

Policy 209 Code of Ethics



HEARTLAND LAKES COMMUNITY SCHOOL EXISTS TO EMPOWER SCHOLARS TO:
BRAVELY LIVE THEIR TRUTH,
TO BECOME WISE STEWARDS OF THE LAND AND RESOURCES
AND TO IGNITE LASTING CURIOSITY THAT LEADS TO POSITIVE CHANGE IN THEIR SCHOOL, THEIR COMMUNITIES, AND THEMSELVES.

Adoption:	January 22, 2024
Revision History	
Last Board Review: January 22, 2024	
Next Board Review: June 2025	
Review Frequency: Annually (June school board meeting)	

I. PURPOSE

The purpose of this policy is to assist the individual Heartland Lakes Community School (HLCS) Board members in understanding their role as part of a School Board and in recognizing the contribution that each member must make to develop an effective and responsible School Board.

II. GENERAL STATEMENT OF POLICY

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

A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:

1. Attend School Board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other School Board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the School Board, even if my position concerning the issue was different.

6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a School Board member.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the School Board as a whole, is to see that the school is properly run – not to run them myself.
5. Work through the Director – not over or around the Director.
6. Delegate the implementation of School Board decisions to the Director.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights 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. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in School Board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity, unless duly authorized to do so, to the School Board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Insist that business transactions of the school district be ethical and open.

E. IN WORKING WITH THE Director AND STAFF, I WILL:

1. Hold the Director responsible for the administration of the school district.
2. Give the Director authority commensurate with his or her responsibilities.
3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the Director in hiring all employees.
5. Participate in School Board action after considering the recommendation of the Director and only after the Director has furnished adequate information supporting the recommendation.
6. Insist the Director keep the School Board adequately informed at all times.
7. Offer the Director counsel and advice.
8. Recognize the status of the Director as the Chief Executive Officer and a non-voting, ex officio member of the School Board.
9. Refer all complaints to the proper administrative officer. See HLCS Policy 103 – Complaints.
10. Provide support for the Director so he/she may perform his/her proper functions on a professional level.
11. Except for participation in School Board deliberation about whether the Director has achieved any reasonable interpretation of School Board policy, School Board members will not express individual judgments of performance of employees or the Director.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my 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.
4. Recognize that school district business may be legally transacted only in a meeting of the School Board.
5. Avoid conflicts of interest and refrain from using my School Board position for any 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.

III. REVIEW OF POLICY

School Board members will annually review this policy at its organizing meeting held in June. School Board members will sign the attached document acknowledging receipt of the policy and be attached once signed.

Note: The applicability and enforceability of this policy 209 is limited to, and qualified by, Minnesota or Federal law that, at the time any such circumstance within the scope of the policy arise, may be contrary to some aspect or all of the policy.

We, the undersigned, as School Board members of Heartland Lakes Community School, have read and acknowledge the receipt of HLCS Policy 209 – Board Member Code of Ethics for the Fiscal Year (FY) _____ – _____.

Board Chair (printed name)

Board Chair (signed name)

Board Vice Chair (printed name)

Board Vice Chair (signed name)

Board Secretary (printed name)

Board Secretary (signed name)

Board Treasurer (printed name)

Board Treasurer (signed name)

Board Director (printed name)

Board Director (signed name)

Board Director (printed name)

Board Director (signed name)

Board Director (printed name)

Board Director (signed name)

Board Director (printed name)

Board Director (signed name)