

CODE OF ETHICS FOR SCHOOL BOARD MEMBERS**138****PURPOSE**

To assist members of the Lakes International Language Academy Board of Directors in recognizing the role of individual school board members and the contribution that each must make for effective and responsible governance. **Code:** Members of the Board of Directors of the Lakes International Language Academy are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities on the board of Lakes International Language Academy. Board members accept this code as a minimum guideline for ethical conduct and will:

Accountability

1. Abide by the Articles of Incorporation, bylaws and policies of Lakes International Language Academy.
2. Exercise reasonable care, good faith and due diligence.
3. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest.
4. Fully disclose, at the earliest opportunity, facts that would have significance in board decision-making.
5. Remain accountable for prudent fiscal management.

Professional Excellence

6. Maintain a professional level of courtesy, respect, and objectivity in all Lakes International Language Academy activities.
7. Participate fully in board meetings, committee work and special projects.
8. Strive to uphold those practices and assist other Lakes International Language Academy board members in upholding the highest standards of conduct when representing the school board.

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II. General Statement of Policy

Equal Opportunity

Ensure the right of all stakeholders to appropriate and effective services without discrimination on the basis of actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or political affiliation, in accordance with all applicable legal and regulatory requirements.

Confidential Information

Respect the confidentiality of sensitive information known due to board service.

Collaboration and Cooperation

Respect the diversity of opinions as expressed or acted upon by the Lakes International Language Academy board, committees and membership, and formally register dissent as appropriate. Promote collaboration, cooperation, and partnership among board members.

Work with the School Director and LILA staff, including:

- i. recognition that the School Director is responsible for the administration of the school
- ii. giving the School Director authority commensurate with the role's responsibilities,
- iii. consideration of the recommendation of the School Director in decision-making,
- iv. and referral of stakeholder complaints to school administration or according to school policy.

Each School Board member shall follow the code of ethics stated in this policy

A. As a member of the School Board that person will:

1. Listen.
2. Recognize the integrity of predecessors and associates.
3. Appreciate the merit of their work.
4. Be motivated by a desire to serve the pupils and the taxpayers of the district.
5. Attempt to be informed on the proper duties and functions of a School Board member.
6. Recognize that it is a responsibility, together with other School Board members, to see that the School District is properly run by professional administrators.
7. Work with the administration employees of the School Board – not over or around them.
8. Recognize that School Board business must be legally transacted only in an open meeting of the School Board.

B. In performing the proper functions of a School Board member that person will:

1. Adhere to education policies unless necessity requires otherwise.
2. Meet the legal responsibility as part of a policy forming body and not as an administrative officer.
3. Act as a trustee of public education and protect, conserve, and advance its progress.

C. To maintain relations with other members of the School Board that person will:

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 School Board except as authorized by law.
3. Make no disparaging remarks, in or out of School Board meetings, about other members of the School Board or their opinions.
4. Make decisions in School Board meetings after all sides of debatable questions have been presented.
5. Delegate details of School Board action to administrative employees.
6. Insist that special committees be appointed to serve only in an advisory capacity to the School Board.

D. In meeting the responsibilities to the community that person will:

1. Attempt to appraise both the present and future educational needs of the school district.
2. Attempt to obtain adequate financial support for the school program.
3. Interpret the needs and attitudes of the community and translate them into the educational program of the school district.
4. Consider it an important responsibility to interpret the educational program of the school as it relates to the needs of the community.
5. Insist that business transactions of the school district be on an ethical, open, and above board basis.

E. In working with the superintendent of schools and staff that person will:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with the responsibility.
3. Assure that the school district is administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in the appointment of 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 the recommendation.
6. Expect the superintendent to keep the School Board adequately informed at all times.
7. Spend adequate time in School Board meetings on educational policies.
8. Give the superintendent counsel and advice.
9. Recognize the status of the superintendent as an ex officio member of the School Board.
10. Refer all complaints to the proper administrative representative or insist that they be presented in writing to the whole School Board.
11. Present any personal criticisms of employees to the superintendent unless they involve the superintendent and then in such case may present to the Board Chair.
12. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. In fulfilling the legal obligations as a School Board Member that person will:

1. Comply with all federal, state, and local laws relating to 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.
5. Avoid conflicts of interest and refrain from using the 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 or rule

Legal References:

Minn. Stat. 123B.02, Subd. 1 (School District Powers)

Minn. Stat. 123B.09 (School Board Powers)

Minn. Stat. 123B.143, Subd. 1, (Superintendent)

Cross References:

MSBA Service Manual, Chapter 1, School Board Member Code of Ethics

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