

621 Gracey Avenue  
Clarksville, TN 37040

Phone: (931) 920-7808

**Board Members**

George Giles,  
Board Chair  
District 1

Carol Smithson  
District 2

Horace Murphy, Jr.  
Board Vice Chair  
District 3

Ernest Brockman  
District 4

Jimmie Garland  
District 5

Eula Gardner Dowdy  
District 6

Josh Baggett  
District 7

Director of Schools  
B. J. Worthington

July 31, 2012

Tennessee Ethics Commission  
SunTrust Bank Building  
201 Fourth Avenue North  
Suite 1820  
Nashville, TN 37243

Dear Commission:

This letter serves to notify you that the Clarksville-Montgomery County Board of Education adopted an ethics policy effective August 12, 2008 which complies with state law. A copy of our policy is attached.

Sincerely,



George Giles  
Board Chair

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Enclosure



2012 AUG -1 AM 11:09  
Clarksville-Montgomery County Board of Education

**Policy Type: Governance Process**

2012 AEC - 1 AG 11: 08

**Code of Ethics**

*The Board adopts this Code of Ethics as required by law and recommended by the Tennessee School Boards Association as a guide to its members as they provide educational leadership for the youth of our State. The Board further agrees that ethical issues regarding the Board or its members may be referred to the TSBA Ethics Advisory Council.*

**1. MY RELATIONS TO THE CHILDREN**

- a. I will at all times think in terms of "children first", always determining other important things according to how they affect education and training of children.
- b. I will seek to provide equal educational opportunities for all children regardless of ability, race, color, sex, creed or location of residence.

**2. MY RELATIONS TO MY COMMUNITY**

- a. I will endeavor to appraise fairly both the present and future educational needs of the community and to support improvements as finances permit.
- b. I will represent at all times the entire school community and refuse to represent special interests or partisan politics.
- c. I will endeavor to keep the community informed about the progress and needs of the schools.

3. MY RELATIONS TO TEACHERS AND PERSONNEL

- a. I will support the employment of those persons best qualified to serve as employees and insist on a regular and impartial evaluation of staff.
- b. I will support and protect personnel in performance of their duties.
- c. I will not criticize employees publicly but will make such criticism to the superintendent for investigation and action if necessary.

4. MY RELATIONS TO OTHER BOARD MEMBERS

- a. I will recognize that authority rests only with the Board in official meetings and that the individual member has no legal status outside of such meetings.
- b. I will refuse to make promises as to how I will vote on a matter which should properly come before the Board as a whole.
- c. I will make decisions only after full discussion of matters at a Board meeting.
- d. I will respect the opinion of other members and will accept the principle of "majority rule".

5. MY RELATIONS WITH THE DIRECTOR OF SCHOOLS/  
SUPERINTENDENT

- a. I will support full administrative authority as well as responsibility for the Director of Schools/Superintendent to properly discharge all professional duties.
- b. I will support Director of Schools/Superintendent accountability for working and requiring staff to work within the framework of policies set up by the Board.

- c. I will refer all complaints and concerns to the Director of Schools/Superintendent.

## 6. MY RELATIONS TO MYSELF

- a. I will inform myself about my duties and responsibilities and current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my State and National School Boards Associations.
- b. I will avoid being placed in a position of conflict of interest, and will refrain from using my Board position for personal or partisan gain.

## 7. STATE LAW REQUIREMENTS

### a. Definitions

- (1) "School District" means Clarksville Montgomery County School System, and includes all boards, committees, commissions, authorities, corporations or other instrumentalities appointed or created by the school district of an official of the school district.
- (2) "Officials and employees" means and includes any official, whether elected or appointed, officer, employee or servant, or any member of any board, agency, commission, authority or corporation (whether compensated or not), or any officer, employee or servant thereof, 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 manner to be

voted upon, regulated, supervised, or otherwise acted upon in an official capacity.

- b. 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.
- c. Disclosure of personal interest in non-voting matters. An 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 when possible, the interest on the attached disclosure form and file the disclosure form with the school district's central office. 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.
- d. 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, 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 judgment of the official or employee in executing decision-making authority affecting the school district.
- e. It shall not be considered a violation of this policy or an official or employee to receive entertainment, food, refreshments, meals, health screenings, amenities, foodstuffs, or beverages that are provided in connection with a conference sponsored by an established or recognized

statewide association of school board officials or by an umbrella or affiliate organization of such statewide association of school board officials.

- f. Questions and complaints regarding violations of this Code of Ethics or of any violation of state law governing ethical conduct will be addressed and handled as set forth in GP-9. Any complaint shall be in writing and signed by the person making the complaint, and shall set forth in reasonable detail the facts upon which the complaint is based.
  
- g. The interpretation that a reasonable person in the circumstances would apply shall be used in interpreting and enforcing this Code of Ethics. When a violation of this Code of Ethics also constitutes a violation of a personnel policy or a civil service policy, the violation shall be dealt with as a violation of the personnel or civil service provisions rather than this Code of Ethics.

**CMCSS CONFLICT OF INTEREST DISCLOSURE STATEMENT**

Instructions: This form is for reporting personal interests required to be disclosed under Section 7 of the Code of Ethics as set forth in GP-8. Officials and employees are required to disclose personal interests in matters 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):

\_\_\_\_\_  
Signature of official or employee

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

\_\_\_\_\_  
Printed name of witness