

**CONFLICT OF INTEREST CODE
OF THE
SALINAS UNION HIGH SCHOOL DISTRICT
OF MONTEREY COUNTY**

(a) The Political Reform Act of 1974, Government Code sections 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. Section 18730, which contains the terms of a standard model Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings. Therefore, the terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission, along with the attached Appendix in which officials and employees are designated and disclosure categories are set forth are hereby incorporated by reference and constitute the Conflict of Interest Code of the Salinas Union High School District of Monterey County.

(b) Pursuant to Government Code section 81008 and 2 Cal. Code of Regs. Section 18730(b)(4), all designated employees shall file statements of economic interests with their agency. Upon receipt of the statement from the Members of the Board of Trustees of the Salinas Union High School District, the agency shall make and retain a copy and forward the original of the statement to the code reviewing body. Statements for all other designated employees shall be retained by the agency, which shall make the statements available for public inspection and reproduction.

(C) APPENDIX

EXHIBIT A: Designated Positions

**SALINAS UNION HIGH SCHOOL DISTRICT
BUSINESS SERVICES
AS OF AUGUST 2012**

<u>POSITION</u>	<u>DISCLOSURE CATEGORY</u>
A. Members of the School Board	1
B. Other	
Superintendent	1
Associate Superintendent - Instructional Services	1
Associate Superintendent - Business Services	1
<i>Manager of Business Services/CBO</i>	1
Associate Superintendent - Human Resources	1
<i>Assistant Superintendent – Human Resources</i>	1
Director of Human Resources	1
Director of Instructional Services	1
Director of Research, Assessment, Accountability	1
Director of SPED, GATE, Counseling, Guidance	1
<i>Director of Special Education & GATE</i>	1
<i>Director of Special Education</i>	1

Principal/Director of Adult School	1
Director of ROP/Career Education	1
Director of Alternative Ed/Mission Trails JPA	1
Director of Mission Trails ROP & Salinas Adult School	1
Principal of Continuation High School, Director of Independent Study, Director Pupil Personnel Services	1
Director of Migrant/Bilingual Education	0
Director of Special Projects	0
Director of State and Federal Education Programs	1
Director of Ell/Migrant Ed/Special Projects	1
Director of Information Services	1
Manager of Information Services	1
Private Legal Counsel	1
Site Business Manager	0
Assistant Director of ROP/Career Education	2
Principals	2
Assistant Principals	2
Vocational Coordinator, ROP/Career Education	2
Chief Learning Director	0
Learning Directors	2
Manager of Facilities and Planning	2
Manager of Maintenance, Operations, Safety	2
Manager of Maintenance, Facilities & Planning	2
Manager of Purchasing and Food Services	2
Budget Analyst	2
Manager of Fiscal Services	2
Manager of Transportation	2
Salinas Adult School Coordinators of Action/Voc Ed, Creative Living, ESL, Parent Education	2
Administrative Interns	3
Directors of Student Activities	3
Athletic Directors	3
Director of Sunrise House	3
Consultants ¹	

SALINAS UNION HIGH SCHOOL DISTRICT

EXHIBIT B **DISCLOSURE CATEGORIES**

CATEGORY 1.

Employees in this category shall disclose all reportable investments, interest in real property and income, and any business entity in which the person is a director, officer, partner, trustee, employee, or holds any position of management.

Financial interests are reportable only if located within or subject to the jurisdiction of the school district, or if the business entity in which the employee has an interest as indicated above is doing business or planning to do business in the school district jurisdiction or has done business within that jurisdiction during the two years preceding the filing of the disclosure statement.

CATEGORY 2.

Employees in this category shall disclose all reportable investments, and income, and any business entity in which the person is a director, officer, partner, trustee, employee, or holds any position of management.

Financial interests are reportable only if located within or subject to the jurisdiction of the school district, or if the business entity in which the employee has an interest as indicated above is doing business or planning to do business in the school district jurisdiction or has done business within that jurisdiction during the two years preceding the filing of the disclosure statement.

CATEGORY 3.

Employees in this category shall disclose all reportable investments and interest in any business entity furnishing services, supplies, merchandise, or equipment or education services or materials of any kind to the school district within the past two years preceding the filing of the disclosure statement.

Interests include any position of management or as a director, officer, partner, trustee or employee.

General Provisions

When a member, officer, or employee who holds a designated position is required to disclose investments and sources of income, he or she shall disclose investments in business entities and sources of income which do business in the jurisdiction, plan to do business in the jurisdiction, or have done business in the jurisdiction within the past two years. In addition to other activities, a business entity is doing business within the jurisdiction if it owns real property within the jurisdiction.

When a designated member, officer, or employee who holds a designated position is required to disclose sources of income, he or she shall disclose gifts received from donors located inside as well as outside the jurisdiction.

When a designated member, officer, or employee who holds a designated position is required to disclose interests in real property, he or she shall disclose the type of real property described below, if it is located in whole or in part within, or not more than two miles outside of the boundaries of the jurisdiction, or within two miles of any land owned or used by the Salinas Union High School District.

When a designated member, officer, or employee who holds a designated position is required to disclose business position, he or she shall disclose positions in business entities that do business in the jurisdiction, plan to do business in the jurisdiction, or have done business in the jurisdiction within the past two years.

For purposes of this Conflict of Interest Code, the jurisdiction of the Salinas Union High School District is the boundaries of the Salinas Union High School District.

Disclosure Category 1:

A member, officer, or employee holding a position assigned to Disclosure Category 1 shall, in the manner described above, report:

All investments and business positions in business entities and sources of income in the jurisdiction;

Interests in real property in the jurisdiction;

His or her status as director, officer, partner, trustee, employee, or holder of a management position in any business entity in the jurisdiction.

Adopted: August 5, 1976
Amended: February 22, 1977

Amended: July 12, 1977
December 11, 1979
March 26, 1980
January 27, 1981
August 25, 1981
November 24, 1981
July 27, 1982
March 27, 1984
April 9, 1987
October 8, 1987
January 14, 1988
April 27, 1989
January 22, 1991
January 27, 1998
March 23, 1999
August 22, 2000
January 11, 2005
July 12, 2005
September 28, 2010
August 28, 2012

¹ For purposes of this Code, "consultant" has the same meaning as set forth in 2 Cal. Code of Regs. Section 18700(a) (1), as follows:

"Consultant" means an individual who, pursuant to a contract with a state or local government agency:

- (A) Makes a governmental decision whether to:
 - 1. Approve a rate, rule, or regulation;
 - 2. Adopt or enforce a law;
 - 3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;
 - 4. Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract which requires agency approval;
 - 5. Grant agency approval to a contract which requires agency approval and in which the agency is a party or to the specifications for such a contract;
 - 6. Grant agency approval to a plan, design, report, study, or similar item;
 - 7. Adopt, or grant agency approval of, policies, standards, or

guidelines for the agency, or for any subdivision thereof; or

(B) Serves in a staff capacity with the agency and in that capacity performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's Conflict of Interest Code.

Consultants to the Salinas Union High School District shall be subject to disclosure under Category 1, subject to the following limitation:

The Salinas Union High School District may determine in writing that a particular consultant, although a "Designated Employee," 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 of Category 1. In such cases, the Associate Superintendent/CBO may designate a different disclosure requirement. Such designation must be made in writing and shall include a description of the consultant's duties and, based upon that description, a statement of the extent of the consultant's disclosure requirements. The Associate Superintendent/CBO's designation must be filed, in advance of disclosure by the consultant, with the agency's conflict of interest code and also filed with the code reviewing body and must be delivered to the consultant along with a copy of the conflict of interest code and the manual and forms for disclosure (FPPC Form 700).