

**SCHOOL BOARD MEMBER ROLES AND RESPONSIBILITIES
AND CODE OF ETHICS**

I. PURPOSE

The Board of Education of Independent School District #882 believes that a clear understanding of the roles and responsibilities of Board Members is critical to fulfilling their role in the School District. Decisions will be made with these roles and responsibilities in mind and will always reflect the highest level of integrity.

The purpose of this policy is to assist the individual school board members in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy

A. AS A MEMBER OF THE SCHOOL BOARD WILL:

1. Attend school board meetings
2. Come to the meetings prepared for discussion on the agenda items.
3. Listen to the opinions and views of others (including, but not limited to other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Recognize the integrity of my predecessors and associates and appreciate of their work
6. Be primarily motivated by a desire to provide the best possible education for the students of my district.
7. Inform myself about the proper duties and functions of a school board member.

B. Respect confidentiality.

III. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBERS WILL -

1. Perform under general educational policies unless necessity requires otherwise. and focus on education as much as possible.
2. Remember my responsibility is to set policy – not implement policy.
3. Consider themselves trustees of public education and do their best to protect, conserve, and advance its progress.
4. Recognize the board member responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not board members to run them
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

IV. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD

1. Respect the right of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session --not with the individual members of the board except as authorized by law.
3. Make no disparaging remarks, in or out of board meetings, about members of the board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings ~~only~~ after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

V. IN MEETING THEIR RESPONSIBILITIES TO THEIR COMMUNITY WILL -

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support of the school district's program.
3. Insist that business transactions of the school district be ethical, open.

4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

VI. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND THE STAFF BOARD MEMBERS WILL -

1. Hold the Superintendent responsible for the administration of the school district.
2. Give the Superintendent authority commensurate with his or her responsibilities.
3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the Superintendent in hiring all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the Superintendent has furnished adequate information supporting his recommendations.
6. Insist the Superintendent keep the school board adequately informed at all times.
7. Offer the Superintendent counsel and advice.
8. Refer all complaints to the proper administrative officer or insist that they be presented in writing or verbally to the whole school board for proper referral according to the chain of command.
9. Present any personal criticisms of employees to the Superintendent.
10. Provide support for the Superintendent and employees of the district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER:

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.

4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

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