

Moscow Board of Trustees  
Code of Ethics/Operating Procedures  
*Pride of the North*

**The Mission ~ “The Moscow School District commits all assets, facilities, time and energy to provide students with the tools needed to become positive members of society”.** To which stands that:

For the purpose of promoting, maintaining and enhancing teamwork among the members of the Board of Trustees and between the Board and Administration, we, the members of the Moscow School District Board of Trustees publicly commit ourselves collectively and individually to an adopted set of Code of Ethics/Operating Principles. We also believe that the manner in which we conduct our business sets an example and a standard for the staff, students, parents and community. Thus, we commit to model the practices outlined in the Code of Ethics/Operating Principles:

1. The Board of Trustees, as stewards, will represent the needs and interests of ALL the children of our school district. Their educational welfare is the Board’s greatest concern;
2. The Board, as stewards, will represent the needs and interests of ALL the patrons of our school district and will be good stewards of tax dollars;
3. The Board respects the right of the public to be informed about district decisions and school operations;
4. The Superintendent is the Chief Executive Officer of the District. He/she is to advise the Board, provide recommendations, and propose options on matters pending before the Board. The Superintendent shall be present at all meetings, except when the Board is considering the superintendent’s evaluation, contract or salary;
5. The Board will establish the vision, adopt and revise policy, and assume accountability after full discussion at publicly held board meetings, recognizing that authority to administer policy and manage the schools rests with the Superintendent;
6. The Board, with input of the Superintendent, will set clear goals for the school district;
7. The Board Chair or designee is the Board spokesperson, and the Superintendent or designee is the school district spokesperson;
8. The Board Chair, Vice-Chair, and Superintendent jointly set meeting agendas;
9. Board members will do their homework, be on time, attend all regularly scheduled sessions, give notice if members have a need to be absent, and make diligent effort to participate in all local and state board training opportunities;
10. Board members will keep abreast of educational trends, research and best practices through individual study, and participate in programs which provide educational information;
11. Individual Board members understand that the Board makes decisions as a team. Individual Board members may not commit the Board to any action unless so authorized by official board action;
12. The Board recognizes that the Board must comply with the Idaho Open Meeting Law and only has authority to make decisions at official board meetings;
13. The Board recognizes that decisions are made by a majority vote. Once a decision is made, all Board members will support that decision;
14. The Board will conduct a yearly self-evaluation and promptly address individual problems which limit teamwork, thus being in conflict with the Code of Ethics/Operating Principles;

15. Board members will give staff the respect and consideration due skilled, professional employees and support the employment of those best qualified to serve as district staff, while insisting on regular and impartial evaluation of all staff;
16. The Board will lead by example. We agree to avoid words and actions that impact people negatively and personally. Prior to making decisions, we encourage debate and the discussion of differing points of view, in a safe, open, honest, and respectful environment;
17. Communication between staff and the Board is encouraged. However, requests made of individual Board members or of the Board as a whole are to be directed to the Superintendent;
18. All staff and student personnel complaints and criticisms received by the Board, as a whole or the individual members, will be directed to the Superintendent;
19. The Board understands the chain of command and shall refer problems or complaints to the proper administrative office while refraining from communications that may create conditions of bias should a district concern ever rise to the attention of the board as a hearing panel;
20. The Board will consider available facts, research, best practices, cost implications, input from administration, staff and the public, and individual judgment in its decision making process;
21. Prior to making a decision that the Board identifies as having major impact on students, staff and/or patrons, the Board will accept public input at board meetings as indicated on the agenda;
22. Board members are to refrain from using the Board position for personal or family gain or prestige. We agree that any Board member having any conflict of interest with an agenda item must declare that conflict prior to Board action;
23. When Board members are involved to serve on various committees as a representative of the Board, their role shall be defined by the Board;
24. Surprises to the Board or the Superintendent will be the exception, not the rule. We agree to ask the Board Chair or the Superintendent to place an item on a future agenda rather than bringing an item up unexpectedly at a meeting. Board members having personal criticism of district operations are to present that criticism to the Superintendent at a time other than a Board meeting;
25. To be efficient and effective as a Board of Trustees, long Board meetings will be avoided. If a Board member needs more information, either the Superintendent or Board Chair is to be contacted before the meeting. Public comment will be encouraged as a component of Board meetings under public comment. Appropriate protocol for public comment will be consistently practiced;
26. The Board will debate or speak only to the issues noted on the agenda. Facts and information needed from the administration will be referred to the Superintendent;
27. Executive sessions will be held only when specific needs arise. Board members must adhere to confidentiality in regard to executive sessions realizing the legal ramifications of outside communication from these sessions;
28. Work sessions may be scheduled for in-depth discussion on one or more topics.



Approved: 7/26/16  
Date

Gregory Bailey  
Dr. Gregory Bailey  
Superintendent of Schools

Jim Frenzel  
Dr. Jim Frenzel  
Trustee, Zone 1

Eric Torok  
Mr. Eric Torok  
Trustee, Zone 2

Kimberly Garland Campbell  
Dr. Kim Campbell  
Trustee, Zone 3

Dawna Fazio  
Mrs. Dawna Fazio  
Trustee, Zone 4

Martha Schmidt  
Mrs. Martha Schmidt  
Trustee, Zone 5

Adopted by Board of Trustees

On 7/26/16  
Date