

**Woodbury Leadership Academy
Board of Directors Code of Ethics**

Purpose: The purpose of this document is to assist WLA Board of Director members in recognizing the role of individual Board of Director members and the contribution that each must make to develop an effective and responsible Board of Directors.

Each WLA Board of Director member shall follow the code of ethics stated below.

- A. As a member of the WLA Board of Directors that person will:
1. Listen.
 2. Recognize the integrity of predecessors and associates.
 3. Appreciate the merit of their work.
 4. Be motivated by a desire to serve the students and families of the school.
 5. Attempt to be informed on the proper duties and functions of a Board of Director member.
 6. Recognize that it is a responsibility, together with other Board of Director members, to see that the school is properly run by qualified administrators.
 7. Work with the administration employees of the Board of Directors – not over or around them.
 8. Recognize that Board of Directors business may be legally transacted only in an open meeting of the Board of Directors and must follow all requirements of MN Open Meeting Law.
- B. In performing the proper functions of a Board of Director member that person will:
1. Adhere to education policies unless necessity requires otherwise.
 2. Meet the legal responsibility as part of a policy forming body and not as an administrative officer.
 3. Act as a trustee of public education and protect, conserve, and advance its progress.
- C. To maintain relations with other members of the Board of Directors that person will:
1. Respect the right of others to have and express opinions.
 2. Recognize that authority rests with the Board of Directors in legal session – not with the individual members of the Board of Directors except as authorized by law.
 3. Make no disparaging remarks, in or out of Board of Director meetings, about other members of the Board of Directors, Administration, Staff or their opinions.
 4. Make decisions in Board of Director meetings after all sides of debatable questions have been presented.
 5. Delegate details of Board of Directors action to administrative employees.

6. Insist that special committees be appointed to serve only in an advisory capacity to the Board of Directors
- D. In meeting the responsibilities to the stakeholders that person will:
1. Attempt to appraise both the present and future educational needs of the school.
 2. Attempt to obtain adequate financial support for the school.
 3. Interpret the needs and attitudes of the stakeholders and translate them into the educational program of the school.
 4. Consider it an important responsibility to interpret the educational program of the school as it relates to the needs of the community.
 5. Insist that business transactions of the school be on an ethical, open, and above board basis and not place the school in undue financial risk for gain.
- E. In working with the executive director/administration and staff that person will:
1. Hold the executive director responsible for the administration of the school.
 2. Give the executive director authority commensurate with the responsibility.
 3. Assure that the school is administered by the best professional personnel available.
 4. Consider the recommendation of the executive director in the appointment of all employees.
 5. Participate in Board of Director action after considering the recommendation of the executive director and only after the executive director has furnished adequate information supporting the recommendation.
 6. Expect the executive director to keep the Board of Directors adequately informed at all times through both oral and written reports.
 7. Spend adequate time in Board of Directors meetings setting educational policies.
 8. Give the executive director counsel and advice when requested.
 9. Recognize the status of the executive director as an ex officio member of the Board of Directors
 10. Refer all complaints to the proper administrative representative or insist that they be presented in writing to the whole Board of Directors.
 11. Present any personal criticisms of employees to the executive director unless they involve the executive director and then in such case may present to the Board Chair.
 12. Provide support for the executive director and employees of the school so they may perform their proper functions on a professional level.
- F. In fulfilling the legal obligations as a Board of Director Member that person will:
1. Comply with all federal, state, local laws, and school requirements relating to work as a Charter School Board of Directors.

2. Comply with all school policies as adopted by the Board of Directors
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over the school.
4. Recognize that official school business may be legally transacted only in an open meeting of the Board of Directors
5. Avoid conflicts of interest and refrain from using the position for personal gain.
6. Take no private action that will compromise the school, Board of Directors or administration.
7. Guard the confidentiality of information that is protected under applicable law or rule