

**Adoption: 27 March 2019**

**Revision History:**

27 May 2020  
25 May 2023  
27 June 2024

**Last Board Review:**

24 July 2025

**Next Board Review:**

2026-27

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**I. PURPOSE**

The purpose of this policy is to assist the individual Kaleidoscope Charter School (KCS) Board member in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

**II. GENERAL STATEMENT OF POLICY**

Each school board member shall follow the code of ethics stated in this policy.

**A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:**

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

**B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:**

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.

4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the school is properly run – not to run them myself.
5. Work through the Executive Director – not over or around the Executive Director.
6. Delegate the implementation of school board decisions to the Executive Director.

**C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:**

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of **School Board** meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

**D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:**

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Insist that business transactions of the school district be ethical and open.

**E. IN WORKING WITH THE EXECUTIVE DIRECTOR AND STAFF, I WILL:**

1. Hold the Executive Director responsible for the administration of the school district.
2. Give the Executive Director authority commensurate with his or her responsibilities.
3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the Executive Director in hiring all employees.
5. Participate in School Board action after considering the recommendation of the Executive Director and only after the Executive Director has furnished adequate information supporting the recommendation.
6. Insist the Executive Director keep the School Board adequately informed at all times.
7. Offer the Executive Director counsel and advice.
8. Recognize the status of the Executive Director as the Chief Executive Officer and a non-voting, ex officio member of the School Board.

9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command. See KCS Policy 103 – Complaints.
10. Present any personal criticisms of employees to the Executive Director.
11. Provide support for the Executive Director and employees of the school district so they may perform their proper functions on a professional level.

**F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:**

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in a meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for any personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

**III. REVIEW OF POLICY**

School board members will annually review this policy at its organizing meeting held in June. School board members will sign the attached document acknowledging receipt of the policy, which will be attached once signed.

*Note: The applicability and enforceability of this policy 209 is limited to, and qualified by, Minnesota or Federal law that, at the time any such circumstance within the scope of the policy arises, may be contrary to some aspect or all of the policy.*

**Legal References:**

Minn. Stat. § 123B.02, Subd. 1 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09 (Boards of Independent School Districts)  
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

We, the undersigned, as School Board members of KCS, have read and acknowledged the receipt of KCS Policy 209 – Board Member Code of Ethics for the Fiscal Year (FY) \_\_\_\_\_ – \_\_\_\_\_.

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Board Chair (printed name)

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Board Chair (signed name)

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Board Vice Chair (printed name)

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Board Vice Chair (signed name)

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Board Secretary (printed name)

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Board Secretary (signed name)

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Board Treasurer (printed name)

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Board Treasurer (signed name)

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Board Director (printed name)

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