

Policy Type: Governance Culture**Board Members' Code of Conduct**

The Board and its members will conduct themselves lawfully with integrity and high ethical standards in order to model the behaviors expected of staff and students and to build public confidence and credibility. Therefore, each year and on the election or appointment of any new member, the board shall meet and adopt its Code of Conduct.

1. As outlined in state law, Board members will serve the interests of the citizens of the entire school district. Members recognize this responsibility to the whole to be greater than:
 - a. Any loyalty a member may have to any other advocacy or interest groups;
 - b. Loyalty based upon membership on other boards or staffs;
 - c. Conflicts based upon the personal interest of any Board member who is also a parent of a student in the district;
 - d. Conflicts based upon being a relative of an employee of the district.
2. Board members will not exercise individual authority over the organization:
 - a. Members will refer complaints to the Superintendent for investigation and resolution; not assume personal responsibility for resolving operational problems or complaints.
 - b. When speaking to the press or otherwise publicly sharing personal opinions, members will respect decisions of the Board and will not undermine those decisions;
 - c. Members will not publicly express individual evaluative judgments about Superintendent or staff performance. In compliance with state law, personnel issues will be handled in closed session.

3. To build trust among members and to ensure an environment conducive to effective governance, members will:
 - a. focus on issues rather than personalities
 - b. respect decisions of the full Board
 - c. exercise honesty in all written and interpersonal interaction, never intentionally misleading or misinforming each other
 - d. disagree respectfully and assume good intent
 - e. make every reasonable effort to protect the integrity and represent the positive image of the district and one another
 - f. never embarrass each other or the district
4. Members will exercise personal discipline in the performance of their duties, including proper use of authority and appropriate decorum when acting as Board members.
5. Members will maintain confidentiality appropriate to sensitive issues and information that may compromise the integrity or legal standing of the Board, especially those matters discussed in closed session.

Adopted: 1/12/16

Revised: 2/9/16

Revised: 5/24/16

Revised:

Monitoring Method: *Board self-assessment*
Monitoring Frequency: *Annually*

Shorewood School District, Shorewood, WI

Policy Type: Governance Culture**Board Members Conflict of Interest**

Board members are expected to avoid conflicts of interest involving all matters considered by the Board. A conflict of interest exists when a member is confronted with an issue in which the member has a personal or financial interest or an issue or circumstance that could render the member unable to devote complete loyalty and singleness of purpose to the public interest.

Board members will periodically review their conflicts of interest, at least one time per year.

1. If a Board member has a personal or financial interest in any matter being considered by the Board, the member shall disclose such interest to the Board, shall not vote on the matter and shall not attempt to influence the decisions of other Board members.
2. A member of the Board shall not also be an employee of the district, nor shall a member receive any compensation for services rendered to the district other than legally defined and authorized compensation for serving as a member of the Board. Further, a member of the Board shall not provide services to the district, paid or unpaid in any professional capacity other than that of Board member. This provision shall not prohibit members from receiving reimbursement for authorized expenses incurred during the performance of board duties.
3. The Board shall not enter into any contract with any of its members or with a firm in which a member has a personal or a financial interest.
4. A Board member is expected to avoid conflict of interest in the exercise of the member's fiduciary responsibility. Accordingly, a Board member may not:
 - a. Disclose or use confidential information acquired during the performance of official duties as a means to further the Board member's own personal financial interests or the interests of a member of the Board member's immediate family;
 - b. Accept a gift of substantial value or economic benefit which would tend to improperly influence a reasonable person, or which the Board member knows or should know is primarily for the purpose of a reward for official action;
 - c. Engage in a substantial financial transaction for private business purposes with a person whom the Board member directly supervises;

- d. Perform an official act, which directly confers an economic benefit on a business in which the Board member has a substantial financial interest or is engaged as a counsel, consultant, representative, agent or employee.

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Revised:

Monitoring Method: *Board self-assessment*

Monitoring Frequency: *Annually*

Shorewood School District, Shorewood, WI

Policy Type: Governance Culture**Process for Addressing Board Member Violations**

The Board and each of its members are committed to faithful compliance with the provisions of the Board's policies. The Board recognizes that its failure to deal with deliberate or continuing violations of its policies risks the loss of confidence in the Board's ability to govern effectively. Therefore, in the event of a member's mistaken, willful and/or continuing violation of policy, the Board ordinarily will address the issue by the following process:

- a. Conversation in a private setting between the member considered to be in violation and the Board president or other individual member;
- b. Discussion in a private session between the member considered to be in violation and the full Board;
- c. Possible removal by the Board from any leadership or committee positions to which the offending member has been appointed or elected;
- d. Censure of the offending member of the Board as a means of separating the Board's focus and intent from those of the offending member.

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Revised: 5/24/16

Revised:

Monitoring Method: ***Board self-assessment***

Monitoring Frequency: ***Annually***