

CONFLICT OF INTEREST CODE
Designated Positions and Disclosure Requirements

Mandated Action

1. Persons occupying the following positions are designated employees in Category 1:

Members of the School Board
Superintendent of Schools
Associate Superintendent of Instructional Services
Assistant Superintendent of Human Resources
Manager Business Services/CBO
Directors
Private Legal Counsel

Designated persons in this category must report:

- a. Interests in real property located entirely or partly within District boundaries, or within two miles of District boundaries or of any land owned or used by the District. Such interests include any leasehold, beneficial or ownership interest or option to acquire such interest in real property.
- b. Investments and business positions or income from sources which:
 - (1) Are engaged in the acquisition or disposal of real property within the District,
 - (2) Are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the District, or
 - (3) Manufacture or sell supplies, books, machinery or equipment of the type used by the District.

2. Persons occupying the following positions are designated employees in Category 2:

Assistant Directors
Principals
Assistant Principals
Classified Managers
Vocational Coordinators

Designated persons in this category must report investments and business positions or income from sources which:

- a. Are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs, or
- b. Manufacture or sell supplies, books, machinery or equipment of the type used by the department that the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.

CONFLICT OF INTEREST CODE

Mandated Action

3. Persons occupying the following positions are designated employees in Category 3:

Administrative Intern
Directors of Student Activities
Athletic Directors

4. Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.