



POLICY 006 – BOARD GOVERNANCE STANDARDS/CODE OF CONDUCT

Commitment for Cooperation

1. All Board members are to review current Board policies and follow them.
2. Board attendees at committee meetings should be committee members only (or their requested substitute), advisors from administration, and members of public if it is a public committee meeting. In the event a committee member is unable to attend a committee meeting, he/she may ask another Board member to attend on his/her behalf. Committee chairs are responsible for seeing that agenda and minutes are distributed to the rest of the Board. Minutes should be prepared by advisor/administrator, subject to review by committee chair, and distributed before the Work Session. A summary of the meeting should be read at the conclusion of the regular Board Meeting and should include a report on the topics discussed and any recommendations made at the meeting excluding any personnel related matters.
3. All Board members have an obligation to review any and all committee minutes and to call the committee chair if they have questions regarding the details of the meeting. Questions should be asked prior to the regular Board meeting.
4. The weekly information packet will be hand delivered to each Board member's residence on the Friday prior to the Work Session. It is the Board member's responsibility to make sure that they have received their packet and reviewed it prior to the upcoming meeting. "I did not receive my packet" is not an excuse for not having read the packet prior to the meeting. Q&As are to take place at the workshop-voting meeting and should be just that – voting. Board members have a duty to come to the voting meeting having done their homework and prepared to vote, not to ask questions.
5. Board member/chain of command issues – Board members must direct all problems through the proper chain of command. Issues should not be coming directly before the Board. They should be referred to the lowest level of the chain of command initially.
6. Board members' access to buildings – Board members should not be attending to Board business on their own, i.e. visiting the various buildings and administrators without the rest of the Board being informed. A Board member must notify the Superintendent of his/her intention to visit a district building for Board-related business and give the reason for the visit. The Superintendent will notify the appropriate administrators of the impending visit. This information will be shared with all members of the Board.
7. Information requested by one Board member of the administration should be provided to all Board members.
8. If a Board member is "getting calls" regarding a particular problem, the problem will not be discussed unless the Board member is able to reveal the name(s) of the person(s) calling regarding the problem.

9. If a Board member receives calls concerning employment, the Board member may request an initial courtesy interview. The applicant is then to be evaluated per the selection process of the school district administration without influence from the Board member. Additionally, Board members do not attend interviews, except final round interviews, of district-wide administrative positions.
10. When a Board member attends a conference at the taxpayers' expense, he/she should be prepared to give a report to the Board so as to justify the expense and the value to the district of his/her attendance at that conference.
11. If a Board member registers for a paid conference or dinner at the district's expense and then does not attend the event and does not provide the school district the opportunity to cancel and obtain a refund of the expense, the Board member is liable to the school district for the reimbursement of that expenditure.
12. Board members shall not leave any student disciplinary hearings with student disciplinary files in their possession. All student records must be turned in prior to leaving the hearing.
13. It is a Board member's duty not to share or copy information from applications for employment received with or as backup to the blue personnel sheets. This information must be destroyed, preferably by shredding or burning, or turn it in to the Superintendent for disposal.