

## Board Member Standards of Conduct

### Staff Complaints about Board Member Conduct

#### District Staff

If a staff member has a personal conflict with a Board member, or experiences or witnesses behavior that they believe is a violation of the standards of conduct for a Board member, they should immediately report the incident to the principal. The principal will keep the name and nature of the complaint confidential to everyone except the Superintendent. Staff should be confident that the Board and administration will protect their position and reputation for filing such complaints.

The principal may discuss the matter to gain an understanding of the incident with the complainant but, he/she will report the incident to the Superintendent the day it occurs or by the latest, the next working day. Regardless of whether or not the principal deems the complaint valid or not, he will notify the Superintendent.

The Superintendent, upon receiving the report from the principal, will report the matter to the Board Chair and Vice Chair within one working day of receiving the report from the principal. The Superintendent will evaluate the situation by discussing the circumstances with the principal and staff member. If the situation is deemed to be a valid violation of the Board Member Working Agreement standards or in some way is determined to possibly create a liability to the district, then the Superintendent and Board Chairperson will meet with the Board member in question to discuss the incident. Even in the event the complaint is determined to be invalid, (a genuine mistake or misunderstanding), the Superintendent and Board Chair will discuss the matter with the Board member in question.

In the event that the Board member in question is new to the Board, or the situation that gave rise to the complaint is not viewed as very serious, the Superintendent or Board Chair may consider consulting with the OSBA for potentially getting educational services for the Board member. However, for anything other than a simple mistake or misunderstanding on the part of the Board member, the district's legal counsel will be contacted for advice on the matter, and not as a first step, that of the OSBA.

Every complaint filed against a Board member *may* be discussed at the next Board meeting, whether it was deemed valid or not. This exercise will serve as a good reminder to the Board and staff that Board members are accountable for their actions. Even if the complaint was not valid, discussing it in meeting will serve to remind the Board of its policies and working agreement. Depending on the severity of the incident, the presence of legal counsel at the Board meeting to present the situation and the potential repercussions resulting from the situation, may be considered and necessary.

All complaints will be recorded and permanently stored at the district office.

If legal action is to be considered against a Board member, an executive session of the Board may be appropriate. In this case legal advice and presence should be considered.

**Superintendent and Board member complaints about another Board member**

The same processes described above will be followed except the complaint will be filed with the Superintendent and Board Chairperson first. If the complaint is about the Chairperson, the Vice Chair will be notified and act with the Superintendent to follow protocol with the complaint.

**Complaint actions summary:**

1. Staff will file complaint with principal, or if administration, with the Superintendent, as soon as reasonably possible. All complainants' names will be held confidential from staff and public.
2. Principal will notify Superintendent
3. Superintendent will notify Board Chair and Vice Chair.
4. If warranted, legal counsel will be contacted for advice
5. Regardless of seriousness or validity of complaint, event will be discussed at next Board meeting.

**Possible actions or remedies for unethical Board member actions following an investigation**

1. Public censure by the Board.
2. No trespass on school grounds or in a school
3. Legal action for the amount of financial damage created, plus all legal fees and associated costs of litigation.
4. Address and actions in open session