

## **1.7 Board Conduct Policy**

The Board of KC International Academy adopts the following policy, effective on the date of adoption by the Board.

### **SECTION 1.7.1. Board Authority Over Individual Authority**

SECTION 1.7.1.1. Authority of the board rests only with the board as a whole and not with any individual board member unless expressly provided for in the board's by-laws and/or through board resolution. As such, each member shall act accordingly.

SECTION 1.7.1.2. The board vests authority for management of the school in the [School Leader/other title/management organization] and in good faith, shall not undermine the authority of the [School Leader/other title/management organization] or intrude into responsibilities that appropriately belong in the scope of management, including, but not limited to such functions as hiring, transferring, or dismissing employees.

SECTION 1.7.1.3. The board shall make reasonable efforts to keep the [School Leader/other title/management organization] informed of concerns or specific recommendations that any member of the board may bring forth to the board as a whole or a committee of the board.

SECTION 1.7.1.4. The board shall honor the established protocols and policies related to student, parent, or staff grievances.

### **SECTION 1.7.2. Duties and Responsibilities**

SECTION 1.7.2.1. Board members agree to communicate on board related correspondence in a timely manner. For the purposes of this policy, "timely manner" is defined as no more than 24 hours.

SECTION 1.7.2.2. Board members shall reflect through their actions that their first concern is for the welfare of the students served by the school.

SECTION 1.7.2.3. Each member shall work diligently to uphold the mission of the school, to be an ambassador in the community for the school, and support the appropriate and efficient use of resources, including financial and human capital.

SECTION 1.7.2.4. Each board member shall uphold and enforce laws, rules, regulations, and other mandates pertaining to public charter schools.

### **SECTION 1.7.3. Accountability to Stakeholders and Community Relations**

SECTION 1.7.3.1. Board members shall at all times maintain transparency in matters protected by law and shall endeavor to provide information in a timely, concise, and relevant manner to all stakeholders.

SECTION 1.7.3.2. Each board member shall be a positive ambassador for the school in the community and shall seek partnerships that enhance the school's programs, services, and resources.

SECTION 1.7.3.3. Board members shall regularly and systematically communicate information to stakeholders including, but not limited to academic achievement and fiscal health of the school.

SECTION 1.7.3.4. Board members shall, in a timely manner, communicate to the board or the Superintendent expressions of public reaction to board policies and school programs.

#### **SECTION 1.7.4. Policy Development**

SECTION 1.7.4.1. Board members shall regularly review and revise policies that improve the programs, services, safety, and practices of the school.

SECTION 1.7.4.2. Each board member shall make policy related decisions only after full discussion at publicly held board meetings following an established policy or procedure formally adopted by the board.

#### **SECTION 1.7.5. Board Meetings**

SECTION 1.7.5.1. To ensure proper execution of duties and active engagement in the work of the board, board members shall attend no less than 75% all board meetings and functions sponsored by the board.

SECTION 1.7.5.2. To ensure proper execution of duties and active engagement in the work of the board, board members shall attend all meetings fully prepared to actively discuss and deliberate on matters requiring board attention or resolution. This extends to fully reviewing all documentation provided in advance of board meetings including meeting agendas, minutes, and attached documentations supporting board discussion or action.

SECTION 1.7.5.3. Board members shall work in a spirit of harmony and cooperation in spite of differences of opinion or philosophy that may arise during discussion and resolution of issues.

SECTION 1.7.5.4. Each member shall comply with the provisions of the Sunshine Law related to participating in executive/closed sessions.

SECTION 1.7.5.5. Board members shall maintain confidentiality of all discussions and other matters pertaining to board business during executive sessions of the board or related to matters or information protected by law.

SECTION 1.7.5.6. Each member shall in good faith make decisions to further the greater good as opposed to any particular segment or group.

SECTION 1.7.5.7. Each board member shall engage fully in discussion prior to casting a board vote and shall vote only on matters where the member has full understanding and adequate and appropriate information to make an informed decision.

SECTION 1.7.5.8. After casting a vote on any issue, each member agrees to abide by and support all majority decisions of the board.

#### **SECTION 1.7.6. Personnel**

SECTION 1.7.6.1. Board members shall only consider employment of personnel after receiving and fully considering the recommendation of the Superintendent.

SECTION 1.7.6.2. Consideration for employment of the Superintendent shall be made based on the needs and interests of the school. Decisions shall be made based on qualifications, experience, philosophy, verifiable performance, and fiscal feasibility related to compensation. All hiring decisions shall be made in accordance with the Equal Opportunity Employment Act and any policies of the board and shall not be made based upon race, gender or national origin or other factors prohibited by law.

SECTION 1.7.6.3. Board members shall ensure regular and impartial evaluations of all staff and the appropriate supervisor or supervising body shall provide timely, written feedback related to formal evaluations.

#### **SECTION 1.7.7. Financial Governance**

SECTION 1.7.7.1. Board members shall refrain from and guard against use of any board member for personal or partisan gain or to benefit any person or entity over the interest of the school. Such gain refers to more than nominal or incidental amounts which would tend to impair or hinder independent judgment or action in the performance of official duties.

SECTION 1.7.7.2. Each board member shall be provided and regularly review financial information to ensure proper stewardship of public funds related to appropriate, efficient, and responsible use. In addition, each member shall carefully protect and monitor the fiscal health of the school and support actions that ensure sustainability of the school.

#### **SECTION 1.7.8. Board Member Conduct**

SECTION 1.7.8.1. Each board member shall conduct him or herself publicly in a manner befitting a public official and shall remember that personal actions and behavior reflect upon the school.

SECTION 1.7.8.2. Members shall communicate with fellow board members, staff, parents, and community members in a respectful, professional manner at all times.

SECTION 1.7.8.3. Each member shall refrain from any private action that would compromise the integrity, honor, function, or reputation of the board or the school.

SECTION 1.7.8.4. Every member of the board shall annually file a written statement acknowledging that he or she is in compliance with this Code of Ethics and supports the responsibilities of board service.