

## **Timpanogos Academy Code of Conduct for School Board Members**

Timpanogos Academy desires to operate in the most ethical and conscientious manner possible and to that end the board adopts this Code of Conduct. By signing below, the member of the Timpanogos Academy school board agrees that he or she will comply with the following:

### **Domain I: Governance Structure**

1. Recognize that the authority of the board rests only with the board as a whole and not with individual board members, and to conduct relationships with the school staff, the local citizenry, and all media of communication on this basis.
2. Support the delegation of authority for the day-to-day administration of Timpanogos Academy to the administrator (principal) and accordingly do not attempt to manipulate or manage school assets or personnel directly.
3. Honor the chain of command and refer problems or complaints consistent with the chain of command.
4. Recognize that the administrator (principal) should be present at all meetings of the board except special circumstances require such as when his or her contract, salary, or performance is under consideration, or any other circumstances which the ~~entire~~ board deems fit.
5. Not attempt to individually undermine the authority of the administrator (principal) or intrude into responsibilities that properly belong to the school's administration. Any issues or concerns about the performance of the administrator or principal will be first brought to the school board.
6. Use reasonable efforts to keep the administrator (principal) informed of concerns or specific recommendations that any member of the board may bring to the board.

### **Domain II: Strategic Planning**

1. Reflect through actions that his or her first and foremost concern is for the educational welfare of children attending Timpanogos Academy, regardless of each child's ability, race, creed, sex, or social standing.
2. Participate in all planning activities to develop Timpanogos Academy's vision, mission, charter, and goals.
3. Work with the board and the administrator (principal) to ensure prudent and accountable uses of the resources of the school system.
4. Render all decisions based on available facts and his or her independent judgment, and refuse to surrender his or her judgment to individuals or special interest groups.
5. Uphold and enforce all applicable laws, rules, and regulations of the State Board of Education and the school board, and all court orders pertaining to Timpanogos Academy.

### **Domain III: Board and Community Relations**

1. Seek regular and systemic communications among the board, students, staff, and the community.

### **Domain IV: Policy Development**

1. Work with other board members to establish effective policies for the school system.
2. Make decisions on policy matters only after full discussion at publicly held board meetings.
3. Periodically review and evaluate the effectiveness of policies on school system programs and performance.

### **Domain V: Board Meetings**

1. Attend and participate in regularly scheduled and called board meetings.
2. Be informed and prepared to discuss issues to be considered on the board agenda.
3. Work with other board members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during the discussion and resolution of issues at board meetings.
4. Vote for a closed executive session of the board only when applicable law or board policy requires consideration of a matter in executive session.
5. Maintain the confidentiality of all discussions and other matters pertaining to the board and the school system during executive session of the board.

6. Make decisions in accordance with the interests of the school system as a whole and not any particular segment thereof.
7. Express opinions before votes are cast, but after the board vote, abide by and support all majority decisions of the board.
8. Refrain from holding “parking lot” meetings; that is, refrain from discussing school business or board items before or after the actual board meeting, unless the entire board is participating. Any gathering of three or more board members to discuss school business shall constitute a board meeting and may not be held without proper notice.

#### **Domain VI: Personnel**

1. Support the employment of persons best qualified to serve as employees of the school and insist on regular and impartial evaluations of school staff.
2. Comply with all applicable laws, rules, regulations, and all board policies regarding employment of family members.
3. Not engage in any direct instruction, training, or discipline of any employee of the school without express school board approval.

#### **Domain VII: Financial Governance**

1. Refrain from using the position of board member for personal or partisan gain or to benefit any person or entity over the interest of the school.
2. Support and encourage the board's decisions to remain financially solvent and fiscally responsible.

#### **Conduct as Board Member**

1. Devote sufficient time, thought, and study to the performance of the duties and responsibilities of a member of the board. This includes but is not limited to reading the Board Orientation Manual.
2. Become informed about current educational issues by individual study and through participation in programs providing needed education and training.
3. Communicate in a respectful and professional manner with and about fellow board members.
4. Take no private action that will compromise the board or school system administration.
5. Participate in all required training programs developed for board members by the board or the State Board of Education. This includes but is not limited to reading the Board Orientation Manual and the USOE's Governing Board Training (GBOT).
6. At the inception of each board member's term, file with the Timpanogos Academy CAO a written statement certifying that he or she is in compliance with this Code of Conduct for school board members.
7. Agree to and make reasonable efforts to follow the Robert's Rules of Order when conducting business at school board meetings.

#### **Conflicts of Interest**

1. Announce all conflicts and potential conflicts of interest as defined ~~in the board's conflict of interest policy~~ by board policy before board action is taken.
2. Comply with the board's conflict of interest policy and all applicable laws.

I certify that I have read and will comply with the Timpanogos Academy code of ~~ethics and personal~~ conduct for school board members. Failure to abide by these standards may result in dismissal from the school board in accordance with Timpanogos Academy Bylaws.

Signature\_\_\_\_\_

Date\_\_\_\_\_