

1H. School Board Member Code of Conduct

1. Always act in the best interest of the students while representing the community you serve.
2. The Board's authority comes from the collective decisions of the board. No one member, or group of members, has the authority to act on behalf of the Board unless the board has explicitly authorized that action. Board actions are authorized by votes of the members in legally held meetings.
3. Comply with open meetings laws, conduct public business in public. Limit the discussions in executive sessions to the specific purposes allowed by law. Don't use executive sessions to hide controversial issues from the public.
4. Obey public records laws. Keep personal email separate from school related email. An email from a member of the public to a board member is most likely a public record if a school issue is mentioned. Comply with all valid public records requests.
5. Keep an open-door policy with your community, students and district staff.
6. Work to understand the issues and materials presented for you to vote on. Do research, ask questions, seek advice, apply your personal knowledge and experience, and vote your conscience.
7. When a community member, parent, district employee or student contacts you always respond to the person, even if only to thank them for their opinion.
 - a. If the issue is regarding school operations, guide them toward the appropriate school administrator (principal, central office staff, Superintendent). If they have done that, perhaps you want to follow up with the Superintendent. Remember, it is the Superintendent's and the Treasurer's responsibility to manage their subordinate staff members. Be respectful of the chain-of-command.
 - b. If the issue is a policy issue, hear them out. Examine the policy in question and determine whether a change to the policy is appropriate. Follow up once you have researched the issue.
8. Always foster an environment of transparency by having a public discussion on the topics you are voting on. Unless the reasons are confidential by law, make clear the reasons why you are voting the way you choose to vote.
9. Avoid and prevent nepotism, conflicts of interest, accepting gifts or favors from those that may be seen as asking for favors.
10. If you see possible illegal activities, report the relevant information to the proper authorities.
11. Make decisions based on priorities understanding there are limited funds. There is never enough money for everything that everyone wants to do for the benefit of children.