

Policies of the Board of Education

Section B School Board Governance and Operations

SCHOOL BOARD MEMBER ETHICS

200.09

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The Board of Education is representative of all of the citizens in the Lake Country Area School District and is responsible for the serving the best interests of the community, and its students, utilizing all available resources toward that goal. The oath of office requires that board members uphold the laws and constitution of the United States and the State of Wisconsin.

In addition, each member of the Lake Country School District Board of Education will support and operate under board policy bylaws, and rules, including the highest ethical standards. These shall include the following:

1. Recognize that board of education members should act in what is, in their opinion, conceived to be the best interests of the students and the entire community.
2. It is recognized that the function of the Board of Education is being legislative and judicial, and not administrative. The responsibilities for overall management and control of the property and affairs, including the development of policies, belong to the school board while the responsibilities for the day-to-day operation of the school belong to the District Administrator and administrative staff in conformity with such board policies. Together, the school board and administration must work to continually identify the needs, goals and priorities of the district.
3. Work with others on the board to crystallize the educational ideals, values, and goals of the community into concepts of policy and see to it that these are translated into actual practice by the District Administrator and staff.
4. Act on matters after seeking and receiving pertinent information and after full discussion by the Board of Education and the District Administrator.
5. Board members shall refrain from making disparaging remarks in public about school personnel or other board members.
6. Recognize that authority to act rests with the entire board of education and that business shall be transacted only in official meetings; refrain from making commitments to individuals or organizations in behalf, or representing the opinion of the entire board of education.
7. Recognize that the administration of the school system is vested to the administration and no board member shall interfere with the administration of the school district as an individual or undermine the administrative, teaching, secretarial, or custodial staff by using his/her elective office by reverting to political or coercive means to force ideas on the personnel of the school district.
8. Recognize that actions of a board remain in effect until modified even though a board member may not have individually supported a motion; he/she will support the action of the

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majority. Subordinate personal differences in order that actions of the board may be effective.

9. Require meeting of the Board of Education to be conducted on the basis of a planned agenda prepared by the Board President and District Administrator consistent with the provisions of the Wisconsin Open Meeting Law. The agenda shall include such items as deemed necessary by the president and any members of the Board in accordance with Board policies. Agendas shall be made available, together with pertinent information relative to items contained in the agenda, to members of the Board for study prior to the Board meeting.
10. If possible, submit items to be placed on the agenda in ample time so that the District Administrator may assemble information concerning the subject.
11. Keep the District Administrator and fellow members of the board of education advised of community reaction to the school program and to school policies.
12. Listen courteously to questions and complaints and to refer these comments to the District Administrator or building principals. After an investigation, the District Administrator or building principal will report the findings to the board member unless prohibited by state or federal law.
13. Refer personal requests and criticisms by employees directly to the District Administrator in accordance with the policies of the board. Complaints involving the District Administrator should be referred to the Board President in accordance with applicable board policies.
14. Act on the selection, assignment, transfer, promotion, demotion, or dismissal of school personnel, both certified and support, only after submission of a recommendation by the District Administrator.
15. Participate in CESA, regional, state and national associations of school board in service programs to become familiar with issues to best represent the district. The board members should be aware of educational issues.
16. Encourage open and frank discussions of all Board members with the District Administrator in closed sessions of the Board, as per Wisconsin Statutes, and that all information discussed in such sessions be kept confidential, except as otherwise required by law.
17. Board members shall not use their office to obtain financial gain or anything of substantial value for their private benefit or for the benefit or for the benefit of their immediate family, or for any organization of which they are associated. This does not prohibit a Board member from using the title or prestige of their position as a Board member to obtain campaign contributions that are permitted and reported consistent with state law.

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No Board member shall solicit or accept from any person, directly or indirectly, anything of value if it could reasonably be expected to influence the Board member's vote, official actions or judgements, or could reasonably be considered as a reward for any official action or inaction on the part of the Board member.

A Board member shall not take any official action substantially affecting a matter in which the Board member, or a member of their immediate family or an organization in which the Board member is associated has a substantial financial interest. Nor shall a Board member use his or her position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the Board member, or one or more members of the Board member's immediate family either separately or together, or an organization with which the Board member is associated. This paragraph does not prohibit a Board member from taking any action concerning the lawful payment of salaries or employee benefits or reimbursement of actual and necessary expenses.

18. Encourage adequate information for the community concerning the school program.

LEGAL REFERENCE: Wis. Stats 946.12,
Wis. Stats. 946.13,
Wis. Stats. 19.59
Wis. Stats. 19.84
Wis. Stats. 19.85

Adopted by the School Board August 15, 2012