

## BOARD OF EDUCATION MEMBER CODE OF CONDUCT

As a representative of all the citizens in the District, the Board of Education member is responsible for serving the best interests of the community and its students, utilizing all available resources toward that end. The oath of office requires the Board of Education member to uphold the laws and Constitutions of the United States and State of Wisconsin; also, the Board of Education member shall keep in mind that they:

1. can act only when in an official Board of Education session.
2. as an officer of the Board of Education, the Board of Education member may take actions necessary to fulfill their duties i.e. Clerk signs papers.
3. should attend all meetings and be prepared at those meetings to act on issues before the Board of Education. The Board of Education member should be prepared to contribute to the discussion, while keeping an open mind during the deliberations. Once the decision is made, the Board of Education member should be willing to support and promote its implementation.
4. be non-partisan in dealing with school matters and not subordinate the education of children and youth to any partisan principle, group interest, or personal ambition.
5. must remember that responsibilities for overall management and control of the property and affairs, including the development of policies, belong to the Board of Education while the responsibilities for the day-to-day operation of the school belong to the administration. Together, the Board of Education and the administration must work to continually identify the needs, goals and priorities of the District.
6. must be responsive to the public and maintain open communication lines.
7. as a local legislator, the Board of Education member must honor and comply with all State and federal laws and local laws and regulations.
8. must consider the Board of Education's role as the District's employer, making sure the District has able and well-qualified employees who will serve in the best interest of the students. (This includes providing for staff development and evaluation.)
9. must model integrity in the performance of Board of Education duties and responsibilities. They are to maintain positive role model behaviors, support prevailing action of the Board of Education regardless of individual vote, address and promote genuine issues rather than personal agendas, vote on all issues unless a conflict exists, declare conflicts of interest, refrain from using their Board of Education position for personal advantage and understand the difference between the discussion of issues and conducting business outside of posted meetings.
10. must be accountable for guiding and supporting the policy decision-making process that impacts students, staff and the community. They are to avoid micromanaging school district operations, arrive on time and be prepared for meetings, be responsible for personal decision

making, question for clarification and ask for additional information if needed, ensure that all Board of Education members have the benefit of each other's opinions through public discussion of issues prior to voting, make decisions based on factual information, adhere to professional Board of Education decorum and understand and work within the district's organizational structure.

11. must always remember that the Board of Education members' first and greatest concern must be the educational welfare of the students attending the public schools.
12. must inform the Board of Education president of his or her absences.
13. must maintain professional decorum.
14. must be respectful to Board of Education members, administrators and presenters.
15. must speak to issues relevant to the agenda.
16. must respect diverse opinions and differences in communication style.
17. must focus on issues, not personalities.
18. must respect the confidentiality of other members' views and information that is privileged.
19. must always think in terms of the district's mission.

On an annual basis, at a Board of Education in-service, the Board of Education will review policies #160, #161, and #165.

Legal Ref:	19.42, 19.41(1)(2), 19.59(1), 118.001 WSS
Cross Ref:	160 Board of Education Member Authority; 161 Board of Education Member Code of Conduct; 165.1 Conflicts of Interest; 167 Board of Education Member Protection (Liability Insurance); 181 Robert's Rules of Order, Newly Revised
Adopted:	12/18/78
Revised:	04/08/96
	05/10/04
	12/13/21
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