

# **Pataula Charter Academy, Inc. Governing Board Code Of Ethics**

## **Purpose:**

The purpose of this policy is to keep the Pataula Charter Academy, Inc. Governing Board (The Board) operating in the most ethical manner possible and in compliance with O.C.G.A. 160-4-9-06.

## **Policy Statement:**

It shall be the policy of The Board to operate in the most ethical and lawful manner possible, and to that end, will hold its members to a high standard of conduct including proper use of authority and professional decorum. As such, each member of The Board, including Members Ex-officio, must commit to:

## **Section 1- Ethical Standards**

### With Regard To Conduct

1. Uphold and enforce all applicable laws, rules, and regulations pertaining to a Charter School and as adopted by The Board in its Bylaws, Policies, and Procedures.
2. Be faithful to the mission, purpose, and sustainability of PCA and SCCA.
3. Devote sufficient time, thought, and study to the performance of the duties and responsibilities of a Board Member.
4. Render all decisions based on available facts, in accordance with the Mission of PCA and SCCA, in the best interest of PCA and SCCA, and his or her independent judgement and refuse to surrender his or her judgment to individuals or special interests.
5. Work together with other Board Members as colleagues encouraging thoughtful deliberation and mutual support.
6. Communicate with and about other Board Members in a respectful manner.
7. Take no private action that will compromise The Board or PCA, INC..

### With Regard To Governance Structure

1. Recognize and respect that the authority of The Board rests solely with The Board as a whole and NOT with any individual Board Member and act accordingly.
2. Recognize and respect that the Superintendent and CFO are the leaders of the school and that the authority for the day-to-day business and operations of PCA and SCCA rests with the Superintendent, CFO, and their delegates and act accordingly.
3. Recognize that the Superintendent and CFO are vital in their service as Ex-officio to The Board and should be present at all meetings of The Board except when either of their salary, performance, or employment is under consideration.
4. Honor the chain of command and refer problems or complaints consistent with the chain of command.

### With Regard To Board Meetings

1. Attend and participate in all Regularly Scheduled Board Meetings and make every possible effort to attend all Called and Emergency Board Meetings.
2. Come to the meetings informed, prepared to discuss the issues to be considered with thoughtful deliberation, and the courage to make difficult decisions.
3. Work with other Board Members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during the discussion and resolution of issues at Board Meetings.
4. Express opinions before votes are cast, but after The Board vote, abide by and support all majority decisions of The Board.
5. Vote for Executive Session of The Board only when applicable law allows consideration of a matter in executive session.
6. Maintain the confidentiality of all discussions during any Executive Session of The Board.

7. Make decisions in accordance with the interest of PCA and SCCA as a whole and not any particular segment thereof.

#### With Regard To Policy Development

1. Work with other Board Members, the Superintendent, and the CFO to establish effective policies for PCA, INC..
2. Make decisions on policy matters only after thoughtful consideration and deliberation.
3. Periodically review and evaluate the lawfulness and the effectiveness of adopted policies.

#### With Regard To Strategic Planning

1. Reflect through his or her actions that his or her first and foremost concern is for the educational welfare and safety of the children attending PCA and SCCA.
2. Be proactive and visionary in its thinking, always looking to the future to address issues and trends that may affect the ability of PCA and SCCA to achieve their purpose or sustainability.
3. Participate in all planning activities to develop the vision and goals of The Board.
4. Work together with the Superintendent and CFO to ensure prudent and accountable uses of the resources of the school.

#### With Regard To Personnel

1. Support the employment of persons best qualified to serve as employees of PCA and SCCA and insist on regular and impartial evaluations.
2. Comply with all applicable laws, rules, and regulations regarding employment.

#### With Regard To Board and Community Relations

1. Maintain transparency in Board actions.
2. Communicate to The Board expressions of public reaction to Board actions and school programs.

### **Section 2 – Commitment Agreement**

Board Members must agree to commit to and uphold the standards outlined in this Code of Ethics.

Each Board Member must state that he or she 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 has agreed to abide by them; and
- (2) Has agreed to file annually, a fully executed copy of the Code of Ethics Agreement form,

The Board Secretary will deliver the Code of Ethics Agreement form at the Annual Meeting of The Board, and will collect the completed forms no later than the next Regular Meeting of The Board. The Board Chair will note the receipt of the forms in the minutes.

Any Board Member elected for service to fill a vacancy at any meeting other than the Annual Meeting of The Board must file a fully executed copy of the Code of Ethics Agreement form with the Board Secretary within 30 days of his/her election to The Board.

The Board Secretary shall be responsible for keeping current and on file a fully executed copy of the Code of Ethics Agreement form for each Board Member.

Board Approved on 5-16-16

Amended on 12-10-2018