

**CODE OF CONDUCT FOR  
BOARD OF EDUCATION MEMBERS**

A Board of Education member should honor the high responsibility which his/her membership demands:

1. By understanding that the basic function of the Board member is policy-making and not administration, and by accepting the responsibility of learning to discriminate intelligently between these two functions.
2. By balancing the needs of the students, staff, and the community with the basic objective being the effective education of students.
3. By accepting the responsibility along with fellow Board members to see that all necessary facilities and resources are provided for the proper functioning of the schools.
4. By representing, at all times, the entire school community.
5. By accepting the responsibility to become well-informed concerning the duties of Board members and the proper functions of public schools.
6. By recognizing a responsibility as an agent of the state to seek the improvement of education locally, as well as throughout the state.
7. By taking seriously the responsibility of the Board to act in a quasi-judicial capacity on some issues, and by doing what is required to maintain objectivity in those issues.
8. By refusing to use a position on the Board in any way whatsoever for personal gain for themselves, or their friends, or acquaintances.

A Board of Education member should respect the way a Board accomplishes its task:

1. By recognizing the authority rests only with the Board acting in official meetings, and that the individual member has no legal power to bind the Board outside such meetings.
2. By recognizing the integrity of predecessors and associates and the merit of their work.
3. By recognizing that the Board is a deliberative body where a decision is made through mutual discussion and deliberation. Therefore, position statements made by individual members are always subject to modification and change when they are tested by that Board debate.
4. By making firm decisions only after all facts bearing on a question have been presented and discussed.
5. By respecting the opinions of others and by graciously conforming to the principle of majority rule.
6. By supporting decisions made by the Board, even if one personally disagrees, until such time as sufficient new information can be obtained to change the mind of the Board through Board discussion and debate.
7. By participating only in meetings as defined by the Freedom of Information Laws.

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A Board of Education member should seek to maintain desirable relations with the Superintendent of Schools and his staff:

1. By striving to employ, when a vacancy exists in the position, the best qualified person available for the chief administrative post.
2. By giving the Superintendent full administrative authority for properly discharging his professional duties, and also holding him responsible for acceptable results.
3. By acting only upon the recommendation of the Superintendent in matters of employment or dismissal of school personnel.
4. By referring members of the public with complaints to the proper administrative channels and by striving to maintain an objective distance in a case where failure of administrative effort forces the complaint to come before the Board for adjudication.
5. By working through the Superintendent to resolve concerns regarding performance of school district employees.
6. By not interfering with or attempting to influence employees in the performance of their duties.
7. By presenting personal criticisms of procedure or employee behavior directly to the Superintendent exclusively.
8. By striving to provide adequate safeguards around the Superintendent and other staff members to the end that they can live happily and comfortably in the community and discharge their educational functions on a thoroughly professional basis.

A Board of Education member should meet his responsibilities to the community:

1. By attempting to appraise fairly both the present and future educational needs of the community.
2. By regarding it as a major responsibility of the Board to present objectives of the schools to the community.
3. By insisting that all school business transactions be on an open, ethical and aboveboard basis.
4. By refraining from discussion of confidential matters outside of Board meetings with persons other than the Board of Education

Nothing herein shall be construed to prevent a Board Member from exercising any right of action, petition or appeal provided for in the Constitution, laws or regulations of the United States or the State of New York

April 6, 1983

revised: June 15, 1988

reaffirmed: January 22, 1992

reaffirmed: February 28, 1996

reaffirmed: July 1, 1999

reaffirmed: April 22, 2002

reaffirmed: February 15, 2006

reaffirmed: January 3, 2007

# Code of Conduct

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## for members of school boards

As a member of my local school board, I will do my utmost to represent the public interest in education by adhering to the following standards and principles:

1. I will represent all school district constituents honestly and equally and refuse to surrender my responsibilities to special interest or partisan political groups.
2. I will avoid any conflict of interest or the appearance of impropriety which could result from my position, and will not use my board membership for personal gain or publicity.
3. I will recognize that a board member has no legal authority as an individual and that decisions can be made only by a majority vote at a board meeting.
4. I will take no private action that might compromise the board or administration and will respect the confidentiality of privileged information.
5. I will abide by majority decisions of the board, while retaining the right to seek changes in such decisions through ethical and constructive channels.
6. I will encourage and respect the free expression of opinion by my fellow board members and will participate in board discussions in an open, honest and respectful manner, honoring differences of opinion or perspective.
7. I will prepare for, attend and actively participate in school board meetings.
8. I will be sufficiently informed about and prepared to act on the specific issues before the board, and remain reasonably knowledgeable about local, state, national, and global education issues.
9. I will respectfully listen to those who communicate with the board, seeking to understand their views, while recognizing my responsibility to represent the interests of the entire community.
10. I will strive for a positive working relationship with the superintendent, respecting the superintendent's authority to advise the board, implement board policy, and administer the district.
11. I will model continuous learning and work to ensure good governance by taking advantage of board member development opportunities, such as those sponsored by my state and national school board associations, and encourage my fellow board members to do the same.
12. I will strive to keep my board focused on its primary work of clarifying the district purpose, direction and goals, and monitoring district performance.

## Internal Operations

**SUBJECT: CODE OF CONDUCT FOR SCHOOL BOARD MEMBERS**

Members of the Port Jervis School Board, representing the citizens of the Port Jervis City School District, recognize:

1. That their fellow citizens have entrusted them with the educational development of the children and youth of the Port Jervis City School District.
2. That the public expects their first and greatest concern to be what is in the best interest of each an every one of these young people without distinction.
3. That the future welfare of this community depends in the largest measure upon the quality of the education provided by the district's schools to fit the needs of every learner.
4. That the legal authority of the Port Jervis School Board is derived from the State of New York, which ultimately controls the organization and operation of the states' school districts and determines the degree of discretionary power left with the Board for the exercise of local autonomy.
5. That the authority rests with the Board of Education, as a whole, and that no individual may act on behalf of the Board, nor make personal promises that may compromise the Board.
6. That all Members of the Board of Education are bound by the Code of Ethics outlined in Policy #6110.

In view of the foregoing considerations, it shall be the constant endeavor of Members of the Port Jervis School Board:

1. To devote time, thought, and study to the duties and responsibilities of a Port Jervis School Board Member, so as to render effective and creditable service.
2. To take part in any required Board Training programs, in a timely fashion.
3. To work with fellow Board Members in a spirit of harmony and cooperation in spite of differences of opinion which may arise during vigorous debates of points at issue.

4. To base personal decisions upon all available facts in each situation and to vote one's honest convictions in every case, unswayed by partisan or personal bias; and, thereafter, to abide by, support, and uphold the final majority decision of the Board.
5. To remember at all times that, as an individual, one has no legal authority outside of meetings of the Port Jervis School Board, and to conduct one's relationship with the school district staff, local citizenry, and all media on the basis of this fact.
6. To bear in mind, under all circumstances, that the primary function of the Port Jervis School Board is to establish policies by which the Port Jervis City School District is to be administered and that the administration of the educational program and conduct of school business shall be left to the employed Port Jervis City School District Superintendent and his/her staff.
7. To refer all complainants to their respective chain of command and only take the complaints to the Board after failure of administrative action and/or solution.
8. To be cognizant of the Mission Statement of the Port Jervis City School District and make decisions in terms of the educational welfare of the children of the district and to seek to develop and maintain schools that meet the individual needs of all the children, regardless of their ability, race, creed, gender, sexual orientation, or social standing.
9. To hold confidential all matters received through confidential Board correspondence or at Executive Session, as well as any which, if disclosed, would injure individuals or the schools or become the basis of potential litigation.
10. To keep in mind that in one's public and personal life, one is always a representative of the Port Jervis City School District and to act accordingly, never saying or doing anything which would reflect poorly on the School District or the Board as a whole.

Adopted: 07/05/06

New York State Education Department has announced a funding opportunity that allows districts to apply for the Expanding Prekindergarten Grant. Chapter 50 of the Laws of 2017 appropriates \$5 million for this particular prekindergarten grant which would allow districts to establish new full-day prekindergarten placements, convert existing half-day placements to full-day, **or create new half-day placements for three- and/or four-year old students**, designated for high need children in low wealth school districts. The per pupil rate would be \$3,681.29 if awarded this grant. There are 400 districts that are eligible to apply but only around 59 are identified as "Preference" districts. Attica is one of those districts that have been identified as a "Preference" district. If Attica is interested in applying for the grant we must submit a notice of intent to SED no later than July 14, 2017 and complete and submit an application no later than August 9, 2017.

We recommend utilizing Insight Grants Development, LLC to help assist in the grant application process at a cost of \$3,900.

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