category, again, at a later meeting. It then may return as "Old Business" until the Board has completed its consideration of the matter. In this manner, the Board members may better prepare themselves for informed consideration; as well as preparing the staff and public that the issue will be considered.

The superintendent or any member of the board may request an item to be placed as a Future Agenda Item.

First Reading: February 17, 2020

Second Reading: March 09, 2020

QUORUM

A majority of the number of members of the Board of Trustees will constitute a quorum for the transaction of business at any meeting. No action of the Board is valid unless it receives the approval of a majority of the members elected to the Board.

Established by law

LEGAL REF.: W.S.
21-3-105

First Reading: February 17, 2020

Second Reading: March 09, 2020

SUPERINTENDENT'S CONTRACT

The superintendent's contract shall be considered for renewal at or before the last board meeting in February.

Once a contract is offered to the superintendent, he must accept the contract within thirty (30) days after receiving the contract or the position will be declared open.

The salary of the superintendent will be determined at the time of appointment and will be reviewed by the board each year. Additional benefits, vacation entitlement, and other leave will be determined at the time of appointment or renewal. Other forms of benefits including insurance, annual vacation, holidays, and temporary and extended leaves and absences will be at least equal to those granted other 12-month administrators.

The Superintendent will not be considered as falling under the Wyoming Teacher Employment law. The Superintendent may be terminated at the end of any written contract period in accordance with the terms of the contract without stated reasons and without a hearing. The Superintendent will in no way assume that he or she may have a guarantee or expectancy of continued employment in the district except as provided in the Superintendent's written contract. Except as set forth in the Superintendent's written contract, there is no district policy, rule, understanding, agreement, or conduct, expressed or implied, applicable to superintendents which give rise in any manner to any right, promise, guarantee, representation or expectancy of continued employment of contract renewal. Only the Board of Trustees can offer employment and it does so only by formal action pursuant to the terms of the Superintendent's written contract. Formal Board action is the only district action upon which superintendents can rely for being renewed or continued in employment.

First Reading: February 17, 2020

Second Reading: March 09, 2020

VOTING METHOD

All action taken, or motions passed or denied, shall be recorded and passed (motion carried) or denied (motion failed) unless a roll call vote is requested by any member, in which event the chairman shall call the roll and the ayes and nays shall be recorded.

The chairman of the board shall vote on all issues before the Board.

To pass, any motion must receive an affirmative vote from a majority of the total elected number of school trustees.

Members must be physically present at board meetings to vote on agenda items or must be available via teleconference system which enables the Board member to take part in all discussions concerning an agenda item and hear all comments by all Board members and/or other persons permitted to speak on an item and all other Board members must be permitted to hear any comments or discussion of the Board member not present. Participation in this manner is discouraged and should be done only in exceptional cases.

It is the right and duty of every member of the board who has an opinion on an issue to express it by his or her vote.

If a member announces a conflict of interest with regard to the issue before the Board, the member may leave the meeting until voting on the issue is concluded. The conflict will be noted in the official minutes of the meeting and the member will be recorded as having abstained on the issue.

When a tie vote exists on a motion, the motion will be declared to have failed.

Votes will be recorded in the minutes of the meeting by indicating whether the motion passed or motion failed unless a roll call vote is requested, in which event the name of the members voting aye and the name of the members voting nay will be recorded.

Motions will be recorded as either passed or failed.

LEGAL REF.: W.S.
21-3-105

First Reading: February 17, 2020

Second Reading: March 09, 2020

ADMINISTRATION IN POLICY ABSENCE

On any matter not covered by Board policy for which action is required, the Superintendent will use his discretion. When appropriate and not prevented by emergency conditions, the Superintendent will consult with the Board Chairman. Action in the absence of policy will be reported to the Board, within two business days. If the Board determines a similar situation may occur again, it may adopt a policy to guide future administrative action.

First Reading: February 17, 2020

Second Reading: March 09, 2020

Administrative Organization Plan

All personnel employed by the Board shall be responsible to the Board through the Superintendent. The Board desires the Superintendent to establish clear understanding on the part of all personnel of the working relationships in the School District.

Lines of responsibility and authority should not restrict in any way the cooperative working together of all people on all professional levels in order to develop the best possible school program. The established lines of authority represent the direction of authority and responsibility in the implementation of policy; when the staff is working together to improve the District's programs and operations, the lines represent avenues for a two-way flow of ideas.

All organizational charts shall be submitted annually to the Board for approval and shall be regarded as visual representations of a policy, by the August Board Meeting. They will also be made viewable to the public via the district website.

First Reading: February 17, 2020

Second Reading: March 09, 2020

STUDENT TEACHING

The Board, recognizing its responsibility to improve the quality of teacher training and the contributions student teachers can make to the district, encourages and authorizes the Superintendent to arrange for the supervision and training of a reasonable number of such teachers in the district schools each year.

The importance of the teacher training function to the future of education and the need to ensure high-quality performance in our schools require that student teachers be placed with experienced teachers of demonstrated competence. While no staff member of the district will be required to supervise practice teachers, it is felt that professionally interested teachers will volunteer to do so from time to time. Teachers new to the district and those having three years or less of teaching experience normally will not be asked to undertake such responsibilities.

Recognizing the special skills and expertise of the teacher training institutions and their staff, the Board authorizes the Superintendent to honor reasonable rules, regulations and training guidelines of the institutions.

The teacher training institution will be expected to provide liaison personnel who will discuss with the building principal and with the teacher to whom the student is assigned the broad objectives that the institution believes should be sought for the student. Such personnel will be free to visit the classrooms to observe the practice teacher at work. It is expected that the teacher training institution will arrange the schedule of the student teacher to provide sufficient time in the classroom in order that continuity of experience for the practice teacher and the pupils is ensured.

Adoption Date: February 17, 2020

Second Reading: March 09, 2020

STUDENT DISMISSAL PRECAUTIONS

School grounds will be "closed campus" during the school day, and students may leave only with permission from the principal. The exception to this, however, will occur at Wheatland High School, where campus will be considered "open" during lunch period. At Chugwater High School and Glendo High School "open campus" will be determined by the principals.

No staff member will excuse a student from school prior to the end of the school day or into any person's custody without first contacting the school office.

The office staff will not excuse a student before the end of the school day without a request for the early dismissal from the student's parent or guardian. Telephone requests for early dismissal of a student will be honored only if the caller can be positively identified as the student's parent or guardian.

First Reading: February 17, 2020

Second Reading: March 09, 2020