



Policies and Procedures Employee Handbook

315 N 1st Street • PO Box 1530 • Saratoga, WY 82331

VISION STATEMENT: Increasing Educational Opportunities for Carbon County School District No. 2 Community and Students

MISSION STATEMENT: It is the mission of the Carbon County School District No. 2 BOCES to support and expand educational opportunities for students, teachers, and members of the district 2 community.

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Western Wyoming Community College/Carbon County No. 2 BOCES
BOARD OF COOPERATIVE EDUCATIONAL SERVICES
AGREEMENT

This agreement entered into by and between the Board of Trustees, and Carbon County School District No. 2 (hereinafter referred to as "District No. 2") and Board of Trustees, Western Wyoming Community College (hereinafter referred to as "Western Wyoming Community College"), who are, collectively, referred to herein as "Participating Districts"

WITNESSETH

WHEREAS, Wyoming Statutes Section 21-20-101 et. seq. (LexisNexis 2011) authorizes school districts and community college districts or any combination to work together and cooperate to provide educational services, including but not limited to distance learning, adult education, college credit courses, high school concurrent enrollment, staff in-service, curriculum development, alignment and mapping services, data entry and analysis services, maintenance of an area network and computer services including software licensing, hardware replacement, upgrades as well as expansion to the network system, when the services can be more effectively provided through a cooperative effort; and

WHEREAS, District No. 2 and Western Wyoming Community College have each passed resolutions indicating a desire to establish a board of cooperative education services for the purpose of providing cooperative educational services and finding that certain services can be provided more effectively through a cooperative effort; and

WHEREAS, a majority of the members of the Board of Trustees of Carbon County School District No. 2 voted in favor of entering into an agreement to form a board of cooperative education services and to approve this agreement on May 21, 2012; and

WHEREAS a majority of the members of the Board of Trustees of Western Wyoming Community College voted in favor of entering into an agreement to form a board of cooperative educational services and to approve this Agreement on June 13, 2012; and

WHEREAS, at the respective meetings the boards voted in favor of entering into an agreement to form a board of cooperative educational services and directed that an agreement be prepared.

NOW, THEREFORE, for and in consideration of the mutual covenants passing by and between the parties, the adequacy and receipt of which is hereby acknowledged, the parties agree as follows:

1. Creation of Carbon County School District No. 2 Board of Cooperative Educational Services:
The Board of Trustees for Carbon County School District No. 2 and the Board of Trustees of Western Wyoming Community College, hereby form the "Carbon County No. 2 Board of Cooperative Educational Services," (hereinafter referred to as "Carbon No. 2 BOCES"), to work together and cooperate to provide educational services which can be provided more effectively through a cooperative effort.
2. Length of Term of Agreement:
The duration of this agreement shall be perpetual subject to the provisions contained herein relative to withdrawal or termination.
3. Rights, Responsibilities and Obligations of each District:

Each district shall have an equal right of access, benefit and use of materials and services provided by Carbon No. 2 BOCES. In addition, each district shall have all rights, responsibilities and obligations as provided by the Cooperative Educational Services Act, Wyoming Statutes Section 21-20-101 et. seq. (LexisNexis 2011) as amended from time to time. In addition, Western Wyoming Community College, shall have, via a separate Memorandum of Understanding, certain rights and obligations regarding supervision of the supervisor pertaining to the offering of credit classes in Carbon No. 2 BOCES

4. Types of Services to be Rendered:

The educational services to be provided by Carbon County No. 2 BOCES may include, but will not be limited to postsecondary education, vocational-technical education, adult education, college distance learning and high school concurrent enrollment, establishment of a regional Wide Area Network, and teacher in-service and training.

5. Procedure for Establishment of Additional Services: Procedure for Elimination of Service Being Provided.

The Board of Trustees of a Participating District may determine, by majority vote at a duly called public meeting, that there is an additional service that could or should be provided more effectively through a cooperative effort, that certain services may no longer be provided more effectively through Carbon No. 2 BOCES and should be eliminated. If a Board of Trustees of a Participating District so determines, the matter shall then be forwarded to the remaining Participating Districts for review and consideration. Any matter to establish additional services or to eliminate a service being provided must be approved by a majority vote of the members of each of the Boards of Trustees of all Participating Districts in order to become effective. All changes relative to providing additional services or the elimination of services being changes relative to providing additional service or the elimination of service being provided shall be reduced to writing in the form of an amendment to this Agreement.

When either of the districts determines there is an additional service that could be provided more effectively through a cooperative effort, the chair of that board shall call a joint meeting of the boards of trustees. At the joint meeting, if a majority of those members of the respective boards votes in favor of doing so, additional services may be performed by Carbon County No. 2 BOCES. The addition of such services shall be reduced to writing in the form of an amendment to this Agreement.

6. Carbon No. 2 BOCES Board:

The Carbon No. 2 BOCES Board shall be composed of five members. Four members shall be elected from District No. 2 and one member shall be elected from Western Wyoming Community College. In the event additional districts shall be included, the size of the board and the number of members each then participating district shall appoint to the Board of Carbon No. 2 BOCES shall be determined as part of the process of inclusion of additional districts, but in any event each participating board of trustees shall have at least one member appointed to the Board of Carbon No. 2 BOCES shall be coterminous with their respective terms of office upon their respective board of trustees. As the terms of office expire, or as vacancies occur, new members shall be appointed by the Board of Trustees of the Participating Districts. The terms of office of each of the members of the board of cooperative educational services shall be coterminous with their respective terms of office upon their boards of trustees. As the terms of office expire, or as vacancies occur, new members shall be appointed by the Board of Trustees of the Participating District.

7. Procedure for the Inclusion of Additional Districts Within the Carbon No. 2 BOCES:
Whenever one or more outside school or community college district, as allowed by statute, desires to join with District No. 2 and Western Wyoming Community College for the purpose of providing the cooperative education services which are provided by the Carbon No. 2 BOCES created hereunder, the chair of the board of trustees of the outside district shall submit written request to join to each of the Participating Districts. In this request, it is incumbent upon the outside district seeking to join Carbon No. 2 BOCES to establish that the inclusion of the outside district will provide for more effective rendering of services and that the board of the outside district has passed a resolution, by majority vote, indicating its desire to become a part of Carbon No. BOCES. Upon receipt of this request, the matter shall be submitted to the Board of Trustees of each of the Participating Districts for consideration and a vote as to whether to include the outside district. The inclusion of an outside district must be approved by a majority vote of the members of each Board of Trustees of all Participating Districts in order to become effective. The inclusion of an additional district shall be reduced to writing in the form of an amendment to this Agreement, which amendment shall address the size of and the number of members each then participating district shall appoint to the Board of Carbon No. 2 BOCES

8. Organizational Meeting:
Promptly upon appointment of its members, the Board of Carbon No. 2 BOCES shall meet, organize and elect from its membership a chair, vice-chair, secretary and treasurer, whose terms of office shall be for one (1) year unless their term of office as school/community college board members expire earlier. The duties of the chairman, vice-chairman, clerk and treasurer shall be the same as the duties provided by law for similar offices of boards of trustees of school districts insofar as they are applicable.

9. Powers Vested in Carbon County No. 2 BOCES:
County No. 2 BOCES is vested with the powers and duties to conduct the services to be provided pursuant to this Agreement and amendments thereto. Carbon No. 2 BOCES shall have such powers and duties as prescribed by the Cooperative Educational Services Act, Wyoming Statute 21-20-101 et. seq. (LexisNexis 2011) as amended from time to time.

10. Liability:
No individual member of the Carbon No. 2 BOCES shall be personally liable for any action or procedure of the Carbon No. 2 BOCES.

11. Meetings:
Meetings of the Carbon No. 2 BOCES shall be called, held and conducted as provided by law for the meeting of the boards of trustees of school districts within this state. A majority of the duly appointed and acting Carbon No. 2 BOCES members shall constitute a quorum for the transaction of business. No action shall be valid unless such action shall receive the approval of a majority of the members elected to Carbon No. 2 BOCES.

12. Fiscal Year:
The fiscal year of Carbon No. 2 BOCES shall be July 1st to June 30th .

13. Information, Statistics, and Reports:

Upon the request of Carbon No. 2 BOCES and approval of the respective boards of trustees, elected and appointed officers and employees of the Participating Districts shall promptly furnish information, statistics and reports under their control to the Board of Carbon No. 2 BOCES and its appointed officers and employees. All Participating Districts shall fully cooperate with Carbon No. 2 BOCES, its board, officers and employees.

14. Reports to Participating Districts:

Carbon No. 2 BOCES shall make regular reports to Participating Districts. Upon request of the Board of Trustees of one or more of the Participating Districts, Carbon No. 2 BOCES, its board, officers and employees shall promptly furnish information, statistics and reports under its control to all the Participating Districts and shall fully cooperate with each of the Participating Districts, the respective boards, officers and employees.

15. Financing of Facilities, Equipment and Services: Inventory of Carbon No. 2 BOCES Equipment and Property:

Carbon No. 2 BOCES shall be financed as follows: Western Wyoming Community College shall make such contribution as is provided by Legislative appropriation. District No. 2, as well as any school districts which are subsequently included in the District No. 2, as well as any school districts which are subsequently included in the Carbon No. 2 BOCES, shall make such contribution of funds as is generated by levy of a special school district tax not to exceed the mil levy established by statute on the taxable valuation of the district, as provided by W.S. 21-20-109 (a) (LexisNexis 2011) as may be amended from time to time. The amount of the mill levy shall be determined in accordance with the provisions of W.S. 21-20-109 (b) (LexisNexis 2011) as may be amended from time to time.

In addition, school districts(s) may impose an additional school district tax as provided in Wyo.Stat.Ann 21-20-110 (LexisNexis 2011), as amended from time to time, upon those terms and conditions as may be agreed upon by the participating districts which agreement shall provide for the contingency that the additional school district tax is not approved by the voters in all school districts included in the Carbon No. 2 BOCES

Carbon No. 2 BOCES shall at all time maintain a complete inventory of all Carbon No. 2 BOCES property and equipment, including the date of acquisition and initial purchase price. All property and equipment will be appropriately labeled so as to identify with Carbon No. 2 BOCES ownership.

16. Withdrawal or Termination of Agreement:

This Agreement may be terminated, a Participating District may withdraw funding of Carbon No. 2 BOCES, or Carbon No. 2 BOCES may be dissolved upon the written consent of each Participating District. Within sixty (60) days after the effective date of such action, the facilities, equipment, improvements, and other property acquired including any money held by Carbon No. 2 BOCES shall be distributed to each of the Participating Districts in proportion to the respective financial contribution made by each participating District during the term of this Agreement or any amendment thereto.

17. Amendment of Agreement:

This Agreement may be amended when any Participating District determines, and all other Participating Districts mutually agree, that an amendment to the Agreement is desirable necessary. The chairman of Board of Trustees of the Participating District seeking to amend the Agreement shall submit a written request to each of the Participating Districts,

specifying the amendment sought, the reasons for the sought, the reasons for the sought amendment, and that the Board of Trustees of the Participating District has passed a resolution, by a majority vote, indicating its desire to make an amendment to the Agreement. Upon receipt of the request, the matter shall be submitted to the Board of Trustees of each of the Participating Districts for consideration and a vote as to whether to make the amendment sought, the reasons for the sought amendment, and that the Board of Trustees has passed a resolution, by majority vote, indicating its desire to make an amendment to the Agreement. Upon receipt of this request, the matter shall be submitted to the Board of Trustees of each of the Participating Districts for consideration and a vote as to whether to make the amendment sought. The amendment must be approved by a majority vote of the members of each Board of Trustees of all Participating Districts in order to become effective. The sought amendment shall be reduced to writing in the form of an amendment to this Agreement and shall be subject to the same approvals as this Agreement.

18. Authorization:

District No. 2 and Western Wyoming Community College each certifies that it has authorized entry into this agreement pursuant to resolution and according to law.

19. Effective Date:

This agreement shall become effective on the later date of when all of the following required actions have occurred: Both parties have approved and executed this Agreement; written approval of the Agreement has been received from: State Board of Education, Wyoming Community College Commission, and Wyoming Attorney General

A hard copy of this agreement is on file, signed by the State Board of Education, Chairman on September 27, 2012.

Carbon County No. 2 BOCES will hereinafter be referred to as "BOCES." Carbon County School District No. 2 will hereinafter be referred to as "district." Western Wyoming Community College will hereinafter be referred to as "college."

Following are the policies and procedures for the BOCES. This manual is advisory only. It shall not be construed in any manner to create any contractual obligations or rights whatsoever regarding any subject or topic addressed herein between BOCES and the employee. BOCES may unilaterally change, amend or eliminate any provision herein at any time. Unless specifically provided in a contract of employment between BOCES and an employee, the employment relationship between BOCES and all employees is at will. BOCES or the employee may terminate that relationship at any time without cause and without resort to any provision or procedure contained herein to the contrary.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The BOCES Board is committed to a policy of non-discrimination in all policies and practices dealing with employees and applicants for positions with BOCES. The factors of age, sex, race, religion, marital status, national origin, or handicaps shall not be controlling factors with regard to recruitment, selection, placement, promotion, compensation or termination.

BOARD OF TRUSTEES

A-1 DUTIES OF THE BOARD

The Board of Trustees, whose members are assigned by the partner Boards of Trustees, shall act as the general agent of the state in carrying out the will of the people in matters of cooperative educational services.

The Board has those powers which are expressly granted to it by the legislature and also those powers which may be reasonably implied. Within these constraints, the Carbon County No. 2 BOCES Board views its required functions in these broad areas:

1. Legislative and Policymaking - The Board is responsible for the development of policy as guides for administrative action and for employing a Coordinator to implement its policies.
2. Appraisal - The Board is responsible for evaluating the effectiveness of its policies and their implementation.
3. Provision of Financial Resources - The Board is responsible for the adoption of a budget which will provide the wherewithal-- in terms of buildings, staff, materials, and equipment-- which will enable the Coordinator to carry out the Board's policies.
4. Public Relations - The Board is responsible for providing adequate and direct means of keeping the local communities informed about the BOCES and for keeping itself and the BOCES staff informed about the needs and wishes of the public.
5. Educational Planning and Evaluation - The Board is responsible for establishing educational goals which will guide both the Board and the staff in working together toward the continuing improvement of the educational program. It is responsible for providing for the ongoing evaluation of the educational program against the goals and objectives set forth by the Board.
 - A. The BOCES Board will conduct an annual workshop in the fall (August - November) for the purpose of evaluating the goals and programs of the BOCES. At the first annual Fall Workshop (2015), educational goals will be established for the BOCES per this policy. The BOCES Coordinator will be responsible for presenting educational goals for BOCES Board consideration at the first annual BOCES Board Workshop which will be approved at the next official BOCES Board Meeting after the Workshop and thereafter reviewed annually at the BOCES Fall Workshop. At the annual Fall Workshop, the BOCES Coordinator will also describe the previous year's programs/activities conducted by the BOCES for the purpose of evaluation and will also describe the programs/activities planned for the coming year for discussion.

A-2 BOARD MEMBER AUTHORITY

Because all powers of the Board of Trustees lie in its action as a group, individual Board members exercise their authority over district affairs only as they vote to take action at a legal meeting of the Board. In other instances, an individual Board member, including the chairman, shall have power only when the Board, by vote, has delegated authority to him or her.

A-3 BOARD MEMBER ELECTION AND VACANCIES

School board members shall be elected in accordance with provisions of the Wyoming Election Code and with provisions of appropriate state law. The district and college partner Boards will assign BOCES Board members as outlined in the agreement.

When a vacancy shall occur on the Board, the Board shall appoint a person to fill the vacancy within 30 days. The appointee shall serve until the next school board election.

A-4 BOARD MEMBER ETHICS

As a member of the Carbon County No 2 BOCES Board, I will strive to improve education in this community, and to that end I will:

1. Attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings.
2. Recognize that I should endeavor to make policy decisions only after full discussion at publicly held meetings.
3. Render all decisions based on the available facts and my own independent judgment, and refuse to surrender that judgment to individuals or special interest groups.
4. Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board, students, staff and all elements of the community.
5. Work with other Board members to establish effective Board policies and to delegate authority for administration to the Director.
6. Communicate to other Board members and the Coordinator expressions of public reaction to Board policies and programs.
7. Inform myself about current education issues by individual study and through participation in programs providing needed information, such as those sponsored by the State and National School Boards Associations.
8. Avoid being placed in a position of conflict of interest, and refrain from using Board position for personal or partisan gain.
9. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged.

A-5 BOARD MEMBER/EMPLOYEE CONFLICT OF INTEREST

In the event a Board member is employed by a corporation or has a secondary interest in a corporation or business which furnishes goods or services to the BOCES, the Board member shall declare his interest and shall refrain from debating or voting upon the question of contracting with the corporation or business with whom the Board member shall have a primary or secondary interest.

It is not the intent of this policy to prevent the BOCES from contracting with corporations or businesses because a Board member is an employee of the firm. The policy is designed to prevent placing a Board member in a position where his interest in the public schools and his interest in his place of employment or other indirect interest might conflict and to avoid appearances of conflict even though the conflict may not exist in fact.

The Board may employ as BOCES employees relatives of Board members or relatives of BOCES employees. However, at no time will an employee be placed in any position where direct administrative

supervisory authority is exercised by a close relative or by any other relative residing in the same household.

No relative of an employee or of a Board member will be shown preference for employment in any position.

A-6 BOARD OFFICER DUTIES

The chairperson of the Board shall preside at all Board meetings at which he or she is present and shall co-sign with either the clerk or treasurer all warrants and checks drawn on the BOCES treasury.

The chairperson shall have full voice and vote on all motions put before the Board. In the absence of the chairperson, the vice-chairperson shall preside at the meeting. If neither chairperson is present, the Board members who are present shall elect a temporary chairperson for purposes of the meeting.

The clerk has the responsibility to:

1. Co-sign, with the chairperson, all warrants and checks unless the treasurer's signature is affixed.
- The following clerk duties can be delegated to the Administrative Assistant and/or the Coordinator.
1. Keep the minutes of the meetings of the Board and a calendar of all matters referred to committees and others, and report action or non-action on the same at each regular meeting.
 2. Have care and custody of the record books and documents of the Board.
 3. Cause the annual report to be made and forwarded to the proper local, county and state officials.
 4. Receive and reply to all communications as directed by the Board.
 5. File all papers pertaining to district business.

A-7 BOARD / COORDINATOR RELATIONSHIP

The Board believes that the legislation of policies is the most important function of the BOCES Board and that the execution of the policies should be the function of the Director.

Delegation by the Board of its executive powers to the Coordinator provides freedom for the Coordinator to manage BOCES operations within the Board's policies and frees the Board to devote its time to policymaking and evaluation functions.

The Board holds the Coordinator responsible for the administration of its policies, the execution of Board decisions, and for keeping the Board informed about BOCES operations.

The Board shall strive to procure, when a vacancy exists, the best professional leader available for the BOCES Coordinator. Then, the Board as a Board and individual members shall:

1. Give the Coordinator full administrative authority for properly discharging his/her professional duties, holding them responsible for acceptable results.
2. Act only upon the recommendation of the Coordinator in matters of employment or dismissal of personnel.
3. Hold all meetings of the Board, including executive sessions, in the presence of the Coordinator except when his/her own contract and salary are under consideration.
4. Refer all complaints to the Coordinator for administrative solution or recommendation prior to Board discussion and action.

5. Strive to provide adequate safeguards around the Coordinator and other staff members to the end that they can live happily and comfortably in the community and discharge their educational functions on a thoroughly professional basis.
6. Present personal criticisms of any employee directly to the Coordinator

A-8 BOARD MEETING PROCEDURES

The regular meeting of the Board of Trustees of Carbon Co 2 BOCES will precede the regular meeting of the Board of Trustees of Carbon County School District No. 2 quarterly. The regular meeting shall be held in various Carbon County District No. 2 locations concurrent with the Carbon County School District No. 2 Board of Trustees meeting. Because the date/time is dependent upon the regular School Board meeting, the BOCES will publish notice of the regular meetings of the Board quarterly in a newspaper designated as the official newspaper of the school as well as online.

Special meetings with not less than eight (8) hours notice may be called at any time by the clerk upon the request of the board chairman or any two members of the Board. Action at special meetings shall be limited to items related to the purpose or purposes for which the meeting was called and announced in the notice of the special meeting.

The chairman may call an emergency meeting to take temporary action on a matter of serious, immediate concern without notice. However, a reasonable effort will be made to notify the public of the meeting.

All action taken at an emergency session is temporary. In order for it to become permanent, it must be reconsidered and acted on at an open public meeting within 48 hours, excluding weekends and holidays, unless the event constituting the emergency continues to exist after forty-eight (48) hours. In such case the governing body may reconsider and act upon the temporary action at the next regularly scheduled meeting of the agency, but in no event later than thirty (30) days from the date of the emergency action.

All meetings of the Board are open to the public and press except for executive sessions.

AGENDA PREPARATION AND DISSEMINATION

The order of business during any meeting of the Board shall be determined by an agenda prepared by the BOCES Coordinator and CCSD#2 District Secretary.

Members of the staff or public who wish to have a particular item placed on the agenda, or who desire to make a presentation to the Board, may make these requests to the Coordinator or the Board chairperson.

The agenda, together with supporting materials, shall be sent to Board members sufficiently prior to the meeting, if at all possible, to permit them time to give items of business advance study.

The agenda shall be distributed to interested organizations and agencies that request copies.

The Board shall follow the order of business set by the agenda.

QUORUM

A quorum shall be three members of the Board. In the absence of a quorum, the only official action that the Board may take is to adjourn the meeting to another time or date.

VOTING METHOD

To pass, any motion must receive three affirmative votes-that is, approval by a majority of all Board members.

Votes shall be taken by voice or a show of hands. All actions taken or motions passed or denied in Board meetings shall be recorded as unanimous votes except that at the request of any member, the chairman shall call the roll and the yeas and nays shall be recorded.

PUBLIC PARTICIPATION

All regular and special meetings of the Board shall be open to the public except for executive sessions, which may be convened as provided by law. Because the Board desires to hear the viewpoints of citizens throughout the community, it shall offer suitable time at all meetings for citizens to be heard.

Recognizing its responsibility for proper governance and the need to conduct its business in an orderly and efficient manner, the Board shall schedule a period during each meeting for public participation. At times, it shall set a time limit on the length of this period and/or a time limit for individual speakers.

To achieve orderly meetings, the Board may regulate the conduct of the public and if any meeting is willfully disrupted by a person or group of persons, the Board, in accordance with law, "may order the removal of such person or group from the meeting room and continue in session or may recess the meeting and reconvene at another location."

The Board chairman shall be responsible for recognizing all speakers, who shall properly identify themselves; for maintaining proper order; and for adherence to any time limit set. Questions asked by the public shall, when possible, be answered immediately by the chairman or referred to staff members present for reply; questions requiring investigation shall be referred to the Board or administrative staff for consideration and later response.

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 personnel;
2. Matters relating to litigation or proposed litigation in which the Board or BOCES 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, BOCES coordinator 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 BOCES 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.

BOARD HEARING AND APPEAL PROCEDURES

All formal due process hearings to be held before the board of trustees shall be conducted in the manner provided by the Rules of Practice Governing Hearings and Contested Cases Before the Board of Trustees and in accordance with the Wyoming Administrative Procedures Act.

Findings of fact and recommendations that are required to be made by an independent hearing officer and then are submitted to the Board for consideration shall be considered in accordance with these rules.

Disputes regarding services and programs provided to children with disabilities shall be resolved in the manner provided by the Wyoming State Board of Education Rules and Regulations for serving children with disabilities, specifically including the due process procedures set forth therein.

Less formal hearings may be conducted before the board of trustees at any time with the consent of all parties or as provided for resolving grievances and/or other discrimination claims which are appealed to the board of trustees, in which event the appeal process shall be as set forth in the specific policy relating to the grievance or claim.

A-9 BOARD POLICIES

POLICY ADOPTION

Adoption of new policies, or the revision or repeal of existing policies, is solely the responsibility of the Board of Trustees.

The Board shall adhere to the following procedure in considering and adopting policy proposals to ensure that they will be examined before final action.

1. **First Reading** - The proposal shall be presented as an information item.
2. **Second Reading** - The proposal shall be presented for a second reading, discussion, and final adoption.

During the discussion of a policy proposal, the views of the public and staff will be considered. Amendments may be proposed by Board members. An amendment will not require that the policy go through additional reading, except as the Board determines that the amendment needs further study and that an additional reading would be desirable. Under unusual circumstances, the Board may temporarily approve a policy to meet emergency conditions. However, the above procedure is required before the policy shall be considered final. For any policy to be revised, repealed, or adopted, it must receive the majority vote of the Board.

AUTHORITY TO MAKE POLICY

The policies of the BOCES shall consist only of those policies officially adopted by the Board of Trustees of the BOCES. The only persons empowered to make and adopt policies for the BOCES are the members of the Board of Trustees acting at official board meetings as a board of trustees. The administrators of the school district are employed to carry out the policy of the BOCES and are not authorized or empowered to make or adopt policies for the BOCES.

ADMINISTRATION IN THE ABSENCE OF POLICY

In instances when action must be taken where the Board has provided no policy guidelines for administrative action, the Coordinator shall have the power to act.

The Coordinator's decisions, however, shall be subject to review by the board at its next regular meeting. It shall be the duty of the Coordinator to inform the Board promptly of their action and need for policy.

POLICY REVIEW

The Coordinator is given the continuing mission of calling to the Board's attention all policies that are out-of-date or for other reasons appear to need revision.

A-10 STAFF COMMUNICATIONS (Chain of Command)

The Board desires to maintain open channels of communication between itself and the staff. In the interests of efficiency and good administration, however, the basic line of communication between the Board and its employees, will be through the Coordinator.

A-11 BOARD MEMBER COMPENSATION, EXPENSES AND INSURANCE

Members of the Board shall serve without compensation. However, as permitted by law, Board members may receive mileage to and from Board meetings at a rate established by the Board. Additionally, the Board may pay travel expenses for members for attending meetings. The mileage rate in both instances shall not exceed the maximum allowed by law for state employees. Appropriate receipts shall accompany claims for expense reimbursement.

The Board shall provide liability insurance coverage for its members in order to protect them from financial loss arising from claims filed against them while performing their duties as a Board.

BOCES COORDINATOR

B-1 QUALIFICATIONS AND RESPONSIBILITIES

The Board shall determine any necessary qualifications required prior to hiring for the position of Coordinator.

Responsibilities of the Coordinator are as follows:

- Act as the Chief Executive Officer of the Board and shall be responsible for the execution of policies adopted by the Board.
- Act as advisor to the Board in the formation of policies and be present at all meetings having a voice in the discussions but not the right to vote.
- Shall be responsible for the supervision of Carbon County No 2 BOCES and its employees, and contractors.
- Shall employ necessary personnel for effective administration of the BOCES as well as terminate said employment when necessary.
- Shall prepare and present to the Board the annual budget for adoption or modification at a Budget Hearing meeting in July. After adoption, the budget will direct the expenditures for that fiscal year.
- Act as Outreach Coordinator for Western Wyoming Community College; and stay informed about current practices to perform such duties.

B-2 CONTRACT OF EMPLOYMENT

The Coordinator is not required to work a set number of hours or days, but is required to effectively perform all duties in a timely manner.

In addition to a salary agreed upon by the Board, the Coordinator shall receive reimbursement for expenses to attend appropriate trainings, meetings or conferences including meals, accommodations, mileage (at rates not to exceed those set by the IRS), and other related expenses.

B-3 EVALUATION OF THE COORDINATOR

Through evaluation of the Coordinator, the Board shall strive to accomplish the following:

- Clarify for the Coordinator their role as seen by the Board
- Clarify for all Board members, the role of the Coordinator and any immediate priorities as agreed upon by the Board and the BOCES Coordinator.
- Develop harmonious working relationships between the Board and the Coordinator.
- Provide administrative leadership of excellence for the BOCES.
- The Coordinator's performance shall be reviewed annually, and completed no later than the end of November.

B-4 STAFF RELATIONS

All personnel employed by the Board shall be responsible to the Board through the BOCES Coordinator.

Personnel will be expected to refer matters requiring administrative or Board action through the "chain of command." Additionally, all personnel will be expected to keep the person to whom they are immediately responsible, informed of their activities by whatever means the person in charge deems appropriate.

The lines of authority do not restrict in any way the cooperative, sensible working together of all staff members to develop the best possible programs and services.

B-5 ADMINISTRATION IN THE ABSENCE OF POLICY

In situations when action must be taken and the Board has provided no guidelines in policy for action, the BOCES Coordinator shall have the power to act. The Coordinators decisions, however, shall be subject to review by the Board at its next regular meeting. It shall be the duty of the Coordinator to inform the Board promptly of any action and the need for policy.

B-6 ADMINISTRATIVE REPORTS

The Coordinator shall present reports to the Board concerning conditions and needs of the BOCES, at each board meeting. An annual report describing the programs and any recommendations for their improvement shall be prepared by the Coordinator and presented to the Board by the June meeting, prior to setting the budget for the next fiscal year.

ACCOUNTING

C-1 FISCAL MANAGEMENT GOALS

The quantity and quality of learning programs are directly dependent on the funding provided and the effective, efficient management of these funds. It will be the responsibility of the Coordinator to see that the BOCES' fiscal management methods are up-to-date and modeled after generally accepted business practices in order to serve the goal of modern educational programs for the members of our community.

The Board recognizes the important trust it has been given with the responsibility of managing a large amount of public resources. As trustee of local, state, and federal funds allocated for use in public education, the Board will be vigilant in fulfilling its responsibility to see that these funds are used wisely for the achievement of the purposes for which they have been allocated.

C-2 ANNUAL OPERATING BUDGET

The annual operating budget is the financial plan for the operation of the BOCES. It provides the framework for both expenditures and revenues for the year and translates the educational programs and priorities into financial terms.

Public school budgeting is regulated and controlled by the Wyoming Municipal Budget Act and other legislative acts.

The Coordinator will be the budget officer. The Coordinator will ensure that budget preparations follow guidelines set forth in state law and regulation. The Coordinator will be responsible for budget administration after the budget is approved.

C-3 LINE ITEM TRANSFER AUTHORITY

Individual items within the limit of a budget category may be overdrawn at the discretion of the Coordinator, but category items may be overdrawn only by order of the Board.

The Coordinator shall recommend to the Board, transfers from one budget category to another.

C-4 DEPOSITORY OF FUNDS

The Board will name the depository (IES) for all funds of the BOCES. Approval of the depository must be made a part of the Board minutes each year.

C-5 USE OF SURPLUS FUNDS

Whenever there is a cash balance that is temporarily not needed, it is the policy of the Board that this balance shall be invested temporarily to the best advantage of the district in any securities permitted by law. The Board will be kept informed of any investments and yields.

C-6 AUTHORIZED SIGNATURES

All warrants or other orders to pay money drawn on the BOCES treasury must bear the signatures of the Board Treasurer or Clerk and the Board Chairperson.

C-7 FISCAL ACCOUNTING AND REPORTING

The Coordinator in conjunction with the Treasurer shall be ultimately responsible for properly accounting for all funds of the BOCES and for the preparation of reports and statements as required. The accounting system used shall conform to generally accepted accounting practices. Reports showing the current financial status shall be presented to the Board each meeting.

C-8 ASSETS

BOCES shall maintain systems for the continuing inventory of property and equipment to conform to recognized standards for capital assets. Such systems shall include all donated equipment and materials. The inventory systems shall serve both the functions of control and conservation. All items fair market valued at \$500 or greater at the time of acquisition or when subsequently increased to fair market value of \$500 or greater shall be tagged and inventoried.

C-9 AUDITS

All BOCES accounts shall be audited or reviewed in accordance with the law, no less than once per fiscal year by an individual possessing current approval issued by the appropriate agency of the State of Wyoming to complete public fund auditing. The Board of Trustees shall take proper and appropriate action upon all reports of audits or reviews completed in accordance with regulations of the State of Wyoming.

C-10 PURCHASING

BOCES' purchasing program shall serve the interests of the BOCES and its educational program by providing the necessary supplies, equipment and services. The Coordinator shall serve as purchasing agent for the BOCES and shall be responsible for developing and managing the purchasing program of the BOCES in such a way to ensure maximum accountability.

COLLEGE ENROLLMENT

D-1 DUAL ENROLLMENT DESCRIPTION

Dual enrollment credit is given to qualified high school students who complete college-level courses through Western Wyoming Community College and in which Carbon County School District No. 2 agrees to allow high school graduation credit. Dual Enrollment courses are WWCC courses. The courses will typically be delivered on WWCC's academic calendar and schedule; students and staff may need to make adjustments collaboratively to meet this schedule. The high school student will be treated as equal to any college student in that course. Coursework and grading will be according to college standards and expectations. The students will receive a grade on an official WWCC transcript and their high school transcript.

D-2 DUAL ENROLLMENT GUIDELINES

1. A student interested in enrolling in dual enrollment courses must contact the school counselor or principal. The student will be counseled on the appropriateness of enrollment in a dual enrollment course.
2. Each school needs to have a distance learning coordinator to help monitor student progress on dual enrollment courses. A distance learning plan needs to be in place, and submitted to the BOCES Coordinator, before a dual enrollment course is delivered. The BOCES Coordinator will serve as the outreach coordinator for Hanna Elk Mountain High School.
3. The student may take a dual enrollment course beginning at the age of 16. The student must have a cumulative GPA of **3.25** or higher and fulfill the college prerequisites for the course. Seniors will be given first consideration. The approval of the parent/guardian, principal, school counselor, outreach coordinator, and BOCES Coordinator is required. Students not meeting the cumulative GPA requirement, may be allowed to enroll in dual classes at the discretion of the school principal and counselor as long as the student meets required scores on applicable placement tests, and the student remains in "Good Standing" with the Carbon County School District No. 2 BOCES.
4. Tuition and textbook fees for students will be paid for by the Carbon County School District No. 2 BOCES if the student is within "Good Standing"

Definition of *Good Standing*

- The student has maintained a satisfactory academic GPA, earning no less than a "C" in any dual or concurrent class attempted
 - The student has not withdrawn and received a "W" on their college transcript in the previous semester
 - The student has not been caught participating in academic dishonesty including but not limited to cheating, or plagiarism
 - The student has no outstanding BOCES balances for textbooks and associated replacement costs
5. Textbooks must be returned to WWCC Outreach Office at the end of the class, if textbooks are not returned students will be responsible for full replacement cost of the textbook.
 6. Students meeting prerequisite and GPA requirements may enroll in no more than seven (7) dual credit hours per academic semester.

D-3 CONCURRENT ENROLLMENT DESCRIPTION

Concurrent enrollment provides high school students the opportunity to take college-credit bearing courses which are taught by Carbon County No. 2 teachers. High school faculty teaching concurrent credit courses will be considered adjunct faculty for the purposes of their respective college (WWCC and Sheridan College) and will be included in communications with all college adjunct faculty. Additionally, high school faculty teaching concurrent courses interact as required with the appropriate college representative (i.e. WWCC outreach coordinator) for issues such as student records, grades, and other student or learning issues.

Concurrent courses are college courses, therefore students will be graded consistent with the standards, expectations and academic freedom governed by full-time and adjunct faculty at the College. The students will receive a grade on an official college transcript and their high school transcript.

D-4 CONCURRENT ENROLLMENT GUIDELINES

1. A student interested in enrolling in concurrent enrollment courses must contact the school counselor or principal. The student will be counseled on the appropriateness of enrollment in a concurrent enrollment course.

2. The student may take a concurrent enrollment course beginning at the age of 16. The student must have a cumulative GPA of 3.0 or higher and fulfill the college prerequisites for the course. Seniors will be given first consideration. The approval of the parent/guardian, principal, school counselor, outreach coordinator, and BOCES Coordinator is required. Students not meeting the cumulative GPA requirement, may be allowed to enroll in concurrent classes at the discretion of the school principal, concurrent teacher and school counselor as long as the student meets required scores on applicable placement tests, and the student remains in "Good Standing" with the Carbon County School District No. 2 BOCES.

3. Tuition and textbook fees for students will be paid for by the Carbon County School District No. 2 BOCES if the student is within "Good Standing"

Definition of Good Standing

- The student has maintained a satisfactory academic GPA, earning no less than a "C" in any dual or concurrent class attempted
- The student has not withdrawn and received a "W" on their college transcript in the previous semester
- The student has not been caught participating in academic dishonesty including but not limited to cheating, or plagiarism
- The student has no outstanding BOCES balances for textbooks and associated replacement costs

4. Concurrent enrollment courses must be approved annually by the appropriate Principal and Superintendent. Approval will be based on the following: 1. The college course must meet the standards for the high school course, which will be determined by the Teacher of the high school course, Principal,

Curriculum specialist (if applicable), and Superintendent. 2. Availability and feasibility of the course fitting into the Master Schedule for the school with appropriate space and time. 3. Availability of appropriate supervision for the students. 5. A list of approved dual credit courses for the upcoming school year will be shared with the Board no later than the July Board Meeting.

D-5 ADJUNCT APPROVAL FOR CONCURRENT COURSE INSTRUCTION

Approval to teach concurrent courses is granted by an application process through the respective college (WWCC or Sheridan College). Most courses require the instructor to possess a subject-specific Master's Degree; however certain vocational courses will grant approval based on relevant undergraduate credit and work experience. To inquire or apply for adjunct approval, contact the BOCES Coordinator.

PERSONNEL

E-1 PERSONNEL POLICIES GOALS

The Board recognizes that a dynamic and well-qualified staff, dedicated to providing extended learning opportunities to our community is necessary to maintain a quality program. The Board is interested in its employees as individuals, and it recognizes its responsibility for promoting the general welfare of the staff.

The Board's specific personnel goals are:

- To recruit, select, and employ the best qualified personnel to staff the BOCES programs consistent with the financial means of the BOCES.
- To provide compensation and benefits sufficient to attract and retain qualified employees.
- To provide in-service opportunities, which employees may use to improve their performance.
- To develop the quality human relationships necessary to obtain maximum staff performance and satisfaction.

E-2 NO CONTRACTUAL PROVISIONS

These policies are not intended to constitute a contract of employment or a guarantee of the benefits herein described. Carbon County No. 2 BOCES may unilaterally revoke or revise these policies at any time, for any reason.

None of the provisions of these policies or the employee benefits described are intended to confer any special right or privilege upon any specific individual or employee or to entitle any person to remain employed for any period of time.

Contracts with employees will be negotiated individually.

E-3 EQUAL OPPORTUNITY EMPLOYMENT

The Board is committed to a policy of non-discrimination in all policies and practices dealing with employees and applicants for positions with the BOCES. The factors of age, sex, race, religion, marital status, national origin, or handicaps shall not be controlling factors with regard to recruitment, selection, placement, promotion, compensation or termination.

E-4 STAFF INVOLVEMENT IN DECISION MAKING

The Board will encourage employees to contribute their ideas for the betterment of the BOCES and its programs. The staff may be asked to help in developing policies and regulations, in establishing goals and objectives, and in planning programs, services and budgetary needs.

In devising rules and procedures for the operation of the BOCES, the Coordinator may seek the suggestions of those employees who will be affected by the provisions. Staff will be given an opportunity to contribute to program development and to recommend policies and regulations pertaining to educational programs.

The Coordinator will develop channels for the communication of ideas among staff and the Board, and will inform the Board of staff opinion when presenting recommendations for Board action.

E-5 STAFF CONFLICT OF INTEREST

Employees will not engage in or have a financial interest in any activity that raises a reasonable question of conflict of interest with their duties and responsibilities in Carbon County School District No. 2 BOCES. Employees will not engage in any type of work or business where the source of information concerning customer, client, or employer originates from information available to the employee through BOCES sources.

Employees shall not sell books, instructional supplies, equipment, or other BOCES supplies when their position on the staff is used to influence the sale of goods or services to students or parents.

There should be no conflict of interest in the supervision or evaluation of employees. At no time may any person be responsible for the supervision or evaluation of an employee directly related to him/her.

E-6 PERSONNEL RECORDS

Each employee shall have a personnel file in the BOCES located within the Carbon County School District No. 2 office. Each employee's individual personnel file is regarded as confidential information and shall be treated as such.

Personnel files may contain the following items:

- Application and resume
- Job description
- Copies of transcripts, diplomas, certificates and licenses
- Ongoing performance evaluations
- Any memoranda or documents relating to performance which are of current relevance
- Documentation required by state or private regulatory agencies
- Salary and payroll information will be contained within a separate Payroll File

E-7 STAFF COMPLAINTS AND GRIEVANCES

Informal Resolution of Problems

On occasion dissatisfaction with some aspects of employment with Carbon County No. 2 BOCES may take place. Employees should feel free to discuss any questions or problems concerning their work with their supervisor. In most cases, a candid discussion with a supervisor will help resolve the problem. This

procedure is intended to provide a simple and straightforward way for the solution of problems at the lowest possible administrative level as fairly and expeditiously as possible.

Formal Grievance Procedure

An employee complaint or grievance shall mean: an assertion by an employee that there has been a violation, misinterpretation, or an inequitable application of Carbon County No. 2 BOCES policy, regulations, procedures, existing laws, or other actions that adversely and directly affects the employee personally and/or his or her work. Grievances submitted to the Board should be sent to:

**Chairman of the Board of Trustees of the Carbon County School District No. 2 BOCES
PO BOX 1530
Saratoga, WY 82331**

Within 10 days after receipt of the grievance, the Clerk of the Board, in cooperation with the Chairperson and the Coordinator, shall schedule a meeting before the Board on the grievance. The Board shall render its written decision within 15 days of the hearing. The Board's decision is final.

E-8 PROFESSIONAL STAFF POSITIONS

All positions shall be established by the Board. In each case, the Board will approve the purpose and function of the position, and will approve a job description as recommended by the Coordinator. The Coordinator shall maintain a comprehensive, coordinated set of Job Descriptions, which will set forth clear-cut responsibilities for all positions. Only the Board may abolish a position it has created.

E-9 STAFF COMPENSATION / LEAVE

Compensation will be recommended by the Coordinator and presented to the Board for final approval. The Board specifically reserves the right to increase and decrease salaries and wages.

In the event that an employee cannot work as scheduled, they shall make arrangements with the Coordinator to work out an acceptable schedule that allows the work to still get done in a timely manner. BOCES does not offer any paid leave, therefore, employees on an hourly wage schedule will receive compensation only for the hours actually worked.

E-10 PAYROLL

Employees will be paid once monthly, on or around the 25th of each month. Contractor employees shall have their time sheets turned in to the Coordinator two Fridays prior to the board meeting of the month to allow time to process their paycheck.

Deductions from each employee's paycheck include the following mandatory deductions: Medicare, Social Security, and state and federal taxes. An employee's pay may be garnished as determined by the law. All mandatory deductions are made without written authorization of the employee. Contractors will be paid on a "fee for service" basis and no deductions will be made from their pay, contractors earning more than six hundred dollars (\$600) will receive a 1099 IRS form at the end of the year.

E-11 BENEFITS

Carbon County No. 2 BOCES will become a member of the Wyoming Retirement System (WRS) beginning July 1, 2015. BOCES will contribute the 'employer' share according to WRS guidelines and the employee will pay the "employee" share as a pre-tax deduction. Wyoming Retirement will be paid for full-time employees (over 30 hours per week).

BOCES shall maintain a liability insurance policy to protect its employees from harm if the employee was acting in accordance with the intent of established policy, rules or regulations.

E-12 CONTRACTORS

The Coordinator of Carbon County No. 2 BOCES may hire independent contractors to perform specific duties such as community education courses, GED/ESL tutoring services, etc. These contractors are not considered employees of BOCES. However, contractors are expected to follow policies that apply to the services they are hired to perform. A contract for services must be filled out prior to actual performance of stated services and prior to receiving payment for services.

E-13 FACILITIES/USE OF EQUIPMENT

Whereas Carbon County No. 2 BOCES' office is located within Carbon County School District No. 2's property, employees and contractors are expected to follow applicable rules, regulations and policies of CCSD#2, including but not limited to, a drug, alcohol and tobacco free environment, staff ethics and code of conduct, and safety policies.

The Coordinator shall obtain permission from the appropriate representative of CCSD#2 prior to the use of district facilities and/or equipment.

ADOPTED: 5/18/2015

**CCSD #2 Board of Cooperative Education Services
Coordinator Evaluation**

BOCES Coordinator _____ **Fiscal Year** _____

Purpose:

This evaluation is being conducted to provide the BOCES Coordinator with the BOCES Board's assessment of his/her strengths and weaknesses relative to his/her performance as the Coordinator of CCSD #2 BOCES. It is the intent that this instrument will serve to provide the Coordinator with reinforcement of effective performances and as a guide for change and improvement. Further, it is the intent that this instrument will serve as a catalyst to strengthen the Board/Coordinator working relationship and the achievement of their mutual goal: Increasing educational opportunities for CCSD #2 community and students.

Process:

Each board member shall complete this evaluation form individually, and each form shall be signed and dated. The Board Chair shall prepare a composite evaluation form complete with comments. A copy of that composite shall be provided to the Coordinator at the earliest possible time after completion, and copies shall be provided to each board member at the beginning of the executive session designated for discussion of the evaluation.

At the conclusion of the executive session, one composite evaluation form, after being signed by the Coordinator and Board Chair, shall be placed in the personnel file of the Coordinator.

Key to the Rating Scale: (5 is highest rating; 1 is lowest)

- (NK) No Knowledge. Unable to evaluate.
- (5) Performance far exceeds job requirements.
- (4) Performance is above average.
- (3) Performance is satisfactory.
- (2) Action should be taken to improve performance.
- (1) Performance does not meet job requirements.

I. RELATIONSHIP WITH THE BOARD:

- A. Keeps the board adequately informed of activities, progress and problems
NK 5 4 3 2 1
- B. Facilitates the decision-making process for the board by making sound recommendations for board action
NK 5 4 3 2 1
- C. Follows up on all problems and issues brought to their attention
NK 5 4 3 2 1
- D. Is receptive to board members' ideas and suggestions
NK 5 4 3 2 1
- E. Accepts criticism as constructive suggestion for improvement
NK 5 4 3 2 1

Comments:

II. MANAGEMENT SKILLS AND ABILITIES (GENERAL/FISCAL):

- A. Understands and complies with CCSD #2 BOCES policies and goals
NK 5 4 3 2 1
- B. Prepares all necessary reports and keeps accurate records
NK 5 4 3 2 1
- C. Expresses ideas clearly and fluently, both verbally and in writing
NK 5 4 3 2 1
- D. Prepares a balanced budget which is realistic and in good format
NK 5 4 3 2 1
- E. Effectively administers and monitors the budget, making necessary adjustments to ensure a balanced budget at year end
NK 5 4 3 2 1

Comments:

III. RELATIONSHIP WITH STAFF:

- A. Hires and retains competent staff to ensure the best service to constituents
NK 5 4 3 2 1

- B. Encourages and facilitates staff development
NK 5 4 3 2 1
- C. Understands the work of the staff and the problems that arise
NK 5 4 3 2 1
- D. Encourages staff initiative and participation in planning and decision making
NK 5 4 3 2 1
- E. Maintains open, concerned, and congenial relations with staff
NK 5 4 3 2 1
- F. Assesses the performance of employees fairly and reasonably
NK 5 4 3 2 1

Comments:

IV. PUBLIC RELATIONS:

- A. Effectively represents the CCSD #2 BOCES to other organizations and the public in a positive and professional manner
NK 5 4 3 2 1
- B. Participates in community activities
NK 5 4 3 2 1
- C. Insures that CCSD #2 BOCES has an effective promotional plan
NK 5 4 3 2 1

Comments:

V. PROFESSIONAL AND PERSONAL ATTRIBUTES:

- A. Participates in professional activities and associations
NK 5 4 3 2 1
- B. Tries to improve competencies in their professional field
NK 5 4 3 2 1
- C. Projects a professional demeanor
NK 5 4 3 2 1
- D. Is willing to spend whatever time necessary to meet the responsibilities of the position of Coordinator

NK 5 4 3 2 1

E. Performs adequately in stressful situations, retaining objectivity and self control

NK 5 4 3 2 1

F. Displays a positive attitude towards their responsibilities

NK 5 4 3 2 1

Comments:

VI. GENERAL QUESTIONS:

A. What impressed you the most about the Coordinator's performance the past year?

B. In what areas has the Coordinator shown exceptional improvement?

C. What specific recommendations do you have for the Coordinator to improve performance?

D. Do you have any additional comments regarding the Coordinator that have a bearing on this evaluation?

Evaluator's Signature

Date

Coordinator's Signature

Date

Adopted: 6/2015
Updated: 4/18/2016