



Book	Policy Manual
Section	000 Local Board Procedures
Title	Board Governance Standards/Code of Conduct/Code of Ethics
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### **Board of Education Code of Conduct and Protocols**

At its Legislative Meeting on April 23, 2008, the Board adopted the following Code of Conduct and Protocols, which shall apply to the duly elected or appointed members of the Pittsburgh Board of Public Education:

1. Our first and greatest concern is the educational welfare of all students in the City of Pittsburgh. As such, each school director is responsible for the educational welfare of all students in the City of Pittsburgh, not only the students who happen to be in each school director's individual region.
2. Our second concern is our fiduciary responsibility to our constituents and the taxpayers of the City of Pittsburgh, making our role that of a policy maker not administrator.
3. Abide by the Pennsylvania School Boards Association (PSBA) Code of Conduct, as adopted and set forth above, and the State Public Official and Employee Ethics Act, 65 Pa. C.S. §1101 et seq.
4. Respect staff and Board members.
5. Prepare ourselves for all meetings so our comments and questions are clear, concise, and allow timely conversation.
6. Listen carefully and with courtesy to other members' comments, responding only when appropriate.
7. Respect the confidentiality of privileged information.

8. Board Members shall recognize that the Superintendent has administrative authority in accordance with school board policy and state law, ~~and that the Superintendent shall take into account any Board input prior to acting on personnel matters.~~
9. Complaints and problems from parents/guardians or community members should be ~~discussed-shared~~ with the Superintendent or designee to seek solutions before making District matters public.
10. Be open, fair, and honest and encourage communication among Board members, staff, students and the community.

### **Standards For Effective School Governance**

The Board of Education adopts the following Standards for School Governance, but if any standard conflicts with the Board of Education Code of Conduct and Protocols, the Board's Code of Conduct and Protocols should govern.

To promote student growth and achievement, an effective School Board:

1. Advocates for a thorough and efficient system of public education by:

a. Setting organizational priorities, grounded in community vision and values, known locally as Goals and Guardrails.

b. Regularly and publicly monitoring progress towards the attainment of student outcomes Goals.

a-c. Promoting public education as a keystone of democracy.

b-d. ~~Authentically Engaging and promoting the~~ community in two-way communication to support-by-seeking input, building support networks and generateing action.

e-e. Allocating resources in a manner designed to facilitate student achievement consistent with achieving the School District goals ~~and plans~~. Goals should be the first priority for resource allocation.

d-f. Maintaining legislative awareness and communicating with members of local, state and federal legislative bodies.

e-g. Ensuring strong management of the school system by hiring, setting goals with and evaluating the Superintendent.

f-h. Employing qualified staff to meet student and program needs.

2. Models responsible governance and leadership by:

a. Staying current with changing needs and requirements by reviewing educational literature, attending professional development opportunities prior to Board service and continuously during Board service, and preparing to make informed decisions.

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- b. Interacting with school officials in other districts and using resources provided by organizations and agencies committed to effective governance and management of public schools.
- c. Leading with respect and taking full responsibility for Board activity and behavior.
- d. Adopting and acting in accordance with the PSBA Code of Conduct for Members of Pennsylvania School Boards.
- e. Engaging ~~all~~ community stakeholders in regular two-way communication.
- f. Complying with Board policy and all applicable local, state and federal laws and regulations.
- g. Operating as a collective Board in making decisions and respecting the decisions of the Board.
- h. Participating in annual Board retreats.
- i. Acknowledging that the Board will not be involved in personnel supervision or evaluation or other personnel matters except as requested by the Superintendent and as required by Policy 322 - Employment of Superintendent and Assistant Superintendent/Evaluation of Superintendent, and further acknowledging the Superintendent's responsibility and accountability for these matters.
- j. Adhering to the Superintendent's established procedures for interviewing, recommending, and hiring building principals and other management staff, ~~and the Board will not hire or terminate employment of any school principal or other management staff except in accordance with procedures established by the Superintendent and with the Superintendent's recommendation. The procedures established by the Superintendent will conform to the School Code and other applicable law. The recommendations will be based in part on the frequent and open communication with Board members.~~

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3. Governs through policy by:

- a. Seeking input from stakeholders and following an established procedure for consideration.
- b. Regularly reviewing and, as necessary, revising and adopting Board policy.
- b.c. Ensuring that Board policy does not conflict with the district's ability to achieve its Goals.
- c.d. Delegating to the Superintendent responsibility for implementation of Board policy.
- d.e. Ensuring public access to adopted Board policy.
- e. Purposefully linking its actions to applicable Board policies.

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4. Ensures that effective planning occurs by:

~~a. Adopting and implementing a collaborative strategic planning process, including regular reviews.~~

~~b.a. Setting annualEnsuring district gGoals have annual targets. that are aligned with the Comprehensive Plan.~~

~~e.b. Linking Board actions to theReviewing the alignment of the district's Comprehensive Plan to achieving the district's Goals. .~~

~~d.c. Adopting a financial plan and preliminary budget that considers short-term and long-term needs and aligns to achieving the Goals, which are the first priority for resource allocation.~~

~~e. Adopting a preliminary budget that is aligned with the District's priorities and student learning objectives as described in the Comprehensive Plan.~~

~~i. In order to carry out its duties to adopt an annual budget plan that is aligned with the District Goalspriorities and student learning objectives as described in the Comprehensive Plan, the Board shall conduct not less than three (3) Budget Planning Workshops as a Committee of the Whole. The scheduling of these Budget Workshops shall be held early enough in the year to allow for Board and community input into the upcoming year's budget. The Chair of the Business & Finance Committee and the President of the Board in consultation with the Superintendent shall schedule the meetings.~~

~~f.d. Adopting professional development plans for Board and staff.~~

~~g.e. Regularly monitoring district progress to goals as outlined in Board Policy 007.  
Adopting a plan to ensure evaluation of student growth and achievement using relevant data.~~

~~h. Adopting a master facilities plan conducive to teaching and learning.~~

~~i. Adopting a plan for curriculum review and development.~~

~~j. Working with the Superintendent and the community to establish strategic direction for the District by adopting and annually reviewing a Comprehensive Plan that describes the vision, mission, values, priorities, strategies, educational standards and methods of assessment.~~

5. Monitors results by:

a. Using data appropriately to make informed decisions.

b. Ensuring effective practices for evaluation of staff, programs, plans and services.

c. Evaluating its own performance.

d. Assessing student growth and achievement through its standard monitoring process.

~~e. Evaluating the effectiveness of the Comprehensive Plan.~~

f.e. Working with the Superintendent to establish objective criteria for assessing the performance of the Superintendent in managing District operations and conduct regular performance reviews in a way that aligns directly with the district's accomplishment of its Goals.

g.f. Maintaining fiscal oversight by routinely reviewing reports on income and expenditures, audits, and financial planning documents.

6. Communicates with and engages the community by:

~~a. Distributing relevant information about the District.~~

b.a. Establishing and monitoring procedures for regular reporting of student achievement data and progress on District goals to parents/guardians and the general public.

e.b. Providing methods of communication to the Board and appropriate staff.

d.c. Seeking input through a variety of methods.

e.d. Including stakeholders in all communications.

f.e. Maintaining open and honest communications among all members of the Board and Superintendent, and with the public.

#### **PSBA Code Of Conduct For School Board Members**

The Board of Education adopts the following PSBA Code of Conduct, but if the PSBA Code of Conduct conflicts with the Board adopted Code of Conduct and Protocols, the Board's Code of Conduct and Protocols should govern.

We, as members of our local Board of Public Education, representing all the residents of our School District, believe that:

1. Striving toward ideal conditions for effective School Board service to our community, in a spirit of teamwork and devotion to public education, is the greatest instrument for preserving and perpetuating our representative democracy.
2. The future welfare of this community, commonwealth and nation depends upon the quality of education we provide in the public schools.
3. In order to maintain a free and strong country, our civic obligation to the community, commonwealth and nation is to maintain free and strong public schools in the United States of America, without surrendering our responsibilities to any other person, group or organization.
4. Boards of School Directors share responsibility for ensuring a "thorough and efficient system of public education" as required by the Pennsylvania Constitution.
5. Our fellow residents have entrusted us with the advocacy for and stewardship of the education of the youth of this community.

6. The public expects that our first and greatest priority is to provide equitable educational opportunities for all youth.

Accordingly:

1. The community should be provided with information about its schools and be engaged by the Board and staff to encourage input and support for the school system.
2. Individuals have no legal authority outside the meetings of the Board and should conduct their relationships with all stakeholders and media on this basis.
3. We will not use our positions as School Directors to benefit ourselves or any individual or agency.
4. School Boards must balance their responsibility to provide educational programs with the need to be effective stewards of public resources.
5. We should recognize that the primary responsibility of the Board is to adopt policies by which the schools are to be administered.
6. We should respect that the Superintendent of Schools and their staff are responsible and accountable for the delivery of the educational programs and the conduct of school operations.
7. Communication with all stakeholders and the media should be conducted in accordance with Board policy.

#### **Public Officials and Employees Ethics Act Requirements**

Board members acknowledge and understand that they are public officials as defined by the Public Official and Employee Ethics Act, 65 Pa. C.S. § 1101 et seq., and are subject to the requirements of the Act.

#### **Delegation of Responsibility**

The law department will send the 000 series of the Local Board Procedures to all Board members. Board members acknowledge and understand that they shall be responsible for receiving and reviewing the 000 series of Local Board Procedures on an annual basis, on or before January 1 of each year in office or upon assuming the duties of office in any partial year in office, as may be applicable.