

Innovation Science and Technology Academy

100 BOARD CODE OF ETHICS

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

- II. GENERAL STATEMENT OF POLICY

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

- A. AS A MEMBER OF THE BOARD, I WILL:

1. Attend board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other 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. Support the decision of the Board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my district.
8. Inform myself about the proper duties and functions of a board member.

- B. IN PERFORMING THE PROPER FUNCTIONS OF A BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the Board as a whole, is to oversee that the Board's functions are properly run.
5. Work through and with the Executive Director on any questions or concerns.
6. Delegate the implementation of board decisions to the Executive Director.
7. Media issues directed to board members should be referred to the board chairperson or designee. Individual board members who choose to submit opinions or other articles to local media, without the knowledge of other members, will qualify as an individual board members' opinion and should be duly noted in the piece or conversation. Additionally, if an individual board member shares an opinion not agreed to by other board members, clarification to that effect should be noted in the piece.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE BOARD, I WILL:

1. Respect the right of others to have and express opinions.
2. Recognize that authority rests with the 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 other 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 at 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 Board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I 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 for the school district's programs.
3. Insist that business transactions of the school district be ethical and open.
4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE EXECUTIVE DIRECTOR AND STAFF OF INNOVATION ACADEMY, I WILL:

1. Hold the Executive Director responsible for the administration of the school district.
2. Give the Executive Director 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 Executive Director in hiring all employees.
5. Participate in Board action after considering the recommendation of the Executive Director and only after the Executive Director has furnished adequate information supporting the recommendation.
6. Insist the Executive Director keep the Board adequately informed at all times.
7. Offer the Executive Director counsel and advice.
8. Recognize the status of the Executive Director as the chief executive officer and a non-voting, ex officio member of the Board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole Board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the Executive Director.
11. Provide support for the Executive Director and employees of the school district so they may perform their proper functions on a professional level.

12 Board members should channel their requests for information, reports, etc. through the Executive Director. The Executive Director may direct the board member to the appropriate staff member, while respecting staff time.

13. Board members receiving complaints will direct constituents to follow channels (teacher, Executive Director, etc.) and avoid communicating the “I’ll fix it” message.

14. Board members will notify building principals when visiting a building in their official capacity as a member of the Board.

15. Board members will focus on policy and broad parameters and not on administrative/management activities.

16. Board members will recognize and respect that their authority exists where a quorum of the Board meets and not as individuals.

17. “No surprises” is an important management standard regarding public board meetings and is a shared responsibility of the Executive Director, Board Chair, and individual board members.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a board member.
2. Comply with all school district policies as adopted by the 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 Board.
5. Avoid conflicts of interest and refrain from using my board position for personal gain.
6. Take no private action that will compromise the Board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)

Minn. Stat. § 123B.09 (Board Powers)

Minn. Stat. § 123B.143, Subd. 1 (Executive Director)

Cross References: MSBA Service Manual, Chapter 1, Board Member Code of Ethics

POLICY ADOPTED: July 2019