



**KENNESAW CHARTER**  
SCIENCE & MATH ACADEMY

**GEORGIA CHARTER SCHOOLS, INC.**  
**Kennesaw Charter Science and Math Academy**  
**Board Code of Ethics and Conflicts of Interest Policy**

Adopted: 3/26/18

The Kennesaw Charter Science & Math Academy Governing Board (“Board”) adopts the following policy which shall be effective on the date that the policy is adopted by the Board. If applicable, once adopted this policy replaces any previously approved school policy currently in place that provided direction on the items in this policy.

This policy establishes expectations of ethical conduct by members serving on the school’s Board or on any committee of the Board. The school’s Board collectively and its members individually shall at all times operate in the most ethical and conscientious manner possible.

The term of “Board,” as used in this policy, includes any committee of the Board.

**SECTION 1. CODE OF ETHICS.** Each member of the Board agrees that he or she will:

**Section 1.A: Governance Structure**

1. Recognize that the authority of the Board rests only with the Board as a whole and act on behalf of the Board only in a quorum with other Board members at a Board meeting and not with individual members and act accordingly. Members may not speak or act for the Board unless otherwise directed by a majority of the Board or performing duties of an officer as authorized by state law. Also, no individual Board member may make commitments or promises that anticipate future actions that may be taken by the Board.
2. Support the delegation of authority for the day-to-day administration of the charter school to the school leader and act accordingly.
3. Honor the chain of command and refer problems or complaints consistent with the chain of command.
4. Recognize that the school leader and/or its support/resource team should be present at all meetings of the Board except when his or her contract, salary or performance is under consideration.
5. Not undermine the authority of the school leader or school administration.
6. Use reasonable efforts to keep the school leader and support/resource team informed of concerns or specific recommendations that any member of the Board may bring to the Board.

**Section 1.B: Strategic Planning**

1. Reflect through actions that his or her first and foremost concern is for educational welfare of children attending the charter school.
2. Participate in all planning activities to develop the vision and goals of the Board.
3. Work with the Board and the school leader to ensure prudent and accountable uses of the resources of the charter school.
4. Render all decisions based on available facts and his or her independent judgment of the best interests of the school and its students and refuse to surrender his or her judgment to individuals or special interest groups.
5. Uphold and enforce all applicable laws, all rules and guidelines of the State Charter Schools Commission, State Board of Education and the Board.

### **Section 1.C: Board and Community Relations**

1. Seek regular and systemic communications among the Board and students, staff, and the community.
2. Communicate to the Board and the school leader expressions of public reaction to Board policies and charter school programs.
3. Be an advocate for public education in the community, informing community members on the needs of the school as well as actions of the Board and accomplishments of the school's educational program. Also, be responsive to the public and communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs.

### **Section 1.D: Policy Development**

1. Work with other Board members and support/resource team to establish effective policies for the charter school.
2. Make decisions on policy matters only after full discussion at publicly held Board meetings.
3. Periodically review and evaluate the effectiveness of policies on charter school programs and performance.

### **Section 1.E: Board Meetings**

1. Attend and participate in regularly scheduled and called Board meetings. If a Board member is unable to attend a meeting, the member shall notify the Board Chair prior to the meeting. Failure to attend 2 consecutive Board meetings or 3 Board meetings in a calendar year (except for emergencies or as excused by the Chair) may result in removal from the Board of Directors in accordance with the Bylaws.
2. Be informed and prepared to discuss issues to be considered on the Board agenda.
3. Model the type of respectful, informed and open-minded discussion and consideration of issues that Board members would like to see reflected throughout all levels of the school. Specifically, Board members should encourage the free expression of opinions by all Board members and seek to maintain open lines of communication between the Board, school employees, and the community.
3. Vote for a closed executive session of the Board only when applicable law or Board policy requires consideration of a matter in executive session.
4. Maintain the confidentiality of all discussions and other matters pertaining to the Board and the charter school during executive session of the Board.
5. Make decisions in accordance with the interests of the charter school as a whole and not any particular agreement thereof.
7. Voice his or her opinion but must give open-minded and fair consideration to the views of the other Board members, and thereafter support the majority decision of the Board.

**Section I.F: Personnel**

1. Consider the employment of personnel only after receiving and considering the recommendation of the school leader.
2. Support the employment of persons best qualified to serve as employees of the charter school and insist on regular and impartial evaluations of charter school staff.
3. Comply with all applicable laws, rules, regulation, and all Board policies regarding employment of family members.

**Section 1.G: Conduct as a Board Member**

1. Devote sufficient time, thought and study to the performance of the duties and responsibilities of a member of the Board.
2. Become informed about current educational issues by individual study and through participation in programs providing needed education and training.
3. Communicate in a respectful professional manner with and about fellow Board members.
4. Take no private action that will compromise the Board or charter school administration.
5. Participate in all required training programs developed for Board members by the Board or the State Board of Education.
6. In the annual report, submitted to the Department of Education, disclose the status of Board member compliance with the Code of Ethics.

**Section 1.H: Disclosure of Conflicts of Interest**

1. Announce potential conflicts of interest before Board action is taken.
2. Comply with the conflicts of interest policy of the Board, all applicable laws and State Board of Education Standards, rules, and guidelines.

Upon a motion supported by a two-thirds (2/3) vote, the Board may choose to conduct a hearing concerning a possible violation of this Code of Ethics by a member of the Board. The Board member accused of violating this Code of Ethics will have thirty (30) days' notice prior to a hearing on the matter. The accused Board member may bring witnesses on his or her behalf to the hearing, and the Board may elect to call witnesses to inquire into the matter. If found by a vote of two-thirds of all the members of the Board that the accused Board member has violated this Code of Ethics, the Board shall determine an appropriate sanction. A record of the decision of the Board to sanction a Board member for a violation of this Code of Ethics shall be placed in the permanent minutes of the Board.

## **SECTION II. CONFLICTS OF INTEREST.**

### **Section 2.A: Financial Conflicts of Interest**

1. No Board member shall use or attempt to use his or her official position to secure unwarranted privileges, advantages, employment for himself or herself, any of his or her immediate family members, or others.
2. No Board member shall act in his or her official capacity in any matter in which he or she, any of his or her immediate family members, or any business organization in which he or she has a material financial interest, that would reasonably be expected to impair his or her objectivity or independence of judgment.
3. No Board member shall solicit or accept or knowingly allow any of his or her immediate family members or any business organization in which he or she has an interest to solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, contribution, service, promise, or other thing of value was given or offered for the purpose of influencing that board member in the discharge of his or her official duties. For purposes of this paragraph, a gift, favor, loan, contribution, service, promise, or other thing of value shall not include the items contained in subparagraphs (a)(2)(A) through (a)(2)(J) of O.C.G.A. § 16-10-2.
4. No Board member shall use, or knowingly allow to be used, his or her official position or any information not generally available to the members of the public which he or she receives or acquires in the course of and by reason of his or her official position for the purpose of securing financial gain for himself or herself, any of his or her immediate family members, or any business organization with which he or she is associated.
5. No Board member or any of his or her immediate family members or any business organization in which he or she has an interest shall represent any person or party other than the charter school governing board in connection with any cause, proceeding, application, or other matter pending before the charter school governing board on which he or she serves.
6. No Board member shall be prohibited from making an inquiry for information on behalf of a community member if no fee, reward, or other thing of value is promised to, given to, or accepted by the board member or any of his or her immediate family members in return therefor.
7. No Board member shall be deemed in conflict with these provisions if, by reason of his or her participation in any matter required to be voted upon by the charter school governing board, no material or monetary gain accrues to him or her as a member of any profession, occupation, or group to any greater extent than any gain could reasonably be expected to accrue to any other member of that profession, occupation, or group.
8. No Board member may also be an officer of any organization that sells goods or services to that charter school unless the organization providing goods or services is a Nonprofit membership organization or there are fewer than three sources for such supplies or equipment within the county; provided, however, that any purchase of goods or services that is equal to or greater than \$10,000 shall be approved by a majority of the members of the board in an open public meeting.
9. The Board may not do business with a bank or financial institution where a Board member is an employee, stockholder, director or officer when such member owns 30% or more stock in that institution.

10. No Board member may have a financial interest in school buses, bus equipment or supplies, provide services for buses owned by the board, or sell gasoline to the board from a corporation in which the board member is a shareholder.

11. No Board member shall accept a monetary fee or honorarium in excess of \$101.00 for a speaking engagement, participation in a seminar, discussion panel, or other activity which directly relates to the official duties of that public officer or the office of that public officer. Actual and reasonable expenses for food, beverages, travel, lodging, and registration for a meeting which are provided to permit participation in a panel or speaking engagement at the meeting shall not be monetary fees or honoraria.

### **Section 2.B: Conduct As Board Member**

1. No Board member shall disclose or discuss any information which is subject to attorney- client privilege belonging to the charter school governing board to or with any person other than other board members, the board attorney, the school leader, or persons designated by the school leader for such purposes unless such privilege has been waived by a majority vote of the whole board.

2. No Board member shall vote on the employment or promotion of any of his or her immediate family members. No immediate family member of a board member may be employed or promoted unless a public, recorded vote is taken separately from all other personnel matters.

3. No Board member may be employed in any position in the charter school in which they serve.

4. No Board member shall be employed by the State Department of Education or serve concurrently as a member of the State Board of Education.

5. No Board member shall serve simultaneously on the governing body of a public local school district or of a private elementary or secondary educational institution that actively seeks funding from any government entity or private entity from which the charter school seeks funding.

Each member of this Board understands and acknowledges that no person shall be eligible to serve on the Board unless he or she:

(1) Has read and understands the code of ethics and the conflict of interest provisions applicable to members of charter school governing boards and has agreed to abide by them; and

(2) Has agreed to annually disclose compliance with the State Board of Education's policy on training for members of charter school governing boards, the code of ethics of charter school governing boards, and the conflict of interest provisions applicable to members of charter school governing boards

I (print name) George Shipman Jr will meet the conduct expectations outlined in the above policy as a member of the KCSMA Board of Directors or a Committee of the Board and I understand failure to do so may result in removal from the Board or a Committee of the Board in accordance with the Bylaws. I further agree that if at any time, I am unable fulfill the commitments as a member of the Board, I will give appropriate notice of resignation to the Chair of the Board.

George Shipman Jr  
Signature

June 24, 2019  
Date