

<b>2120</b>	<b>Board of Directors Code of Conduct</b>
<b>Approval Date:</b>	<b>January 2013</b>
<b>Category:</b>	<b>School Board Governance</b>
<b>Governance Accountability:</b>	<b>PLP Board of Directors</b>
<b>Audience:</b>	<b>PLP Board of Directors</b>

*As a member of Pine Lake Preparatory Charter School Board of Directors, board members will strive to improve student achievement in public education, and to that end will:*

\_\_\_\_\_ Read the Pine Lake Preparatory Charter School Bylaws, charter documents, policies and procedures;

\_\_\_\_\_ Set example for other board members;

\_\_\_\_\_ Attend all regularly scheduled board meetings insofar as possible, having read my packet ensuring that I am informed about the issues to be considered at the meetings. I understand that the Board may declare vacant the office of any director who has failed to attend six (6) or more meetings of the Board in any calendar year or three (3) consecutive meetings

\_\_\_\_\_ Review monthly budget reports and undertakes any independent study needed to gain fluent understanding of how to read the school's financials and uphold the fiduciary responsibilities of the board;

\_\_\_\_\_ Understand that the board makes decisions as a team. Individual board members may not commit the board to any action;

\_\_\_\_\_ Be open, fair and honest – no hidden agendas, and respect the right of other board members to have opinions and ideas which differ from mine;

\_\_\_\_\_ Engage in cordial conduct respecting all board members' views and opinions expressed in emails or verbally during open and closed sessions;

\_\_\_\_\_ Make all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

\_\_\_\_\_ Recognize that decisions are made by a majority vote and should be supported by all board members;

\_\_\_\_\_ Keep abreast of important developments in educational trends, research and practices;

\_\_\_\_\_ Recognize that the board must comply with the Open Meeting Law and only has authority to make decisions at official board meetings;

\_\_\_\_\_ Recognize that the Head of School is the board's advisor and should be present at all meetings, except when the board is considering the Head of School's evaluation, contract or salary;

\_\_\_\_\_ Understand the chain of command and refer problems or complaints to the proper administrative office while refraining from communications that may create conditions of bias should a concern ever rise to the attention of the board as a hearings panel;

\_\_\_\_\_ Respect the right of the public to be informed about school decisions and operations;

\_\_\_\_\_ Understand that I will receive information that is confidential and cannot be shared;

\_\_\_\_\_ Act as agent of the board in public after consulting with board members and getting majority vote or consensus on specific issues; that is, must speak for the board and not as an individual holding a board position;

\_\_\_\_\_ Give staff the respect and consideration due skilled, professional employees and support the employment of those best qualified to serve as school staff, while insisting on regular and impartial evaluation of all staff;

\_\_\_\_\_ Present constructive criticism of school operations to the Head of School, not to staff or at a board meeting;

\_\_\_\_\_ Govern and rely on school leadership to enact board directives; it is not the board's responsibility to monitor day-to-day activities, input should be based on items that affect strategic plan and charter (including board by-laws and policies);

\_\_\_\_\_ Conduct board business using assigned board email accounts; personal email shall only be used in situations of emergency or short term email problems including personal travel. While temporarily using personal email all email correspondence should be copied to board email account;

\_\_\_\_\_ Work as one. All agenda topics should be discussed with entire board and voted before individual board member or other board time is used. No board member will pursue personal agendas;

\_\_\_\_\_ Refuse to use board position for personal or family gain or prestige. I will announce any conflicts of interest before board action is taken and refrain from any discussions.

\_\_\_\_\_ Remember always that my first and greatest concern as a board member must be the educational welfare of the students attending Pine Lake Preparatory Charter School.