

**ASPEN ACADEMY**

*Adopted:* \_\_\_\_\_

*MSBA/MASA Model Policy 209*

*Orig. 1995*

*Revised:* 3-2010, 11-2022

*Rev. 2022*

**209 CODE OF ETHICS**

**I. PURPOSE**

The purpose of this policy is to assist the individual charter school board member in understanding the role as part of a charter school board and in recognizing the contribution that each member must make to develop an effective and responsible charter school board.

**II. GENERAL STATEMENT OF POLICY**

Each charter school board member shall follow the code of ethics stated in this policy.

**A. AS A MEMBER OF THE CHARTER SCHOOL BOARD, I WILL:**

1. Attend charter school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other charter school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the charter school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my charter school.
8. Inform myself about the proper duties and functions of a charter school board member.

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

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve,

and advance its progress.

4. Recognize that my responsibility, exercised through the actions of the charter school board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the executive director – not over or around the executive director.
6. Delegate the implementation of charter school board decisions to the executive director.

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

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the charter school board in legal session – not with the individual members of the charter school board except as authorized by law.
3. Make no disparaging remarks, in or out of charter school board meetings, about other members of the charter school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in charter school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the charter school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the charter school and community.
2. Attempt to obtain adequate financial support for the charter school's programs.
3. Insist that business transactions of the charter school be ethical and open.
4. Strive to uphold my responsibilities and accountability to the stakeholders.

E. IN WORKING WITH THE EXECUTIVE DIRECTOR OF SCHOOLS AND STAFF, I WILL:

1. Hold the executive director responsible for the administration of the charter school.
2. Give the executive director authority commensurate with the responsibilities.
3. Assure that the charter school will be administered by the best professional personnel available.

4. Consider the recommendation of the executive director in hiring all employees.
5. Participate in charter school board action after considering the recommendation of the executive director and only after the executive director has furnished adequate information supporting the recommendation.
6. Insist the executive director keep the charter school board adequately informed at all times.
7. Offer the executive director counsel and advice.
8. Recognize the status of the executive director as the chief executive officer and a non-voting, ex officio member of the charter school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole charter school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the executive director.
11. Provide support for the executive director and employees of the charter school so they may perform their proper functions on a professional level.

**F. IN FULFILLING MY LEGAL OBLIGATIONS AS A CHARTER SCHOOL BOARD MEMBER, I WILL:**

1. Comply with all federal, state, and local laws relating to my work as a charter school board member.
2. Comply with all charter school policies as adopted by the charter school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over charter schools.
4. Recognize that charter school business may be legally transacted only in an open meeting of the charter school board.
5. Avoid conflicts of interest and refrain from using my charter school board position for personal gain.
6. Take no private action that will compromise the charter school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

**Legal References:** Minn. Stat. § 124E.01 (Purpose and Applicability)  
Minn. Stat. § 124E.03 (Applicable Law)  
Minn. Stat. § 124E.07 (Board of Directors)

**Cross References:** None