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Wyoming Charter School Authorizing Board Policies

Approved 11/20/24

Section 1: Board Legal Status

Wyoming Statute §§ 21-3-302.1 and 302.2 establishes the Wyoming Charter School Authorizing Board's purpose, composition, and mission.

Policy purpose:

It is the purpose of this policy to guarantee the Wyoming Charter School Authorizing Board is properly constituted and performs the legislative responsibilities within the expectations set by the Governor.

Section 2: Duties of the Wyoming Charter School Authorizing Board

The Wyoming Charter School Authorizing Board is required by statute to fulfill requirements enumerated in Wyo Stat. Ann. § 21-3-302.1. The mission of this Board is to authorize and monitor high quality public charter schools.

Policy statement:

The Board will annually review the established goals at its September meeting. At the meeting following the adjournment of the legislature, the Board staff will update the Board on any legislative changes that affect the powers, authority, responsibilities, and duties of the Board.

At the first Board meeting following the legislature, the Board Staff will update the Board on any legislative changes that affect the power and duties of the Board. The Board will annually review the established goals, specifically to consider any legislative changes, at the following September Board meeting.

Five members of the eight member Board constitutes a quorum. In the event of a vacancy on the Board, a quorum shall be constituted as a majority of the filled positions.

Section 3: Officers of the Board

Policy purpose:

The purpose of this policy is to identify the Officers of the Wyoming Charter School Authorizing Board.

Policy statement:

Officers of the Wyoming Charter School Authorizing Board shall consist of Chair, Vice Chair and At-Large member of an Executive Committee.

Section 4: Executive Committee

Policy purpose:

The purpose of this policy is to stipulate the membership and duties of the Executive Committee.

Policy statement:

The Executive Committee shall consist of the Board Chair, Vice Chair, and At-Large member. The duties of this committee include:

- Formulate Board meeting agendas.

Section 5: Method of Election of Board Officers

Policy purpose:

It is the purpose of this policy to clarify the timeframe and procedures for electing new Board Officers.

Policy statement:

At its July meeting, the Board shall annually elect from its membership a Chair, Vice Chair and At-Large Executive Committee member.

- The Board Chair shall open the floor for nominations of the two Officers and At-Large Executive Committee member.
- A motion, second, and a majority of the membership voting “aye” shall occur for a member to be elected Chair, Vice Chair and At-Large Executive Committee member.
- In the event that a vacancy occurs prior to the end of the term of the Board Chair, the Vice Chair will become Chair and complete the rest of the previous Chair’s term.
- If there is a vacancy of the Vice Chair, a new Vice Chair will be elected at the next Board meeting after the vacancy occurred.
- The Chair, Vice Chair and at-large Executive Committee member shall be elected annually and can only serve two consecutive one-year terms. After serving two consecutive one-year terms as Chair or Vice Chair, a member shall go out of office for one year before being eligible to serve in that same position again.

Section 6: Duties of the Board Chair

Policy purpose:

The purpose of this policy is to stipulate the duties of the Chair.

Policy statement:

The Chair shall preside at all meetings of the Board and shall be the Board's official representative at all times unless otherwise determined by a majority of the Board. The Chair may appoint members to represent the Board at legislative and legal hearings, conferences, and other meetings deemed appropriate by the Board. The Chair may call special or emergency meetings. The Chair may appoint special or ad hoc committees as needed. The Chair of a special or ad hoc committee shall be designated by the Board Chair. The Chair shall sign all contracts that the Board is authorized to execute. The Chair will review and approve reimbursement requests of the members, other than those of the Chair which shall be reviewed and approved by the Vice Chair.

Section 7: Duties of the Board Vice Chair

Policy purpose:

It is the purpose of this policy to stipulate the duties of the Vice Chair.

Policy statement:

In the event the Chair is absent or otherwise unable to perform the duties of that office, the Vice Chair shall carry out the Chair's duties. The Vice Chair will review and approve reimbursement requests of the Chair.

Section 8: Duties of the Executive Director

Policy purpose:

The purpose of this policy is to stipulate the duties of the Executive Director.

Policy statement:

The Executive Director coordinates all applicable activities, policies, and procedures to ensure the success and compliance of state-authorized charter schools in the state of Wyoming.

Duties include, but are not limited to:

- Establish and maintain systems to ensure charter school compliance with all applicable local, state, and federal regulations as well as compliance with charter school agreement(s)/contract(s).
- Contribute to the development and execution of strategic goals, objectives, and plans pertinent to charter school application and authorization in Wyoming.
- Research, monitor, and track legislation pertaining to charter schools in Wyoming.
- Assist the Wyoming Charter School Authorizing Board in its duties as articulated in the applicable statute.
- Other duties as assigned by the Board or the Chair.

Section 9: Duties of Board Members

Policy purpose:

The purpose of this policy is to enumerate the duties of the Wyoming Charter School Authorizing Board Members.

Policy statement:

Duties of the Wyoming Charter School Authorizing Board members shall include, but not be limited to, the following:

- Review all meeting materials prior to meetings.
- Participate in all subcommittee meetings as assigned.
- Regularly attend Board meetings.
- Review charter school application summaries made to the authorizer and recommendations by staff related to such applications.
- Contribute to decisions on renewal, nonrenewal, and revocation of charters granted by the authorizer.
- Assist in fulfilling Board-related LEA responsibilities.

Section 10: New Board Member Orientation

Policy purpose:

It is the purpose of this policy to standardize the orientation of new WCSAB Board members.

Policy statement:

The Chair, with the assistance of the Board staff, department liaison, Board attorney, and at least one sitting Board member shall provide an orientation for new Board members before or as soon as possible after their first Board meeting. Each new Board member shall participate in an introductory training to be completed within the first 6 months of their appointment.

Section 11: Compensation

Wyo. Stat. Ann. § 21-3-302.2(h): All appointed members of the Board shall receive compensation, per diem, and mileage for actual time spent in performance of their duties and traveling expenses while in attendance, and going to and from Board meetings in the same manner and amount as members of the Wyoming legislature.

Policy purpose:

It is the intent of the Board that they receive compensation and travel reimbursements, consistent with payment procedures of the Wyoming State Legislature.

Policy statement:

Board members will be compensated for in-person and for virtual meetings, but not for committee meetings. Board members may also be compensated when representing the Board at meetings at the

request of the Board Chair. Board members may also have their travel and expenses reimbursed for meetings, other than scheduled Board meetings or hearings, with prior approval of the Board Chairman.

The Board will follow the procedures listed below in committing the use of public funds:

- **Salary:**

WCSAB members are reimbursed for a full day of salary at the approved state rate for any meeting that is three (3) hours or more. For meetings that are less than three (3) hours, WCSAB members receive one-half of their salary at the approved state rate. Here are examples of how this would look under different scenarios:

- Meeting lasts 3 hours or more: full salary
- Meeting lasts less than 3 hours: half salary
- Day one of a two-day meeting lasts 3 hours or more: full salary for that day
- Day two of a two-day meeting lasts less than 3 hours: half salary for that day

- **Planning Salary:**

SBE members are reimbursed one-half of the approved state rate for the planning of any meeting lasting 3 hours or more.

- **Travel Salary:**

Travel time is reimbursed one-half of the full salary when someone travels to or from a meeting that requires another day to travel. The travel reimbursement is also triggered when a member travels before 8AM or after 5PM. The travel salary is not provided if the Board member could have reasonably traveled on the same day as the meeting.

- **Mileage:**

WCSAB members are entitled to mileage at the rate established by the state auditor.

- **Per diem:**

Board members are entitled to the full GSA combined per diem (lodging and meals/expenses). The claim for lodging may be waived if the member does not actually stay overnight.

- There are two options for per diem:

- ~ A member who lives more than one hour (one way) from the meeting location is entitled to the full per diem per day at the current approved state rate.
- ~ A member who lives less than one hour (one way) from the meeting location is entitled to one-half of the per diem per day at the current approved state rate. Board members should use a "rule of reason" based on the distance required for travel, the time of start and adjournment of the meeting, and the road conditions in determining whether to request more than one day of per diem. If the Board member is uncertain, they should contact the Board Chairman who will make the final determination.

- Examples:

- ~ Board Member A travels 231 miles/3.5 hours (one way) for a one-day, eight-hour meeting, arriving the night before the meeting. This Board member would receive:
 - Mileage (rate established by the state auditor x 231 miles x 2) + per diem (the applicable GSA per diem x 2 days) + \$150.00 salary + \$75.00 planning + \$75 travel salary
- ~ Board Member B travels 175 miles/2.5 hours (one way) for a one-day, eight-hour meeting. This Board member would receive:
 - Mileage (rate established by the state auditor x 175 miles x 2) + per diem (the applicable GSA per diem) + \$150.00 salary + \$75.00 planning + \$75 travel salary

~ Board Member C travels 40 miles/45 minutes (one way) for a two-day meeting. Day 1 lasts 8 hours, Day 2 lasts 2.5 hours. This Board member would receive:

- Mileage (rate established by the state auditor x 40 miles x 2) + per diem (the applicable GSA per diem x 2 days) + \$225.00 salary (\$150 for Day 1 + \$75 for Day 2)
- **Other expenses:**
 - All convention expenses, out-of-state lodging, and overnight travel, other than for regular Board meetings, must be pre-approved by the Board Chair.
 - WCSAB members may waive claims for any and all reimbursement.

Section 12: Board/State Superintendent Relations

Policy purpose:

It is the purpose of this policy to specify the need for collaboration and consistent open dialogue between the Wyoming Charter School Authorizing Board and the Wyoming Department of Education.

Policy statement:

The Board and State Superintendent shall cooperate fully to ensure state charter schools may constantly be improved. Consistent and open dialogue and ongoing two-way communication is essential for the Board and Department to meet their separate and joined duties. The Board Chair will contact the State Superintendent on matters that affect or involve the Wyoming Department of Education. Similarly, the Board Chair will be contacted by the State Superintendent or designee on any correspondence, representation, or meetings that involve the Wyoming Charter School Authorizing Board.

Section 13: Attorney

Wyoming Statute § 9-1-608(b) provides that the Wyoming Attorney General represents the Board. The Board may not retain other counsel without the Attorney General's approval.

Policy purpose:

It is the purpose of this policy to ensure that the Board ensures that the Board and its members in their official capacity have access to legal advice from the Attorney General's Office.

Policy statement:

Any Board member may directly contact the Board's attorney in the Attorney General's Office for assistance.

Section 14: Public Participation at Wyoming Charter School Authorizing Board Meetings

Policy purpose:

It is the purpose of this policy to ensure the public has the right to address the Board on issues related to its goals to help improve the quality of charter schools in Wyoming.

Policy statement:

The Wyoming Charter School Authorizing Board recognizes its obligation to help Wyoming citizens understand the operation of charter schools. The Board is also aware of the need for communication with citizens to permit the public to voice opinions and also to permit the Board to explain general policies governing the operation of charter schools in the state. Therefore, in an effort to provide a procedure by which matters of statewide interest concerning schools may be brought before the Board, while at the same time permitting the Board to conduct its meetings in an orderly and efficient manner, the Wyoming Charter School Authorizing Board offers the following policy with regard to citizen participation in the meetings of the Board: When the Board includes a public comment period, citizen participation will take place during that part of the regular meeting designated on the agenda as the "Public Comment Period," though the Chair has the prerogative to call on individuals or agency representatives to comment during the course of the meeting.

Procedures for the "Public Comment Period" are as follows:

- The Chair may limit each individual's comments to three (3) minutes, and the entire period to thirty (30) minutes.
- Board members may ask clarifying questions after remarks are complete. Board action, if any is warranted, shall be taken at a subsequent meeting.
- These procedures may be temporarily waived by a majority vote where such a waiver is justified by extenuating circumstances.

Statement of Chair:

The following statement will be read before any citizen speaks to the Board during the Public Comment Period:

"We appreciate your interest in charter school education. At the discretion of the Board you will be allotted three (3) minutes for your comments. Please provide us with your name and we would appreciate knowing your community; you are welcome to add an affiliation, if you have one. Since we are hearing your comments for the first time, it is our policy to accept your comments as information, but it is likely we will not respond at this time. Please keep comments focused on topics discussed in today's meeting."

Section 15: Board Communications

Issues related to communications are intrinsically interwoven into the ethics statutes and executive orders. The Ethics and Disclosure Act is Wyo. Stat. Ann. §§ 9-13-101 through -109, and two relevant executive orders are Executive Order 1997-4 and 1981-12. To the extent lobbying activity is implicated, governing statutes are Wyo. Stat. Ann. §§ 28-7-101 through -201.

Policy purpose:

The purpose of this policy is to identify the various channels of communication within the Wyoming Charter School Authorizing Board, their intended purposes, and the roles and responsibilities of Board members in accessing and using them. It also attempts to inform Board members about the channels and best practices for interacting with the educational community and broader public throughout Wyoming.

Policy statement:

Wyoming Charter School Authorizing Board has the objective of enhancing and streamlining internal communications to reinforce the Board's vision and strategic priorities. This involves ensuring that information is equitably disseminated to Board members and is relevant, easy to access, accurate, and appropriate in both content and quality. Each member of the Wyoming Charter School Authorizing Board has a digital device allowing them to access and collaborate about key documents and information, primarily in email and on the shared platform. The Board will continue to develop and expand new communication platforms, channels, and tools to improve information sharing and collaboration among WCSAB Board members. This policy is to be implemented in a way that ensures compliance with Wyoming open meetings laws and standards of best practice. In no event will any technology-assisted communication be used to circumvent the purpose of these laws. Board members are encouraged to share information with their peers and the broader education community about activities and events that have an association with the Wyoming Charter School Authorizing Board. In some cases, the Board Chair or delegate will speak, write, and communicate virtually for the Board on issues that have come before the Board. Every effort will be made to make such communications known to the entire Board as time allows. Every effort will be made to date and time-stamp communications emanating from the Board. It is the individual responsibility of each Board member to refer communication issues to the Board Chair. The Chair of the WCSAB speaks for the Board, but may ask other Board members or Board staff to represent the consensus views of the Board.

Section 16: Complaints or Grievances

Policy purpose:

The purpose of this policy is to identify the communication structure for addressing complaints or grievances received by the Board from outside the organization.

Policy statement:

When a complaint or allegation concerning an authorized Wyoming Charter School is received by the WCSAB, it must comply with following requirements:

- The complaint or allegation must be in writing and the identity of the person/persons making the complaint or allegation must be identified.
- Upon the receipt of the document, the WCSAB Chairperson must forward a copy of the document by certified mail return receipt requested to the Board Chairperson of the Charter School who is the subject of the complaint or allegation within three days of the receipt of the complaint or allegation.
- The WCSAB Chairperson shall include a letter asking for a response from the Charter School within seven business days of the receipt of the correspondence from the WCSAB.

Section 17: Conflict of Interest and Code of Ethics

Policy purpose:

W.S. requires all charter schools and WCSAB members to comply with the Ethics and Disclosure Act W.S. 9-13-101 through 9-13-109.

- The purpose of this conflict of interest policy is to protect Wyoming Charter School Authorizing Board (WCSAB) and its interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of an officer or director of WCSAB or might result in a possible excess benefit transaction, as that concept is defined in the Internal Revenue Code and related regulations.
- This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.
- [Example CIVICA Conflict of Interest Policy](#)
- Ex Parte Communications are to be limited as per [Executive Order 1981-12](#).
- Executive Order on Ethics: [Executive Order 1997-4](#).