

**DOUGLAS COUNTY SCHOOL DISTRICT BOARD ITEM**  
**BOE Meeting: May 28, 2024**

**Subject:** GP 1.8, Board Members' Code of Conduct

**Recommended Action:** The Board of Education may submit comments, ask for clarification, and request additional information to assist the Board in the compliance ruling for this policy, which will occur June 18, 2024, as recommended by Director Tim Moore, Douglas County School District Board of Education.

**Pertaining to Governance Policy:** Governance Process 1.8, Board Members' Code of Conduct. Complete GP 1.8 policy language is attached to this Board item as well.

**Background:** The Douglas County School Board is beginning a routine and systematic process of self-evaluation where it regularly reviews its Board-Superintendent Linkage and Board Process policies. The review is meant to be positive, constructive, and educational.

**Rationale/Objective:** The objective of monitoring Governance Process 1.8, Board Members' Code of Conduct is three-fold:

1. To ensure that Douglas County School District Board of Education is in compliance with this policy;
2. To hold itself accountable to the public for its performance; and,
3. To review policy wording.

**Cost/Benefit Analysis:** NA

**Alternatives:** The Board of Education may:

- a) Accept the report as is and adopt a resolution at the June 18, 2024, meeting, indicating that the Board is in compliance;
- b) Not accept the report and ask that changes to the report be made and brought back for further discussion; or,
- c) Accept the report as is and adopt a resolution at the June 18, 2024, meeting stating that the Board is out of compliance.

**Submitted by:** Director Tim Moore, DCSD Board of Education

**Date:** May 28, 2024

## ***GP 1.8 Board Members' Code of Conduct***

The Board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members.

- 1.8.1 Members must have loyalty to the entire ownership, unconflicted by loyalties to staff, other organizations, including interest or advocacy groups, citizens of a director District, membership on other boards or staffs, interest as a parent of a student in the District, and any personal interest as a consumer.
- 1.8.2 Members must avoid conflict of interest with respect to their fiduciary responsibility.
  - 1.8.2.1 There will be no self-dealing or business by a member with the organization. Members will annually disclose their involvements with other organizations, with vendors, or any associations that might be or might reasonably be seen as being a conflict.
  - 1.8.2.2 When the Board is to decide upon an issue, about which a member has an unavoidable conflict of interest, that member shall abstain without comment from not only the vote, but also from the deliberation.
  - 1.8.2.3 Board members will not use their Board position to obtain employment in the organization for themselves, family members, or close associates. Should a Board member apply for employment, he or she must first resign from the Board.
  - 1.8.2.4 Board members shall not engage in a substantial financial transaction for the member's private business purposes with the Superintendent or any executive of the District without prior Board approval.
- 1.8.3 Board members may not attempt to exercise individual authority over the organization.
  - 1.8.3.1 Members' interaction with the Superintendent or with staff must recognize the lack of authority vested in individuals except when explicitly Board authorized. The Superintendent is accountable only to the Board as an organization, and not to individual Board members. Therefore, the relationship between the Superintendent and individual members of the Board, including the President, is collegial, not hierarchical.
  - 1.8.3.2 Members' interaction with public, press, or other entities must recognize the same limitation and the inability of any Board member to speak for the Board except to repeat explicitly stated Board decisions.
  - 1.8.3.3 Except for participation in Board deliberation about whether reasonable interpretation of Board policy has been achieved by the Superintendent, members will not express individual judgments of performance of employees.
  - 1.8.3.4 Members shall not meet alone with an individual student in their capacity as Board members without obtaining written permission of the parent or guardian in advance. This restriction is not intended to prohibit a Board member from attending public meetings, performances, athletic events, graduations, visiting classrooms, or similar open events during which Board member interactions with students are expected and encouraged.
- 1.8.4 Members will respect the confidentiality appropriate to issues of a sensitive nature.

1.8.5 Board and Committee Meetings:

- 1.8.5.1 Attendance - As contemplation, deliberation, and decision-making require collaboration and participation, Board members are expected to attend Board meetings.
- 1.8.5.2 Preparation and Participation - Board members will prepare for Board and committee meetings, will participate productively in discussions, and are expected to achieve and maintain proficiency in Policy Governance.
- 1.8.5.3 Board members will keep reasonably up-to-date on changes and trends in District education by reading newsletters, journals, and other sources.
- 1.8.5.4 Board members are expected to achieve and maintain proficiency in Policy Governance.

1.8.6 Members will respect and support the legitimacy and authority of all Board decisions, irrespective of the member's personal position on the matter.

1.8.7 In the event of a Board member's suspected violation of policy, the Board will seek to resolve the matter by the following process:

- 1.8.7.1 Suspected substantial violations may only be brought forward by a member of the Board or Superintendent. Upon notification of such violation, the President shall initiate a conversation in a private setting between the member in question and the President acting as the representative of the Board. This conversation may also include, in the President's discretion, the other Board member or person who raised the question about the Board member's compliance. If the violation is by the President, the member of the Board will bring the violation to the Vice President. If President and Vice President, the member of the Board will bring the violation to the entire Board.
- 1.8.7.2 At the President's discretion, verbal or written report and recommendation of the President provided to the Board in a closed session, to the extent permitted by law, or to Board members by other means.
- 1.8.7.3 At the Board's discretion, discussion in a work session between the member in question and the full Board.
- 1.8.7.4 Public censure of the member in question where a substantial violation is found by the Board.

Date Adopted/Last Revised: 12.13.22

Date Reviewed: 05.28.24

## Memorandum

**TO:** Board of Education  
**FROM:** Director Tim Moore, DCSD Board of Education  
**DATE:** June 18, 2024  
**SUBJECT:** Monitoring Report for Governance Process 1.8, Board Members' Code of Conduct

I certify that, to the best of my knowledge, this information is accurate as of May 28, 2024

**Period Monitored:** January 1, 2023 through May 28, 2024

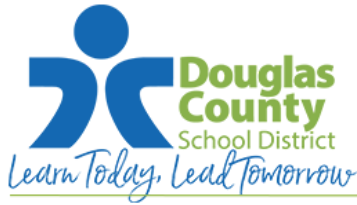
**Monitoring Report Status: Compliant**

**Evidence:** Document evidence as noted below is available through the Board Secretary or the Superintendent's Liaison to the Board of Education.

Evidence used in monitoring this policy is as follows:

- Board president discussion.
- One board member complaint issue was properly reported to the board vice president, following policy GP 1.8, and investigated in April 2023. Investigation found no sustained violation of policy GP 1.8.
- Board meeting minutes. These show no noted issues regarding board attendance.
- There have been no declared or alleged board conflicts of interest.
- Memo from the Superintendent. See attached.
- Board attendance at Colorado Association of School Boards annual training conference December 7 – 9, 2023.
- Board and Superintendent working/training retreats on 07/31/23 <https://douglas.ic-board.com/attachments/4700ed3c-98a7-4372-a36b-d5ce1a1c51ab.pdf>, 12/06/23 <https://douglas.ic-board.com/attachments/c2a48a96-2f86-462e-b6a7-eb2a61a4e6c5.pdf>, and 02/24/24 <https://douglas.ic-board.com/attachments/dd414a42-1fef-411f-b513-75faf9e54914.pdf>

**Conclusion:** To the best of my knowledge this information is accurate as of May 28, 2024. This report should reflect that the Board is in compliance with Governance Process 1.8, Board Members' Code of Conduct.



620 Wilcox Street  
Castle Rock, Colorado 80104

## Memorandum

TO: Board of Education  
FROM: Erin Kane, DCSD Superintendent  
DATE: May 24, 2024  
SUBJECT: Governance Process Monitoring, GP 1.8.3

The Board of Education followed a governance structure where, for the past year (May 24, 2023 - May 24, 2024), consistent with the provision in Governance Process 1.8.3, I did not interpret requests by individual Board members as an attempt to exercise individual authority over the organization.