

ASPEN ACADEMY

Adopted:

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209 CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to assist school board members in recognizing the role of individual school board members and the contribution that each 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. Listen.
2. Recognize the integrity of my predecessors and associates.
3. Appreciate the merit of their work.
4. Be motivated only by a desire to serve the pupils of my school.
5. Attempt to inform myself on the proper duties and functions of a school board member.
6. Recognize that it is my responsibility, together with other school board members, to see that the schools are properly run, not to run them myself.
7. Work through the administration employees of the school board – not over or around them.
8. Recognize that school business may be legally transacted only in an open meeting of the school board.

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

1. Perform under education policies unless necessity requires otherwise.
2. Function in meeting the legal responsibility that is mine as part of a policy-forming body – not as an administrative officer.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.

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

1. Respect the right 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. Recognize that to promise in advance of a meeting how I will vote on any proposition is to close my mind and agree not to think through other points of view which may be presented to the meeting.
5. Make decisions in school board meetings only after all sides of debatable questions have been presented.
6. Delegate details of school board action to administrative employees.
7. Insist that special 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 both the present and future educational needs of the school.
2. Attempt to obtain adequate financial support for the school program.
3. Interpret the needs and attitudes of the community and do my best to translate them into the educational program of the school.
4. Consider it an important responsibility to interpret the educational program of the school as it relates to the needs of the community.

5. Insist that business transactions of the school be on an ethical, open, and above board basis.

E. IN WORKING WITH THE DIRECTOR OF THE SCHOOL AND STAFF I WILL:

1. Hold the Director responsible for the administration of the school.
2. Give the Director authority commensurate with the responsibility.
3. Assure that the school will be administered by the best professional personnel available.
4. Consider the recommendation of the Director in the appointment of all employees.
5. Participate in school board action after considering the recommendation of the Director and only after the Director has furnished adequate information supporting the recommendation.
6. Expect the Director to keep the school board adequately informed at all times through both oral and written reports.
7. Spend adequate time in school board meetings on educational policies.
8. Give the Director counsel and advice.
9. Recognize the status of the Director as an ex officio member of the school board.
10. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board.
11. Present any personal criticisms of employees to the Director.
12. Provide support for the Director and employees of the school 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 function as a school board member.

2. Comply with all school policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other federal and state agencies with jurisdiction over schools.

III. PROCEDURE FOR REMOVAL OF A BOARD MEMBER

- A. It is the duty of each Board member to attend all meetings of the Board and, if any member fails to attend three (3) consecutive meetings of the Board after having been regularly notified and a satisfactory cause for each non-attendance is not shown, the Board will proceed to remove that board member from office.
- B. A Board member may be removed from office by a vote of a quorum of the Board for willful violation of any law, provision or MN statute 124E, willful violation or neglect of duty, or willful disobedience of any decision, order or regulation of the Board. The Board may also remove a Board member for misconduct relating to the exercise of authority as a Board member.
- C. If a formal complaint is filed that a Board member has acted in a way that may constitute misconduct or neglect of duties, the member shall be notified by the Board Chair. If the Board Chair is the member upon whom the complaint has been made, the Treasurer shall notify the Board Chair of the complaint. The remaining board members shall meet within a reasonable period of time in a special meeting to acknowledge that the Board member may need to be removed and a vote will be taken. A written copy of all charges of alleged misconduct must be served upon the Board member at least ten (10) days before the hearing on the charges; and the Board member shall be allowed a full and fair opportunity to defend against such charges before removal. The Board, at its discretion, may offer the accused Board member a one (1) month probation period to remedy the situation, at which time another special meeting will be held to acknowledge that the Board member may or may not need to be removed and a vote will be taken.
- D. In the event of death, resignation, or removal from office of a Board member, the Board has the power and duty to fill the vacancy. If the Board chooses to fill the vacancy by appointment, the appointment requires a majority vote of the full Board and shall be for the remainder of the former Board member's term.
- E. The Board, at its own option, may instead call a special election within ninety (90) days to fill the unexpired term.
- F. A person elected or appointed to fill a vacancy shall begin his/her term of office immediately upon taking and filing the oath of office.

- G. A Board member who has been involuntarily removed from office shall be ineligible for appointment or election to any position on the Board for a period of one (1) year from the date of such removal.