

Disclosure, Mitigation, and Approval of Board Compensation Arrangements

Given the school's unique approach to education, finding qualified substitute teachers is often difficult, and the school has acknowledged that certain board members may be a valuable resource to the school as substitute teachers. The purpose of this Administrative Regulation is to provide policy on guidance governing the use and compensation of board members as independent contractors, so that potential conflicts of interest are sufficiently minimized.

Section I – Qualifications and Transparency

1. It is important that the School Director of the school feel that individual board members have the skills and professionalism to serve as substitute teachers for the school. The School Director shall make a recommendation to the School Board before any compensated teaching arrangement take place.
2. Similarly, the School Board would like to ensure that it's members will execute the service skillfully and professionally, and be able to navigate potential conflicts of interest. Upon the nomination of the School Director, and request of the board member in question, the School Board will hold an anonymous vote to approve whether the member can serve in that capacity.
3. Upon approval for service as an independent contractor, the board member in question shall acknowledge verbally in open session of a regular meeting that he or she understands that serving as an independent contractor requires the individual to take direction from the School Director and teacher being substituted for, and his or her purpose doing those service periods is not to evaluate the School Director or teacher regarding their job performance, unless solicited by those individuals.

Section II – Mitigation of Conflicts of Interest

1. Any Board Member serving as a substitute or independent contractor shall abstain from voting on all matters concerning the compensation of substitutes, and refrain from providing influence on those matters.
2. Board members may not use their position or influence to get preferential treatment on the substitute list. To ensure this:

- a. The School shall set up a procedure to ensure the board member is not favored in the call rotation. Examples of acceptable policies include a call list rotation, or always being at the bottom of the call list.
- b. Teachers may not request the board member outside of any call list established by the Administration, as it may appear that the staff member is attempting to curry favor with the board member.
- c. Either the assigned teacher or the School Director can request that the board member not be used as a substitute on any particular occasion, for any reason or for no reason. This will ensure that the board member's contributions are always wanted, and never stressful for any individual staff member.

Section III – Future Changes in Procedure

The School reserves the right to amend, revise or repeal all or any part of this procedure at any future time and no board member shall have any vested right in the continuation of this procedure or any amendment thereof.