

# **MATH AND SCIENCE ACADEMY**

*Adopted: September 6, 2003*

*Revised: March 3, 2011*

*Revised: May 15, 2017*

## **209 SCHOOL BOARD MEMBER CODE OF ETHICS**

### **I. PURPOSE**

The purpose of this policy is to assist the individual members of the Math and Science Academy (MSA) Board of Directors (BOD) in understanding his or her role as part of a BOD and in recognizing the contribution that each member must make to develop an effective and responsible BOD.

### **II. GENERAL STATEMENT OF POLICY**

Each BOD member shall follow the code of ethics stated in this policy.

#### **A. AS A MEMBER OF THE BOD, I WILL:**

1. Attend BOD 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 BOD 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 BOD, 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 MSA.
8. Inform myself about the proper duties and functions of a BOD member.

B. IN PERFORMING THE PROPER FUNCTIONS OF A BOD 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 BOD as a whole, is to see that MSA is properly run – not to run MSA myself.
5. Work through the MSA Director (Director) – not over or around the Director.
6. Delegate the implementation of BOD decisions to the Director.

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

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the BOD in legal session – not with the individual members of the BOD except as authorized by law.
3. Make no disparaging remarks, in or out of BOD meetings, about other members of the BOD or their opinions.
4. Keep an open mind about how I will vote on any proposition until BOD has met and fully discussed the issue.
5. Make decisions by voting in BOD 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 BOD.

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 Math and Science Academy and community.
2. Attempt to obtain adequate financial support for the MSA's programs.

3. Insist that business transactions of the MSA be ethical and open.
4. Strive to uphold my responsibilities and accountability to the taxpayers of MSA

**E. IN WORKING WITH THE DIRECTOR AND MSA STAFF, I WILL:**

Hold the Director responsible for the administration of the MSA

1. Give the Director authority commensurate with his or her responsibilities.
2. Assure that the MSA will be administered by the best professional personnel available.
3. Consider the recommendation of the Director in hiring all employees.
4. Participate in BOD action after considering the recommendation of the Director and only after the Director has furnished adequate information supporting the recommendation.
5. Insist the Director keep the BOD adequately informed at all times.
6. Offer the Director counsel and advice.
7. Recognize the status of the Director as the chief executive officer and a non-voting, ex officio member of the BOD.
8. Refer all complaints to the Director or insist that they be presented in writing to the whole BOD for proper referral according to the chain of command.
9. Present any personal criticisms of employees to the Director.
10. Provide support for the Director and employees of the MSA so they may perform their proper functions on a professional level.

**F. IN FULFILLING MY LEGAL OBLIGATIONS AS A BOD MEMBER, I WILL:**

1. Comply with all federal, state, and local laws relating to my work as a BOD member.
2. Comply with all MSA policies as adopted by the BOD.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts and charter schools.

4. Recognize that MSA business may be legally transacted only in an open meeting of the BOD.
5. Avoid conflicts of interest and refrain from using my BOD position for personal gain.
6. Take no private action that will compromise the BOD or administration.
7. Guard the confidentiality of information that is protected under applicable law.

***Legal References:***

Minn. Stat. § 123B.02, Subd. 1 (School District Powers)

Minn. Stat. § 123B.09 (School Board Powers)

Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Minn. Stat. Chapter 124E (Charter Schools)