

## Board Operations

### Board Members

#### Code of Ethics

As representatives of the citizens in the Watertown Unified School District, Board of Education members are responsible for serving the best interests of the students in its community. In order to best do this, the Board of Education will abide by the following Code of Ethics:

Honor and comply with all national, state and local laws and regulations, including:

- Understanding and following open meeting laws as set forth in Chapter 19.81 to 19.98 in Wisconsin statutes.
- Adhering to meeting agendas for open and closed sessions.
- Complying with Code of Ethics for local government officials as set forth in Chapter 19.41 to 19.59 in Wisconsin statutes.

Encourage the open-minded exchange of ideas and opinions in a conscientious, courteous manner among fellow Board members, District personnel, and community members, including:

- Valuing opinions of others.
- Providing adequate time for expression of opinions.
- Respecting the rights of others to disagree.
- Following parliamentary procedure.

Build relationships through open, direct communication as part of the educational team and as leaders responsible to the community, including:

- Being factual in sharing information.
- Being consistent in communicating with all groups.
- Being specific in sharing community feedback.
- Honoring confidentiality.

Model integrity in the performance of Board duties and responsibilities by:

- Supporting the prevailing action of the Board regardless of individual vote.
- Voting on all issues unless a conflict exists.
- Declaring a conflict of interest when one exists.
- Addressing and promoting genuine interests rather than personal agendas.
- Refraining from using Board position for personal advantage.
- Refraining from conducting Board business outside of posted meetings.

Be accountable for guiding and supporting the policy decision-making process that impacts students, staff and the community, including:

- Avoiding micromanaging District operations.
- Attending all regular Board meetings insofar as possible.
- Being prepared for meetings
- Asking for additional information if needed

- Ensuring that all Board members have the benefit of each other's opinions through public discussion of issues prior to voting.
- Making decisions based on factual information.
- Refusing to surrender independent judgment to individuals, special interest, partisan or political groups.
- Adhering to professional Board decorum.
- Understanding and working within the District's organizational structure.

Strive for continuous improvement by:

- Providing adequate opportunities for new Board member orientation.
- Participating in Board development activities.
- Working towards fulfillment of the District's Strategic Plan.
- Devoting time, thought, and study to the duties and responsibilities of a Board member, in order to render effective and creditable service.
- Welcoming and encouraging active cooperation by citizens, organizations and the media, with respect to establishing policy or future developments.
- Insisting on regular and impartial evaluation of all staff.
- Participating in Board self-evaluation process.

Adhere to the process for addressing Board Member violations:

- Any Board Member(s) may seek remedy by presenting the President of the Board with notification of the alleged violation.
- A conversation, in a private setting, will be held between the offending Board member, Board President and Superintendent.
- Public censure of the offending Board member and/or removal of the Board member from committee assignments may occur based on the determination of the Board.
- If the Board President is the offending member, the above process shall be deferred to the Board Vice President.

**Policy Approved: December 18, 1985**

**Policy Revised: April 30, 2009  
June 28, 2010  
December 16, 2013  
December 18, 2017**