Board Code of Ethics

The Bibb County Board of Education ("Board") will operate in the most ethical and conscientious manner possible and to that end the Board adopts this Code of Ethics. Each member of the Board agrees that he or she will:

Governance Structure

1. Recognize that the authority of the Board rests only with the Board as a whole and not with individual Board members and act accordingly.

2. Support the delegation of authority for the day-to-day administration of the Bibb County School District ("District" or "school district") to the Superintendent of Schools (the "Superintendent") or his or her designee and act accordingly.

3. Honor the "Chain of Command," and refer problems or complaints to the Superintendent or his or her designee.

4. Recognize that the Superintendent is the ex-officio Secretary of the Board under Georgia law and will 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 Superintendent or his or her designee, or intrude into responsibilities that properly belong to the Superintendent, his or her designee, or school administration, including such functions as hiring, transferring or dismissing employees.

6. Use reasonable efforts to keep the Superintendent or his or her designee informed of concerns or specific recommendations that any member of the Board may bring to the Board.

Strategic Planning

1. Reflect through actions that his or her first and foremost concern is for the educational welfare of children attending schools within the school district.

2. Participate in all planning activities to develop the vision and goals of the Board and the school district.

3. Work with the Board and the Superintendent or his or her designee to ensure prudent and accountable uses of the resources of the school district.

4. Render all decisions based on available facts and his or her independent judgment and refuse to surrender his or her judgment to individuals or special interest groups.

5. Uphold and enforce all applicable laws, all rules and regulations of the State Board of Education and the Board and all court orders pertaining to the school district.

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 Superintendent or his or her designee expressions of public reaction to Board policies and school programs.

Policy Development

1. Work with Board members to establish effective policies for the school system.

2. Make decisions on policy matters only after full, public, discussion at Board meetings.

3. Periodically review and evaluate the effectiveness of policies on school district programs and performance.

Board Meetings

1. Attend and participate in regularly scheduled and called Board meetings.

2. Be informed and prepared to discuss issues to be considered on Board agenda.

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. Vote for a closed executive session of the Board only when applicable law or Board policy requires consideration of a matter in executive session.

5. Maintain the confidentiality of all discussions and other matters pertaining to the Board and the school district during executive sessions of the Board.

6. Make decisions in accordance with the interests of the school district as a whole and not any particular segment thereof.

7. Express opinions before votes are cast, but after the Board vote, abide by and support all majority decisions of the Board.

Personnel

1. Consider the employment of personnel only after receiving and considering the recommendation of the Superintendent or his or her designee.

2. Support the employment of persons best qualified to serve as employees of the school district and insist on regular and impartial evaluations of school district staff.

3. Comply with all applicable law, rules and regulations and all Board policy regarding employment of family members.

Financial Governance

1. Refrain from using the position of Board member for personal or partisan gain or to benefit any person or entity over the interest the school district. (See Appendix A.)

Conduct as 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 and refrain from any disparaging or disrespectful remarks.

4. Take no private action that will compromise the Board or school district administration.

5. Participate in all required training programs developed for Board members by the Board or the State Board of Education.

6. File annually with the local Superintendent or his or her designee and with the State Board of Education a written statement certifying that he or she is in compliance with this Code of Ethics.

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.

Censuring Board Members for Code of Ethics Violations

Board members will hold one another accountable for compliance with the Code of Ethics. Board members will promptly report any known violation of the Code of Ethics to the full Board within sixty (60) days from the date the Board member first becomes aware of the alleged violation of the Code of Ethics. This requirement extends to mandate self-reporting of any violation of the Code of Ethics by an individual Board member. Upon a majority vote, Board members may sanction/censure individual

members for any violation of the Code of Ethics and/or any failure to comply with these reporting requirements.

APPENDIX A

CONFLICTS OF INTEREST PROVISIONS

The members of the Bibb County Board of Education ("Board") will adhere to these Conflict of Interest provisions as set forth in state law.

Conflicts of Interest

1. No Board member will 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 will 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. Compliance with Code Section 20-2-505 will not constitute a violation of this paragraph.

3. No Board member will 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. This paragraph will not apply to the solicitation or acceptance of contributions to the campaign of an announced candidate for elective public office if the local Board of education member has no knowledge or reason to believe that the campaign contribution, if accepted, was given with the intent to influence the local Board of Education 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 will not include the items contained in subparagraphs (a)(2)(A) through (a)(2)(J) of Code Section 16-10-2.1

4. No Board member will 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 will represent any

person or party other than the local Board of education or local school system in connection with any cause, proceeding, application, or other matter pending before the local school system in which he or she serves or in any proceeding involving the local school system in which he or she serves.

6. No Board member will be prohibited from making an inquiry for information on behalf of a constituent if no fee, reward, or other thing of value is promised to, given to, or accepted by the local Board of education member or any of his or her immediate family members in return therefore.

7. No Board member will 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 local Board of education, 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 local school system, except as provided in Code Section 20-2-505 and excluding nonprofit membership organizations.

9. No Board member will sell to any county Board any supplies or equipment used, consumed, or necessary in the operation of any public school in this state unless there are fewer than three sources for such supplies or equipment within the county; provided, however, that any purchase pursuant to this subsection for supplies or equipment that is equal to or greater than $10,000.00 will be approved by a majority of the members of the Board in an open public meeting. Any member violating this will be guilty of a misdemeanor.

10. No local Board may 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.

11. 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.

12. No Board member will 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 will not be monetary fees or honoraria.

Conduct As Board Member

1. No Board member will disclose to or discuss with any information which is subject to attorney-client privilege belonging to the local Board of education to any person other than other Board members, the Board attorney, the local school Superintendent or his or her designee, or persons designated by the local school Superintendent or his or her designee for such purposes unless such privilege has been waived by a majority vote of the whole Board.

2. No Board member will 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 school district in which they serve.

4. No Board member will hold another county office.

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

6. No Board member will serve on the governing body of a private elementary or secondary educational institution.

Eligibility for Office

Each member of this Board understands and acknowledges that no person will be eligible for election as a member of a local Board of education unless he or she: (1) Has read and understands the code of ethics and the conflict of interest provisions applicable to members of local Boards of education 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 local Boards of education, the code of ethics of the local Board of education, and the conflict of interest provisions applicable to members of local Boards of education and (3) Has completed all prior annual training requirements established by the local board of education and the State Board of Education pursuant to O.C.G.A. § 20-2-230 if such person is eligible for reelection as a member of the local board of education. Each person offering his or her candidacy for election as a member of a local Board of Education will file an affidavit with the officer before whom such person has qualified for such election prior to or at the time of qualifying, which affidavit will affirm that he or she meets all of the qualifications required pursuant to O.C.G.A. § 20-2-51.

Sanctioning Board Members for Violations of Conflict of Interest Provisions

Upon a motion supported by a two-thirds (2/3) vote, the Board may choose to conduct a hearing concerning a possible violation of these Conflict of Interest Provisions by a member of the Board. The Board member accused of violating the Conflict of Interest

Provisions 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 the Conflict of Interest Provisions, the Board will determine an appropriate sanction. A Board member subject to sanction may, within thirty (30) days of such sanction vote, appeal such decision to the State Board of Education in accordance with the rules and regulations of the State Board of Education. A record of the decision of the Board to sanction a Board member for a violation of Conflict of Interest Provisions will be placed in the permanent minutes of the Board.

Constituent Services

In order to ensure timely and appropriate communication with constituents who may contact a Board member with a question or a concern, the Board will institute a formal constituent services process. To that end, the Board will require the Superintendent or his or her designee to develop, implement, and maintain administrative procedures that clearly articulate how the constituent services process will function to ensure timely responses and effective communication among the Board, its constituents, and the District.

Definition of Constituent Services

In the District, constituent services means a concerted effort on behalf of the District's leadership team to provide all citizens the services they rightfully should receive from their elected School Board representatives and employees of the District. The role of board members in constituent service is to refer complaints or problems to the District's leadership team for resolution without members becoming involved themselves in solving problems or handling management issues.

Board members will deal fairly and equitably with all citizens by acting within the parameters of the constituent service processes developed by the Superintendent or his or her designee. Board members will not confer special advantage on employees, parents, students, vendors, or any other person or entity.

With the dual goal of being responsive to constituents and improving District systems, the Board will expect the Superintendent or his or her designee to maintain a constituent services process that includes the following:

- a protocol for handling constituents' requests for information or assistance in a timely and effective manner;
- a designated staff member or members to whom Board members may refer constituent service requests;
- an information system for recording and tracking constituent service requests and responses;

- a feedback process for informing Board members of the resolution of requests;
- oversight by a designated staff member responsible for ensuring the Superintendent or his or her designee is kept informed of matters needing his/her attention;
- periodic reports to the Board on constituent requests, their resolution, and patterns in the requests; and
- periodic reports on system improvements made as a result of the constituent services process.

Protocol for Constituent Services

The protocol begins with a constituent request to a Board member for information or assistance.

- If the request is for information which the Board member is able to provide, he/she should respond.
- If the answer is not known by the Board member, the constituent should be directed to another system source from whom the information can be obtained.
- If the request for information indicates that an issue may exist of which the Board and Superintendent or his or her designee need to be aware, the Board member should contact the Superintendent's designee to inform him/her of the matter and for administrative action if necessary.
- If the constituent requests assistance in addressing an issue or problem, the Board member first should inquire if the constituent has attempted to resolve the issue at the local school or department level.
- If the constituent has not, the Board member should direct the constituent back into the system to address his concern with the teacher, principal, department head, etc., as appropriate. The Board member should invite the constituent to call back if a timely response is not received from District staff.
- If the matter is urgent, requires an immediate response, or has the potential for major consequences if not handled promptly and appropriately, the Board member should refer the request to the Superintendent's designee for action.

Each constituent request for information or assistance that is received by a Board member will be assessed by the Superintendent's designee as to its level of significance or potential for further involvement by the Board. Significant issues will be recorded in the constituent services database, along with the response or details of how the matter was handled/resolved. The Superintendent's designee is responsible for briefing the Superintendent or his or her designee on constituent service requests.

The Superintendent or his or her designee will use this information to be alerted to patterns of concerns or requests, recurring issues, and steps needed to improve system processes.

The Board and Superintendent or his or her designee should review the effectiveness of the constituent service process from time to time and make necessary adjustments. Board members will honor the spirit of the constituent services policy in order to ensure consistent, reliable, and effective responses to requests for information or assistance presented to individual Board members.