

CONFLICT OF INTEREST

Employees, contracted employees and Board members shall perform their official duties in a manner free from conflict of interest. To this end:

- A. The maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by District employees, Board members and contracted employees is essential to ensure the proper performance of school business as well as to earn and keep public confidence in the District.

To accomplish this, the Board has adopted the following guidelines to assure that conflicts of interest do not occur. These are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees.

1. No employee, contracted employee, or Board member shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities. When an individual determines that the possibility of a personal interest conflict exists, s/he should, prior to the matter being considered by the Board or administration, disclose his/her interest (such disclosure shall become a matter of record in the minutes of the Board).
2. No individual shall use his/her position to benefit either himself/herself or any other individual or agency apart from the total interest of the District.
3. If the financial interest pertains to a proposed contract with the District, the following requirements must be met:

The individual shall disclose the direct financial interest in the contract to the Board with such disclosure made a part of the official Board minutes. If his/her direct financial interest amounts to \$250 or more or five percent (5%) or more of the contract cost to the District, the individual shall make the disclosure in one of two (2) ways:

- a. In writing to the Board president at least seven (7) days prior to the meeting at which the vote on the contract will be taken. The disclosure shall be made public in the same manner as the Board's notices of its public meetings. (See Bylaw 0300)

- b. By announcement at a meeting at least seven (7) days prior to the meeting at which a vote on the contract is to be taken. The individual must use this method of disclosure if his/her financial interest amounts to \$5,000 or more.
 - c. Board members have additional requirements as it pertains to voting. (See Bylaw 0350)
4. Employees, contracted employees and Board members shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have in the course of their association with the District.

Included, by way of illustration rather than limitation are the following:

- a. the provision of any private lessons or services for a fee during the school calendar year;
- b. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the individual's position or through his/her access to District records;
- c. the referral for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals;
- d. the requirement to purchase any private goods or services provided by the individual or any business or professional practitioner with whom the individual has a financial relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations.

5. Employees, contracted employees and Board members shall not make use of materials, equipment, or facilities of the District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
 6. When an individual is employed by the District, or associated in any way as an official representative, it is required that he/she remove themselves from any evaluating, judging, or officiating of contests, so as to avoid a perceived conflict of interest.
 7. Individuals shall refrain from accepting gifts when it clearly gives the appearance of obtaining favor.
- B. Should exceptions to this policy be necessary in order to provide services to students or clients of the District, all such exceptions will be made known to the employee's supervisor and will be disclosed to, and approved by, the Superintendent, or his/her designee, before entering into any private relationship. The Superintendent shall report to the Board President when an exception is approved.
- C. If a party has a concern that a conflict of interest or apparent conflict of interest has arisen, the particular transaction or situation should be reported to the Board President or to the Superintendent, and then to the remaining members of the Board in a timely fashion. The Superintendent or his/her designee will investigate the matter as appropriate. Findings will be reported to the Board President, Superintendent, and the reporting party.

*Adopted April 18, 1994
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