

# MASA Ethics Committee

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<b>Type of Committee:</b>	Ad-Hoc Committee named by the MASA President.
<b>Goal:</b>	Provide recommendations to the MASA Executive Committee related to school administrator ethics issues.
<b>Charge of the Committee:</b>	<ol style="list-style-type: none"><li>1. Review MASA Ethics statement.</li><li>2. Discuss how to improve the image of the school administrators.</li><li>3. Review and recommend policies and procedures to address travel, expense reimbursements, meeting attendance, handling of emails, etc.</li><li>4. Discuss the issue of posting superintendent salary information.</li></ol>
<b>Tasks:</b>	<ol style="list-style-type: none"><li>1. Schedule meetings of committee to discuss issues.</li><li>2. Seek input from colleagues on issues being studied by the committee.</li><li>3. Develop recommendations for MASA Executive Committee.</li></ol>
<b>Level of Authority:</b>	Committee reports to MASA Executive Committee
<b>Boundaries:</b>	Committee recommendations are confined to school administrator ethics and related issues.
<b>Timeframe:</b>	Complete recommendations by March 25, 2009.
<b>Resources:</b>	MASA will pay travel expenses for committee members to attend committee meetings.
<b>Membership:</b>	David McGehee, Chairman, Lee's Summit R-VII (Greater KC) Kelly Burlison, Fredericktown (Southeast) John Cary, St. Louis Special School District (Greater St. Louis) David Lawrence, Lafayette County C-1 (West Central) Jeffrey Sumy, North Platte R-I (Northwest) Fred Weibling, Madison C-3 (Northeast) Aaron Zalis, Rolla (South Central) Tim Taylor, Hollister (Southwest)

**Meeting Framework:**

Meeting dates and times will be established by the committee. Meeting attendance by video and/or telephone will be provided as an option if a committee member is unable to attend in person.

**Decision Making Process:**

Decisions will be made through consensus of those members who are present.

**Channels of Communication/  
Communication Plan**

Information from the committee meetings will be shared during district meetings; emails to the membership; reports to the MASA Executive Committee; reports to MASA Business meeting; articles in MASA Spotlight; and information on the MASA website.

**Agenda Development:**

Meeting agendas will be developed by the Committee Chair with the assistance of the MASA Executive Committee. Draft agendas will be distributed to committee members by email at least one week prior to the meeting. Committee members are welcome to recommend additional agenda items.

**Facilitation of Meetings:**

The Committee Chair will facilitate meetings.

**Maintaining Records:**

Minutes of each meeting will be prepared by the MASA Executive Director and distributed to all members.

**Norms:**

Begin and end on time  
Everyone has an opportunity to express his/her opinion  
Be open-minded  
Think outside of the box  
Confidentiality  
Stay on task