

# New Code

## TWIN RIDGES HOME STUDY CHARTER SCHOOL

### CONFLICT OF INTEREST CODE

#### I. ADOPTION

In compliance with the Political Reform Act of 1974, California Government Code Section 87100, et seq., Twin Ridges Home Study Charter School hereby adopts this Conflict of Interest Code ("Code"), which shall apply to all governing board members and all other designated employees of Twin Ridges Home Study Charter School ("Charter School"), as specifically required by California Government Code Section 87300.

#### II. DEFINITION OF TERMS

As applicable to a California public charter school, the definitions contained in the Political Reform Act of 1974, the regulations of the Fair Political Practices Commission, specifically California Code of Regulations Section 18730, and any amendments or modifications to the Act and regulations are incorporated by reference to this Code.

#### III. DESIGNATED EMPLOYEES

Board of Directors members and employees of this Charter School who hold positions that involve the making or participation in the making, of decisions that may foreseeably have a material effect on any financial interest, shall be "designated employees." The designated positions are listed in "Exhibit A" attached to this policy and incorporated by reference herein.

#### IV. STATEMENT OF ECONOMIC INTERESTS: FILING

Each designated employee, including Board of Directors members, shall file a Form 700 Statement of Economic Interest ("Statement") at the time and manner prescribed by California Code of Regulations, title 2, section 18730, disclosing reportable investments, interests in real property, business positions, and income required to be reported under the category or categories to which the employee's position is assigned in "Exhibit A."

An investment, interest in real property or income shall be reportable, if the business entity in which the investment is held, the interest in real property, the business position, or source of income may foreseeably be affected materially by a decision made or participated in by the designated employee by virtue of his or her position. The specific disclosure responsibilities assigned to each position are set forth in "Exhibit B."

Statements Filed With the Charter School. All Statements shall be supplied by the Charter School. All Statements shall be filed with the Charter School. The Charter School's filing official shall make and retain a copy of the Statement and forward the original to the Nevada County Board of Supervisors.

## V. DISQUALIFICATION

No designated employee shall make, participate in making, or try to use his/her official position to influence any Charter School decision which he/she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family.

## VI. MANNER OF DISQUALIFICATION

### A. Non-Board of Directors Member Designated Employees

When a non-Board of Directors member designated employee determines that he/she should not make a decision because of a disqualifying interest, he/she should submit a written disclosure of the disqualifying interest to his/her immediate supervisor. The supervisor shall immediately reassign the matter to another employee and shall forward the disclosure notice to the Charter School Principal, who shall record the employee's disqualification. In the case of a designated employee who is head of an agency, this determination and disclosure shall be made in writing to his/her appointing authority.

### B. Board of Directors Member Designated Employees

Board of Directors members shall disclose a disqualifying interest at the meeting during which consideration of the decision takes place. This disclosure shall be made part of the Board of Directors' official record. The Board of Directors member shall refrain from participating in the decision in any way (i.e., the Board of Directors member with the disqualifying interest shall refrain from voting on the matter and shall leave the room during Board of Directors discussion and when the final vote is taken) and comply with any applicable provisions of the Charter School bylaws.

## EXHIBIT A

### Designated Positions

I. Persons occupying the following positions are designated employees and must disclose financial interests in all categories defined in "Exhibit B" (i.e., categories 1, 2, and 3).

- A. Board of Directors Members
- B. Director/Principal
- C. Business Manager
- D. Consultants

II. Persons occupying the following positions are designated employees and must disclose financial interests defined in Category 1 of "Exhibit B."

- A. Resource Coordinator

## EXHIBIT B

### Category 1 Reporting:

A. Interest in real property which is located in whole or in part either (1) within the boundaries of the District, or (2) within two miles of the boundaries of the District, including any leasehold, beneficial or ownership interests or option to acquire such interest in real property.

(Interests in real property of an individual include a business entity's share of interest in real property of any business entity or trust in which the designated employee or his or her spouse owns, directly, indirectly, or beneficially, a 10% interest or greater.)

B. Investments in or income from persons or business entities which are contractors or sub-contractors which are or have been within the previous two-year period engaged in the performance of building construction or design within the District.

C. Investments in or income from persons or business entities engaged in the acquisition or disposal of real property within the jurisdiction.

(Investment includes any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership interest or other ownership interests.)

(Investments of any individual include a pro rata share of investments of any business entity or trust in which the designated employee or his or her spouse owns, directly, indirectly or beneficially, a ten percent interest or greater.)

(Investment does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, or any bond or other debt instrument issued by any government or government agency.)

Category 2 Reporting:

A. Investments in or income from business entities which manufacture or sell supplies, books, machinery or equipment of the type utilized by the department for which the designated employee is Manager or Charter School Principal. Investments include interests described in Category 1.


Category 3 Reporting:

A. Investments in or income from business entities which are contractors or sub-contractors engaged in the performance of work or services of the type utilized by the department for which the designated employee is Manager or Charter School Principal. Investments include the interests described in Category 1.

Amended and Adopted by Twin Ridges Home Study Charter School Charter School Board of Directors

Date December 16, 2014

Signature of Secretary

 Date 12/16/14

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**Twin Ridges Home Study Charter School**

NEVADA COUNTY  
BOARD SUPERVISORS

**BP 2710**

## ADMINISTRATION

### Conflict of Interest

The Twin Ridges Home Study Charter School shall adopt and promulgate Conflict of Interest Codes in compliance with the Political Reform Act, Government Code section 81000, et seq. The Fair Political Practices Commission has adopted a standard set of regulations which contains the terms of the Conflict of Interest Code. (CCR, Title 2, Sec. 18730)

The standard regulations, enumerated in California Code of Regulations, Title 2, Sec. 18730, are hereby incorporated by reference. The Twin Ridges Home Study Charter School and designated employees shall abide by the terms of the standard regulation. Statements of Economic Interests (Form 700) shall be filed with the Nevada County Board of Supervisors pursuant to Section 4 of the standard regulations.

#### DESIGNATED POSITIONS:

Charter Council Members  
Director/Principal  
Business Manager  
Consultants

All employees described in the section above, DESIGNATED POSITIONS, shall file with the Twin Ridges Home Study Charter School.

#### REQUIRED DISCLOSURE Government Code §§ 87100, et seq.

Governing Council members and designated employees assigned to this category must report:

- a. Interests in real property which are located in whole or in part:
  1. within the boundaries of the District
  2. within two miles of the boundaries of the District, or
  3. within two miles of any land owned or used by the District, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property.
- b. Investments in business entities or income from sources which engage in the acquisition of real property within the jurisdiction.
- c. Investments in business entities or income from sources which:
  1. are contractors or subcontractors engaged in the performance of work or services of the type utilized by the District, or
  2. which manufacture or sell supplies, books, machinery or equipment of the type utilized by the employee's department. For the purposes of this category a principal's department is the entire school.

## CONSULTANTS

Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation.

The Principal may determine in writing that a particular consultant, although a “designated position”, is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Principal determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

Legal Reference:           G.C. §§ 81000-91015, 87100, 87200-87313, et seq.  
California Code of Regulations Sections - 18701(a) and 18701(a)(2)  
FPPC Regulation - 18730

Approved by Board of Supervisors at its August 12, 2008 meeting.