

**I. PURPOSE**

The purpose of this policy is to assist Athlos Academy’s school board (“Governing Board) members in understanding the role of individual board members and the contribution that each member must make to develop an effective, ethical, and responsible Governing Board.

**II. POLICY**

**A. AS A MEMBER OF THE GOVERNING BOARD I WILL:**

1. Attend Governing Board meetings prepared for discussion of the agenda items.
2. Listen to the opinions of others.
3. Appreciate the merit of their work.
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Be motivated only by a desire to serve the students of my school.
6. Attempt to inform myself on the proper duties and functions of a Governing Board member.

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

1. Spend adequate time in Governing Board meetings on educational policies.
2. Remember the legal responsibility that is mine is to establish 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. Work through the administration employees of the Governing Board—not over or around them.
5. Recognize that it is my responsibility, together with other Governing Board members, to see that the schools are properly run, not to run them myself.

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

1. Respect the right of others to have and express opinions.
2. Recognize that authority rests with the Governing Board in legal session—not with the individual members of the Governing Board except as authorized by law.
3. Make no disparaging remarks, in or out of Governing Board meetings, about other members of the Governing 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 Governing Board meetings only after all sides of debatable questions have been presented.
6. Insist that special committees be appointed to serve only in an advisory capacity to the Governing 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. Insist that business transactions of the school be on an ethical, open, and above board basis.
5. Avoid conflicts of interest and refrain from using my Governing Board position for personal gain.

**E. IN WORKING WITH THE LEAD SCHOOL ADMINISTRATOR AND SCHOOL STAFF I WILL:**

1. Hold the Lead School Administrator responsible for the administration of the school.
2. Give the Lead School Administrator 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 Lead School Administrator in the appointment of all employees.
5. Participate in Governing Board action after considering the recommendation of the Lead School Administrator and only after the Lead School Administrator has furnished adequate information supporting the recommendation.
6. Insist the Lead School Administrator keep the Governing Board adequately informed.
7. Delegate details of Governing Board action to the Lead School Administrator.
8. Give the Lead School Administrator counsel and advice.
9. Recognize the status of the Lead School Administrator as an ex officio member of the Governing Board.
10. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole Governing Board for proper referral.
11. Present any personal criticisms of employees to the Lead School Administrator.

12. Provide support for the Lead School Administrator and employees of the school so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A GOVERNING BOARD MEMBER I WILL:

1. Comply with all federal, state and local laws relating to my role as a Governing Board member.
2. Comply with all school policies as adopted by the Governing 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.
4. Take no private action that will compromise the Governing Board or school administration.
5. Recognize that school business may be legally transacted only in an open meeting of the Governing Board.

**Legal References:**

[Minn. Stat. § 123B.02, Subd. 1](#)

[Minn. Stat. § 123B.09](#)

[Minn. Stat. § 123B.143, Subd. 1](#)

**CODE OF ETHICS POLICY AGREEMENT**

I, \_\_\_\_\_, understand that as a member of the Athlos Academy Governing Board, I have a legal and moral responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the school, and I will act responsibly and prudently as its steward. I will avoid being placed in a position of conflict of interest and will refrain from using my board position for personal gain. I pledge to take no private action that will compromise the Governing Board or school and I will respect the confidentiality of information that is privileged under applicable laws. I have read, understand, and am willing to comply with the roles and responsibilities of Governing Board members.

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*Signed*

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*Dated*