



Merit Preparatory Academy Board Member Code of Conduct Policy

References: R277-316

PURPOSE

The *Merit Preparatory Academy Board of Trustees* has established this policy to provide professional conduct expectations for Board members in order to cultivate and sustain positive Board culture. This policy is not intended to override any applicable laws or administrative rules, Board bylaws, or to limit the duties, obligations or legal requirements with which the Board or its members must comply.

POLICY

I. Statement of Expectation:

Board members are expected to exercise the duties and responsibilities of their positions with integrity, collegiality, and care. Board members are expected to adhere to a high standard of ethical conduct and to act in accordance with the Board's Mission, Vision, and Core Values. Unethical actions, or the appearance of unethical actions, are not acceptable.

II. Conflicts of Interest:

No Board member shall derive any personal profit or gain, directly or indirectly, by reason of his/her service on the Board. It is expected that Board members will conduct their personal affairs in such a manner as to avoid any possible conflict of interest with their duties and responsibilities as members of the Board. Nevertheless, conflicts may arise from time to time. Those conflicts are to be disclosed at the earliest opportunity and handled as outlined in the Board's bylaws.

III. Advocating for the Board Member's Own Student:

Board members are encouraged to advocate for their students in fulfilling their role as a parent. When doing so, members should clarify their role with the school community member before interactions begin. Communication should follow the process that all other parents would use when communicating with individuals at the school. As in all interactions between a Board member and a member of the school community, respect and appreciation should be paramount.

IV. Meeting Preparation:

Board members are expected to prepare in advance for each meeting by carefully reviewing all materials provided in the board packet and, if needed, request clarification of materials in advance of the meeting.

V. Confidentiality:

Board members are reminded that confidential matters may be included in Board materials or discussed from time to time. Board members are not to disclose such confidential information outside of appropriate board discussions.

VI. Active Participation:

Board members are to make attendance at all meetings of the Board a high priority. It is expected that Board members actively contribute to the discussions. Board members should be fully engaged and attentive during board meetings.

VII. Professional Conduct:

Board members are expected to conduct themselves in a civil and professional manner. They are expected to be courteous and respectful of the opinions of fellow Board members, leaving personal prejudices out of all board discussions. Board members should not advocate for a position intended to benefit their personal interests, or the interests of others associated with the Board member.

VIII. Public Presentation:

When representing the Board, members are expected to do so in a positive and supportive manner at all times. Statements made by Board members may be perceived as the Board's opinion, as a result, Board members should not gossip about individuals or situations. Board members' public assessment of the Director's performance should be relentlessly upbeat, no matter the Board member's private thoughts or feelings. Should a discussion regarding personnel issues be needed, such discussions should be held in a closed, executive session of the board.

Members may never exercise, nor imply, authority as a board member except when acting as a whole, governing body or when on assignment as delegated by the board president.

IX. Transparency:

Decisions are to be made and discussed during public board meetings in accordance with the Open and Public Meetings Act. Board members are expected to foster open, honest, respectful and effective dialogue in their communication with each other and other members of the school community.

X. Thoughtful and Deliberate Votes:

The Board should be able to defend all actions, and Board members are expected to be able to provide a clear rationale for their individual votes. Once a decision has been voted on by the Board of Trustees, members unanimously support the course of action.

XI. Governance vs. Management:

The Board has the responsibility to provide strategic vision and financial oversight for the school; establish effective policies and revise those policies from time to time, to ensure that the Board's objectives and goals are achieved; hire the Director and hold him or her accountable for the academic success of the students and adherence to the mission, vision, policies and purposes of Merit Academy. In support of the leader chosen for the school, concerns brought to the board should be addressed by following the board's "Conflict Resolution Policy".

XII. Background Checks:

Board members must submit to a background check with ongoing monitoring. When members first join the board, they should contact the school's finance secretary. A form will be provided and must be filled out and turned into the Bureau of Criminal Identifications (BCI). The BCI will conduct the check and provide ongoing monitoring and information to the school.

Reviewed and approved: 3/19/25