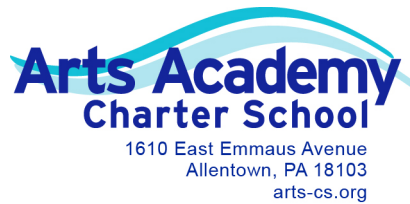


Adoption Date:	05/15/2017
Revision Date(s):	



Board Policy 10.2

PROGRAMS AND EXPENDITURES INVOLVING FEDERAL FUNDS

Conflict of Interest

Applicability

This Policy shall be applicable to all conduct related to the actions of school employees engaged in the selection, award and administration of contracts, as per 2 C.F.R. §200.18(c)(1).

Standards of Conduct

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. A “financial or other interest,” for the purposes of this Policy, shall mean that the individual directly financially benefits from, receives compensation from, or otherwise benefits directly, through goods or services, from such organization.

The officers, employees, and agents of the school may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, unless the gift is an unsolicited item of nominal value. Examples gifts of nominal value are t-shirts, calendars, pencils, branded inexpensive pens and other inexpensive promotional items. Examples of gifts of more than nominal value given to an employee may include, but are not limited to, money, service, loan, travel, lodging, meals, refreshments, entertainment, discount, or promise to do or not do something having a monetary value.

Reporting Conflicts of Interest

Any individual with an actual, apparent or potential conflict of interest must report it to the Executive Director as per Board Policies 1.3.4 and 7.7. In the event that the Executive Director has an actual, apparent or potential conflict of interest, he/she shall report it to the Board President. For the purposes of this Policy, “immediate family” shall mean an individual’s spouse, parent(s), and children.

Where a true conflict of interest exists, the employee involved in the conflict shall not be involved in any part of the contract process, including soliciting and/or reviewing bids/telephonic quotes and/or finalizing a contract. The Superintendent shall ensure that an alternate individual handles all matters related to such contract. The Superintendent may, at his/her discretion, require such recusal in the case of an apparent or potential conflict of interest, as well.

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This policy shall be reviewed with employees annually. All employees shall be required to sign that they received and reviewed the Board policies, which shall include this Policy.

Disciplinary Actions

Individuals who violate this Policy may be subject to disciplinary action up to and including termination.