

**Conflict of Interest Code of the
Soledad Unified School District**

The provisions of 2 CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with the attached Appendix specifying designated positions and disclosure categories, are incorporated by reference and shall constitute the district's conflict of interest code.

Governing Board members and designated employees shall file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories listed in the attached Appendix. The Statement of Economic Interest shall be filed with the district's filing officer and/or, if so required, with the district's code reviewing body. The district's filing officer shall make the statements available for public review and inspection.

APPENDIX
Disclosure Categories

1. Category 1: A person designated Category 1 shall disclose:
 - 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.
 - b. Investments or business positions in or income from sources which are engaged in the acquisition or disposal of real property within the district, 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 manufacture or sell supplies, books, machinery, or equipment of the type used by the district.

2. Category 2: A person designated Category 2 shall disclose:
 - a. Investments or business positions in or income from sources which are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs.
 - b. Investments or business positions in or income from sources which manufacture or sell supplies, books, machinery, or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.

Designated Positions

<u>Designated Position</u>	<u>Disclosure Category</u>
Governing Board Members	1
Superintendent of Schools	1
Purchasing Agent	1
Director	2
Principal	2
Assistant Principal	2
Maintenance and Operations Director	2
Program Coordinator	2
Project Specialist	2
Supervisor	2
Dean of	2

Disclosures for Consultants

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.

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2 CCR 18701)

1. Approve a rate, rule, or regulation
2. Adopt or enforce a law
3. Issue, deny, suspend, or revoke a permit, license, application, certificate, approval, order, or similar authorization or entitlement
4. Authorize the district to enter into, modify, or renew a contract that requires district approval
5. Grant district approval to a contract that requires district approval and in which the district is a party, or to the specifications for such a contract
6. Grant district approval to a plan, design, report, study, or similar item
7. Adopt or grant district approval of district policies, standards, or guidelines

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR 18702.2 or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's conflict of interest code. (2 CCR 18701)

Exhibit
version: October 10, 2012

SOLEDAD UNIFIED SCHOOL DISTRICT
Soledad, California

MEMORANDUM

To: Chair Armenta and Members of the Monterey County Board of Supervisors

Cc: Gail Borkowski, Clerk of the Board

From: Traci A. Kirkbride, Deputy County Counsel

Date: February 15, 2013

Re: Conflict of Interest Codes for Special Districts

This is to provide clarification to eight (8) of the Conflict of Interest Codes for certain special districts that are on the consent agenda for the February 26th Board meeting. This memo only relates to: the Soledad Mission Recreation District, the Soledad Unified School District, the Gonzales Unified School District, the Spreckels Union School District, Big Sur Unified School District, South Monterey County Joint Union High School District, Community Human Services and Monterey Peninsula Water Management District.

In order to clarify the language concerning the requirements for which designated positions' statements of economic interest (Form 700) must be forwarded to the Board of Supervisors as the code reviewing body for the special district, and in order not to delay the processing of the special districts' Conflict of Interest Codes, County Counsel's Office recommends that, as to these seven named special districts, these Conflict of Interest Codes be revised pursuant to Government Code section 87303 and that all the designated positions in the special districts' Conflict of Interest Codes be required to file their Statement of Economic Interests (Form 700) with the clerk of the Monterey County Board of Supervisors as code reviewing body. The special districts shall make and retain copies of the statements and shall forward the original of the statements to the code reviewing body.