

Jefferson County School District R-1 District Accountability Committee Code of Conduct

The District Accountability Committee (DAC) has adopted the following Code of Conduct (Code) for its Members. The purpose of the Code is to help foster and encourage a culture of honesty and accountability. This Code is intended to outline some of the duties and responsibilities of the DAC Members during meetings and representing the DAC outside the committee.

I. Member Responsibility

The DAC is comprised of parents and community Members who volunteer their time and effort to serve in an advisory role to the Jefferson County Board of Education. As such, each Member is a valuable and respected participant in the group. In an effort to promote vigorous and thorough discussions, along with encouraging full Member involvement at all meetings, each and every Member agrees to the following code of conduct:

- a. Value all participants' time commitment by beginning and ending on time.
- b. Be present, participate, and engage fully in both the general meetings and subcommittee meetings.
- c. Monitor personal technology (turn cell phones off/on vibrate, close laptops during discussion).
- d. Practice and self-organize table groups; identify a facilitator, recorder/reporter and timekeeper.
- e. Use effective communication and exploratory language: paraphrase, clarify, summarize, question, and invite thinking.
- f. Engage in open, honest, ongoing, two-way communication in a safe and respectful manner.
- g. Balance the need to advocate for a point of view with listening carefully in order to understand other points of view.
- h. Keep in mind that Members are here to provide advice, and that advice will come from a variety of beliefs, perspectives, experiences and values.
- i. Model civility and respect for each other and honor the differences expressed by DAC Members relative to district issues.
- j. Seek opportunities to recognize and use the wisdom that comes into DAC sessions.
- k. Seek opportunities to learn, share, care, and laugh together.
- l. Stay properly informed about the business of the DAC, specifically subcommittee(s) of which the Member is associated.

II. Member Representation

A Member's obligation and responsibility when representing the DAC is to act in good faith and in the best interests of the DAC and the Jefferson County School District R-1 (District).

- a. Members shall not speak as an individual on behalf of the DAC unless authorized to do so.
- b. Members shall not use their position on the DAC to advance personal interests or the interests of third parties. These interests may be, but are not limited, financial enrichment, enhancement of personal or professional prestige, and endorsement of personal, political or professional interests. This does not limit Members ability to cite their position on the DAC as a personal qualification or experience.
- c. Members shall not represent their own personal opinions as those of the DAC.
- d. In circumstances where confusion or uncertainty may arise, the Member should use "safe harbour" language such as, "I am a member of the Jeffco District Accountability Committee, but am presenting my individual views, and not speaking/writing on behalf of the DAC or presenting the views of the DAC."

III. Conflict of Interest

Conflicts between the best interests of the DAC and the District and the direct or indirect personal, professional, or financial interests of a Member may arise from time to time. This Code is intended to guide Members in identifying conflicts and in handling them appropriately.

- a. A conflict of interest can occur when a Member's personal interest outside their role on the DAC is, or may appear to be, adverse to the interests of the DAC and/or the District, or otherwise whenever a Member's personal interests outside their role on the DAC could be reasonably viewed as affecting the Member's objectivity in fulfilling his or her duties to the DAC.
- b. If a Member has a personal matter before the DAC or the District, the Member will disclose the interest to the DAC committee-as-a-whole prior to discussion as to subject matter deliberation, excuse himself or herself from participation in the discussion, and not vote on the matter.
- c. Personal interests may include, but are not limited to, outside activities, financial or other business interests, personal or charitable relationships or political interests or offices.

IV. Compliance with the Code

This Code does not anticipate every situation that may arise; nor does it replace thoughtful and ethical behavior. Accordingly, this Code is intended to serve as a guide for Members of the DAC. Members are encouraged to bring questions about particular circumstances that may involve one or more of the provision of this Code to the attention of the Chair or Vice-Chair.

Members should communicate any suspected violations of the Code promptly to the Chair or Vice-Chair. Violations will be investigated by the DAC Executive Committee or by a person or persons designated by the Executive Committee, and appropriate action will be taken in the event of any violations of this Code. No retaliation will be taken against any individual reporting violations of this Code.

V. Amendments and Waivers of Code

This Code shall be reviewed by the committee-as-a-whole at least annually, at which time Members may make motions to revise the Code. Code revisions must be approved by a two-thirds majority of the Members present at the meeting.

All changes or amendments to this Code approved by DAC Members, before they can take effect, must be presented to the BOE for its approval.