



**Board Retreat**

August 22, 2020 9:00 AM  
12060 Arlington Trail  
Arlington, TN 38002

**1. Characteristics of an Effective Board**

- A. Vision, Mission and Goals of District
- B. Increase Efforts in Policy, Planning and Promotion
- C. Eight Characteristics
- D. Board Members' Code of Ethics Policy 1.106
- E. Board/Superintendent Responsibilities

**2. Functioning Cohesively as a Group**

- A. Civility at Board Meetings
- B. Fostering an Effective Team

**3. Planning for the Future**

- A. What do we need to do to improve as a school board?

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Chairperson

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Superintendent

*Arlington Community Schools offer educational and employment opportunities without regard to race, color, creed, national origin, religion, sex, age, disability or genetic information and adheres to the provisions of the Family Educational Rights and Privacy Act (FERPA).*

# Arlington Community Schools Board

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term:  <b>Code of Ethics</b>	Descriptor Code: <b>1.106</b>	Amended Date: <b>06/28/16</b>
		Rescinds:	Issued Date: <b>12/02/13</b>

## CODE OF ETHICS

### ARLINGTON COMMUNITY SCHOOLS DISTRICT

#### **Section 1. Definitions:**

- (1) “School District” means Arlington Community Schools District and includes all boards or the Superintendent.
- (2) “Officials and employees” means and includes any official whether elected or appointed, officer, employee or any member of any Arlington Community Schools Board of the school district.
- (3) “Personal interest” means, for the purpose of disclosure of personal interests in accordance with this Code of Ethics, a financial interest of the official or employee, or a financial interest of the official’s or employee’s spouse or child living in the same household, in the matter to be voted upon, regulated, supervised, or otherwise acted upon in any official capacity.

#### **Section 2. Disclosure of personal interest in voting matters:**

An official or employee with the responsibility to vote on a measure shall disclose during the meeting at which the vote takes place, before the vote and to be included in the minutes, any personal interest that affects or that would lead a reasonable person to infer that it affects the official’s or employee’s vote on the measure. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from voting on the measure.

#### **Section 3. Disclosure of personal interest in non-voting matters:**

An official or employee who must exercise discretion relative to any matter other than casting a vote and who has a personal interest in the matter that affects or that would lead a reasonable person to infer that it affects the exercise of the discretion shall disclose, before the exercise of the discretion when possible, the interest on the attached Disclosure Form and file the Disclosure Form with the school district’s Board Secretary. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from the exercise of discretion in the matter.

#### **Section 4. Acceptance of gifts and other things of value:**

An official or employee, or an official’s or employee’s spouse or child living in the same household, may not accept, directly or indirectly, any gift exceeding a value of \$30, money, gratuity, or other consideration or favor of any kind from anyone other than the school district that a reasonable person would understand was intended to influence the vote, official action or

1 judgment of the official or employee in executing decision-making authority affecting the school  
2 district.

3 It shall not be considered a violation of this policy for an official or employee to receive  
4 entertainment, food, refreshments, meals, health screenings, amenities, foodstuffs or beverages  
5 that are provided in connection with a conference sponsored by an established or recognized  
6 statewide association of school board officials or by an umbrella or affiliate organization of such  
7 statewide association of school board officials.

8 It is unlawful for any teacher, supervisor, director, Board Member, or Superintendent to have any  
9 pecuniary interest, directly or indirectly, in supplying books, maps, school furniture or apparatus  
10 to the school district or any of its schools, or to act as agent for any author, publisher, bookseller  
11 or dealer in school furniture or apparatus on promise of reward for the person's influence in  
12 recommending or procuring the use of any book, map, school apparatus or furniture of any kind,  
13 in the school district or any of its schools.

14 Spouses or family members of principals, teachers or school administrative employees may  
15 participate in business transactions with the school system where a sealed competitive bid system  
16 is used; provided, that the principal, teacher or other school administrative employee does not  
17 have discretion in the selection of bids or specifications.

#### 18 **Section 5. Ethics Complaints:**

19 The school district may create a School District Ethics Committee (the "Ethics Committee")  
20 consisting of three (3) members who will be appointed to one (1) year terms by the Chairman of  
21 the Arlington Community Schools Board of Education with confirmation by the Arlington  
22 Community Schools Board of Education. At least two (2) members of the Committee shall be  
23 members of the Arlington Community Schools Board of Education. The Ethics Committee shall  
24 convene as soon as practicable after its appointment and elect a Chair and a Secretary. The  
25 records of the Ethics Committee shall be maintained by the Secretary.

26 Questions and complaints regarding violations of this Code of Ethics or of any violation of state  
27 law governing ethical conduct should be directed to the Chair of the Ethics Committee.  
28 Complaints shall be in writing and signed by the person making the complaint and shall set forth  
29 in reasonable detail the facts upon which the complaint is based.

30 The School District Ethics Committee may investigate any credible complaint against an official  
31 or employee charging any violation of this Code of Ethics, or may undertake an investigation on  
32 its own initiative when it acquires information indicating a possible violation and make  
33 recommendations for action to end or seek retribution for any activity that, in the Committee's  
34 judgment, constitutes a violation of this Code of Ethics. If a member of the Committee is the  
35 subject of a complaint, such member shall recuse himself or herself from all proceedings  
36 involving such complaint.

37 The Committee may:

38 (1) refer the matter to the Arlington Community Schools Board Attorney for a legal  
39 opinion and/or recommendations for action;

40 (2) in the case of an official, refer the matter to the Arlington Community Schools  
41 Board for possible public censure if the Arlington Community Schools Board  
42 body finds no such action warranted;

- 1           (3)    in the case of an employee, refer the matter to the official responsible for  
2           supervision of the employee for possible disciplinary action if the official finds  
3           discipline warranted; and
- 4           (4)    in a case involving possible violation of state statutes, refer the matter to the  
5           district attorney for possible ouster or criminal prosecution.

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Legal References

T.C.A. § 49-6-2003

**ARLINGTON COMMUNITY SCHOOLS DISTRICT  
CODE OF ETHICS**

**CONFLICT OF INTEREST DISCLOSURE STATEMENT**

**Instructions:**

This form is for reporting personal interests required to be disclosed under Section 3 of the Code of Ethics of the Arlington Community Schools District. Officials and employees are required to disclose personal interests in matter that affect or would lead a reasonable person to infer that it would affect the exercise of discretion of an official or employee.

1. Date \_\_\_\_\_ of \_\_\_\_\_ Disclosure:

2. Name \_\_\_\_\_ of \_\_\_\_\_ Official \_\_\_\_\_ or \_\_\_\_\_ Employee:

3. Office and Position: \_\_\_\_\_

4. Description of Personal Interest (Describe below in detail):

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Signature of Official or Employee

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Printed Name of Witness