

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE
Box 688
Cowley, Wyoming 82420
POLICIES AND REGULATIONS
File: BBA-E

LOCAL SCHOOL BOARD POWERS AND DUTIES
(Extracted from Wyoming Education Policies Reference Manual)

Each board of trustees is charged with the general operation of the public schools of its district. It is responsible for carrying out certain mandatory laws relating to schools, and for considering and accepting or rejecting permissive legislation.

The district school board has three main functions:

1. Policymaking: That function which plans what shall be done, establishes guideline for accomplishing the tasks, and provides budgetary requests and support for their achievement.
2. Executive: That function which is concerned with placing plans and policies into operation. The school board customarily delegates this function to its chief executive officer, the superintendent. It is his/her responsibility to establish procedures through which plans and policies are put into practice, to furnish creative leadership to the school board and school staff, and to report progress, problems, and results to the board.
3. Appraisal: That function which attempts to determine the desires of the public in matters of public education, the results achieved through the educational program, and the efficiency of school operations.

Board Duties

In carrying out its three main functions, the board of trustees in each school district shall:

21-3-110. Duties of boards of trustees.

The board of trustees in each school district shall:

- i. Prescribe and enforce rules, regulations and policies for its own government and for the government of the schools under its jurisdiction. Rules and regulations shall be consistent with the laws of the state and rules and regulations of the state board and the state superintendent and shall be open to public inspection:
- ii. Keep minutes of all meetings at which official action is taken and a record of all official acts including a record of all warrants issued against the moneys belonging to the school district. The minutes and records shall be public records. After July 1, 1969, a list of each warrant over \$300 shall be published one (1) time in a legal newspaper of general circulation within the respective county within thirty (30) days of the date of the meeting. Individual yearly gross salary payments need be published only once in March of each year:
 - (A) Each individual annual gross salary shall be identified by category and each individual salary shall be published as a gross dollar amount without identification other than by category. Categories shall include superintendent, assistant superintendent, high school principal, assistant high school principal, junior high principal, junior high assistant principals, elementary principals, elementary assistant principals, first grade teachers, second grade teachers, third grade teachers, fourth

grade teachers, fifth grade teachers, sixth grade teachers, kindergarten teachers, high school departmental teachers (business, language arts, foreign languages, science, social studies, mathematics, or other), vocal music, instrumental music, elementary music, secondary art, elementary art, secondary physical education, elementary physical education, vocational education, secondary guidance counselors, secondary librarians, elementary librarians, driver education, special education teachers, remedial teachers, nurses, teacher's aides, head coaches, assistant coaches, dramatics, secondary secretarial, junior high secretarial, elementary secretarial, business managers, Janitorial, bus drivers, and other categories which may be selected so that every individual salary may be categorized. Each category shall show a cumulative subtotal and there shall be a grand total of all categories. At the end of the salary publication there shall be printed the district salary schedule;

(B) Forms shall be furnished to the school districts by the state department of education for such publications which shall be the same in all unified districts;

- iii. Elect from its membership at the first regular meeting after December 1 of each year. a chairman, a vice-chairman, a clerk and a treasurer;
- iv. Fix the time and place of regular meetings; provided, that there shall be at least one (1) meeting per month. Any meeting which is not a regular meeting shall be a special meeting;
- v. Submit reports concerning finances or any other matter as the state board, state superintendent or state law may require;
- vi. Estimate the amount of funds required to be raised for public school purposes through a tax levy upon the property lying within the district and in accordance with the Uniform Municipal Fiscal Procedures Act (16-4-101 through 16-4-124) present to the board of county commissioners of each county included in whole or in part within the district a certified copy of the budget as finally adopted with a certified estimate of the tax required to raise the appropriate amount. This tax shall be levied, collected and distributed as prescribed by law:
- vii. Control and disburse all moneys received from any source to maintain the schools within the district;
- viii. Obtain competitive bids when any school building is to be built or any repairs, additions or improvements costing more than two thousand five hundred dollars (\$2,500 00) and less than ten thousand dollars (\$10,000,00) are to be made to any schoolhouse or district property, or when any purchase of insurance, supplies or materials, other than textbooks costing more than two thousand five hundred dollars (\$2,500 00) and less than ten thousand dollars (\$10,000.00) is contemplated unless precluded by other regulation or statute. When the amount exceeds ten thousand dollars (\$10,000.00) a call for bids shall be published at least once in a newspaper of general circulation in the district. The district shall reserve the right to reject any and all bids and to waive irregularities and informalities in the bidding. No contract shall be divided for the purpose of avoiding this provision. Items for which bids must be obtained may be described in the published call for bids by stating general requirements, and making detailed specifications available to prospective bidders at the district's administrative headquarters;
- ix. Require the treasurer of the board of trustees and the school district superintendent to give such bond in such penalty and with such sureties as the board may direct, conditioned upon the faithful application of all moneys and property which may come into his hands by virtue of his office. The bond shall not exceed one and one fourth of the amount of all school moneys handled by such officer in any one (1) year. Such bonds after being approved by the board and by an

attorney selected by the board as to form and execution shall be filed with the county treasurer and no disbursements shall be made until such bonds shall have been approved and filed as required by this section. In case of breach of conditions of such bonds, suit shall be brought thereon by the board for the benefit of the district;

- x. Fix the site of each schoolhouse considering the needs of the people of each portion of the district;
- xi. Adopt and use an official seal when required to authenticate official acts;
- xii. Cause the United States and Wyoming flags to be properly displayed in, upon, or around school buildings within the district;
- xiii. Consider every petition presented to the board and subscribed by at least five (5) citizens of the school district and take some action on such petition within thirty (30) days after it is received; provided, that no action shall be required if the precise question presented by the petition has been considered and acted upon by the board of trustees at any meeting held within the current fiscal year;
- xiv. Require an accounting of all receipts and expenditures to be made by each organization, function, or other group sponsored by, or functioning in any way within the schools of the district, such accounting to be made by each such organization, function, or group at least once each year and a copy thereof posted in each school building connected with such organization, function, or group;
- xv. Provide, in each district maintaining a high school, a course of study adequate to prepare pupils of the district for admission to the University of Wyoming and the various community colleges of Wyoming;
- xvi. A. Publish the following notice in a newspaper of general circulation in the school district at least two (2) times each year, once within a week after the first regular meeting in December and once as a part of the statement of revenue and expenditures of the district:

“Notice is hereby given that regular meetings of the board of trustees of County School District Number, State of Wyoming, are held each month, at o'clock on (here insert days or dates) in Room of the school building in (city or town), Wyoming, and such meetings are open to the public.”

“Notice is also given that official minutes of each regular or special meeting of such board, including a record of all official acts and of all warrants issued, are available for inspection by any citizen during regular office hours at the office of the clerk of said district, at (here insert address of office).”

.... Chairman, Board of Trustees
.... County School District, Number

B. If the board changes the time and place of its regular meetings, then such notice shall also be published in a newspaper of general circulation in the school district, once before such change shall become effective;

C. All meetings of the board are subject to W.S. 16-4-401 through 16-4-407.

- xvii. Require the performance of each initial contract teacher to be evaluated in writing at least twice annually. The teacher shall receive a copy of each evaluation of his performance;

- xviii. Establish a teacher performance evaluation system and require the performance of each continuing contract teacher to be evaluated in writing at least once each year. The teacher shall receive a copy of each evaluation of his performance:
- xix. Performance evaluations required shall serve as a basis for improvement of instruction, enhancement of curriculum program implementation. Measurement of both individual teacher performance and professional growth and development and the performance level of all teachers within the school district, and as documentation for unsatisfactory performance for dismissal and termination proceedings.

21-3-111. Powers of boards of trustees.

The board of trustees in each school district within the state may:

- i. Sue and be sued in the name by which the district is designated:
- ii. Acquire, hold, convey, lease, rent, and manage property, real and personal, for the benefit of the school district in the name by which the district is designated, either alone or jointly with another public or private agency, institution, person, or corporation;
- iii. Enter into agreements with any public or private agency, institution, person, or corporation for the performance of acts or furnishing of services or facilities by or for the school district:
- iv. Employ legal counsel and bear the cost of litigation
- v. Accept or reject any federal or other gift, grant, bequest, or devise;
- vi. Employ and determine the salaries and duties of:
 - A. A superintendent of schools who shall be the chief administrative officer of the district;
 - B. Principals who shall assume the administrative responsibility and instructional leadership of any schools to which they are assigned in accordance with policies adopted by the board of trustees, provided that in the event a superintendent of schools shall request recommendations from a principal concerning the suspension, dismissal, assignment, transfer or termination of any teacher employed in the school to which the principal is assigned, such recommendation shall be given only after periodic evaluation of the teacher's classroom performance;
 - C. Teachers who shall provide the expertise in their areas of instruction;
 - D. Other certified professional employees: and
 - E. Other personnel;
- vii. Discharge any employee subject to the provisions of any applicable law governing the procedure for terminating the employment of school district employees:
- viii. Insure against loss of property;
- ix. Establish and maintain either vocational programs or kindergartens or both in connection with the public schools of the district;

- x. Become members of county, state, and national school board associations and pay dues to such associations. A board of trustees may at its discretion pay necessary travel expenses and per diem of members and personnel attending meetings of such associations at a rate not to exceed that paid state employees;
- xi. Provide for the operation of school lunch programs in schools under its jurisdiction;
- xii. Require any officer or employee whose duty it is to handle funds or property of the district, including activity accounts, to be bonded under a suitable individual or blanket bond indemnifying the district against loss. The board shall determine the amount and type of the bond;
- xiii. Acquire for the school district, by condemnation, the fee simple title to any real estate situated within the district as a site for any public school buildings or school grounds or for any other necessary or beneficial school purpose, or any lesser interest, including easements and rights-of-way, when necessary in the proper maintenance and operation of the school system;
- xiv. Subject to W.S. 21-5-125, convey, with or without consideration, title to real property which is not being used and will not be used by the district to the state or its political subdivisions for public use:
- xv. Convey or otherwise divest, with or without consideration, title to personal property which is not being used and will not be used by the district to the extent not prohibited by Article 16, Section 6, Wyoming Constitution;
- xvi. Define "unexcused absence" and "habitual truancy" for all students who are attending public schools and who have met compulsory attendance requirements, and establish rules and regulations regarding their attendance:
- xvii. Establish a school bus driver training program in accordance with W.S. 21-3-131(a);
- xviii. Establish and maintain a program of adult education.

Neglect of Duty 21-3-124

Any member or officer of a board of trustees of a school district who willfully fails, refuses, or neglects to perform any duty imposed upon him by the provisions of this code [W.S. 21-1-101 through 21-3-721] shall be guilty of a misdemeanor, and shall be punished by a fine of not more than one hundred dollars [\$100] or by imprisonment in the county jail for a period of not more than thirty [30] days or both such fine and imprisonment.

Board Member Responsibility

Members of the local boards of trustees are to read the Wyoming Education Code of 1969 and supplements thereto and abide by the statutory requirements placed upon the local school boards as set forth in the code. Members are also to read the current Wyoming State Board of Education Regulations and abide by the requirements placed upon the local boards as set forth in the Regulations.

Sources: Wyoming Statutes
Wyoming Education Policies Reference Manual, code BBA