

Adopted: July 27, 2017

Revised: May 22, 2025

MTCS Policy 209

MSBA Orig. 1995

Rev. 2009

209 CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to assist the individual Minnesota Transitions Charter School (MTCS) Board member in understanding ~~the his or her~~ role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

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

A. AS A MEMBER OF THE MTCS BOARD, I WILL:

1. Attend 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 MTCS 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 MTCS 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 the school.
8. Inform myself about the proper duties and functions of a school board member.

B. IN PERFORMING THE PROPER FUNCTIONS OF A 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 MTCS Board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the Superintendent – not over or around the Superintendent.
6. Delegate the implementation of MTCS Board decisions to the Superintendent.

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

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

3. Insist that business transactions of MTCS be ethical and open.
4. Strive to uphold my responsibilities and accountability to the taxpayers.
4. ~~Interpret the needs and attitudes of the community and do my best to translate them into the educational program of the school.~~

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5. ~~Consider it an important responsibility to interpret the educational program of the school as it relates to the needs of the community.~~

E. IN WORKING WITH THE SUPERINTENDENT AND STAFF, I WILL:

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

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

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all MTCS policies as adopted by the MTCS 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 schools.
4. Recognize that school business may be legally transacted only in an open meeting of the MTCS Board.
5. Avoid conflicts of interest and refrain from using my MTCS Board position for personal gain.
6. Take no private action that will compromise the MTCS 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:

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