

BB 9271 CODE OF CONDUCT

This code of conduct expresses the personal ideals which the School Board believes should guide each School Board member's activities.

In all actions as a School Board member, the member's first commitment is to the well-being of our youth. His/her primary responsibility is to every student in the District.

The Anchorage School Board adopts the following Code of Conduct to promote ethical, businesslike and lawful conduct, including appropriate use of authority and decorum while serving as an elected Board Member.

This Code of Conduct applies to relationships and interactions among and between Board Members as well as between Board Members and the students, parents, community, stakeholder groups, Superintendent and staff.

1. An individual Board Member has the right to:
 - a. receive information provided to the School Board;
 - b. attend and participate in board and committee meetings (regular committee, ad hoc committee, work sessions, executive sessions, regular board meetings, special board meetings and retreats); and
 - c. vote at regular board meetings and special board meetings, in accord with School Board policy and the Code of Ethics. Board members who are elected officers of the Board may have additional rights as outlined in the Code of Conduct, School Board policy and law.
2. Board Members will act in the best interest of the Anchorage community, representing them honestly and equally, and avoiding conflicts of interest with other Board Members, friends and family, staff, students, businesses, vendors, other organizations, and special interests.
 - a. Board Members should understand that conflict of interest or perception of conflict of interest undermines public trust. They will disclose any conflict of interest pursuant to Board policy, Alaska Public Offices Commission (APOC) rules, and the Municipality of Anchorage (MOA) Code of Ethics.
3. Board Members will work with other Board Members with a sense of purpose to establish appropriate Board policies and to conduct the business of the Board and the Anchorage School District (ASD) in a professional and collegial manner. The Superintendent is responsible for managing all ASD operations and staff under the general direction of the Board.
4. Board Members will take no individual action that could compromise the Board, the Superintendent or the ASD.
5. Board Members will attend Board Meetings informed of the issues to be presented and properly prepared for discussion and deliberation. Additionally, Board Members will model continuous learning and improvement, self-reflection, and good governance at each Board Meeting.
6. Board Members will not misrepresent official Board decisions, recognizing that the Board has an official position after a decision has occurred, and no Board Member will attempt to exercise individual authority over the organization or represent individual views as those of the Board.
7. Board Members will maintain the confidentiality of any and all confidential/protected information provided to them in Executive Session of the Board, until such information is disclosed as required by law, recognizing that each Board Member has been placed in a position of trust by the community and constituents who reside within the boundaries of the ASD.
8. Board Members will work to maintain open, effective, and decorous communication among the Board Members, with the Superintendent, staff and with the community, in order to promote the accomplishment of ASD goals.
9. Board Members will strive for a positive working relationship with the Superintendent, respecting the Superintendent's role in advising the Board, implementing Board policy, and operating the ASD.
10. Board Members will insist upon continuous and systematic monitoring and evaluating of ASD performance on Board goals and the strategic plan.
11. Board Members will work to build a common vision and consensus among all community groups and organizations.
12. Board Members will hold themselves and other Board Members accountable for complying with this Code of Conduct.

These Board Procedures are provided to outline the behaviors and processes by which the Code of Conduct may be adhered. As situations occur that require clarification as to appropriate Board Member behavior, additional procedures may be adopted by the Board.

Board Member Requests to Administration on Non-Agenda Items

13. A Board Member will direct requests for information that are not readily available by ASD staff or of a confidential nature to the Superintendent and Board President.
14. Information requested by one Board member that is relevant to the entire Board will be provided by the Superintendent or the Board Secretary to all Board Members.
15. If the requested information requires significant staff time or cost, and the Board Member wishes to proceed, the request will be placed on the agenda as a Request For Information (RFI) at the next regular Board Meeting to determine the

Board's desire for the information.

16. If the Board determines to proceed with the request for information, it will determine with the Superintendent an appropriate timeline and means for presentation of the information to all Board Members. That determination will be made at the same meeting that the Board directs the development of the requested information.

Communication Between the Board and Superintendent

17. The Superintendent will communicate with all Board Members regularly via the Superintendent Update with information that will include, but not be limited to:
 - a. Supplemental information, including information as to ASD and community events and staff, student and school commendations;
 - b. Progress reports: ASD goals, Board directives, and other information timely and relevant;
 - c. Board agendas and support materials as requested or required including upcoming draft agendas and the current RFI log; and
 - d. Information or reports requested by a Board Member.

If a topic otherwise appropriately included in the Superintendent Update is confidential by law, that matter or matters will be separately conveyed by the Superintendent in a communication deemed "confidential" as the subject.

18. The Superintendent will communicate requested information to all Board Members in a reasonable time that does not interfere with the regular conduct of ASD business.
19. Board Members may communicate with other individual Board Members or the Superintendent for the purposes of asking clarifying questions, providing clarifying information or socializing under circumstances that do not violate the Alaska Open Meetings Act (OMA).
20. Board Members who wish to share information relevant to ASD business or issues before the Board may relay the information to the Board President or Superintendent for placement on the Board Agenda or, if appropriate, distribution to all Board members in the Superintendent Update.
21. The Superintendent will release significant information including news releases to the Board Members as expediently as possible.

Communication Between the Board and ASD Staff

22. Recognizing that Board Members may be approached by staff members and, at times, requests will be made that the conversations be "off the record", Board Members will:
 - a. Board Members will not disclose confidential information and limit disclosing information that is not publicly available, recognizing that the identity of individuals may need to be disclosed when it is necessary, e.g., legal compliance.
 - b. Listen politely and respectfully, but not make promises about actions to be taken.
 - c. Keep the Superintendent informed as to the issue when it represents a significant concern to the ASD, though not always identifying who provided the information.
23. Communication pertaining to criminal, health or safety issues will be referred to the appropriate authorities or staff for action.
24. Board members may request information from ASD staff that is readily available. If the information is not readily available, the staff may refer the request to the Superintendent as a Request for Information (RFI).

Communication between the Board and Community

25. Board Members are encouraged to participate in community activities as liaisons between the community and the ASD. When doing so, Board Members are expected to:
 - a. Listen politely and respectfully, but not make promises about actions to be taken.
 - b. Relay information about the ASD in a truthful manner.
 - c. Refer questions about specific ASD activities or issues to the Superintendent, the appropriate staff person or spokesperson when the Board member does not know the answer.
26. The Board encourages community input. Communication pertaining to criminal, health or safety issues will be referred to the appropriate authorities and/or Superintendent or staff for action.
27. A Board Member's written responses to the community will be copied to the Board Secretary and the Board President.
28. The Board President is appointed to speak to the media and public on behalf of the Board and will represent the majority consensus of the Board.
29. In speaking as an individual, each Board Member should:
 - a. Clarify that he/she is speaking as an individual and not for the entire Board. Board members have no individual authority to commit the District to any policy, act or expenditure.
 - b. Inform media representatives of any position or action that the Board has officially taken related to the issue in

question.

Board Member Responses to Complaints

30. Board Members will listen respectfully and remain impartial.
31. When appropriate, Board Members will ask if the complainant has followed the ASD's procedures and/or chain of command per BP 1312, and the Citizen Complaint Form found on the ASD website.
32. Board Members will inform the Superintendent of the nature of the complaint.

Citizen Complaint Procedure:

Directions, policies and procedures related to citizen complaints against employees are handled in accord with BP 1312 and the Citizen Complaint Form and related information on the ASD website.

Board Member School Visits

33. Board Members are encouraged to visit any school, particularly those in the rotating area of the ASD each Member represents.
34. Board Members must check in at the school office in accord with ASD guidelines, and must have their identification badge visible.
35. Board Members will not interrupt scheduled learning periods or interfere with the learning process.
36. Board Members will not assume a supervisory role with staff or students.
37. These Board Member school visit procedures do not pertain to Board Member visits as a parent, as a spectator to school events or other events open to the general public.

Email Protocol

38. Procedure
 - a. The Board President will answer or route emails received by the Board to the Superintendent and individual Board members for response, or may designate the School Board Secretary to do this on his or her behalf.
 - b. Responses to emails which Board Members choose to answer will be copied to the Board President, Superintendent and the Board Secretary.
 - c. These email protocol procedures do not limit the ability of an individual Board member to respond to community members, but ensures that each community member receives a timely response.
 - d. The Board Secretary will keep a record of email receipt, response and responder's name and will share that record with the Board Members on a periodic basis to ensure community members have received a response.
39. Board Members must always recognize that all email responses are subject to the public records law, although some information may fall within exceptions to disclosure under the law.
40. Board Members retain the right to respond to emails as an individual but must understand that such communication may be interpreted by the reader as being an "official" statement of the Board. The member should:
 - a. Clarify that he/she is responding as an individual and not for the Board.
 - b. Remind the reader of any position or action the Board has officially taken on the subject.
41. Board Members may choose to share individual emails and their responses with other Board Members if:
 - a. The email is not of a personal or confidential nature.
 - b. The sharing of the email or related communication does not violate the Alaska OMA.

If a Board Member receives an email which he or she perceives to be of a threatening nature, he or she will forward the email to the Superintendent and authorities for action.

Meeting Procedures, Preparation of the Agenda

42. The creation of Board Meeting Agendas is the sole responsibility of the Board and coordinated by the Board President. The Board President will work with the Superintendent to determine any items that the Administration would like to be placed on the agenda. The draft agenda does not become the Agenda until it is approved by the Board.
43. Any Board Member may make a request to the Board President that a subject be included on an agenda for a meeting. If two or more Board Members concur, that request will be forwarded in writing to the Board President and copied to the Board Secretary and Superintendent no less than nine (9) business days prior to the regular Board Meeting. The Board President will ensure that any topics the Board or individual Board Members request to be addressed will be considered.
44. No item will be placed on the regular Board Meeting Agenda less than nine (9) business days prior to a regular Board Meeting unless delay in acting or discussing the added item could seriously affect the operation of the ASD. No item should ever be placed on the Board Meeting Agenda less than seventy-two (72) hours in advance of the meeting unless an emergency or urgent public necessity exists that is exempted under the Alaska OMA.
45. The Superintendent will provide adequate documentation on each regular Board Meeting Agenda item and the information

will be relayed to Board Members at least six (6) business days prior to the meeting.

46. Board Members who require additional information about a particular regular Board Meeting Agenda item will follow the "Board Member Preparation for Meetings" procedure.
47. The Board may, by majority vote, remove an item from the Agenda if adequate documentation is not provided two (2) business days prior to the regular Board Meeting.
48. The Consent Agenda may include, but not be limited to:
 - a. Approval of Minutes
 - b. Acceptance of Grants
 - c. Approval of Gifts
 - d. Other items agreed to by the Board

Board Member Preparation for Meetings

49. The Superintendent will ensure that all necessary or requested information is supplied to the Board Members to allow for informed decisions. Agenda packets will be electronically posted and/or delivered no less than six (6) business days in advance of a regular Board Meeting.
50. Board Members will read and study the packet prior to each regular Board Meeting.
51. Board Members will submit requests for additional information or questions about regular Board Meeting Agenda items to the Superintendent (or designee) no less than four (4) business days prior to the regular Board Meeting.
52. The Superintendent (or designee) will respond to Board Member questions no less than two (2) business days prior to the regular Board Meeting. This does not ensure that the Board Member will always receive information or response to his or her question if more time is needed to generate the answer.

Board Member Participation during Meetings

53. All Board Members are expected to conduct themselves professionally during all meetings and public forums in accordance with his or her signed commitment to the Board Norms. Examples of behavior that will not be tolerated are rude remarks, interruptions, yelling, name calling and disrespectful verbal or body language.
54. If, during a meeting or public forum, any Board Member conducts himself or herself in a manner that violates the Board Norms, the Board President will first call a board recess. During the recess, the Board President will have a private conversation with the offending Board Member, in which the Board President will bring the violation of policy or decorum to the Board Member's attention and will request that the Board Member cease the behavior. If the offending Board Member continues to conduct himself or herself inappropriately, and the MAJORITY of the Board agrees, the offending Board Member may be ejected for the remainder of the meeting. If the MAJORITY of the Board does not agree to eject the offending Board Member, the Board President may adjourn the meeting.
55. Differences of opinion, if respectfully submitted, are not to be construed as unacceptable behavior but rather as alternate viewpoints on an issue, and thus should be encouraged.

Confidentiality of Executive Sessions

56. Given the legal and sensitive nature of Executive Sessions, Board Members understand that the law requires that all such meetings are strictly confidential.
57. When it is apparent to the Board that it would be in the best interest of the students, staff, community or Board to make a statement regarding anything that occurs in or results from an Executive Session, the Board President will compose an official public statement that meets with the approval of a majority of the Board. Any such statement will comply with limitations set by law.
58. If individual Board Members are pressed for information regarding Executive Sessions, that Board Member will state clearly that he or she can provide no information other than what is posted on the agenda. If pressed further, the Board Member will refer the inquiry to the Board President or the Superintendent.

Hiring of Personnel Other Than the Superintendent or Executive Secretary to the Board

59. The Superintendent shall select, appoint, and otherwise control all school district employees that serve under the Superintendent, subject to the approval of the Board.
60. Board Members, individually and collectively, will not interfere with the Superintendent supervising all subordinate employees, with the exception of actions required for compliance with the State of Alaska laws.
61. Board Members may not write letters of recommendations in support of individuals seeking employment with the ASD, or contact ASD staff to recommend applicants for employment. Board Members should encourage individuals interested in ASD employment to apply using procedures established by the ASD Human Resources Department.

Board Member Concerns About Superintendent Performance

62. If, at any time, a Board Member becomes concerned that the Superintendent may have breached any term of the

Superintendent's contract; violated a state or federal statute; violated a Board Policy or Operating Procedure; or failed within a reasonable amount of time to address a specific issue identified by a Board Member, the following process will be used:

- c. The concerned Board Member will notify the Board President. The Board President and Board Member will discuss an appropriate course of action that may include meeting with ASD legal counsel, or meeting privately with the Superintendent to discuss his or her concerns in order to resolve the issue(s). If an investigation is warranted, ASD legal counsel may be asked to direct an independent third party to conduct the investigation reporting to the Board President. The Board President will be responsible for informing the Board of the investigation results in Executive Session.
 - c. If the concerned Board Member does not feel that the resolution is satisfactory, the Board Member may request, through the Board President, that an item be placed on the next regular Board Meeting agenda as an Executive Session item, posted in accordance with the Alaska OMA.
 - d. In addition, the Board President may, of his or her own accord, place an item on a regular Board Meeting Agenda as an Executive Session item to discuss concerns about the professional performance of the Superintendent. At the discretion of the Board, the Superintendent may be invited to attend all or part of the Executive Session.
63. In the event that an Executive Session is called, the Board must listen to the concern(s) and make a determination if the issue raised justifies Board action. If the issues raised are not determined to be a cause for concern, that portion of the Executive Session will end.
64. If the majority of the Board determines that there is a violation or breach of one of the items listed in Paragraph 1 of this section, after a fair investigation the following process will be followed:
- a. The exact nature of the deficiency and findings will be documented and discussed with the Superintendent.
 - b. The Board will determine appropriate corrective actions in accordance with the Superintendent's contract. If appropriate, a plan for remediation will be developed that states the performance that must be improved, the steps to be taken to improve performance, the timelines and the possible consequences for failure to successfully complete the plan.
 - c. The Board President will monitor the plan for compliance and the results will be made part of the Superintendent's annual performance evaluation.
 - d. It will be the responsibility of the Board President to ensure that all documentation relating to verified performance accomplishments or deficiencies will be appropriately placed in the Superintendent's personnel file.

Board Member Concerns about ASD Employee Performance

65. If, at any time, a Board Member becomes concerned about the performance of an ASD employee, particularly actions which are illegal; egregious violations of Board policy; or actions which are harmful to the ASD's or Board's reputation, he or she must bring the concern directly to the Superintendent and inform the Board President.
66. Board Members must remain cognizant that ASD personnel are supervised by the Superintendent, not the Board. The one exception is the Executive Secretary to the School Board (Board Secretary) who reports directly to the Board via the Board President.
67. Board members are not permitted to direct personnel actions. The Superintendent will notify the Board of the resolution of personnel matters brought forward by the Board, to the extent allowed by policy.
68. When a Board Member has a concern about the performance of an ASD employee which relates to employee, student, Board or community safety, the Board Member will notify the Superintendent (or designee) who may notify the proper authorities.

Board Member Concerns About Board Member Conduct

69. If a Board Member believes that another Board Member has violated the Board Norms, the concerned Board Member should discuss the alleged violation with the other Board Member in private prior to taking any other action, unless the nature of the allegation requires immediate escalation to the Board President. If the Board Member is uncomfortable discussing his or her concerns with the other Board Member, the concern should be raised to the Board President for resolution.
70. If the complaint alleges violation of the Municipal Code of Ethics, the investigation may be referred to the Municipal Ethics Board who will investigate and can issue recommendations to the School Board regarding appropriate action. Alternatively, the School Board can retain the investigation functions and utilize a third-party investigator.
71. If the concerned Board Member meets with the other Board Member and remains unsatisfied that the alleged violation has been addressed, the concerned Board Member may submit, in writing, the allegation to the Board President. If the Board President is involved in the allegation, the concerned Board Member may instead submit the allegation, in writing, to the Board Vice-Chair or the next most senior Board Member not involved to serve as a facilitator.
72. The Board Members involved will conference to discuss the alleged violation. All parties are strongly encouraged not to allow any further escalation of these procedures. It is the facilitator's duty to work to avoid such escalation. The Board Member who is the subject of the complaint or concern should be notified in advance of the complaint or concern and be

given an opportunity to respond.

73. If, after the conference, the concerned Board Member remains unsatisfied that the alleged violation has been addressed, the Board President will call a special meeting of the Board to discuss the alleged violation. The Board President may call upon the ASD's legal counsel or an external legal advisor to investigate the nature of the allegation. The findings of this investigation will be presented at the special meeting of the Board.
74. If, after the special meeting of the Board to discuss the alleged violation and any investigation findings, the Board determines that disciplinary actions may be warranted, the allegation and the investigative findings will be placed on the next regular Board Meeting agenda.
75. In order for the alleged violation to be considered, one of the following motions must be made and seconded: a motion to dismiss allegations, a motion to admonish, a motion to censure, or a motion for a corrective action.
 - d. A passing motion to dismiss allegations concludes these procedures and exonerates the accused Board Member. Once a motion to dismiss allegations has passed concerning a given alleged violation, no other motions concerning that alleged violation are in order. A motion to dismiss allegations requires a majority vote to pass.
 - e. An admonition is a one-time punitive action which serves as a penalty imposed for wrongdoing but carries no fine or suspension of the rights of the Board Member as an elected official. A motion to admonish must be presented in writing and must contain the exact language of the alleged violation and the proposed admonition. A copy of the motion to admonish must be provided to the accused Board Member at least seventy-two (72) hours prior to discussion of the motion. A motion to admonish requires a majority vote to pass. Any penalty determined by the Board related to admonition requires 2/3 vote.
 - f. A censure is an action that is permanent until lifted by vote of the Board. A censure serves as a penalty imposed for wrongdoing but carries no fine or suspension of the rights of the Board Member as an elected official. A motion to censure must be presented in writing and must contain the exact language of the alleged violation and the proposed censure. A copy of the motion to censure must be provided to the accused Board Member at least seventy-two (72) hours prior to discussion of the motion. A motion to censure requires a 2/3 majority vote to pass. A motion to censure can only be lifted by a motion to dismiss allegations that occurs at least one (1) meeting after the motion to censure was passed and requires a 2/3 majority vote. Any penalty determined by the Board related to censure requires 2/3 vote.

(Ref - Municipality Of Anchorage Code of Ethics [Chapter 1.15](#))

Anchorage School District